

**WAUKEGAN
PORT DISTRICT**
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MINUTES

WAUKEGAN PORT DISTRICT
Board Meeting of 19 February 2025
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
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:

Skip Goss, F3 Airport, Director, Airport
Edith Guerrero, F3 Airport, Administrative Director, Airport
Rebecca Remshak, F3 Real Estate Services, Marina Accountant-remote
Lori Mehan, F3 Real Estate Services, Manager of Marina Operations-remote

Call to Order

Chairman Dye called the meeting to order at 4:02pm

Roll Call

Pledge of Allegiance

Announcement of Remote Participants

Approval of Remote Participation/Voting

On a motion by Mr. Evers, seconded by Ms. Trigg, remote participation was approved on a unanimous voice vote.

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Chairman Remarks

Chairman Dye reported on the Harbor General Manager findings concerning breakwater work done for sand mitigation outside of IL Beach State Resort and permit fees associated with this work. An itemized invoice will go out to legal and then to the associated parties. Ms. Trigg asked that F3 be a part of working with the harbor GM to resolve this issue.

Secondly, a Port District tenant mentioned during the public comment portion of a recent City Council meeting, that a board member had been publicly speaking about privileged information regarding their current situation and standing with the Waukegan Port District. Chairman Dye explained to the board that any information, including funds owed to the Port District that had previously been discussed during previous board meetings, is public information.

The Chairman acknowledged the letters informing board members about economic interest filings and board member training that was included in the board packet. Board members were encouraged to complete the training before the next board meeting and the economic interest filing by the due date.

General Counsel Report

Mr. Martinez reported that Elrod Friedman has engaged Chicago Title on the Port District's behalf to investigate F Pier ownership. Ms. Trigg requested a status update on Dockside Dogs. Legal provided some updates and will continue the conversation during the closed session.

Public Comment – (3 minutes per person)

Mayor Taylor qualified comments made by an alderman during public comment at the previous city council meeting.

Committee Reports

- Airport – Tom Evers, Ben Veal and Bob Hamilton – The committee has a meeting scheduled with Mr. Goss. Mayor Taylor was asked to comment on the 911 call center that will be located on airport property. The city is looking forward to this new space that will offer a great work environment for dispatchers.
- Development – Ben Veal and Greg Petry – The committee has a coordinating development meeting with the City of Waukegan on February 20, 2025 at City Hall. Mr. Veal acknowledged the city's support in keeping the development conversations moving.
- Capital Improvement – Paula Trigg and Jack Dye – The engineering consultant is still working on unexpected, complicated process with the state. It is the committee's hope that this project will be underway this summer.
- Harbor – Gene Bach and Becky Jones – Ms. Jones provided updates which included slip occupancy, tenant lease and amendment review and future events plans.
- Intergovernmental - Greg Petry and Tom Evers –None
- Finance – Bob Hamilton, Becky Jones and Paula Trigg – The committee recommends approval of the financials.

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Consent Agenda

On a motion by Mr. Evers, seconded by Ms. Trigg, the consent agenda was established by a unanimous voice vote.

- December 2024, Financials
- December 2024, Electronic Transfer and Check Approval
- January 2025, Meetings Minutes

The motion to approve the consent agenda was approved by a unanimous roll call vote on a motion by Mr. Evers, seconded by Mr. Veal:

Aye: Bach, Evers, Jones, Trigg, Veal

Nay:

Absent: Petry

Abstain:

Harbor General Manager Remarks

- Tenant proposal for Harbor House east unit – Review/Discussion

The board discussed the proposal, the current condition of the space in question and possible protections built into the agreement. The board agreed that there should be something prepared and presented in March. Ms. Trigg also requested the property audit report from the harbor to assist in devoting some attention to harbor properties.

- 2025-R-05 Approving Lease Agreement with Gillen Marine Construction

In discussion, Ms. Trigg questioned the lease terms and explained the relationship of the property with the City of Waukegan. She also asked questions of legal counsel pertaining to the details of the agreement including the tenants' access to the property with the possibility of the City ending the agreement with the tenant at their agreement expiration date. The board discussed plans to add additional safeguards to lease agreements in the future.

Motion by Ms. Trigg, seconded by Ms. Jones. The motion, as presented, was approved by a unanimous roll call vote:

Aye: Bach, Evers, Jones, Trigg, Veal

Nay:

Absent: Petry

Abstain:

Airport General Manager Remarks

Mr. Goss provided project updates and presented Chris Wyles from Signature Flight Support to update the board on the completion of the agreement to the maintenance plan. Signature has implemented a fuel membership program and it has tremendously increased fuel sales. Mr. Goss provided amendments to 2025-R-06 to include a capitalization change and language in the term of the operating agreement.

- 2025-O-01 Amending Airport User Fee (Garbage Disposal Fee)

Motion by Ms. Trigg, seconded by Ms. Jones. The motion was approved by a unanimous roll call vote:

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

2025-R-06 Approving an Operating Agreement with Golden Wings Team Inc.

Motion by Ms. Trigg, seconded by Mr. Evers. The motion, as amended, was approved by a unanimous roll call vote:

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

Board Comments

None

Closed Session

The board desired to go into closed session for the purpose of discussing probable or imminent litigation. On a motion by Mr. Veal, seconded by Mr. Evers. The motion was approved on a unanimous roll call vote. The board convened to closed session for the purpose of discussing probable or imminent litigation at 5:37 pm. On a motion by Mr. Veal, seconded by Ms. Trigg, closed session ended at 5:57 pm on a unanimous voice vote.

Adjournment

On a motion by Ms. Trigg seconded by Mr. Veal, the meeting was adjourned on a unanimous voice vote at 5:58 pm.

APPROVED:


Chairman

