

**WAUKEGAN  
PORT DISTRICT**  
AIRPORT • MARINA • PORT

**MINUTES**

WAUKEGAN PORT DISTRICT  
Board Meeting of 18 October 2023  
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  
Paula Trigg  
Ben Veal

The following board members were absent:

Greg Petry

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  
Max Pekcan, F3 Marina, General Manager, Harbor  
Hunter Spitler, F3 Marina, Director of Marina Operations - remote  
Eduardo Ortega, F3 Real Estate Services, VP of Asset Management  
Erika Krivitz, F3 Marina, Manager of Accounting and Finance  
Tricia Burlage, F3 Real Estate Services, HR Manager  
Dani Broberg, F3 Real Estate Services, Marketing Specialist

Call to Order

Chairman Veal called the meeting to order at 4pm.

Roll Call

Member Greg Petry was absent.

Pledge of Allegiance

Approval of Remote Participation/Voting

Chairman Remarks

Chairman Veal remarked on the tremendous accomplishments by both General Managers at their respective locations. He also thanked Member Trigg and other ad hoc committee members for their efforts.

General Counsel Report

Public Comment – (3 minutes per person)

Tom McIntosh - requested information on harbor dredging. This request was addressed by harbor GM, Max Pekcan.

Committee Reports

- Intergovernmental - Greg Petry and Tom Evers
- Documentation and Operational Agreements - Greg Petry and Gene Bach
- Disaster Planning and Departmental Coordination - Becky Jones and Jack Dye
  - The committee has reached out to set up meetings with local agencies.
- Marina major capital expenditures update – Paula Trigg
  - The committee received revised PPI and are waiting for signed document from Edgewater.

Treasurer's and Finance Report

The finance committee is satisfied with Sikich as the Port District's auditor and recommends requesting a proposal for next year if the board agrees. The treasurer recommends approval of the check registers on the consent agenda.

Consent Agenda

Motion to establish the consent agenda approved unanimously on a voice vote on a motion by Mr. Evers, seconded by Mr. Dye.

- September 2023, Electronic Transfer and Check Approval
- September 2023, Financials
- September 2023, Meeting Minutes

Motion to approve the Consent Agenda, made by Mr. Evers, seconded by Mr. Dye. In discussion, Mr. Dye expressed concern with the purchase of F3 flags for the marina. He also discussed the necessity of careful review of the financials, in particular account coding. Ms. Trigg concurred with Mr. Dye. She also voiced concern with the current practice of reviewing checks that are already paid. Mr. Bach requested an update on overages on budget line items. The motion was approved on a roll call vote.

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

No:

Abstain:

Absent: Petry

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Airport General Manager Remarks

- Mr. Goss presented on legislative efforts and future efforts to educate the public on the airport. The environmental assessment for the runway project has gone through legal. Legal made comments and there is an upcoming FAA meeting to work through legal comments with an estimated draft assessment release in 2 weeks.
- Signature Presentation
  - Signature Flight Support provided updates on FBO improvements.
- Budget Presentation

Harbor General Manager Remarks



- Mr. Pekcan provided updates on end-of-season preparation, brainstorming meetings with possible developers and the progress with grants. He also provided updates to address public comments on dredging.
- F3 Marina Management Team introductions

Board Comments

- Chairman Veal congratulated the City of Waukegan on the recent removal of the water tower.
- Mr. Dye reminded the group of the importance of closely reviewing financials and that there are RFQ requirements that need to be reviewed.
- Ms. Trigg clarified that the discussion with developers has been exploratory and the Waukegan Port District has not hired anyone.
- Ms. Jones expressed the desire, which was also the desire of the group, to have a COW meeting in November to review and discuss budgets.

Adjournment

Motion by Ms. Trigg, seconded by Mr. Evers. The motion was approved on a unanimous voice vote. The meeting adjourned at 5:46 PM.

APPROVED:  

Ben Veal, Chairman