

**WAUKEGAN  
PORT DISTRICT**  
AIRPORT . MARINA . PORT

**MINUTES**

WAUKEGAN PORT DISTRICT  
Board Meeting of 16 October 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  
Jack Dye  
Becky Jones  
Greg Petry  
Paula Trigg  
Ben Veal-remote

The following Board members were absent:

Tom Evers

The following Officer was present:

Bob Hamilton, Treasurer

District Counsel:

Peter Friedman

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  
Rebecca Remshak, F3 Real Estate Services, Marina Accountant-remote  
Erika Krivitz, F3 Real Estate Services, Director of Marina Accounting-remote  
Lori Meehan, F3 Real Estate Services, Marina Operations Manager-remote

Call to Order

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

Roll Call

Pledge of Allegiance

Approval of Remote Participation/Voting

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

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## Chairman Remarks

Chairman Dye addressed the Broker of Record Letter that requires his signature. He sought consensus from the board to proceed with signing, contingent on legal counsel determining that no resolution or other concerns warrant withholding the signature.

## General Counsel Report

None

## Public Comment – (3 minutes per person)

Nikki Sullivan, Commodore of the Waukegan Yacht Club, provided an update on the club's upcoming events and discussed her recent meeting with the harbor General Manager regarding future initiatives.

## Committee Reports

- Airport – Tom Evers, Ben Veal and Bob Hamilton
  - None
- Development – Ben Veal and Greg Petry
  - Mr. Petry reported that the developer panel is tentatively scheduled for November 20.
- Capital Improvement – Paula Trigg and Jack Dye
  - The committee met with Edgewater recently and there has been some progress made in Springfield. They are hopeful to have signed IDOT contracts in the next month.
- Harbor – Gene Bach and Becky Jones
  - The committee met with Mr. Seidelmann to discuss slip fees and the resolution that will be presented to the board later in the agenda. They are also reviewing data from previous years' environmental testing on the property and collaborating with the IEPA to interpret findings from recent assessments.
- Intergovernmental - Greg Petry and Tom Evers
  - None
- Finance – Bob Hamilton, Becky Jones and Paula Trigg
  - The finance committee recommends approval of the check registers and financial statements. Mr. Hamilton highlighted an update to the finance committee report included in the board packet. He also addressed the harbor accounts receivable report, emphasizing the goal of resolving any outstanding items by the end of the year.

## Consent Agenda

The motion to establish the consent agenda was approved by unanimous voice vote on a motion by Mr. Petry, seconded by Mr. Bach.

- August 2024, Financials
- August 2024, Electronic Transfer and Check Approval
- September 2024, Meetings Minutes (Regular and COW)

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

Aye: Bach, Jones, Petry, Trigg, Veal  
Nay:  
Absent: Evers  
Abstain:

Airport General Manager Remarks

Airport staff recently attended the Illinois Public Airport Association Conference. Mr. Goss provided an IDOT project update as well as an update on ongoing issues on the property. There are future plans to go out to bid on work for the detention basin. Staff along with CMT, will travel to Springfield to present a 5-year airport improvement project funding request. The City of Waukegan is considering leasing space from Signature Flight Support for a 911 call center.

Harbor General Manager Remarks

Mr. Seidelmann updated the board on end of season operations and issues with “snagging” and utilizing various agencies to ensure enforcement of ordinances. Staff is working on 2025 marketing and large-scale events. Winter operations projects, budget plans were also discussed.

- 2024-R-25 Approving 2025 Fees and Charges for Harbor Marina

(An error was made in assigning resolution numbers. 2024-R-25 is in use. The corrected resolution number is: 2024-R-26 Approving 2025 Fees and Charges for Harbor Marina.)

- On a motion by Ms. Trigg, seconded by Ms. Jones with amendment of Exhibit A adding the authorization of a 5% discount if slip fees are paid by December 1, 2024 was approved on a unanimous voice vote.
- On a motion by Mr. Petry, seconded by Mr. Bach with amendment that staff has flexibility to react to changing market conditions and offer discounts and incentives with a report to the finance committee. The finance committee will report to the board.
- On a motion by Ms. Trigg, seconded by Ms. Jones. The motion was approved as amended by Ms. Trigg and Mr. Petry on a unanimous roll call vote:

Aye: Bach, Jones, Petry, Trigg, Veal  
Nay:  
Absent: Evers  
Abstain:

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Board Comments

None

Adjournment

Motion by Mr. Petry, seconded by Ms. Trigg. The motion was approved on a unanimous voice vote. The meeting adjourned at 4:50 PM.

APPROVED:



Chairman

