

FAIRGROUNDS ADVISORY COMMITTEE

Held at Burrier Building, Fairgrounds, 819 Camano Ave, Langley WA
Friday October 27, 2017 at 3:00 p.m.

AGENDA

September 29, 2017 Meeting Minutes Approval

Meeting Agenda Approval

Port Update

General Discussion

- Reminder: next meetings are Friday November 3rd (3:00 p.m.? – Special meeting to discuss Budget with Angi), and Friday December 1st (moved to avoid Thanksgiving weekend).

Action Items

- Any formal correspondence to Port Commissioners?
- Others

Old Business

New Business

FARGROUNDS ADVISORY COMMITTEE MEETING MINUTES
October 27, 2017, 3:00pm @ Burrier Building. 819 Camano Ave, Langley, WA

Present:

Burt Beusch – City of Langley Council
Inge Morascini – Langley Chamber of Commerce
Dominique Emerson – City of Langley
Virginia Keck – Whidbey Island Fair
Helen Price-Johnson – Island County Commissioner
Adam Fawcett – Fairground Tenant Representative
Gwendy Hastings – Member at Large
Roxy Taylor – Port of South Whidbey
Cliff Hagglund – WWGA
Cathi Mann-Fisher – 4-H Program Coordinator, WSU Extension/Island County 4-H

Meeting Called to Order @ 3:00pm

Minutes –

Agenda Approved –

Old Business:

Story Poles – The restoration work on the story pole on the south side of the Pole building will take between two to three years to complete. The cost of this work will run between \$50,000.00 to \$75,000.00. The pole is valued between \$100,000.00 to \$500,000.00.

New Business

Langley Chamber of Commerce: Would like to develop a series of block workshops to be given on the fairgrounds to increase the use of the property and to bring people into the surrounding area. There would be several workshops offered at the same time at different locations on the property.

Port of South Whidbey – Harbor Master Plan – Working on a master plan for future uses of the fairground property. Looking at transportation issues around the fairground, possibly bring in the Clipper and allowing float airplanes at the marina. Partners to apply for joint grants.

Members Round Robin Reports

Adam Fawcett – Fairground Tenant Representative – Is planning to be more active in contact the different fairgrounds tenants to find out about their concerns and repair requests.

Gwendy Hastings – Member at Large – Stated that she would like to see more events scheduled during the off season.

Cliff Hagglund – Western Washington Gaming Association – Question if 3:00pm on Friday was the best time for the other committee members?

Virginia Keck – Island County Fair Association – Seven members of the Island County Fair Association attended the Washington State Fair Convention. The members of the Island County Delegation attend workshops on fair issues.

Virginia spoke to people from other counties about how they manage scheduling other events around the fair.

Inge Morascini – Langley Chamber of Commerce – The Chamber has purchase 12 evergreen trees for non-profit organizations to decorate and have in place the day before Thanksgiving. If anyone is interested they can contact the Langley Chamber of Commerce.

Cathi Mann-Fisher – WSU Extension/Island County 4-H – 4-H started a new 4-H year on Sunday, October 1st. The volunteers are busy finishing the end of year paper work and deciding on awards for the youth members. Our Achievement Celebration, which is an award program will be held on Sunday, November 12th at the Oak Harbor Elks Lodge. Everyone is invited to Achievement Celebration.

Meeting adjourned 4:00pm

Respectfully submitted by Cathi Mann-Fisher Leaders' Fairgrounds Advisory Committee Recording Secretary.

Next meeting will be held on Friday, December 1, 2017 @ 3:00pm @ the Burrier Building. 819 Camano Ave, Langley, WA.

2018
DRAFT Preliminary
Budget v.1

RECEIPTS

Interest	\$ 1,500
Property taxes	\$ 775,000
Other taxes	\$ 800
Humphrey Road Daily Parking fees	\$ 29,000
Humphrey Rd Permit Fees	\$ 14,200
Humphrey Rd Sales Tax	\$ 3,800
Bush Point Electrical Reimb	\$ 1,000
Bush Point L/H Tax Rev	\$ 1,100
Bush Point Rental of Residence	\$ 8,500
Poss. Pt. donations	\$ 200
Poss. Pt. Parking Fee	\$ 100
Poss. Pt. Parking Sales Tax	\$ 10
Rental of Residence	\$ 12,000
Electricity Reimb.	\$ 2,000
Fairgrounds Camping Fees	\$ 34,000
Dump/Water Fees	\$ 1,500
Fairgrounds Event Rentals	\$ 21,000
Campgrounds Sales/Lodging Tax	\$ 3,500
Fairgrounds Sales and L/H Tax Rev	\$ 2,400
Fairgrounds Tenant Leases	\$ 20,000
Harbor Revenue - Annual Moorage	\$ 29,500
Commercial Moorage	\$ 8,500
Dinghy	\$ 1,200
Dock Sales - Ice	\$ 1,200
Leasehold Tax Revenue	\$ 7,000
Live-Aboard Fee	\$ -
Monthly Moorage	\$ 22,000
Showers	\$ 2,000
Transient Day Use Moorage	\$ 7,500
Transient Overnight Use Moorage	\$ 145,000
Donations	\$ 200
Sponsorships	\$ 4,000
Sub-total - Recurring Revenue	\$ 1,159,710
Grant funding - clean vessel program	\$ 750
RCEDF Grant funding - Fairgrounds	\$ 200,000
RCEDF Loan funding - Fairgrounds	\$ 500,000
Grant Funding - RCO - Possession Construction	
Sub-total - Non-recurring Revenue	\$ 700,750
TOTAL RECEIPTS	\$ 1,860,460

DISBURSEMENTS

Administration:

Admin/Accounting Support Wages	\$ 21,000
Administration Payroll Taxes	\$ 17,719
Audit	
Consultant Services	\$ 25,000
County service fees	\$ 100
Dues & memberships	\$ 2,000
Exec Dir wages	\$ 84,530
Election costs	\$ 3,500
Employee fringe benefits - ED, MO, PC	\$ 19,440
Employee IRA matching	\$ 13,043
Insurance	\$ 50,000
Labor & Industries Taxes	\$ 19,000
Legal fees	\$ 7,000
Legal notices/Classified Ads	\$ 2,000
Maint. & Operations Supervisor Salary	\$ 52,500
WPPA meetings	\$ 4,000
Marketing - General	\$ 5,000
Misc exp / minor taxes / Forest Patrol	\$ 3,000
Office equipment lease, purchase, repair	\$ 500
Office & facilities supplies	\$ 5,000
Ofc. Telephone & Alarm, plus Manager Cells	\$ 6,500
Payroll taxes - Commissioners	\$ 2,138
Per diem - Commissioners	\$ 18,810
Salary - Commissioners	\$ 9,144
Port Clerk wages	\$ 52,710
Rent Port office	\$ 17,200
Potential Salary Increases	\$ 10,400
Publications & Subscriptions	\$ 200
Tourism Dev Sponsorships	\$ 30,000
Travel exp.- Staff	\$ 13,000
Travel exp.- Commissioners	\$ 3,900
Web design & maintenance	\$ 350
Sub-total Administration	\$ 498,685

Capital expenditures:

Harbor Golf Cart	\$ 20,000
Port Vehicle	\$ 33,000
Clinton Dock Repair	
SWH/Langley Chamber Project	
SW Harbor Master Plan	\$ 20,000
2012 LTGO Bond Fees	\$ 410
2012 LTGO Principal Payment	\$ 40,000
2012 LTGO Interest Payment	\$ 23,038
2016 LTGO Bond Fees	\$ 200
2016 LTGO Principal Payment	\$ 15,000
2016 LTGO Interest Payment	\$ 2,756
Riding mower	\$ 8,000
Mukilteo parking Traffic Study	\$ 7,000
Fairgrounds	\$ 730,000
Sub-total Capital:	\$ 899,404

Sub-total Admin, Project & Capital (combined)	\$ 1,398,089
--	---------------------

Bush Point Facilities

Dock/Ramp Maint & Project	\$ 1,000
Electricity	\$ 4,800
Major Equip (Purchase/Rent/Repair)	\$ 1,000
Leasehold Tax on Rental	\$ 1,100
Maintenance-Bush Pt. (general)	\$ 1,000
Bush Pt Maintenance Wages	\$ 540
Bush Pt Maint Payroll Taxes	\$ 41
Materials & Supplies	\$ 1,500
Minor Improvements	\$ 1,000
Trash removal	\$ 700
Telephone	\$ 1,200
Water system	\$ 1,000
Sub-total Bush Point	\$ 14,881

Clinton Facilities:

Dock (Maint & Project) - Clinton	\$ 2,000
Electricity	\$ 1,000
Maintenance (general)	\$ 4,000
Clinton Maintenance Wages	\$ 500
Clinton Maint Payroll Taxes	\$ 38
Materials & Supplies	\$ 1,200
Improvements - Public Beach & Floats	\$ 800
Trash removal - Dock & Beach	\$ 1,100
Water System	\$ 1,000
Sub-total Clinton	\$ 11,638

Fairgrounds

Maintenance salary	\$ 36,750
Property management salary	\$ 46,350
Admin/Maint. Wages	\$ 2,000
P/R taxes	\$ 7,575
Employee benefits	\$ 12,960
Electricity	\$ 8,000
Maint & Repair	\$ 14,500
Marketing/Advertising	\$ 10,000
Materials & Supplies	\$ 10,000
Propane	\$ 3,000
Refuse Removal	\$ 5,000
Taxes	\$ 3,700
Telephone & DSL	\$ 3,000
Travel & Other Misc	\$ 2,000
Water & Sewer	\$ 7,000
Sub-total Fairgrounds	\$ 171,835

Humphrey Parking Lot:

Attendant wages	\$ 5,700
General maintenance	\$ 3,000
Materials & Supplies	\$ 500
Payroll taxes	\$ 436
Improvements	\$ 5,000
WSST	\$ 3,800
Sub-total Humphrey Lot	\$ 18,436

Possession Pt. Park:

Dock/ramp	\$ 1,000
Electricity	\$ 6,500
Major Equip (Purchase/Rent/Repair)	\$ 1,500
Maintenance & repair (general)	\$ 4,600
Maintenance Wages	\$ 7,600
Poss Maint P/R Taxes	\$ 581
Materials & Supplies	\$ 2,000
Minor improvements	\$ 4,000
Trash removal	\$ 1,700
Sales Tax - Overnight Parking	\$ 20
Telephone	\$ 1,300
Water Sys Monitor & Maint.	\$ 1,200
Sub-total Possession Point	\$ 32,001

South Whidbey Harbor

203 Wharf St Lot Maint Wages	\$ 200
203 Wharf St Lot Maint/Repair	\$ 1,000
Advertising & Publicity	\$ 6,500
Asst. Harbormaster Wages	\$ 31,200
DNR Tidelands Lease	\$ 3,500
Electricity	\$ 14,000
SW Harbor employee benefits	\$ 12,960
Major Equip (Purchase/Rent/Repair)	\$ 2,500
Harbormaster Wages	\$ 53,982
Ice Purchases	\$ 500
Maint & Repair - Gen'l	\$ 4,400
Phil Simon Park Maintenance	\$ 1,000
Maint Contracts (Ramp, Etc.)	\$ 10,000
Maintenance Wages	\$ 200
Materials & Supplies	\$ 10,000
Merchant Fees (Credit Card Svcs)	\$ 3,500
Improvements	\$ 5,000
Payroll taxes	\$ 7,906
Pump-out system maint. & repairs	\$ 1,000
Trash Removal	\$ 3,000
Seasonal Wages	\$ 17,200
Harbor special events	\$ 4,500
Leasehold, Excise & Misc Taxes	\$ 9,600
Telephone	\$ 3,000
Water & Sewer	\$ 5,000
Sub-total South Whidbey Harbor	\$ 211,648

TOTAL DISBURSEMENT**\$ 1,858,529****Excess / <Deficit>****\$ 1,931**

Estimated Beginning Cash: January 1, 2016	\$ 556,174
Estimated Ending Cash: December 31, 2016	\$ 556,174
Estimated Beginning Cash: January 1, 2017	\$ 556,174
Estimated Ending Cash: December 31, 2017	\$ 558,105

Note: Total Current Assets shown as Cash Balance

What Do Users Like To Do?

In surveys done during the 2015 Choochokam and Whidbey Area Fair, people were asked what kind of events will draw them to the Fairgrounds outside of the Fair. A total of 1307 votes were cast with the results shown in Table 4 and Figure 7.

Table 4: Interest in Events

Event	Votes	Percent
Music Concert	211	16%
Garage & Yard Sale	130	10%
Wine & Cheese	128	10%
Gardening Show	124	9%
Antiques Show	113	9%
Holiday Bazaar	105	8%
Auto Show	100	8%
Dog Show	92	7%
Major Art Exhibit	82	6%
Bicycle & Cycling	78	6%
Guns and Ammo	77	6%
Gourmet Dinner	67	5%
	1307	

Figure 7: Event Interest

