



MINUTES

WAUKEGAN PORT DISTRICT
Board Meeting of 19 November 2025
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
Tom Evers - remote
Becky Jones
Greg Petry
Paula Trigg
Ben Veal

The following Board Members were absent:

Jack Dye

The following Officer was present:

Bob Hamilton, Treasurer - remote

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

District Council, Peter Friedman, called the meeting to order at 4:03 p.m.

A motion was requested to appoint a temporary chair. Motion by Member Bach to appoint a temporary chair. Discussion occurred regarding who traditionally assumes the role. Recommendation was made that Member Bach (longest-serving board member) serve as temporary chair. First motion did not receive a second. A second motion was made to appoint Mr. Bach as temporary chair. Member Bach was appointed as temporary Chair by unanimous voice vote on a motion by Member Trigg, seconded by Member Petry.



Roll Call

Roll call was taken.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Announcement of Remote Participants

Approval of Remote Participation/Voting

No objections to Member Evers' remote participation.

Chairman Remarks

None

General Counsel Report

District Counsel provided an update on the status of F Pier. The GIS map has been corrected. Counsel is working to see if a revised plat survey is needed.

Public Comment – (3 minutes per person)

Tom McIntosh – Anchor Yacht Club & Harbor Slip Holder

- Reports significant keel scraping entering/exiting the harbor; vessel draws 7.5 ft.
- Requests status update; may need to relocate if conditions are not addressed.
- Notes additional concerns regarding harbor facilities and building conditions.

Margie Freeman – Waukegan Airport Pilots Association (WAPA)

- Requests further detail on the financial study underway.
- Clarified that study is being done by the airport CPA, not an outside consultant.
- Requests definition of CPA's scope, mandate, and timeline.

Don Van Cura– Waukegan Airport Pilots Association (WAPA)

- Concerned about misinformation circulating among airport users.
- Requests outline of the accountant's scope and what issues are being evaluated, including runway vs. maintenance needs.
- Emphasizes desire for transparency to help alleviate rumors.

Mr. Goss addressed WAPA concerns stating that the consulting CPA is developing a 10-year pro forma of airport expenses, needs, and projected gaps which is needed to have conversations concerning lease renewals. Expected completion in Q1 2026. The runway program will be separated from general infrastructure needs (hydrants, sewers, water, gates, pavement). A comprehensive breakdown is in progress.

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Committee Reports

- Airport – Tom Evers, Ben Veal and Bob Hamilton - None

- Development – Ben Veal and Greg Petry – None

- Capital Improvement – Paula Trigg and Jack Dye –Basis of design report for the harbor commercial wall project completed. Report distributed to the Board. Questions should be directed to Joe; consultant available next month for Q&A. Financial issues with reimbursement invoices now resolved; submissions sent to IDOT, turnaround expected in 30–60 days.

- Harbor – Gene Bach and Becky Jones – Discussion of leases and ensuring full occupancy next season. Noted interest from several Chicago-area boaters due to increased taxes/fees elsewhere. Marketing plan underway using social media, web traffic, and presence at the boat show. More boats remain in harbor than expected; adjustments being made.

- Intergovernmental - Greg Petry and Tom Evers – None

- Finance – Bob Hamilton, Becky Jones and Paula Trigg – Check registers and September financials recommended for approval. Concern raised about cash balance in harbor fund; Joe to address. Second budget meeting held; budgets will be circulated for December approval. Audit kickoff (2025) scheduled with Sikich.

Consent Agenda

- September 2025, Electronic Transfer and Check Approval
- September 2025, Financials
- October 2025, Meeting Minutes

On a motion by Member Trigg, seconded by Member Jones, the consent agenda was created.

On a motion by Member Veal, seconded by Member Trigg, the motion was approved on a unanimous roll call vote:

Aye: Bach, Evers, Jones, Petry, Trigg, Veal

Nay:

Absent:

Abstain:

Agenda

- Approval of Closed Session Minutes –October 15, 2025

On a motion by Member Bach, seconded by Member Jones, the motion was approved on a unanimous roll call vote:

Aye: Bach, Evers, Jones, Petry, Trigg, Veal

Nay:

Absent:

Abstain:

Airport General Manager Remarks

The airport reported stronger-than-expected 2024 financial results, ending with a surplus rather than the projected deficit, though a significant deficit is expected in 2025 due to deferred maintenance and capital needs, including the local share of the AIP grant. The revised FBO RFP is ready for committee review, and engineering services finalist interviews are scheduled for early December, with a recommendation anticipated at the December board meeting. Waukegan Corporate Aviation is planning a major renovation of its 50-year-old hangar complex, with more details to be presented in December. The Phase 5 Fence Project is nearing a Notice to Proceed following an upcoming pre-construction meeting. Environmental review for the runway replacement program shows no significant impacts in key categories.

- 2025-O-02 Ordinance Amending Airport User Fee (Customs Overtime Fee and T-Hangers)

On a motion by Member Evers, seconded by Member Veal, the motion was approved on a unanimous roll call vote:

Aye: Bach, Evers, Jones, Petry, Trigg, Veal

Nay:

Absent:

Abstain:

Harbor General Manager Remarks

The Harbor team is working with engineers to accelerate dredging ahead of next season, with the goal of completing full harbor dredging before the season begins. Dredging will also be incorporated into the commercial wall project to allow beneficial reuse of the dredged material. A meeting is pending with the Army Corps and the DNR to coordinate long-term dredging needs, particularly in response to regional sediment drift.

Break wall Stone Replacement

Approximately 700 feet of core stone along the break wall require replacement, which is critical for controlling sand intrusion into the harbor. The remaining work represents a significant long-term capital need.

Basis of Design – Commercial Wall Project

The basis of design report for the commercial wall project has been distributed, and staff is seeking Board direction before moving forward to the full design phase. This project is important for restoring commercial revenue streams and stabilizing long-term harbor operations.

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Harbor Budget

Slip revenue continues to trend downward, and the proposed budget reflects conservative assumptions. An aggressive marketing strategy is being developed, with a full presentation planned for the next meeting. In the meantime, personal outreach efforts are underway, with Joe contacting all current and former customers directly.

Board Comments

Member Trigg requested updates on action items from the October meeting including two that remain outstanding – lease vs license analysis from legal and full lease reports for both the harbor and the airport

Member Veal offered his thanks to the airport staff for their continued efforts.

Member Petry expressed the continued need to host a board meeting at the harbor.

Closed Session

The Board entered closed session at 4:58 p.m. to discuss specific personnel pursuant to §120/2(c)(1), purchase or lease of real property pursuant to §120/2(c)(5) and setting the price for the sale or lease of Port District owned property pursuant to §120/2(c)(6) of the Illinois Open Meetings Act.


On a motion by Member Veal, seconded by Member Trigg, the motion carried by unanimous roll call vote.

At 6:02 p.m., the Board reconvened in open session on a motion by Member Trigg, seconded by Member Jones, approved by unanimous roll call vote.

Adjournment

On a motion by Member Trigg seconded by Member Evers, the meeting was adjourned on a unanimous voice vote at 6:02 pm.

APPROVED:


Chairman

