

MINUTES OF REGULAR MEETING
WAUKEGAN PORT DISTRICT BOARD

April 17, 2019
4:00 p.m.

Waukegan National Airport
Airport Administration Office – Conference Room
2601 Plane Rest Drive, Waukegan, IL

The following Board members were present:

Gene Bach, Member and Historian
Tom Evers, Member
Bob Hamilton, Treasurer
Joe Legat, Member
Billy McCaffrey, Member
Jorge Torres, Member and Assistant Treasurer
Grant Farrell, Board Chairman

The following Board officers were present:

Randy Podolsky, Secretary

District Counsel

Peter Friedman

Members of the Port District Staff present:

Phil Cook, Founders 3, Manager, Marina Accounting
Skip Goss, F3 Aviation, General Manager, Airport
Joe Seidelmann, F3 Marine, General Manager, Harbor
Cathy Smith, F3 Aviation, Assistant General Manager, Airport
Mary McCarthy, F3 Marine, Staff Accountant
Mary Louise Schram, F3 Aviation, Administrative Assistant

Call to Order

Chairman Farrell called the meeting to order at 4:00 PM.

Roll Call

Pledge of Allegiance led by Chairman Farrell

Approval of Remote Participation/Voting – none

(note: Mr. Torres joined the meeting at 4:03 pm)

Chairman Remarks – Grant Farrell

Chairman Farrell stated that since the last Board meeting he:

- led two management meetings with the General Managers

- consulted with the Port District’s legal Counsel and outside Counsel as required regarding legal matters
- continued conversation with Signature Flight Services
- met with the CEO of Abbott and Chief Counsel of AbbVie
- met with the leasee of Harbor’s Edge, Mr. Seidelmann, and Mr. McCaffrey

Chairman Farrell reported that the review of Closed Meeting minutes has been completed through 2018 and thanked the Board for their effort to bring the review current. Chairman Farrell updated the Board on the status of Senate Bill 2093 and stated that WPD will continue its effort to educate and inform municipal organizations and ask for their support. The Board meeting this month and in June will be at the Airport. Chairman Farrell invited Board members to attend a City of Waukegan press event scheduled for Thursday, 4/18, at 1:30 PM at WPD’s Harbor Place Admin Building. The event will announce that the City of Waukegan is joining the Great Lakes and St. Lawrence Cities Initiative.

F3 Report

Phil Cook deferred his report to the Airport General Manager Remarks.

Committee Reports

Finance Committee

Mr. Hamilton reported that it was the committee’s recommendation to approve the March 2019 Check Register.

Public Comments

Public comment included topics specific to Harbor amenities to maintain and increase customer base.

Consent Agenda

- March 2019 Regular Board Meeting Minutes
- March 2019 Closed Board Meeting Minutes
- March 2019 Check Approval
- March 2019 Financials

Motion by Mr. Evers, second by Mr. Bach
To establish the Consent Agenda

On a voice vote, all members present voted aye and the Chairman declared the motion carried.

Motion by Mr. Evers, second by Mr. Hamilton:
To approve the items on the Consent Agenda

On the following roll call vote, the Chairman declared the motion carried:

- Aye:.....Mr. Bach, Mr. Evers, Mr. Hamilton, Mr. Legat, Mr. McCaffrey, Mr. Torres
- No:.....none
- Absent:.....none
- Abstain:.....none

Harbor General Manager Remarks

Mr. Seidelmann stated that the weather has delayed the work required to open the Harbor. This week the staff are turning on the water and trying to stay ahead to meet the boater’s needs. Mr. Seidelmann stated that

the boaters have been understanding as the work continues. Upgrades to the boater's lounge are completed. The Army Corps of Engineers (ACE) is renting a small office in the maintenance building and their work on the pier will begin on April 29. Mr. Seidelmann reported that returning boater numbers are on-pace with last year's numbers but that the Harbor is slightly behind last year's number of new boaters at this time. He noted that Waukegan Port District (WPD) attended the Schaumburg boat show and two boaters signed up during the event. He stated that the event encouraged him to anticipate participating in next year's event, if held. Mr. Seidelmann informed the Board that the Earth Day activities have been moved to April 27 and they are all invited to join the event. Mr. Seidelmann introduced Robert Kutzler as the newest member of the Port District, noting that he is excited to have Mr. Kutzler's energy focused to meet the marketing needs of the Harbor.

The Board members asked questions about customer surveys and analytics. Mr. Seidelmann stated that he is collecting the information and will share it with the Board when available,

Mr. Seidelmann introduced Mr. Nichols and Mr. Iachimedis, two local entrepreneurs who would like the Port District to consider berthing the MS Norgoma at the Waukegan Harbor. The MS Norgoma is currently a museum ship located in Sault St. Marie, MI. The Board members discussed the possibility of the venture, noting that they would need more specificity through a business plan and proposal. Chairman Farrell directed the guests to continue their discussions through Mr. Seidelmann.

Mr. Seidelmann introduced Mr. Classen who updated the Board on the Waukegan Yacht Club's Junior Sail program. (WYCYF Junior Sail). Mr. Classen reviewed the mission, safety, program, community support, and a list of alumni from the program. In 2018, participation in the Junior Sail program included young people from twenty-two (22) communities from as far south as Chicago, north into Wisconsin and many Lake County towns and villages.

Mr. Seidelmann described the resolution to purchase a courtesy cart (6-passenger) and replacement golf cart. He noted that the City of Waukegan has issued a street permit so that the cart can be used to transport boaters to the local businesses on Genesee Street. Mr. Seidelmann described how this plan is represented in the Harbor's marketing plan, which includes a strategy to work with local businesses to sponsor the cart which would underwrite the associated costs. Mr. Seidelmann noted that the courtesy cart has electric batteries but that the vendor will provide full trade-in value for a gas-powered cart if there is difficulty with the cart making the uphill trip.

Motion by Mr. Torres, second by Mr. Hamilton:

To approve 2019-R-11 A Resolution Approving Purchase of Customer Shuttle Carts

On the following roll call vote, the Chairman declared the motion carried:

Aye:.....Mr. Bach, Mr. Evers, Mr. Hamilton, Mr. Legat, Mr. McCaffrey, Mr. Torres

No:.....none

Absent:.....none

Abstain:.....none

Airport General Manager Remarks

Mr. Goss described the \$150MM capital improvement available to the Port District if the Northern Illinois Airport Authority legislation were to pass (SB2093). Mr. Goss stated that the bill remains in the Senate and still has Senator Link's support. Mr. Goss stated that he will continue to reach out to Lake County Board members, Mayors, and other municipal organizations in an effort to educate, inform and request support.

Mr. Goss reported that the construction of two new hangars began on the north end of the field. One of the projects (private build) is using non-union labor which may result in picketing. Mr. Goss stated that the Board may want to consider drafting a "union requirement" policy for future lease/build projects.

Mr. Goss presented the background and need to bond to build the customs building, purchase an ARFF, and

pay the costs associated with the environmental assessment. The bond would be for twenty (20) years and the details of the bond were included in the Board packet.

Motion by Mr. Hamilton, second by Mr. Torres:

To approve 2019-O-01 An Ordinance Authorizing the Issuance of General Obligation Bonds Series 2019 of the Waukegan Port District

On the following roll call vote, the Chairman declared the motion carried:

Aye:.....Mr. Bach, Mr. Evers, Mr. Hamilton, Mr. Legat, Mr. McCaffrey, Mr. Torres
No:.....none
Absent:.....none
Abstain:.....none

Closed Session at 5:05 PM

Motion by Mr. McCaffrey, second by Mr. Evers:

To move to closed session for the purpose of discussing pending litigation.

On the following roll call vote, the Chairman declared the motion carried:

Aye:.....Mr. Bach, Mr. Evers, Mr. Hamilton, Mr. Legat, Mr. McCaffrey, Mr. Torres
No:.....none
Absent:.....none
Abstain:.....none

Reconvene to Open Session at 5:40 PM

Present: Chairman Farrell, Mr. Bach, Mr. Evers, Mr. Hamilton, Mr. Legat, Mr. McCaffrey, Mr. Torres

Chairman Farrell reported to the Board that he, Mr. Seidelmann, and Mr. McCaffrey met with the leasee of the Harbor's Edge to discuss their plan for Summer 2019 operations. The leasee disclosed at the meeting that he was not going to operate Harbor's Edge this summer. Chairman Farrell directed Mr. Friedman to prepared correspondence to leasee to officially terminating the lease pursuant to its terms.

Adjournment

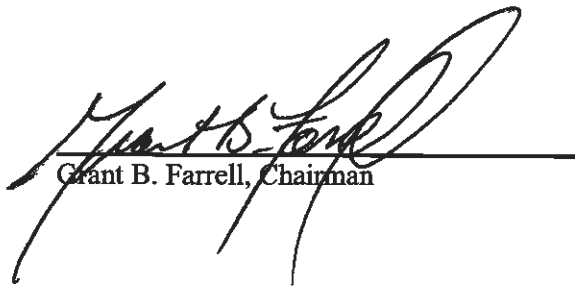
Motion by Mr. Hamilton, second by Mr. Evers:

To adjourn

On a voice vote, all members present voted aye and the Chairman declared the motion carried.

Meeting Adjourned at 5:43 PM

APPROVED



Grant B. Farrell, Chairman