

MINUTES OF THE REGULAR MEETING
WAUKEGAN PORT DISTRICT BOARD

October 20, 2021
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: 865 9878 0936 Password: 127738

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 allowed to speak to the Board

The following Board members were present:

Gene Bach, Member and Historian
Tom Evers, Chairman Pro Tem and Secretary
Joe Legat, Member (joined at 4:04 PM)
Billy McCaffrey, Member
Greg Petry, Member
Ben Veal, Member (joined at 4:04 PM)
Grant Farrell, Board Chairman

The following Board member was absent:

Greg Petry, Member

The following Officer was present

Bob Hamilton, Treasurer

District Counsel

Peter Friedman

Members of the Port District Staff present:

Rick Taig, F3 Airport, Director of Operations
Matt Bauer, F3 Marina, Operations Manager
Erika Krivitz, Founders 3, Manager of Accounting & Finance, Marina Division
Skip Goss, F3 Airport, General Manager/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

Chairman Remarks – Chairman Pro Tem Evers

Chairman Farrell welcomed Board Members, guests, and public members to the meeting. The Chairman stated that the Board continues to meet via Zoom for the following reasons: has not found a facility large enough to be socially distanced and that is ADA accessible, and some Board members are concerned that there is no vaccination policy in place.

(Mr. Legat and Mr. Veal joined the meeting at 4:04 PM)

Chairman Farrell presented the letter requested by the City of Waukegan regarding CN rail. Without objection, the Board supported sending the letter as presented. The Chairman stated that the Finance Committee will review the 2022 draft budgets, and the revised draft budgets will be sent to the Board by November 2 for their review. By consensus, the Board agreed that there is no need to hold a Committee of the Whole meeting specific to the insurance renewal. Instead, the GMs should review the insurance package and present it to the Board for review and approval. The Chairman stated that he attended the EPA event at the Harbor on the commercial pier along with the Mayor of Waukegan, Aldermen, County Board Members, and Representative Brad Schneider. The Chairman reminded the Board about the November 11th dedication of the Lake County Veterans Memorial Plaza. Chairman Farrell recognized Robert Kutzler and his recent efforts to bring short-term lease revenue from film crews utilizing Harbor properties.

The Chairman announced that Mr. Seidelmann had accepted a new position at a Daytona Beach Marina, and his last day with WPD is December 1, 2021. F3 is searching for a GM for the Waukegan Harbor. Recommendations for candidates may be directed to F3 HR.

F3 Remarks – no report

Public Comment

Mr. Friedman reviewed the WPD Board's Public Comment Policy that was adopted at the October 21, 2020 Board meeting. Mr. Tom Coogan stated that this year's Northern Illinois Airshow was great, and the audience was happy and excited to see the event return. Mr. Coogan stated that one month before the event, the Committee was uncertain that the event would be held due to COVID, and luckily, the State of IL stayed out of Phase V restrictions. Mr. Coogan stated that the sponsors, vendors, and volunteers are critical to the Airshow's success. He recognized Mr. Hamilton's work to reengineer the parking design, resulting in more efficiency and greater capacity. Mr. Coogan reported that an estimated 15K – 20K people attended the event, and the food vendor service was improved through the efforts of Ms. Freeman. Mr. Coogan stated that the Northern Illinois Airshow would donate to the Lake County Veterans Memorial nonprofit organization.

Treasurer's Report

Mr. Hamilton reported that the Committee recommends Board approval of the September 2021 electronic transfers and check register.

Mr. Hamilton referred the Board to the Cybersecurity analysis and report in the Board packet and requested Board approval of the recommendation to strengthen the District's IT infrastructure.

- 2021-R-29 Approving a Proposal for Information Technology Upgrades by CMIT Solutions

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

To approve 2021-R-29, a Proposal for Information Technology Upgrades by CMIT Solutions

Discussion – The Board asked questions, and Mr. Jason Zamet from CMIT participated in the discussion

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

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

Ad Hoc Committees – none

Consent Agenda

- September 15, 2021, Regular Board Meeting Minutes
- October 5, 2021, Special Board Meeting Minutes
- September 2021, Electronic Transfer and Check Approval
- September 2021, Financials
- 2021-R-30 Resolution Releasing Certain Minutes and Approving Destruction of Verbatim Records

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

Discussion – Ms. Schram was directed to update September 1, 2021, Special Board Meeting minutes to reflect that Mr. Evers and Mr. McCaffrey were absent for the roll call vote to adjourn.

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

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

Harbor General Manager Remarks (operations/status)

Mr. Seidelmann reported that the maintenance staff has begun closing the Harbor in readiness for winter and noted that training and cross-training are incorporated into the work. In response to a question, Mr. Seidelmann stated that there are written instructions and checklists for winterization. He reported that 520 clips were leased this season which is 81% of capacity. Mr. Seidelmann stated that contracts for 2022 slip rentals are being returned. Mr. Seidelmann stated that he has received positive comments on the IDOT Rebuild Illinois Grant and that he hears that the State of IL is close to making its final decisions. He reported that North Shore Gas (NSG) work in the main parking lot will begin in November/December; they will dig-up the lot to complete the work and repair the damage to the parking lot next spring, noting that this is part of the 8 – 10 year clean-up project.

There was discussion related to grants, grant writing and related fees. Mr. Seidelmann reported that grant writing was not a cost built into the Rebuild IL grant.

Mr. Seidelmann thanked the Board and the Waukegan Port District for their support during his 16 years at the Waukegan Harbor.

Airport General Manager Remarks (operations/status)

Mr. Goss reported that the official notification letters from the FAA were sent to landowners, local elected officials, and federal and state officials as required by the Environmental Assessment to alert them to the proposed project. Mr. Goss discussed his participation at the Wadsworth Village Council meeting. Mr. Goss asked WPD Board members to review the Safety Improvement Project Fact Sheet recently sent to them as the fact sheet is a great resource and will help them respond to questions. Mr. Goss stated that he would present an LOI with the Lake County Building and Trades Association to request their approval at next month's meeting. If the FAA approves the runway replacement project and WPD identifies and secures funding, WPD would enter a PLA (project labor agreement) with the Lake County Building and Trades Association. Finally, Mr. Goss invited Board members and their families to the Lake County Veterans Memorial dedication event scheduled for 3 PM on November 11, 2021.

- 2021-R-31 Approving CMT Design and Special Services Agreement for the Obstruction Removal – Phase 3 project

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

To approve 2021-R-31, CMT Design and Special Services Agreement for the Obstruction Removal – Phase 3 project

Discussion – The members asked questions that Mr. Goss answered.

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

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

- 2021-R-32 Approving CMT Design and Special Services Agreement for the Rehab. Hangar Pavements – Phase 1 project

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

To approve 2021-R-32, CMT Design and Special Services Agreement for the Rehab. Hangar Pavements – Phase 1 project

Discussion - The members asked questions that Mr. Goss answered.

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

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

Closed Session – 4:50 PM

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

To move to closed session for the purpose of probable or imminent 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. Veal
No:.....none
Absent:.....Mr. Petry
Abstain:.....none

Reconvene to Open Session – 5:20 PM

Present: Chairman Farrell, Mr. Bach, Mr. Evers, Joe Legat, Mr. Veal, Mr. Hamilton (Officer)

Board Comments – none

Adjournment – 4:50 PM

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

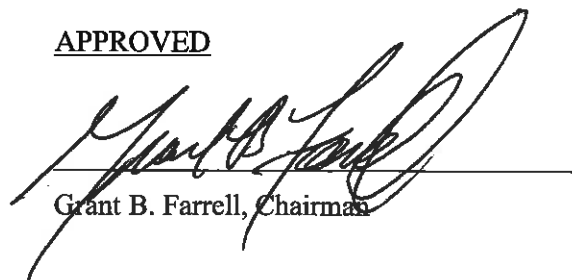
Discussion - none

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:.....Chairman Farrell
Abstain:.....none

Meeting Adjourned at 4:50 PM

APPROVED



Grant B. Farrell, Chairman