

MINUTES OF THE REGULAR MEETING
WAUKEGAN PORT DISTRICT BOARD

October 21 2020
4:00 PM.

Virtual Meeting via Zoom – Open to Public
Join Zoom Meeting by phone

Call: 1 (312) 626-6799
Enter Meeting ID & Password when prompted
Meeting ID: 836 9603 4366 Password: 272930

Members of the public who join the meeting will hear the full meeting while on the call.
Callers will be muted until the Public Comment section of the Agenda where each will be given an opportunity to speak to the Board

The following Board members were present:

Gene Bach, Member and Historian
Tom Evers, Member and Secretary
Joe Legat, Member (arrived 4:05 PM)
Billy McCaffrey, Member
Greg Petry, Member
Ben Veal, Member
Grant Farrell, Board Chairman

The following Officer was present:
Bob Hamilton, Treasurer

District Counsel
Peter Friedman
Bruce White, Special Outside Counsel

Members of the Port District Staff present:
John Matheson, Founders 3, President
Alain Giudice, Founders 3, Senior VP Marina Division
Phil Cook, Founders 3, Manager of Finance & Operations, Marina Division
Skip Goss, F3 Airport, General Manager/Director, Airport
Patrick Lutker, F3 Deputy Director, Airport
Joe Seidelmann, F3 Marina, General Manager, Harbor
Mary McCarthy, F3 Marina, Staff Accountant
Cathy Smith, F3 Airport, Administrative Director
Mary Louise Schram, F3 Airport, Governmental Affairs & WPD Board Liaison

Call to Order

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

Roll Call

Pledge of Allegiance

General Counsel's Comments on OMA and the Governor's Executive Orders – Mr. Friedman

Chairman Remarks – Grant Farrell

Chairman Farrell welcomed everyone to the meeting and reviewed his participation in WPD related meetings and activities since the September Board meeting. He announced that he and Mr. McCaffrey continued their discussions with representatives of the Waukegan Yacht Club regarding their current status. Chairman Farrell announced that the WPD will participate a Town Hall meeting on Tuesday, November 17, that will be hosted at the Yacht Club. In observance of the Open Meetings Act, only two Board members will attend, Mr. McCaffrey and Chairman Farrell.

F3 Remarks

Mr. Cook presented an overview of the process followed by the F3 General Managers to develop the 2021 proposed budgets for Board review and approval. He stated that he remains available for questions from Board members

Public Comment – no public comment

Treasurer’s Report – Mr. Hamilton

Mr. Hamilton reported that the Committee recommends Board approval of the September 2020 check register.

Ad Hoc Committee Reports

Mr. Hamilton referred Board members to the Management Review Committee memo in the Board packet. He stated that contract negotiations are underway and that Counsel is preparing a contract for Board review and comment. Mr. Bach requested that the Board meet in open session but without F3 staff so that Board members can review the contract. The Chairman agreed and Mr. Friedman offered to take minutes at the meeting. The Chairman requested the staff schedule a second Special Meeting for the Board to discuss Bonds.

Mr. Matheson provided the Board with an update of the status of the Harbor RFQ. He stated that the RFQ will remain open for developers to consider the potential of the Harbor; development of the Harbor is critical to the long-term financial success of WPD. Mr. Matheson reported that an architectural group has shown interest. They are developing a framework and there may be potential for them to also partner with the City of Waukegan. Mr. Matheson hopes to be able to share something with the RFQ Committee in the near future.

Consent Agenda

The Chairman asked if anyone wanted to add or remove any items from the Consent Agenda.

- September 16, 2020, Regular Board Meeting Minutes
- September 16, 2020, Special Meeting Board Minutes – Ethics Training
- September 16, 2020, Closed Board Meeting Minutes
- October 7, 2020, Management Review Committee Minutes
- September 2020, Check Approval
- September 2020, Financials
- Resolution 2020-R-35, Adoption of Rules for Public Comment and Participation

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

Discussion - none

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

Aye:.....Mr. Bach, Mr. Evers, Mr. Legat, Mr. McCaffrey, Mr. Petry, Mr. Veal
No:.....none
Absent:.....none
Abstain:.....none

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

Discussion - none

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

Aye:.....Mr. Bach, Mr. Evers, Mr. Legat, Mr. McCaffrey, Mr. Petry, Mr. Veal
No:.....none
Absent:.....none
Abstain:.....none

Agenda – no items

Airport General Manager Remarks (operations/status)

Mr. Goss reported that flight operations rebounded and are only 5% down from the same period last year because flight activity is picking-up. He also noted that fuel revenue is down 27% year-to-date. Mr. Goss is working with CMT to develop an action plan to access some or all of the \$25 million in appropriations. The Customs Building construction started. Mr. Goss reported that the U.S. Coast Guard is working with SFS to find a new 'home' on the field. Mr. Goss and a representative of Skill Aviation met with SFS to ask SFS to return/release property back to UGN. If UGN had rights to some of the parcels, Mr. Goss believes that he may find an investor. Mr. Goss outlined the work required to improve the Skill hangar with contractor quotes of \$350,000 to \$400,000 to transform the building and remain competitive with other nearby airfields. Mr. Goss stated that he is working closely with Mr. Friedman regarding these matters.

Mr. Goss described the amendment to the Airport User Fees Customs and Border Protection. Because international clearances are way down, expenses related to CBP wages increased, and the operations should be self-sustaining, Mr. Goss worked with Customs Users to develop a prepaid fee plan based on a three-year lookback at clearances by each Company. The Users understand the challenge and have been engaged in the discussions. Mr. Goss is unaware of any Customs User who is planning to relocate their flight departments based on this fee.

- 2020-O-02 Ordinance Amending Airport User Fees for Customs Operations

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

- To approve 2020-O-02 an Ordinance Amending Airport User Fees for Customs Operations

Discussion – none

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

Aye:.....Mr. Bach, Mr. Evers, Mr. Legat, Mr. McCaffrey, Mr. Petry, Mr. Veal
No:.....none
Absent:.....none
Abstain:.....none

Harbor General Manager Remarks (operations/status)

Mr. Seidelmann reported that transient slip revenue has increased and that activity levels are close to the numbers seen in a 'typical' year. Big Lake Marine filled-in a washed-out section of the retaining wall of the deep harbor channel. The work on the silos represents a considerable investment by the sublease company and they will invite

the Board to tour the renovated silos next spring. CAP-107 issued a refund to National Gypsum, Larsen Marine, and WPD. Preliminary customer survey results are looking good. Mr. Seidelmann described the status of discussions with the Waukegan Yacht Club (WYC). Mr. Seidelmann has toured the building, identified areas of concern, and requested Diegan present a proposal to WPD to evaluate the environmental concerns. It is anticipated that WPD will reclaim ownership of the property in December 2020.

Closed Session – 5:03 PM

Motion by Mr. Petry, second by Mr. McCaffrey:
To move to closed session for the purpose of pending litigation under Section 2(c)(11) of the OMA.

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

Aye:.....Mr. Bach, Mr. Evers, Mr. Legat, Mr. McCaffrey, Mr. Petry, Mr. Veal
No:.....none
Absent:.....none
Abstain:.....none

Reconvene to Open Session – 5:09 PM

Present: Chairman Farrell, Mr. Bach, Mr. Evers, Mr. Hamilton,
Mr. McCaffrey, Mr. Petry, Mr. Veal

Board Comments

The Young Sailing Club requests time to report at the November Board meeting.

Adjournment – 5:13 PM

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

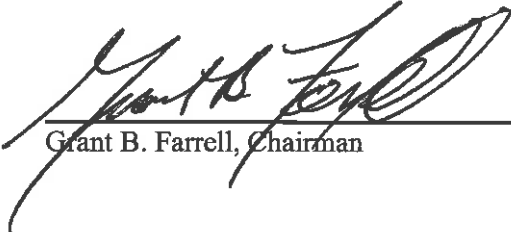
Discussion - none

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

Aye:.....Mr. Bach, Mr. Evers, Mr. Legat, Mr. McCaffrey, Mr. Petry, Mr. Veal
No:.....none
Absent:.....none
Abstain:.....none

Meeting Adjourned at 5:13 PM

APPROVED



Grant B. Farrell, Chairman