

**WAUKEGAN  
PORT DISTRICT**  
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**MINUTES**

WAUKEGAN PORT DISTRICT  
Board Meeting of 17 January 2024  
4:00 p.m.

Waukegan National Airport  
Administration Office/SRE Bldg.  
2601 Plane Rest Drive  
Waukegan IL 60087

The following Board members were present:

Gene Bach, Historian  
Jack Dye  
Tom Evers  
Becky Jones  
Greg Petry  
Paula Trigg  
Ben Veal

The following Officer was present:

Bob Hamilton, Treasurer

District Counsel:

Peter Friedman

Members of the Port District Staff were present:

Skip Goss, F3 Airport, General Manager/Director, Airport  
Scott Schmidt, F3 Real Estate Services, COO  
Eduardo Ortega, F3 Real Estate Services, VP of Asset Management-remote  
Hunter Spitler, F3 Marina, Director of Marina Operations  
Ken Bristol, F3 Real Estate Services, Senior Property Accountant  
Lisa Dykas, F3 Real Estate Services, Director - Property Accounting

Call to Order

Chairman Veal called the meeting to order at 4pm.

Roll Call

Pledge of Allegiance

Approval of Remote Participation/Voting

Chairman Remarks

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## General Counsel Report

None

## Public Comment – (3 minutes per person)

None

## Committee Reports

- Intergovernmental - Greg Petry and Tom Evers
  - The committee discussed sharing the expense of a development advisor and revenue sharing with the City of Waukegan's Planning and Development department. Timelines may not match up but the lines of communication will remain open between the two groups.
- Documentation and Operational Agreements - Greg Petry and Gene Bach- None
- Disaster Planning and Departmental Coordination - Becky Jones and Jack Dye- None
- Marina major capital expenditures update – Paula Trigg
  - The monthly update meeting with Edgewater was an email in January. It was noted that there are some invoicing details that need attention.
  - There was the introduction of a new marina ad hoc committee to consist of Paula Trigg and Becky Jones.

## Treasurer's and Finance Report

Mr. Hamilton reported on harbor A/P paydown and the need to increase cash flow. Harbor accounting will essentially be done at F2 headquarters. This is to include entering invoices into QuickBooks, and preparing a weekly report, bi-weekly in the off season, of what should be paid.

Lisa Dykas discussed the AP and reporting process to take place going forward. Ken Bristol continues to work on reconciling previous months. Ken's goal is to have updated August through January financials to present at the February board meeting.

Mr. Hamilton plans to have a new proposal for audit services from Sikich to present in February.

The Finance Committee mentioned that there should be updates to the purchasing agreement to account for emergency spending processes and the budget follow-up that should occur after that spending.

## Consent Agenda

An update was made to the December meeting minutes to reflect that Tom Evers was "present" and that there were items to be discussed at the next "COW meeting" not next meeting. These items include harbor development and WYC occupying the building at 199 Harbor PL.

Mr. Dye proposed removal of the financials from the consent agenda.

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The motion to establish the consent agenda as amended was approved by unanimous voice vote on a motion by Mr. Evers, seconded by Mr. Dye.

- November 2023, Financials
- December 2023, Electronic Transfer and Check Approval
- December 2023, Financials
- December 2023, Meeting Minutes

Motion to approve the consent agenda as amended, made by Mr. Evers, seconded by Mr. Bach. The motion was approved on a roll call vote.

Aye: Mr. Bach, Ms. Trigg, Ms. Jones, Mr. Evers, Mr. Dye, Mr. Petry

No:

Abstain:

Absent:

Motion to defer the financials for November 2023 and December 2023 to the February board meeting, made by Mr. Dye, seconded by Ms. Trigg. The motion was approved on a unanimous voice vote.

Agenda

- Dane Mall, Lead Public Entity Risk Advisor-Account Executive, Alliant -- insurance proposal updates

Dane Mall provided an overview of the insurance proposal.

- 2024-R-04 Approving Insurance Package

Motion by Ms. Trigg, seconded by Mr. Bach. Motion was approved on a roll call vote:

Aye: Mr. Bach, Ms. Jones, Mr. Petry, Ms. Trigg, Mr. Evers, Mr. Dye

No:

Abstain:

Absent:

Airport General Manager Remarks

Mr. Goss addressed concerns about asylum seekers landing at Waukegan National Airport. There is no evidence that any such event has occurred but the FBO has plans in place to handle a situation like that. He also provided updates on airport operations during recent snow events.

Mr. Goss introduced Craig Loudon of CMT. Mr. Loudon provided updates on the projects that are up for approval on the agenda.

Signature Aviation provided an update on projects on the property.

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- 2024-R-01 Approving Design and Engineering Phase Agreement with CMT-South Hangar Pavement Rehab Phase II

Motion by Mr. Petry, seconded by Ms. Trigg. Motion was approved on a roll call vote:

Aye: Mr. Bach, Ms. Jones, Mr. Petry, Ms. Trigg, Mr. Evers, Mr. Dye

No:

Abstain:

Absent:

- 2024-R-02 Approving Design and Engineering Phase Agreement with CMT-Main Parking Lot Pavement Rehab

Motion by Mr. Petry, seconded by Ms. Trigg. Motion was approved on a roll call vote:

Aye: Ms. Jones, Mr. Bach, Mr. Petry, Ms. Trigg, Mr. Evers, Mr. Dye

No:

Abstain:

Absent:

Harbor General Manager Remarks

- F3 Financial and Operations Updates

Hunter Spittler provided updates on South Pier dock system adjustments. He also discussed his work with staff to address maintenance needs around the harbor.

- Bay Marine Presentation

Matt Felhofer presented an overview of the fifth amendment and Bay Marine expansion plans to the board.

- 2024-R-03 A Resolution Approving Fifth Amendment to A Land Lease Agreement with Chicago Yachting Center, LLC-Bay Marine

In discussion, counsel for WPD is to amend the language around the cap on the administrative fee and the bidding for the repair and improvement of the utilities which is to be reviewed and approved by the district prior to having work done.

Motion by Mr. Evers, seconded by Ms. Trigg. Motion was approved on a roll call vote:

Aye: Ms. Jones, Mr. Petry, Ms. Trigg, Mr. Evers, Mr. Dye

No: Mr. Bach

Abstain:

Absent:

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- Waukegan Yacht Club Presentation/Discussion  
Nikki Sullivan, Waukegan Yacht Club Commodore provided an overview of proposed use of the building at 199 Harbor Place.
- Development Presentation/Discussion – JBG Property Holdings and The Jacobs Companies  
Keith Jacobs and Cary Glenner discussed possible plans for land on the port district property at the harbor.

Board Comments

Board members discussed the benefits of developing the harbor property. The consensus is that there is a need to have development and more public use space at the harbor. There is also a need to discuss the approach to development. It was mentioned that board communications, board policies as well as operational policies should be discussed and updated.

Adjournment

Motion by Mr. Evers, seconded by Mr. Petry. The motion was approved on a unanimous voice vote. The meeting adjourned at 7:05 PM.

APPROVED:

  
Ben Veal, Chairman

