

STATE OF TEXAS  
COUNTIES OF POTTER  
AND RANDALL  
CITY OF AMARILLO

On the 12<sup>th</sup> day of August, 2019, the Amarillo-Potter Events Venue District Board of Directors met at 8:30 a.m. in regular session in the Council Conference Room, located on the third floor of City Hall at 601 South Buchanan Street, Amarillo, Texas.

VOTING MEMBERS	PRESENT	NO. OF MEETINGS ATTENDED	NO. OF MEETINGS HELD SINCE APPOINTMENT
Terry Wright, President	Yes	45	47
Dale Williams, Vice-President	Yes	11	13
Paul Christy, Secretary	Yes	9	10
Vance Reed	Yes	26	47
Dean Roper	No	32	45
Tod Mayfield	Yes	5	7
Cliff Bickerstaff	Yes	3	4

Also in attendance were the following:

Michelle Bonner	Deputy City Manager, City of Amarillo
Leslie Schmidt	Senior Assistant City Attorney, City of Amarillo
Laura Storrs	Director of Finance, City of Amarillo
Jan Sanders	Assistant City Secretary, City of Amarillo
Sherman Bass	Civic Center Manager, City of Amarillo
Virgil Bartlett	General Manager, Amarillo Tri-State Exposition
Dan Quandt	Vice-President, Amarillo Convention and Visitor Council
Hollie Hawkins	Sales Manager-Association, Amarillo Convention and Visitor Council
Dennis Horn	President of Board of Directors, Amarillo Tri-State Exposition

Mr. Wright established a quorum, called the regularly scheduled meeting of the Amarillo-Potter Events Venue District Board of Directors to order at 8:30 a.m. and the following items of business were conducted:

**ITEM 1:** Consider Minutes. Mr. Wright presented the minutes from the May 6, 2019 meeting. A motion was made by Mr. Williams and seconded by Mr. Bickerstaff to approve the minutes as written. Voting AYE were Board members Bickerstaff, Christy, Mayfield, Reed, Williams, and Wright; voting NO were none; the motion carried by a 6:0 vote of the Board.

**ITEM 2:** Election of Officers. A motion was made by Mr. Reed and seconded by Mr. Bickerstaff, to retain the current officers for an additional year, Terry Wright as President, Dale Williams as Vice-President, and Paul Christy as Secretary. Voting AYE were Board members Bickerstaff, Christy, Mayfield, Reed, Williams, and Wright; voting NO were none; the motion carried by a 6:0 vote of the Board.

**ITEM 3:** Discussion of Amarillo Tri-State Exposition request for the Venue District to expand area at the Amarillo Fairgrounds. Mr. Wright stated after much research by Michelle Bonner, Mr. Williams and himself, the matter of expanding the footprint of the Amarillo Fairgrounds would require a vote by the residents of Amarillo and Potter County. The Board discussed that further information is needed before presenting the item as an action item.

**ITEM 4:** Discussion and consideration of payment for 2018 West Texas Futurity event. A motion was made by Mr. Christy and seconded by Mr. Mayfield to approve the 2018 West Texas Futurity Cutting event in the amount of \$40,000. Voting AYE were Board members Bickerstaff, Christy, Mayfield, Reed, Williams, and Wright; voting NO were none; the motion carried by a 6:0 vote of the Board.

**ITEM 5:** Consideration of award on concrete floor project at the Amarillo National Center. Ms. Bonner stated the proposed project received two bids. A motion was made by Mr. Reed and seconded by Mr. Bickerstaff, to approve the Quality Service and Supply, Inc. bid of \$170,750 as presented. Voting AYE were Board members Bickerstaff, Christy, Mayfield, Reed, Williams, and Wright; voting NO were none; the motion carried by a 6:0 vote of the Board.

**ITEM 6:** Consideration of award of a new elevator and concourse improvements to the Amarillo National Center at the Tri-State Fairgrounds. Ms. Bonner stated the proposed project received two bids. Plains Builders was awarded the most points and submitted a best value bid of \$483,343. The budget for the project is \$430,615. A motion was made by Mr. Mayfield and seconded by Mr. Bickerstaff, to approve the Plains Builders bid of \$483,343 as presented. Voting AYE were Board members Bickerstaff, Christy, Mayfield, Reed, Williams and Wright; voting NO were none; the motion carried by a 6:0 vote of the Board.

**ITEM 7:** Discussion of Stock Horse of Texas Show. Mr. Bartlett advised this event is expected to continue growing, and a \$5,000 budget item has been included for possible funding of the expansion. Mr. Quandt expressed his support of the two-day event and the economic impact to Amarillo.

**ITEM 8:** Discussion of High School regional finals. Mr. Bartlett advised the two-day regional finals show was a successful event, and that the show is considering expanding to a five-year contract.

**ITEM 9:** Discuss and consider events at the Amarillo National Center. Ms. Bonner presented a summary of the 2018/2019 events that have been paid for at the Tri-State Fairgrounds. Current year budget for Event Development is \$355,609, and at July 31, 2019, expenditures were \$176,859. A motion was made by Mr. Williams, seconded by Mr. Bickerstaff to approve the payments as presented. Voting AYE were Board members Bickerstaff, Christy, Mayfield, Reed, Williams, and Wright; voting NO were none; the motion carried by a 6:0 vote of the Board.

**ITEM 10:** Discuss and consider payments to the Amarillo Civic Center. Ms. Bonner advised that the current year budget is \$200,000, and consists of three projects that are all near completion.

**ITEM 11:** Presentation of quarterly financials. Ms. Storrs presented the Amarillo-Potter Events Venue District Balance Sheet and Income Statement at June 30, 2019. Total assets of just under \$5.4 million and liabilities of \$409,693, leaving fund equity balance of \$4.9 million.

This item was heard out of order.

**ITEM 13:** Consider Lease Addendum to the lease with the Amarillo Tri-State Exposition. Ms. Bonner stated the Venue District has treated payments for improvements as a lease payment to Tri-State. The attached Lease Addendum No. 6, incorporates the approved projects for 2018/2019 at \$1,119,960 and is ready for consideration. A motion was made by Mr. Mayfield and seconded by Mr. Bickerstaff to approve the Lease Addendum No. 6 to the Lease with the Amarillo Tri-State Exposition as presented. Voting AYE were Board members Bickerstaff, Christy, Mayfield, Reed, Williams and Wright; voting NO were none; the motion carried by a 6:0 vote of the Board.

**ITEM 12:** Discuss and consider the 2019/2020 Amarillo-Potter Events Venue District Budget. Ms. Bonner presented the proposed budget advising the revised estimate 2018/2019 numbers reflect total expected revenues of \$3,282,691 versus total projected expenses of \$3,324,135, leaving a projected beginning available reserve balance of \$4,494,255. The proposed 2019/2020 budget anticipates an ending Reserve Balance of

\$4,902,380, which includes \$500,000 as a targeted reserve, \$1,273,348 for the Amarillo National Center and \$3,129,032 for the Civic Center facility based on the 60/40 split from the original project. Mr. Wright and Mr. Bartlett discussed the proposed projects included in the Tri-State Participation account (63705) totaling \$675,468. Mr. Wright and Mr. Reed expressed opposition to the ANC seat replacement project of \$374,531. A motion was made by Mr. Reed, seconded by Mr. Bickerstaff to approve this account, less the \$374,531 seat replacement project, leaving an account balance is \$300,937. Voting AYE were Board members Bickerstaff, Christy, Mayfield, Reed, Williams and Wright; voting NO were none; the motion carried by a 6:0 vote of the Board.

Mr. Wright proposed under the ANC Management Contract, increasing the account budget from \$388,248 to \$500,000 for additional expenses. Mr. Christy asked for a breakdown of the current expenses, and what expenses the additional funds would cover. Mr. Wright stated expenses are for personnel, management and operations of the ANC, technology and utilities. A motion was made by Mr. Wright, seconded by Mr. Williams, to approve the increase from \$388,248 to \$500,000 in the ANC Center, for a total of \$560,000 in this line item. Voting AYE were Board members Bickerstaff, Mayfield, Reed, Williams, and Wright; voting NO were Christy; the motion carried by a 5:1 vote of the Board. The Board asked for a detail listing of the expenses in this line item at the next Board meeting. Mr. Christy asked for the balance of the ANC Management Contract account. Ms. Bonner stated a fixed monthly amount goes into this account.


Mr. Quandt inquired about the Koben Puckett item not listed in the Event Development category. The item was mistakenly omitted from the list, and the Board advised the Koben Puckett \$10,000 would be included with the money coming from Other Events to leave the Event Development category at \$355,000.


A motion was made by Mr. Wright, seconded by Mr. Christy, to add \$125,000 for a possible bond election. Voting AYE were Board members Bickerstaff, Christy, Mayfield, Reed, Williams and Wright; voting NO were none; the motion carried by a 6:0 vote of the Board.

A motion was made by Mr. Wright, seconded by Mr. Mayfield, to approve the budget as presented with the changes listed above. Voting AYE were Board members Bickerstaff, Christy, Mayfield, Reed, Williams, and Wright; voting NO were none; the motion carried by a 6:0 vote of the Board.

ITEM 14: Public Forum. Hollie Hawkins, with the Convention and Visitor's Council introduced herself to the Board. There, being no further business, Chairman Wright adjourned the meeting at 9:53a.m. This meeting was recorded and all comments are on file with the City Secretary's Office.

ATTEST:

  
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Paul Christy, Secretary

  
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Terry Wright, President