

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

MINUTES

WAUKEGAN PORT DISTRICT
Special Board Meeting of 3 April 2024
11:30 a.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-remote
Becky Jones
Greg Petry
Paula Trigg
Ben Veal

The following Officer was present:

Bob Hamilton, Treasurer

District Counsel:

Peter Friedman
Marcus Martinez-remote

Other Counsel:

Shelly Scinto, Bond Counsel, Ice Miller-remote
Jim Snyder, Bond Counsel, Ice Miller-remote

Members of the Port District Staff were present:

Skip Goss, F3 Airport, General Manager/Director, Airport
Joe Seidelmann, F3 Marina, Operations Manager
Edith Guerrero, F3 Airport, Administrative Director, Airport
Eduardo Ortega, F3 Real Estate Services, VP of Asset Management-remote
Lisa Dykas, F3 Real Estate Services, Director - Property Accounting-remote
Ken Bristol, F3 Real Estate Services, Sr. Property Accountant, Team Lead-remote

Call to Order

Chairman Veal called the meeting to order at 11:30 am.

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Roll Call

Member Petry arrived at 11:36 am.

Pledge of Allegiance

Approval of Remote Participation/Voting

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

Chairman Remarks

General Counsel Report - None

Public Comment – (3 minutes per person) - None

Agenda

- 2024-R-14 Approving Professional Services Agreement with Deigan Group

In discussion, Ms. Trigg recommended that resolutions include where in the budget the funds for the proposed spend will come from. Legal counsel does not recommend that this be added to resolutions. It was noted that this proposed agreement is for targeted Brownfield assessment services are not grant funded. The District would be paying for services related to the investigation of the condition of the sites only.

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

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

No: Mr. Bach

Abstain:

Absent:

- 2024-R-15 Approving Fuel Services with Avalon Petroleum

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

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

No:

Abstain:

Absent:

- 2024-R-16 Approving Agreement with (Culloton & Bauer Luce) for Professional Services

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

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

No:

Abstain:

Absent:

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- 2024-R-17 Approving Purchase of Hamilton Transaction Kiosk Upgrade

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

No:

Abstain:

Absent:

- 2024-R-18 Approving Sixth Amendment Bay Marine Sublease with Topside Marina

*The resolution numbers 2024-R-18 and 2024-R-19 were incorrect on the documents and have been updated to correspond with the agenda.

In discussion, the board agreed that considering the short time the board had to review the details of Topside Marina purchasing Chicago Yachting Center assets and leasing back to Bay Marine, the District's counsel should research further and report back to the board on their findings. Legal will invite representatives to the regular April board meeting. Skip Goss voiced concerns about lease transfers because of his experience with UGN's FBO lease transfers.

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

- 2024-R-19 Approving Issuance of Debt Certificates

In discussion, Mr. Hamilton detailed the timeline to be followed if the motion passes. Mr. Dye and Ms. Trigg requested a change in language to the agreement. These changes were noted by bond counsel from Ice Miller.

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

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

No:

Abstain:

Absent:

Board Comments

Ms. Jones- stated that she has visited numerous airports during her professional travels. In keeping with the Port District's FAA obligation to be financially self-sufficient, she recommended that staff investigate how the Waukegan Port District can exercise its proprietary exclusive right to be the sole FBO at Waukegan National Airport since the lease with Signature is coming due in two years. Ms. Jones said that this option could keep revenues and profits at the airport and allow us to have better control of the service and maintenance of the FBO facilities at the airport. Mr. Goss accepted the assignment and stated that the airport has several options to consider as the FBO lease nears expiration.

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Ms. Trigg-wanted to acknowledge that F3 hired a new General Manager for the harbor. The Chairman confirmed that Joe Seidelmann has been appointed as the GM of the harbor.


Mr. Dye-Requested that Quarterly Budget vs Actual reporting be provided to the board and presented at the board meetings following the end of a quarter. He also recommended that weekly updates go out to the board concerning items that will be on the agenda.

Mr. Petry- updated the board on the Regional Transit Authority grant that he and staff applied for noting that there will be more details to come in the next few months. This grant would fund a developer panel workshop at the harbor to assist the board in deciding the appropriate course of action to take where development initiatives are concerned.

Adjournment

Motion by Ms. Trigg, seconded by Mr. Evers. The motion was approved on a unanimous voice vote. The meeting adjourned at 12:59 pm.

APPROVED:


Chairman

