

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

WAUKEGAN PORT DISTRICT  
Board Meeting of 21 February 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-remote  
Jack Dye  
Tom Evers-remote  
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  
Edith Guerrero, F3 Airport, Administrative Director, Airport  
Scott Schmidt, F3 Real Estate Services, COO-remote  
Joe Seidelmann, F3 Marina, Operations Manager  
Eduardo Ortega, F3 Real Estate Services, VP of Asset Management-remote  
Hunter Spitler, F3 Marina, Director of Marina Operations-remote  
Ken Bristol, F3 Real Estate Services, Senior Property Accountant  
Lisa Dykas, F3 Real Estate Services, Director - Property Accounting-remote

Call to Order

Chairman Veal called the meeting to order at 4pm.

Roll Call

Pledge of Allegiance

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Approval of Remote Participation/Voting

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

Chairman Remarks

Chairman Veal recapped a discussion that he and Mr. Hamilton had with Mayor Taylore concerning the future endeavors of the Port District. The Port District is not currently on the list to receive TIF funds or any revenue sharing at this time.

General Counsel Report

None

Public Comment – (3 minutes per person)

Nikki Sullivan, Waukegan Yacht Club Commodore, thanked the board for the discussion during the COW meeting on the club returning to occupy the building at 199 Harbor PL.

Joyce Elms, Great Lakes Yacht Club, encouraged the board to consider allowing the GLYC to take part in the discount program offered by the marina.

Committee Reports

- Intergovernmental - Greg Petry and Tom Evers
  - The committee had a meeting with representatives from the City of Waukegan on the possibility of working jointly as mentioned, there is no availability of revenue sharing at this time. Mr. Petry has some contacts to reach out to concerning funding and development advisement.
- Policy and Operational Agreements - Greg Petry and Gene Bach
  - None
- Disaster Planning and Departmental Coordination - Becky Jones and Jack Dye
  - Ms. Jones had a meeting with the harbor patrol chief to get an overview of security at the marina during the off season.
- Marina major capital expenditures update – Paula Trigg
  - Ms. Trigg provided an update on the \$12M grant project.
    - The Inter-Governmental Grant Agreement and the Engineering Services Agreement have been executed with copies waiting to be sent to IDOT.
    - We are waiting for Edgewater to provide the revised Engineering Services Agreement for execution.
    - IDOT reimbursements are taking 2 months to a year to receive.
  - Ms. Trigg also updated on the harbor dredging project which has an amended agreement.
    - The board approved dredging budgeted in 2023. The amended Edgewater Resources agreement is less than previously proposed.
    - The board will vote on a resolution for the amended agreement at the special meeting on February 26, 2024.

- Harbor General Operations-Paula Trigg and Becky Jones
  - The committee provided an update which was included in the board packet.
  - The fuel bid document needs to be updated with details specified by Ms. Trigg.
  - The committee reported that they have a plan to move forward with lease details. Legal will report back on the Illinois policy for negotiating commercial leases.
  - The committee reported on the findings of F-Pier. Legal will resume work on discovery on the current status of F-Pier.

Treasurer's and Finance Report

The committee recommends that check registers be approved. Mr. Hamilton provided updates on the status of securing a loan for the harbor from Wintrust Bank. There was a general discussion on the management company and the previous manager's spending.

Consent Agenda

Mr. Dye proposed removal of the November, December and January financials. Ms. Trigg noted a change to the meeting minutes to indicate that Peter Friedman, Port District Counsel, provided the overview of the Bay Marine Fifth Amendment not Matt Felhofer.

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

- November 2023, Financials
- December 2023, Financials
- January 2024, Financials
- January 2024, Electronic Transfer and Check Approval
- January 2024, Meeting Minutes

Motion to approve the consent agenda as amended, made by Mr. Evers, seconded by Ms. Trigg. 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, December 2023 and January 2024 made by Mr. Dye, seconded by Ms. Trigg. In discussion, Ken Bristol, F3 Accounting, advised that he was comfortable with providing the December financials to the auditor. The finance committee will review all financials. The motion was approved on a unanimous voice vote.

Agenda

- 2024-R-06 Abating Levy of 2019 Bond for Year 2024

Motion by Mr. Dye, seconded by Mr. Petry. Motion was approved on a roll call vote:  
In discussion, Ms. Trigg requested that in the future resolutions include language explaining what the bonds were for.

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

No:

Abstain:

Absent:

- 2023-R-07 Abating Levy of 2015 Bond for Year 2024

Motion by Mr. Dye, 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-08 Approving WPD Debt Certificate Issue for Loan with Wintrust

In discussion, there was discussion around the language included in the resolution. It was decided that we should table the resolution for further discussion.

Airport General Manager Remarks

Mr. Goss provided a replacement runway program status. The draft environmental assessment is still under evaluation by the FAA. Mr. Goss also provided operational updates for the airport.

- 2024-R-05 Resolution Approving New WCAF Lease

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

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

No:

Abstain: Mr. Evers, in discussion Mr. Evers noted that Abbott Laboratories-his employer, is a participant in this lease.

Absent:

Harbor General Manager Remarks

Joe Seidelmann, Operations Manager, F3 Marina and former GM for Waukegan Harbor & Marina presented to the group. Mr. Seidelmann provided an update on his findings and work over the past week at the harbor.

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- 2024-R-09 Resolution Approving Fuel Bid for Waukegan Harbor & Marina for 2024 Season

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

In discussion, it was noted that there will be changes to the fuel bid document before it is published.

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

No:

Abstain:

Absent:

Board Comments

There was discussion on F3 moving forward with recommending Joe Seidelmann to interview for the position of General Manager of Waukegan Harbor & Marina. There was also a review of the Special Meeting agenda for February 26, 2024.

Adjournment

Motion by Mr. Petry, seconded by Ms. Trigg. The motion was approved on a unanimous voice vote. The meeting adjourned at 5:47 PM.

APPROVED:

  
Ben Veal, Chairman

