

MT. VERNON RECenter Feasibility Study



Citizen Meeting 2 October 18, 2015



PROJECT OVERVIEW

FACILITY CONDITIONS ASSESSMENT

- Completed
- Major Findings:
 - Existing structures are in good condition
 - Pool and Ice rink are operationally sound
 - Existing building envelope and heating and cooling systems components are nearing the end of life-cycle
 - Interior circulation and space utilization are challenges with existing building layout

Natatorium Life-Cycle Improvements

- Project design started
- Will design for replacement of major systems at the end of their life-cycle as identified in the Facility Conditions Assessment to extend the life of the natatorium

Feasibility Study

- Current step in the process to identify future improvements
- The Study will take in account the existing features in the facility.



FEASIBILITY STUDY

PROJECT TEAM:

Owner

Owner – Fairfax County Park Authority

A/E Team

Architect – Hughes Group Architects

Feasibility Analyst – Ballard*King & Associates

Cost Estimator – Downey & Scott

Civil Engineer – Paciulli Simmons & Associates

Aquatics Engineer – Water Technology

Structural Engineer – Ehlert Bryan

Ice Rink Specialist – Rink Management Services

MEP Engineer – Setty & Associates

FEASIBILITY STUDY

TIMELINE

- Existing Operations Review.....COMPLETED
- Community Input
 - Citizen Kick-Off Meeting.....COMPLETED
 - User Survey.....COMPLETED
 - Statistically Valid
 - Market Survey.....COMPLETED
 - Public User Input Meeting..... COMPLETED
 - Contract User Focus Group Sessions... COMPLETED
- Market Analysis.....COMPLETED
- **Citizen Meeting 2.....Today (Oct. 18, 2015)**
- Prelim. Program Analysis.....Early Oct. 2015 – Early Nov. 2015
- Prelim. Financial Analysis.....Early Nov. 2015 – Late Jan. 2016
- Concept Design.....Late Dec. 2015 – Late Apr. 2016
 - **Final Citizen Meeting.....Late Mar. 2016**
- Final Financial Analysis.....Late Apr. 2016 – Early June 2016
- Feasibility Study Report.....Early June 2016 – Early Aug. 2016



Executive Summary

Three Different Types of Data Collection:

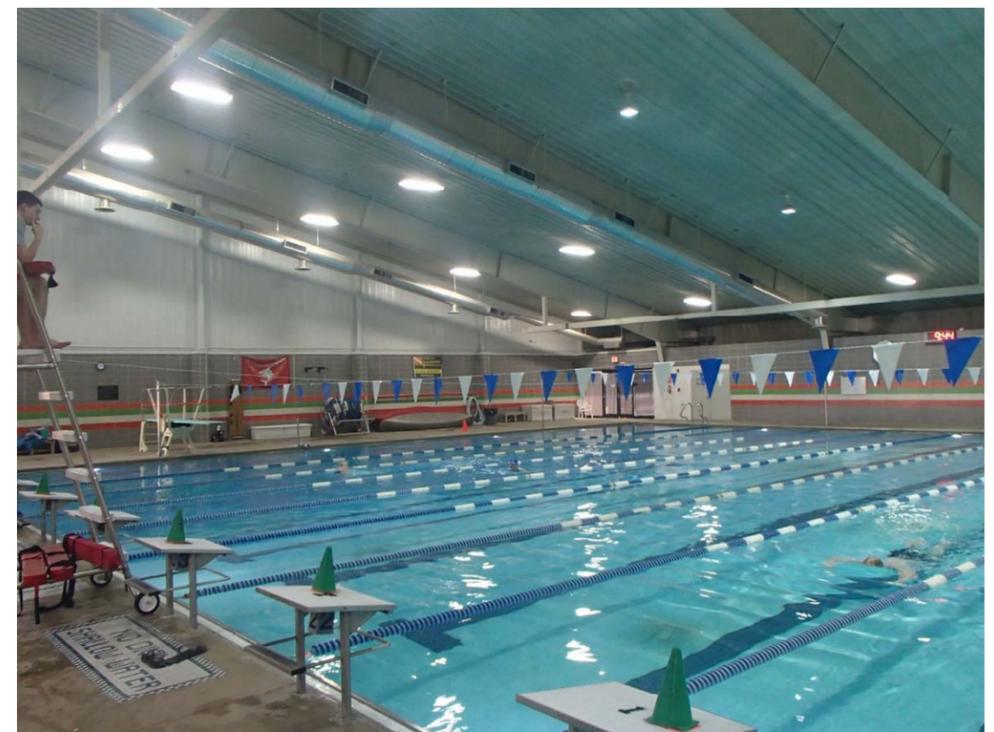
- **Contract User Focus Groups**
 - Three sessions
- **User Survey**
 - 724 responses
- **Statistically Valid Survey**
 - 400 responses



FEASIBILITY STUDY

KEY STEPS – COMPLETED

- **Existing Operations Review:** A/E reviewed the budget, revenues, and attendance figures of the existing RECenter in addition to other information about the FCPA organization.
- **Community Input:** The Project Team received feedback from the Community to help identify topics for surveys and determine how best to improve Mt Vernon REC.
 - **Citizen Kick-Off Meeting:** The Project Team explained the Study process to the Community.
 - **Qualitative Study – Programs and Services Offered:** In meetings led by A/E, the Community provided feedback regarding the need/demand for new and improved facilities, programs and services.
 - **Quantitative Study – Use of Facility:** 400 households in the primary service area of Mt. Vernon REC—the southern portion of Fairfax County and a portion of Alexandria—completed a conventional mail, telephone, or internet-based Statistically Valid Market Survey. Additionally, public and contracted users of Mt. Vernon REC participated in a separate internet-based User Survey.
- **Market Analysis:** A/E studied various demographics of the primary service area and a much larger secondary service area since the center has an ice rink as well as a competitive oriented pool. The demographic characteristics of these service areas were compared against national standards.



Mt. Vernon RECenter

FEASIBILITY STUDY

KEY STEPS – CURRENT & FUTURE:

- **Citizen Meeting 2: A Project Team presentation to the Community of the findings from initial phases of the Study.**
- **Program Analysis:** The Project Team will identify activity demand; determine space requirements; and determine optimal program mix.
- **Financial Analysis:** A/E will model the financial performance based upon the optimal program mix.
- **Concept Design:** Based upon the optimal program mix, A/E will develop conceptual facility design options for a building addition/renovation on the existing site.
- **Feasibility Study Report:** A/E will produce a comprehensive report that summarizes the Feasibility Study.



NEEDS ASSESSMENT/COMMUNITY INPUT

Tasks:

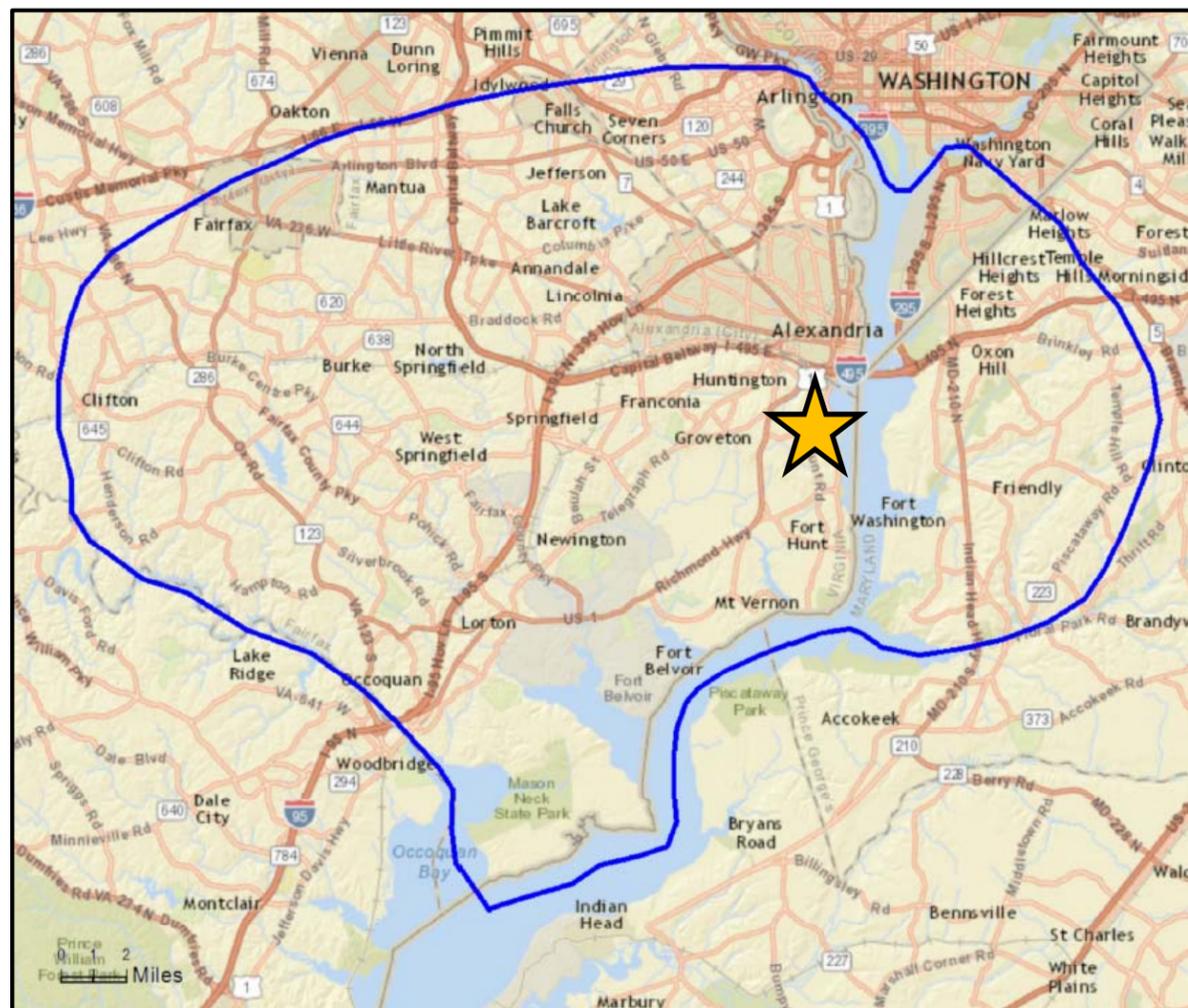
- **Market Analysis**
 - Demographic Analysis
 - Activity Participation Rates
 - Competitive Context
- **Community Input**
 - Citizens Meeting #1
 - Contract User Focus Groups
 - User Survey
 - Statistically Valid Survey



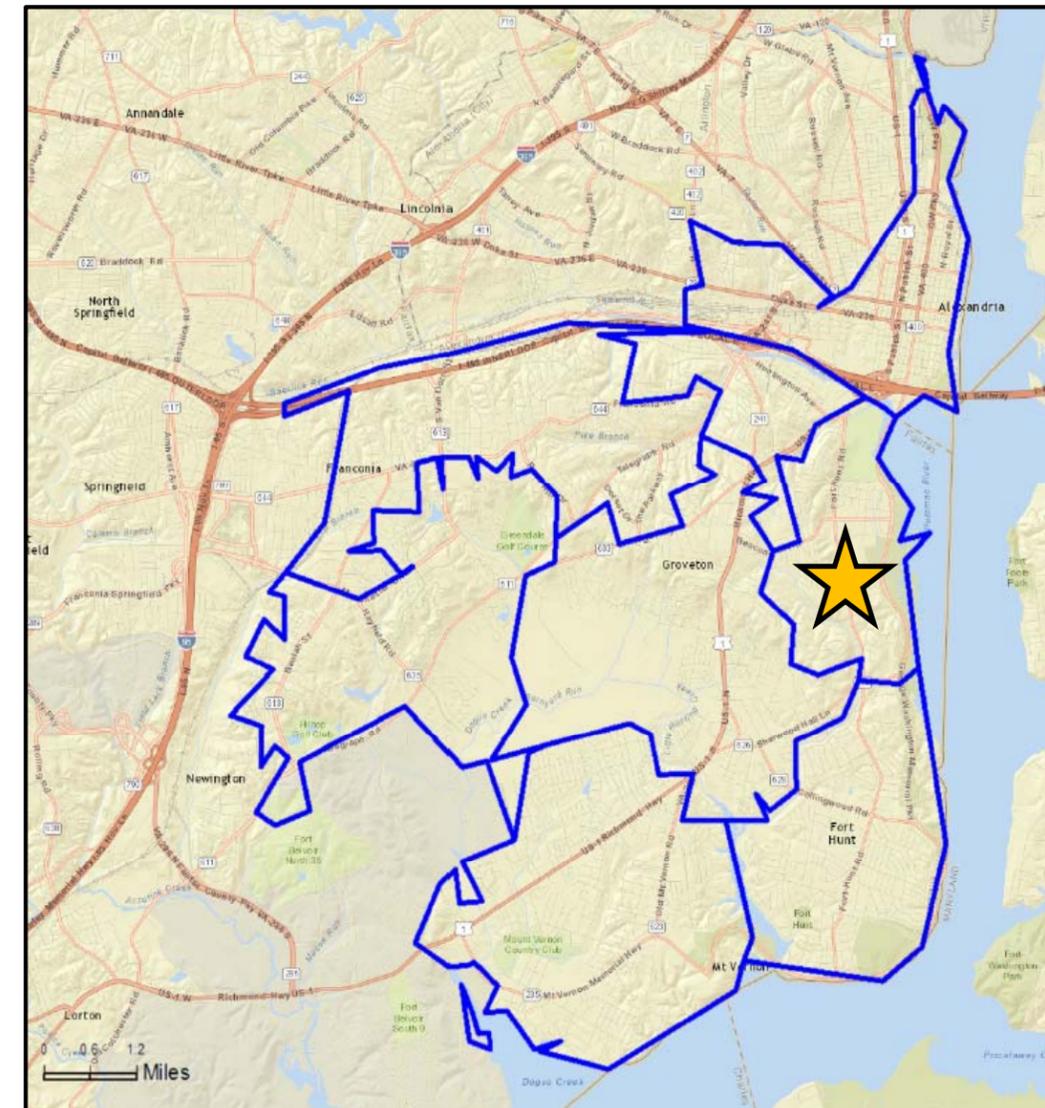
Market Analysis

- **Demographic Analysis**
 - Large service areas, similar characteristics
 - 179,146 primary
 - 1,142,957 secondary
 - Growing population
 - Growth in 5-17 and 65+ age categories
 - Median age is similar to national numbers but household size is smaller, fewer children
 - There is a significant African American and Asian population
 - Very high median household income level but high cost of living
 - Rate of expenditures for recreation purposes is very high

Secondary Service Area



Primary Service Area



Market Analysis

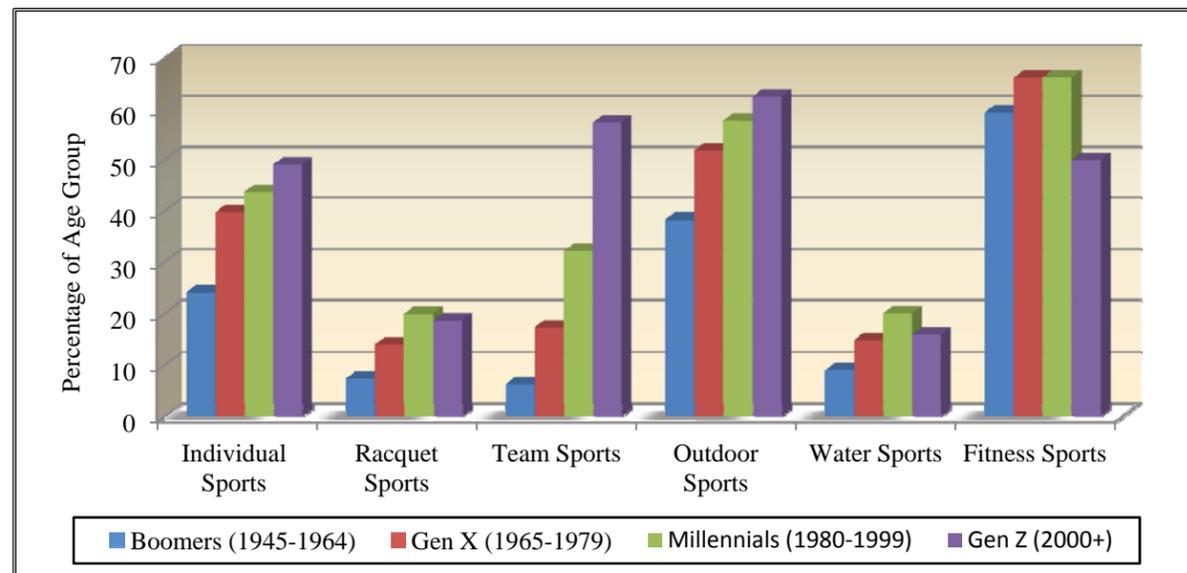
- **Activity Participation Rates**
 - Sports and Fitness
 - NSGA/SFIA
 - Cultural Arts
 - NEA

Increasing in Popularity

	2004 Participation	2013 Participation	Percent Change
Lacrosse	1.2	2.8	133.3%
Running/Jogging	29.2	43.0	47.3%
Hockey (ice)	2.4	3.4	41.7%
Yoga	20.7	29.2	41.1%
Gymnastics	3.9	5.4	38.5%
Aerobic Exercising	33.7	44.2	31.2%
Exercise Walking	86.0	104.3	21.3%
Tennis	11.1	12.4	11.7%
Cheerleading	3.3	3.6	9.1%
Workout @ Club	34.7	35.9	3.5%
Exercising w/ Equipment	54.2	55.1	1.7%
Ice/Figure Skating	6.7	7.3	1.4%

Decreasing in Popularity

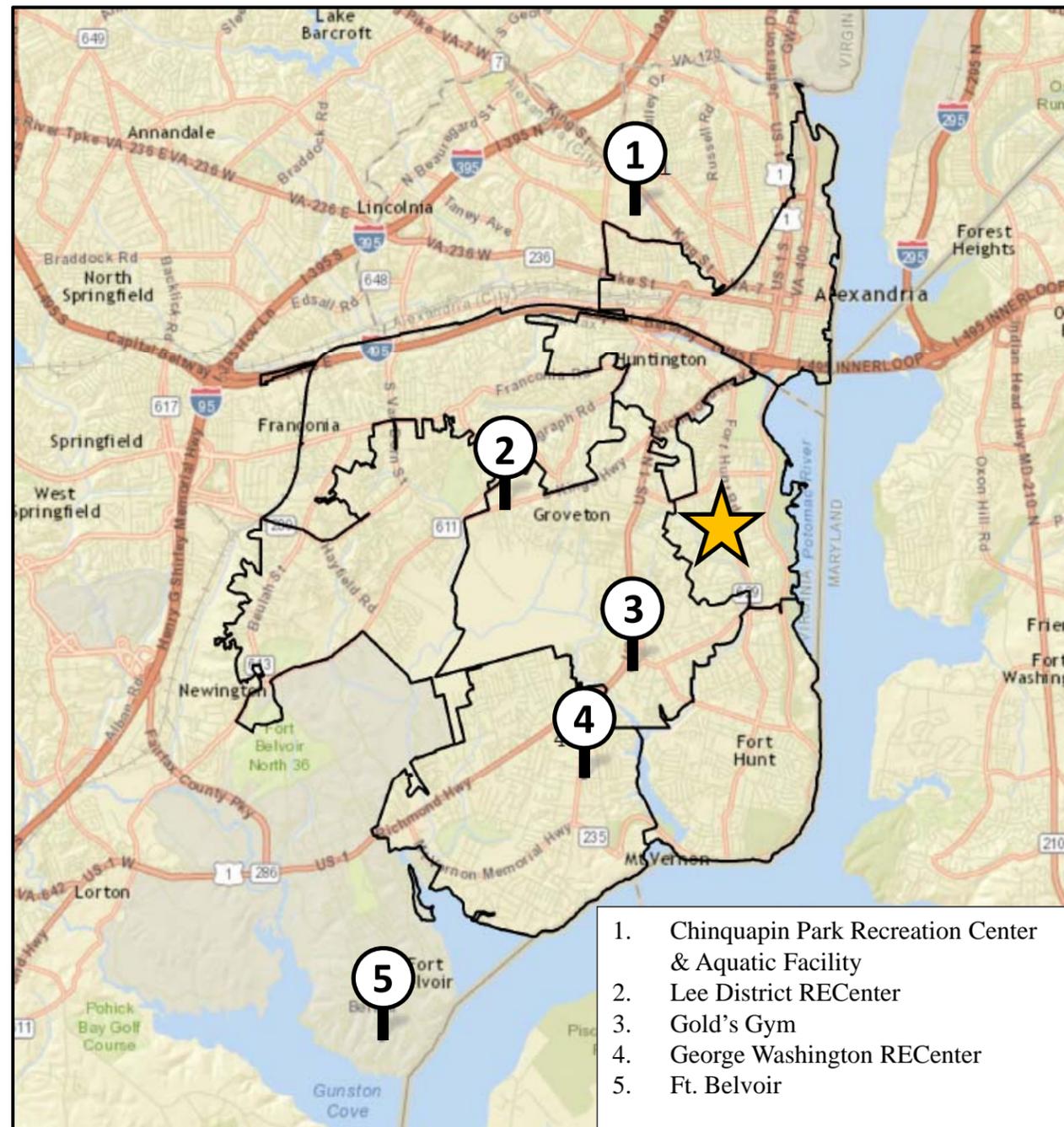
	2004 Participation	2013 Participation	Percent Change
Martial Arts / MMA	6.4	6.3	-1.6%
Weight Lifting	35.5	34.0	-4.2%
Boxing	3.8	3.4	-10.5%
Basketball	29.9	23.7	-20.7%
Swimming	58.0	45.9	-20.9%
Volleyball	13.2	10.2	-22.7%
Wrestling	0.0	2.9	-23.7%



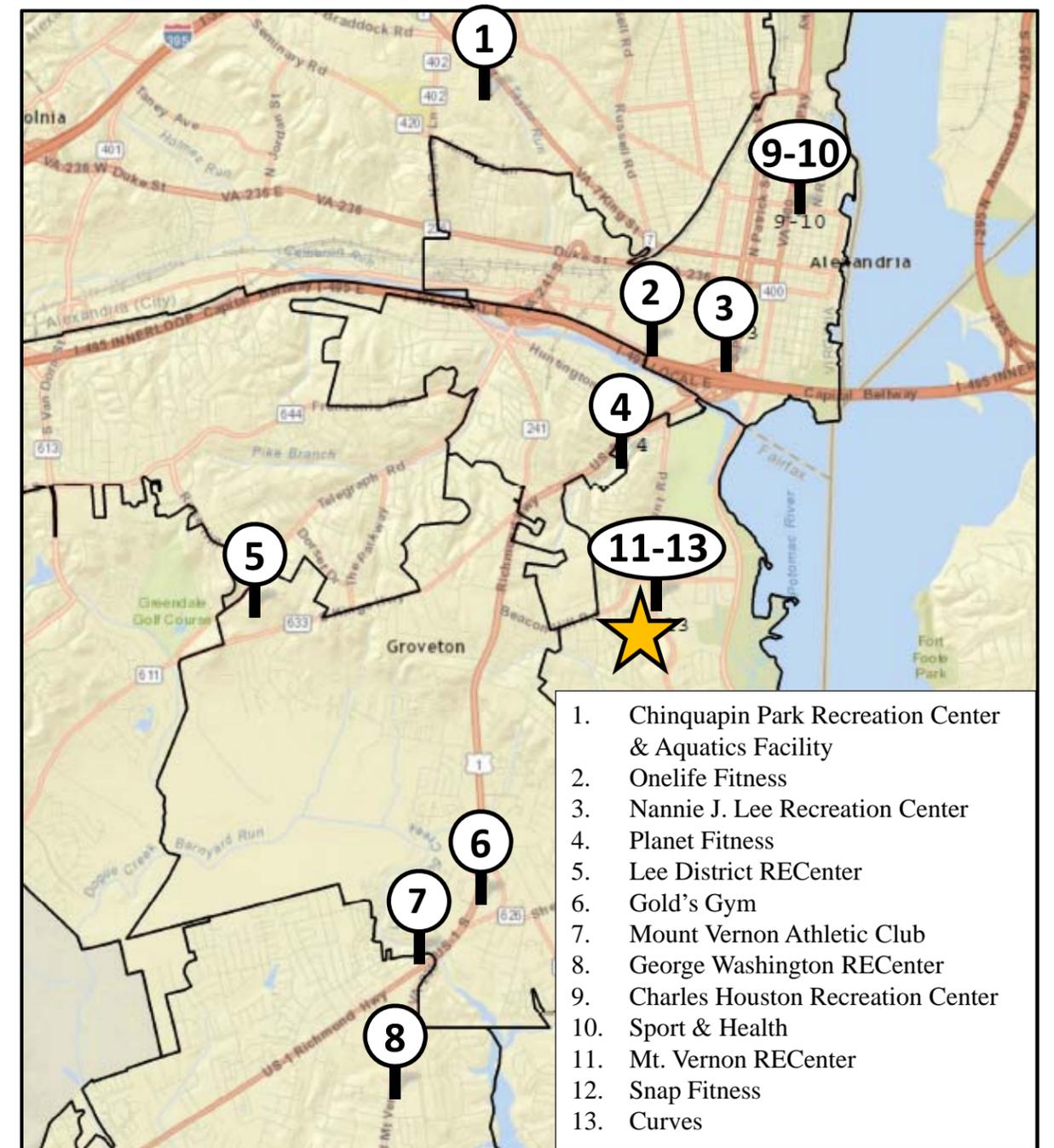
Market Analysis

- **Competitive Context**
 - Sports and Fitness
 - Aquatics
 - Ice

Aquatics



Sports and Fitness



Market Analysis

- **Competitive Context (continued)**
 - Sports and Fitness
 - Aquatics
 - Ice



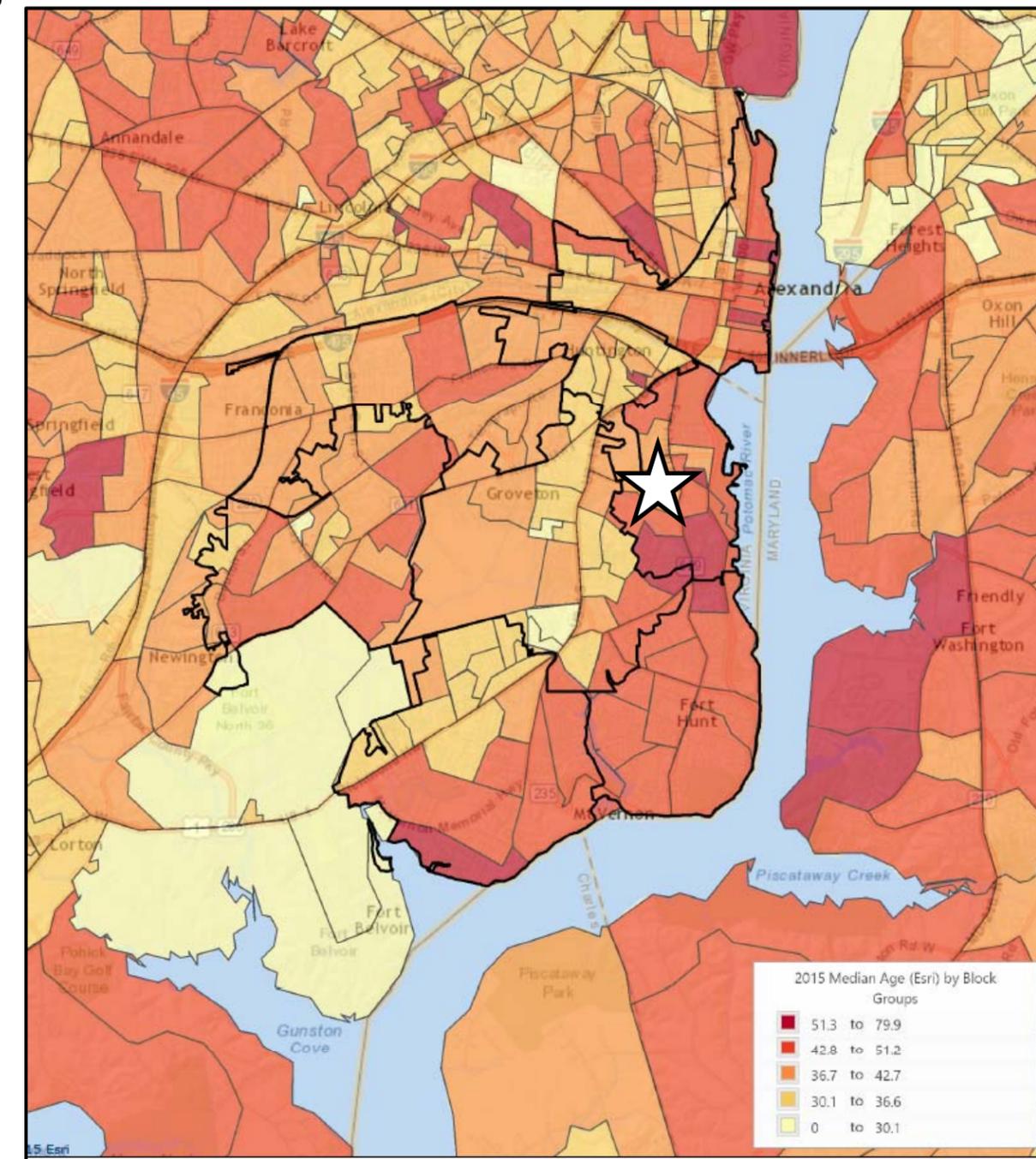
Ice



Market Analysis

- **Opportunities**
 - Large population base and growing
 - High income levels and high disposable income for recreation
 - Growing 5-17 population base
 - Great center location
 - Despite other providers there is a market for fitness, general recreation, and seasonal ice.
- **Challenges**
 - Fewer households with children
 - Large growth in the senior population
 - Large number of providers and two FCPA facilities
 - Limited market for additional competitive aquatic facilities
 - Site limitations for expansion
 - An expanded center will need to meet the cost recovery goals

Median Age



Public User Meeting

- **Citizens Meeting – 9/20**
 - Center has a great location and staff
 - There is a great sense of community at the center
 - Dissatisfaction with the center
 - Fitness area
 - Locker rooms
 - HVAC
 - Not clean or well maintained
 - Poor parking lay-out
 - Need more lap lanes
 - One ice sheet is not enough
 - Requested future Desires
 - Cleaner facility
 - Larger fitness area
 - Improved locker rooms
 - Additional ice sheet
 - Improved ice team rooms
 - Separate pools for lap, leisure and therapy
 - Indoor track
 - Café
 - Improved parking and a drop-off area
 - More daylighting and better air quality



Contract User Input

- **Focus Group Sessions – 9/21**
 - ***Ice Skating Instructors***
 - Too many demands on the existing rink
 - Limited time for lessons
 - Limited public skating sessions
 - Summer is busy with hockey camps
 - Need space for off-ice training
 - Requested future desires:
 - Second ice sheet plus a studio rink
 - Off-ice training area
 - Snack bar and pro-shop
 - Drop-in child care
 - Improved restrooms
 - ***Swimming User Groups***
 - Center is in a great location
 - Use Lee and George Washington as well
 - All available lanes are full
 - Air quality is poor
 - Requested future desires:
 - 50 meter pool/bulkhead
 - Improved locker rooms/more family change rooms
 - Party/meet room
 - Dryland training area
 - Drop-in child care
 - Better access to the building



Contract User Input

- **Focus Group Sessions – 9/21 (continued)**
 - **Hockey User Groups**
 - Location of the rink is great
 - Youth hockey needs more ice time
 - Concerns with the existing rink:
 - Team rooms in a poor location/lack of showers
 - Need a team room for females
 - Ice system is old
 - Seating area needs to be improved
 - Leaking roof
 - Need Wi-Fi
 - Requested future desires:
 - Second ice sheet
 - Off-ice training area
 - Snack bar and pro-shop
 - Game room
 - Additional team rooms

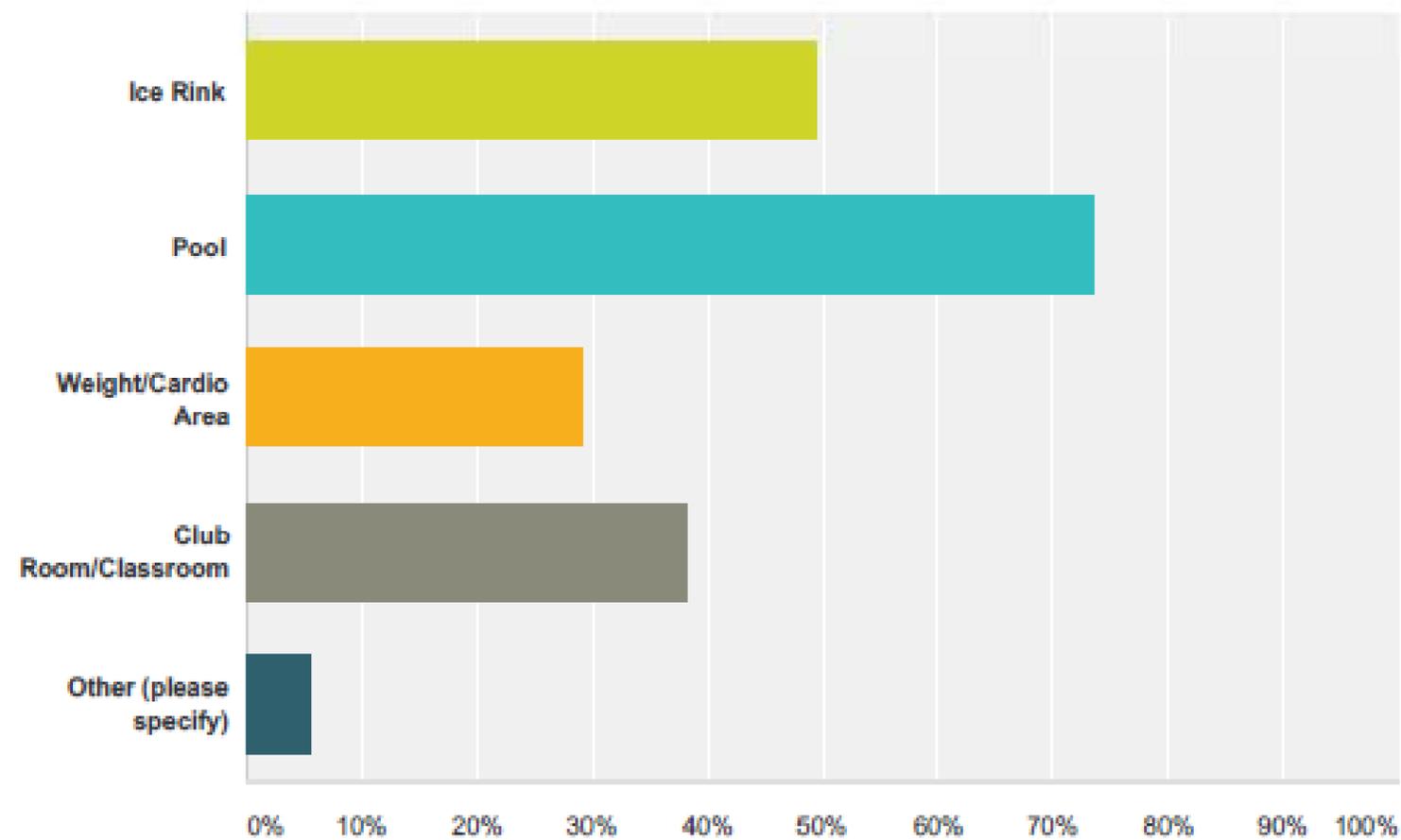


User Survey

- User Survey – 724 responses
 - On-line survey for users of the center

Q3 Please indicate all of the areas that you and household members use at Mt. Vernon RECenter.

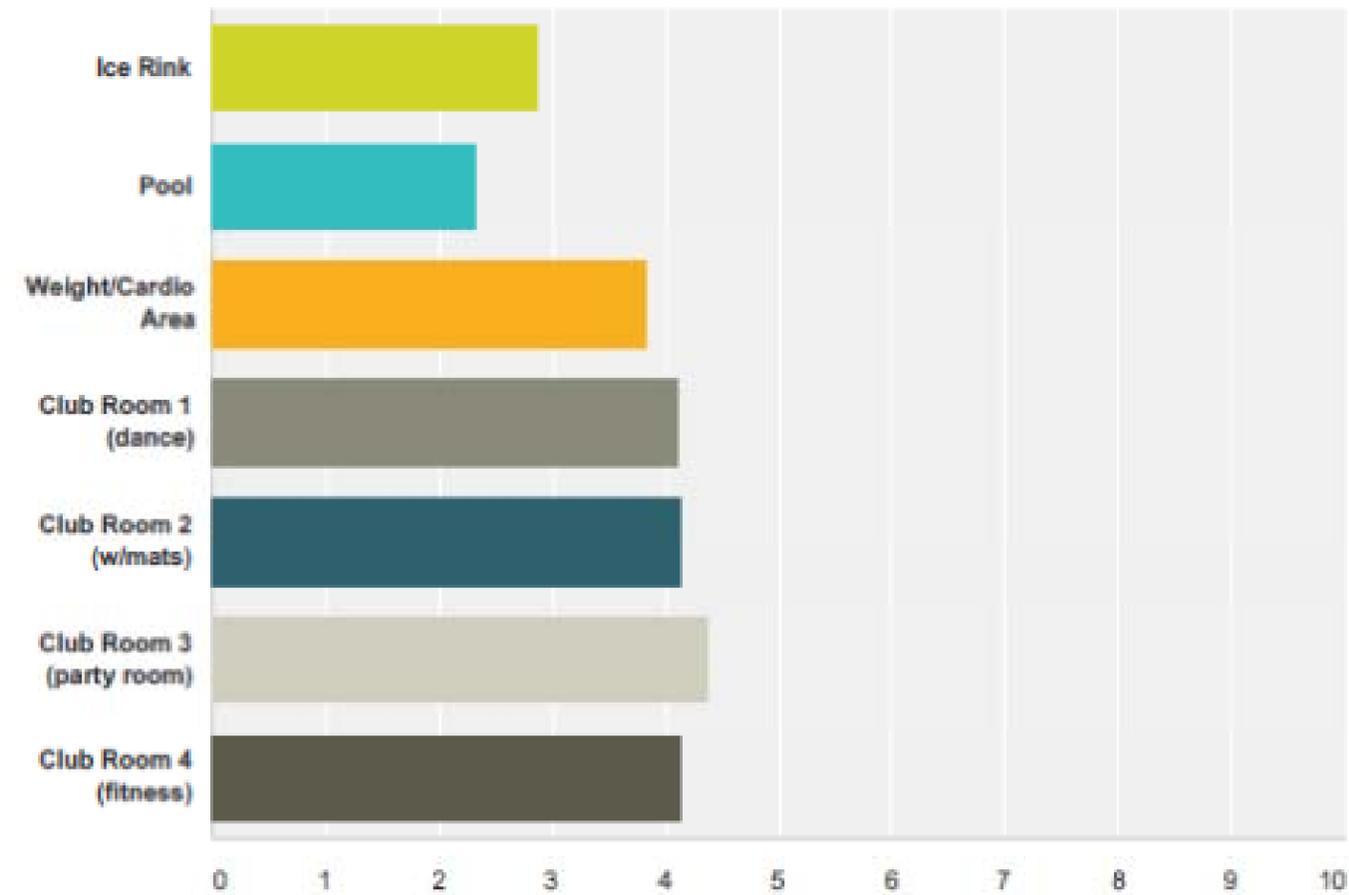
Answered: 826 Skipped: 84



User Survey

Q7 How would you and your household rate your satisfaction with the following components of Mt. Vernon RECenter?

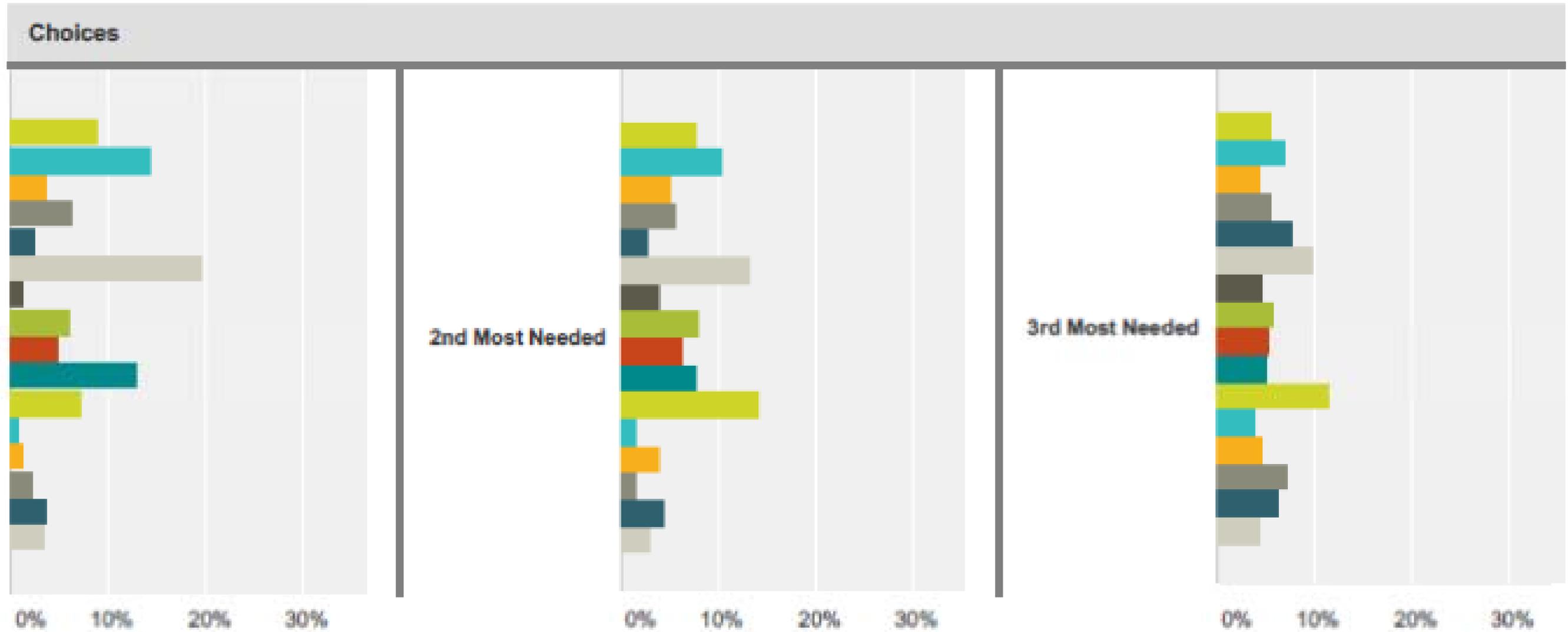
Answered: 788 Skipped: 122



User Survey

Q11 Which THREE of the recreation program areas listed in question #11 do you and members of your household feel are MOST NEEDED at the center?

Answered: 753 Skipped: 157

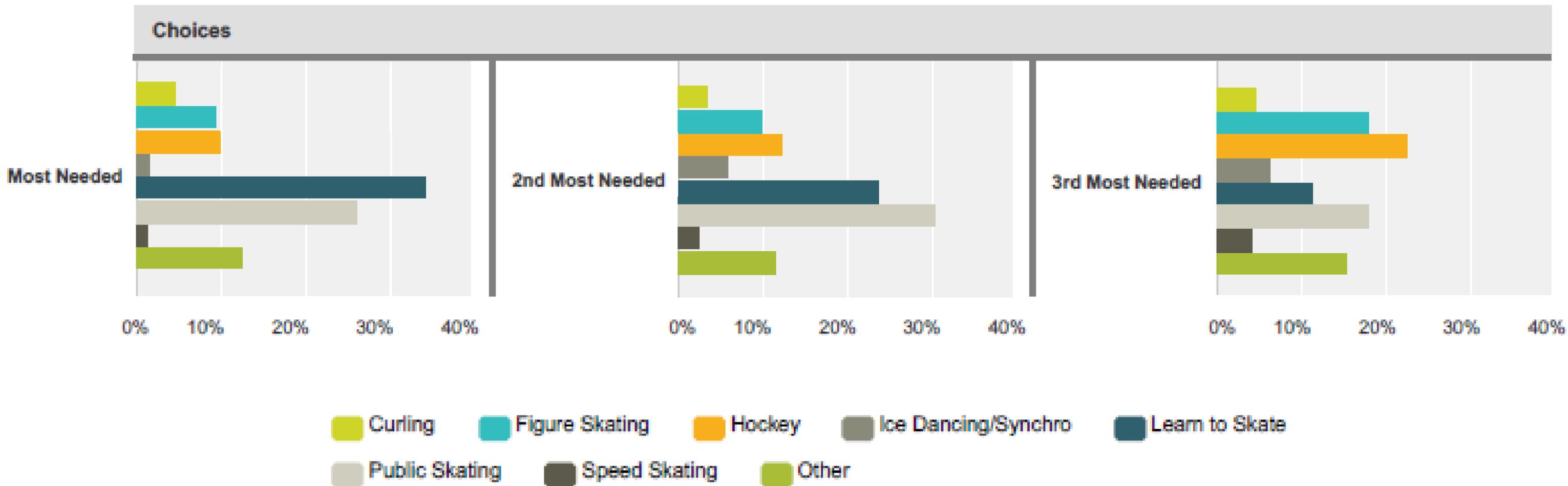


- Alternative Sports
- Aquatics Activities
- Camps
- Drop-In Child Care
- Fine Arts
- Fitness/Wellness
- Food & Beverage
- Gymnasium Based Sports
- Gymnastics
- Ice Activities
- Indoor Walking/Jogging
- Marital Arts
- Performing Arts
- Spa Services
- Soft Play Room
- Other

User Survey

Q14 Which THREE of the ice program areas listed in question #13 do you and members of your household feel are MOST NEEDED at the center?

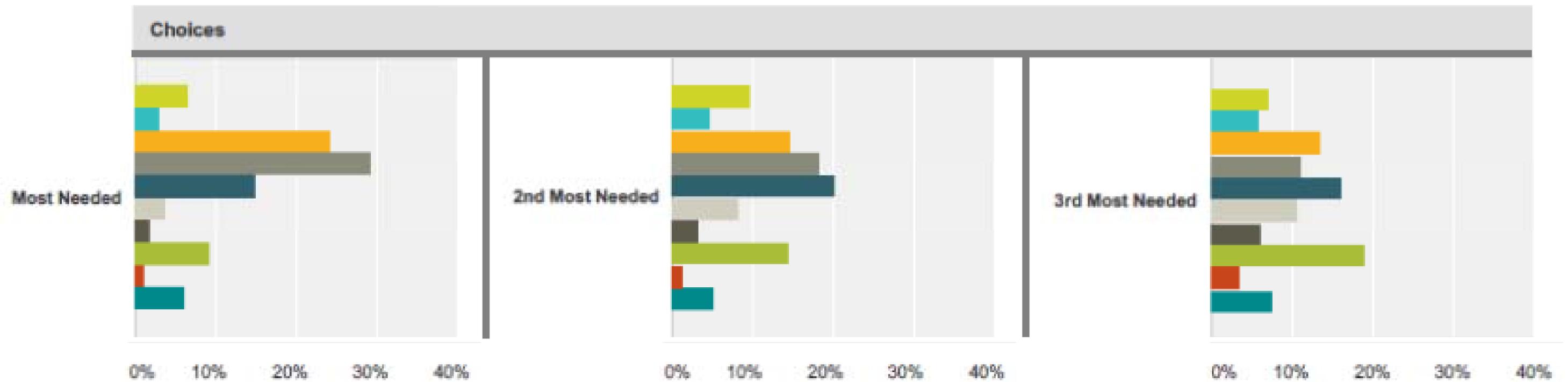
Answered: 746 Skipped: 164



User Survey

Q16 Which THREE of the aquatic program areas listed in question #15 do you and members of your household feel are MOST NEEDED at the center?

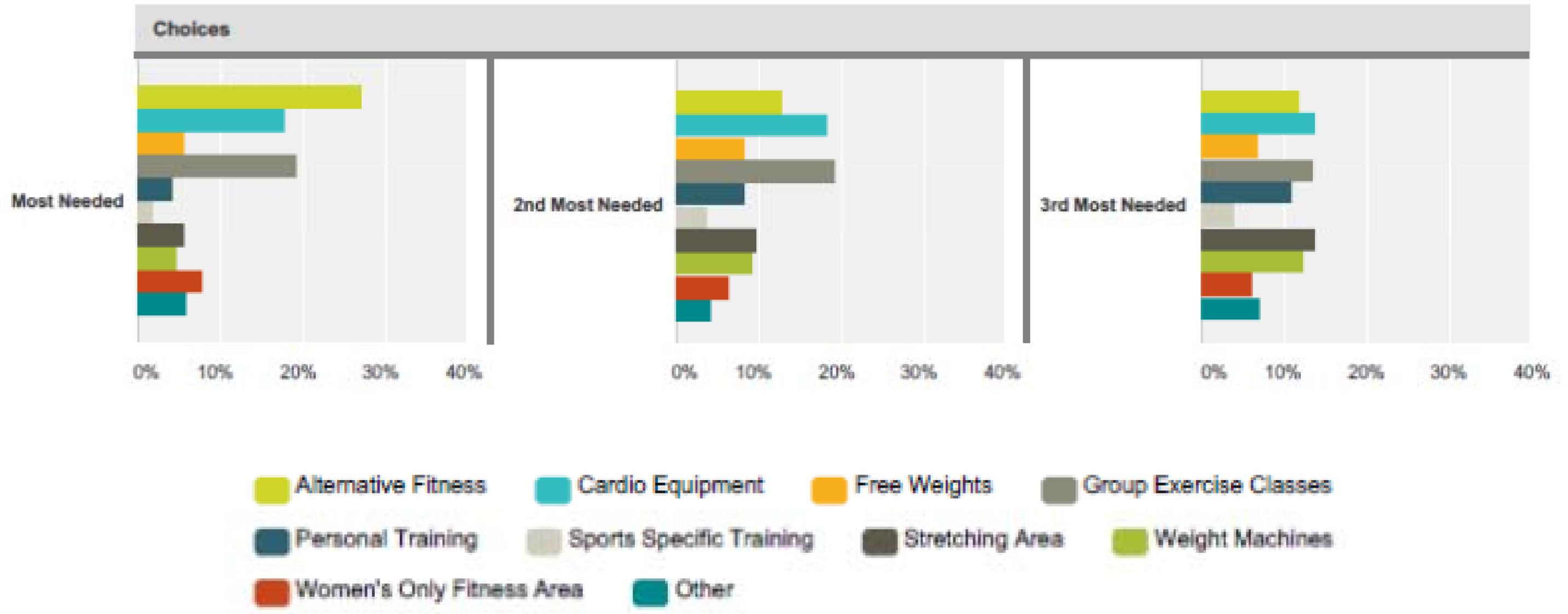
Answered: 730 Skipped: 180



User Survey

Q18 Which THREE of the fitness program areas listed in question #17 do you and members of your household feel are MOST NEEDED at the center?

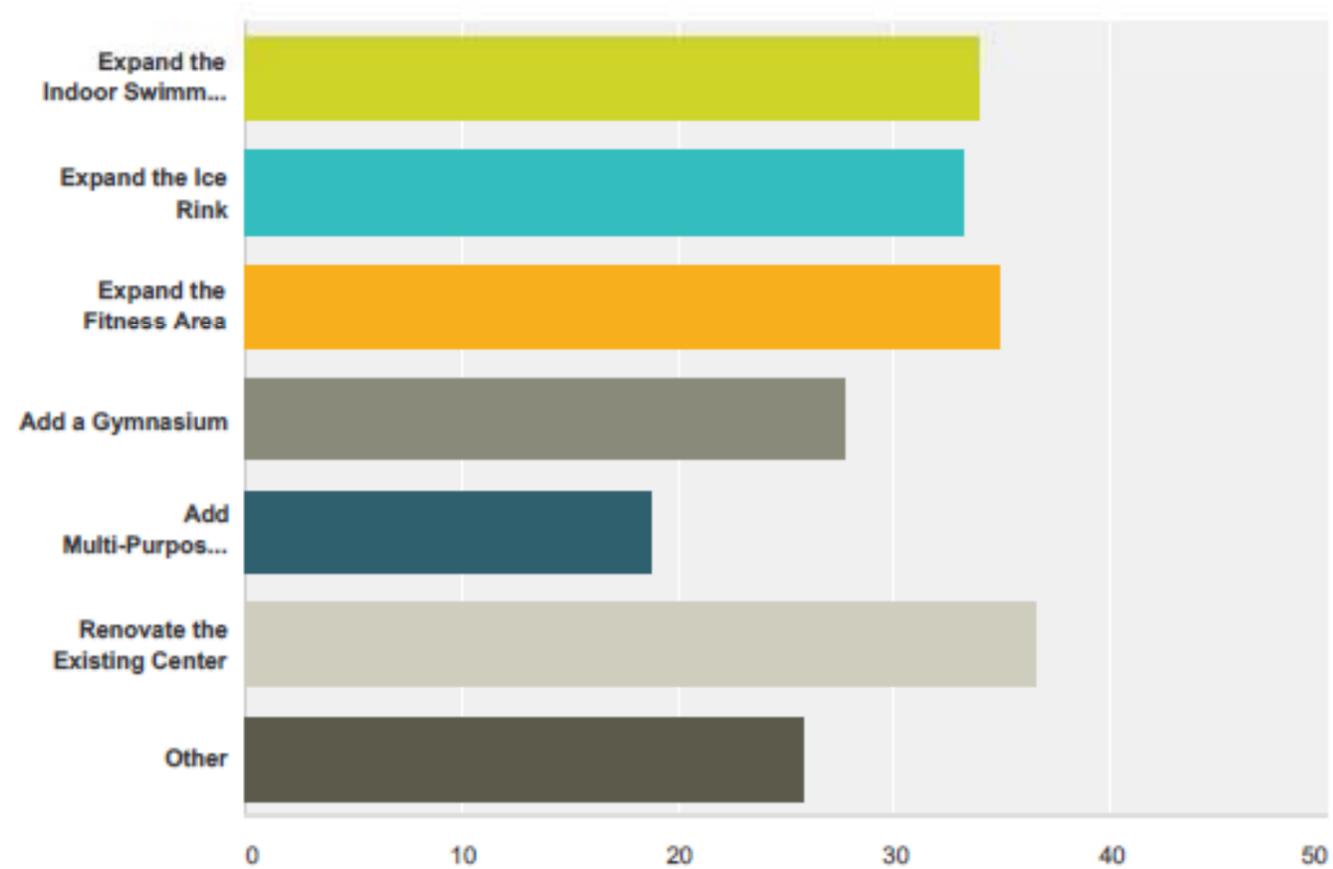
Answered: 718 Skipped: 192



User Survey

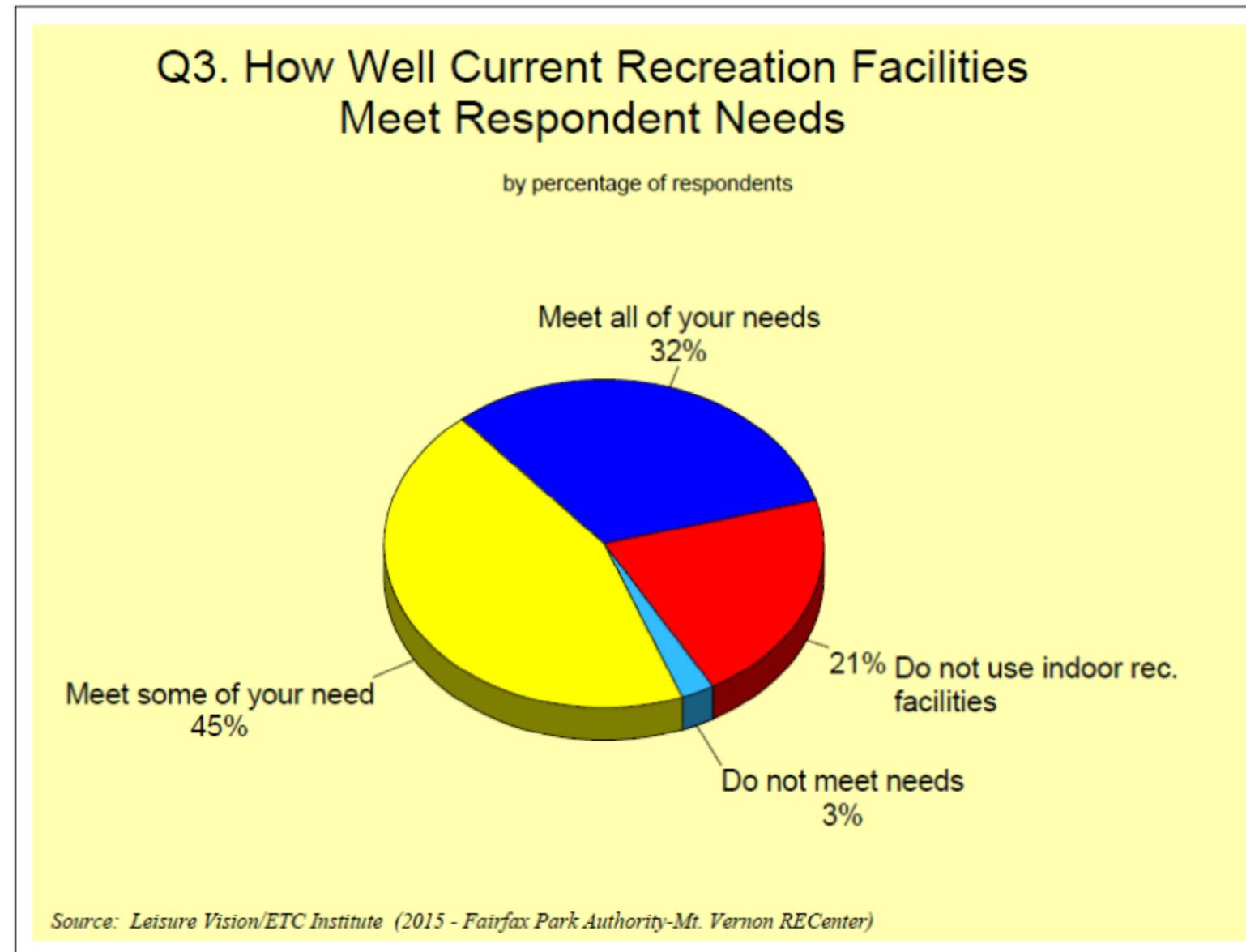
Q22 As an example, if the Fairfax County Park Authority had an additional \$100 to spend on improvements to Mt. Vernon RECenter, how would you distribute the money among the categories listed below? [Please be sure your total adds up to \$100.]

Answered: 691 Skipped: 219

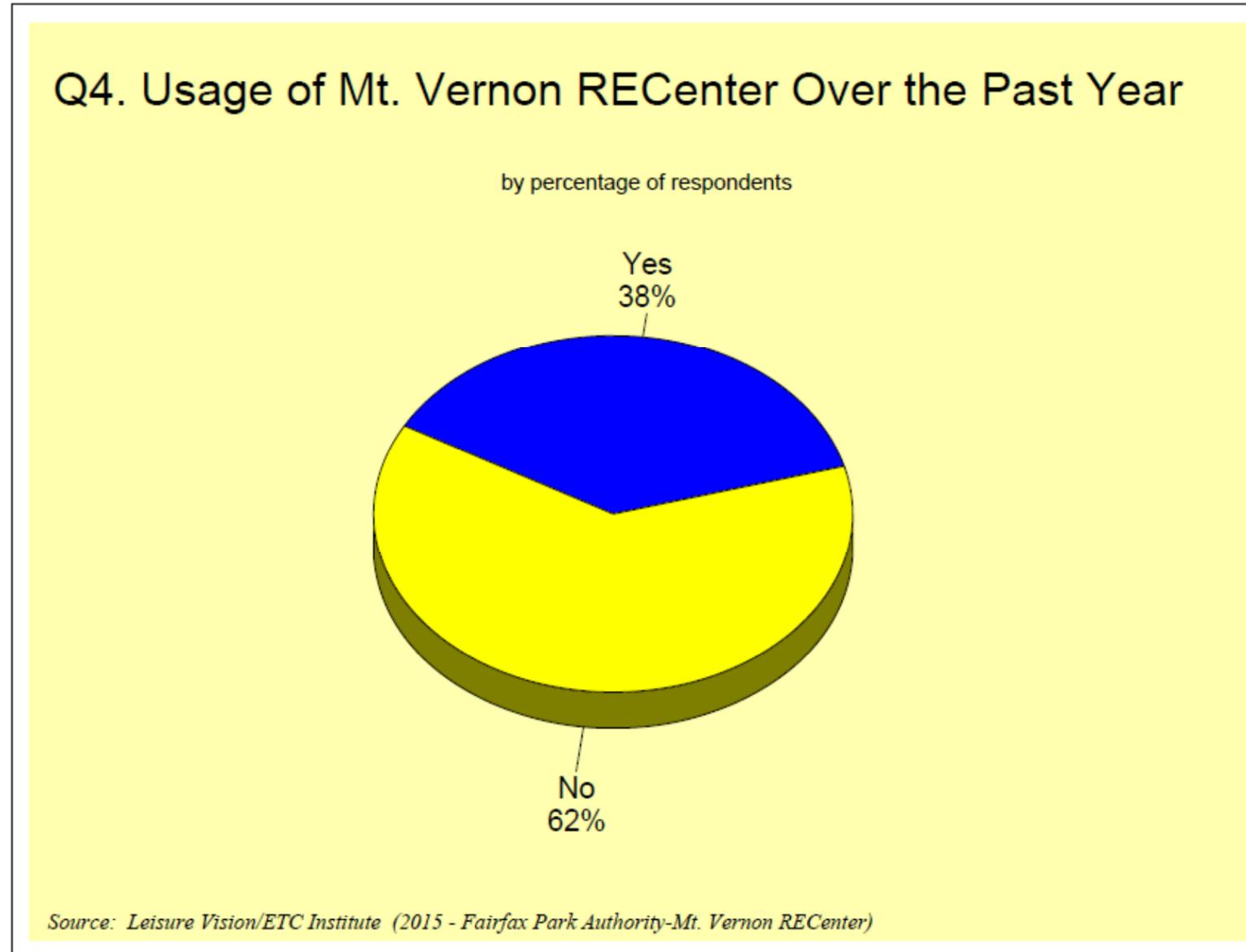


Statistically Valid Survey

- **Community Survey** – 400 responses
 - Statistically valid survey of the general community



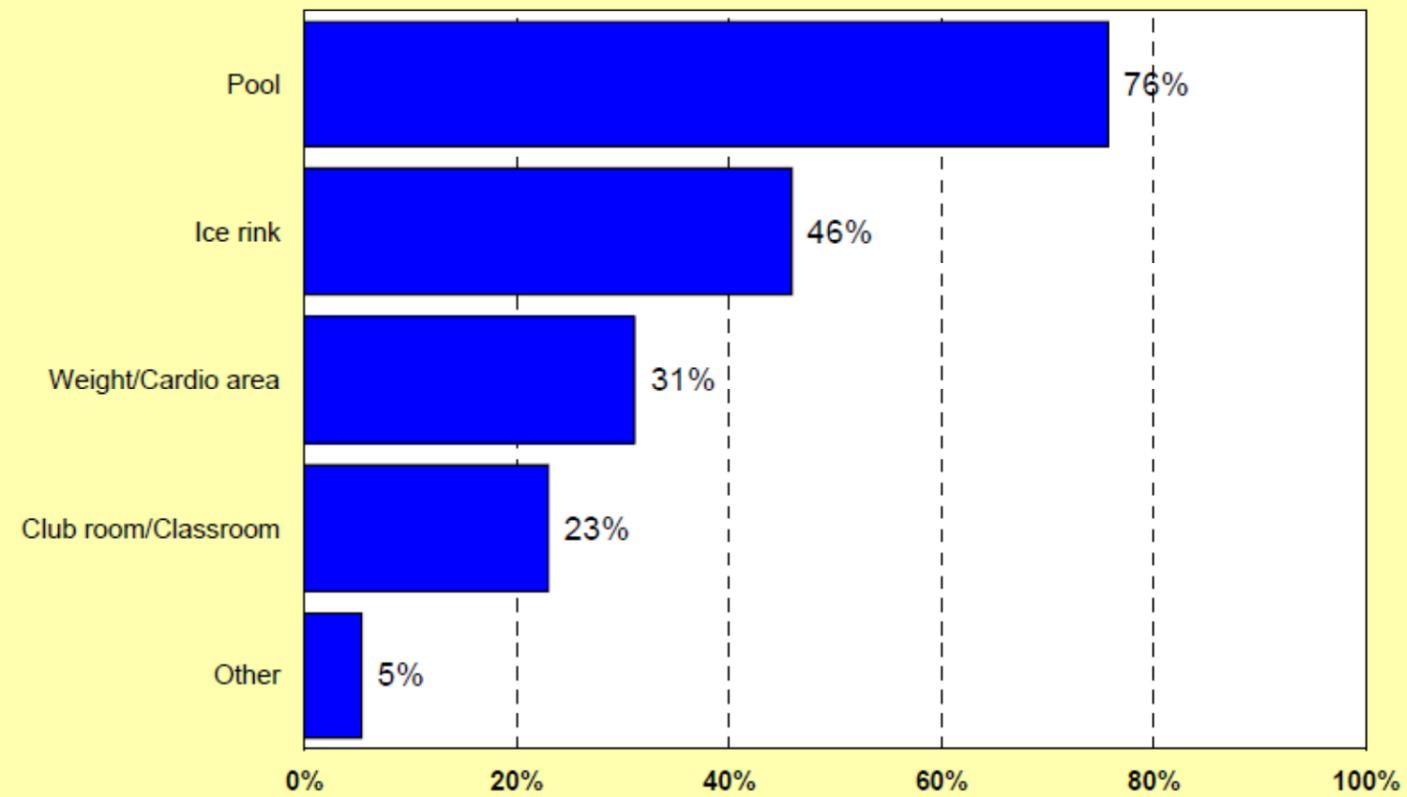
Statistically Valid Survey



Statistically Valid Survey

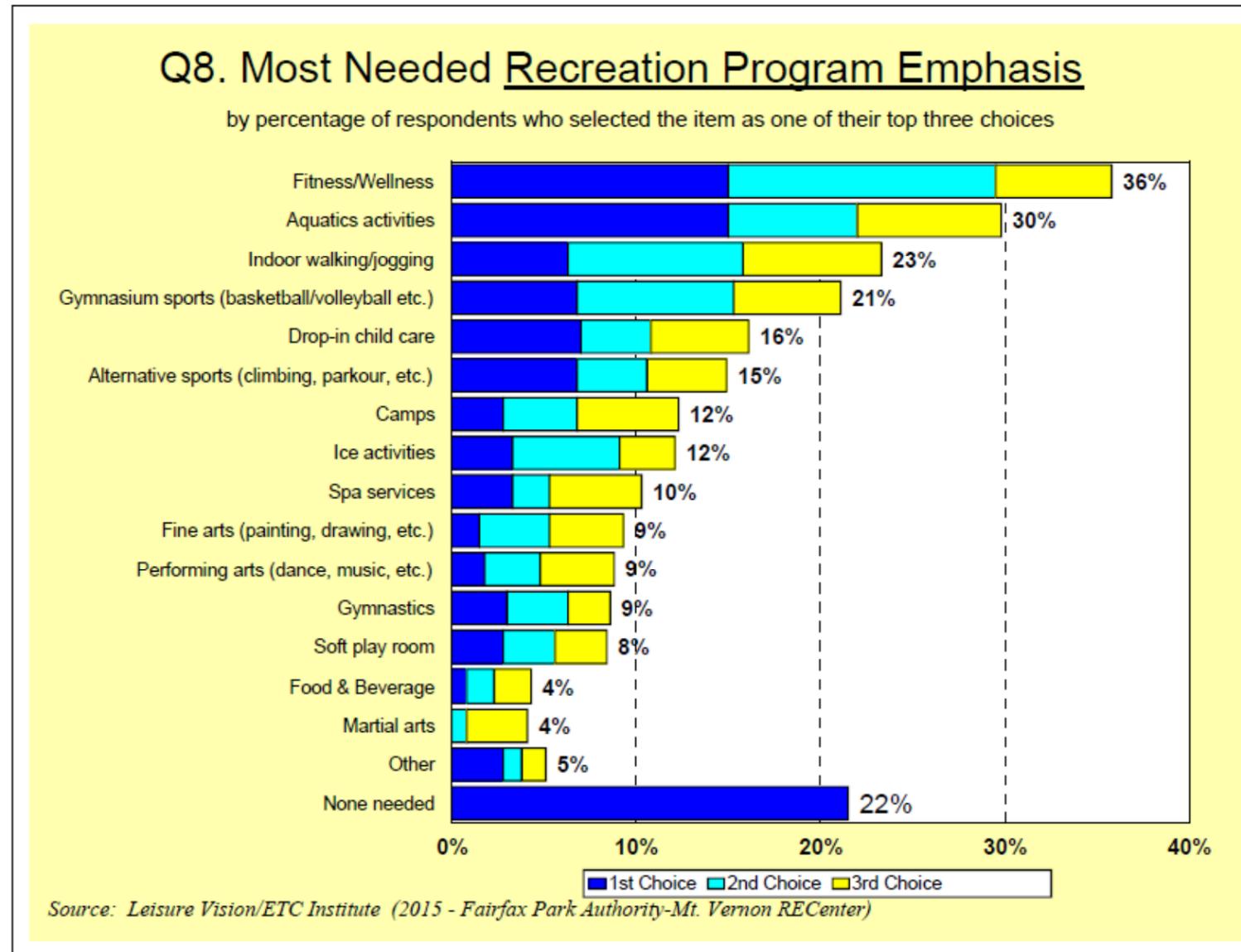
Q4c. Areas Respondents Utilized at Mt. Vernon RECenter

by percentage of respondents (who have utilized the Center over the past year; excluding "none chosen")

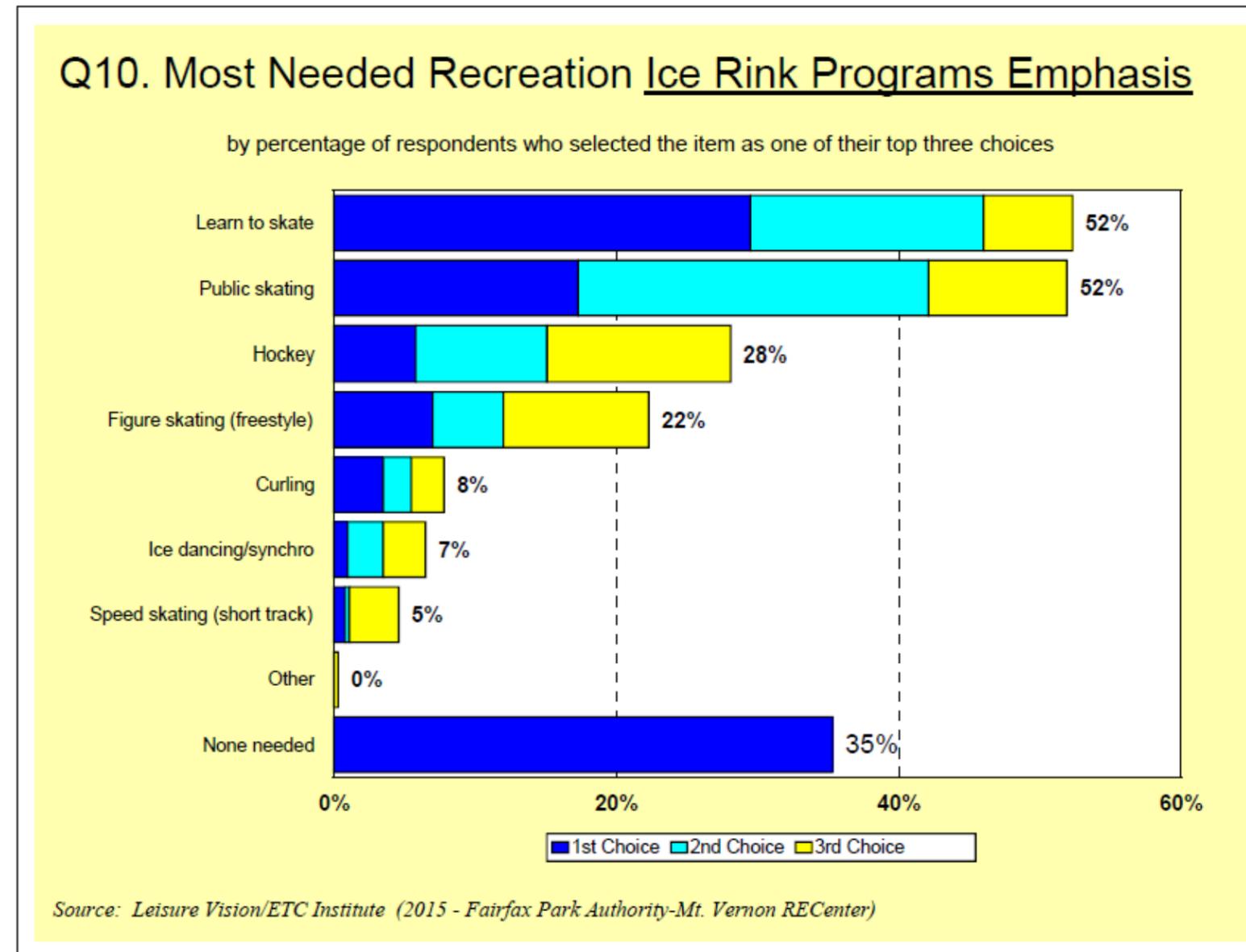


Source: Leisure Vision/ETC Institute (2015 - Fairfax Park Authority-Mt. Vernon RECenter)

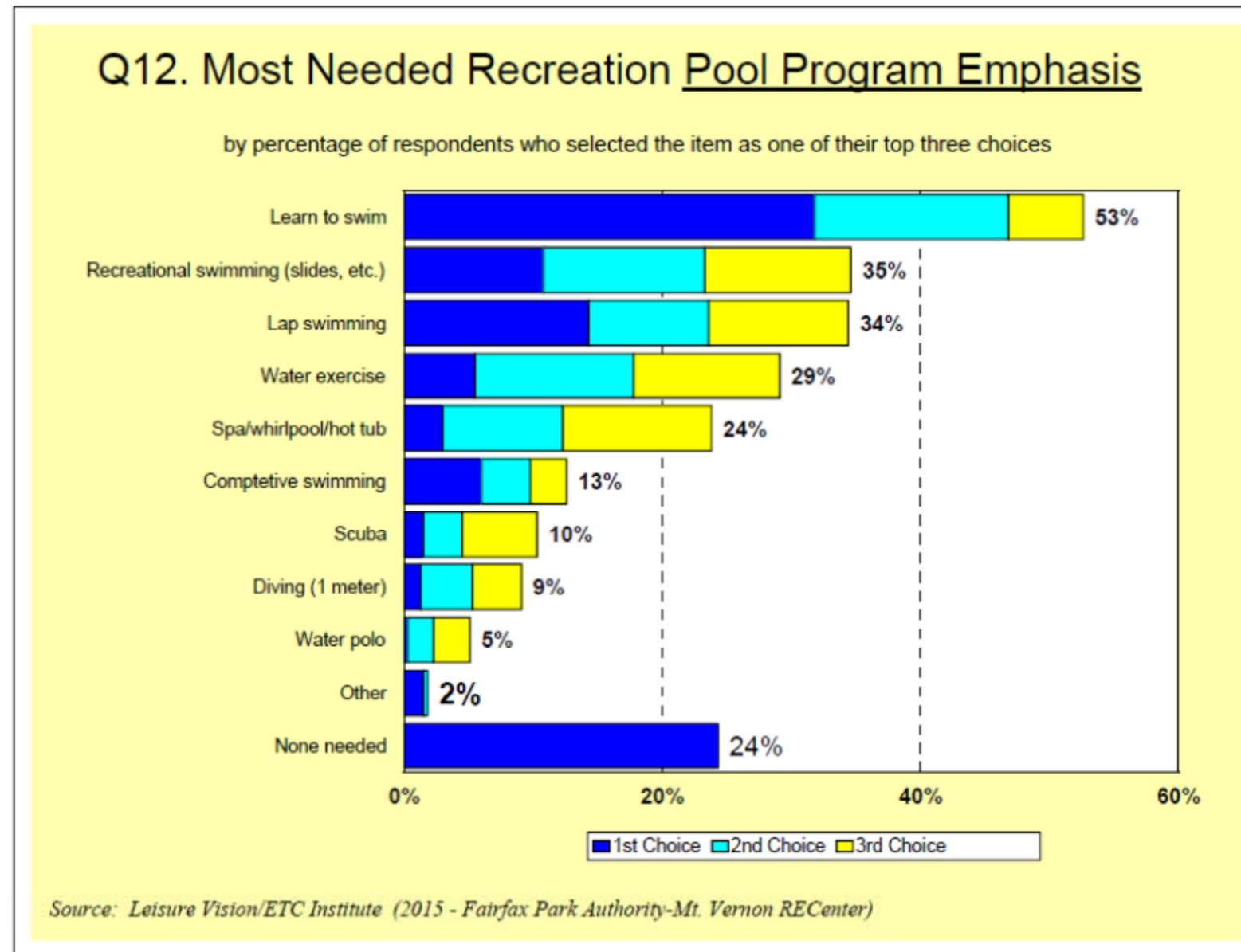
Statistically Valid Survey



Statistically Valid Survey



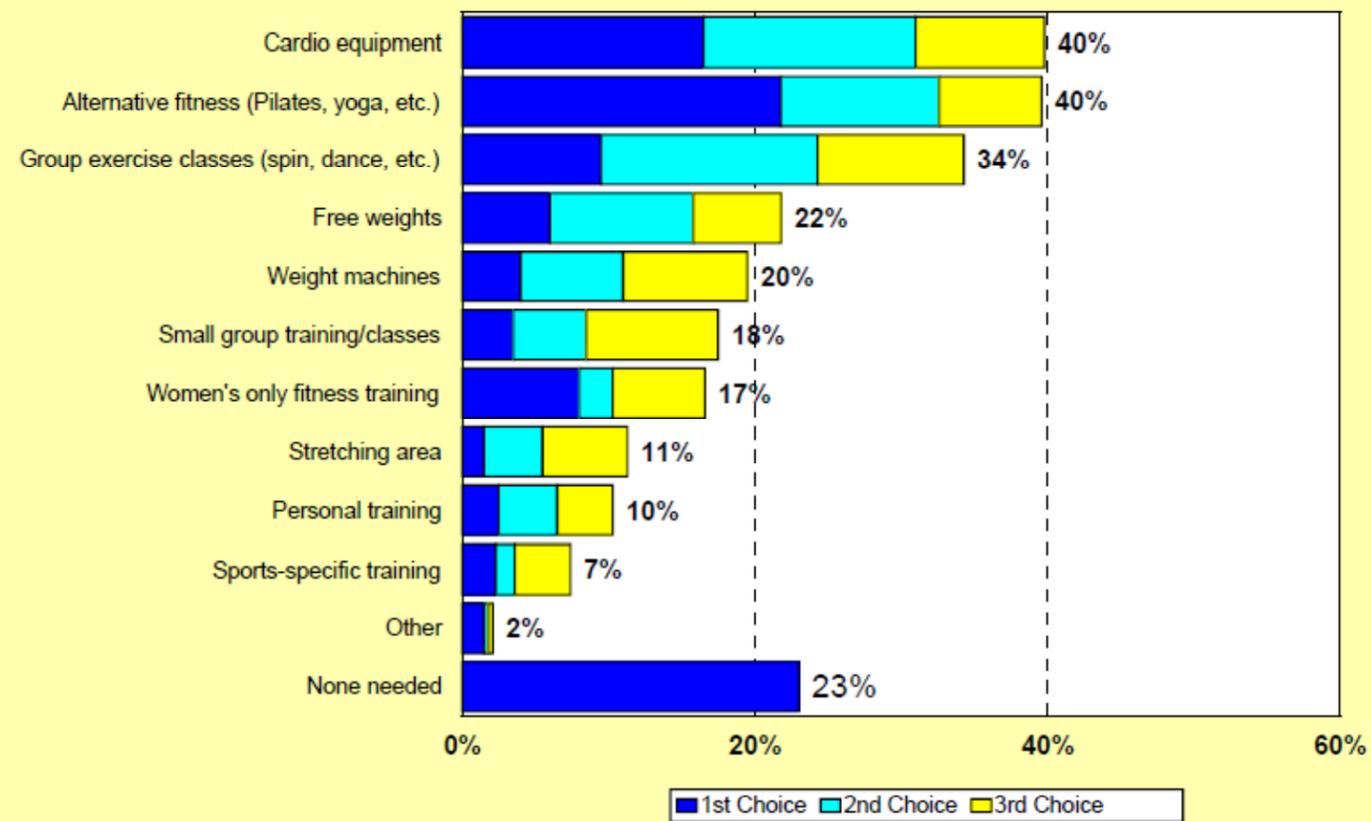
Statistically Valid Survey



Statistically Valid Survey

Q14. Most Needed Recreation Fitness Program Emphasis

by percentage of respondents who selected the item as one of their top three choices

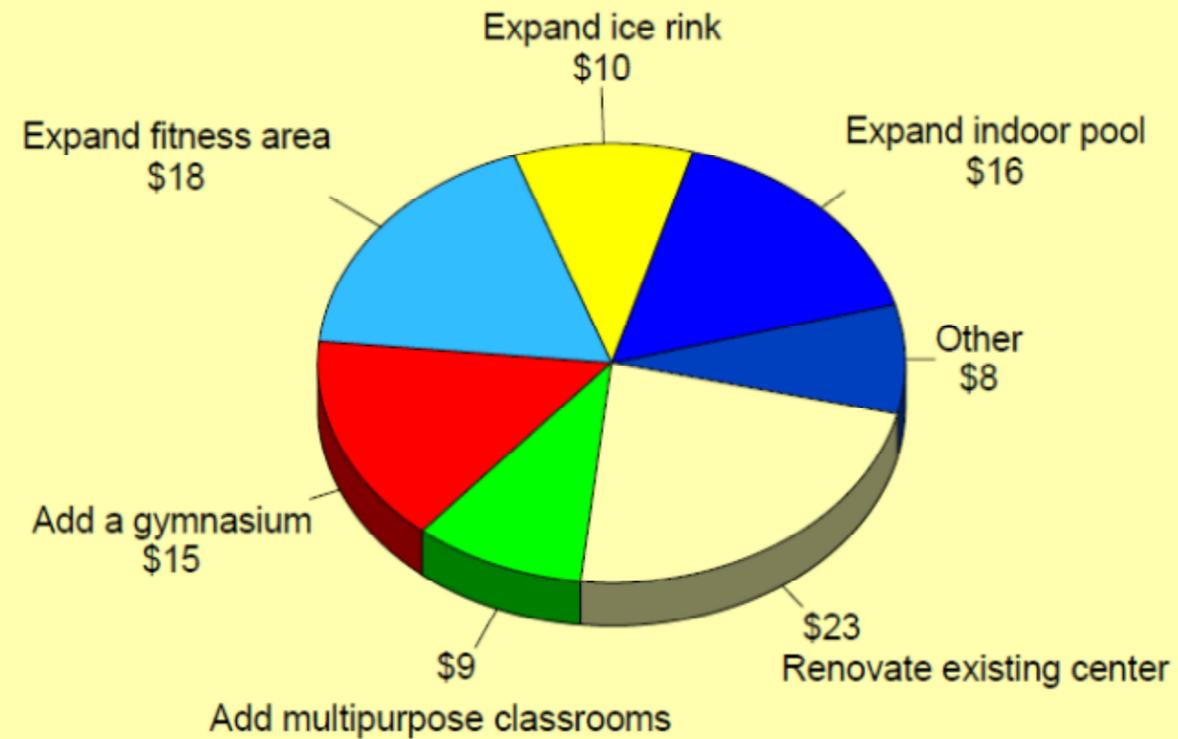


Source: Leisure Vision/ETC Institute (2015 - Fairfax Park Authority-Mt. Vernon RECenter)

Statistically Valid Survey

Q17. How Respondents Would Distribute \$100 Toward Improvements to the Mt. Vernon RECenter

by percentage of respondents

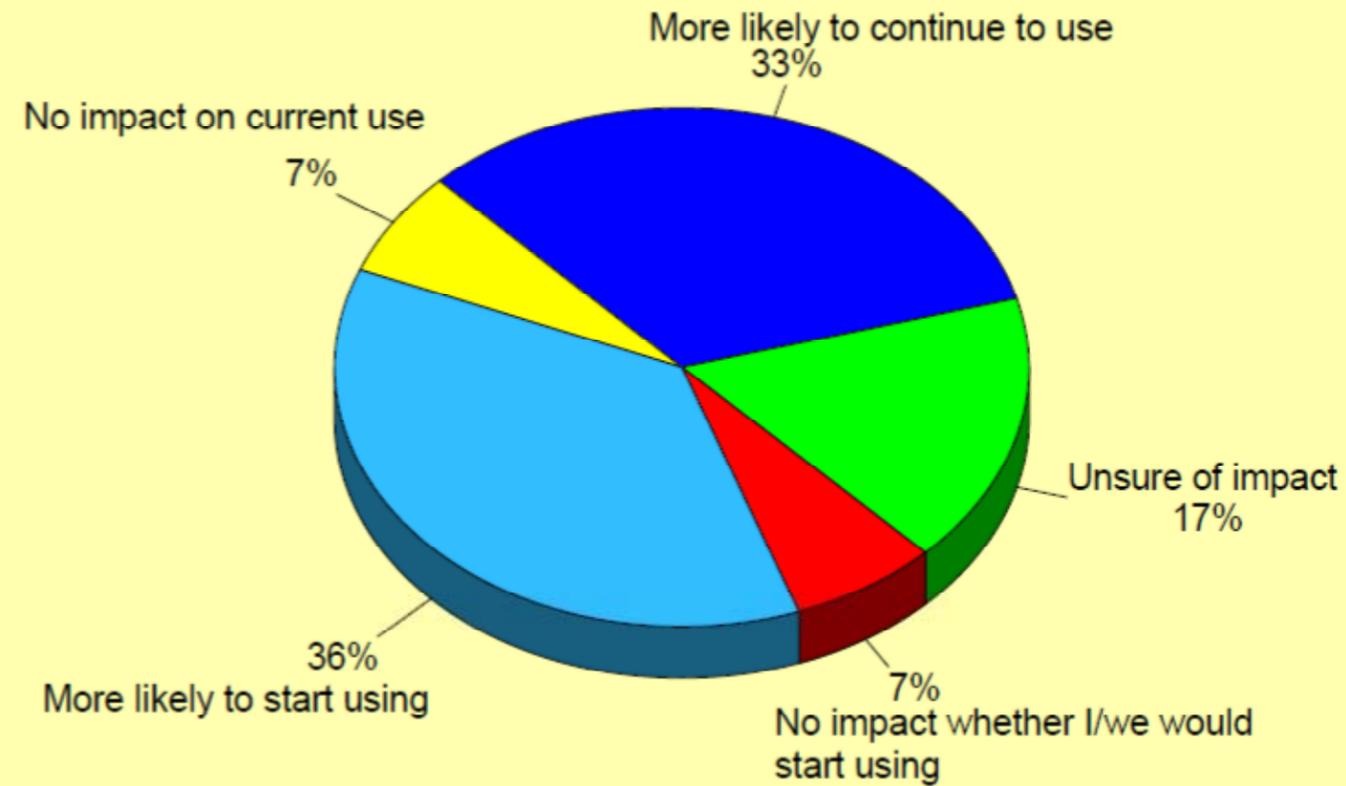


Source: Leisure Vision/ETC Institute (2015 - Fairfax Park Authority-Mt. Vernon RECenter)

Statistically Valid Survey

Q18. How a Renovated or Expanded Mt. Vernon RECenter Would Impact Respondent Usage

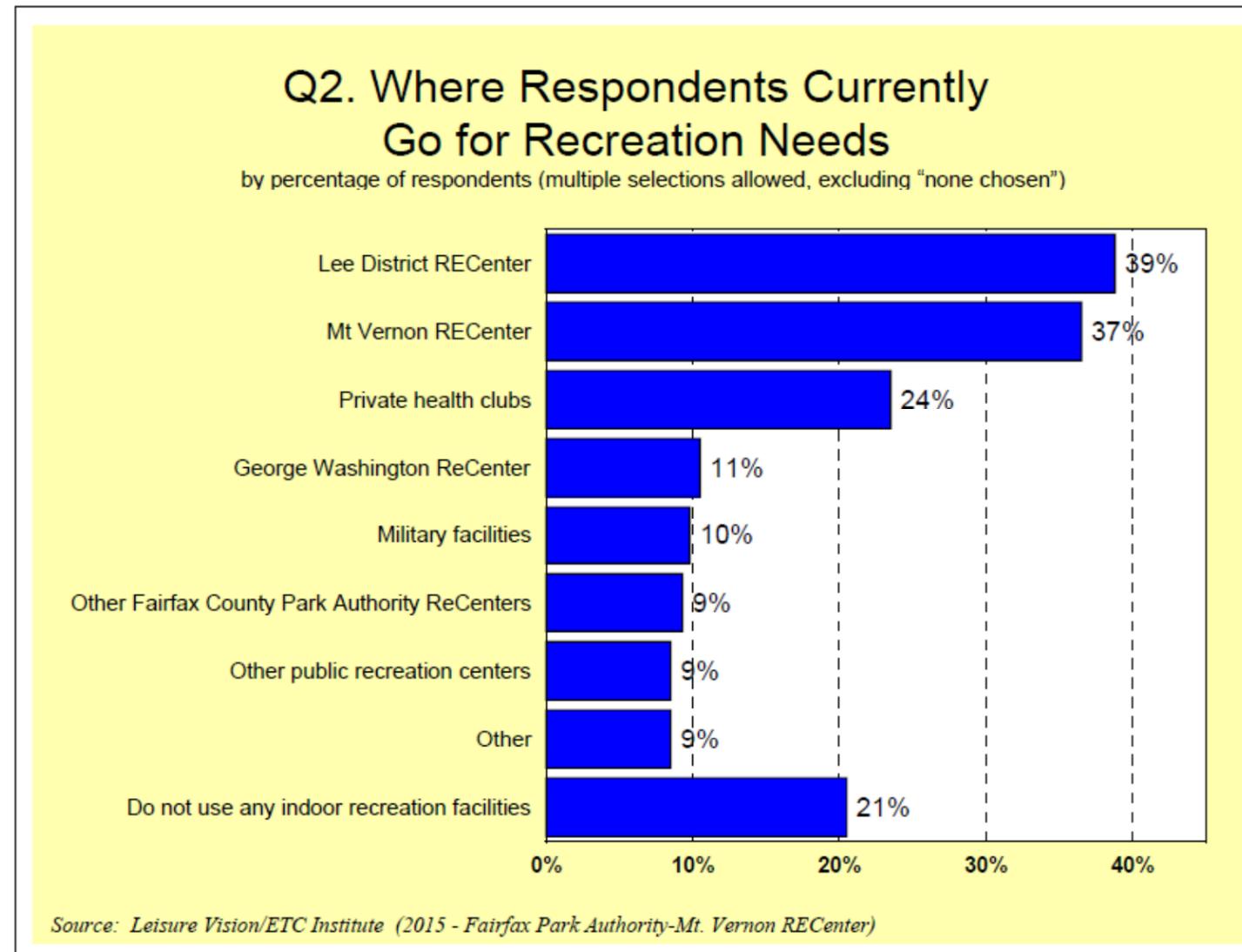
by percentage of respondents (excluding "don't know")



Source: Leisure Vision/ETC Institute (2015 - Fairfax Park Authority-Mt. Vernon RECenter)

Statistically Valid Survey

- Strong use of other FCPA facilities
- Possible impact of Mt. Vernon RECenter on these facilities will have to be considered

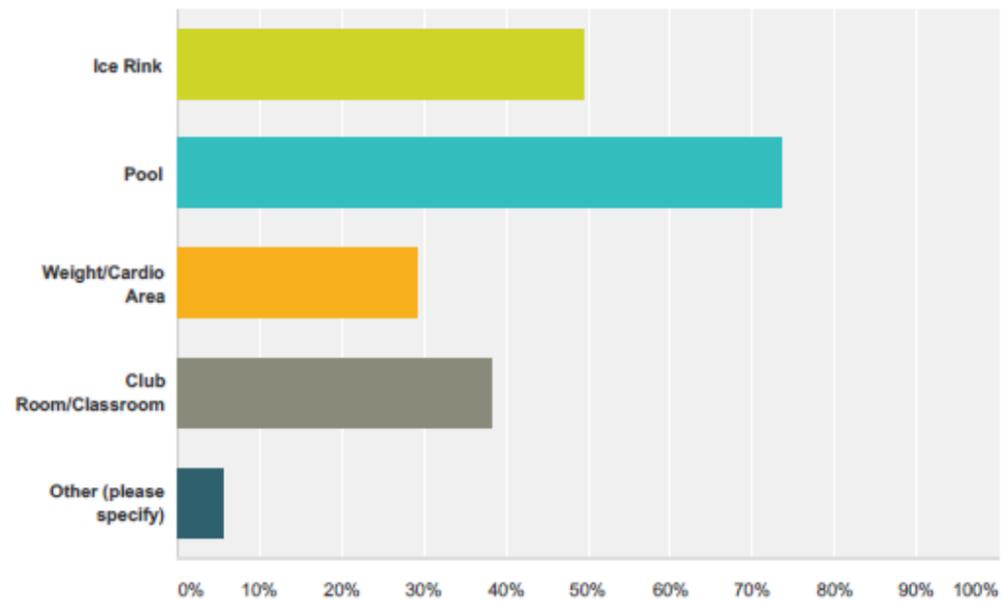


User Survey and Statistically Valid Survey Comparisons

Areas of the Center that are used

Q3 Please indicate all of the areas that you and household members use at Mt. Vernon RECenter.

Answered: 826 Skipped: 84

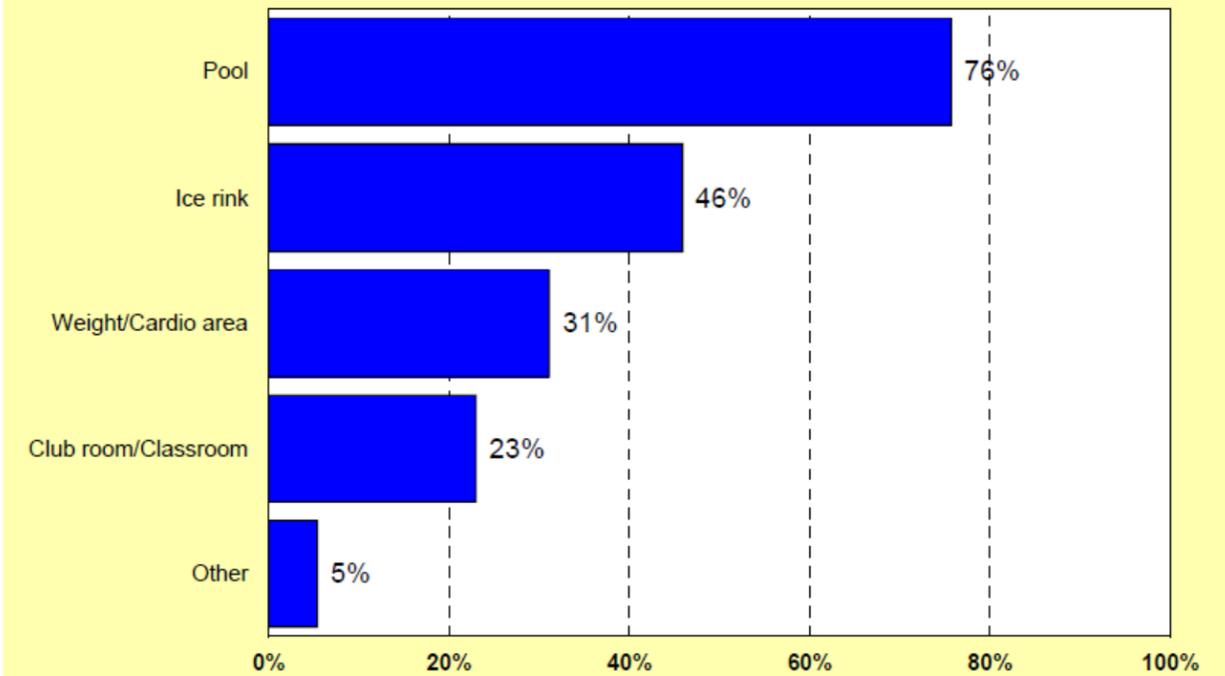


Top 3

- Pool
- Ice rink
- Club room

Q4c. Areas Respondents Utilized at Mt. Vernon RECenter

by percentage of respondents (who have utilized the Center over the past year; excluding "none chosen")

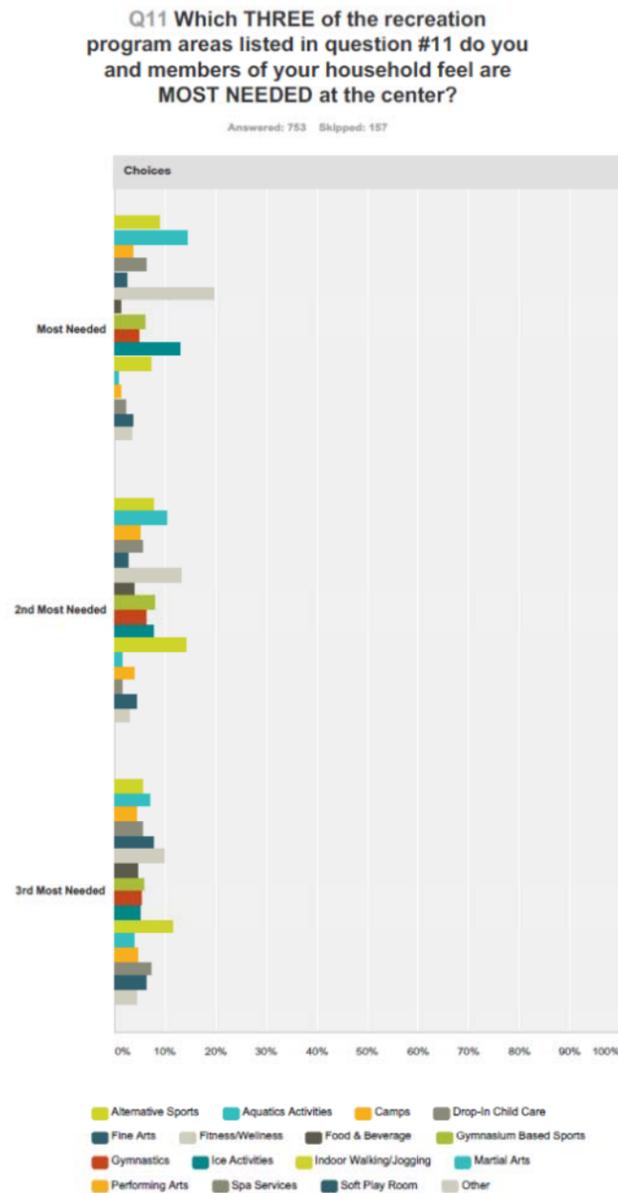


Source: Leisure Vision/ETC Institute (2015 - Fairfax Park Authority-Mt. Vernon RECenter)

Top 3

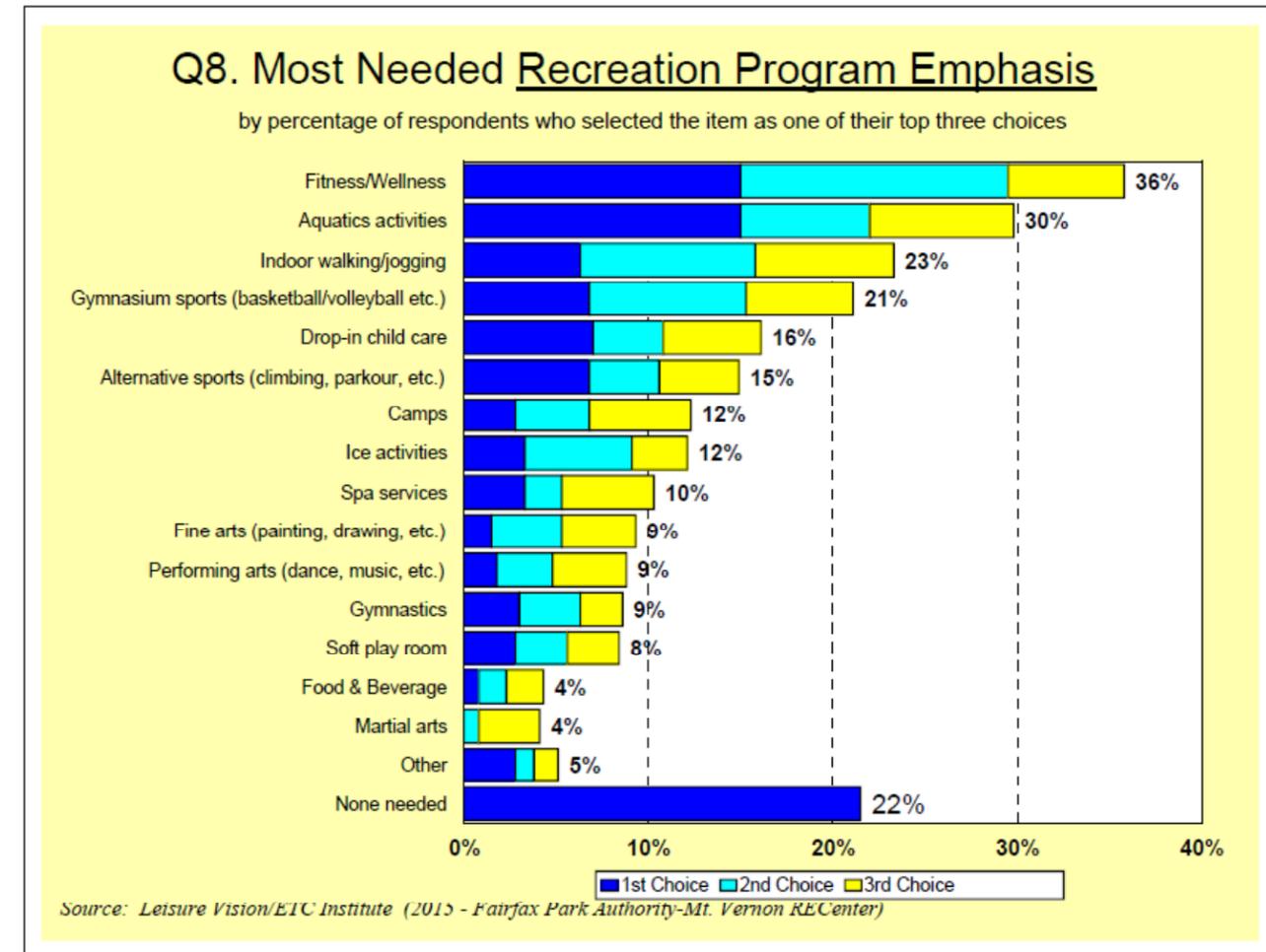
- Pool
- Ice rink
- Weight/cardio

User Survey and Statistically Valid Survey Comparisons – Most needed



Top 3

- Fitness wellness
- Indoor walk/jog
- Aquatics



Top 3

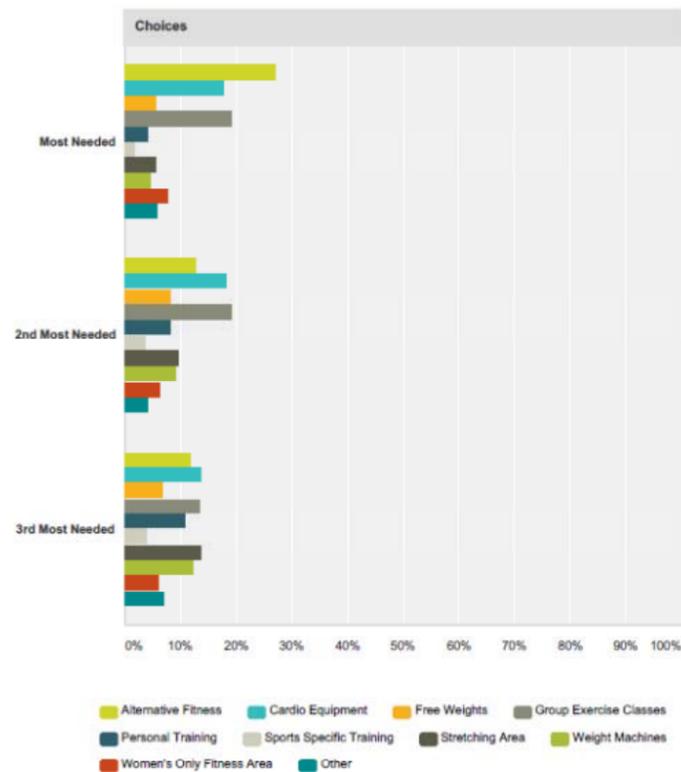
- Fitness wellness
- Aquatics
- Indoor walk/jog

User Survey and Statistically Valid Survey Comparisons

Fitness uses that are most needed

Q18 Which THREE of the fitness program areas listed in question #17 do you and members of your household feel are MOST NEEDED at the center?

Answered: 718 Skipped: 192

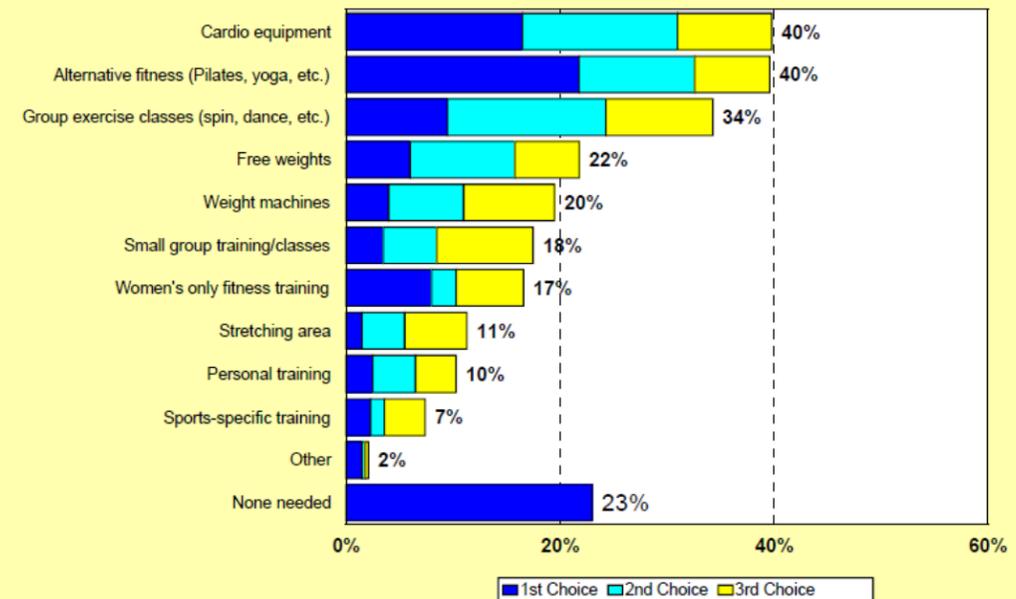


Top 3

- Alternative fitness
- Group Exercise classes
- Cardio/Stretching

Q14. Most Needed Recreation Fitness Program Emphasis

by percentage of respondents who selected the item as one of their top three choices



Source: Leisure Vision/ETC Institute (2015 - Fairfax Park Authority-Mt. Vernon RECenter)

Top 3

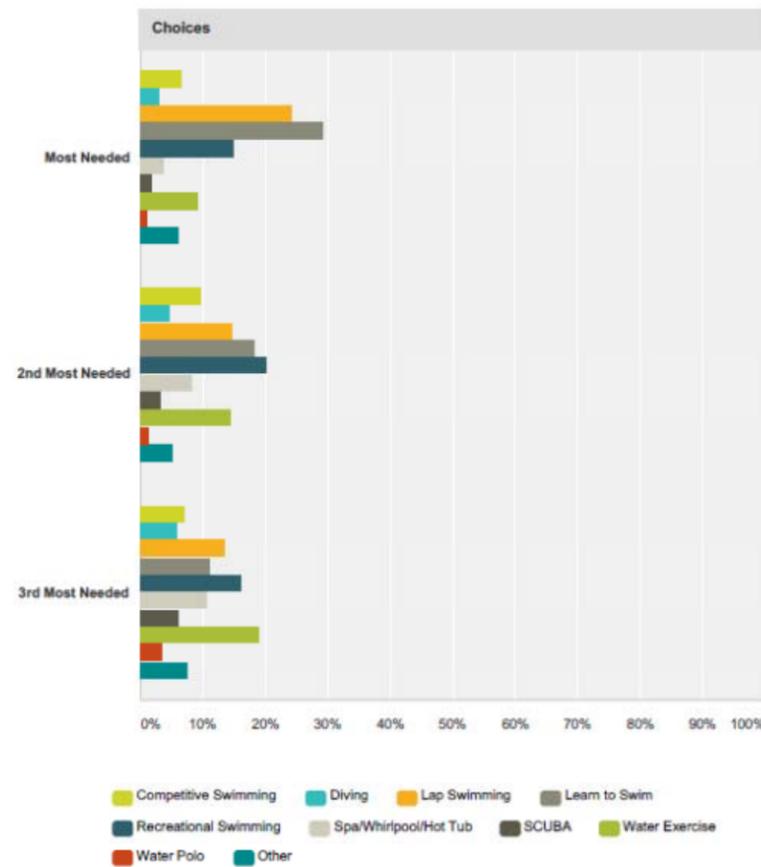
- Cardio/Alternative
- Group Exercise

User Survey and Statistically Valid Survey Comparisons

Aquatic uses that are most needed

Q16 Which THREE of the aquatic program areas listed in question #15 do you and members of your household feel are MOST NEEDED at the center?

Answered: 730 Skipped: 180

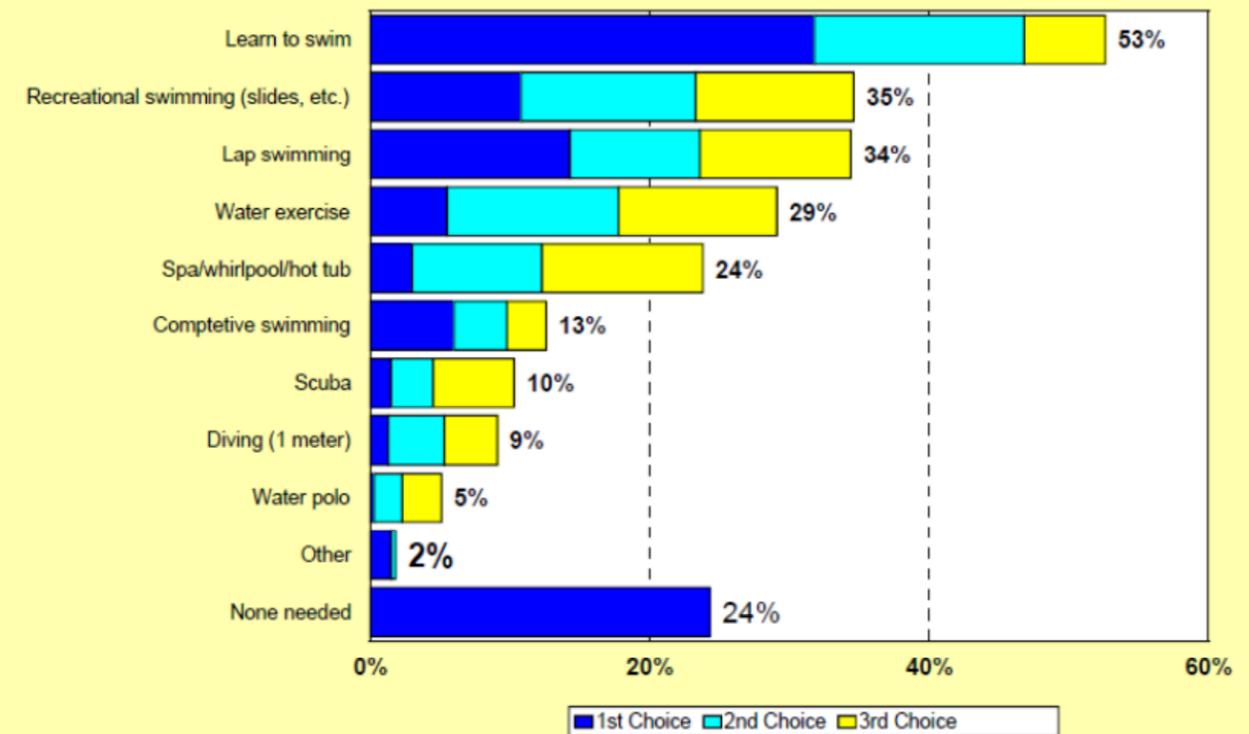


Top 3

- Learn to swim
- Recreational swimming
- Water exercise

Q12. Most Needed Recreation Pool Program Emphasis

by percentage of respondents who selected the item as one of their top three choices



Source: Leisure Vision/ETC Institute (2015 - Fairfax Park Authority-Mt. Vernon RECenter)

Top 3

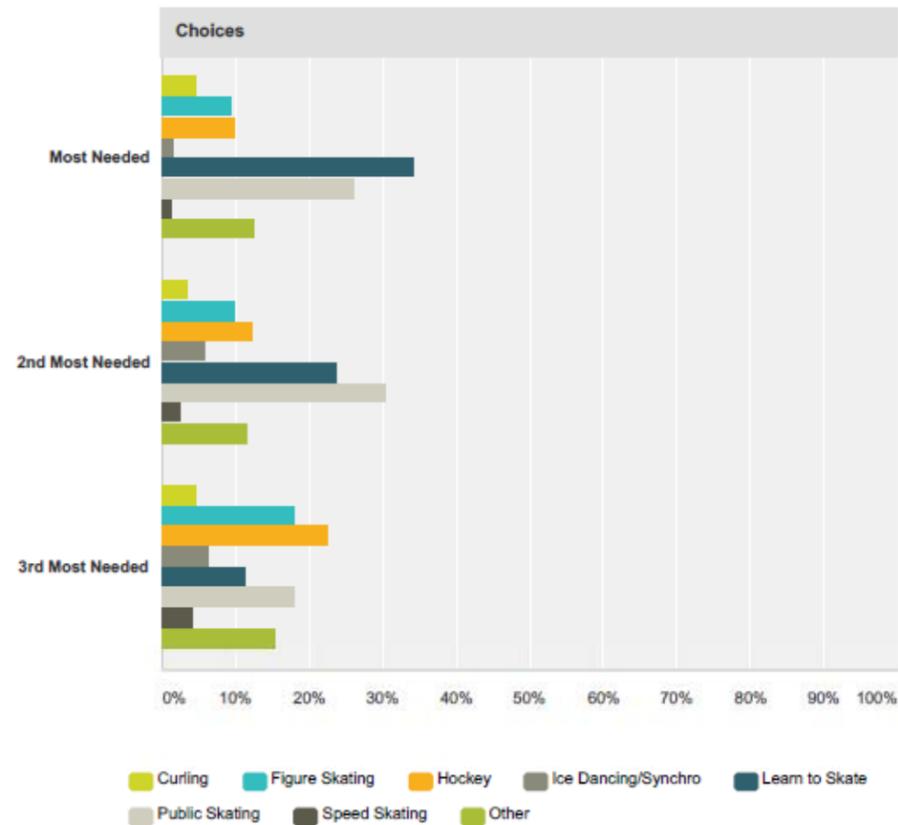
- Learn to swim
- Recreational swimming
- Lap swimming

User Survey and Statistically Valid Survey Comparisons

Ice uses that are most needed

Q14 Which THREE of the ice program areas listed in question #13 do you and members of your household feel are MOST NEEDED at the center?

Answered: 746 Skipped: 164

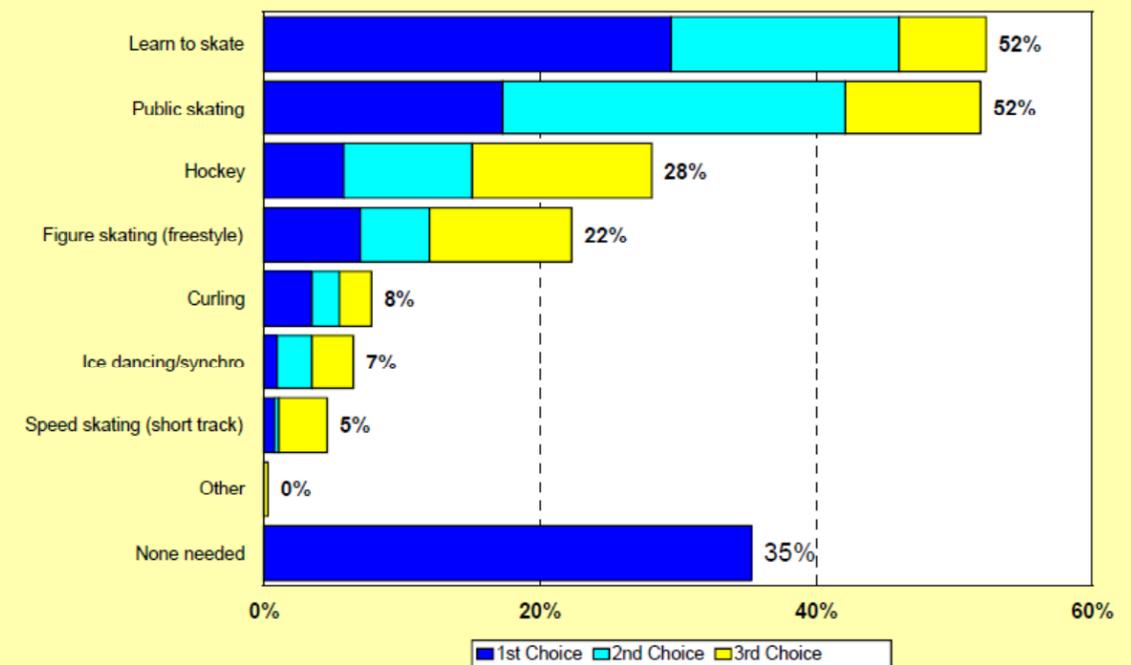


Top 3

- Learn to skate
- Public skating
- Hockey

Q10. Most Needed Recreation Ice Rink Programs Emphasis

by percentage of respondents who selected the item as one of their top three choices



Source: Leisure Vision/ETC Institute (2015 - Fairfax Park Authority-Mt. Vernon RECenter)

Top 3

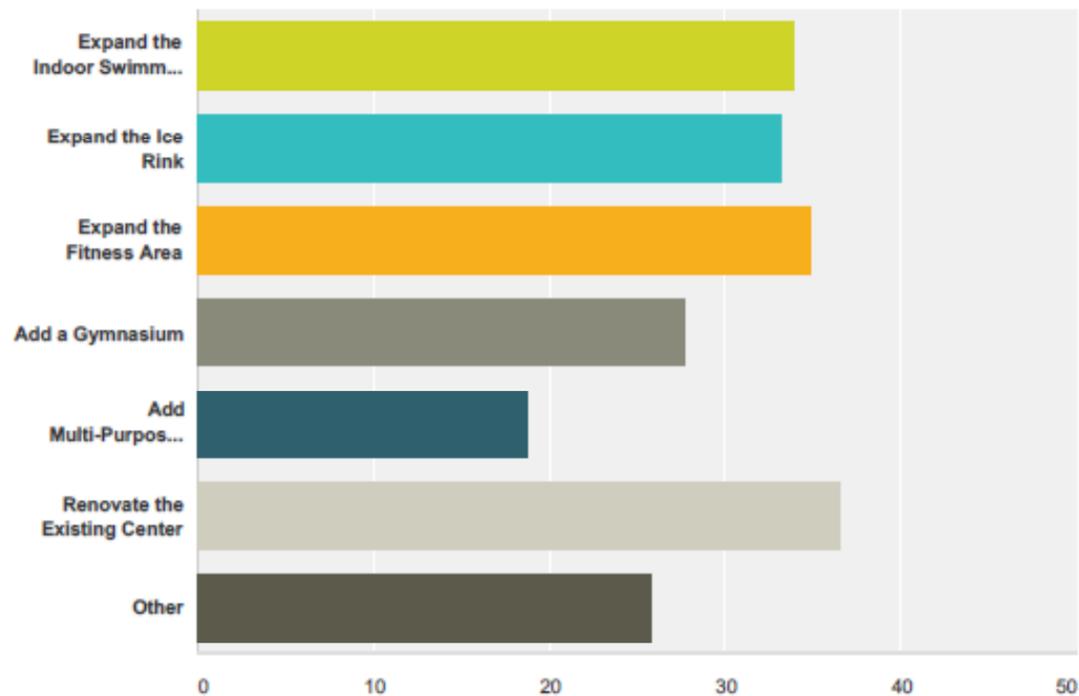
- Learn to skate
- Public skating
- Hockey

User Survey and Statistically Valid Survey Comparisons

Spending \$100

Q22 As an example, if the Fairfax County Park Authority had an additional \$100 to spend on improvements to Mt. Vernon RECenter, how would you distribute the money among the categories listed below? [Please be sure your total adds up to \$100.]

Answered: 691 Skipped: 219

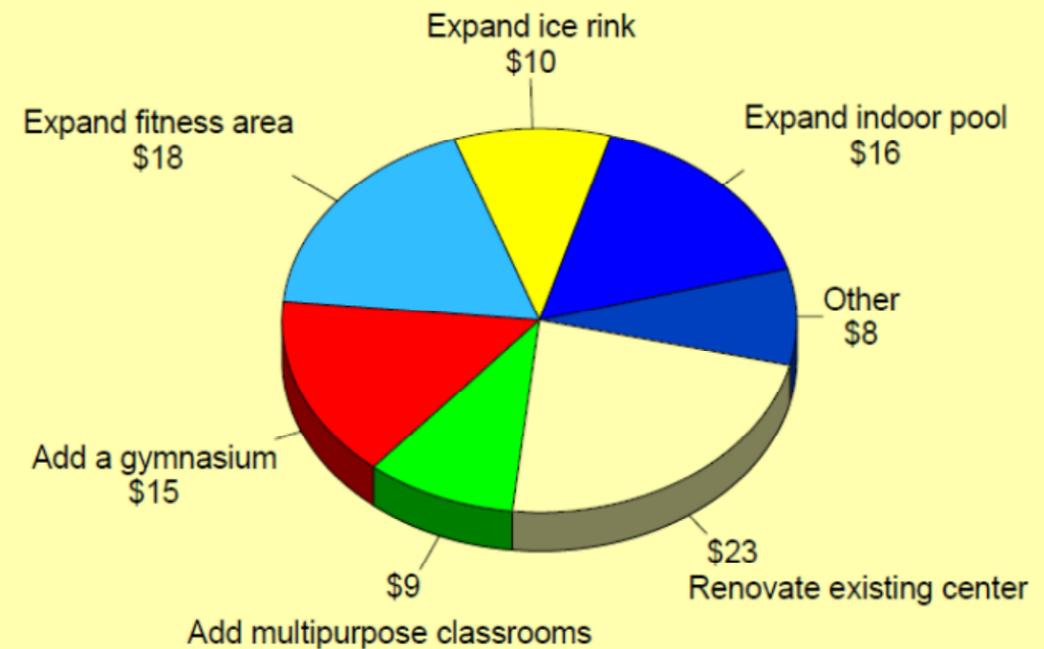


Top 4

- Renovate existing center
- Expand the fitness area
- Expand the indoor swimming pool
- Expand the ice rink

Q17. How Respondents Would Distribute \$100 Toward Improvements to the Mt. Vernon RECenter

by percentage of respondents



Source: Leisure Vision/ETC Institute (2015 - Fairfax Park Authority-Mt. Vernon RECenter)

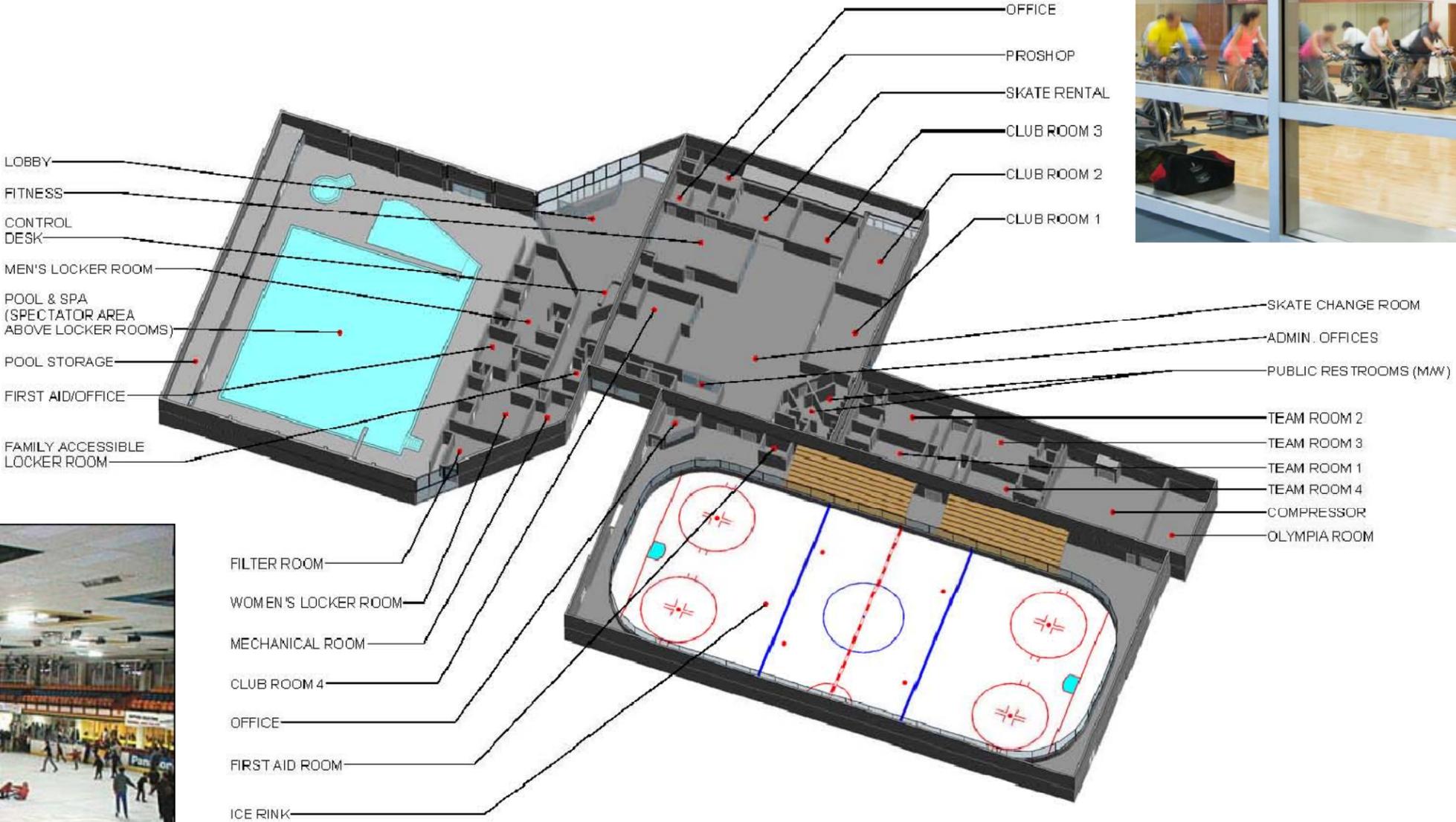
Top 4

- Renovate existing center
- Expand the fitness area
- Expand the indoor swimming pool
- Add a gymnasium

Next Steps

- FCPA and project team review data findings
- Determination of priorities for renovation and/or expansion
- Establishment of basic facility development options
- Develop financial performance for development options
- Concept plan development

QUESTIONS / COMMENTS?



BUILDING LAYOUT 



MEETING MINUTES 2015-10-18 Citizen Meeting 2

Project Name/Number: Mt. Vernon RECenter Feasibility Study
 HGA Project #1401 – Scope B

Meeting Date/Time: October 18, 2015/6:00 pm

Location: Mt. Vernon RECenter

Attendees:

Name	Organization / Department	Phone / Email
Eric Inman	Fairfax County Park Authority (FCPA) / Planning and Development	703.324.8698 / eric.inman@fairfaxcounty.gov
David Bowden	FCPA / Planning and Development	703.324.8573 / David.Bowden@fairfaxcounty.gov
Monika Szczepaniec	FCPA / Planning and Development	703.324.8742 / monika.szczepaniec@fairfaxcounty.gov
Barbara Nugent	FCPA / Park Services	703.324.8585 / barbara.nugent@fairfaxcounty.gov
Trina Taylor	FCPA / Mt. Vernon RECenter	703.768.3224 / Trina.Taylor@fairfaxcounty.gov
Amado Fernandez	Hughes Group Architects (HGA)	703.437.6600 / amado@hgaarch.com
Chris Wilson	HGA	703.437.6600 / chris.wilson@hgaarch.com
Ken Ballard	Ballard*King (B*K)	303.470.8661 / ken@ballardking.com

DISCUSSION

1. HGA Principal, Amado Fernandez, provided an overview of the Mt. Vernon REC project’s progress toward improving the current facility and explained that this Feasibility Study is a critical part of the overall improvement project. Amado then pointed out three portions of the Feasibility Study process that have been completed: Existing Operations Review; Community Input; and Market Analysis. This meeting was the second meeting of the Feasibility Study being held for the Community. The intent of this meeting was to present the key aspects that arose from data that was collected from the Community in previous meetings and surveys. A copy of the slide show presentation is attached to these meeting minutes.
2. Feasibility Analyst, Ken Ballard, continued the presentation noting that B*K collected data from the Community in three different ways:
 - A. Contract User Focus Groups – Three separate meetings held with ice skating instructors, swimming user groups, and hockey user groups.
 - B. User Survey – 724 current users of Mt. Vernon REC completed an online survey.
 - C. Statistically Valid Survey – A random selection of 400 households in the primary service area of Mt. Vernon REC completed a conventional mail, telephone, or internet-based survey.
3. Two service areas were analyzed in regards to demographics, activity participation rates, and competitive context (i.e.: what other FCPA and non-FCPA facilities in the region currently or could potentially compete for business with Mt. Vernon REC).

- A. The Primary Service Area is identified by zip codes and encompasses the southern portion of Fairfax County and a portion of Alexandria. A Secondary Service Area is identified by specialty programs of ice and aquatics. The secondary service area is much larger than the primary service area as the facilities which offer these specialties are more limited and further spread out across the region.
- B. Demographically, there is a growing population of 5 – 17-year-olds and people 65+ years old. There is also a significantly high population of African-Americans and Asians. Median household income is high as well as the cost of living. Likewise, the rate of expenditures for recreation purposes is very high.
- C. Nationally, in the last decade, there has been a strong increase in the popularity and participation in activities such as lacrosse, running/jogging, ice hockey, and yoga. Conversely, martial arts, weight lifting, swimming, and traditional gym-based activities, such as basketball and volleyball, are decreasing in popularity.
- D. In analyzing the data generated by the market, certain opportunities and challenges have been presented.
 - Opportunities include:
 - Large population base and growing
 - High income levels and high disposable income for recreation
 - Growing 5-17 population base
 - Great center location
 - Despite other providers there is a market for fitness, general recreation, and seasonal ice.
 - Challenges include:
 - Fewer households with children
 - Large growth in the senior population
 - Large number of providers and two FCPA facilities
 - Limited market for additional competitive aquatic facilities
 - Site limitations for expansion
 - An expanded center will need to meet the cost recovery goals
4. During the Public User Meeting held on September 20, 2015, Users indicated that Mt. Vernon REC is in a great location and has a wonderful staff and sense of community. However, there is much dissatisfaction with fitness areas, locker rooms, HVAC, and limited availability of ice and pool time for public use.
5. Key information taken from the Contract User Focus Group Sessions include the following:
 - A. Ice Skating Instructors – One of the Group’s top desires is for an additional sheet of ice, plus a studio sheet, to address their complaint that the demand for ice time is too great and limits time for lessons and public skating. An off-ice training area is desired, as well as drop-in child care and improved restroom facilities.
 - B. Swimming User Groups – Although the Group agreed the location of Mt. Vernon REC is great; their main complaints are that all of the available lanes always seem to be taken and air quality is poor. They would like to see a 50 meter pool or the existing lap pool separated from the recreational pool; improved locker rooms; dryland training area; drop-in child care; and better access to the building from the parking lot.
 - C. Hockey User Groups – This Group also feels the location of the Center is great. However, the team rooms are inadequate in size and they do not accommodate well for females. They feel that the spectator seating area can be improved; and wireless internet access needs to be

- available in the rink. They desire a second ice sheet with supporting off-ice training areas and additional team rooms.
6. There were a number of interesting comparisons between the User Survey and the Statistically Valid Survey in which similarities were apparent in the responses.
 - A. The ice rink and pool facilities are the most used areas of the Center, followed by club rooms and weight/cardio.
 - B. When asked which recreation program areas are most needed at Mt. Vernon REC, the top three responses called for more fitness wellness, indoor walking/jogging, and aquatics space.
 - C. When asked which fitness programs are most needed at Mt. Vernon REC, alternative fitness was the top most selected response from the User Survey. In the Statistically Valid Survey, alternative fitness shared the top selection with cardio.
 - D. Learn to swim and recreational swimming were selected as the two most needed aquatic programs.
 - E. Both surveys received strong support for a need to provide more learn to skate, public skating, and hockey ice programs.
 - F. Renovating the existing Center was seen as the most pressing item that people felt should be a priority in improving the Center, followed by expanding the fitness area, and expanding the indoor swimming pool.
 7. What's next?
 - A. The Project Team has reached a critical point in the Study process in which data from multiple sources has been gathered and analyzed. The Project Team must now use that information to determine what improvements make the most economic sense.
 - B. Basic facility development options will be established by the Project Team. B*K will also model the financial performance of the development options to help FCPA better understand the operation impacts of each option.
 - C. After establishing a facility development plan, the Design Team will develop conceptual facility design options to help FCPA and the Community see what opportunities are available for a building renovation/expansion on the existing site.
 - D. Mt. Vernon REC Manager, Trina Taylor, pointed out that the presentation that was shown will be available to the public online soon. Additionally, other information regarding the Mt. Vernon REC improvements process is already available online.
 8. Community members raised good questions and comments for the Project Team.
 - A. Many questions were asked in regards to what new programs/activities would be provided in an improved Mt. Vernon REC based upon the analysis completed thus far.
 - The Project Team explained that this is the very thing they will now be evaluating. FCPA also emphasized that the effort to establish a facility development plan will be critical as FCPA wants to avoid detracting business from their other facilities in the same service areas as Mt. Vernon REC, such as Lee District RECenter and George Washington RECenter. Additionally, the constraints of the site will limit how much is able to be built.
 - FCPA also responded that whatever improvements are proposed will need to be economically feasible to ultimately be considered.
 - B. There was some discussion as to how the building renovation/expansion will be funded.
 - FCPA Director of Planning and Development, David Bowden, explained that a Mt. Vernon REC building expansion/renovation will be funded through a bond. FCPA is focused on submitting for Mt. Vernon REC improvements during the winter 2016 bond cycle. A Mt.

- Vernon REC building expansion/renovation project is regarded as high priority since there has not been a recent renovation project in the south end of the County.
- Revenues generated by the Facility would not go towards funding a building renovation/expansion.
 - There is potential for partnering with a private and/or non-profit entity as FCPA has such partnerships elsewhere. If it were decided that there was a need for a particular program that FCPA did not feel it would be able to fund through the bond, a request for interest would be sent to the appropriate groups to explore the option.
- C. In addition to efforts already being made to notify the Community about meetings, some members suggested that a big poster and a REACH slide be added to alert the Community of future meetings.

NEXT STEPS

Survey / Meeting	Survey Issue Date / Meeting Date
Final Citizen Meeting	Mid March 2016

The above meeting minutes represent Hughes Group Architects understanding of the items discussed and the actions or decisions agreed to and shall constitute the basis upon which the project is proceeding.

If any of the attendees should have any additions, clarifications or corrections, they should be forwarded to Hughes Group Architects within five working days of receipt of this document.

End of Meeting Minutes.



Minutes By: Chris Wilson, Jr.

Distribution: Eric Inman; Amado Fernandez; all other attendees CC'ed by email.