

**WAUKEGAN
PORT DISTRICT**
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MINUTES

WAUKEGAN PORT DISTRICT
Board Meeting of 15 November 2023
4:00 p.m.

Waukegan National Airport
Administration Office/SRE Bldg.
2601 Plane Rest Drive
Waukegan IL 60087

The following Board members were present:

Gene Bach, Historian
Jack Dye
Tom Evers-remote
Becky Jones
Greg Petry-remote
Paula Trigg
Ben Veal

The following Officer was present:

Bob Hamilton, Treasurer

District Counsel:

Marcus Martinez

Members of the Port District Staff were present:

Max Pekcan, F3 Marina, General Manager, Harbor
Skip Goss, F3 Airport, General Manager/Director, Airport
Edith Guerrero, F3 Airport, Director of Administration, Airport
Eduardo Ortega, F3 Real Estate Services, VP of Asset Management
Scott Schmidt, F3 Real Estate Services, COO
Hunter Spitler, F3 Marina, Director of Marina Operations - remote

Call to Order

Chairman Veal called the meeting to order at 4pm.

Roll Call

Pledge of Allegiance

Approval of Remote Participation/Voting

Moved by Mr. Dye, seconded by Ms. Trigg. Approved unanimously on voice vote.

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Chairman Remarks

None

General Counsel Report

None

Public Comment – (3 minutes per person)

None

Committee Reports

- Intergovernmental - Greg Petry and Tom Evers
Mr. Petry reported on the initiatives of possible harbor development. The Diegen group has put together a summary of contaminated properties and what has already been cleaned up. The committee had an update meeting with the City of Waukegan concerning zoning at the harbor. The city is aware that the district is seeking a comprehensive ordinance that would allow recreational and commercial development. The next step is to await the city's updates. The budget committee will discuss the need to have Diegen & Associates discontinue any further work at this time due to budget constraints. The committee will prepare a recommendation for the development process moving forward.
- Documentation and Operational Agreements - Greg Petry and Gene Bach
None
- Disaster Planning and Departmental Coordination - Becky Jones and Jack Dye
The committee met with a representative from the Waukegan Fire Department and explored emergency and rescue scenarios for both the airport and harbor. Chairman Veal asked if there has been any interface with Alliant on disaster planning. The committee has committed to explore that.
- Marina major capital expenditures update – Paula Trigg
The committee still does not have the executed IDOT intergovernmental agreement for the \$12M grant project but Ms. Trigg recommends approving the resolution to contract Edgewater for engineering services. She has some recommended edits to the resolution. Ms. Trigg also recommends not giving notice to proceed with work until the executed intergovernmental agreement is returned from the state.

Treasurer's and Finance Report

Mr. Hamilton reported that the Finance Committee directed the airport to focus on the remainder of the 2022 financial audit, which is in the testing phase. The committee will review the check register for the December board meeting. Mr. Hamilton has requested to have Accounts Payable added to the Cash Statement beginning with December's board packet.

Consent Agenda

Mr. Dye commented that before approval of financials that the details be verified. Mr. Pekcan explained that since F3 took over accounting the bank reconciliations for August-October have not been completed yet. The board was provided with a printed updated Executive Summary. Mr. Bach questioned payments from the airport and customs to the harbor. Chairman Veal suggests that the items on the consent agenda be approved but be verified.

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Motion to establish the consent agenda approved unanimously on a voice vote on a motion by Mr. Dye, seconded by Ms. Trigg.

- October 2023, Electronic Transfer and Check Approval
- October 2023, Financials
- October 2023, Meeting Minutes

Motion to approve the Consent Agenda, made by Mr. Petry, seconded by Ms. Trigg. In discussion, there was a friendly amendment to the motion to remove the check register due to the finance committee not yet having the information from the airport and customs. The motion was approved on a roll call vote.

Aye: Mr. Bach, Ms. Trigg, Ms. Jones, Mr. Evers, Mr. Dye, Petry

No:

Abstain:

Absent:

Harbor General Manager Remarks

Mr. Pekcan thanked Ms. Brown and Ms. Guerrero for assisting with submitting the Brownfield Grant application.

- 2024 Budget

Mr. Pekcan mentioned that budget items were discussed in the previous COW meeting and he would like to see the resolution for fees and charges approved to begin collecting fees. Mr. Dye confirmed that there will be no overtime worked/billed at the harbor until the budget passes.

- 2023-R-24 Resolution Approving 2024 Fees and Charges for Harbor & Marina
Motion by Ms. Trigg, seconded by Mr. Petry. Motion was approved on a roll call vote:

Aye: Mr. Bach, Ms. Jones, Mr. Petry, Ms. Trigg, Mr. Dye, Mr. Evers

No:

Abstain:

Absent:

- 2023-R-26 Resolution Approving Construction and Design Professional Services Agreement (Edgewater)

Motion by Ms. Trigg, seconded by Mr. Dye. In discussion, Ms. Trigg discussed discrepancies in the resolution which would require updates. Updates were provided to counsel. Mr. Dye voiced concern with work beginning before an avenue was created to fund the project. The board established that WPD must receive the executed IDOT agreement prior to the Chairman signing the professional services agreement. The motion maker and the seconder agreed on a friendly amendment to the motion. The resolution could be voted on and the five amendments to the resolution will be made by legal.

Motion was approved on a roll call vote:

Aye: Mr. Bach, Ms. Jones, Mr. Petry, Ms. Trigg, Mr. Dye, Mr. Evers

No:

Abstain:

Absent:

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Airport General Manager Remarks

- 2024 Budget

Mr. Goss reported on the condition of hangar the airport has budgeted to purchase in 2024.

Mr. Goss updated state legislature and municipalities on the runway program. The public hearing will be pushed out to Q1 of 2024.

Mr. Goss presented an abbreviated version of the state of the airport and winter operations report that will be presented during the airport users meeting.

Mr. Goss expressed his appreciation for his team and how F3 Human Resources and training are a part of that.

Mr. Evers requested that F3 begin a review of airport financials since this is now in practice with the harbor.

Board Comments


Ms. Trigg complimented WPD staff and requested an update on F-Pier ownership. Legal counsel updated that F-Pier is owned by WPD and the next step is to file a certificate of exemption with Lake County. Ms. Trigg also questioned some charges reviewed by the finance committee for the harbor. Ms. Jones asked for clarification on the security for the winter months at the harbor. Ms. Trigg posed having conversations with the Waukegan Police Department about having extra patrols at the harbor. Ms. Trigg also proposed the sale of vacant land at the harbor.

Adjournment

Motion by Mr. Bach, seconded by Mr. Dye. The motion was approved on a unanimous voice vote.

The meeting adjourned at 5:13 PM.

APPROVED:



Ben Veal, Chairman