

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

WAUKEGAN PORT DISTRICT  
Committee of the Whole Meeting  
of 17 April 2024  
2:00 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-left the meeting at 3:29 pm  
Paula Trigg  
Ben Veal

The following Officer was present:

Bob Hamilton, Treasurer

District Counsel:

Marcus Martinez

Members of the Port District Staff were present:

Skip Goss, F3 Airport, General Manager/Director, Airport  
Edith Guerrero, F3 Airport, Administrative Director, Airport  
Joe Seidemann, F3 Marina, Commissioning Manager  
Eduardo Ortega, F3 Real Estate Services, VP of Asset Management-remote  
Lisa Dykas, F3 Real Estate Services, Director-Property Accounting-remote  
Hunter Spitler, F3 Marina, Director of Marina Operations - remote

Call to Order

Chairman Veal called the meeting to order at 2 pm.

Roll Call

Pledge of Allegiance

Approval of Remote Participation/Voting

Chairman Remarks

Chairman Veal remarked that he believes the district is beginning to move in a good direction.

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General Counsel Report

Public Comment – (3 minutes per person)

Tom McIntosh-Mr. McIntosh is a current boater and requested an update on harbor dredging. The harbor GM will provide an update on dredging at a later time.

Agenda

- Board Guide draft review/discussion

Mr. Petry led a review and discussion on each section of the draft board guide. The group had a robust conversation about the components of the board guide. It was decided that financials and check registers will be provided a month in rears after discussion by staff and the board. The board will be emailed the draft board guide to track their individual changes and return to staff.

- Purchasing section of board guide proposed changes and discussion

Skip redlined portions of the current Purchasing Policy and provided rationale behind some of the proposed changes. The purchasing policy will be reviewed and updated by the finance committee in a separate meeting.

Board Comments

The board discussed the best option for providing edits to the board documents. Counsel advised that there may be no contemporaneous communications. The board will be provided with a draft document that they may redline edits to and return to staff for a new version of the document.

The finance committee approved reviewing check registers and financials a month in arears.

Adjournment

Motion by Mr. Dye, seconded by Mr. Evers. The motion was approved on a unanimous voice vote. The meeting adjourned at 3:47 pm.

APPROVED:

  
Chairman

