

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

February 17, 2016
55 South Harbor Place, Waukegan, Illinois
Harbor Control Building

The following Board members were present:

Grant Farrell
Joseph Legat
Thomas Evers
Gene Bach
Randy Podolsky

The following Board member was absent:

Michael Melius
Jorge Torres

District Counsel present:

Thomas A Morris, Jr

Members of the Port District Staff present:

Cathy Smith, Administrative Assistant
Mary McCarthy, Accountant
Jim Stanczak, Airport Manager
Terri Hatton, Slip Coordinator
Joe Seidelmann, Harbor Master

Others in attendance:

Chris Marx – SG Marina
John Matheson – SG Marina
Jamie O’Meara
Steve Hannon

1. The meeting was called to order by Mr. Farrell at 2:00 PM
2. Upon roll call, Messrs. Farrell, Podolsky, Evers, Legat and Bach answered present. Messrs. Melius and Torres were absent.
3. Pledge of Allegiance
4. Approval of Remote Participation/Voting
Not needed
5. Chairman Remarks

Mr. Farrell thanked everyone for helping out and moving forward. Mr. Podolsky and Mr. Bach have been putting in a lot of time. John thank you for your patience.

6. Approval of Regular Board Meeting Minutes of January 20, 2016
7. Approval of Closed Meeting Minutes of January 20, 2016
8. Approval of Special Board Meeting Minutes of January 28, 2016
9. Approval of Closed Special Meeting Minutes of January 28, 2016

On motion of Mr. Podolsky to table January minutes, seconded by Mr. Torres, all members present voted aye, and the Chairman declared the motion carried.

10. Approval of Checks: January 2016

Mr. Podolsky asked if we have received all the necessary receipts to support the \$750.00 cash that went to the boat show.

Ms. McCarthy answer Yes it has been reconciled

Mr. Bach questioned the \$3,692.96 on pg. 2 of the Harbor accounts payable bank card service.

Ms. McCarthy responded that it was several invoices.

Mr. Seidelmann confirmed it was for the city and county website marketing annual renewal.

On motion of Mr. Podolsky to approve the checks for January 2016, seconded by Mr. Bach, on a roll call vote, all members present voted aye, and the Chairman declared the motion carried.

11. Financial Reports: January 2016

On motion of Mr. Evers to approve the Financial Report of January 2016, , seconded by Mr. Legat, on a roll call vote, all members present voted aye, and the Chairman declared the motion carried.

12. Abatement of Tax Levy

On motion of Mr. Podolsky to approve the resolution in the form provided by counsel the Abatement of Tax Levy, seconded by Mr. Bach, on a roll call vote, all members present voted aye, and the Chairman declared the motion carried.

Board/Public Commentary

None

SG Harbor Remarks

Mr. Matheson thanked the board for bringing them on, contract is signed, press release is ready to go. The first phase of the transition has been started and pretty much through that, which was on boarding the staff, converting the employees, converting processes and identifying rolls. We are moving on to the next part of the transition, which will take some time 60-90 days. In the meantime we are not letting anything fall through the cracks.

Mr. Marx summarized 1st and foremost task at hand is to get the staffing structure organized and properly define the rolls, responsibility and the fundamental structure that has been identified now. Fundamental business structure is set up in getting the system in place that's the next big initiative pretty good feel on a lot the projects and a lot of the current initiatives that are going we have them consolidated to a list and will be addressing them as they come up. Next need to do an overview of the financial flow and structure here and incorporate that into our management systems on the operations end, it takes time to get that all done but it is in the process. Communications is the other important component, we do

have letters going out to vendors and the proper notification to any businesses we are conducting business with right now. There might be some leg work involved with converting that over, which we are starting. In regards to the staffing structure we have candidates for the key positions and we want to be sure we have the right people in place and it will take some time. We have been interviewing candidates and will continue to interview until we find the right candidates.

Mr. Podolsky thanked SG for jumping in from the moment the board last approved their engagement.

Mr. Farrell stated that it has only been 7 days since the process started and we are in good shape and moving forward. We have a lot of challenges but it's been going well, I appreciate everyone's help on that.

Harbor – Unfinished Business

- Harbor Operations – January 2016

Mr. Seidelmann reports he is gearing up for our seasonal staff, we have ads out and will be hiring for seasonal help. Weather permitting we would like to start getting docks back together mid-March. Heard back from the Core of Engineers for the repair to the break wall and they asked for more information, based on how long it takes for them to read the response we should have the permit approval anytime. Maintenance is checking on the docks today and tomorrow due to the ice and high winds.

- Harbor Status Report

Mr. Seidelmann reported nothing new, just trying to get used to the new processes.

Mr. Podolsky shared that Bay Maine WEDAB & planning and zoning was approved and goes to City Council March 7. Mr. Seidelmann has been working with the Core of Engineers on the lift well going into the marina.

Mr. Seidelmann explained that the EPA approved a new plan for the south gas plant clean up to take care of the material still underground, they are going to use ground water to force it to collection points.

Mr. Farrell advised that on the north side of our south marina we will also clean up some of the slips we don't use anymore and have activity back there.

- Harbor – New Business

Mr. Seidelmann stated that the process we have to go through for the Core of Engineer permit for the break wall repair is not a complete waste of time we are applying for total site so it will be useful for future projects as well.

Board/Public Commentary

None

SG Aviation Remarks

Mr. Matheson explained that we are going through the same process as the Harbor with converting the staff over and getting involved with the projects, also working on long term strategy and trying to find a person to come in as an airport director.

2/29/2016

Airport – Unfinished Business

- Airport Operations – January 2016

Mr. Stanczak reported operations up 18% in January compared to last year, based AC remains the same, fuel is up 5% and customs have stayed the same. All in all January was a pretty good month.

- Airport Manager's Status Report

Mr. Stanczak updated the board on the 2 incursions from October are now resolved, gate signs have been ordered in hopes to help prevent it from happening again. Waiting on quotes for the customs building for the site engineer and structure of leasing. Working on the 5 properties that need demolition.

Mr. Stanczak also shared that the static display meeting for our LC Veterans Memorial Park went well, there were about 16 people in attendance and that there's a lot of interest. The F-111 is in two different hangars waiting to be repainted. Hoping to have it out for the airshow September 10, opening ceremony prior to the airshow. It's going to be a positive addition to the airport and the community.

Mr. Evers inquired about the funding.

Mr. Stanczak responded he thought it was between \$40 and 45 thousand.

Mr. Stanczak also shared with the board that he spoke at the Exchange Club last week and explained to them what was going on at the Airport and about the Memorial Park and they sounded very interested. Had a meeting with the LC department of transportation and they are planning on doing the same thing to the corner of Wadsworth and Greenbay as they did at Wadsworth and Lewis. Landmark was bought out by Signature Aviation. The Airshow is scheduled for September 10, 2016 and they continue to look for corporate sponsors. Local talent and friends of local talent Paul Wood and Grant Farrell will be participating.

Mr. Farrell confirms that pledges for the F-111 are up to \$45,000 and our goal is to pay back the WPD advance this year.

- Airport – New Business

Mr. Podolsky advised that we are negotiating a lease in conjunction with the purchase of a hangar that has been talked about. Term sheet was approved this morning, it is moving forward to document drafts and we expect it will come before the board for final approval by next month.

Closed Session

On motion of Mr. Podolsky to go into closed session at approximately 2:38 pm to discuss, Personnel Matters and Property Matters, seconded by Mr. Evers, on a roll call vote, all members present voted aye and the Chairman declared the motion carried.

Open Session

On motion of Mr. Evers to return to open session, seconded by Mr. Bach, on a roll call vote, all members present voted aye and the Chairman declared the motion carried.

The Board reconvened in open session at 10:00 am

15. No action required

16. On motion of Mr. Podolsky to approve the 2 employee's severance packages as negotiated by the Chair and approval by counsel, seconded by Mr. Evers, on a roll call vote, all members present voted aye, and the Chairman declared the motion carried.

Adjournment

There being no further business, on motion of Mr. Legat to adjourn, seconded by Mr. Bach, on a roll call vote, all members present voted aye and the Chairman declared the motion carried.

Board meeting adjourned at 3:05.

JOSEPH J. LEGAT, Secretary

APPROVED:

GRANT B. FARRELL, Chairman