



**Waukegan Port District • Waukegan Regional Airport  
Waukegan Harbor**

## **FREEDOM OF INFORMATION ACT REQUESTS**

**FOIA Officers:**

**Duncan C. Henderson, Executive Director  
Christine E. Peters, Executive Assistant**

**Administrative Office:**

**55 South Harbor Place  
P.O. Box 620 • Waukegan IL 60079-0620  
Telephone: (847) 244-3133 • Fax: (847) 244-1348**

**Airport Office:**

**3580 McAree Road  
P.O. Box 620 • Waukegan IL 60079-0620  
Telephone: (847) 244-0055 • Fax: (847) 244-3813**

**E-mail:**

**Executive Director: [dhenderson@waukeganport.com](mailto:dhenderson@waukeganport.com)  
Executive Assistant: [cpeters@waukeganport.com](mailto:cpeters@waukeganport.com)**

## **How to File a Freedom of Information Act Request with the Waukegan Port District**

The following are instructions on how to file a Freedom of Information Act (FOIA) request with the Waukegan Port District.

1. Please make your request for records in writing. The Waukegan Port District does not require the completion of a standard form for this purpose. You may submit your written request by mail, fax or e-mail. **Please direct your request to:**

**FOIA Officer – Duncan C. Henderson, Executive Director**

**Or**

**FOIA Officer – Christine E. Peters, Executive Assistant**

Waukegan Port District

55 S. Harbor Place, P.O. Box 620

Waukegan IL 60079-0620

Fax: (847) 244-1348

E-mail: [dhenderson@waukeganport.com](mailto:dhenderson@waukeganport.com) or [cpeters@waukeganport.com](mailto:cpeters@waukeganport.com)

2. Please be as specific as possible when describing the records you are seeking. Remember, the Freedom of Information Act is designed to allow you to inspect or receive copies of records. It is not designed to require a public body to answer questions. To the extent that you wish to ask questions of a representative of the Waukegan Port District, you may call our office at 847-244-3133 to be directed to the proper person.

3. Please tell us whether you would like copies of the requested records, or whether you wish to examine the records in person. You have the right to either option.

4. There is no fee for up to 50 pages of standard paper copies. For pages beyond 50, there is a 15 cent per page charge.

5. You are permitted to ask for a waiver of copying fees. To do so, please include the following statement (or a similar statement) in your written FOIA request: "I request a waiver of all fees associated with this request." In addition, you must include a specific explanation as to why your request for information is in the public interest – not simply your personal interest – and merits a fee waiver.

6. Please include your name, preferred telephone number(s), mailing address, and, if you wish, your electronic mailing address.

**FOIA REQUEST**

*\*\*Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request. \*\**

Name and Address of Public Body Receiving Request: \_\_\_\_\_  
\_\_\_\_\_

Date Requested: \_\_\_\_\_

Request Submitted By: \_\_\_ E-mail \_\_\_ U.S. Mail \_\_\_ Fax \_\_\_ In Person

Name of Requester: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/County Zip (required): \_\_\_\_\_

Telephone (Optional): \_\_\_\_\_ E-mail (Optional): \_\_\_\_\_

Fax (Optional): \_\_\_\_\_

Records Requested: *\*Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you want copies of the documents? YES or NO  
--Do you want Electronic Copies or Paper Copies? \_\_\_\_\_  
--If you want Electronic Copies, in what format? \_\_\_\_\_

Is this request for a Commercial Purpose? YES or NO  
*(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).*

Are you requesting a fee waiver? YES or NO  
*(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).*

## **WAUKEGAN PORT DISTRICT PROFILE**

### SPECIAL DISTRICT STATE AGENCY:

WAUKEGAN PORT DISTRICT is a political subdivision, body politic and municipal corporation created by Illinois Statute in 1955 and thereafter amended, 70 ILCS 1865. The District is responsible for the operation and development of Waukegan Regional Airport and Waukegan Harbor.

### GOVERNANCE:

The governing and administrative body of the Port District consists of seven members, known as the Waukegan Port District Board. Board Members are appointed by the Governor of the State of Illinois (3 Members) and by the Mayor of the City of Waukegan (4 Members).

### OFFICERS:

Directors elect from among themselves, a Chairman, Treasurer and Secretary.

### APPOINTED OFFICIALS:

The Board appoints an Executive Director, Attorney and Accountant. The Executive Director manages the properties and business of the District and its employees. The District employs an Airport Manager, a Harbor Manager, 19 full time employees and about 30 others either part-time or seasonal.

### BOUNDARIES:

The Waukegan Port District embraces all the territory included within the corporate limits of the City of Waukegan and all the territory lying north of the center line of sections 31 and 32, township 45 north, range 12, east of the third principal meridian, and east of the east line of the right-of-way of the Chicago and North Western Railway in section 31 and in sections 36, 25, 24, 13, 12 and 1 in township 45 north, range 11, east of the third principal meridian and section 36, township 46 north, range 11, east of the third principal meridian and south of the north line of section 36 township 46 north, range 11, east of the third principal meridian, and the north line of sections 31, 32, 33, 34 and 35 in township 46 north, range 12, east of the third principal meridian (except the territory lying within the corporate limits of the Village of Gurnee as said limits exist on the effective date of an amendatory act of 1957), including an area in Lake Michigan which lies within a projection easterly of the territory lying south of the north line of section 35, township 46 north, range 12, east of the third principal meridian, and north of the south line of section 28, township 45 north, range 12, east of the third principal meridian, for a distance of two miles into said lake.

### ANNUAL BUDGET:

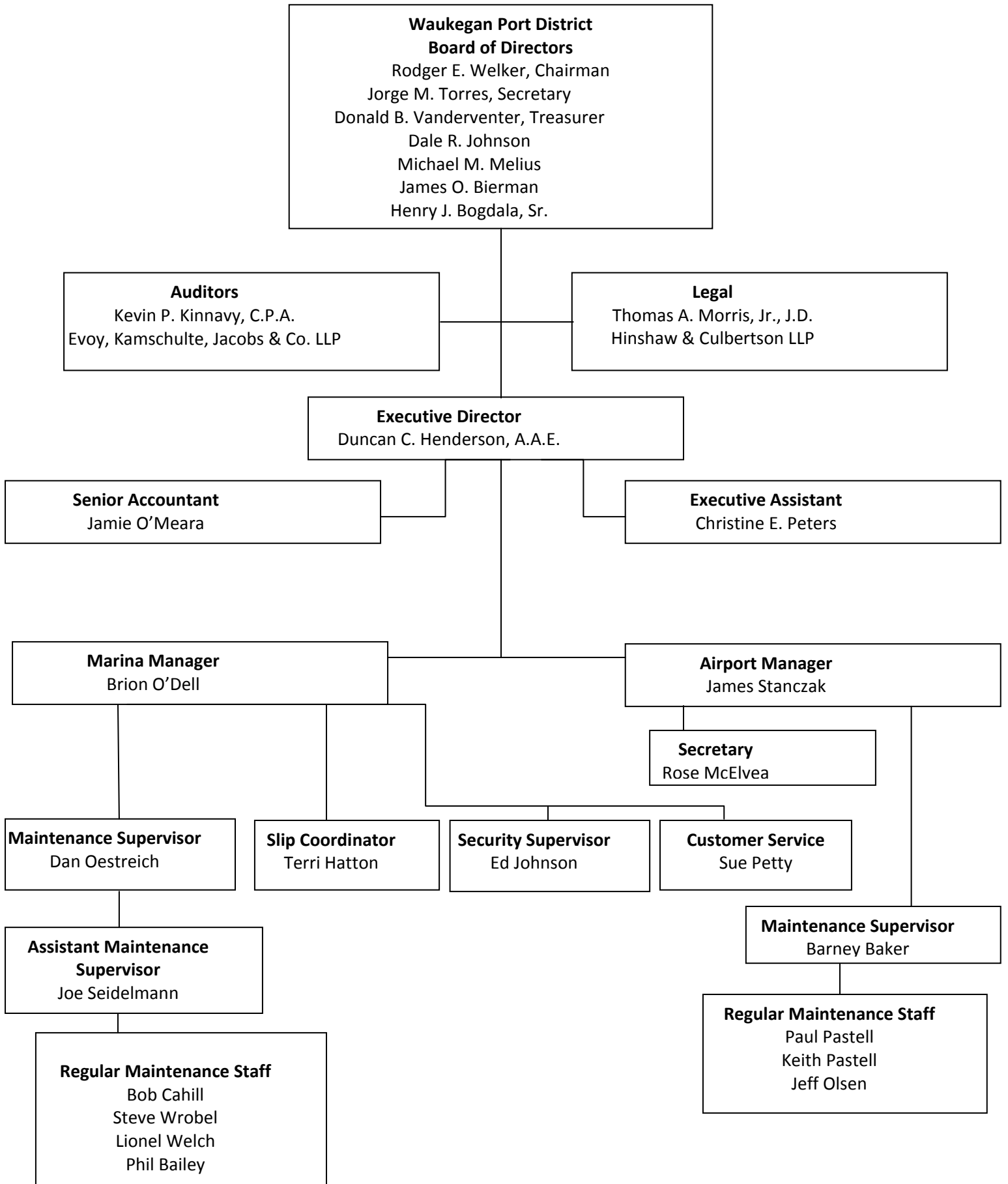
The Waukegan Port District is not supported by tax revenue. The operating and capital budget for 2010 is \$4,075,611. The operating budget is based on gross receipts derived from slip and fuel fees, user fees and fuel flowage, and land leases.

DISTRICT RESOURCES:

The Waukegan Port Districts owns and operates the Waukegan Harbor and the Waukegan Regional Airport.

The Waukegan Harbor consists of two separate facilities, North Harbor, a commercial and industrial port and the South Harbor Marina which is a recreational facility.

Waukegan Regional Airport (UGN) is a general aviation facility with a 6,000 foot runway, Instrument Landing System, Air Traffic Control Tower, and U.S. Customs Service.



GENERAL LIST OF RECORDS AVAILABLE:

AUDITS

BID RECORDS

BUDGETS

CERTIFICATES OF INSURANCE

CERTIFICATES OF STATUS OF EXEMT PROPERTY

CONSTRUCTION CONTRACTS

FINANCIAL REPORTS

"FREEDOM OF INFORMATION ACT" REQUESTS

LAND LEASES

MINUTES AND AGENDAS

ORDINANCES

STATEMENT OF ECONOMIC INTEREST LISTS

STORMWATER POLLUTION PREVENTION PLAN

SPILL PREVENTION CONTROL AND COUNTERMEASURE PLAN

WILDLIFE HAZARD PLAN