



Amarillo-Potter Events Venue District Board Regular Meeting

August 21, 2023

8:30 AM

Council Conference Room, City Hall

601 S. Buchanan

Amarillo, Texas 79101

MINUTES

1. Welcome and Introductions

On the 21st day of August, 2023 the Amarillo-Potter Events Venue District Board of Directors met at 8:30 AM for a regular meeting held in the Council Workroom, located on the third floor of City Hall at 601 South Buchanan Street, Amarillo, Texas. President Wright called the meeting to order at 8:34 AM.

VOTING MEMBERS	PRESENT	NO. OF MEETINGS ATTENDED	NO. OF MEETINGS HELD SINCE APPOINTMENT
Terry Wright, President	Yes	63	66
Dale Williams, Vice-President	Yes	23	32
Tod Mayfield, Secretary	Yes	24	26
Vance Reed	Yes	43	66
Clif Bickerstaff	Yes	16	23
Alberto Rios	Yes	16	19
Dipak Patel	Yes	12	19

Also in attendance were the following:

Laura Storrs, Assistant City Manager
 Leslie Schmidt, Assistant City Attorney
 Stephanie Coggins, City Secretary
 Matthew Poston, Finance Director
 Matt Trujillo, Budget Analyst
 Bo Fowlkes, General Manager of Amarillo Civic Center Complex
 Brady Ragland, General Manager of Amarillo Tri-State Exposition
 Trent Winning, President of the Tri-State Exposition Board of Directors
 Stephanie Andrews, Convention and Visitors Bureau

2. **Public Address** Citizens who desire to address the Amarillo-Potter Events Venue District with regard to matters on the agenda or having to do with the City's policies, programs, or services will be received at this time. Each speaker will be limited to three minutes. The Board may not discuss items not on this agenda, but may respond with

factual, established policy information, or refer to staff. The Board may choose to place the item on a future agenda. (Texas Attorney General Opinion JC-0169.)

No one presented to speak.

3. **Approval of Minutes** The Board will consider approval of the minutes from the last meeting of the Board of Directors held May 22, 2023.

A motion was made by Mr. Rios to approve the minutes as presented. Mr. Bickerstaff seconded the motion, and the motion carried unanimously.

4. **Regular Meeting Items**

4.A. **Presentation of Quarterly Financials**

The Board will review the District's quarterly financials at June 30, 2023.

Mr. Poston presented the unaudited June 30, 2023 Amarillo-Potter Events Venue District balance sheet and income statement. Total assets of \$7,338,381 equaled the fund equity balance. There were no liabilities outstanding at June 30, 2023. Revenues totaled \$2,804,655 and expenditures totaled \$872,384. There were transfers to the debt service fund of \$555,000; leaving net income after transfers of \$1,377,272.

4.C. **Discuss and Consider Payments to the Amarillo National Center**

The Board will discuss and consider past and future payments to the Amarillo National Center.

Mr. Patel joined the meeting in progress at 8:46AM.

Ms. Storrs presented a summary of payments made for the Amarillo National Center through August 17, 2023 stating \$256,640 has been spent out of the \$998,500 budget. A motion was made by Mr. Williams to approve the item as presented. Mr. Bickerstaff seconded the motion, and the motion carried unanimously.

4.B. **Discuss and Consider Events at the Amarillo National Center**

The Board will discuss and consider events at the Amarillo National Center.

Ms. Storrs presented a summary of the events that were paid for at the Tri-State Fairgrounds through August 17, 2023, stating \$180,656 had been spent out of the \$355,000 budget. A motion was made by Mr. Mayfield to approve the item as presented. Mr. Patel seconded the motion, and the motion carried unanimously.

4.D. **Discuss and Consider the 2023/2024 Amarillo-Potter Events Venue District Budget**

The Board will discuss and consider the Amarillo-Potter Events Venue District

Budget for the 2023/2024 fiscal year.

Ms. Storrs presented the 2023/2024 proposed budget for the Amarillo-Potter Events Venue District Budget. For the revised 2022/2023 current year, total revenues are estimated to be \$4,057,111 and total expenditures are estimated to come in at \$5,043,678, leaving the anticipated fund balance at September 30, 2023 of \$4,973,507. Total revenues for 2023/2024 are proposed at \$4,109,924 and total expenditures are proposed at \$3,395,540, for an ending fund balance at September 30, 2024 of \$5,687,891. The 2023/2024 proposed budget includes \$627,025 for Amarillo Tri-State Participation projects and \$340,000 for Events at the Amarillo National Center. Mr. Ragland explained the various items that are requested for Amarillo Tri-State participation and Events at the Amarillo National Center. The proposed budget includes \$615,000 in expenditures for Civic Center improvements. Mr. Fowlkes explained the projects that this amount would cover.

A motion was made by Mr. Mayfield to approve the item as presented. Mr. Bickerstaff seconded the motion, and the motion carried unanimously.

4.E. Consider Lease Addendum to the Lease with the Amarillo Tri-State Exposition

The Board will consider a lease addendum with the Amarillo Tri-State Exposition.

Ms. Storrs presented Lease Addendum No. 10 (Addendum) for the Board's consideration. The Addendum adds \$998,500 of projects that the Board approved for the Amarillo National Center under Section 8.10(b). A motion was made by Mr. Mayfield to approve the minutes as presented. Mr. Patel seconded the motion, and the motion carried unanimously.

4.F. Update on Projects at the Fairgrounds and Civic Center

The Board will receive an update on the status of the approved fiscal year 2022-2023 projects at the Tri-State Fairgrounds and Amarillo Civic Center.

Mr. Fowlkes shared that AAA Electric was awarded the Civic Center LED lighting project, and this project is coming along. The restroom project has been slightly delayed as staff works through finding the correct professional services vendor to award the project.

Mr. Ragland shared that there are two projects currently underway and that the entrance gate signage that should be completed this week. They have demolished the stadium and they are working on finishing this project by adding fencing around where the stadium was and creating a parking surface.

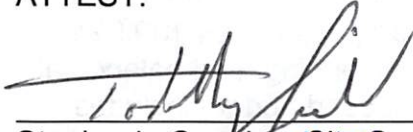
4.G. Announcement - Next Meeting

The next meeting of the Board will be held Monday, November 20, 2023.

5. Discuss Items for Future Agendas

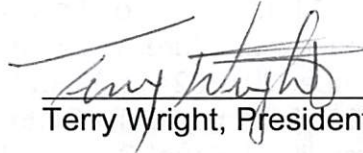
Mr. Bickerstaff moved to adjourn the meeting. Mr. Reed seconded the motion, and it passed unanimously. President Wright adjourned the meeting at 9:30 a.m.

ATTEST:



~~Stephanie Coggins, City Secretary~~

Tod Mayfield



Terry Wright, President