

HOUSTON FIRST CORPORATION
MINUTES OF THE HOTEL COMMITTEE
JUNE 13, 2016

The Hotel Committee of Houston First Corporation (the "Corporation"), a Texas non-profit 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 in the 3rd Floor Executive Board Room, 1001 Avenida de las Americas, Houston, Harris County, Texas 77010, on Monday, June 13, 2016, commencing at 2:30 p.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. The following members participated in the meeting: David Solomon and Robert Sakowitz. Dawn Ullrich was absent.

Chairperson Solomon called the meeting to order at approximately 2:40 P.M. and a quorum was established.

1. **Public Comments.** None.
2. **Approval of Minutes.** A motion was made and duly seconded to approve the minutes of the March 9, 2016 Hotel Committee meeting as presented.
3. **Presentations.** None.
4. **Committee Business.**
 - A. **Consideration and possible recommendation of an agreement with Preferred Cleaning Services for night housekeeping services at Hilton Americas-Houston.** Jacques D'Rovencourt, Hilton Americas-Houston's General Manager, introduced Rebekah Kruppenbacher, Assistant Director Revenue Management, and Eric Castro, Director of Finance. Following the introductions, he briefed the Committee on the Request for Proposal (RFP) and selection process for night housekeeping services at Hilton Americas-Houston. Twenty-three companies expressed interest and four proposals were received and evaluated. Preferred Cleaning was recommended using comparisons of annual costs, experience, term of contract, rate of pay range, MWBE participation and verifiable references. Following discussion on this item, a motion was made and duly seconded to recommend this item to the HFC Board of Directors for consideration and approval.
 - B. **Consideration and possible recommendation of an agreement with Schindler Elevator Corporation for elevator/escalator maintenance at Hilton Americas-Houston.** Jacques D'Rovencourt continued with an overview of the details of the elevator maintenance proposal for elevator/escalator maintenance services at the Hilton Americas-Houston Hotel. Two companies submitted proposals, Schindler and E.R.S., Inc. A recommendation was made for Schindler based on quarterly/annual fees, scope of work, and term. Schindler is a participant in Hilton Worldwide's Master Service Agreement, which participates in Hilton Worldwide's rebate program that benefits the hotel. Following discussion on this item, a motion was made and duly seconded to recommend this item to the HFC Board of Directors for consideration and approval.

5. **Updates.**

- A. **Hilton Hotel Updates.** Jacques D’Rovencourt updated the Committee on the Hotel’s performance for 2016, including year-to-date RevPAR, sellouts, Group ADR, construction updates and recent Hilton Americas-Houston awards. He followed with a discussion of the 2016 re-forecast vs. 2016 Owners budget and a year-to-date performance between Hilton Americas-Houston and its competitive set, and year-to-date Hilton big box rankings.

Janice O’Neill-Cox provided a sales update on the booking positions for the period ended May of 2016 for 2016, May of 2016 for 2017, and May of 2016 for 2018. Nathan Tollett, Houston First’s Director of Sales, provided an update on programs and deployment efforts that the sales team is using to fill need years, which included an update on the 2nd quarter hotel sales blitz and pushing short-term initiatives.

- B. **Asset Manager.** Tom Reifert, Jones, Lang and LaSalle, was in attendance and provided the asset manager report.
- C. **COO Report.** Peter McStravick provided a construction update, including a timeline for the landscape and seasonal color around the GRBCC. He also discussed hotel development in downtown Houston and proposed criteria being considered for future convention services agreements. He stated that he would finalize the policy and bring it to the Hotel Committee meeting in September.

The meeting adjourned at approximately 3:53 P.M.

/s/ _____

Pamela Walko, Secretary