

MINUTES OF THE REGULAR MEETING
WAUKEGAN PORT DISTRICT BOARD

September 16, 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 Board Officer was present:

Bob Hamilton, Treasurer

District Counsel

Peter Friedman

Members of the Port District Staff present:

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
Mary Louise Schram, F3 Airport, Governmental Affairs & WPD Board Liaison

Call to Order

Chairman Farrell called the meeting to order at 4:02 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 July Board meeting.

F3 Remarks

Mr. Cook thanked Mr. McCaffrey for his participation in reviewing the Executive Summary improvements and highlighted the improvements to be incorporated in the October reports.

Mr. Cook presented the Amended 2020 Airport Budget and Capital Expense Budget for Board approval, noting the favorable positions for both Airport and Harbor.

- 2020-R-33, Resolution to Amend Approved 2020 Airport Budget and Capital Expense Budget

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

To approve Resolution 2020-R-33 to Amend Approved 2020 Airport Budget and Capital Expense Budget

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

- 2020-R-34, Resolution to Amend Approved 2020 Harbor Budget and Capital Expense Budget

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

To approve Resolution 2020-R-34 to Amend Approved 2020 Harbor Budget and Capital Expense Budget

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

Public Comment – no public comment

Treasurer’s Report – Mr. Hamilton

Mr. Hamilton reported that the Committee recommends Board approval of the July 2020 and August 2020 check registers.

Ad Hoc Committee Reports

Mr. Hamilton referred Board members to the Management Review Committee memo contained within the Board packet. He noted that the Board would establish goals (some subjective, tasks, and financial) in the performance-based contract and requested that Board members share their thoughts regarding goals with the

Committee. Mr. Hamilton reviewed the timeline and stated that the draft contract would be ready for review at the next Board meeting. Chairman Farrell added that goals and objectives require coordination and support between both organizations.

Mr. Bach asked about the status of the Procurement Policy. Mr. Hamilton responded that it had been delegated to F3 as part of their contract, and this matter falls under the Committee chaired by Mr. Petry. Mr. Petry stated that the Procurement Policy Committee determined that WPD should delegate the responsibility for the procurement policy and procedures to F3 because F3 has the responsibility to implement it.

Consent Agenda

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

- July 15, 2020, Regular Board Meeting Minutes
- August 3, 2020, Special Meeting Board Minutes
- August 27, 2020, Special Meeting Board Minutes
- July 2020 Check Approval
- July 2020 Financials
- August 2020 Check Approval
- August 2020 Financials

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

Motion by Mr. Evers, second by Mr. Veal:
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 – none

Harbor General Manager Remarks (operations/status)

Mr. Seidelmann provided an update on the North Shore Gas (NSG) clean-up project and plan progress. He reported a 77% occupancy for seasonal slips. He acknowledged that Chicago’s closed harbors boosted Waukegan’s occupancy and that the Harbor staff are focused on customer care to encourage boaters to return next year. The Army Corps of Engineers (ACE) will have a change of command for the Chicago District. The ACE CAP-107 plan has surplus funding, and WPD will receive a portion of the surplus. Mr. Seidelmann reviewed the proposed 2021 Slip Fee details and answered specific Board questions. He apprised the Board of the status of the Waukegan Yacht Club building condition and lease payment history. Mr. Seidelman will develop alternative options for the building and share the plan with the Board.

- 2020-O-01, Ordinance Establishing 2021 Slip Fees for the Harbor

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

To approve Ordinance 2020-O-01 to Establish 2021 Slip Fees for the Harbor

Discussion – The Board discussed the recommendations, and Mr. Seidelmann responded to their questions.

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

- 2020-R-22, Resolution Approving Intergovernmental Agreement with the City of Waukegan Related to the Conservation Easement at the Waukegan Harbor

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

To approve Resolution 2020-R-22, an Intergovernmental Agreement with the City of Waukegan Related to the Conservation Easement at the Waukegan Harbor

Discussion – The Board discussed their concerns with possible liability and exposure for WPD.

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

Airport General Manager Remarks (operations/status)

Mr. Goss reported the recent visit by Air Force One. Mr. Goss reported on the momentum of the Replacement Runway project. He explained the next steps, including the status of the EA (environmental assessment) and FONSI (Finding of No Significant Impact). Mr. Goss reviewed the upcoming CMT agreements. Mr. Goss previewed the Customs Fee Ordinance that will be brought to the Board in October, noting that he has been working with the Customs users to determine a fair and equitable way to cover the service costs. Mr. Goss then provided a review of the Resolutions presented at this meeting. Mr. Goss described the Runway Replacement project's competitive value in light of the Kenosha Airport's recent improvements. Mr. Goss shared an impressive slide show of the President’s visit to UGN.

- 2020-R-30, Resolution – Gulfstream Termination

Motion by Mr. Petry, second by Mr. Bach:
To approve Resolution 2020-R-30, Gulfstream Termination of Lease

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

- 2020-R-31, Resolution – Agreement for Sale and Purchase of Hangar A13

Motion by Mr. Veal, second by Mr. Evers:
To approve Resolution 2020-R-31, an Agreement for Sale and Purchase of Hangar A13

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

- 2020-R-32, Resolution – Land Lease between the Waukegan Port District and Mass Aviation Corporation

Motion by Mr. Evers, second by Mr. Veal:
To approve Resolution 2020-R-32, a Land Lease between the Waukegan Port District and Mass Aviation Corporation

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

Closed Session – 4:50 PM

Motion by Mr. Evers, second by Mr. Veal:
To move to closed session for the purpose of pending and probably or imminent litigation.

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 – 5:42 PM

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

Board Comments - none

Adjournment – 5:45 PM

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

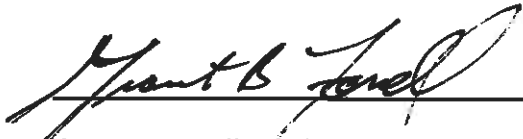
Discussion - none

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 5:45 PM

APPROVED



Grant B. Farrell, Chairman