WAUKEGAN
PORT DISTRICT
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MINUTES

WAUKEGAN PORT DISTRICT
Board Meeting of 21 October 2026
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
Tom Evers
Becky Jones
Greg Petry
Paula Trigg
Ben Veal

The following Officer was present:
Bob Hamilton, Treasurer

District Counsel:
Peter Friedman

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

Call to Order

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

Roll Call

Roll call was taken. All Board members were present.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Announcement of Remote Participants

No remote participants were announced.

Chairman Remarks

The Chairman introduced a new member of the airport administrative team and welcomed him to the District.

The Chairman recognized District staff and North Shore Jet Center personnel for their extensive efforts in preparing for and completing the FBO transition on schedule. The Chairman also noted that the meeting packet was distributed later than intended due to the volume of transition-related work and stated that staff would work to provide Board members with more review time in the future.

General Counsel Report

No new developments were reported regarding the pending federal litigation involving the District. The Board will be updated as further information becomes available.

Public Comment – (3 minutes per person)

Members of the public raised concerns regarding harbor dredging and aquatic weed control. Questions were asked about the extent of dredging and whether additional weed-control treatments could be authorized. Management indicated that dredging was underway and that mechanical harvesting and improved timing of weed control would be considered for future seasons.

A member of the public also expressed appreciation for Harbor staff and their work supporting customers during a demanding season.

Committee Reports

- Airport – The Committee did not provide a formal report, noting that its recent work focused on the FBO transition.
- Harbor – The Committee reviewed the Harbor schedule, dredging progress, and proposed use of the blue storage building. The Committee recommended approval of the items presented.
- Finance – The Committee recommended approval of the Harbor financial materials. Outstanding matters involving F3 remain under review, with a goal of resolving them by the November meeting. Review of Airport financial materials was deferred due to the timing of the materials. The annual budget process is beginning.
- Special Assignment / Ad Hoc – Development – The Committee reported on its initial meeting with City staff. A shared project list is being prepared to improve communication, identify potential grant opportunities, and coordinate District and City initiatives. Future discussions may include presentations to City staff and aldermen regarding District operations.
- Operations / Employee Policies Ad Hoc – Board members volunteered to participate in an ad hoc committee to review the employee handbook, operational procedures, and performance review structure. The matter is expected to return to the agenda at the next meeting.

Consent Agenda

The consent agenda included August 2026 electronic transfer and check approvals, August 2026 financial statements, and the September 2026 Regular Board Meeting minutes. The Harbor financial materials were approved; Airport-related financial materials were held for later consideration. The consent agenda was approved as presented, with the noted financial-material exceptions.

Harbor General Manager Remarks

Management provided updates on ongoing harbor operations, maintenance, and financial matters. Key activities include gate repairs being pursued through the contractor's insurance, continued winterization

efforts, and dredging work to improve navigability near the harbor entrance and within the harbor. The District is also following up on outstanding IDOT reimbursements.

Additional updates included tenant account balances, potential leasing opportunities for available space, and proposed short-term use of the vacant Water Street building for cold storage while longer-term development options are explored. Management is reviewing budget adjustments and operating expenses, including opportunities to reduce seasonal telecommunications costs.

The Port is also coordinating with regional partners in connection with an upcoming feature in Business View magazine to increase visibility and promote the Port's economic and regional presence.

2026-R-42 Approving Indoor Cold Storage License Agreement

- The Board discussed a proposed license agreement for short-term indoor storage at the vacant Water Street building. Discussion focused on the monthly rate, seasonal use, insurance requirements, and procedures for property left behind after expiration or default.
- The agreement and resolution were to be revised to clarify the rate. The resolution was approved subject to the discussed revisions.

2026-R-45 Approving Waukegan Harbor Marina 2027 Fees and Charges

- The Board reviewed proposed 2027 Harbor and Marina fees and charges. Management explained that rates were evaluated using market comparisons and demand by category rather than applying a uniform increase across all fees.
- Management stated that customers must pay in full and complete required documentation before entering the water. The resolution was approved.

Airport General Manager Remarks

Management reported that the October 1 FBO transition was successfully completed, with operations continuing to stabilize. Staffing is in place for line service, and ongoing efforts are focused on customer service, equipment, software, facility improvements, and competitive pricing. Initial operating results were positive and additional growth is anticipated through continued customer outreach.

Significant storm damage, estimated at approximately $2 million, remains a priority, with the District working with its legal team and Signature Aviation to coordinate repairs. Environmental testing at the existing fuel storage facility showed no soil or water exceedances, while planning continues for a new above-ground fuel farm and potential grant funding.

Airport improvement projects are progressing, including taxiway reconstruction, perimeter fencing, runway-related taxiway improvements, and hangar pavement planning. Management also provided updates on facility upgrades, winter equipment preparations, and the evaluation of aging HVAC systems, including the need for preventive maintenance and phased equipment replacement.

2026-R-36 Approving Consultant Service Agreement for Reconstruction of Taxiway E3 and F

- The Board considered a consultant service agreement for taxiway reconstruction. The funding split was discussed as 90% federal, 5% state, and 5% local. The resolution was approved.

2026-R-40 Approving Consultant Service Agreement with CMT for Perimeter Fencing Phase 6

- The Board considered a consultant service agreement for the next phase of perimeter fencing. The resolution was approved.

2026-R-46 Approving Amendment to Engineering Service Agreement with CMT for South Hangar Rehabilitation Phase 2

- The Board considered an amendment to the engineering service agreement reflecting changes to the project scope. The resolution was approved.

2026-R-37 Approving License Agreement with Uline, Inc.

- The Board considered an interim license agreement intended to bridge the period before a longer-term lease is developed. The resolution was approved.

2026-R-39 Approving Maintenance Agreement with Bassett Mechanical

- The Board discussed the proposed HVAC maintenance agreement, including preventive maintenance, service calls, repair coverage, equipment condition, and future replacement needs. Management indicated that a competitive procurement process would be pursued after immediate transition-related work is addressed. The resolution was approved.

2026-R-38 Ratifying Arrow Specialties Ground Support Equipment Purchases

- The Board considered ratification of ground support equipment purchases made to support FBO operations. The resolution was approved.

2026-R-41 Approving Purchase of Two Used F-350 Heavy-Duty Trucks for the FBO

- The Board considered purchasing two used heavy-duty trucks through GSA Fleet. The resolution was approved.

2026-R-43 Ratifying Purchase of Ground Maintenance Equipment from McCullough Implement Company

- The Board considered ratification of ground maintenance equipment purchases. The resolution was approved.

2026-R-44 Ratifying GSE International Ground Support Equipment Purchase

- The Board considered ratification of a ground support equipment purchase. The resolution was approved.

Board Comments

Board members expressed appreciation to District staff and the North Shore Jet Center team for completing the FBO transition and the transition from F3. Members described the transition as a significant milestone for the District.

Board members requested that future meeting packets allow adequate review time and include bookmarks or tabs to make lengthy materials and resolutions easier to navigate. The Board discussed the possibility of calling an interim meeting if urgent matters arise; otherwise, current items were expected to proceed at the next regular meeting.

Management advised that a request for a wheel loader may be brought forward to support winter operations, subject to identifying an appropriate purchase option and available budget.

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Adjournment

The meeting was adjourned following a motion and second, with approval by voice vote.

SUBMITTED:

Board Liaison

WAUKEGAN PORT DISTRICT OFFICIAL SEAL 1955 ILLINOIS

APPROVED:

Chairman