

**MINUTES OF REGULAR BOARD MEETING  
OF WAUKEGAN PORT DISTRICT**

**August 20, 2014**

**55 South Harbor Place, Waukegan, Illinois  
Harbor Control Building**

**The following Board members were present:**

Jorge Torres  
Gene Bach  
Joe Legat  
Randy Podolsky  
Mike Melius

**The following Board members were absent:**

Dale Johnson  
Grant Farrell

**District Counsel present:**

Thomas A. Morris, Jr.

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

Chris Peters, Executive Assistant  
Jim Stanczak, Airport Manager  
Jamie O'Meara, Chief Accountant  
Terri Hatton, Slip Coordinator  
Joe Seidelmann, Marina Maintenance Supervisor

**Others in attendance:**

Billy McCaffrey  
Jose Guzman, Dockside Dogs  
Mike Edgar, Jared Dellinger, Greater Waukegan Development Coalition

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Chairman Remarks

Mr. Torres reported on the Lake County Transportation Alliance Meeting. IDOT was present and agreed to our proposal as did LCTA. The support of both entities is of great value and much appreciated. Mr. Torres commended Ron Hudson on his presentation. Mr. Stanczak and Mrs. Peters also attended the meeting. The next step is to meet with Sen. Kirk on the Master Plan/Environmental Assessment Project. Mr. Torres was in the process of scheduling that meeting. Sen. Kirk had been present at the recent Press Conference announcing the clean up of Waukegan Harbor. Valery Gallagher from Baxter will guide the process with Senator Kirk.

Mr. Torres polled the members present for a Special Meeting in the next week. August 26 was chosen and Mr. Torres announced he would coordinate the details. Also, Mr. Torres announced he needed to leave the meeting early today and requested nominate of a temporary chairman in the event of his absence.

On motion of Mr. Torres to appoint Mr. Podolsky to act as Temporary Chairman, in the event necessary, seconded by Mr. Legat, all members present voted aye and the Chairman declared the motion carried.

On motion of Mr. Melius to appoint Joe Legat to act as Temporary Secretary in Mr. Farrell's absence, seconded by Mr. Podolsky, all members present voted aye and the Chairman declared the motion carried.

5. Approval of Board Meeting Minutes of July 16, 2014

On motion of Mr. Podolsky to approve the July 16, 2014 Minutes as corrected, seconded by Mr. Bach, all members present voted aye and the Chairman declared the motion carried.

6. Approval of Checks

Mr. Podolsky reported that he and Ms. O'Meara go through a question and answer process on checks. Payments for utilities were questioned. Mr. Guzman is the only tenant that does not pay his own electric bill, but is in the process of having a meter installed. Mr Guzman also pays a monthly fee toward the electric use. Building maintenance categories include landscaping and cleaning supplies. Mr. Podolsky stated that the temporary labor experiment had failed and we need to review and fix the personnel issue.

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

7. Financial Reports: July 2014

Ms. O'Meara reviewed the report presented and answered any questions. On motion of Mr. Podolsky to approve the July financial reports, seconded by Mr. Melius, all members present voted aye and the Chairman declared the motion carried.

8. Ordinance Setting the Prevailing Rate of Wages, Ordinance No. 2014-O-01

Mrs. Peters inquired of Mr. Morris to explain the statute pertaining to the Prevailing Wage Act. He confirmed the Ordinance should be adopted in the form presented to comply with the Statute.

On motion of Mr. Podolsky to approve the Ordinance Setting the Prevailing Rate of Wages, Ordinance No. 2014-O-01, seconded by Mr. Melius, on a roll call vote, all members present voted aye and the Chairman declared the motion carried.

Harbor- Board/Public Commentary

Mike Edgar of Greater Waukegan Development Coalition introduced Jared Dellinger, a new grant writer with his company. Mr. Dellinger is a program coordinator and wants to help the Port District with federal funding and assistance. He is looking forward to working with the Port District. Mr. Torres asked Mr. Dellinger to work directly with Chris Peters. Mr. Podolsky had already met with him and

Susie Schreiber. The first grant we are looking for is a mini-master plan and on Ms. Schreiber's request a handicap access launch. Mr. Podolsky advised he had a meeting scheduled for Monday at 3:00 PM and invited Mrs. Peters.

Jose Guzman, the owner of Dockside Dogs, reported he had wanted to try and get more seating at his location prior to our new contract with The Terrace. There used to be about 8 or 9 tables and there are only three since Siver Terrace. Mr. Torres asked him to work with Mr. O'Dell on his return to work. Mr. Guzman planned to open up the back side for more seating.

#### Harbor - Unfinished Business

##### 9. Harbor Operations – July

Mr. Edgar and Mr. Dellinger departed the meeting.

Fuel sales are not bad considering the weather. Slip occupancy is as indicated on the August 11, 2014 report with no changes. Compared to last year we are down about \$100,000. It was confirmed that Hayes Mechanical had been billed and the replacement revenue was a bonus.

On motion of Mr. Melius to approve Harbor Operations for July, seconded by Mr. Bach, all members present voted aye.

##### 10. Marina Manager's Status Report

Ms. O'Meara reported we are marketing the boater party. We had met with two gentlemen about fueling options. They were basically offering a consignment arrangement. Our current supplier had not been interested in consignment until another party was discovered that would. They would now like to discuss the option. Basically, they would monitor the tanks and we pay for what is sold. Their pricing is set by examining the futures market and the price is established for one month. One wrinkle may be that they will not put any additive in their fuel, and we do have many boaters that are loyal to ValvTech. The savings would be about \$70,000 of up front cost that could go back into reserves. They also do not top off the tanks for the winter. The question of tank heave was raised, but no one knew whether it was a reality. Mr. Morris inquired if the new company would insure no problems. Discussion and research continue.

#### Harbor - New Business

##### 11. 2015 Slip Fees

Ms. O'Meara reviewed the 2015 Market Plan presented in the packet. After discussion, on motion of Mr. Podolsky to approve no slip fee increase for 2015 and other marketing proposals, seconded by Mr. Melius, all members present voted aye and the Chairman declared the motion carried.

##### 12. Wi-Fi

Mrs. Peters reported she had received good proposals for Wi-Fi service and felt the project was doable. The cost to watch is the monthly bandwidth fee. If the project is successful, demand will go up increasing the need for more bandwidth. She would like to review proposals with our IT people and present a solution at the next board meeting.

## Airport – Board/Public Commentary

None (Ms. Hatton, Mr. Guzman and Mr. Seidelmann leave.)

## Airport - Unfinished Business

### 13. Airport Operations – July

Mr. Stanczak summarized the written report. On motion of Mr. Podolsky to approve July Airport Operations, seconded by Mr. Melius, all members present voted aye and the Chairman declared the motion carried.

### 14. Airport Manager's Status Report

L.C.T.A. was a positive meeting. Sen. Kirk's help will be requested shortly.

TIPS: He delivered a package of information about the process. A meeting will be held in Springfield on October 27 to prioritize airport projects. Mr. Torres asked Mr. Stanczak to schedule a meeting for board review of the TIP submittal before that meeting.

Ahern ninety day notice period has passed and we are waiting for him to deliver the keys.

The Drobnick swamp land cost of taxes is approximately \$7,200. Mr. Podolsky commented that had gone up more than the initial \$1 discussed. Mr. Stanczak had been asked to obtain a Title Commitment, but had not done so to date.

20:1 obstructions, is a safety matter. We currently have a waiver, but need to remove one tree from the Fraley property.

Fence 3 Project was bid, items follow on the agenda.

Landscaping is done. The Air Show will do a pillar. City is working to improve the entrance that had been damaged several years ago.

He had interest in a Christmas Movie to be filmed at the airport. Mr. Podolsky suggested he work with the Illinois Film Office.

The Tower License is done.

Consultant paperwork will be presented for approval.

Unfortunately due to budget cuts the Marines withdrew from the air show. We do have ARFF training.

We won the bid for Johnson Road.

Fibre Optics are coming into the airport at the Reyes Holdings facility. Mr. Stanczak has received insurance and drawings for the project.

Working with a farmer to hay the field west of Green Bay Road.

Air One operations had neighbors upset – the airport fielded numerous calls.

There will be some hangar sales and tie downs coming up. Abbott bought Sequoia. Sequoia needs space and Mr. Stanczak located two places with everything on the same side of the airport.

Available development area on the airport was discussed.

15. Approval of Agreement for Engineering Services (Retainer)

On motion of Mr. Podolsky to approve the Retainer Agreement for Engineering Services, subject to legal counsel review, whereupon Mr. Morris advised that he had read and approved the Agreement, the motion was seconded by Mr. Melius. All members present then voted aye and the Chairman declared the motion carried.

Airport - New Business

16. Perimeter Fence Phase 3 – UGN-4299

- a. Approval of low bid award to GFS, LLC in the sum of \$807,858.09 for Perimeter Fence Phase 3 with local only additive alternate for black vinyl in specified area, for the additional sum of \$42,658.70 and authorization for Airport Manager to sign and deliver the Award Concurrence Letter. (Cost to Sponsor with add alt: \$83,051.61)

Mr. Stanczak advised he had requested that Landmark Aviation and Grainger contribute the cost of the vinyl additive alternate and that the black vinyl was important to the aesthetics of the airport.

After discussion, on motion of Mr. Podolsky to approve the award to GFS, LLC with additive alternate for a total project cost of \$850,516.79, with the funds due from sponsor not to exceed \$83,051.61, seconded by Mr. Melius, on a roll call vote all members present voted aye and the Chairman declared the motion carried.

- b. Approval and execution of Agency Agreement to be prepared by IDOT, to be based upon final agreed costs (item a above).

On motion of Mr. Podolsky to approve the Agency Agreement for the Perimeter Fence Phase 3, for a total project cost of \$850,516.79, seconded by Mr. Melius, all members present voted aye and the Chairman declared the motion carried.

- c. Preparation and delivery by Treasurer of check for local share, as determined by IDOA pursuant to the Agency Agreement (item b above).

On motion of Mr. Podolsky to approve preparation and delivery by Treasurer of check for local share, not to exceed \$83,051.61, pursuant to the Agency Agreement, seconded by Mr. Melius, all members present voted aye and the Chairman declared the motion carried.

- d. Execution and delivery by Chairman and Secretary of Engineer's Agreement for Consultant Services for Construction Phase Services, as reviewed and approved by IDOA as to scope and fee, for a sum not to exceed \$78,500.00.

On motion of Mr. Podolsky to approve the Engineer's Agreement for Consultant Services for Construction Phase Services, as reviewed and approved by IDOA as to scope and fee, for a sum not to exceed \$78,500, seconded by Mr. Melius, all members present voted aye and the Chairman declared the motion carried.

17. Approval of Engineer's Agreement for Consultant Services for Pre-Design of 2015 Project: Rehabilitate Southeast Part of Main Ramp

On motion of Mr. Melius to approve the Engineer's Agreement for Consultant Services for Pre-Design of 2015 Project: Rehabilitate Southeast Part of Main Ramp, seconded by Mr. Bach, all members present voted aye and the Chairman declared the motion carried.

On motion of Mr. Melius to go into closed session, seconded by Mr. Podolsky, on a roll call vote, all members present voted aye and the Chairman declared the motion carried.


Closed Session

18. Personnel Matters pursuant to 5 ILCS 120/2 (c) (1) of the Open Meetings Act

Open Session

19. Personnel Matters pursuant to 5 ILCS 120/2 (c) (1) of the Open Meetings Act  
20. Authorization to Negotiate an Employment Agreement with General Manager Nominee

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

  
GRANT B. FARRELL, Secretary

APPROVED:  
  
JORGE TORRES, Chairman