

FAIRGROUNDS ADVISORY COMMITTEE

Held at Coffman Building, Fairgrounds, 819 Camano Ave, Langley WA

Friday October 5, 2018 at 3:00 p.m.

AGENDA

Meeting Agenda Approval

August 24, 2018 Meeting Minutes Approval

Port Update

Fairgrounds Update

General Discussion

- Other/Roundtable

Old Business

New Business

Action Items

- Review current list of concerns/action items/top priorities to Commissioners
- Any formal correspondence to Port Commissioners
- Others

FARGROUNDS ADVISORY COMMITTEE MEETING MINUTES

October 5, 2018, 3:00pm @ Coffman Building, 819 Camano Ave, Langley, WA

Present:

Virginia Keck	Island County Fair Association Representative
Dominque Emerson	City of Langley Council - Vice Chairperson
Gary Gabelein	South Whidbey Historical Society - Chairperson
Stan Reeves	Executive Director, Port of South Whidbey
Jon Beck	Member at Large
Gwendy Hastings	Member at Large
Adam Fawcett	Fairgrounds Tenet Representative

Meeting Called to Order by Gary Gabelein @ 3:03pm

Agenda – Motion to approve the agenda made by Dominique Emerson, second by Adam Fawcett; motion passed.

Minutes – Motion to approve the August 24, 2018 minutes made by Virginia Keck, 2nd by Jon Beck; motion passed provided the minutes are amended to include a statement that: “funds previously allocated towards a brewery are reallocated to other capital projects.”

Port Updates – Stan Reeves – The RCEDF Grant for \$688,000 is approved by Island County and Interlocal Agreements are being drafted to award the grant (they should be ready for signature by 31 October 2018). Grant money will be used to fund several capital improvement projects on the Fairgrounds. Projects slated for budget year 2019 funded in part by the RCEDF grant are: 3-phase power to the Fairgrounds; Coffman Kitchen expansion/renovation; and storm-water/drainage assessment and plan (and implementation if adequate funding is available). Other capital projects slated for 2019 are: Horse Arena Footing replacement and a new roof for the Port Office building.

The Port is selecting an Engineering Consultant to help with planning capital improvements. The goal is to integrate cost efficiencies across the various capital projects (example: if we can implement improvements to storm-water drainage and earth moving equipment is required can we integrated the Area Footing Replacement blade time and trenching for 3-phase power into this project and save on transportation costs of equipment and blade hours).

The Port will **not** receive a RCO Grant to help pay for the campgrounds renovation and will look at what upgrades are feasible with existing funds and research other funding sources.

Over the next several months the Port will be preparing a long-term capital improvement plan (with help from the Engineering Consulted referenced above) and assessing future potential revenue growth engines on the Fairgrounds. This in turn will lead to potential requested changes to the Fairgrounds Overlay District to the City of Langley.

Fairgrounds Updates – Larry Lehtonen was not present at the meeting. Stan Reeves presented Larry’s report generated for the Port Commissioner’s to the FAC. Fairground rental and use fee increases are being proposed for 2019.

General Discussions/Roundtable Reports

Member Reports

Gary Gabelein – South Whidbey Historical Society – No Report. Question was asked about when the Arena Footing will be replaced; this was something that was expected to have happened already.

Response by the Port is that they hope to integrate this project with other capital improvement projects slated for 2019 that require earth moving equipment in order to maximize cost efficiencies.

Dominque Emerson – City of Langley – No report.

Virginia Keck – Island County Fair Association – Scarecrow event is upcoming in October.

Gwendy Hastings – Member at Large – No Report other than Django Fest appears to have gone very well.

Adam Fawcett – Fairgrounds Tenants Representative – No Report

Jon Beck – Member at Large – Requested that the FAC has input on the upcoming budget for 2019. Area of special interest would be the rental and haul in fees. Specifically, what improvements are being funded by specific fees? For instance: if an organization pays a specific amount for haul-in fees and/or rental fees to use the Arena, what cost/improvement is that fee being applied against specific to the Arena?

Response by the Port is that rental costs and most fees are not tied to specific costs for a specific building or use (an exception to this are instances where utilities can be attributed to a single user or renter); rather, revenue goes into a general fund that supports all activities and costs (both operations and capital).

Cathi Mann-Fisher – WSU Extension/Island County 4-H – Not Present.

Old Business

No Old Business to be discussed

New Business

No New Business to be discussed

Action Items

Port of South Whidbey will send the Draft Proposed 2019 Fairgrounds Budget to the FAC members once approved for public release by the Port's Board of Commissioner's

Port of South Whidbey will include the date/time/location of public hearings on the Port's 2019 Budget along with the Fairground Budget reference above.

Port of South Whidbey will include the proposed 2019 rental and fee rates for the Fairgrounds along with the Draft Proposed 2019 Fairgrounds Budget.

Motion made by Adam Fawcett to adjourn the meeting, 2nd by Dominique Emerson; motion passed.

Meeting adjourned 4:27pm

Respectfully submitted by Stan Reeves, Executive Director, Port of South Whidbey.

Next meeting will be held on Friday, October 26, 2018 @ 3:00pm @ the Coffman Building. 819 Camano Ave, Langley, WA.