

AGENDA

HOUSTON FIRST CORPORATION

HOTEL COMMITTEE MEETING

June 17, 2025, beginning at 8:30 A.M.

Partnership Tower, 701 Avenida de las Americas, Suite 200

Houston, Texas 77010

HOUSTON FIRST BOARD ROOM

In accordance with the Texas Open Meetings Act, this Agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located on the exterior wall of the Houston City Hall building, located at 901 Bagby St. The Agenda is also available online at <https://www.houstonfirst.com>.

To reserve time to appear, come to the meeting at least ten minutes prior to the scheduled public session shown on the Agenda.

Any questions regarding this Agenda, or requests for special needs assistance, should be directed to Paula Whitten-Doolin, General Counsel, at 713.853.8965 or by email meetingagendas@houstonfirst.com.

Code of Business Conduct and Ethics: As a reminder, under Houston First Corporation Code of Business Conduct and Ethics Policy, if you have a potential conflict of interest that you have not previously disclosed relating to a transaction or arrangement being discussed or voted on, then you should notify the Chair, refrain from voting on the business item, and recuse yourself from the discussion on the matter.

- I. Call to Order**
- II. Public Comments**
- III. Minutes – November 6, 2024**
- IV. Presentations, Reports, and Updates**
 - A. Hilton Americas-Houston General Manager Report
- V. Adjourn**

III. Minutes: November 6, 2024

MINUTES

HOUSTON FIRST CORPORATION

HOTEL COMMITTEE MEETING
November 6, 2024, beginning at 8:30 A.M.
Partnership Tower, 701 Avenida de las Americas, Suite 200
Houston, Texas 77010
HOUSTON FIRST BOARD ROOM

The Hotel Committee ("Committee") of Houston First Corporation (the "Corporation" or "HFC"), a Texas local corporation created and organized by the City of Houston as a local government corporation pursuant to TEX. TRANSP. CODE ANN. §431.101 et seq. and TEX LOC. GOV'T. CODE ANN. §394.001 et seq., held a meeting at Partnership Tower, 701 Avenida de las Americas, Suite 200, Houston, Harris County, Texas 77010 on Wednesday, November 6, 2024, at 8:30 a.m.

Written notice of the meeting including the date, hour, place, and agenda for the meeting was posted in accordance with the Texas Open Meetings Act.

- I. **Call to Order.** The meeting was called to order at 8:31 a.m. and a quorum was established with Ryan Martin (Chair), Wea Lee, Paul Puente, and Bobby Singh in attendance. Alex Brennan-Martin was not present.
- II. **Public Comments.** None
- III. **Minutes.** Following a duly seconded motion, the minutes for August 28, 2024, were approved as presented.
- IV. **Committee Business.**
 - A. **Consideration and possible recommendation of the CY 2025 Budget for the Hilton Americas-Houston Hotel.**

Michael Heckman, President & CEO, emphasized the important aspects of the role of the Hotel Committee in overseeing the management and care of the Hilton Americas-Houston Hotel ("Hilton"). He noted that such oversight responsibilities include capital expenditures, major renovations at the Hotel, and approving the annual operating budget.

Jacques D’Rovencourt, Hilton General Manager, introduced and welcomed Sahir Abbasi as the new Hilton Director of Finance.

Mr. D’Rovencourt provided an overview of 2024. He reported that net income was better than forecasted and total expenses were less than forecasted. He highlighted that this will be record revenue for Hilton Americas and stated that occupancy, average rate, and revenue per available room (“RevPAR”) are all forecasted to be better than budgeted.

Cynthia Mondragon, Hilton Commercial Director, provided travel research figures for September 2024 year-to-date versus competitive set.

Mr. D’Rovencourt provided the assumptions for the 2025 budget. He stated 2025 will be another record revenue year.

Jason Monroe, Hilton Director of Sales, presented the group budget assumptions, which indicated group RevPAR be flat year-over-year with a shift from occupancy. He explained that the decline in occupancy was due to less citywide coverage in June to August.

Austin McGinty, Hilton Director of Revenue Performance, reported on transient budget assumptions, which show transient RevPAR growth.

Ms. Mondragon stated the other 2025 budget assumptions are banquets and catering, with group banquets and local catering projected to achieve their highest revenue year.

Mr. D’Rovencourt concluded by noting that there will be several capital projects at the Hotel in 2025.

Following a motion duly seconded, recommendation of the 2025 Hilton Americas-Houston Hotel Budget was approved unanimously.

- v. **Adjourn.** The meeting adjourned at 9:30 a.m.