

MINUTES OF REGULAR MEETING
WAUKEGAN PORT DISTRICT BOARD

December 19, 2018
4:00 p.m.

Waukegan Harbor
Waukegan Port District Administration Offices – 2nd Floor
55 S. Harbor Place
Waukegan IL 60085

The following Board members were present:

Gene Bach, Member and Historian
Tom Evers, Member
Bob Hamilton, Treasurer
Billy McCaffrey, Member
Grant Farrell, Board Chairman

The following Board member was absent:

Joe Legat, Member
Jorge Torres, Member and Assistant Treasurer

The following Board officer was present:

Randy Podolsky, Secretary

District Counsel

Peter Friedman

Members of the Port District Staff present:

Alain Giudice, Founders 3 Senior Vice President, Marina Division
Phil Cook, Founders/3RES, Manager, Marina Accounting
Lindsay Larson, Founders/3RES, Marina Division Accountant
Skip Goss, F/3 Aviation, General Manager, Airport
Joe Seidelmann, F/3 Marine, General Manager, Harbor
Cathy Smith, F/3 Aviation, Assistant General Manager, Airport
Mary McCarthy, F/3 Marine, Staff Accountant
Mary Louise Schram, F/3 Aviation, Administrative Assistant

Call to Order

Chairman Farrell called the meeting to order at 4:00 PM.

Roll Call

Pledge of Allegiance

Approval of Remote Participation/Voting - none

Chairman Remarks – Grant Farrell

Chairman Farrell acknowledged the letter received from Waukegan Sail and Power Squadron that thanked him for the recent presentation to their organization. Chairman Farrell reported that he worked with Ms. McCarthy and Mr. Cook to complete the 2017 annual financial audit and Mr. Seidelmann, Mr. Goss and Mr. Cook to finalize the 2019 proposed budget and capital expenditures. The Chairman continued conversations with strategic partners to discuss the Waukegan National Airport Governance Analysis report prepared by Volaire and noted that Mr. Hamilton will be meeting with Board members individually after the first of the year to review the relevant content. Chairman Farrell and Mr. McCaffrey continued their conversation with representatives of the City of Waukegan regarding the coordination of resources required for future festivals at the Harbor. There were two management meetings since the last Board meeting and Mr. McCaffrey joined Chairman Farrell at both. Chairman Farrell consulted with Legal Counsel and outside Counsel as required regarding legal matters. Chairman Farrell reported that he met with Gary Deigan to discuss environmental topics at both the Airport and Harbor. Chairman Farrell requested Board members route email requests through Ms. Schram and reminded Board members to be compliant with the Open Meetings Act requirements for communicating with each other. Chairman Farrell reported that he will be dissolving current committees and reorganize Board support and review activities into ad hoc committees to provide support to the Chairman or WPD Staff as needed.

F/3 Remarks – Phil Cook - none

(Note: Mr. Evers joined the meeting at 4:07 PM)

Standing Committee Reports

Finance Committee

Mr. Hamilton presented the report contained in the Board packet, stating that it was the Committee's recommendation to approve the November 2018 check register. Mr. Hamilton stated that the Committee recommends approval of the proposed 2019 budgets as presented in the Board packet, adding that he will be meeting individually with Board members to review current budget and future needs of WPD.

Insurance Committee

Mr. Hamilton reported that this is the final year (through January 2020) of insurance coverage for the underground storage tanks at the Harbor and that replacing the tanks is a priority. The resolution to approve the 2019-2020 insurance policy to West's Insurance Agency will be on the January 2019 Board agenda.

Real Estate Committee

Mr. Friedman updated the Board regarding the status of the pending litigation with North Shore Gas.

Mr. Podolsky reported that Bay Marine is writing a proposal that will present two new construction alternatives for consideration: a single building structure or two smaller buildings. He added that some thought is being given to develop a plan that improves utilization of the piers on the north side of the Harbor in a way that would facilitate events, such as a boat shows.

Public Comments - none

Consent Agenda

Motion by Mr. Evers, second by Mr. Hamilton:

To establish the Consent Agenda

- November 2018 Regular Board Meeting Minutes
- November 2018 Closed Board Meeting Minutes
- November 2018 Check Approval
- Accept Financial Reports: November 2018
- Adopt the Department of Labor Prevailing Rate of Wages for Lake County, IL, Ordinance 2018-O-03
- Adopt 2017 Annual Report, Resolution 2018-R-23
- Approve the Release of Board Closed Session Minutes from 2009, 2010, and 2011, Resolution 2018-R-24
 - Closed Meeting - February 18, 2009
 - Closed Meeting - January 20, 2010
 - Closed Meeting - May 12, 2010
 - Closed Meeting – July 21, 2010
 - Closed Meeting - September 15, 2010
 - Closed Meeting - October 20, 2010
 - Closed Meeting - November 17, 2010
 - Closed Meeting - July 27, 2011
 - Closed Meeting - August 24, 2011
 - Closed Meeting - September 28, 2011
 - Closed Meeting - November 23, 2011
- Adopt 2019 Board Meeting Schedule, Resolution 2018-R-25
- Adopt 2019 Airport Budget and Capital Expense Plan, Resolution 2018-R-26
- Adopt 2019 Harbor Budget and Capital Expense Plan, Resolution 2018-R-27

On a voice vote, all members present voted aye and the Chairman declared the motion carried.

Motion by Mr. Evers, second by Mr. Hamilton:
To approve the items on the Consent Agenda

On the following roll call vote, the Chairman declared the motion carried:

Aye:.....Mr. Bach, Mr. Evers, Mr. Hamilton, Mr. McCaffrey
 No:none
 Absent:.....Mr. Legat, Mr. Torres
 Abstain:.....none

Harbor General Manager Remarks

Mr. Seidelmann reported that maintenance and cosmetic improvements continue at the Harbor. Pilings that shifted last winter are being removed and the equipment will return in the Spring to replace them. Mr. Seidelmann noted that 280 boaters have committed to returning next season, including 10 new to the Waukegan Harbor community. Mr. Seidelmann stated that the WPD membership in the Illinois Port Association has increased commercial shipping operations interest. Mr. Seidelmann received approximately six (6) inquiries regarding commercial shipping interest for next year. This would be a new revenue source for the Harbor and it appears that the infrastructure will support this added activity. The Army Corps of Engineers (ACE) selected the contractor for improvements to the south wall and there will be periodic shut down of the pier during construction. ACE will rent space from WPD during the project. WPD will again participate at the Chicago Boat Show where F3 will sponsor a larger booth to increase display space as a combined-effort. Mr. Seidelmann announced that WPD Harbor received a

2018 Boater's Choice award from Marina.com, a recognition given to only 3% of marinas in the United States. Dockwa will feature the recognition on their website.

There was general discussion by Board members regarding Mr. Seidelmann's report.

Per Mr. Melius' request, his letter of departure from the Board was read aloud to the members.

Airport General Manager Remarks

Mr. Goss reported that projects discussed at prior meetings continue to develop as expected. Mr. Goss then introduced Mr. Tom Coogan, President, Northern Illinois Airshow to report on the 2018 Northern Illinois Airshow.

Presentation on the Northern Illinois Airshow

Tom Coogan presented a report on the 2018 Airshow and shared a two-minute news/promo video. He noted that the Airshow is a success because of the generous contributions of time, talent, and equipment of their many sponsors. Mr. Coogan thanked the Waukegan Port District and the Waukegan National Airport for their continued support and sponsorship. An estimated 15,000 people viewed the 2018 Airshow. Mr. Coogan encouraged anyone interested in being a sponsor, vendor, volunteer, or having an exhibit to complete the form on their website:

<http://www.northernillinoisairshow.com/contact.html>

Mark your calendar for next year's Northern Illinois Airshow – September 7, 2019.

Closed Session - none

Adjournment

Motion by Mr. Evers, second by Mr. Hamilton:
To adjourn.

On a voice vote, all members present voted aye and the Chairman the meeting ended.

Meeting adjourned at 5:35 PM

APPROVED



Grant B. Farrell, Chairman