



## Amarillo-Potter Events Venue District Board Regular Meeting

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August 18, 2025  
8:30 AM  
Amarillo City Hall, Room 1015  
623 S. Johnson, First Floor  
Amarillo, Texas 79101

### MINUTES

#### 1. Welcome and Introductions

On the 18th day of August, 2025 the Amarillo-Potter Events Venue District Board of Directors met at 8:30 AM for a regular meeting held in room 1015, located on the first floor of City Hall at 623 S. Johnson Street, Amarillo, Texas. President Wright called the meeting to order at 8:35 AM.

VOTING MEMBERS	PRESENT	NO. OF MEETINGS ATTENDED	NO. OF MEETINGS HELD SINCE APPOINTMENT
Terry Wright, President	YES	71	74
Dale Williams, Vice President	YES	29	40
Tod Mayfield, Secretary	YES	31	34
Vance Reed	YES	51	74
Cliff Bickerstaff	YES	22	31
Dipak Patel	NO	16	27
Mark Zimmer	YES	6	7

Also in attendance were the following:

- Laura Storrs, Assistant City Manager and CFO
- Jonni Glick, Assistant 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, President of Amarillo Tri-State Exposition Board
- Katrina Owens, Finance Director
- Todd Stavenhagen, Assistant Director of Facilities
- Stephanie Andrews, Convention and Visitors Bureau

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.)

President Wright opened public comment. No one presented to speak. President Wright closed public comment.

3. **Approval of Minutes** The Board will consider approval of the minutes from the last meeting of the Board of Directors held May 12, 2025.

President Wright introduced the item. Mr. Mayfield motioned to approve the minutes as presented. Mr. Williams seconded, and the motion carried with a 6-0 vote.

4. **Regular Meeting Items**

- 4.A. **Election of Officers**

The Board will appoint officers to the following positions – President, Vice-President, and Secretary.

President Wright introduced the item. Mr. Reed motioned to keep the same officers in place. Mr. Bickerstaff seconded, the motion carried with a 6-0 vote.

- 4.B. **Presentation of Quarterly Financial Statements**

The Board will review the District's quarterly financial statements at June 30, 2025.

President Wright introduced the item, and Ms. Storrs presented the unaudited June 30, 2025 Amarillo-Potter Events Venue District balance sheet and income statement. Total assets of \$13,352,803 and total liabilities of \$4,055,598, left a fund equity balance of \$9,297,205. Revenues for the period totaled \$3,196,335 and expenditures totaled \$1,866,503. There were transfers to the debt service fund of \$543,000; leaving net income after transfers of \$786,832.

- 4.C. **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. Laura Storrs presented a summary of the events that were paid for at the Tri-State Fairgrounds through August 5, 2025. She stated that \$263,750 had been spent out of the budget of \$440,750. Mr. Mayfield made a motion to accept the payments. Mr. Bickerstaff seconded, and the motion carried with a 6-0 vote.

- 4.D. **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. Laura Storrs presented a summary of the payments made for the Amarillo National Center through August 13, 2025. She stated that \$826,222.30 had been spent out of the budget of \$1,039,950. Mr. Ragland gave an update on the progress of all the projects. Mr. Williams made a motion to approve the payments. Mr. Zimmer seconded, and the motion carried by a 6-0 vote.

**4.E. Discuss and Consider the 2025/2026 Amarillo-Potter Events Venue District Budget**

The Board will discuss and consider the Amarillo-Potter Events Venue District Budget for the 2025/2026 fiscal year.

President Wright introduced the item. Laura Storrs presented the 2025/2026 proposed budget for the Amarillo-Potter Events Venue District Budget. For the revised 2024/2025 current year, total revenues are estimated to be \$4,496,408 and total expenditures are estimated to come in at \$4,944,774, leaving the anticipated fund balance at September 30, 2025 of \$5,248,240. Total revenues for 2025/2026 are proposed at \$4,586,434 and total expenditures are proposed at \$4,145,942, for an ending fund balance at September 30, 2026 of \$5,688,732. The 2025/2026 proposed budget includes \$868,818 for Amarillo Tri-State Participation projects and \$449,500 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 (ANC). The proposed budget includes \$908,000 in expenditures for Civic Center improvements. Mr. Fowlkes explained the projects that this amount would cover. Mr. Bickerstaff moved to approve the budget as presented and to include an additional \$375,000.00 for an air conditioner improvement project at the Amarillo National Center. Seconded by Mr. Williams, the motion was carried by a 6-0 vote.

**4.F. 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.

President Wright introduced the item. Laura Storrs presented Lease Addendum No. 12 (Addendum) for the Board's consideration. The Addendum adds \$1,039,950 of projects that the Board approved for the Amarillo National Center under Section 8.10(b). Mr. Mayfield made a motion to approve lease agreement number 12 addendum. Seconded by Mr. Bickerstaff, motion carried by a 6-0 vote.

**4.G. 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 Tri-State Fairgrounds and Amarillo Civic Center.

President Wright introduced the item. Todd Stavenhagen presented regarding the Civic Center restrooms project, the boiler, and expansion tank upgrades projects.

**5. Discuss Items for Future Agendas**

President Wright introduced the item. No items were discussed to add to the next agenda.

**5.A. Announcement - Next Meeting**

President Wright introduced the item. The next meeting will be held on November 17, 2025.

The meeting was adjourned at 9:54 a.m.

  
Todd Mastfeld, Secretary

  
Terry Wright, President