



Airport: Waukegan Regional Airport (UGN)  
Municipality: Waukegan Port District  
Project name: Airport Master Plan and Environmental Assessment  
Stakeholder: IDOT, Division of Highways, District 1

Meeting date: 10 March 2011, 10:00 am  
Meeting location: IDOT, District 1, 4<sup>th</sup> Floor Conference Room, Schaumburg, Illinois

*The Meeting is a discussion between IDOT Division of Highways, the Waukegan Port District, the Federal Aviation Administration, and the Illinois Division of Aeronautics regarding ongoing planned improvement efforts at Green Bay Road and at Waukegan Regional Airport.*

- Introductions
  
- Review Agenda and Incorporate any Changes
  
- Green Bay Road Status Report (IDOT, HNTB)
  - *Project Updates Since Last Meeting*
  - *Timeline*
  - *Progress on 3<sup>rd</sup> Grade Separation Option*
  - *Current Funding Status*
  
- Waukegan Regional Airport Status Report
  - *Project Updates Since Last Meeting*
  - *Findings to Date*
  - *Airport Master Plan*
    - *Timeline*
  - *Environmental Assessment*
    - *Timeline*
  - *Current Funding Status*
  
- Cost Sharing
  
- Adjourn

# Project Meeting Minutes



**Airport:** Waukegan Regional Airport (UGN)  
**Municipality:** Waukegan Port District  
**County:** Lake  
**Project name:** Master Plan & Environmental Assessment, Phase 1  
**Hanson project no.:** 09A0091  
**Meeting date:** 10 March 2011  
**Issue date:** 14 March 2011 (Revised 06 April 2011)

These written minutes summarize the understanding of the meeting and its content and conclusions. Appropriate changes must be reported before 31 March 2011, so a revised record may be issued.

## Participants:

### Federal Aviation Administration (FAA)

<i>Benjamin Mello</i>	847.294.7195
<i>Gary Wilson</i>	847.294.7631
<i>Amy Hanson (Teleconference)</i>	847.294.7354

### Illinois Division of Aeronautics (IDOT-Aeronautics)

<i>Terrence Schaddel (Teleconference)</i>	217.785.5177
<i>William Viste (Teleconference)</i>	217.785.1764

### Illinois Division of Highways (IDOT-Highways)

<i>Ken Doll</i>	847.705.4088
<i>Toun Wu</i>	847.705.4330
<i>Marty Morse</i>	630.705.4107
<i>Steve Schilke</i>	847.705.4125
<i>John Baczek</i>	847.705.4104

### HNTB

<i>Don Wittmer</i>	312.930.9119
<i>Derek Johnson</i>	312.930.9119

### Waukegan Port District (Port District)

<i>Duncan Henderson</i>	847.244.3133
<i>James Stanczak</i>	847.244.0055
<i>Chris Peters</i>	847.244.3133

### Hanson Professional Services Inc. (Hanson)

<i>Ronald Hudson</i>	630.990.3800, ext. 6211
<i>Stephen McLaughlin</i>	630.990.3800, ext. 6215

**Meeting Purpose:** The Meeting was held to discuss the coordination of work for the runway extension and the improvements to IL 131 (Green Bay Road) at Waukegan Regional Airport.

## Hanson Professional Services Inc.

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# Project Meeting Minutes



## Items Discussed:

### Action

1. HNTB provided an update for the IL 131 project. The environmental assessment is still on track to be completed at the end of 2011. The public meeting on March 23 will present two refined alternatives for comment. One alternative will likely be chosen a few of weeks after the meeting, and a draft EA would likely be issued 1½ months after the public meeting. *None*
2. Hanson provided an Airport project update. The three-phase Master Plan is currently underway with several chapters in the Requirements Phase (Phase 1) complete. The Environmental Assessment (Phase 2) and the Airport Layout Plan (Phase 3) will begin this summer. The expected time frames for completion of an approved ALP is spring of 2012 and the submittal of a final EA to the FAA is expected in the summer of 2012. *None*
3. The FAA stated that once a project has been cleared in terms of planning and environmental that the project must start within a certain time frame. There must be substantial movement within three years of the issuance of a Finding of No Significant Impact (FONSI) or Record of Determination (ROD). *None*
4. The FAA places a high priority on Runway Safety Area (RSA) corrections, a critical deficiency already identified in the Master Plan. Waukegan Airport currently is not in compliance with the RSA for Runway 5-23. Further, Green Bay Road currently is an obstruction to Runway 5-23. The Port District stated that if the current RSAs are enforced, the runway length would be reduced to 4,700 feet, which would require many tenants to leave the Airport. Once the runway or the road is altered (alignment, profile, width, etc.), it could trigger a formal RSA determination by the FAA. *None*
5. IDOT-Highways asked about the residences that are located west of Green Bay Road. IDOT-Highways believes that the Airport should do the work to coordinate with the public for this area, such as how to connect these roads to Green Bay Road, or a substitute ingress/egress path if Green Bay Road is tunneled. The FAA suggested that the two consultants work to address this issue, with Hanson primarily responsible. *(Hanson has sent a sketch of contemplated acquisition west of Green Bay Road in the site area to HNTB on 06 April, and is currently preparing a cost opinion for the se lands for funding request purposes. Access to the few remaining homes would be from Townline Road via Yorkhouse Road.)* *Hanson, HNTB*
6. The Port District is currently working to vacate West Eastwood Road. Townline Road, Zepher Street, West Center Street, and West Suddard Street have residences that will need to be acquired. *None*



Action

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|-----|--|-------------------|
| 7.  | IDOT-Highways said that the Green Bay Road project, depending on funding could be phased. It will likely depend on the amount of available funding as well as safety, operational, and facility conditions needs. IDOT-Highways also stated that consideration could be given to coordinate any IL131 improvements with the Airport project.   | <i>None</i>       |
| 8.  | The FAA indicated that IL 131 Environmental Assessment may need to include a cumulative impacts section to discuss the Airport improvements, which are reasonably foreseeable actions in the area.   | <i>IDOT, HNTB</i> |
| 9.  | IDOT-Highways will determine if and how they can carry multiple scenarios within their planning document. This can be done at the March 16, 2011 coordination meeting with FHWA.   | <i>IDOT</i>       |
| 10. | IDOT-Highways submitted a proposed "No ROW" alternative for the Airport runway area to IDOT-Aeronautics on 09 March 2011. The FAA requested that this alternative be reviewed for conformance with FAA design criteria for the existing runway. HNTB indicated that the 5 lane alternative moves pavement approximately 16 feet closer to the runway. Potential impacts will be reviewed by Hanson submitted to the Division for review. IDOT-Highways and HNTB will be copied on the submittal. | <i>Hanson</i>     |
| 11. | There was discussion regarding cost participation between the two proposed projects. As a starting point for consideration, it was noted that the Port District and the FAA could be responsible for the costs incurred for profile modification (i.e., the tunnel for IL 131) as these improvements are attributable to runway safety needs. IDOT-Highways could then be responsible for the cost of rebuilding/widening IL 131.  | <i>None</i>       |

By:   
Ronald M. Hudson, AICP  
Project Manager