

**WAUKEGAN
PORT DISTRICT**
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MINUTES

WAUKEGAN PORT DISTRICT
Board Meeting of 20 November 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
Tom Evers-remote
Becky Jones
Greg Petry
Paula Trigg
Ben Veal

The following Officer was present:

Bob Hamilton, Treasurer

District Counsel:

Marcus Martinez

Members of the Port District Staff were present:

Edith Guerrero, F3 Airport, Administrative Director, Airport
Joe Seidelmann, F3 Marina, General Manager, Harbor
Rebecca Remshak, F3 Real Estate Services, Marina Accountant-remote
Hunter Spitler, F3 Real Estate Services, Director of Marina Operations-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 Mr. Bach, seconded by Ms. Jones, remote participation was approved on a unanimous voice vote.

Chairman Remarks

Chairman Dye commended the finance committee for their efforts with the budgets and financial reporting. The district's audit is later than scheduled and the Chairman wants to be better prepared to have the audit completed earlier next year.

General Counsel Report

None

Public Comment – (3 minutes per person)

None

Committee Reports

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

The Developer Panel took place as scheduled. The committee reported that the discussions were productive. The committee reported that the conversations were productive and the next steps are for the RTA to prepare a report to include commentary compiled from review of provided plans, the groups tour of parcels and a closed-door discussion. The committee will develop a proposal to expand the quarterly meetings between the Development Committee and the City to enhance collaboration and strategic planning.
- Capital Improvement – Paula Trigg and Jack Dye
 - The committee reported that there is no new information at this time.
- Harbor – Gene Bach and Becky Jones
 - The committee met with Mr. Seidelmann concerning harbor leases and will report next month.
- 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 anticipates review and Q&A of budgets, which are planned for presentation to the board in December.

Consent Agenda

The motion to establish the consent agenda was approved by a unanimous voice vote on a motion by Ms. Trigg, seconded by Mr. Veal. During discussion, Ms. Jones noted her absence at the September COW meeting and recommended correcting the minutes.

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

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

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

Nay:

Absent:

Abstain:

Harbor General Manager Remarks

- 2025 Harbor & Marina Budget-for review and discussion

Mr. Seidelmann presented an overview of the proposed 2025 budget in preparation for the December board meeting. Additionally, he provided updates on the following:

- Marina Winterization: Current progress and readiness for the season.
- 2025 Boat Show: Planning and key developments.
- Tenant Leases and Delinquencies: Status of ongoing lease agreements and measures addressing delinquencies.

Airport General Manager Remarks

- 2025 Customs Budget-for review and discussion
- 2025 Airport Budget-for review and discussion

Edith Guerrero provided an overview of the proposed airport and customs budgets for 2025 in preparation for the December board meeting.

- 2024-O-01 Approving Ordinance Amending Airport User Fee
 - On a motion by Ms. Trigg, seconded by Mr. Bach. The motion was approved on a unanimous roll call vote:

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

Closed Session

The board desired to go into closed session for the purpose of discussing probable or imminent litigation.

On a motion by Ms. Trigg, seconded by Mr. Bach. The motion was approved on a unanimous roll call vote:

The board convened to closed session for the purpose of discussing probable or imminent litigation at 4:48 pm. Closed session ended at 5:19 pm.

Board Comments

- Mr. Bach plans to provide legal with an article to draft an honorary resolution for rescuers to go before the board in December.
- Ms. Jones requested an update from the harbor on the proposal for the business requesting to rent the Coast Guard building. Mr. Seidelmann said that he and Mr. Bach discussed the possibility of an alternate space becoming available for rent.
- Ms. Trigg thanked legal for their work on updating the F-Pier ownership to reflect Waukegan Port District as owner. The property description continues to require some update by legal.


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- Mr. Veal made the board aware that the Harbor Control Building will require repair in the near future. Mr. Seidelmann has plans to make repairs in the winter.
- Mr. Petry reiterated that the Development meeting went well and thanked staff for their contributions.

Adjournment

Motion by Mr. Veal, seconded by Ms. Trigg. The motion was approved on a unanimous voice vote. The meeting adjourned at 5:31 PM.

APPROVED:



Chairman