

**Stadium Manager's Monthly Report
Regular Session
March 31, 2022**

A. ADMINISTRATIVE

1. **Monthly Financial Update** (attached)
Update provided by Stadium Administrative Services Officer

B. SWAP MEET & MARKETPLACE

1. Review of Fees and Proposed Shopper Fee Increase
Presentation by Stadium Sales and Marketing Specialist

C. EVENTS

1. Taste of Oahu Night Market - Friday, April 1, 2022 4:00pm – 10:00pm in upper Halawa parking lot.

D. USE OF "OTHER SPACE" ON STADIUM PREMISE

Request for delegation to Stadium Manager to negotiate with parties to establish rental rates for the use of other space on the stadium premise through calendar year 2022. Hawaii Administrative Rules §3-70-11 (c) "The use of any office, or other space or facility on the stadium premises may be rented upon the terms and conditions, and at the rental rates as may be determined by the authority."

FY 2022 Operating Budget Full Year Projected Amounts

Actual / Projected Monthly Revenues & Expenditures through FYE 2022															Update as of: 03/23/22			
	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
	Source Code	Actual 07/2021	Actual 08/2021	Actual 09/2021	Actual 10/2021	Actual 11/2021	Actual 12/2021	Actual 01/2022	Actual 02/2022	Projected 03/2022	Projected 04/2022	Projected 05/2022	Projected 06/2022	FYE 06/30/22 12-Month Projected	FYE 06/30/21 12-Month Actual	FY 2022 Increase/ (Decrease) Over FY 2021	% Change Prior : Current Yr.	COMMENTS
REVENUES		11%	9%	9%	8%	7%	7%	8%	8%	8%	9%	8%	8%	100%				
Swap Meet	836	340,599	365,919	424,246	268,411	361,588	302,267	308,206	311,819	300,000	337,500	300,000	300,000	3,920,555	1,807,547	2,113,008	116.90	Orig. revenue growth factor of 39% over prior yr. Controlled vendor capacity at 50% to support social distancing. (Other factors include EO, EP, Toursim) Projection uses factor of \$3.75M for remaining 5-mos. of FY '22/Up 116.90% over prior year.
Parking	1320	43,802	114,331	-	592	2,437			-		2,000	2,000	2,000	167,162	22,857	144,305	631.34	HAR Prkg rate increase a/o 01/01/20 to \$9/\$17/\$32
Food and Beverage	1321	577	633	708	720	3,051	453	437	11	1,200				7,790	66,688	(58,898)	(88.32)	
Rent	1322	27,810	22,105	11,555	12,450	21,205	32,810	11,705	4,705	70,808	7,808	7,808	7,808	238,577	429,952	(191,375)	(44.51)	NOTE: VZW Sm.Cell Sys. (\$57.7k); T-Mob (\$36k) ATT-0 11/2021 - Halloween Haunted House 03/2021 - Xmas Light Show
Advertising	1324				37,292									37,292	348,019	(310,727)	(89.28)	
Interest	288					1,550	4,473	-	419	-	-			6,442	20,234	(13,792)	(68.16)	
Stadium Tours	1325														-	0	0.00	
Miscellaneous	Var.	41,986	24,818	5,078	2,864	(163)	1,330	2,500	4,933		-	-	-	41,360	130,485	(89,125)	(68.30)	
Total Revenues:		454,774	527,806	441,587	322,329	389,668	341,333	322,848	321,887	372,008	347,308	309,808	309,808	4,461,164	2,825,782	1,635,381	57.87	
EXPENSES					309,535	368,223	302,653	313,656	288,546									NOTE: HRA IV Vac - Leg unfunded in Act 88/SLH2021
Personal Services	2000	285,837	306,475	306,040	(513,833)	210,170	(3,065)	37,241	221,184	275,000	450,000	275,000	275,000	2,125,049	3,628,822			Payout(s).
PTI Support Services																		01/2022 = Emp. separation V/L Payout (\$57k)
Labor Adj Incl./Fringe										(103,295)	(103,295)	(103,295)	(103,295)	(413,180)				03/22 - 06/22 RIF Payroll Svgs. (\$413K)
Actual Labor Cost																		04/2022 = Emp. RIF/Retirement Trnsfr-Payout (\$175k)
Supplies	3000																	
Utilities	5000																	
Repairs and Maint.	5800																	
Services on a Fee Basis	7100																	08/2021 - Insurance premium \$57k
Central Serv. Assess	7200																	2021/22 = W/C settlement (\$19k)
Miscellaneous - Prior Yr															575,000			02/22 = W/C settlement (\$16.7k)
Miscellaneous - Current		31,858	137,056	112,585	19,368	55,729	95,688	72,752	48,387	151,453	151,453	151,453	151,453	1,179,235	1,465,042			
Total Expenses:		317,695	443,531	418,625	(494,465)	265,899	92,623	109,993	269,571	323,158	498,158	323,158	323,158	2,891,104	5,668,864	(2,777,760)	(49.00)	NOTE: Act 146., SLH 2021, exempt from special fund assessments
PROFIT / (LOSS)														1,570,060	(2,843,081)	4,413,141	(155.22)	(Central Svc., & Admin. Assmnt)

Shortfall by Month		137,079	84,275	22,962	816,794	123,769	248,710	212,855	52,316	48,850	(150,850)	(13,350)	(13,350)	1,570,060
NET CASH BAL:		1,043,334	1,127,609	1,150,571	1,967,365	2,091,134	2,339,844	2,552,699	2,605,015	2,653,865	2,503,015	2,489,665	2,476,315	

FY 2014 / Season 2013 - Six (6) UH Games
FY 2015 / Season 2014 - Seven (7) UH Games
FY 2016 / Season 2015 - Seven (7) UH Games
FY 2017 / Season 2016 - Six (6) UH Games
FY 2018 / Season 2017 - Six (6) UH Games

FY 2019 / Season 2018 - Seven (7) UH Games
FY 2020 / Season 2019 - Eight (8) UH Games
FY 2021 / Season 2020 - Four (4) UH Games (COVID-19 - No fans)
FY 2022 / Season 2021 - (0) UH Games

DATAMART- Acct. Summary		FY 2022
FY '22 Cash Before Encumbrances:		906,255 B
Less: Encumbrances:		
FY '22 Unencumbered Cash Balance:		906,255 B
+/-: FY '22 Surplus/Shortfall		1,570,060 B
Balance of FY '22 ARPA Allocation (\$2.3M)		429,625 V
FY '23 Available & Carryover Cash Balance:		2,905,940 B/V

2,476,315 B
429,625 V

V-FUND		
01/2022	Cumulative	V-Fund Expenditures
67,362	1,609,954	Personal Services
50,419	260,421	Other Current Expenses
117,781	1,870,375	TOTAL V-Fund Expenditures
	2,300,000	V-Fund Allocation - FY 2022
	429,625	Unexpended V-Fund Balance

Monthly Summary of Events Report
Events Branch
2-12-22 to 3-21-22

DATE	EVENT	LOCATION	ATTENDANCE	# OF USHERS	VEHICLES PARKED	# OF PARKING ATTENDANTS	OTHER EVENT(S) HELD ON SAME DATE/TIME	COMMENTS
2/21/22	Great Aloha Run	Stadium	-	2	-	10	-	Drive-through event. 751 vehicles signed up.
2/26/22, 3/19/22	Hawaii Rally Sports Association (HRSA)	Lower Halawa Lot	-	-	-	2	Swap Meet	Low speed car control competition.
2/27/22, 3/6/22, 3/20/22	Sports Car Club of America (SCCA)	Lower Halawa Lot	-	-	-	2	Swap Meet	Defensive driver training.
3/3/22 & 3/4/22	Eye Productions	Bus Lot	-	-	-	-	-	Base camp and crew parking for an offsite shoot at the airport.
3/16/22	Eye Productions	Lower Halawa Lot	-	-	-	1	-	Base camp and crew parking for an offsite shoot at Joint Base Pearl Harbor-Hickam.

April 2022

April 2022							May 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 27	28	29	30	31	Apr 1 4:00pm 10:00pm Taste of Oahu (UHPL)	2 6:00am 5:00pm HRSA (LHPL) 8:00am 3:00pm Swap Meet (UHPL)
3 6:30am 3:00pm Swap Meet (UHPL)	4	5 8:00am 4:00pm Pay	6 8:00am 3:00pm Swap Meet (UHPL)	7	8	9 8:00am 3:00pm Swap Meet (UHPL)
Hawaiian Humane Society (TBD) (HR)						
10 Hawaiian Humane Society (TBD) (HR) 6:00am 6:00pm SCCA (LHPL) 6:30am 3:00pm Swap Meet (UHPL)	11	12	13 8:00am 3:00pm Swap Meet (UHPL)	14	15 Holiday - Good Friday	16 8:00am 3:00pm Swap Meet (UHPL)
17 6:30am 3:00pm Swap Meet (UHPL)	18	19	20 8:00am 4:00pm Pay 8:00am 3:00pm Swap Meet (UHPL)	21	22	23 8:00am 3:00pm Swap Meet (UHPL)
24 6:30am 3:00pm Swap Meet (UHPL)	25	26	27 8:00am 3:00pm Swap Meet (UHPL)	28 8:30am 10:00am Board Meeting	29	30 8:00am 3:00pm Swap Meet (UHPL)

May 2022

May 2022						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 1 6:30am 3:00pm Swap Meet	2	3	4 8:00am 3:00pm Swap Meet (UHPL) 9:00am 9:30am Manager/Supervisor 9:30am 10:00am Staff	5 8:00am 4:00pm Pay	6 4:00pm 10:00pm Taste of Oahu (UHPL)	7 8:00am 3:00pm Swap Meet (UHPL)
8 6:30am 3:00pm Swap Meet (UHPL)	9	10	11 8:00am 3:00pm Swap Meet (UHPL)	12	13	14 8:00am 3:00pm Swap Meet (UHPL)
15 6:30am 3:00pm Swap Meet (UHPL)	16	17	18 8:00am 3:00pm Swap Meet (UHPL)	19 2:00pm 4:00pm Aiea High School Graduation (LHPL)	20 8:00am 4:00pm Pay	21 Hainrick party (time TBD) (HR) 8:00am 3:00pm Swap Meet (UHPL)
22 6:30am 3:00pm Swap Meet (UHPL)	23	24	25 8:00am 3:00pm Swap Meet (UHPL)	26 8:30am 10:00am Board Meeting	27	28 8:00am 3:00pm Swap Meet (UHPL)
29 6:30am 3:00pm Swap Meet (UHPL)	30 Holiday - Memorial Day	31	Jun 1	2	3	4

June 2022

June 2022							July 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 29	30	31	Jun 1 8:00am 3:00pm Swap Meet (UHPL) 9:30am 10:00am Staff Meeting (HR)	2	3 8:00am 4:00pm Pay 4:00pm 10:00pm Taste of Oahu (UHPL)	4 8:00am 3:00pm Swap Meet (UHPL)
5 6:30am 3:00pm Swap Meet (UHPL)	6	7	8 8:00am 3:00pm Swap Meet (UHPL)	9	10 Holiday - King Kamehameha Day	11 8:00am 3:00pm Swap Meet (UHPL)
12 6:30am 3:00pm Swap Meet (UHPL)	13	14	15 8:00am 3:00pm Swap Meet (UHPL)	16	17	18 Sabuco party (time TBD) (HR) 8:00am 3:00pm Swap Meet (UHPL)
19 6:30am 3:00pm Swap Meet (UHPL)	20 8:00am 4:00pm Pay	21	22 8:00am 3:00pm Swap Meet (UHPL)	23	24	25 8:00am 3:00pm Swap Meet (UHPL)
26 6:30am 3:00pm Swap Meet (UHPL)	27	28	29 8:00am 3:00pm Swap Meet (UHPL)	30 8:30am 10:00am Board Meeting	Jul 1	2

DAVID Y. IGE
GOVERNOR
AUTHORITY

CURT T. OTAGURO
COMPTROLLER

ROSS I. YAMASAKI
CHAIRMAN, STADIUM

RYAN G. ANDREWS
DEPUTY MANAGER



An Agency of the State of Hawaii

Stadium Board Meeting Marketing Update – MARCH 2022

Marketing and communication efforts will continue to ensure the Aloha Stadium is properly up to date on activities and developments as we move towards a the NASED project. In addition, we continue to focus on the following items:

1. Communications/Marketing/Advertising Coordination

- Stadium event related media coordination as needed.
- Communication coordination with all Hawaii media platforms as they arise.
- Assist clients/sponsors with marketing and communication needs upon request.

2. Update and maintain website

- Continue to maintain and update the website with current events and information on a daily base.
- Continue to update backend site improvement issues online.

3. Social media and ongoing public relations efforts

- Continue to monitor and update daily.

4. New Event Support

- Work in collaboration with the Events team to expand, create and coordinate new programs and activities for 2022.

5. Advertising Coordination

- Oversee, as needed, events and activities.
- Oversee and expand sponsorship opportunities and online platforms utilizing new programs as they arise.

6. Swap Meet & Marketplace Coordination

- Continue to review and update swap meet marketing and operations needs as requested with Centerplate and Krysti Peacock/Moxie Agency.
- Coordinate and assist with expanding activities and programs within the swap meet & marketplace including all specialty events within the marketplace.
- Assist with marketing/PR, social media efforts and coordination.

7. Miscellaneous

- Assist with PR campaigns, media, neighborhood board meetings, advertising, and operational coordination for new stadium (NASED) as needed.

8. Memorabilia, Auction and Closing Celebration

- Event planning and coordination.
- Memorabilia and Auction planning and coordination.

9. Creative stadium & event collateral


- Creative production for stadium marketing as needed.

MONTHLY SECURITY REPORT TO THE BOARD

Brief summary of security related incidents which occurred February 1, 2022, through February 28, 2022.

Swap Meet

Stadium Nurses reported one Medical Assistance Call; call was Injured Cared For (ICF). Injured person fell and injured knee in parking lot. Injured person was evaluated & treated by Stadium Nurse, then was released to family member.

Allied Universal Security Services (AUSS) reported one Medical Assistance Call; call was Sick Cared For (SCF). Person felt faint when they returned to their vehicle after walking around Swap Meet. Person's family call 911. Person feeling faint was initially evaluated & treated by Stadium Nurse, then evaluated and treated by Emergency Medical Technicians (EMTs). Person feeling sick was released to family members and advised to seek further medical assistance, if needed. 

Conclusion

Prepared and submitted by,



Neal O. Sakamoto, Stadium Security Officer
3-17-2022, 1445hrs

Facility Maintenance Report
Stadium Authority Board Meeting
March 23, 2022

Despite the decommissioning of the stadium facility and the recent reduction in force, there remains much to do regarding maintenance of the stadium site to ensure safe and efficient operation of the parking lots for Swap Meet and other events, as well as rental of the Hospitality Room and other spaces.

Specific examples of on-going site maintenance include:

A. General Cleaning/custodial

1. Office spaces & restrooms
2. Hospitality Room cleaning and disinfecting in-between rental usage.
3. Public restrooms used for Swap Meet and other parking lot events (33 toilets, 18 sinks, 8 urinals, etc.). We have two Porters that work each Swap Meet to keep up with routine cleaning and to restock supplies.
4. Rubbish Removal – Every swap meet event requires 20-24 “worker hours” to clean the site. On average, Swap Meet rubbish fills two 40-yard bins per week.

B. Landscape

1. Tree trimming around circle lot to prevent falling branches – on-going.
2. Coconut tree trimming to prevent falling coconuts.
3. Street Sweeper to pick up bean pods around circle lot.
4. Hedge trimming around perimeter of site and area fronting Box Office.
5. Weed eating around medians of circle lot, site perimeter, along the Halawa stream/canal, and at the former CDL property.

C. Parking Lot Maintenance

1. Pot-hole patching – on-going
2. Curb Repairs – on-going
3. Re-striping lanes, stalls and directional signage – on-going
4. Cutting back of tree roots to minimize the lifting of asphalt and reduce the risk of trips/falls.

D. Other

1. Irrigation line repairs: Note that due to age of irrigation system, repairs are required frequently to address leaks. This work includes identifying leak location, excavating asphalt/dirt, repairing line or valve, backfilling and repaving.
2. Potable water line repair: due to the age of galvanized pipes, underground leaks are detected on occasion. This work includes identifying leak location, excavating asphalt/dirt. Repair requires a licensed plumber to work on potable water line.
3. Electrical/Lighting: Note that due to the age of the parking lot lighting and wiring, frequent “ground outs” occur due to deteriorated or decaying conduit.

The result is that we have to troubleshoot electrical lines, identify location of the “ground out”, excavate asphalt/dirt, pull new wire (which is often impossible due to brittle wire breaking) and rewire.

4. Plumbing: With average weekly attendance of 23,000 to 25,000 shoppers, the frequent use of restrooms requires regular toilet and faucet repairs, fixture replacement and clog removal.
5. ADA/Safety/Code Compliance – Interface with the Department of Communication Access Board (DCAB) on ADA compliance for various request such as required ADA type of Porta Potty for parking lot events. Keep open dialog with Honolulu Fire Department (HFD) on mandatory inspections and follow-up. Work with HFD on parking lot events such as Taste of Oahu on fire extinguisher requirement.
6. Inventory Management – In addition to regular inventory management, we are actively engaged in asset transfers to many other State agencies. Concurrently, we are preparing for several future auctions.

Water Leak during Swap Meet in Circle Lot



Current Potable water leak in LHPL



Recent irrigation line repair in UHPL





Monthly Report
 Stadium Authority Meeting
 3/31/2022

ALOHA STADIUM SWAP MEET AND MARKETPLACE
 Feb-22

Shopper Attendance:

February Monthly Attendance		Days Open	Daily Average	Coupons	Paid Attendance	Average Daily Paid Attendance
2020	80,264	13	6,174	53	80,211	6,170
2022	85,164	12	7,097	0	85,164	7,097
Difference	4,900	-1	923	-53	4,953	927
%	6%		15%	-100%	6%	15%

Vendor Attendance:

February Total Stall Count		Days Open	D,E, & F Total Stall Count	Daily Average Count	A,B,C Total Stall Count	Daily Average Count
2020	8,428	13	4,401	339	4,027	310
2022	6,313	12	2,634	220	3,679	307
Difference	(2,115)	-1	(1,767)	(119)	(348)	(3)
%	-25%		-40%	-35%	-9%	-1%

Operations Information:

New Aloha Stadium Entertainment District Committee March 16, 2022

Board Members: Brennon Morioka (Chair), John Fink

Stadium Staff: Ryan Andrews, Stephen Lee

Purpose: Update the Stadium Authority on various activities concerning NASED.

1. Governance

- The request to transfer the fee title of the stadium lands from the Department of Land and Natural Resources to the Stadium Authority is pending Governor's approval.
- Request for meetings with Deputy Attorneys General with land and development expertise are pending acceptance. The purpose of these meetings is to assist the Authority in establishing policies and procedures for review, approval and administration of land management transactions.
- Two key companion bills are being monitored (HB2470 and SB3334) as both relate to future governance of the stadium and real estate projects and propose to move the Stadium Authority from being an attached agency of the Department of Accounting and General Services to being attached to the Department of Business, Economic Development & Tourism. The intention of both bills is to aggregate both enterprise agencies and land management functions under one department.

2. Financial

A revised set of financial parameters has been established for NASED. The RFP for the stadium project will require proposals to be within a defined "affordability limit" and the state team will seek to ensure that minimum required scope fits within the financial parameters.

3. Schedule of Key Work-Streams

Programmatic Environmental Impact Statement (PEIS)

- Anticipated publication of the Final PEIS is targeted in the coming weeks.

Request for Proposals (RFP's)

- Both the real estate RFP and the stadium RFP are set for release in the coming weeks pending final state review. In preparation, meetings are underway with the Priority Listed Respondents/Offeror teams.
- Several subject matter workgroups continue to meet to facilitate this process and to review the technical and financial specifications of the RFP documents.

4. Communication and Public Engagement

Website/Newsletter– Continually updated. Note that an E-Newsletter was distributed on March 16, 2022 to all on the distribution list.

Neighborhood and Community Meetings

The following meetings were attended by representatives of DAGS and Stadium Authority:

Neighborhood Board # 18 March 10, 2022.
(Salt Lake/Aliamanu/Foster Village)

Neighborhood Board # 20 March 14, 2022.
(Aiea)

Aiea Community Association Will be attended on March 21, 2022.