

MINUTES OF THE REGULAR MEETING
WAUKEGAN PORT DISTRICT BOARD

July 15, 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: 860 4120 2012 Password: 347175

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
Billy McCaffrey, Member
Greg Petry, Member
Ben Veal, Member
Grant Farrell, Board Chairman

The following Board member was absent:

Joe Legat, Member

The following Board Officer was present:

Bob Hamilton, Treasurer

District Counsel

Steve Elrod

Members of the Port District Staff present:

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. Elrod

Chairman Remarks – Grant Farrell

Chairman Farrell welcomed Mr. Elrod as Counsel for the meeting, noting that Mr. Friedman is away. Chairman Farrell reported that the appropriate determination has been made, and the appropriate steps have been taken, under the Illinois Open Meetings Act, as amended, to allow WPD to continue to hold its meeting without a quorum present on site, and to continue to use the Zoom virtual meeting format. Mr. Elrod provided a more detailed explanation of the steps taken by WPD to be in compliance with the Open Meetings Act.

Chairman Farrell requested that Board members reserve 3 PM on Wednesday, September 16, before the regular Board meeting for the annual Board ethics training. The meeting will be held via Zoom if circumstances still prevent assembly in-person.

Chairman Farrell reported on the following activities since the June Board meeting:

- Attended two management meetings;
- Attended a meeting regarding the NSG Fence Phase II project with the Mayor, Mr. McCaffery, and Mr. Seidelmann;
- Participated in discussions about the F3 contract renewal, procurement policy, leases, and other matters as requested by the GMs;
- After the June Board meeting, conducted a walk-through inspection of the Skill hangar with Mr. Bach and Mr. Veal to review the condition of the hangar;
- Managed regular correspondence related to WPD matters

The Chairman also referred Board members to his report in the Board packet.

Chairman Farrell stated that, without objection, he will ask the Finance Committee to create and issue an RFP for financial audit services and to bring their recommendation to the Board for approval. There were no objections to this matter.

F3 Remarks

Mr. Cook reported that amended 2020 budgets would be on the Board agenda for the September meeting. The updated budgets will reflect the impact of COVID-19 and provide an opportunity for a mid-year compliance review.

Public Comment

Members of the public presented their comments to the Board.

Treasurer's Report – Mr. Hamilton

Mr. Hamilton stated that the Committee recommended approval of the June 2020 check register. He reported that Mr. Cook's current review of compliance with the PPP program indicates that WPD is on-track for the loan to become a grant (12 Harbor employees for eight weeks). Mr. Hamilton stated that the Financial Committee would work with Mr. Cook to create the RFP or SOQ for financial services.

Ad Hoc Committee Reports

Mr. Petry stated that the Procurement Policy Committee met and decided that the policy draft needs additional review to separate policy from procedures. Mr. Petry stated that the Committee's review broadened the scope of work and that they are defining the types of documents that align with the policy to strengthen the organization. The Committee also found that there is overlap with this work and the work of the F3 Contract Review Committee.

Mr. Hamilton referred the Board members to the three-page report from the F3 Contract Review Committee in the Board packet. The Committee views this an opportunity to improve the F3 partnership and performance. Preliminary findings:

- Continue with contract management of WPD, seems to be working and WPD is accomplishing their goals
- Continue with F3 Contract
- Add a new feature to the contract, performance-based incentives and penalties so that both organizations participate in the risk/reward

Mr. Hamilton shared the following timeline:

- F3 developing goals
- The first draft contract for review by mid-August to the Committee - Mr. Friedman
- First Board review of contract - September Board packet
- Comprehensive Committee report - October Board packet
- Committee recommendation and vote on the contract at the November Board meeting.

Mr. Hamilton encouraged Board members to call any Committee member to discuss.

Consent Agenda

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

- June 17, 2020, Regular Board Meeting Minutes
- June 19, 2020, F3 Management Committee Meeting Minutes
- June 2020 Check Approval
- June 2020 Financials
- 2020-R-26, Resolution Regarding Certain Minutes of Closed Session Meetings of the Waukegan Port District Board
- 2020-R-27, Resolution Rejecting All Initial Bids for the US Customs Border Protection Facility Project

Motion by Mr. Evers, second by Mr. Bach:
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. McCaffrey, Mr. Petry, Mr. Veal

No:.....none
Absent:.....Mr. Legat
Abstain:.....none

Motion by Mr. Bach, second by Mr. Evers:
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. McCaffrey, Mr. Petry, Mr. Veal
No:.....none
Absent:.....Mr. Legat
Abstain:.....none

Agenda – none

Harbor General Manager Remarks (operations/status)

Mr. Seidelmann reported that seasonal slip rentals reached the occupancy of last season and ahead of schedule. He stated that occupancy is at 73% (469 slips). Mr. Seidelmann reported that launch ramp sales are up, and that signage was placed at the launch. The fuel sales were robust over the Fourth of July weekend as social distancing limited on-shore festivities. The COVID-19 restrictions continue to apply, and all precautions are taken to ensure safe operations. All Harbor events have been postponed until the 2021 season. Mr. Seidelmann shared that Greentown on the Rocks opened, that they are planning live entertainment over summer weekends, and the boaters expressed their appreciation for providing an establishment at this location. Mr. Seidelmann reported that violations of rules and regulations are steadily decreasing, most notable are swimming in the harbor and motorized vehicles on the docks.

- 2020-R-25, Resolution Approving Lease for Jeff Phillips (Teece Building -8003)

Motion by Mr. Bach, second by Mr. Evers:
To approve 2020-R-25 a Resolution Approving Lease for Jeff Phillips (Teece Building -8003)

Discussion: The Board discussed the need to refer this lessee to the City to ensure business licensing. It was noted that this requirement is the responsibility of the lessee and is clearly stated in the lease.

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

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

Airport General Manager Remarks (operations/status)

Mr. Goss reported that flight operations rebounded from April's 75% deficit. June activity is down 25% from June 2019. The fuel revenues are down 35% from June 2019. Mr. Goss described the untimely CBP fee increase and stated that he is discussing future operational funding increase with users. The CBP rebids were opened on July 2, and the tabulation shows that some bids came in on budget. The Airport is still waiting to hear from the State regarding the possible funding through a Rebuild IL grant. Mr. Goss stated that he is working with IDOT to access the \$25 million appropriation for the replacement runway program.

- 2020-R-24, Resolution Approving Arie Friedman Lease (former Airpark lessee)

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

To approve 2020-R-24 a Resolution Approving Arie Friedman Lease

Discussion: none

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

Aye:.....Mr. Bach, Mr. Evers, Mr. McCaffrey, Mr. Petry, Mr. Veal

No:.....none

Absent:.....Mr. Legat

Abstain:.....none

- CMT Presentation – Replacement Runway 5/23 Update by Craig Louden

Mr. Louden described the work completed on the Airport Layout Plan and Environmental Assessment (2018-R-14 \$639,950) and outlined the scope of work for continuing the Replacement Runway 5/23 Project. Mr. Louden will present the proposal to Mr. Goss for the Board's consideration this Fall.

Board Comments

Closed Session – none

Adjournment – 5:03 PM

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

To adjourn

Discussion - none

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

Aye:.....Mr. Bach, Mr. Evers, Mr. McCaffrey, Mr. Petry, Mr. Veal

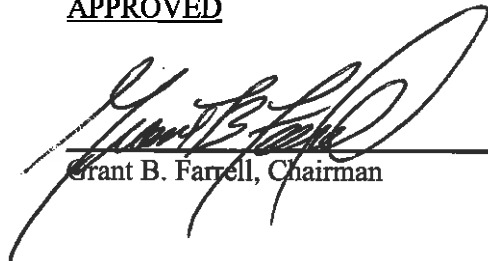
No:.....none

Absent:.....Mr. Legat

Abstain:.....none

Meeting Adjourned at 5:03 PM

APPROVED



Grant B. Farrell, Chairman