

MINUTES OF THE REGULAR MEETING
WAUKEGAN PORT DISTRICT BOARD

January 15, 2020
4:00 PM

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 and Secretary
Bob Hamilton, Member and Treasurer
Joe Legat, Member (remote call-in)
Billy McCaffrey, Member
Grant Farrell, Board Chairman

The following Board member was not present:

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
Mary Louise Schram, F3 Aviation, Administrative Assistant

Call to Order

Chairman Farrell called the meeting to order at 4:02 PM

Roll Call

Pledge of Allegiance – led by Mr. Legat

Approval of Remote Participation/Voting – not required

Chairman Remarks – Grant Farrell

The Chairman welcomed members and guests to the meeting. Chairman Farrell reported that since the last Board Meeting, he participated in the following meetings and/or activities:

- One Management Meeting – Chairman Farrell reminded Board members interested in attending these meetings to contact him as he would welcome one additional Board member to attend.
- Meeting with Mr. McCaffrey to review additional budget and personnel matters

- Attended the Chicago Boat Show
- Visited the Harbor and Marina to review damage from high water levels and recent storm
- Provided a follow-up regarding Waukegan Yacht Club stating that he had not been contacted by any member regarding any matter
- Informed the Board that moving forward, there will be a page behind his tab in the board packet that will contain follow-up on outstanding matters from the prior meeting or discussions
- The Chairman requested that Board Members leave a written note with him at the end of the meeting regarding any outstanding topic, matter, or question that requires his or a General Manager follow-up.

F3 Remarks – none

Board/Public Comment – none

Treasurer’s Report – Mr. Hamilton

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

Ad Hoc Committee Reports – none

Consent Agenda

- December 18, 2019 Regular Board Meeting Minutes
- December 18, 2019 Closed Board Meeting Minutes
- December 2019 Check Approval
- December 2019 Financials
- 2019-R-34, Resolution to Approve the 2020 Airport Budget and Capital Expense Plan
- 2019-R-35, Resolution to Approve the 2020 Harbor Budget and Capital Expense Plan
- 2020-R-01, Resolution to Approve Closed Session Minutes and Verbatim Records Policy

Mr. McCaffrey requested removal of 2019-R-34 and 2019-R-35 from the Consent Agenda and to relocate these Resolutions to the Agenda

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

To establish the Consent Agenda

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

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

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

Agenda

- **Select Insurance Premium Options for Property and Casualty Insurance Renewal (pursuant to 2019-R-36)**

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

To Select Insurance Premium Options for Property and Casualty Insurance Renewal (pursuant to 2019-R-36)

Discussion: After review and discussion of the options, the Board selected the following:

- Terrorism Coverage for the Harbor - No
- Higher Deductible for Harbor Storage Tanks - No
- Higher Deductible for Directors & Officers - Yes

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

- **2019-R-40, Resolution to Approve Memorandum of Understanding Between the Lake County Health Department and the Waukegan National Airport**

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

To approve 2019-R-40, a Resolution to Approve the Memorandum of Understanding (MOU) Between the Lake County Health Department (LCHD) and the Waukegan National Airport

Discussion: If there were a public health emergency or disaster relief effort required, the Airport would provide a 6,000 sq. ft. hangar to be a secondary staging site for emergency medical supplies. Mr. Goss addressed the concerns stated by Board members at the last meeting and, together with the Lake County Health Department, and legal review, the MOU was modified to present for approval at this meeting. It was recommended that the agreement read “between the Waukegan Port District and the Lake County Health Department” and not the Waukegan National Airport. Mr. Goss agreed to make the titular change.

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

To approve the Resolution to Approve Memorandum of Understanding Between the Lake County Health Department (LCHD) and the Waukegan Port District (remove Waukegan National Airport from Resolution and replace with WPD).

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

- **2019-R-34, Resolution to Approve the 2020 Airport Budget and Capital Expense Plan**

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

To approve 2019-R-34, a Resolution to Approve the 2020 Airport Budget and Capital Expense Plan

Discussion: Board member stated that he still had insufficient information to make an informed vote regarding the 2020 proposed Airport budget and capital plan. The Chairman requested that Board members who need more information, have questions, or would like to review additional materials submit their requests in writing to him. The Board discussed whether delaying the budget approval would impact the business practices or obligations of the District. Mr. Friedman stated that he did not believe so but that he would verify and if a special meeting is needed that he would inform the Board.

Motion by Mr. Bach, second by Mr. McCaffrey

To postpone to January 15, 2020, the vote on the Resolution to Approve the 2020 Airport Budget and Capital Expense Plan

Discussion: Board Member expressed his need to postpone this vote until he receives the requested information from the General Manager.

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

Aye:.....Mr. Bach, Mr. Hamilton, Mr. Legat, Mr. McCaffrey, *Mr. Evers*
No:.....none
Absent:.....~~Mr. Evers~~ *clerical error*
Abstain:.....none *mls*

- 2019-R-35, Resolution to Approve the 2020 Harbor Budget and Capital Expense Plan

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

To postpone to January 15, 2020, the vote on the Resolution to Approve the 2020 Harbor Budget and Capital Expense Plan

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 North Shore Gas fencing on the east side of Pershing is anticipated to be removed mi-March. Currently, there is no ice in the Harbor and the docks are safe from the high-water levels. He added that the recent storm left the Harbor with minor storm damage and erosion but there was a lot of debris near the kayak dock. The other damage was noted but not a problem except for the fence into the break wall where the wings need to be reattached, and the gate is OK. Mr. Seidelmann stated that he is receiving property proposals for the former Harbor's Edge property. He stated that the Harbor found their participation at the Chicago Boat Show a good marketing opportunity. The Harbor will also participate in the Schaumburg Boat Show scheduled March 13 – 15, noting that the booth will represent just Waukegan Harbor and Marina and not any of the other F3 midwest marinas. Mr. Seidelmann projected the IL Ports Association website and shared the WPD landing page as the site is up and running.

There was general discussion and questions from the Board members regarding Mr. Seidelmann's report.

Airport General Manager Remarks (operations/status)

Mr. Goss reported on the intruder incursion who drove through the closed gate near Stick and Rudder, stating that the offender was apprehended and arrested. At this time, it is unknown if the intruder has insurance. Mr. Goss updated the Board on the various projects underway at the airport via PowerPoint slides. His overview included, 'how we got here', the competitive need for the runway replacement project, status and timeline of the environmental assessment, how the FONSI will drive the process, and early land acquisition timing. Mr. Goss focused on the need for the Board's support. He listed the local, state and federal partners needed to bring a project like the runway to completion, adding that he continually updates the City and partners so that they can all pull in the same direction. Mr. Goss described the Lake County Port Investment Task Force and their work to assess the funding support of the project. Mr. Goss informed the Board that the bid documents are out for the Customs and Border Protection building. The bid opening will be 5 March 2020, and it is anticipated that construction will begin in April.

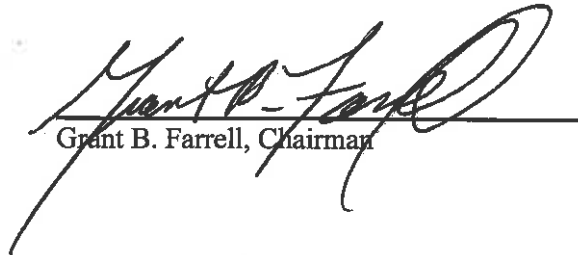
Adjournment – 5:08 PM

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

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

Meeting Adjourned at 5:08 PM

APPROVED



Grant B. Farrell, Chairman