

MINUTES OF REGULAR MEETING
WAUKEGAN PORT DISTRICT BOARD

October 16, 2019
4:00 p.m.

Waukegan National Airport
Airport Administration Office – Conference Room
2601 Plane Rest Drive, Waukegan, IL

The following Board members were present:

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

District Counsel
Peter Friedman

Members of the Port District Staff present:

Phil Cook, Founders 3, Manager of Finance & Operations, Marina Division
Skip Goss, F3 Aviation, General Manager, Airport
Joe Seidelmann, F3 Marina, General Manager, Harbor
Mary McCarthy, F3 Marine, Staff Accountant
Cathy Smith, F3 Aviation, Assistant General Manager, Airport
Mary Louise Schram, F3 Aviation, Administrative Assistant

Call to Order

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

Roll Call

Pledge of Allegiance – led by Mr. Hamilton

Approval of Remote Participation/Voting

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

To approve remote participation at the meeting for Mr. Evers who is unable to attend in person due to business travel.

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

Chairman Remarks – Grant Farrell

The Chairman welcomed members and guests to the meeting and introduced Greg Petry to the members of the Board. Chairman Farrell reported that since the last Board Meeting, he participated in the following meetings:

- Two Management Meetings – Chairman Farrell asked Board members interested in attending these meetings to contact him as he would welcome one additional Board member to attend.
- Financial review meeting with Mr. Hamilton and Mr. Cook – Chairman Farrell stated that the 2020 proposed budget will be given to the Board in November. He asked members to review the budget carefully before the December vote. In addition, Mr. Cook will meet individually with each Board member to review the proposed budget for 2020.
- Met with Mayor Cunningham
- Attended the Waukegan Airshow Debrief meeting – Chairman Farrell stated that it was a good show that was well attended this year, noting that the Airshow is the only one-day event in Lake County that draws 25,000 attendees.
- Lake County Port Investment Task Force (LCPITF) – Attended the first Task Force meeting and both Bob and Skip will provide greater detail in their reports.

F3 Remarks – none

Board/Public Comment – none

Treasurer's Report – Mr. Hamilton

Mr. Hamilton stated that the Committee recommended approval of the September 2019 check registers.

Ad Hoc Committee Reports

Event Rental Property (formerly Harbor's Edge) – Mr. Seidelmann presented the concept for the 2020 Season. The plan includes rental of the space, modeling the opportunity similar to other venues that allow all day to hourly rental to generate revenue. A third-party lease would also be considered. Harbor staff are working to develop an event plan aligned with outreach to develop revenue of \$30,000 or more for the season.

LCPITF – Mr. Hamilton reported that the Task Force was formed to identify solutions for the WPD infrastructure projects from people across Lake County. Members include five Mayors from within and outside of the WPD district boundaries, two Lake County Board Members, two WPD representatives, Lake County Partners, and two Corporate representatives. Mr. Hamilton reported that the Task Force asked the WPD Board to review the scope of the project. It was the consensus of LCPITF members, particularly the Mayors, that WPD prioritize the project and focus on either the Airport or Harbor, not both. Mr. Hamilton stated that he would like to share the Board's direction with members of LCPITF members. The Board discussed the challenge with the Harbor project and the associated increased costs, while clearly stating the need for WPD to continue looking to grants, IDOT, and other funding that may become available to support the Harbor. The Board concluded that the \$10 million-dollar cap in Army Corps of Engineer funding and the CAP107 lengthy timeline makes it difficult for the project as there are still too many variables relative to solution and funding. The Board noted that the Airport project is more focused in scope and possible solutions at this time.

Chairman Farrell requested the Board's direction in this matter and the Board reached consensus that the Harbor must be maintained and managed for the benefit of the boating community etc., and that the LCPITF can prioritize their efforts to find funding solutions for the Airport Runway infrastructure project. The Board agreed that monies available for Harbor projects will only be spent at the Harbor and monies raised for Airport projects will only be spent on the Airport projects. Chairman Farrell polled the members and consensus was reached for LCPITF to focus their efforts on funding solutions for the Airport runway project.

Consent Agenda

- September 2019 Regular Board Meeting Minutes
- September 2019 Closed Board Meeting Minutes
- September 2019 Check Approval
- September 2019 Financials
- Resolution 2019-R-27, Approve the Release of Board Closed Session Minutes from 2017 and 2018

Closed Meetings Dates

February 18, 2015

Motion by Mr. Evers, second by Mr. Bach
To establish the Consent Agenda

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

Motion by Mr. Evers, second by Mr. Bach:
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. Legat, Mr. McCaffrey

No:.....none

Absent:.....none

Abstain:.....none

Airport General Manager Remarks (operations/status)

Mr. Goss reported that the LCPITF tasked him to research all possible funding sources, leaving no stone unturned. Mr. Goss is obtaining quotes from a municipal funding consultant to assist in that effort. The probable sources of the project funds are identified but the numbers are still fluid. Mr. Goss reported that he continues to solicit both financial and political support from Airport users. Mr. Goss invited WPD Board members to attend the LCPITF meetings and he will share the next meeting date when it is set in January 2020. Mr. Goss reported that Vice-President Pence was scheduled to use the Waukegan National Airport for an area event but that recent international events changed his schedule; the visit may be rescheduled. Mr. Goss stated that the construction at the north end of the field is moving along. One of the leasehold tenants requested a privacy fence and Resolution 2019-R-24 is on the agenda to approve the license agreement. Mr. Goss reported an incursion near Wadsworth and Lewis Avenues; a vehicle drove through the fence and onto the field until it became stuck in the soft earth. The police responded and it appears that the driver is uninsured.

Resolution 2019—R-24, Approve Fence License Agreement

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

To approve Resolution 2019-R-24, a Resolution to Approve Fence License Agreement

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

Aye:.....Mr. Bach, Mr. Evers, Mr. Hamilton, Mr. Legat, Mr. McCaffrey

No:.....none

Absent:.....none

Abstain:.....none

Harbor General Manager Remarks (operations/status)

Mr. Seidelmann reported that the water to the docks will be shut-off this week and the maintenance crew will remove all lumber from the piers to avoid damage over the winter from high water and freezing. Mr. Seidelmann stated that the slip contracts were sent out since the last Board meeting and that the Harbor is receiving responses and referrals. Mr. Seidelmann stated that the Board will receive the 2020 Harbor Marketing Plan prior to next month's Board meeting. He noted that he will review the available 2019 Annual Survey results at today's meeting but that the trend reports are still being compiled. Mr. Seidelmann stated that Edgewater Resources submitted an engineering proposal for the commercial dock wall in the North harbor. Mr. Seidelmann reported that North Shore Gas (NSG) has begun the cleanup on the land that they own, and that air-quality monitoring equipment has been requested. Mr. Seidelmann listed the many events held at the Waukegan Harbor this year noting that all were well received by the boaters. Mr. Seidelmann described the Bristol Boat Service Lease Agreement, specifically the terms, to the Board.

- Resolution 2019-R-28, Approve 2019 Bristol Boat Service Lease Agreement

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

To approve Resolution 2019-R-28, a Motion to Approve 2019 Bristol Boat Service Lease Agreement

Discussion:

The Board discussed the terms of the lease and requested Mr. Seidelmann obtain three repair bids for the building so that everyone can agree regarding the required repairs and the cost/value. In addition, the Board would like to see taxes and utilities identified within the terms and agreed to by all parties and assurance that there will no outdoor boat storage.

Motion by Mr. McCaffrey, second by Mr. Legat

To defer action on Resolution 2019-R-28, Approve 2019 Bristol Boat Service Lease Agreement

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

Closed Session - 4:42 PM

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

To move to closed session for the purpose of discussing pending litigation.

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

Aye:.....Mr. Bach, Mr. Evers, Mr. Hamilton, Mr. Legat, Mr. McCaffrey

No:.....none

Absent:.....none

Abstain:.....none

Reconvene to Open Session - 5:34 PM

Present: Chairman Farrell, Mr. Bach, Mr. Evers, Mr. Hamilton, Mr. Legat, Mr. McCaffrey

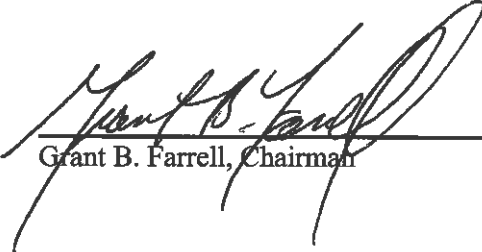
Adjournment – 5:35 PM

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

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

Meeting Adjourned at 5:35 PM

APPROVED



Grant B. Farrell, Chairman