

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

WAUKEGAN PORT DISTRICT  
Board Meeting of 15 May 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  
Paula Trigg  
Ben Veal

The following Officer was absent:

Bob Hamilton, Treasurer

District Counsel:

Peter Friedman-remote  
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 Seidelmann, F3 Marina, General Manager, Harbor  
Ken Bristol, F3 Real Estate Services, Senior Property Accountant  
Hunter Spitler, F3 Real Estate Services, Director of Marina Operations-remote  
Eduardo Ortega, F3 Real Estate Services, VP Asset Management-remote

Call to Order

Pro tem Chairman Evers called the meeting to order at 4pm.

Roll Call

Pledge of Allegiance

Approval of Remote Participation/Voting

Chairman Remarks

None

General Counsel Report

None

Public Comment – (3 minutes per person)

None

Committee Reports

- Intergovernmental - Greg Petry and Tom Evers-None
- Documentation and Operational Agreements - Greg Petry and Gene Bach
  - The committee postponed the second half of the draft board handbook review and will continue in June. Board members should submit updates before the next meeting.
- Disaster Planning and Departmental Coordination - Becky Jones and Jack Dye-None
- Marina major capital expenditures update – Paula Trigg
  - Ms. Trigg and Joe Seidelmann had an update call with Edgewater Resources on 5/14. We are waiting for IDOT approval. Dredging permits are in and the consultant will submit bid specs to be published hopefully in time for the June meeting.
- Harbor & Marina-Paula Trigg and Becky Jones-The committee provided an update in the board packet.

Treasurer's and Finance Report

- Mr. Dye provided an update. Financials for November through March have been reviewed by the finance committee. Ken Bristol, F3 Senior Property Accountant, was present and also provided details around the status of the harbor financials. The committee worked to make sure any remaining 2023 invoices that were paid in 2024 were recorded appropriately to ensure proper budgeting for 2025. The finance committee recommends approval of the check registers and the financials.

Consent Agenda

The motion to establish the consent agenda was approved by unanimous roll call vote on a motion by Mr. Bach, seconded by Mr. Dye.

- November 2023, Financials
- December 2023, Financials
- January 2024, Financials
- February 2024, Financials
- February 2024, Meetings Minutes (COW)
- March 2024, Financials
- April 2024, Meetings Minutes (COW, Regular and Special)

Motion to adopt the consent agenda, made by Ms. Trigg, seconded by Mr. Petry. The motion was approved on a unanimous roll call vote.

Harbor General Manager Remarks

- Mr. Seidelmann updated the board on various items for the harbor including status of the launch ramp kiosk and harbor entrance light repairs. Mr. Seidelmann is negotiating some contracts that previous the management entered into.

Airport General Manager Remarks

- Mr. Goss introduced Signature Aviation management to update the board on the second and final phase of the settlement agreement rehabilitation project. Signature is shifting gears on their customer experience and are looking to be known as a hospitality organization.
- Mr. Goss provided the official statement concerning the Waukegan Airport Safety Project:
  - “Due to the ever-changing federal guidelines, we continue to work with the FAA to ensure that environmental assessment investigation is fully up to date and that the Waukegan Airport Safety Project meets federal standards.”
- CMT also updated the group on project status including fence phase 5. CMT is currently working on splitting the configuration of the work to include multiple contractors.

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 a specific employee of the Port District and probable or imminent litigation. at 4:31 pm. Closed session ended at 4:52 pm.

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Agenda

- Elections
  - Chairman

Mr. Evers opened the floor for nominations for Chair. Ms. Trigg made a motion to nominate Jack Dye, seconded by Mr. Bach. Mr. Dye was elected as Chair on a roll call vote:  
Aye: Mr. Bach, Ms. Trigg, Ms. Jones, Mr. Evers, Mr. Dye, Mr. Petry  
No: Mr. Veal  
Abstain:  
Absent:
  - Treasurer

Ms. Trigg made a motion to nominate Mr. Hamilton for Treasurer, the motion was seconded by Mr. Petry. Mr. Hamilton was elected on a roll call vote:  
Aye: Mr. Veal, Mr. Bach, Ms. Trigg, Ms. Jones, Mr. Evers, Mr. Dye, Mr. Petry  
No:  
Abstain:  
Absent:
  - Secretary

Ms. Trigg nominated Mr. Evers, Mr. Petry nominated Ms. Trigg or Ms. Jones. Ms. Trigg declined. Ms. Jones accepted the nomination. On a motion by Mr. Petry, seconded by Mr. Evers, Ms. Jones was elected on a roll call vote:  
Aye: Mr. Bach, Ms. Trigg, Ms. Jones, Mr. Evers, Mr. Veal, Mr. Dye, Mr. Petry  
No:  
Abstain:  
Absent:
  - Vice Chair-the board does not desire to elect a Vice Chair at this time. The position will be filled pro tem if the need arises.

Board Comments

Board members expressed that the end of May is critical on harbor revenue for the remainder of the year and requested harbor General Manager updates concerning revenue. Ms. Jones commented that the Harbor & Marina committee discussed with the GM the need for him to be able to correlate events and marketing with results and be able to track those results. Ms. Trigg apprised the board of a survey on the Harbor & Marina that she received via mail. This survey is being conducted as a part of a graduate students' thesis.

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Adjournment

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

The meeting adjourned at 5:10 PM.

APPROVED:



Chairman

