

MINUTES OF REGULAR MEETING  
WAUKEGAN PORT DISTRICT BOARD

January 16, 2019  
4:00 p.m.

Waukegan National Airport  
Airport Administration Office – Conference Room  
2601 Plane Rest Drive, Waukegan, IL

The following Board members were present:

Gene Bach, Member and Historian  
Tom Evers, Member  
Bob Hamilton, Treasurer  
Joe Legat, Member (joined meeting at 4:17 PM)  
Billy McCaffrey, Member  
Jorge Torres, Member and Assistant Treasurer  
Grant Farrell, Board Chairman

The following Board member was absent:

none

The following Board officers were present:

Randy Podolsky, Secretary

District Counsel

Peter Friedman

Members of the Port District Staff present:

Alain Giudice, Founders 3 Senior Vice President, Marina Division  
Phil Cook, Founders 3, Manager, Marina Accounting  
Skip Goss, F3 Aviation, General Manager, Airport  
Joe Seidelmann, F3 Marine, General Manager, Harbor  
Cathy Smith, F3 Aviation, Assistant General Manager, Airport  
Mary McCarthy, F3 Marine, Staff Accountant  
Mary Louise Schram, F3 Aviation, Administrative Assistant

Call to Order

Chairman Farrell called the meeting to order at 4:00 PM.

Roll Call

Pledge of Allegiance led by Mr. Hamilton

Approval of Remote Participation/Voting -

Motion by Mr. Hamilton, second by Mr. Torres:

To approve remote participation at the meeting for Mr. Evers and Mr. Podolsky who are unable to attend in person due to business travel.

On a voice vote, all members present voted aye and the Chairman declared the motion carried.

#### Chairman Remarks – Grant Farrell

Chairman Farrell reminded Board Members to file their Economic Interest Statements by February 1, 2019. Chairman Farrell appointed Mr. Friedman as Ethics Officer of the Board. Chairman Farrell reported that one management meeting was held since the last Board meeting and that Mr. Hamilton also attended. He reminded the Board that anyone who would like a briefing on the content of the meetings are welcome to contact him. Chairman Farrell added that there are three management meetings scheduled before the February Board meeting and that if a Board member wants to attend, to contact him, noting that attendance is limited to one additional Board member at each meeting. Chairman Farrell shared with the Board that a Celebration of Life memorial service was held on Saturday, January 12, at the Waukegan National Airport Administration Building to honor the passing of Daniel (Dano) Patt, a member of the Airport security team.

#### F/3 Remarks

Skip provided background on consent agenda item specific to Hamilton Engineering.

#### Treasurer's Report

Mr. Hamilton reported that it was the committee's recommendation to approve the December 2018 check register.

#### Ad Hoc Committee Reports

Mr. McCaffrey reported that he and the members of the Crane Committee, after multiple meetings and discussions with representatives of Larsen Marine, are ready to recommend that the Waukegan Port District accept \$5,000 from Larsen Marine to pay toward the environmental clean-up of the crane site. The amount paid by WPD for the environmental clean-up at the crane site was \$18,462.92. Mr. McCaffrey stated that Larsen Marine requests a release of further or future responsibility related to this matter.

Motion by Mr. Bach, second by Mr. Hamilton:

To accept the \$5,000 offered by Larsen Marine for damages related to the crane site and provide a release letter to Larsen Marine as part of the settlement.

On a voice vote, all members present voted aye and the Chairman declared the motion carried.

The matter will be ratified at next month's Board meeting.

Public Comments – none

#### Consent Agenda

Motion by Mr. Evers, second by Mr. McCaffrey:

To establish the Consent Agenda

- December 2018 Regular Board Meeting Minutes
- December 2018 Check Approval
- Accept Financial Reports: December 2018

- Approve the renewal of West Insurance Agency, Inc., as the broker of record for 2019 – 2020 in an amount not to exceed \$123,900, Resolution 2019-R-01
- Approval of Resolution 2019-R-02, revising the not to exceed amount of Resolution 2018-R-13 Fraley Property Acquisition.
- Approve the Design Phase, Planning and Special Services for the CBP General Aviation Facility, not to exceed amount \$69,100.00, Resolution 2019-R-03
- Approve the Release of Board Closed Session Minutes from 2011, 2012, 2013, and 2014, Resolution 2019-R-04
  - Closed Meetings Dates
    - December 28, 2011
    - January 25, 2012
    - February 29, 2012
    - May 23, 2012
    - June 27, 2012
    - July 23, 2012
    - December 19, 2012
    - February 20, 2013
    - May 15, 2013
    - July 17, 2013
    - September 18, 2013
    - October 16, 2013
    - November 7, 2013
    - November 20, 2013
    - December 18, 2013
    - January 15, 2014
    - April 16, 2014
    - June 18, 2014
    - November 19, 2014
    - December 17, 2014

On a voice vote, all members present voted aye and the Chairman declared the motion carried.

Motion by Mr. Evers, second by Mr. McCaffrey:  
To approve the items on the Consent Agenda

On the following roll call vote, the Chairman declared the motion carried:

Aye:.....Mr. Bach, Mr. Evers, Mr. Hamilton, Mr. McCaffrey, Mr. Torres  
 No:.....none  
 Absent:.....Mr. Legat  
 Abstain:.....none

Harbor General Manager Remarks

Presentation by Bay Marine deferred to February Board Meeting

Mr. Seidelmann reported that winter maintenance continues at the Harbor, facilitated by the mild winter. He stated that repairs to the north end of the dock are needed and that the weight load will be verified and considered in the request for proposals. He is obtaining quotes and will share the related costs at the February Board meeting.

(Note: Mr. Legat joined the meeting at 4:17 p.m.)

Mr. Seidelmann reported on continued efforts to brand the marina through local media outlets. The occupancy for the 2019 season is on pace with 309 slips leased to date and 301 last year at this time. Mr. Seidelmann stated that the Chicago Boat Show generated a lot of interest. F3 marinas combined their participation into a single booth which provided better positioning, greater exposure, and a larger booth (10' x 20'). The F3 booth won the Best Booth Design Award at the Show. Mr. Seidelmann informed the Board that WPD will host a booth at the Northern Illinois Boat Show 2/28 – 3/3/2019 at Lake County Fairgrounds. Since this is a smaller boat show designed for local interest, only F3 Waukegan Marina will participate. Mr. Seidelmann reported that the contractor for the Army Corp of Engineer's (ACE) was selected for the south pier project which will begin this summer. It is anticipated that the project will produce revenue for the Harbor through rental of space. The pier will be closed mid to late February through the end of July 2019 and a press release to inform the boaters and community is forthcoming. There was discussion about protecting the lighthouse during the construction, the lake levels, and the access gate for security. Mr. Seidelmann explained that it would be the responsibility of WPD or the City to man the gate. ACE can authorize construction of the gate but WPD and/or the City would need to absorb all costs and man the gates. Chairman Farrell directed Mr. Seidelmann to obtain costs related to the gate and manpower and to report his findings to the Board for further consideration. Mr. Seidelmann reported that two bald eagles have been sighted at the Harbor.

#### Airport General Manager Remarks

Mr. Goss reported that the consultant hired to audit Signature Flight Services (SFS), Airport Business Services (ABS), has received and are reviewing the documentation submitted, to date. There was discussion about improving the aesthetic of the Lewis Avenue entrance to the Airport. Mr. Goss stated that the need to improve and clean-up the entrance has been discussed with the leasee and they will be making the improvements noted.

#### Closed Session - none required

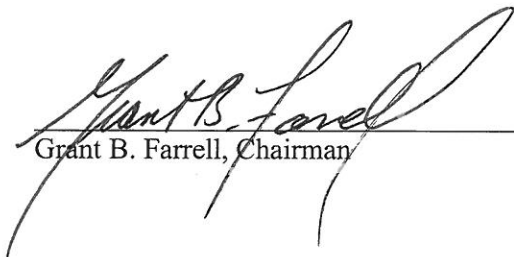
#### Adjournment

Motion by Mr. McCaffrey, second by Mr. Torres:  
To adjourn.

All members present voted aye and the Chairman declared the meeting ended.

Meeting adjourned at 4:31 PM

APPROVED

  
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Grant B. Farrell, Chairman