



MINUTES

WAUKEGAN PORT DISTRICT
Board Meeting of 17 December 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
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, F3 Airport, Administrative Director, Airport
Joe Seidelmann, F3 Marina, General Manager, Marina
Skip Goss, F3 Airport, Director, Airport

Call to Order

Chairman Dye called the meeting to order at 4 pm.

Roll Call

Roll call was taken.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Announcement of Remote Participants - none

Approval of Remote Participation/Voting - none

Chairman Remarks

The Chairman noted that he recently attended the recent quarterly intergovernmental meeting hosted by the City of Waukegan. He also mentioned a plan to meet with the city and other local partners to drive events down to the harbor in 2026.

General Counsel Report

Legal Counsel reported that the District has now received two estimates for the surveying and mapping of the F Pier property. Counsel recommended waiting for the County's update to determine whether surveying and mapping will be required.

Member Trigg inquired about the parameters for discussing the District's license agreements and leases. Discussion followed regarding the appropriate forum for such matters, and it was determined that placing the topic on a future meeting agenda would be sufficient.

Public Comment – (3 minutes per person)

Matt Franklin, Senior Manager of Airport Relations for Signature Aviation, stated that Signature intended to present a development proposal to the District prior to issuance of the fixed-base operator (FBO) request for proposals (RFP), but the meeting did not occur before the RFP was released. Signature subsequently participated in the RFP process and intended to submit a proposal that, in his view, exceeded requirements and would have increased revenues to the District. He noted that the RFP process was later suspended without public explanation and that airport management is now recommending that the District assume FBO operations under a proprietary exclusive model.

Signature requested that the Board defer any decision on this change to allow time for full review of the facts, consideration of federal compliance implications, and evaluation of financial and operational risks. He expressed concerns regarding the costs, liabilities, and responsibilities associated with the District operating an FBO in-house, including staffing, capital investments, and potential financial losses. He also noted that such a decision would result in Signature Aviation leaving the airport. He requested the opportunity to present a formal proposal outlining private FBO options and asked the Board to allow additional time before making a decision.

Nikki Sullivan, Commodore Waukegan Yacht Club expressed appreciation for the District's continued support of the Waukegan Yacht Club and acknowledged the assistance provided by staff, particularly Joe Seidelmann. She noted the Club's interest in expanding its support of District initiatives, increased harbor activity, and broader community events. Ms. Sullivan reported a trend toward younger members, and shared general information regarding utility costs and ongoing building improvements.

Shannon Buckley, Waukegan Pilots Association requested that the Board continue to engage all airport stakeholders collaboratively and address uncertainty regarding future lease renewals for current airport leaseholders. He suggested that the Board consider hearing from representatives of the Aircraft Owners and Pilots Association (AOPA) and legal counsel to better understand industry practices, including alternatives to land

WAUKEGAN
PORT DISTRICT
AIRPORT • MARINA • PORT

reversion at lease expiration and approaches used at other airports. Mr. Buckley emphasized that the unresolved lease issues have created significant uncertainty affecting transactions and long-term planning.

Mr. Buckley stated that if the matter is not addressed, the Hangar Owners Association may pursue formal remedies, including filing an FAA complaint and seeking legal action alleging economic discrimination related to lease renewals. He indicated a preference to avoid this outcome and requested the Board's consideration of a special session or meeting to further discuss the issue.

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 –The committee had a kickoff meeting with IDOT and Edgewater.
- Harbor – Gene Bach and Becky Jones – The committee met with Joe to discuss anticipated increase in boaters for the 2026 season.
- Intergovernmental - Greg Petry and Tom Evers – None
- Finance – Bob Hamilton, Becky Jones and Paula Trigg – Check registers and October financials recommended for approval.

Consent Agenda

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

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

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

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

Agenda

- Approval of Closed Session Minutes –September 17, 2025 and November 19, 2025

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

- 2025-R-22 Approving Schedule of Regular Meetings (2026)

In discussion, Member Petry expressed the necessity in scheduling some meetings at the harbor in 2026. Chairman Dye suggested that Mr. Seidelmann make arrangements for suitable meeting accommodations and provide a schedule of dates and the meeting schedule can be amended.

On a motion by Member Evers, seconded by Member Bach, the motion was approved on a voice vote:

Aye: Bach, Evers, Jones, Trigg, Veal

Nay: Petry

WAUKEGAN
PORT DISTRICT
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- 2025-R-23 Approving Abatement of Tax for Series 2015 Bonds (for 2026)

During discussion, clarification was provided regarding the use of funds associated with the Series 2015 Bonds.

On a motion by Member Bach, seconded by Member Veal, and upon amendment by Member Veal, seconded by Member Trigg, to include updated details on the approved use of funds, the resolution was approved by a unanimous roll call vote.

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

- 2025-R-24 Approving Abatement of Tax for Series 2019 Bonds (for 2026)

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

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

Harbor General Manager Remarks

The Harbor General Manager reported that winterization of the harbor is nearly complete, with minor delays due to early ice, and all facilities are in good condition. A kickoff meeting was held for the commercial wall improvement project, and reimbursement requests have been submitted to the State. The Manager provided an update regarding the potential closure of a neighboring marina following the expiration of the State's operating contract, noting that displaced boaters may increase demand for slips at the harbor. Increased inquiries and early slip payments were reported, though conservative budget assumptions remain in place. Staffing remains limited, and a year-end financial and 2026 budget update was provided, with expense reductions implemented and future adjustments to be evaluated as conditions warrant.

- 2025-R-25 Approving Harbor Marina Budget Plan and Capital Expense Plan (2026)

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

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

- 2025-R-30 Approving Lease Agreement for 46 E Madison ST – tabled until January meeting

- 2025-R-31 Approving Amendment to Lease Agreement for Green Town on the Rocks
In discussion, the Harbor General Manager presented an amendment to the license agreement for Greentown on the Rocks to extend the existing license on a short-term basis while a long-term agreement is developed. The amendment includes standardized license language and an adjustment to the licensed area to square off the fence line, utilizing unused space and generating additional revenue without impacting park use. The amendment is intended as a one-year extension through December 31, 2026.

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

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

**WAUKEGAN
PORT DISTRICT**
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- 2025-R-32 Approving Amendment to License Agreement with Waukegan Yacht Club

In discussion, the Harbor General Manager presented an amendment to the license agreement for the Waukegan Yacht Club. The amendment adds language requiring the secure storage of alcohol and personal property when the premises are not in use and clarifies the Port's ability to utilize the space for events to generate additional revenue during the term of the agreement. Member Petry questioned not hearing the WYC report prior to the meeting.

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

Aye: Bach, Evers, Jones, Trigg, Veal

Nay: Petry

- 2025-R-33 Approving Amendment to Lease and License Agreement with Perfect Imperfections – Business Owner Change

In discussion, it was confirmed that there was no conflict of interest between Waukegan Yacht Club and Perfect Imperfections.

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

Aye: Bach, Evers, Petry, Trigg, Veal

Absent: Jones (stepped away)

Airport General Manager Remarks

Mr. Goss updated the Board on the resolutions before it, noting that the Airport Operating Budget and Capital Expense Plan for 2026 and the Customs Budget for 2026 were presented as previously reviewed. He also provided background on the proposed amendment to the Stick and Rudder lease, explaining that the amendment was intended as a short-term, month-to-month extension while broader lease policies are under review. He noted that clarifications were needed regarding the term date and fuel provisions. Upon discussion, staff recommended revising the amendment language and returning the item to the Board at a future meeting.

- 2025-R-26 Approving Airport Budget Plan and Capital Expense Plan (2026)

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

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

- 2025-R-27 Approving Customs Budget Plan (2026)

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

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

- 2025-R-28 Approving Amendment to Lease Agreement with Stick and Rudder Club Inc. – On a motion by Member Trigg, seconded by Member Bach, the Board tabled the item until the January meeting to allow for amendments clarifying fuel sales.

- 2025-R-29 Approving Airport Exercise of Proprietary Exclusive Rights

The Board discussed the option of proceeding with a request for proposals versus exercising proprietary exclusive rights. Board members noted that the matter had been reviewed over an extended period with input from consultants and legal counsel and expressed that exercising proprietary exclusive rights

**WAUKEGAN
PORT DISTRICT**
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aligns with the Airport's long-term vision, operational control, and future planning despite the anticipated transition challenges. The Board acknowledged the long-standing service and professionalism from Signature and look forward to the same professionalism and cooperation during the transition.

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

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

Board Comments

Board members extended holiday greetings and expressed appreciation for staff and fellow members, noting anticipation for an active and opportunity-filled year ahead at both the harbor and airport. Members emphasized that Board decisions are made thoughtfully and with input from consultants, legal counsel, and staff, particularly with respect to recent complex agenda items. Requests were made for future reports on all harbor and airport leases and licenses, including expiration dates and values, updates on planned facility renovations, and information regarding delinquent accounts. Board members reiterated their commitment to prudent business practices, growth, revenue collection, and a professional approach to upcoming transitions.

Adjournment

On a motion by Member Trigg seconded by Member Evers, the meeting was adjourned on a unanimous voice vote at 5:24 pm.

APPROVED:


Chairman

