

MINUTES OF REGULAR BOARD MEETING
OF WAUKEGAN PORT DISTRICT

MAY 20, 2015

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

The following Board Members were present:

Jorge Torres
Randy Podolsky
Michael Melius
Grant Farrell
Gene Bach
Joseph Legat

The following Board Members were absent:

None

District Counsel present:

None

Members of the Port District Staff present:

Randy Rogers, Executive Director
Jim Stanczak, Airport Manager
Barney Baker, Airport Maintenance Supervisor
Keith Pastell, Airport Maintenance
Jamie O'Meara, Chief Accountant
Terri Hatton, Slip Coordinator

Others in attendance:

Frank Bucaro, Landmark Aviation
Ron Hudson, Hanson Professional Services
LeQuoinne Rice, Terrace at Silver Place
Matt Felhofer
Mark Felhofer

1. Call to order by Chairman Torres at 2:01 PM.
2. Roll Call

Messrs. Torres, Podolsky, Melius, Farrell, Legat, and Bach answered present.
3. Chairman Remarks
None

4. Approval of Regular Board Meeting Minutes of April 15, 2015

On motion of Mr. Farrell to approve Regular Board Meeting minutes of April 15, 2015, seconded by Mr. Bach, all members present voted aye, and the Chairman declared the motion carried.

5. Approval of Closed Board Meeting Minutes of April 15, 2015

On motion of Mr. Bach to approve Closed Board Meeting minutes of April 15, 2015, seconded by Mr. Melius, all members present voted aye, and the Chairman declared the motion carried.

6. Approval of Special Board Meeting Minutes of April 28, 2015

On motion of Mr. Bach to approve Special Board Meeting Minutes of April 28, 2015, seconded by Mr. Farrell, all members present voted aye, and the Chairman declared the motion carried.

Chairman Torres recognized and seated Mr. Legat at 2:03.

7. Approval of Checks

On motion of Mr. Farrell to approve April 2015 checks, seconded by Mr. Melius, on a roll call vote all members present voted aye, and the Chairman declared the motion carried.

8. Financial Reports – April 2015

Ms. O’Meara reviewed each report.

After a general discussion, on motion of Mr. Melius to approve the financial reports of April 2015, seconded by Mr. Melius, on a roll call vote, all members present voted aye and the Chairman declared the motion carried.

Executive Director Remarks

Mr. Rogers asked Mr. Keith Pastell to step up and presented him with an award of appreciation for his 25 years of employment with the Port District.

We were informed yesterday that the Willie F. Card Contract Tower Award for 2014 was awarded to Waukegan National Airport. This is a prestigious nationwide award and we are very proud to receive it. A letter to Tower personnel as well a press release will be forthcoming.

Mr. Rogers will be visiting Burns Harbor in Indiana to learn about their operations and make some connections.

As requested at the last board meeting he has reviewed the Emergency Response Plan for the marina and it does need some updating. He is working with the USCG, as it will need to be inspected by them. Once completed it will be posted on the website.

Mr. Rogers reported to the Board that there had been two emergency situations at the harbor in the last two weeks. In the first, the boat owner ran into the breakwall coming out of the marina on a very foggy day. There were no injuries and our staff handled the situation well; he commended Miss Ali Gibbs in particular. The boat did sink and was leaking fluids into the water, which brought the Coast Guard into the picture. The matter has been settled as of now. The second incident involved a small fire in the cabin of a boat on S4-3. Neighboring boaters noticed the smoke, called 911, and took the necessary steps to contain the fire until the fire department arrived. There was no damage to our property. In both incidents, our role of facilitating the various parties went smoothly.

Interviews will begin tomorrow for the new positions involved in the personnel restructuring.

We are still awaiting a proposal from Landmark Aviation on the requested consolidation of their leases. Mr. Bucaro mentioned that it is in the hands of the Landmark lawyers.

Conversations are ongoing with a government relations expert regarding the runway extension project.

He recently met with the County of Lake Executive as well as the Lake County Board Chairman.

Airport-Board Public Comments

None

Airport-Unfinished Business

9. Airport Operations – April 2015

Mr. Stanczak stated that operations are up 6.5% for the year; the number of based aircraft has increased slightly; fuel flowage is up 7% year-to-date; and Customs is about even over last year.

On motion of Mr. Bach to accept the Airport Operations for April 2015, seconded by Mr. Melius, on a roll call vote, all members present voted aye and the Chairman declared the motion carried.

10. Airport Manager's Status Report

Mr. Stanczak stated: The Willie F. Card award is very competitive so it's great that we received it; Phase III Fencing Project – notice to proceed was signed May 13th giving 10 days to start, and they have already; Phase II Fencing – awaiting seeding approval; Ramp letting will be July 1st which would lead to a start date around October 1st, the work may not begin until 2016; Emergency repairs to Taxiway A has been bid and we are hopeful it can be completed this year; Baxter ramp repairs are ready for a June 1 start date; Asbestos removal has begun on the homes to be demoed; at the State Aviation Conference he was able to meet Steve Young, the new head of the IL Department of Aviation; at the County transportation meeting he able to meet the head of the State Department of Transportation, Randy Blankenship; we are still waiting to hear about the appropriation for the Transportation Bill.

Mr. Rogers added that we completed a questionnaire from the IL DOT asking for input on important transportation infrastructure projects. He also passed this out to various corporate tenants, accompanied by bullet points, and requested they submit it also.

11. Approve Permit to Conduct an Airshow/Aviation Event to Waukegan Airshow, Inc. on September 11-13, 2015

Mr. Farrell recused himself from this discussion and vote.

On motion of Mr. Podolsky to approve the Waukegan Airshow permit, seconded by Mr. Melius, on a roll call vote, all members, present, save Mr. Farrell, voted aye and the Chairman declared the motion carried.

Harbor-Board/Public Commentary

Mr. Podolsky spoke on behalf of Mr. Guzman from Dockside Dogs regarding his request for a new long term lease. There seem to be two lingering concerns on his part regarding the termination clause. Staff will work with Mr. Podolsky and Mr. Guzman to resolve this issue.

Mr. Podolsky inquired about the estimated time for Gillen to repair the dock on N10; he also asked for confirmation that the new floating patio was on target for installation by July 4th holiday.

Mr. Bach asked about a media policy and it was confirmed that all media requests should go through Mr. Rogers. Mr. Torres recommended this policy be added to the Employee Manual.

Harbor-Unfinished Business

12. Harbor Operations – April 2015

Ms. O’Meara presented the Harbor Operations and the Accounts Receivable Aging Report to the Board. Ms. Hatton reported we have 50 new boaters so far this year but we are still slightly below that pace of last year. Mr. Torres and Mr. Farrell both suggested that we attempt some type of “exit interview” to capture any possible improvement needs. Mr. Podolsky interjected that we need to capture boater contact info for our files.

On motion of Mr. Melius to approve the Harbor Operations for April 2015, seconded by Mr. Podolsky, on a roll call vote, all members present voted aye and the Chairman declared the motion carried.

13. Harbor Status Report

Discussed above.

Harbor-New Business

14. Dockside Dogs Lease

Held over per above discussion.

15. Consent Agreement: Waukegan Yacht Club & 130 North Genesee LLC

Not needed.

16. Waukegan Harbor Arts Festival

Mr. LeQuoinne Rice presented a proposal for a new harbor event, the Waukegan Harbor Arts Festival, a weekend festival to be held August 15-16, 2015. After a discussion regarding specifics of the event, Mr. Torres asked for motion to approve the event on our property pending required permit and license applications. Mr. Podolsky made said motion, seconded by Mr. Bach and on a roll call vote, all members present voted aye and the Chairman declared the motion carried.

Mr. Podolsky made a motion to approve sponsorship in the amount of \$1,200, if the event goes forward, seconded by Mr. Melius and on a roll call vote, all members present voted aye.

Closed Session

On motion of Mr. Legat at 3:00pm to go into closed session, seconded by Mr. Podolsky, all members present voted aye and the Chairman declared the motion carried.

Open Session

The Board reconvened in open session at 3:43pm

18. Action on Property Matters

On motion of Mr. Podolsky to extend the current lease terms of the Baxter Healthcare Lease for one month pending further negotiations on a lease extension, seconded by Mr. Melius, all members present voted aye and the Chairman declared the motion carried.

19. Election of Officers

Chairman Torres expressed that it has been his pleasure to serve as Chairman of the Port District Board but that he would be stepping down from that role. The following nominations for executive officers were made:

Chairman – on motion of Mr. Bach nominating Mr. Farrell as Chairman, seconded by Mr. Melius, on a roll call vote, all members present voted aye and the motion carried.

Secretary – on motion of Mr. Bach nominating Mr. Legat as Secretary, seconded by Mr. Farrell, on a roll call vote, all members present voted aye and the motion carried.

Treasurer – on motion of Mr. Melius nominating Mr. Torres as Treasurer, seconded by Mr. Farrell, on a roll call vote, all members present voted aye and the motion carried.

Other appointments included:

Ethics Officer – on motion of Mr. Podolsky nominating Mr. Melius as Ethics Officer, seconded by Mr. Farrell, on roll call vote, all members present voted aye and the motion carried.

Personnel Officer – on motion of Mr. Farrell appointing Mr. Podolsky as the Board liaison with Staff on personnel issues, seconded by Mr. Melius, on roll call vote, all members present voted aye and the motion carried.

The Board expressed their thanks to Mr. Torres for his years of service as Board Chairman.

There being no further business, on motion of Mr. Melius to adjourn, seconded by Mr. Podolsky, all members present voted aye and the Chairman declared the motion carried. Board Meeting adjourned at 3:50 PM.

JOSEPH J. LEGAT, Secretary

APPROVED:

GRANT B. FARRELL, Chairman