

**MINUTES OF REGULAR BOARD MEETING  
OF WAUKEGAN PORT DISTRICT**

**July 15, 2009**

**Waukegan Regional Airport  
DB Aviation FBO, Inc. – 2<sup>nd</sup> Level Conference Room  
3550 N. McAree Road – Waukegan, Illinois**

**The following Board members were present:**

Jim Bierman  
Donald Vanderventer  
Jorge Torres  
Dale Johnson  
Mike Melius  
Hank Bogdala

**The following Board member was absent:**

Rodger Welker

**District Counsel present:**

Thomas A. Morris, Jr.

**Members of the Port District Staff present:**

Duncan C. Henderson, A.A.E., Executive Director  
Jim Stanczak, Airport Manager  
Chris Peters, Administrative Assistant  
Brion O'Dell, Marina Manager  
Jamie O'Meara, Chief Accountant  
Barney Baker, Airport Maintenance Supervisor

**Others in attendance:**

Ron Hudson, Hanson Professional Services  
David G. Brittsan, DB Aviation, Inc.  
Dennis Banner, Banner Aviation  
Grant Farrell, Waukegan Airshow Board Member

**Mr. Bierman called the meeting to order at 9:00 A.M.**

On motion of Mr. Melius to appoint Jim Bierman Acting Chairman in the absence of Dr. Welker, seconded by Mr. Johnson, all members present voted aye and the Chairman declared the Motion carried.

1. Approval of the Board Meeting Minutes of June 17, 2009

On motion of Mr. Johnson to approve regular meeting Minutes of June 17, 2009, seconded by Mr. Torres, all members present voted aye and the chairman declared the motion carried.

2. Approval of Checks

Mr. Vanderventer reported he had reviewed checks with Ms. O'Meara. The board discussed various checks and payments. On motion of Mr. Vanderventer to approve checks, seconded by Mr. Melius, all members present voted aye, and the Chairman declared the motion passed.

4. Financial Reports: June 2009

Mr. Henderson reviewed revenue and expense reports for the board during which time Mr. Morris arrived at the meeting. The board discussed the reports generally and did inquire about the removal of Edmund from the Aging Report in light of the pending litigation. Ms. O'Meara reported the amount due had been written off according to normal accounting policy. Usually past due amounts are written off after one year and this was a sum due from 2007. The Board requested that a line item be added to the Report for write-offs. The Harbor Aging Report shows a sum due from LaFarge which is likely due to corporate channels. However, Waukegan Yacht Services is again behind. Mr. O'Dell reported that he regularly visits with Mr. Walker in an effort to speed up the payment process. The Board questioned the lease terms and suggested tightening up the remedies available.

On motion of Mr. Torres to approve Financial Reports, seconded by Mr. Johnson, all members present voted aye and the Chairman declared the motion carried.

5. Operations Report

Aircraft operations show the trend continues at 20% off. Comparing around the country, we are doing much better. The 20% tracks through to fuel delivery. Mr. Brittsan stated that he looked at his numbers and they are ahead of their diminished forecast. The WCAF construction project changes their viewpoint and they are looking at it separately. Mr. Henderson also reported that the trend follows through to Customs as well.

Harbor operations show fuel sales are up. Diesel still has an anomaly from the Durocher purchase in Spring of 2008. Launch ramp permits are up by about 16% for the year.

On motion of Mr. Melius to approve the Operations Reports, seconded by Mr. Vanderventer, all members present voted aye and the Chairman declared the motion carried.

## Airport – Unfinished Business

### 5. Status Reports

- Runway 14/32 paving is awaiting bid results.
- The WCAF construction project is in process. There has been a fuel leak which has been resolved and an electrical wire was cut which Ron Hudson will monitor.
- Transportation Improvement Program are anticipated to fund the beacon.
- Customer Surveys are here for review.
- Collings Foundation is returning this year for rides. The Board inquired about fees. Collings charges fees, but do not pay the Port District.
- Blacktopping repair has been done along Plane Rest Drive.
- The Secretary of Navy is here briefly.

Mr. Henderson reported the Runway 14/32 project is a \$1,300,000 project being done at no cost to the Port District with economic stimulus money.

Mr. Henderson inquired of Mr. Stanczak about the WCAF project and traffic issues. Mr. Stanczak reported a contiguous landowner had complained of jet exhaust and noise. Mr. Stanczak felt he had remedied the situation. Mr. Henderson thanked him for his report and also asked about corporate aircraft moving from hangar to flight due to the construction project. Mr. Stanczak reported they are working well with the ATCT.

### 6. Waukegan Air Show 2009

Mr. Stanczak gave a status report on the 2009 Air Show. There is a task force working on fund raising with substantial funds still required. Funds will dictate the performers that would participate, but Mr. Stanczak was adamant that some kind of show would go on. A fee for admission will help with the cost. The board discussed the event very specifically and determined that any entity desiring to conduct an operation at the airport should be required to execute an obligation agreement. Some items to be included would be insurance, liability indemnification, cost reimbursement and responsible parties. The Board directed an agreement be prepared for the two known upcoming events, the 2009 Air Show and the Collings Foundation War Bird display. Dave Brittsan of DB Aviation requested that DB Aviation be named as an additional insured on any Certificates of Insurance relative to the Air Show.

**Airport – New Business**

Mr. Hudson explained the Master Plan process which includes addressing the landfill and Environmental Assessment. The Scope of Work prepared in the Master Plan process included the Phase I to complete the Environmental Assessment and in part is being done to assess the landfill. The landfill is designated as closed with the State of Illinois. Mr. Johnson questioned the need for a review of the landfill. Mr. Henderson responded that it is approximately 20 acres west of an elementary school and a prime development spot for the airport. It was licensed as a landfill and closed prior to any current regulations. It is inspected annually with good reports. A more permanent solution of paving the area to assure containment would be favorable. \$1.5 million is an estimate for the Master Plan project with a hope of getting discretionary funding.

**Airport – Board/Public Commentary**

None

**Harbor Unfinished Business**

**7. Status Reports**

Mr. O'Dell advised the siding project for the HCB should be completed today. The 4<sup>th</sup> of July weekend went well with fabulous fireworks. There was an incursion by an automobile into Slip 1 which damaged our fencing and is being repaired.

**Harbor New Business**

None

**Harbor-Board /Public Commentary**

None

There being no further business, on motion of Mr. Vanderverter to adjourn the meeting, seconded by Mr. Johnson, all members present voted aye, the Chairman declared the motion carried.

s/JORGE TORRES, Secretary

APPROVED:

s/ RODGER WELKER, Chairman