



Amarillo-Potter Events Venue District Board Regular Meeting

March 24, 2025
8:30 AM
City Hall - Room 1015
623 S. Johnson, First Floor
Amarillo, Texas 79101

MINUTES

1. Welcome and Introductions

On the 24th day of March, 2025 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 first floor of City Hall at 623 South Johnson Street, Amarillo, Texas. President Wright called the meeting to order at 8:32 AM.

VOTING MEMBERS	PRESENT	NO. OF MEETINGS ATTENDED	NO. OF MEETINGS HELD SINCE APPOINTMENT
Terry Wright, President	YES	69	72
Dale Williams, Vice President	YES	27	38
Tod Mayfield, Secretary	YES	29	32
Vance Reed	YES	49	72
Cliff Bickerstaff	YES	21	29
Dipak Patel	YES	15	25
Mark Zimmer	YES	5	4

Also in attendance were the following:

- Laura Storrs, Assistant City Manager and CFO
- Stephanie Coggins, City Secretary
- Leslie Schmidt, Senior Assistant City Attorney
- Bo Fowlkes, General Manager of Amarillo Civic Center Complex
- Brady Ragland, General Manager of Amarillo Tri-State Exposition
- Phyllis Niccum, Amarillo Tri-State Exposition Board
- Kashion Smith, Executive Director of Convention and Visitors Bureau
- Janie Arnold, CMMS CPAs Advisors, LLP

2. Public Comment Citizens who desire to address the Amarillo-Potter Events Venue District Board of Directors 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.)

None.

3. **Approval of Minutes** The Board will consider approval of the minutes from the last meeting of the Board of Directors held November 4, 2024.

President Wright introduced the item. Mr. Zimmer motioned to approve the minutes as presented. Mr. Bickerstaff seconded, and the motion carried by a 6-0 vote.

4. **Regular Meeting Items**

Mr. Mayfield joined the meeting in progress at 8:34 a.m.

4.A. Presentation and Consideration of Annual Financial Report

CMMS CPAs will present the District's Annual Financial Report at September 30, 2024.

President Wright introduced the item, and Janie Arnold, with CMMS CPAs Advisors, LLP presented the audit. She covered the required communications letter, the audit of internal controls, and the draft financial statements. For the year ended September 30, 2024, the District received an unqualified audit opinion, meaning that the financial statements were prepared in accordance with Generally Accepted Accounting Principles (GAAP). There were no questions from the Board. Mr. Mayfield motioned to accept the audit as presented. Mr. Bickerstaff seconded, and the item passed with a 7-0 vote.

4.B. Consider the Request to Participate in the Event Trust Fund by the Cowboy Mounted Shooting Association (CMSA) and the Economic Impact Research Proposal

The Board will discuss and consider the CMSA World Championship October 2025 event request.

President Wright introduced the item and Ms. Storrs presented it. The CMSA wants to participate again in 2025. They anticipate it will be similar to prior years. They anticipate \$30,000 will be the total assessment. Staff requested we be able to work with Angie Highland to provide the Economic Impact for a flat fee of \$7,500 per event that is reimbursable from the Trust Fund. We have been very successful with these in the past.

Mr. Williams motioned to allow the District to participate in the Event Trust fund for this event and to allow us enter into an agreement with Angie Highland to conduct the economic impact research. Mr. Patel seconded, and the motion passed 7-0.

4.C. Consider the Request to Participate in the Event Trust Fund by the American Rope Horse Futurity Championship and the Economic Impact Research Proposal

The Board will discuss and consider the new event for the American Rope Horse Futurity Championship October-November 2025 event request.

President Wright introduced the item, and Ms. Storrs presented it. This is a new event for our area that used to be held in the Fort Worth area. Based on discussions Ms. Highland had with the applicant, they would be a good candidate.

Mr. Mayfield motioned to allow the District to participate in the Event Trust fund for this event and to allow us enter into an agreement with Angie Highland to conduct the economic impact research at a flat fee of \$7,500. Mr. Patel seconded, and the motion passed 7-0.

4.D. Discuss and Consider Budget Amendment for the Tri-State Fairgrounds Projects

The Board will receive an update on the status of the approved fiscal year 2024-2025 projects at the Fairgrounds and consider an amendment to the fiscal year 2024-2025 budget.

President Wright introduced the item, and Ms. Storrs presented the proposed budget amendment. The amendment would be \$160,000 for "Project 14 - Demo Asphalt & Install Concrete Driveway". Mr. Ragland described the project and answered questions. The project will take approximately three weeks to complete once it can be initiated. Initiation would be dependent on events scheduled for the complex. Mr. Zimmer requested this project be completed by the end of May. Staff will work to see what procurement is required as that may determine a deadline, and the item will have to be further approved by Amarillo City Council and the Potter County Commissioners Court.

Mr. Mayfield motioned to accept the amendment as proposed into this year's budget for the project as described for the Tri-State Exposition. Mr. Williams seconded, and it passed by a vote of 7-0.

4.E. Presentation of Quarterly Financials

The Board will review the District's quarterly financials at December 31, 2024.

President Wright introduced the item, and Ms. Storrs presented the unaudited December 31, 2024 Amarillo-Potter Events Venue District balance sheet and income statement. Total assets of \$8,994,799 equaled the fund equity balance of \$8,994,799. There were no liabilities at December 31, 2024 Revenues totaled \$1,060,329 and expenditures totaled \$647,426. There were transfers to the debt service fund of \$163,000; leaving net income after transfers of \$484,426.

4.F. Discuss and Consider Events at the Amarillo National Center

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

President Wright introduced the item, and Ms. Storrs presented a summary of the events that were paid for at the Tri-State Fairgrounds through through March 7, 2025. She stated that \$122,500 had been spent out of the budget of \$440,750.

Mr. Wright discussed and approved with Mr. Ragland to move \$4,000 each from Future Event Development into two new events:

- National Blacksmith Competition - April
- 4H and FFA horse judging contest - April

President Wright requested a motion ratifying the new events.

Mr. Williams moved to ratify moving \$4,000 each from future event development to the two events and to approve the payments for events as presented. Mr. Bickerstaff seconded the motion, and it passed 7-0.

Mr. Mayfield moved to approve the item as presented. Mr. Bickerstaff seconded the motion, and it passed 7-0.

4.G. Discuss and Consider Payments to the Amarillo National Center

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

President Wright introduced the item, and Ms. Storrs presented a summary of the payments made for the Amarillo National Center through February 26, 2025. She stated that \$175,226.25 had been spent out of the budget of \$879,950. Mr. Ragland gave an update about the current year projects and that they are moving along well.

Mr. Mayfield moved to approve the item as presented. Mr. Zimmer seconded the motion, and it passed 7-0.

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

The Board will receive an update on the status of the approved fiscal year 2024-2025 projects at the Amarillo Civic Center.

Mr. Ragland gave an update on projects at the Fairgrounds during Item 4G.

Mr. Fowlkes stated that the Civic Center has been working on their projects. Coliseum restroom renovations are coming along slowly due to other projects like new city hall, but it is moving forward. No football this year but it will be back next year. On the basketball floor, they missed out on a quote for a used floor but are looking into other options.

He stated that they are working to begin updating lighting in the north-end, but it will be a two-year project. He went on to say that on the boiler expansion tanks, Facilities says they are ready to move forward. The 4 boilers have aged out and will need to be replaced at \$150K each - \$600K total.

President Wright discussed the use of event development money for the Civic Center (similar to the Tri-State). Civic Center gets \$398,000 for the management contract but nothing for event development at this time.

4.I. Announcement - Next Meeting

June 16th @ 8:30 AM

5. Discuss Items for Future Agendas

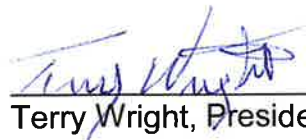
Will discuss regular agenda topics and may have preliminary discussion of budget.

Adjourned @ 9:43AM

ATTEST:



Tod Mayfield, Secretary



Terry Wright, President

