

MINUTES OF REGULAR MEETING  
OF WAUKEGAN PORT DISTRICT

July 23, 2012

Waukegan Regional Airport  
Landmark Aviation FBO, Inc. – 2nd Level Conference Room  
3550 N. McAree Road – Waukegan, Illinois

**The following Board members were present:**

Todd Binning  
Mike Melius  
Joe Legat  
Dale Johnson

**The following Board member was absent:**

Jorge Torres  
Homer Benavides

**District Counsel present:**

Thomas A. Morris, Jr.

**Members of the Port District Staff present:**

Duncan C. Henderson, A.A.E., Executive Director  
Chris Peters, Executive Assistant  
Brion O'Dell, Harbor Manager  
Jim Stanczak, Airport Manager  
Jamie O'Meara, Chief Accountant

**Others in attendance:**

Josh Lewis, Landmark Aviation  
Kirk Mies, Pilot, Abbott Laboratories  
Chris Cowhey, Full Throttle Marine  
Steve Hannum, Full Throttle Marine  
Gus Phillips, First Mate Yacht Detailing  
Larry Walker, Waukegan Yacht Services

1. Call to Order at 9:08 A.M.

Mr. Henderson advised that Mr. Torres was unable to attend the meeting and requested election of temporary officers. He also requested that we move to closed session immediately as Mr. Morris and Mr. Legat had commitments that could preclude their participation.

On motion of Mr. Melius to appoint Dale Johnson acting Chairman, seconded by Mr. Legat, all members present voted aye and the motion carried.

On motion of Mr. Johnson to appoint Mr. Melius acting Secretary, seconded by Mr. Binning, all members present voted aye and the motion carried.

On motion of Mr. Melius to go into closed session, seconded by Mr. Johnson, on roll call, all members present, being Messrs. Binning, Melius, Legat and Johnson voted aye, and the Chairman declared the motion carried.

Closed Session:

10. Negotiation / Value of Property Matters pursuant to 5 ILCS 120/2 (c) (6) of the Open Meetings Act.

Open Session

11. Negotiation / Value of Property Matters pursuant to 5 ILCS 120/2 (c) (6) of the Open Meetings Act.

On motion of Mr. Legat to lease boat storage land on a month to month basis and to pursue Requests for Proposals, seconded by Mr. Binning, all members present voted aye and the Chairman declared the motion carried.

7. 2011 Annual Financial Report

Mr. Morris departed the meeting.

Mr. Henderson's review of the 2011 Annual Financial Report showed the District's position was good when you exclude depreciation. On inquiry, Ms. O'Meara explained the District is cash basis until the end of the year when we have to take depreciation by law. It was her opinion that we are maintaining our financial position. On motion of Mr. Melius to approve the 2011 Annual Financial Report, seconded by Mr. Binning, all members present voted aye and the Chairman declared the motion carried.

2. Approval of Regular Board Meeting Minutes of June 27, 2012

On motion of Mr. Melius to approve the June 27, 2012 Board Meeting Minutes, seconded by Mr. Legat, all members present voted aye, and the Chairman declared the motion carried.

3. Approval of Closed Session Board Meeting Minutes of June 27, 2012

On motion of Mr. Melius to approve the June 27, 2012 Closed Session Meeting Minutes, seconded by Mr. Binning, all members present voted aye, and the Chairman declared the motion carried.

4. Approval of checks.

On motion of Mr. Legat to approve checks, seconded by Mr. Melius, all members present voted aye and the Chairman declared the motion carried.



## 5. Financial Reports: June 2012

Airport revenues for June 2012 are down year to date in lease and security. Expenses are also down year to date which is good. The capital item paid to Hanson was for Taxiway B engineering, which is 90% reimbursable. The aging report is good, Landmark's current balance was paid prior to the meeting.

Harbor revenues show slip income down, and expenses reflect a fuel pass through. The aging report is Waukegan Yacht Services which had been discussed in Closed Session.

On motion of Mr. Melius to approve the financial reports for June 2012, seconded by Mr. Binning, all members present voted aye and the Chairman declared the motion carried.

## 6. Operations Reports: June 2012

Airport operations are good at 16.6%. Baxter's fuel numbers have not been confirmed, and Landmark volume is down. Mr. Henderson asked Josh Lewis of Landmark Aviation to comment on fuel flowage. He said Waukegan had a lot of big airplanes coming in, but they are purchasing less fuel. The big jets tanker their fuel. He was hopeful the Olympics would bring in more business. Customs are up year to date. Harbor operations are good, the positive percent change is fantastic.

On motion of Mr. Melius to approve the June Operations reports, seconded by Mr. Legat, all members present voted aye and the Chairman declared the motion carried.

### Airport – Board/Public Commentary

Josh Lewis reported he had acquired three jets from Palwaukee. Our competitive airports, Kenosha and Palwaukee, are all fighting for business. He was hopeful to get another Global Express soon. Also, Landmark won the NBAA for next year. That will be about 30 airplanes on display in the Fall.

### Airport - Unfinished Business

## 8. Status Reports

Mr. Stanczak reported Taxiway S started July 9, 2012. Taxiway B and the fence project are still suffering from the "Made in America" problem. Also, DBE requirements are problematic as many went out of business. The Delta area has been expanded for more room. Tower Agreements are in progress. There had been some auto vandalism, hopefully the fence will help. Collings Foundation will be here Wednesday through Friday. Amy Wang may have solved her hangar construction problem.

Mr. Henderson reported ongoing meetings with the Illinois Department of Highways and the Lake County Forest Preserve related to the runway extension. Those meetings will continue for sometime. The FAA has a new categorization for airports, they now have National Relievers and one new category in Illinois, Border Relievers. Waukegan Regional Airport is the Illinois Border Reliever. The State recognized the unique competition of an airport such as Waukegan in

close proximity to a bordering State such as Wisconsin. This should put us in a better position for State Grant Programs.

Airport - New Business

None

Harbor- Board/Public Commentary

None

Harbor - Unfinished Business

9. Status Reports

Mr. O'Dell reported there had been a power failure on the 4<sup>th</sup> of July. We lost electricity and air for about a day. Apparently a sailboat mast hit a power line on Madison Street, causing a grass fire the evening of the 4<sup>th</sup>. ComEd attributed our failure to another in the City and did not arrive for repairs until the morning of the 5<sup>th</sup>. The power loss affected various components at the harbor including some ejector pumps.

North Marina is ready to turnover to the sub-contractor for the USEPA in their clean up project.

A sinking sail boat was tied up in North Marina after hitting the rocks by the lighthouse. No one was hurt and the motor was removed so there were no environmental problems. Larsen Marine retrieved the boat for the owner and returned it to their facilities.

Tall ship replicas, Nina and Pinta will be in Waukegan July 26 through August 2 at Commercial Dock by the Yacht Club.

The Army Corps dredging of the Approach Channel has been completed.

Harbor - New Business

None

There being no further business, on motion of Mr. Legat to adjourn the meeting, seconded by Mr. Melius, all members present voted aye, and the Chairman declared the motion carried. The meeting adjourned.

APPROVED:

  
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JORGE M. TORRES, Chairman

  
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Acting Secretary