

MINUTES OF REGULAR BOARD MEETING
OF WAUKEGAN PORT DISTRICT

June 17, 2015

Waukegan Harbor
Waukegan Yacht Club, 199 N. Harbor Place, Waukegan, Illinois

The following Board Members were present:

Grant Farrell
Randy Podolsky
Michael Melius
Gene Bach
Joseph Legat

The following Board Members were absent:

Jorge Torres

District Counsel present:

Thomas A. Morris, Jr.

Members of the Port District Staff present:

Randy Rogers, Executive Director
Jim Stanczak, Airport Manager
Jamie O'Meara, Chief Accountant
Terri Hatton, Harbor Slip Coordinator
Joe Seidelmann, Harbor Maintenance Supervisor

Others in attendance:

Ron Hudson, Hanson Professional Services
Matt Felhofer
Mark Felhofer

1. Call to order by Chairman Farrell at 2:00 PM.
2. Roll Call

Messrs. Farrell, Podolsky, Melius, Legat, and Bach answered present.
3. Pledge of Allegiance
4. Chairman Remarks
Mr. Farrell welcomed everyone
5. Approval of Regular Board Meeting Minutes of May 20, 2015

On motion of Mr. Melius to approve Regular Board Meeting minutes of May 20, 2015, seconded by Mr. Legat, all members present voted aye, and the Chairman declared the motion carried.

6. Approval of Closed Board Meeting Minutes of May 20, 2015

On motion of Mr. Melius to approve Closed Board Meeting minutes of May 20, 2015, seconded by Mr. Podolsky, all members present voted aye, and the Chairman declared the motion carried.

7. Approval of Checks

On motion of Mr. Podolsky to approve May 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 – May 2015

Ms. O’Meara reviewed each report.

Mr. Podolsky spoke of the subject of our fuel delivery change from previous years. Mr. Bach pointed out the report listed the incorrect years in the debt section of the Harbor Expenses page. After a general discussion, on motion of Mr. Podolsky to approve the financial reports of May 2015, seconded by Mr. Bach, on a roll call vote, all members present voted aye and the Chairman declared the motion carried.

9. Resolution to Update Check Signers

Ms. O’Meara stated that due to the changes in the Board Chair and Treasurer positions at the April meeting, new resolutions reflecting this change were needed for each bank in which we have money deposits. On motion of Mr. Podolsky to approve the resolutions to update check signers, seconded by Mr. Melius, all members present voted aye and the Chairman declared the motion carried.

Executive Director Remarks

Mr. Rogers announced that the Governor has finally signed the paperwork to officially appoint Mr. Thomas Evers to the Port District Board.

The Emergency Response Plan for the marina has been updated and posted on the website. Interviews are ongoing and first hire in the personnel restructuring is expected by next week.

We are still awaiting a proposal from Landmark Aviation on the requested consolidation of their leases

Arrival date of supplies for the new floating patio on S12 are expected tomorrow and the crew will begin installation.

We've been informed that the first ship is expected into National Gypsum next week. On this topic, we are planning a VIP event to celebrate the re-opening of the harbor to commercial shipping

National Gypsum is moving forward with a seawall repair; this will generate some permit fees for the Port District.

We will be aiming at a quarterly Mayors meeting – Waukegan, Beach Park, North Chicago – to share information about Port District activities.

A trip to DC is planned for the end of July for a meeting with the FAA Director of Planning for the extension of the runway. We would be seeking a letter of intent to prioritize us in their funding. Hanson would accompany us on the trip.

Harbor – Board/Public Comments

None

Harbor – Ongoing Business

10. Harbor Operations – May 2015

The dramatic drop in fuel sales was discussed. It is traced to a combination of lower octane gas (87) than in previous years (89) and the decision not to pre-mix Valvtect into our fuel. Staff has already contacted the fuel supplier and will change over to 89 Octane with the next shipment load. Ms. Hatton reported we have 53 new slip rentals in the last month; we are still down a total of 11 from last year. Mr. Farrell asked if the percentage of occupied slips could be added to the report.

11. Harbor Status Report

Mr. Seidelmann reported that maintenance is struggling to find quality seasonal staff. All staff is gearing up for the Chicago to Waukegan sail race this coming weekend.

12. Dockside Dogs Lease

Mr. Rogers reported we are close to finalizing; our goal would be to have it ready for the July meeting.

13. Waukegan Harbor Arts Festival

Staff was informed by the committee that the festival will not move forward this year.

Harbor – New Business

None

Airport – Board/Public Comments

None

Airport – Ongoing Business

14. Airport Operations – May 2015

With the departure of Ms. McElyea, staff is recreating this report. The great majority of the information is correct, but has not been 100% verified. This is a work in progress as we learn the routine for verification of numbers. Since it was incomplete, motion by Mr. Podolsky to table the acceptance of the report until all numbers are verified as accurate, seconded by Mr. Melius, all members present voted aye and the Chairman declared the motion carried.

15. Airport Manager's Status Report

Mr. Stanczak stated: the five homes we contracted for demolition have been cleared of asbestos and we are working with the Lake County Sheriff's Department and Waukegan Fire Department for training usage, after which they will be demolished; Baxter ramp repairs are underway; Perimeter Fence, Phase II project is nearing completion; Perimeter Fence, Phase III has begun; Chanute Air Force Base in Rantoul, IL is closing their air museum and has contacted us regarding historic planes for static display. We have requested an F-4 and possibly an F100 or F111. Finally, planning for the airshow is moving along although they are still looking for funding because of the 2-day show.

Airport-New Business

16. Capital Expenditure – Snow Equipment Brooms

Good quality snow brooms have been located to replace the 27 year old brooms we currently use. This is a safety as well as a customer service necessity. After a brief discussion, motion by Mr. Podolsky to purchase the brooms for an amount not to exceed \$180,000 plus shipping and with an understanding every attempt would be made to sell ours, seconded by Mr. Melius, on a roll call vote all members present voted aye and the Chairman declared the motion carried

Closed Session

17. On motion of Mr. Melius at 2:38pm 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 3:31pm.

18. Action on Property Matters

On motion of Mr. Podolsky to extend the current lease terms of the Baxter Healthcare Lease for sixty (60) days pending further negotiations on a lease extension, seconded by Mr. Melius, all members present voted aye and the Chairman declared the motion carried.

There being no further business, on motion of Mr. Melius to adjourn, seconded by Mr. Legat, all members present voted aye and the Chairman declared the motion carried. Board Meeting adjourned at 3:35 PM.

JOSEPH J. LEGAT, Secretary

APPROVED:

GRANT B. FARRELL, Chairman