WAUKEGAN
PORT DISTRICT
AIRPORT . MARINA . PORT

MINUTES

WAUKEGAN PORT DISTRICT
Board Meeting of 16 September 2026 4:00 p.m.
Waukegan Harbor & Marina
Bay Marine – Conference Room
3 E Madison ST
Waukegan IL 60085

The following Board Members were present:
Gene Bach
Jack Dye
Becky Jones
Greg Petry
Ben Veal

The following Board Members were absent:
Tom Evers
Paula Trigg

The following Officer was present:
Bob Hamilton, Treasurer

District Counsel:
Peter Friedman

Members of the Port District Staff were present:
Edith Guerrero, F3 Airport, Administrative Director, Airport
Joe Seidelmann, F3 Marina, General Manager, Marina
Skip Goss, F3 Airport, Director, Airport

Call to Order

Chairman Dye called the meeting to order at 4:00 pm.

Roll Call

Roll call was taken.

Pledge of Allegiance

The pledge of allegiance was recited.

Announcement of Remote Participants

Shannon Buckley, Airport hangar owner, joined the meeting

Approval of Remote Participation/Voting

No board members were present remotely.

Chairman Remarks

The Chairman discussed the proposed formation of an ad hoc committee to review District policies, the employee handbook, and operational procedures. He explained that the committee would provide oversight and guidance, while the administration and staff would be responsible for completing the underlying work. Board members interested in serving were asked to notify the Chairman within approximately one week. The committee is expected to meet on an as-needed basis.

General Counsel Report

General Counsel provided an update regarding pending federal litigation involving the District. A motion to dismiss has been filed seeking dismissal of the claims and addressing the request for class certification. The matter is currently before the federal court in Chicago and will be decided following briefing. An update is expected later in the year.

Public Comment – (3 minutes per person)

Members of the public addressed the Board regarding airport operations, hangar leases, general aviation, flight training, and the future development of Waukegan National Airport. Several speakers expressed a desire for continued collaboration between the Port District, airport management, hangar owners, pilots, and other airport stakeholders.

Comments included requests for greater clarity and transparency regarding the lease process, including points of contact, procedures for lease extensions and renewals, response timelines, criteria used to establish lease rates, and a timeline for continued discussions regarding existing and future lease arrangements. Speakers also emphasized the importance of general aviation, flight training, community engagement, and maintaining a strong relationship between airport users and the District.

A representative of Signature Aviation advised the Board of the company's interest in investing in its Waukegan operation.

A member of WAPA requested that written comments submitted by members be included in the official meeting record.

The Chairman stated that comments and written submissions would be forwarded to the appropriate managers and/or committees for review and follow-up.

Committee Reports

- Airport – Tom Evers, Paula Trigg and Bob Hamilton
    - The Airport Committee reported that its recent work has primarily focused on the FBO startup and transition from F3. The Committee anticipates continuing to focus on these matters through the upcoming transition period, with additional committee activity expected as circumstances require.

- Harbor – Gene Bach and Becky Jones
    - The Harbor Committee discussed potential use of the blue storage building. Due to a prior fire at the facility, a structural assessment will be required before the District proceeds with leasing the space.

- Finance - Bob Hamilton, Ben Veal and Greg Petry
    - The Finance Committee recommended approval of the checks and financial statements included in the meeting materials.
    - The Committee also reported on the ongoing revision of the Harbor chart of accounts. The revised structure is intended to more closely align Harbor accounting with the District's airport accounting structure and provide greater clarity regarding revenues and expenses. The goal is to implement the revised structure as part of the 2027 budget and accounting process.

- Special Assignment / Ad Hoc – Development – Ben Veal and Greg Petry
    - The Board discussed continued coordination with the City and the need to establish a more consistent communication process regarding matters affecting the District and its operations.

Consent Agenda

- July 2026, Electronic Transfer and Check Approval
- July 2026, Financials
- July 10, 2026 COW Special Meeting Minutes
- August 2026, Regular Meeting Minutes

    - The Board reviewed the consent agenda, including the July 2026 electronic transfers and check approvals, July 2026 financial statements, July 10, 2026 Committee of the Whole Special Meeting minutes, and the August 2026 Regular Board Meeting materials.
    - Corrections were noted to prior meeting materials to address a missing or incorrectly separated page.
    - The consent agenda was approved as presented.

Harbor General Manager Remarks

- The Harbor General Manager provided an update on current Harbor operations and projects. Dredging remains dependent on weather and lake conditions, with work anticipated to begin later in September. The project is intended to improve depth at the entrance of the harbor and within the marina.
- Management reported that a market survey is underway to establish competitive pricing for the 2027 boating season, with proposed rates expected to be presented to the Board in October. Increased interest from returning customers and larger vessels was noted, particularly in anticipation of improved harbor depth.
- An update was also provided on the Harbor's year-end financial outlook. Management is closely monitoring expenses and seasonal staffing levels.

- Management reported continued interest in available Harbor property, including the blue building, commercial wall space, and storage areas. Potential lease and storage opportunities are being evaluated.
- Management reported that occupancy has improved from prior years and that there is renewed interest from former and prospective customers.
- The Board also received an update regarding potential commercial port development and future grant opportunities. Discussions with the Illinois Department of Transportation are underway regarding development of an updated commercial port master plan and potential future funding. The Board discussed opportunities to expand commercial activity at the Port, including the potential for multimodal transportation and rail access, and directed staff to continue evaluating these opportunities.

Airport General Manager Remarks

- The Airport General Manager provided an update on airport operations, capital projects, and the upcoming FBO transition.
- The airport's environmental assessment remains under FAA review, with a public hearing anticipated later this year or early 2027 depending on the FAA review timeline. Taxiway construction continues to progress and remains generally on schedule.
- Management also provided an update on preparations for the October 1 FBO transition. Staffing, equipment, technology, facility preparations, training, vendor agreements, fuel operations, and tenant agreements are all progressing. The majority of initial FBO positions have been filled, and remaining positions are being actively recruited.
- A significant amount of FBO equipment has been delivered or is scheduled for delivery, including fuel trucks, aircraft handling equipment, ground support equipment, vehicles, and de-icing equipment. Staff training and operational preparations are continuing in advance of the transition.
- Management emphasized the importance of maintaining a strong general aviation operation and working collaboratively with airport tenants, pilots, and other stakeholders during the transition and beyond.
- The Board also received an update on the proposed FBO insurance program, including workers' compensation, property, aviation liability, and storage tank coverage. The Board discussed the potential for additional aviation liability or catastrophic coverage as part of future insurance planning.

2026-R-34 Authorizing Interim Space Occupancies – FBO

- The Board considered a resolution authorizing interim space occupations for existing FBO tenants.
- The resolution is intended to allow existing tenants to remain in their current locations during the transition while the District and new FBO operator work toward longer-term agreements. The resolution was approved.

2026-R-35 Approving Insurance Package for FBO

- The Board considered the proposed insurance package for the FBO transition. The resolution was approved.

WAUKEGAN
PORT DISTRICT
AIRPORT . MARINA . PORT

Board Comments

Board members expressed appreciation to District management and staff for the substantial amount of work completed in preparation for the October 1 FBO transition. The Board also recognized the significant coordination required to complete the transition and expressed appreciation to the individuals involved in the process.

Adjournment

The meeting was adjourned on a unanimous voice vote at 5:10 pm.

APPROVED:

Chairman

WAUKEGAN PORT DISTRICT OFFICIAL SEAL 1955 ILLINOIS