

Lancaster County Convention Center Authority
Meeting of the Operations Committee
Thursday, February 15, 2024 5:30 p.m.
Commons on Vine,
Lancaster County Convention Center

Agenda

1. Pledge of Allegiance
2. Roll Call
3. Announcements
4. Public Comment –

This Authority provides a reasonable opportunity at each of our meetings for residents and taxpayers of Lancaster County to comment on matters of concern, official action, or deliberation that are or may be before this Authority. People who wish to comment should state their name and address for the public.

5. Executive Director's Report
 - a. Porto Coshare Paver Project
 - i. Legal Ad Placed
 - ii. Penn Bid - bid Documents
 - b. Lydia Hamilton Smith Project update
 - i. Penn Bid - bid Documents
 - ii. Legal Ad Placed
 - iii. Window to Freedom Hall changed from 3rd to 2nd floor
 - ◆ access & room size issues
 - iv. Provided tour to Commissioner Ray D'Agostino
 - v. **Lydia Hamilton Smith Project Preliminary timeline**
 - ◆ March 12, 2024: Receive Construction bids
 - ◆ March 28, 2024: Award Construction Contracts
 - ◆ April – November: Construction
 - ◆ End of November: Construction complete, LCCCA moves in
 - c. Swan Hotel
 - i. RFP distributed to 18 potential buyers/ brokers
 - ii. Legal Ad ran in:
 - ◆ LNP Friday 2.9.2024 & Saturday 2.10.2024
 - ◆ Central Penn Bus. Journal 2.16.2024**Sale of Swan Hotel Timeline:**
 - ◆ February 9, 2024 Distribution of Request for Proposal.
 - ◆ March 19, 2024 11:00 am Walk property exterior & ground floor.
 - ◆ March 26, 2024 11:00 am Submission of written questions deadline.
 - ◆ Week of April. 2, 2024 Responses to questions distributed.
 - ◆ April. 16, 2024 11:00 am "Proposals" required at LCCCA Office.
 - d. Commons on Vine

- i. Commons on Vine Event Space Design Planning Meeting (2.12.2024)
Aimbridge: Josh Nowak, Hans Schreiber, Christine Stuart, Jacyn Thompson
Ken Hammel & Associates Architects: Ted Vedock, Marzena Wolnikowski,
Lancaster Co. Conv. Ctr Auth: Katlyn Diehl, Kevin R. Molloy
 - ◆ Walk Commons on Vine
 - ◆ Discuss LancasterHistory potential uses
 - ◆ Discuss Current uses
 - ◆ Discuss Demand possibilities and their needs
 - ◆ Sales team input
 - ◆ Architect's takeaways
- ii. Dust in Commons on Vine – LCCCA Office
- iii. Commons on Vine Preliminary timeline
 - ◆ March 2024: LCCCA board approves HAA's design proposal and design starts
 - ◆ September/October 2024: Project Released for bid
 - ◆ November 2024: LCCCA board approves construction contract
 - ◆ December 2024/January 2025: Construction Begins
 - ◆ September 2025: Construction complete
 - ◆ October 2025: grand opening coincides with opening of the new museum
 - ◆ 2026: Restroom renovation

6. Report from Aimbridge Hospitality: Josh Nowak, Jacyn Thompson & Hans Schreiber

- a. Sales and Marketing update
 - i. 4th Quarter 2023 activity
 - ii. 2019, 2022, 2023 Freedom Hall activity
 - 1. Events, Events Days & Attendance
 - iii. 1st Quarter 2019, 2023, compared to 2024 outlook
 - 1. Events, events days & attendance
 - iv. 2024 1st Quarter Freedom Hall Calendar of Events
 - v. 2024 1st Quarter Advertising
 - vi. 2024 Tradeshow Schedule
 - vii. 2022 Tradeshow Recap
 - viii. 2023 Tradeshow Recap
 - ix. 4th Quarter 2023 Bookings
 - x. Priority Events by Years
 - xi. 2023 statement of Income Non-audited year end

7. New Business

- a. Commons on Vine
 - i. Motion to recommend Ken Hammel & Associates Concept Design phase services for the renovations of the Vine Street Lobby to LCCCA full board.

8. Adjournment

Next Operations Committee Meeting: Thursday, March 28, 2024, 4:30 P.M. Commons on Vine Lobby