

MINUTES OF REGULAR BOARD MEETING
OF WAUKEGAN PORT DISTRICT

September 17, 2014

Waukegan National Airport
Landmark Aviation FBO, Inc. – 2nd Level Conference Room
3550 N. McAree Road – Waukegan, Illinois

The following Board Members were present:

Jorge Torres
Gene Bach
Randy Podolsky
Grant Farrell
Joe Legat

The following Board Members were absent:

Dale Johnson
Mike Melius

District Counsel was not present.

Members of the Port District Staff present:

Jim Stanczak, Airport Manager
Barney Baker, Airport Maintenance Supervisor
Rose McElyea, Airport Secretary
Jamie O'Meara, Chief Accountant
Terri Hatton, Slip Coordinator
Joe Seidelmann, Harbor Maintenance Supervisor

Others in attendance:

Scott Graflund, CMIT Solutions
Jared Dellinger, GWDC
Tom Sivia, Waukegan Yacht Club

1. Call to order by Chairman Torres at 2:00 PM.
2. Roll Call

Messrs. Torres, Bach, Podolsky and Farrell answered present. Messr. Legat arrived at 2:02 PM answered present. Messrs. Johnson and Melius were not present.

3. Chairman Remarks

Mrs. Chris Peters is no longer with us. Ms. Rose McElyea has volunteered to take notes in the absence of Chris. Ms. McElyea has been at the airport for 26 years.

4. Approval of Regular Meeting Minutes of August 20, 2014

Mr. Stanczak – Correction: Johnson road was purchased for \$1.00. The figure for back taxes for Drobnick parcels is correct. These are two separate projects.

On motion of Mr. Podolsky to approve the August 20, 2014 regular meeting Minutes, seconded by Mr. Farrell, on a roll call vote all members present voted aye, and the Chairman declared the motion carried.

5. Approval of Closed Session Meeting Minutes of August 20, 2014

6. Approval of Special Meeting Minutes of August 26, 2014

7. Approval of checks

On motion of Mr. Podolsky to approve checks, seconded by Mr. Bach, on a roll call vote all members present voted aye, and the Chairman declared the motion carried.

8. Financial Reports: August 2014

Ms. O’Meara reviewed the financial reports. She stated that all have paid except for Hayes Mechanical regarding the aging report. Harbor Operations are down except for diesel fuel. The Boater Party stayed within the budget. Seasonal launch passes are down.

Mr. Farrell asked if we have a marketing plan or not for next year? Ms. O’Meara stated yes, and that information would be coming in the future.

On motion of Mr. Legat to approve the financial reports for August, 2014, seconded by Mr. Farrell, all members on a roll call present voted aye and the Chairman declared the motion carried.

Airport – Board/Public Commentary

Mr. Farrell stated that the 14th Waukegan Air Show was well attended. Attendance was between 15,000 and 20,000. He appreciated the communication between the Harbor, Airport and everyone that participated was very good. This year we had a wide range of people as volunteers and all went as planned. Fuel spent was \$21,240.00.

Airport Unfinished Business

9. August Operations and Airport Manager’s Report

Mr. Stanczak stated Airport operations are down, Corporations are flying and general aviation is down. Customs is very good. Ms. McElyea is working on updating the aircraft count.

On motion of Mr. Farrell to approve the Airport Operations Report seconded by Mr. Podolsky, on a roll call vote all members present voted aye and the Chairman declared the motion carried.

10. Airport Manager's Report

Mr. Stanczak stated that the Lake County Department of Transportation (LDCOT) will be expanding the access road to the gate off of runway 14 & Wadsworth Rd. Taxiway C punch list still has to be seeded. Phase II fencing starting September 29th. For Phase III \$42,220 has been approved. Entrance sign and road to Airport has been repaired. Working on block grant for parking lot. 20:1 – Runway end safety zone, 4 trees have to be removed. Mr. Stanczak will be attending the IPAA Conference (9-28-14 thru 10-1-14). Pre Construction meeting for Landmark ramp September 18th at 10 AM. Drobnick parcel discussion is still ongoing. Maintenance-Customs building has been painted and solar lights have been placed on windsocks. Hangar leases need to be looked at. Mr. Podolsky questioned the range of prices. This will be discussed and considered in the future.

Airport – New Business

11. WCAF request for approval of hangar door modifications.

Abbie wishes to change the hangar doors to accommodate their aircraft. WCAF approves. Mr. Bach – Do they have a preference? Mr. Stanczak - No dividers.

On motion of Mr. Bach to accept WCAF request for hangar door change seconded by Mr. Farrell, on a roll call vote all members present voted aye and the Chairman declared the motion carried.

12. Standard Agreement for Engineering Services – Ahern Demolition

On motion of Mr. Podolsky to accept approval for Ahern demolition seconded by Mr. Farrell, on a roll call vote all members voted aye and the Chairman declared the motion carried

Harbor-Board /Public Commentary

Mr. Sivia from the Waukegan Yacht Club requested that we investigate mooring cans. Mr. Seidelmann stated that the benefits would be great to be able to offer all docks if there is no cost to us. Mr. Sivia left after his presentation. Mr. Torres stated no decision, information only at this time.

Harbor-Unfinished Business

13. June Operations

Covered under financial reports.

14. Status Report

Mr. Seidelmann – Harbor is preparing for winter. Water lines will be shut down October 15th. Gas dock open until November. Landscaping being completed. Mr. Torres-still okay for marketing next year. Packages that were handed out this year were received very well. Mr. Bach –Weed Control, trying for permits from month to month. Ms. O’Meara –Highland Park District is closing because of Homeland Security restrictions. Mr. Podolsky - We should try and get a list of boaters from Highland Park.

15. Approval of Wireless Internet Proposal

Mr. Seidelmann – Wi-Fi is a common idea and is needed hopefully by 2015.

Mr. Graflund – CMIT has evaluated different programs. A packet was presented and reviewed for the overall Wi-Fi System. Teleprime information was also submitted. Wi-Fi will be separate from the Port Office and will also serve the patio area. Mr. Bach – Can we satellite it in? Ms. O’Meara stated that a meeting for Comcast was looked into but it is not feasible at this time; talks will be ongoing. Mr. Bach – Would there be a charge if we switched, Graflund - no.

On motion of Mr. Bach to approve Harbor wide Wi-Fi as presented, with the stipulation from Mr. Podolsky that the cost will not exceed \$10,000 and service being recommended by staff, seconded by Mr. Farrell, on a roll call vote all members present voted aye and the Chairman declared the motion carried.

Harbor-New Business

16. Resolution authorizing execution of BAAD/DOC-5; Certification Statement for ADA Compliant Canoe and Kayak Launch Grant Application

Mr. Bach – Will this interfere with North Harbor shipping? Mr. Podolsky – This is creating activity and other amenities. Mr. Torres – The positive outweighs the negative.

Mr. Bach – Correction: June 2014 Minutes in regards to IDNR payment by the Park, they did pay in advance.

On motion of Mr. Bach to approve Canoe and Kayak Launch Grant Application, seconded by Mr. Farrell, on a roll call vote all members present voted aye and the Chairman declared the motion carried.

Closed Session

17 Personnel Matters pursuant to 5 ILCS 120/2 (c) (1) of the Open Meetings Act

Open Session

18. Personnel Matters pursuant to 5 ILCS 120/2 (c) (1) of the Open Meetings Act

19. Approval of Separation Agreement and Release

On motion of Mr. Bach to approve the Separation Agreement and Release for Mr. Brion O'Dell, seconded by Mr. Legat, on a roll call vote all members present voted aye and the Chairman declared the motion carried.

20. General Manager

Mr. Torres stated that Randall Rogers has accepted the General Manager position. At this time his starting time will be November 1, 2014. Mr. Torres - applicants total was 23. Mr. Farrell stated he would like a list from the Board members of 5 goals that the General Manager should meet.

There being no further business, on motion of Mr. Bach, seconded by Mr. Farrell, all members present voted aye, and the chairman declared the motion carried. The meeting adjourned.

GRANT B. FARRELL, Secretary

APPROVED:

JORGE M. TORRES, Chairman