

**WAUKEGAN
PORT DISTRICT**
AIRPORT • MARINA • PORT

MINUTES

WAUKEGAN PORT DISTRICT
Board Meeting of 21 January 2026
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 - Remote
Jack Dye
Tom Evers
Becky Jones - Remote
Paula Trigg
Ben Veal

The following Board Members were absent:

Greg Petry

The following Officer was present:

Bob Hamilton, Treasurer

District Counsel:

Marcus Martinez

Members of the Port District Staff were present:

Edith Guerrero, F3 Airport, Administrative Director, Airport
Joe Seidelmann, F3 Marina, General Manager, Marina
Skip Goss, F3 Airport, Director, Airport

Call to Order

Chairman Dye called the meeting to order at 4 pm.

Roll Call

Roll call was taken.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Announcement of Remote Participants

**WAUKEGAN
PORT DISTRICT**
AIRPORT . MARINA . PORT

Approval of Remote Participation/Voting

No objections were raised to remote participation.

Chairman Remarks

The Chairman discussed the need for a policy-level review regarding the use of licenses versus leases. Due to the complexity of the issue, the Chairman recommended the Finance Committee review the financial risk considerations, benefits to the District, and impacts to tenants and licensees.

The Finance Committee will develop a recommendation for presentation at the February Board meeting.

General Counsel Report

District Counsel stated that the license versus lease discussion is a policy consideration and may require amendments to District rules of procedure or ordinances depending on the recommendation. At this time, the discussion is not tied to any specific lease or license.

Public Comment – (3 minutes per person)

Margie Freeman – Waukegan Airport Pilots Association (WAPA)

Requested an update on the financial reports needed to move forward with lease negotiations and asked when a subcommittee meeting could be scheduled.

Don Van Cura - Waukegan Airport Pilots Association (WAPA)

Encouraged Board members to attend an upcoming meeting with Kyle Lewis (AOPA) regarding policy and reversionary considerations.

Tom McIntosh – Harbor Slip Holder

Reported keel damage caused by harbor conditions and requested an update on dredging. Indicated he has made alternative arrangements due to uncertainty.

Nikki Sullivan, Waukegan Yacht Club, Commodore

Provided demographic and membership data related to harbor usage and facility improvements and offered to provide additional information upon request.

Jeff Park – Airport Stakeholder / Pilots Association Member

Requested clarification on existing Board subcommittees and suggested enhanced public relations efforts to better communicate the economic value of the airport.

Payton Metzler – Airport Tenant

Asked about the cost of F3's management services.

The Chairman responded by outlining the District's committee structure and explaining the role of Founders 3 (F3) as the District's management firm.

WAUKEGAN
PORT DISTRICT
AIRPORT • MARINA • PORT

Committee Reports

- Airport – Tom Evers, Ben Veal and Bob Hamilton - The committee continues coordination with AOPA and is working to schedule a meeting with Kyle Lewis. Peer airport outreach is ongoing to gather comparative policy information.
- Development – Ben Veal and Greg Petry – Reported outreach with stakeholders and anticipated meetings in the coming month.
- Capital Improvement – Paula Trigg and Jack Dye –The committee provided updates on dredging coordination with the commercial wall project, IDOT reimbursement progress noting the first reimbursement has just come in.
- Harbor – Gene Bach and Becky Jones – The committee reiterated that dredging is of the utmost importance and plans are underway.
- Intergovernmental - Greg Petry and Tom Evers – None
- Finance – Bob Hamilton, Becky Jones and Paula Trigg – Check registers and November financials recommended for approval.

Consent Agenda

- November 2025, Electronic Transfer and Check Approval
- November 2025, Financials
- December 2025, Regular and Special Meeting Minutes

On a motion by Member Veal, seconded by Member Evers, the motion was created and approved on a unanimous roll call vote:

Aye: Bach, Evers, Jones, Trigg, Veal
Absent: Petry

Agenda

- Approval of Closed Session Minutes –December 17, 2025

Item postponed to the next meeting.

- 2026-R-01 Approving Insurance Renewal Proposal (2026-2027)

The District’s insurance broker presented the 2026 renewal proposal, highlighting reduced deductibles, stable aviation liability rates, and overall cost savings.

On a motion by Member Trigg, seconded by Member Evers, the motion as amended, was approved on a unanimous roll call vote:

Aye: Bach, Evers, Jones, Trigg, Veal
Absent: Petry

Airport General Manager Remarks

- 2025-R-28 Approving Amendment to Lease Agreement with Stick and Rudder Club Inc. In discussion, clarification was provided that site exhibits are contained in the original lease. On a motion by Member Evers, seconded by Member Veal, the motion was approved on a unanimous roll call vote:

Aye: Bach, Evers, Jones, Trigg, Veal

Absent: Petry

- 2026-R-02 Approving Amendment to Fueling Agreement with Stick and Rudder Club Inc. In discussion, correction noted to update approval date language. On a motion by Member Evers, seconded by Member Veal, the motion was approved on a unanimous roll call vote:

Aye: Bach, Evers, Jones, Trigg, Veal

Absent: Petry

Harbor General Manager Remarks

The Harbor General Manager provided updates on dredging coordination in conjunction with the commercial wall project, current occupancy levels, upcoming boat show participation, lease transition activity, reimbursement processing improvements, and outreach related to regional marina conditions.

The two resolutions on the agenda were continued to the February Board meeting and will be combined into a single resolution for consideration and approval.

- 2025-R-03 Approving License Agreement with Bristol Boats
- 2025-R-04 Approving Amendment to Agreement with Perfect Imperfections

Board Comments

Recognition was given to a local flight instructor for regional AOPA honors.

A Board Member asked about the status of the marina playground project. Staff reported that after previously stalling due to liability concerns with the Park District, the project is being revisited, with preliminary work completed and plans to reengage the Park District to pursue an agreement.

**WAUKEGAN
PORT DISTRICT**
AIRPORT • MARINA • PORT

Adjournment

On a motion by Member Trigg seconded by Member Veal, the meeting was adjourned on a unanimous voice vote at 5:03 pm.

APPROVED:


Chairman

