



## Brooks Development Authority

Board of Directors

Meeting Agenda

Monday, April 9, 2018 - 3:00 PM

Brooks Board Room, 2664 Flight Nurse, San Antonio, Texas 78235

1. Meeting called to Order
2. Citizens to be Heard
3. Presentation: Board of Directors Strategic Work Session - *Richard Lewis, Jr., Ph.D, President and Principal Consultant, Round Top Consulting Associates*
4. Minutes
  - A. Approval of the March 13, 2018 Board of Directors Minutes
5. Reports:
  - A. Chairman's Report
  - B. President & CEO Report
    1. Brooks Video - EDF Japan Update
    2. Crisis Communication Plan
    3. Executive Team Leadership Playbook
    4. Brooks Board Committee(s) Rule of Thumb
6. Consent Items:
  - A. **Resolution No. 040918-980** - Board approval for the President & CEO or his designee to negotiate and execute an Indemnification Agreement with the Air Force related to the testing, exhumation and relocation of Landfill 007; to purchase environmental pollution liability insurance to cover the liability under the Indemnification agreement; to negotiate and execute the Deed Restriction Amendments; and to execute any other documents, instruments and agreements related to the testing, exhumation and relocation of the contents of Landfill 007 at Brooks, as recommended by the Finance Committee on March 29, 2018. - *Stoney Burke, Contracts Manager*
  - B. **Resolution No. 040918-981** - Board approval for the President & CEO or his designee to negotiate and execute loan documents with Bank SNB for the construction of a restaurant, as recommended by the Finance Committee on March 29, 2018. - *Samantha Carneiro, Chief Financial Officer*
7. Action Items:
  - A. **Resolution No. 040918-982** - Board approval to adopt the Brooks Development Authority's (BDA) CEO Succession Plan with review by the Executive Committee on an annual basis, as recommended by the Executive Committee on March 19, 2018. - *Christie Trevino, Director of Human Resources*

RECEIVED  
CITY OF SAN ANTONIO  
CITY CLERK  
2018 APR - 6 PM 12:48

B. **Resolution No. 040918-983** - Board approval for the President & CEO or his designee to negotiate and execute an Agreement for the Development of Phase I of Brooks Town Center with the NRP Group, as recommended by staff. - *Marques Mitchell, Director of Planning & Development*

8. Discussion Items:

A. Debt Obligations Overview - *Samantha Carneiro, Chief Financial Officer*

9. Information Items:

A. Crisis Communication Plan

B. Executive Team Leadership Playbook

C. Brooks Board Committee(s) Rule of Thumb

D. Board Member Quarterly Attendance Report

E. Monthly Marketing Metrics

1. Earned Media Report

2. Social Media Recap

F. Monthly Financials

G. Projected Agenda Items

H. Next Planning & Development Committee Meeting - Tuesday, April 24, 2018 - 9:00am

I. Next Finance Committee Meeting - Thursday, April 26, 2018 - 3:00pm (**due to Fiesta San Jacinto Holiday**)

J. Board of Directors Strategic Work Session - Tuesday, May 1, 2018 - 8:30am

K. Next Board Meeting - Tuesday, May 8, 2018 - 11:00am

10. Executive Session

**Announcement**

The Brooks Development Authority Board reserves the right to adjourn into executive session at any time to discuss any of the matters listed above as well as the items listed below, as authorized by Texas Government Code Section 551.071 (consultation with attorney), Section 551.072 (deliberations about real property), Section 551.073 (deliberations about gifts and donations) Section 551.074 (personnel matters), Section 551.076 (deliberations about security devices), Section 551.087 (economic development). Deliberate the purchase, exchange, lease or value of real property and discuss related legal issues.

A. Discussion regarding the sale and/or lease of real estate.

11. Adjournment

**Accessibility Statement**

This meeting place is accessible to persons with disabilities. Parking is available. Auxiliary aids and services, including Deaf interpreters, must be requested 48 hours prior to the meeting. For assistance call the Brooks Main Office at (210) 678-3300 or 711 (Texas Relay Service for the Deaf).

RECEIVED  
CITY OF SAN ANTONIO  
CITY CLERK  
2018 APR - 6 PM 12:48