

**WAUKEGAN
PORT DISTRICT**
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MINUTES

WAUKEGAN PORT DISTRICT
Board Meeting of 17 April 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
Jack Dye
Tom Evers
Becky Jones
Greg Petry-remote
Paula Trigg
Ben Veal

The following Officer was present:

Bob Hamilton, Treasurer

District Counsel:

Peter Friedman
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
Scott Schmidt, F3 Real Estate Services, COO-remote
Joe Seidelmann, F3 Marina, General Manager, Harbor
Erika Krivitz, F3 Real Estate, Manager of Accounting and Finance-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

Approval of Remote Participation/Voting

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

Chairman Remarks

Chairman Veal congratulated the board and expressed that we have a plan to move forward in hopes of working well together.

General Counsel Report

None

Public Comment – (3 minutes per person)

None

Committee Reports

- Intergovernmental - Greg Petry and Tom Evers
 - Mr. Petry and Ms. Brown had an interview with Regional Transit Authority on 4/15 for the CMAP grant application that was filed on behalf of the Port District.
- 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 concerning signage issues and that was addressed.
- Marina major capital expenditures update – Paula Trigg
 - Ms. Trigg provided an update on the \$12M grant project.
 - IDOT has accepted all documents to be sent to IDOT for execution of the joint agreement. It is recommended not to begin work until the joint agreement has been returned.
- Harbor & Marina-Paula Trigg and Becky Jones
 - The committee met with the harbor GM and F3 Marina leadership and will provide a detailed report to the board. Highlights from this meeting include:
 - A review of leases expired or soon to expire and discussions are still ongoing for who can negotiate the leases.
 - Contracts executed by previous GM are in review to determine their necessity.
 - Pier repairs have been taken care of by staff with minor items requiring contractor work.

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Treasurer's and Finance Report

- Waukegan Port District Capital Assets Schedules update

Mr. Hamilton provided updates on the status of securing a loan for the harbor from Wintrust Bank. The auditor will be providing capital assets schedules service. The committee recommends that check registers be approved.

Consent Agenda

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

In discussion, the meeting minutes from the February 21 COW meeting were not included in the board packet and should be removed. It was requested that the financials from November through March be held until the next regular board meeting, after the finance committee meeting on April 23. Ms. Trigg requested an update to the February 21 regular board meeting minutes be made to reflect her comment during the Marina major capital expenditures update that IDOT reimbursements are taking 2 months to a year to receive.

- November 2023, Financials
- December 2023, Financials
- January 2024, Financials
- February 2024, Electronic Transfer and Check Approval
- February 2024, Financials
- February 2024, Meetings Minutes (COW, Regular and Special)
- March 2024, Financials
- March 2024, Electronic Transfer and Check Approval

Motion to establish the consent agenda as amended, made by Mr. Evers, seconded by Ms. Trigg. The motion was approved on a unanimous vote.

Motion to approve the consent agenda as amended, made by Mr. Evers, seconded by Mr. Bach.

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

No:

Abstain:

Absent:

Agenda

- Assignment of Lease from MEP Marinas to Bay Marine Presentation/Discussion
The board is being asked to approve the sublease, landlord estoppel and the assignment and assumption and amendment of the sublease agreement. Legal explained the documents and the

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particulars of the transaction. Matt Felhofer of Bay Marine and Stephen Lehn and Robert Durbin of Topside Marina were present to answer questions. The board expressed concerns and requested answers to questions that could be addressed at a special meeting. District counsel will summarize board requests and send them to Bay Marine/Topside legal counsel.

- 2024-R-18 Consenting to Assignment of Lease from MEP Marinas to Bay Marine

Motion to defer until a later date, made by Mr. Dye, seconded by Mr. Evers was approved on a unanimous voice vote.

Airport General Manager Remarks

- Q1 Financial Review
Mr. Goss provided updates on meetings and conferences he attended. He spoke with state legislators about the airport's initiatives and has plans to follow up for future assistance.

Harbor General Manager Remarks

- Q1 Financial Review
- F3 Updates
Mr. Seidelmann provided updates on marina operations and set up progress. He is expecting an update soon concerning dredging. The permit is being finalized by the IEPA. Upon finalization, the next step is to go out for a bid for services. Mr. Seidelmann proposed implementing a promotion of honoring the non-refundable deposit to boaters from competing marinas. The board offered their support of this initiative.

Scott Schmidt, COO F3 Real Estate Services, addressed the board concerning the 2023 reimbursement proposal. Mr. Schmidt is in hopes that the District and F3 can come to an agreement on the reimbursement.

Closed Session

The board desired to go into closed session for the purpose of discussing a specific employee of the Port District and probable or imminent litigation.

On a motion by Mr. Evers, seconded by Mr. Dye, the board convened to closed session for the purpose of discussing at 5:39 pm

Board Comments

Mr. Evers and Ms. Trigg commented on issues related to the performance of the Board chair and related removal issues.

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Legal provided an update on F-Pier. The documentation has been finalized and will be filed by next week. The Chairman needs to execute affidavits concerning the ownership and use of the Pier. An update will be forthcoming at the next regular board meeting.

Adjournment

Motion by Mr. Evers, seconded by Ms. Trigg. The motion was approved on a unanimous voice vote.

The meeting adjourned at 6:22 PM.

APPROVED:



Chairman

