

MINUTES OF MEETING

THE DELAWARE RIVER AND BAY AUTHORITY

January 23, 2003

Commissioners from New Jersey

Commissioners from Delaware

PRESENT

Albert A. Fralinger, Jr., Chairman
Maureen T. Koebig
Robert Y. McWilliams
Charles E. Pessagno
Warren S. Wallace

Richard S. Cordrey, Sr., Vice Chairman
Edward J. Bennett via Telephone
Richard H. Derrickson
Verna W. Hensley
Samuel E. Lathem
Gary B. Patterson

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The meeting convened at 11:28 a.m. with Chairman Fralinger presiding.

Commissioner Lathem opened the meeting with a prayer, followed by the Pledge of Allegiance, led by Col. McCarnan.

The Chairman of the Authority called the meeting to order. The Secretary announced that a notice of the meeting had been distributed to the offices of the Governor of New Jersey and the Governor of Delaware, to appropriate staff members and consultants, to the press in both States and to any other individuals who had indicated an interest in receiving a copy of the meeting notice.

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8771. APPROVAL OF MINUTES: On motion by Commissioner Patterson, seconded by Commissioner Derrickson, the minutes of the December 17, 2002 meeting were approved by a voice vote of 11-0.

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8772. DELAWARE MEMORIAL BRIDGE - MONTHLY REPORT: The Executive Director presented the following report:

January 7, 2003

Mr. James T. Johnson, Jr., P.E.
Executive Director
Delaware River and Bay Authority
Post Office Box 71
New Castle, Delaware 19720

Dear Mr. Johnson:

The following report outlines the major issues and activities at the Delaware Memorial Bridge complex during December 2002.

Traffic:

Total traffic for 2002 exceeded 17.1 million vehicles, which represents an increase of approximately 4.4% over 2001 and establishes a new record for traffic on the Delaware Memorial Bridge. Traffic in December increased by slightly more than 2% vs December 2001 and reversed the slight monthly declines experienced this year in October and November. An average of approximately 47,000 vehicles per day passed through the toll plaza during 2002. The highest single-day total during 2002 was 74,404 vehicles on December 1st (the Sunday following Thanksgiving). The

highest daily total ever recorded was 76,422 vehicles on Saturday, August 25, 2001.

Class 5 traffic, which represents approximately 70% of all commercial traffic and 38% of the total Bridge revenue, increased by over 5.5% for the year 2002 vs 2001. The increased Class 5 traffic in December (+3.7%) represents the 18th consecutive month of comparative monthly increases; however, the rate of increase has been declining during the last half of 2002.

E-ZPass Operations:

Approximately 40.6% of the traffic using the Delaware Memorial Bridge during 2002 used E-ZPass for toll payment. Over 9.6 million customers have used E-ZPass on the Bridge since electronic toll collection operations commenced on July 18, 2001. E-ZPass traffic represents over 50% of the weekday traffic and more than 70% of the morning rush hour traffic. Approximately 45% of the normal weekday traffic consists of DRBA discount customers (Commuters and Frequent Travelers).

The Authority has opened over 7700 new accounts during 2002. We have over 24,000 E-ZPass accounts and have issued more than 32,000 transponders to date. Over 80% of the DRBA's E-ZPass accounts have been opened by discount customers. The large majority of new accounts continue to be opened by walk-in customers at the Authority's Customer Service Center located at the Delaware Memorial Bridge Administration Building. During 2002, 36% of the new account holders were Delaware residents, 28% were from New Jersey, and 35% were from other states. Approximately 17% (165) of the new customers in November and December identified themselves as former Regional Consortium customers.

Maintenance Activities:

December weather produced two mild snow storms (December 5th - 8" and December 25th - 3"). Steve Carroll (Traffic Protection Crew) was selected as the Employee of the Quarter and Rick DiViccario (HVAC Section) was selected as the Maintenance Employee of the Year.

Toll Activities:

The combined temporary employee hours worked during 2002 for toll collection, including the E-ZPass Customer Service Center, were reduced by approximately 18% vs the same 52 week period in 2001. Mike Lindsay was selected as the Employee of the Quarter and Toll Supervisor, Gary Fox was selected as the Employee of the Year.

Cafeteria Operations:

Over 50,000 customers enjoyed the DRBA Café during 2002, which established a new record for the Cafeteria.

Respectfully,

Curtis V. Esposito
Director of Bridge Operations

Without objection, the Delaware Memorial Bridge report was ordered filed with the permanent records of the Authority.

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8773. CAPE MAY-LEWES FERRY - MONTHLY REPORT: The Executive Director presented the following Cape May-Lewes Ferry Report:

TO: James T. Johnson Jr., Executive Director-DRBA
FROM: Glenn L. Cox, Director of Operations-CMLF
SUBJECT: Commission Report - December 2002

Vehicle Traffic: Traffic for the month is down 7.8% (1,330 vehicles) along with a decrease in passengers of 8.6% (3,467 passengers) as compared to the same month in 2001. Year to date vehicles are down 2.8% (11,335 vehicles) and passengers are down 5.5% (68,300 passengers) as compared to 2001.

To help put 2002 in perspective please keep in mind the following:

- 2002 vehicle traffic was the 6th highest in the Ferry's 38 year history.
- 2002 passenger traffic was the 9th highest in the Ferry's 38 year history.
- 2002 fare revenue was up \$1,841,832.00 over 2001 revenue (toll increase).
- 2002 "off season" traffic was the highest ever in both vehicles & passengers.

We are working on a new schedule for 2003 that will be based on increasing vessel capacities for each crossing especially in the off season and having departures earlier out of Cape May and later out of Lewes to better serve the traveling public.

Vessels: Both main engines on the MV Cape Henlopen have been overhauled and a new 1,500 gallon sewage tank installed. The work was completed in Cape May by CMLF employees. The MV New Jersey will begin her lay up for generator overhauls in January 03. The MV Cape Henlopen and the MV Delaware are the underway vessels, running seven days a week.

Dock #2, Cape May Terminal: Repair work is still underway at the #2 dock and will take approximately three more weeks to complete. The pier is stabilized and additional strengthening is being installed.

Security Recommendations: Work on the Security Plan is continuing with a draft available by the end of Jan. 03. New security procedures are being discussed for the 2003 season.

Without objection, the Cape May-Lewes Ferry Report was ordered filed with the permanent records of the Authority.

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8774. POLICE DIVISION REPORT: The Executive Director presented the following Police Report:

January 6, 2003

Mr. James Johnson
Executive Director
Delaware River and Bay Authority
P. O. Box 71
New Castle, Delaware 19720

Dear Mr. Johnson:

A summary of activities and projects during the month of December, 2002, for the Delaware River and Bay Authority Police Department is as follows:

Critical Incident Management Training

The Police Department is working with the Education and Training Department to present a three (3) day block of instruction on critical incident management. We are planning to provide this training on February 25, 26 and 27, 2003 in the Julia Center Training Room. This training will be mandatory for all police personnel. In addition, managers and supervisors from other Authority departments, who frequently interact with the police department, will be invited to attend. We hope to train between 125 and 150 employees. The class will be taught by nationally recognized experts and presented by Prentice Hall Police Training of Upper Saddle River, New Jersey. Course context will include: guidelines for establishing a unified incident command system, deployment of first responders at a critical incident, gaining control of chaos, effective handling of public information, logistics and after action reporting.

800 MHZ Radio System

As previously reported, all equipment has been received. Unfortunately, we have experienced unanticipated delays in obtaining needed programming information from the Communications Section of the New Jersey State Police. The State of Delaware is prepared to begin programming and testing our radios as soon as they receive the New Jersey software, which has been promised by the end of this week. As a result we anticipate a 2-3 week delay in going operational with this project.

Threat Response Plan Training

Mandatory employee training on the new Delaware Memorial Bridge Threat Response Plan is nearing completion. A more detailed report on attendance and reaction to the training will be provided in next month's report. Employee, contractor and overnight visitor parking permits are being issued. The visitor's pass system has been implemented and enhanced controls are in place regarding the use of the Julia Center fitness center.

The National "Amber" Alert

The Police department is participating with both New Jersey and Delaware in the implementation of an amber alert program, which is designed to mobilize public and private section communications resources to assist in the rapid recovery of missing and kidnaped children. The Authority's primary contribution to this program will be the use of our variable message signs to alert motorists to the description of vehicles wanted in child abduction cases. This program is in use in many other states and is considered to be very effective.

Replaced Firearms

The Police Department has secured a \$15,000.00 grant from the Delaware Special Law Enforcement Assistance Fund to replace all of our aging handheld firearms. We will be trading in our old weapons to cover part of the replacement cost. In addition, we will be purchasing four (4) new patrol rifles.

South Jersey Traffic Safety Alliance

The Police Department is participating with the South Jersey Traffic Safety Alliance in the development of a 2003 Highway Safety Initiative at the Cape May-Lewes Ferry. This project is being funded by the New Jersey Division of Highway Safety and will focus on child passenger safety, pedestrian safety and bicycle safety. It will include video presentations, educational brochures, posters and a child safety seat fitting station. A kick-off event is being planned for February 13, 2003 at the Cape May Terminal.

Other Police Incidents

On 12/29/02 at 2207 hours, Pfc. Sheeky stopped a vehicle for an equipment violation on I-295 northbound at Route 13 north. A computer check of the 37 year old male driver revealed an outstanding warrant for a parole violation from Pennsylvania. A search of the vehicle revealed six (6) vials of crack cocaine between the front driver and passenger seats, one (1) small yellow baggie of crack cocaine, and 100 distribution baggies. When questioned, the driver and his 37 year old male passenger each denied ownership of the contraband. Both defendants were charged with possession

with intent to deliver a narcotic schedule I, maintaining a vehicle to transport narcotics, and possession of drug paraphernalia. Both subjects were remanded to Gander Hill Prison in lieu of \$12,000 secured bond.

On 1/02/03 at 0540 hours, while on patrol in the toll plaza, Ptl. Dashiell noticed a vehicle drive into the plaza with a flat tire and damaged right rear quarter panel. Ptl. Dashiell attempted to stop the vehicle, but the driver continued to drive on the flat tire. The 31 year old female driver finally stopped at her residence on Delaware Route 273. When questioned, the driver admitted to drinking and having been involved in a motor vehicle accident in Carney's Point, New Jersey. The driver was taken into custody and submitted to a intoxilizer test. The defendant was charged with driving under the influence (.199% BAC), failure to stop at the command of a police officer, and endangering the welfare of a child while DUI. The defendant was released on \$1500 unsecured bail. The defendant's 8 year old child, who was in the vehicle at the time of the incident, was taken into custody by Division of Family Services.

Statistical Summary

Enforcement/Activity	December 2001	December 2002
Traffic Summons	352	327
Criminal Arrests	12	8
Traffic Accidents	24	28
Traffic Reprimands	464	630

Aid to Motorists	December 2001	December 2002
Disabled Vehicles	195	175
Public Assists	50	49
Medical Assists	4	7
Acrophobiacs	35	33

Sincerely,

Col. John R. McCarnan
Police Administrator

Without objection, the Police Report was ordered filed with the permanent records of the Authority.

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8775. ADMINISTRATION - FINANCE DIVISION REPORT: The Executive Director presented the following monthly report of the activities of the Finance Division.

January 9, 2003

Mr. James T. Johnson, Jr.
Executive Director
Delaware River & Bay Authority
P.O. Box 71
New Castle, DE 19720

Dear Mr. Johnson:

The following is a report of activities by the Finance Division for the month of December 2002 aside from normal accounting routines and procedures which take place on a daily basis.

OLD ISSUES/PROJECTS ACTIVITIES

- Monitored Authority operating revenues versus projected for Fiscal Year 2002. November monthly revenues were \$6,537,043.00 or 1.4% under projected. Year to date revenues were \$85,530,053.00 or 7.5% over projected.
- Monitored Airports Division revenues and operating expenses versus budget for Fiscal Year 2002. December monthly expenditures were \$324,075.03 or 8.92% over budget. Year to date expenditures are \$3,422,275.03 or .88% under budget. December monthly revenues were \$339,387.00 or 6.0% under projected. Year to date revenues are \$4,325,897.00 or equal to projected.
- Worked with Authority's legal council to finalize service agreements for both the Insurance Brokerage Services and Auditing Services.

NEW ISSUES/PROJECTS ACTIVITIES

- Developed our annual comprehensive audit program for tenants based at the New Castle Airport whose rents are based on gross sales. The tenants involved are Avis Rent a Car, National Car Rental, Quality Inn Skyways Motel and Specialty Restaurants. Fieldwork on the revenue audits at the New Castle Airport was completed during the month of December. Staff is awaiting additional information to finalize the audits. Anticipate a final report to be available by the end of January 2003.
- Continue to work with the Budget Director to review and refine the 2003 proposed operating budget for all divisions of the Authority. Met with the Budget and Finance Committee to review the 2003 Operating Budget for approval at the December Commission meeting.
- Met with representatives from Harry David Zutz Insurance to review the Authority's 2002 insurance program and discuss projected coverages for Fiscal Year 2003. Prepared and forwarded payroll, traffic and miscellaneous revenue projections to Zutz Insurance for use in placing insurance coverages fro Fiscal Year 2003.
- Met with a representative from First Merchant Services to discuss the Authority's merchant card processing for the Delaware Memorial Bridge and Cape May-Lewes Ferry. First Merchant Services represents Paymentech, one of the leading electronic payment solutions provider for both merchant acquiring and point of sale transaction processing. The Authority currently utilizes Chase Merchant Services at the Delaware Memorial Bridge and Midwest Payment Systems at the Cape May-Lewes Ferry.
- Began preliminary discussions with our new auditing firm, Bowman & Company, to plan the 2002 annual audit. Prepared and provided inventory and disbursement information for their review. Introductory meetings are scheduled the week of January 13th with staff to review the overall audit work plan. Field work is tentatively scheduled to begin the week of February 10, 2003.
- Made arrangements with Bowman & Company to perform year end physical inventory testing at the Cape May-Lewes Ferry. In addition, internally conducted testing on physical inventory located at the Delaware Memorial Bridge.

Sincerely,

Joseph Larotonda
Controller

Without objection, the Finance Report was ordered filed with the permanent records of the Authority.

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8776. ADMINISTRATION - ENGINEERING DIVISION: The Executive Director presented the following monthly report of the activities of the Engineering Division.

January 7, 2003

Mr. James T. Johnson, Jr., P.E.
Executive Director
Delaware River and Bay Authority
P.O. Box 71
New Castle, Delaware 19720

Dear Mr. Johnson:

The below report summarizes activities, issues and project status significant to the Engineering Department during December 2002.

1. Cape May-Lewes Ferry System Activities: Contractor personnel continued repair activities regarding a sink hole that was discovered in late November on the Cape May Terminal Finger Pier. Slip #2 operations are discontinued until repair activities are finished. Repair includes installation of steel piles and stone fill to enhance the anchorage and protection of the existing sheet piling. The repair is estimated to be complete in January, weather permitting. In addition, the contract work that replaced wooden piles with a rubber and composite fender system in Slip #1 at the Cape May Terminal is now complete. Final close-out of this contract (Contract No. 242A, Inshore Dolphins Structures) will be recommended at the January Board meeting.
2. Delaware Memorial Bridge (DMB) and Approach Roads Activities: Work on Phase II (Farnhurst Interchange Improvements) of the DE Approach Roads Improvement Program is approximately 40% complete. Work continues primarily with ramp reconstruction, high mast lighting installation, and the construction of the new Bridge 12. The temporary bypass of Bridge 12 (supports US Route 13 Northbound traffic) continues to function well. The Bridge 12 portion of the project is 33% complete. In addition, the solicitation process for Contract No. DMB-01-06, Electrical Systems Rehabilitation has started. The bid opening is set for late February. This work involves the upgrade and replacement of the original electrical infrastructure for the Delaware Memorial Bridge with a new 12,000 volt loop feeder system that will provide the Authority with a redundant power supply. This work also includes permanent security lighting. The plan is to make a contract award recommendation at the March Board meeting.
3. Airport Activities:
 - a. Corporate Hangar Development (New Castle Airport): Work is now 60% complete on Hangar #9 and 50% complete on Hangar #10. Close-in activities are now substantially complete. The plan is to finish Hangar #9 and #10 by May 1st and June 1st, respectively.
 - b. Terminal Renovations (New Castle Airport): This project entails renovating the shell and core of the terminal including installation of fire suppression, HVAC and electrical improvements, asbestos abatement and bathroom renovations. The project is now substantially complete. The Certificate of Occupancy was issued in December. Minor punchlist items remain and will be remedied over the next 30 days. Once a tenant is identified, design/construction activities will begin for tenant fit-out activities, subject to Board approval.
 - c. Corporate Hangar Development (Millville Airport): Work is now 40% complete on Hangar #2. Steel erection is now substantially complete and roofing activities will begin by mid-January. All work is scheduled to be complete by December 2003.

Very Respectfully,

John R. Jones, P.E.
Director of Engineering

Without objection, the Engineering Report was ordered filed with the permanent records of the Authority.

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8777. ADMINISTRATION - MANAGEMENT INFORMATION SERVICES REPORT. The Executive Director presented the following monthly report on the activities of the Management Information Services Division.

February 10, 2003

Mr. James T. Johnson, Jr.
Executive Director
Delaware River & Bay Authority
P.O. Box 71
New Castle, DE 19720

Dear Mr. Johnson:

Apart from routine operations, listed below are the major activities of the Management Information Services Division for the month of December 2002.

Old Issues/Project(s) Activities:

- **Toll Collection System/CSC:** I continued to work with ACS throughout the month on the problems caused by the customer service center software upgrade to bring the Delaware River Joint Toll Bridge Commission into the TSC. The issues arising from the upgrade centered on the reciprocity files transmitted between the E-ZPass toll agencies and did not directly effect the customers of the Delaware Memorial Bridge. At this time, the problems with the file transmissions have been resolved and the majority of the transactions have been correctly posted to the DRBA accounts. I will continue to work with ACS until all the transactions are posted and the corresponding revenues collected.

SSI continued to work on the development of the Toll Host System. They were on site the week of December 9th to install the client software on a test system. This installation will enable the DRBA to begin the testing and review process of this application. In addition, two more reports were completed, the Periodic ETC Classification Traffic Report and the Hourly Classification Traffic Report. Three accuracy reports were presented to the DRBA for review and were subsequently corrected by SSI. Active software testing and debugging will begin in January.

- **IT Consulting Services Contract:** Work continued to progress throughout December on the IT Consulting Services contract. Biweekly status meetings were set up and held on December 13th and 27th. Highlights of this month's activities included the completion of the interviews for the IT Strategic Plan, the completion of the networking and end users interviews, site visits and assessments by Info Systems of the remote DRBA locations, and development of the questionnaire for interviews with DRBA business partners. In addition, Info Systems is in the process of developing two additional project plans. The first would provide the DRBA with the design to install video teleconferencing and the second would be to perform a comprehensive software assessment. Both plans are due to be completed for review in January.
- **E-ZPass Interagency Group:** On December 11th, the Policy Committee met at the offices of the New York State Thruway in New York City. Due to scheduling conflicts, I was unable to attend in person but participated by phone. The main item on the agenda was a letter submitted by the Indiana Department of Transportation requesting full membership into the IAG. Indiana wished to replace its existing manual toll collection system with one which was

electronic and E-ZPass compatible. In addition, they proposed issuing companion accounts with Illinois, a neighboring state, with the plan to eventually persuade them to join the IAG. Illinois is one of the busiest toll roads in the country and has an electronic toll collection system compatible with E-ZPass. Due to the large volume of commercial traffic shared by Illinois and the IAG, it would be highly advantageous to have them as a member. However, companion accounts goes against the basic premise of the IAG, one customer - one account. Therefore, the Policy Committee requested that Indiana provide more details regarding their proposition to share accounts with Illinois before their membership request would be forwarded to the Executive Committee.

New Issues/Project(s) Activities:

- **MIS Training:** At the request of the Police Department, the MIS Department developed and scheduled computer training classes specifically for police personnel. The classes requested were *Introduction to Windows NT 4.0* and *Introduction to MS Outlook 97*. Four classes were held in December with the remaining classes scheduled throughout January.
- **Non-Eight States Violation Database:** Since the implementation of E-ZPass at the Delaware Memorial Bridge, the MIS Department initiated a manual program to collect the revenue from the violations attributable to those states not currently processed by ACS. To date, this program has been very successful, but the tracking of data has become extremely cumbersome. Therefore the MIS Department designed and developed a software program to automate this process. This program allows the violator's information to be entered into a database which produces a violation notice. It also tracks the revenues collected from the violations and produces the reporting required for financial and executive management. The MIS Department will begin using this program in January.

Very truly yours,

Geraldine DiNicola Owens
Director of MIS

Without objection, the Management Information Services Report was ordered filed with the permanent records of the Authority.

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8778. ADMINISTRATION - PERSONNEL REPORT: The Executive Director presented the following monthly report on the activities of the Personnel Division.

January 7, 2003

Mr. James T. Johnson, Jr., P.E.
Executive Director
Delaware River and Bay Authority
P.O. Box 71
New Castle, DE 19720

Dear Mr. Johnson:

The following is a report of major activities of the Human Resources Department for December 2002, aside from the routine daily operations.

Old Issues/Projects/Activities

- **Recruitment/Job Posting Update**
Airport Division - The selection process for *Assistant Airports Manager - Millville and Cape May* concluded during December. Interviews were completed Friday, December 13, 2002. The certification list was completed

and forwarded for selection recommendation. Awaiting final selection decision.

Authority Administration - The selection process for *Project Manager II* that had been suspended in October was activated due to staffing issues in the Engineering Department. Interviews with seven (7) candidates were conducted during the last two weeks of December. A selection recommendation will be submitted upon completion of the certification list.

New Issues/Projects/Activities

- **Retirements** - The following employees retired from service to the Authority on December 31, 2002:
 - Barbara Holm, Information Clerk/Toll Collector (CMLF), retired after thirteen years of service at the Cape May terminal.
 - Harry Sparks, Maintenance Specialist (Airports Division) retired after nearly twelve years of service.
- **Resignations** - During December, the following employees resigned their employment with the Authority:
 - Jonathan Chadwick, Project Assistant, Engineering, resigned effective December 19, 2002.
 - John Read, Project Manager II, Engineering, resigned effective December 27, 2002.
- Department staff attended the mandatory Threat Response Plan Training provided during the month.
- **Employee Vehicle Parking Permits** - A vehicle parking permit system was established as part of the Threat Response Plan for the Delaware Memorial Bridge facility. This department has the responsibility under the plan to issue employee parking permits. During December, parking permits were issued to all active employees working at the Bridge facility. The permit information was entered and is being maintained in the Authority's ID/Security System.

Respectfully submitted,

Linda H. Murphy
Director of Human Resources

DELAWARE RIVER AND BAY AUTHORITY
PERSONNEL STATUS
AS OF JANUARY 7, 2003

<u>PERMANENT FULL-TIME PERSONNEL</u>	<u>AUTHORIZED POSITIONS</u>	<u>FILLED POSITIONS</u>
Authority Administration	67	61
Delaware Memorial Bridge	155	152
Cape May-Lewes Ferry	158	154
Food Service/Retail	25	24
Authority Police	75	74
Airports Division	42	40

TOTAL	522	505
<u>PERMANENT PART-TIME PERSONNEL</u>	<u>AUTHORIZED POSITIONS</u>	<u>FILLED POSITIONS</u>
Delaware Memorial Bridge	6	5
Cape May-Lewes Ferry	10	7
Food Service/Retail	13	12
Authority Police	1	1
Airports Division	2	1
TOTAL	32	26

Without objection, the Personnel Report was ordered filed with the permanent records of the Authority.

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8779. AIRPORTS DIVISION REPORT: The Executive Director presented the following Airports Division Report.

January 7, 2003

Mr. James T. Johnson, Jr. Executive Director
Delaware River & Bay Authority
P.O. Box 71
New Castle, DE 19720

Dear Mr. Johnson:

A brief summary of Airports Division December events follows:

Airports Division: On Wednesday, December 11, the Airports Director met with a local Cape May restaurant owner who has expressed interest in leasing the Cape May Airport terminal restaurant. The Airports Division hosted its annual Tenants and Employees Christmas Breakfast at the Airports Division Maintenance complex at New Castle Airport on December 19th. Division personnel served homemade meals to over 150 DRBA airfield tenants and members of the Delaware National Guard. During the breakfast, the Division honored its four Employees of the Quarter and Employee of the Year. On December 27th, the Airports Division met with 2 aviation firms who wish to lease vacant aircraft hangars at New Castle Airport.

New Castle Airport (NCA): On Thursday, December 5th, New Castle Airport Maintenance and Operations personnel responded to the first major snow storm of the season with crews laying down chemicals on the main instrument runway at 3:30 AM Thursday morning following a field assessment by the Airport Operations Specialist on the 11 PM to 7 AM shift. Airport Maintenance snowplow crews were mobilized at 5 AM and continued runway, taxiway and ramp clearing until late into the evening. Operations staff worked a steady number of business aircraft departures and arrivals with corporate tenant and FBO schedulers. The well coordinated and managed efforts of all hands kept the airport open throughout most of day. During the week of 10 December, airport officials coordinated with DART on the installation of a handicapped accessible bus stop location near the airport's entrance road.

Millville Airport (MIV): Crews began snow removal operations at 5 AM on Thursday, December

5th, that continued until early evening permitting aircraft to arrive and depart from Air Castle and Dallas Airmotive. DRBA officials attended a Blue Angel's Air Show presentation and press conference at Millville Airport on Wednesday, 11 December. Two officers from the Pensacola, Florida based flight demonstration team flew a two seat F/A - 18 fighter jet to Millville for the day. The Air Show, which will also feature the Canadian Air Force Snow Birds jet team, is scheduled to take place 17-18 May 2003.

Cape May Airport (CMA): The Cape May Aviation FBO ceased operations effective 31 December at Cape May County Airport. DRBA Airports Division is developing a plan to provide aircraft fueling services at the facility on a temporary basis until another commercial operator can be found.

Dover AFB Civil Air Terminal (CAT) - Delaware Air Park (DAP): During the week of 10 December, New Castle Airport Maintenance crews completed snow removal on the Civil Air Terminal ramp to accommodate five aircraft arrivals that were scheduled to use the facility. The CAT has seen an increase in aircraft charter companies using the facility to pick up and drop off company executives visiting the local area. On Thursday, December 19th, the Airports Director attended a Dover meeting hosted by DelDOT to discuss a Kent County Aeropark civilian aircraft cargo ramp feasibility study. Dover AFB and Kent County Aeropark representatives were also present at the one hour meeting.

Sincerely,

Rocco Tomanelli
Airports Director

Without objection, the Airports Division Report was ordered filed with the permanent records of the Authority.

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8780. OPERATIONS REPORT AND THE SUMMARY OF TRAFFIC AND REVENUES: The Executive Director presented the following Report of Operations and the Summary of Traffic and Revenues:

Without objection, the Operations Report and the Summary of Traffic and Revenues were ordered filed with the permanent records of the Authority.

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8781. COMMITTEE REPORT - BUDGET & FINANCE: Commissioner Derrickson presented the following minutes of the Budget & Finance Committee Meeting held on January 7, 2003:

- I Acting Chair Derrickson welcomed the Budget & Finance Committee and opened the meeting at approximately 9:05 a.m.
- II Don Rainear reported that staff is still reviewing and compiling the necessary information for the Board's Community Contributions budget considerations. A list consisting of current obligations as well as a breakdown by state will be presented to all Board members for their review.

Ken Hynson presented the requested Community Contributions for the month of January. After review the Committee approved the following Contributions.

- Delaware Center for the Contemporary Arts in the amount of \$15,000
- Boardwalk Basketball Classic in the amount of \$2500
- Korean War Veterans Association for \$500
- American Red Cross of the Delmarva Peninsula for \$5,000. The Committee will also review the remainder of the request at a later date.

The Greenbank Mill Associates request was denied.

The Committee also delayed decisions on the remaining requests pending the additional Community Contributions information to be provided from staff.

- III Curt Esposito briefed the Committee on a plan for recovering some portion of the expenses related to operating the E-ZPass System. The following was reviewed.
 - Options on Expenses
 - Other Agencies' Approaches

After review and discussion, the Committee recommended that staff give a presentation to the full Board in the public session of the Authority's February meeting consisting of all of the associated costs of E-ZPass.

- IV Brad Hopkins updated the Committee on the upcoming 2003 Senior Lein Bond Issue and reviewed the remaining schedule with a January 14th pricing date. The closing is tentatively scheduled for the end of January.

- V Brad Hopkins reviewed the updated information related to the Authority Insurance Policies. Currently, the Authority has no coverage for Bridge Property and Revenue due to an act of terrorism because it could not be obtained after the 9/11 terrorist attacks. Now, the Authority can obtain terrorism coverage at an approximate annual cost of \$638,298 for a total coverage limit of \$249,000,000. Staff reviewed Ted Zutz's letter dated December 31, 2002 recommending binding this coverage due to Bond Indenture requirements and potential impacts on other insurance policies. Staff also recommended binding this policy. Staff also recommended funding this expense as a one time matter from the Authority's General Fund. Staff was directed to present this matter to the full Board at the January 23rd meeting of the Board of Commissioners. Also reviewed was the Umbrella Excess Liability policies at a cost of \$439,813 for coverage limit of \$10,000,000. The Committee also concurred with staff's recommendation to purchase an additional \$15 M coverage for \$85,000. This would bring the total umbrella excess coverage to \$25,000,000.

- VI Brad Hopkins reviewed Resolution 01-84 which lowered the threshold requiring full Board approval to \$25,000 for all Authority expenditures. At the Authority Chair's request during the December meeting, staff compiled the Vendor List for FY 03. This list consisted of Vendor Name, Address, Procurement Process, Estimated FY 03 Amount, Contract Period, Description/Comments, and Division/Department. The Committee concurred that this information should be included for the Board's consideration during the approval process; however, recommended that this information be included as an Exhibit to the Resolution rather than included within the Resolution. Staff will develop this Resolution for Board consideration at the January 23rd meeting.

Commissioner Patterson informed the Committee that he had potential conflicts of interest with the vendor list and was recorded as not voting.

- VII Brad Hopkins reviewed the 2003 Goals and Objectives for the Finance Staff. The following was reviewed and discussed.
 - Migrate towards GAAP and GASB Standards
 - Formalize professional training & education - all staff
 - Transition New Auditors - Internal Audit Procedures
 - RFP's -
 - Investment Management
 - MerchantCard Processing
 - Armored Car Service
 - Develop Master Plan for Banking Services
 - Develop Plan for Centralized Purchasing

- VII TJ Murray briefed the Committee on the proposed early retirement opportunity and the cost structure as well as the proposed Project Work Plan. The Authority has identified 133 employees who would be eligible for this opportunity with the additional 3 years of service and 3 years of age. It was also reported that this proposal will be presented to the Personnel Committee for their recommendation. After discussion, the Committee requested that additional financial information be included in the presentation to the full Board for their consideration at the January meeting. Staff will develop a January 23rd presentation and draft a Resolution authorizing the offer of an Early Retirement Option.

The next Budget & Finance Committee Meeting is schedule for February 4, 2003 at 9 A.M., at the Delaware Memorial Bridget Administration Building.

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presented the following minutes of the Projects Committee Meeting that was held on January 7, 2003:

- I The Projects Committee meeting convened at approximately 11:00 a.m.. The Director of Engineering provided those in attendance with an information package consisting primarily of an agenda and on-going project data.
- II Contract Close-Out Actions: The Director of Engineering reported that Contract No. 242A, Inshore Dolphins Structures - Slip No. 1 - Cape May Terminal, is now complete and made the recommendation that the contract be closed-out at a final contract price of \$1,385,255.10. The Projects Committee concurred and directed that the contract close-out recommendation be made at the January Board meeting.
- III Miscellaneous On-Going Actions:
 - Cape May Finger Pier Sink Hole: The Director of Engineering provided an update regarding the pier repair at the Cape May Terminal. Slip #2 operations remain discontinued until repair is complete. Repair includes installation of steel piles and stone fill to enhance the anchorage and protection of the existing sheet piling. The Contractor is working two shifts to complete the repair as soon as possible.
 - Dassault Falcon Jet (DFJ)/Paint Hangar: The Director of Engineering reported that no work is on-going on this program with the exception of some minor punchlist and clean-up items. DFJ has indicated that they may take responsibility for all future design and construction activities for both the Paint Hangar and Tenant improvements program. This change would require formal lease modification. John Jones recommended that should DFJ take the lead on the program that existing contracts between DRBA and Consultants/Contractors be terminated. John Jones will keep Projects Committee updated on any developments.
 - Riverfront Restaurant Development: John Jones briefed the Projects Committee on the status of this initiative. The lease between the Authority and the developer was executed on November 18th with three conditions. Construction cannot begin until the tenant notifies the Authority in writing that all three conditions have been satisfied or waived. As of the date of the Projects Committee meeting, tenant written notification had not been received; however, on January 10th, the tenant did submit an acceptable waiver of the three conditions. John Jones re-advised the Projects Committee that the Riverfront Development Corporation (RDC) had competitively selected a Contractor (EDiS) to construct this project and that EDiS completed the “shell and core” portion of the project and had already received bids from subcontractors to finish the remaining work. The recommendation was made to have EDiS continue to finish the remaining work via a modification to an existing DRBA/EDiS construction management contract. DRBA share of project cost is set at \$825,000. The Projects Committee supports the project and contract modification recommendation.
 - DMB Fencing: Curt Esposito briefed the Projects Committee regarding the installation of new DMB security fencing. Proposals were solicited and the low bidder submitted a bid for \$42,500. The project is expected to be complete within four to six weeks upon Contractor mobilization. It was also reported that this initiative would go against the 2003 approved CIP budget line for security. The Projects Committee concurred with the recommendation and agreed that this initiative be incorporated in the over \$25,000 vendor resolution that will be presented at the next Board meeting.
 - Lewes Sand Study: Last summer, DNREC officials briefed the Projects Committee regarding a sediment management issue in the vicinity of the ferry operation in Lewes. Discussions centered around long term effects of sand/silt deposits in and around the Lewes ferry turning basin and possible impacts to future ferry operations. Based on the presentation, the Projects Committee directed John Jones to work with DNREC officials to explore the possibility of cost sharing and participating in this initiative that would investigate sediment movement, deposition, erosion and possible corrective

management actions. DNREC recently informed John Jones that the Request For Proposals (RFP) process will soon begin to identify a Consultant to execute this collaborative study and requested that DRBA be represented in the evaluation and scoring process. John Jones reported that he would participate in the selection process and keep the Projects Committee informed of progress.

- Three Forts/Delaware City Flood Wall: John Jones reported that he and Glenn Cox recently met with State of Delaware representatives regarding an on-going project in Delaware City in the vicinity of the Authority's 3-Forts Crossing operation. Delaware City is presently constructing, in a phased manner, a flood wall. Phase I work is nearing completion with design for Phase II work underway. The Phase II flood wall is in the DRBA operations area. DNREC has requested that the Authority agree to route 3-Forts customers through the adjacent DNREC gift shop area and that this re-routing be incorporated in the Phase II design process. DNREC has agreed to perform a State-funded study to identify enhancements to existing State and DRBA docking, fueling, routing, and embarkation/debarkation procedures. DNREC has agreed to include DRBA in the study process. John Jones will keep the Projects Committee informed of any developments.
- Cape May Airport Animal Shelter: John Jones and Rocco Tomanelli briefed the Projects Committee regarding a request submitted by Cape May County Animal Outreach to assist with identifying a location for a new animal shelter within the Cape May Airport Industrial Park site. The agency is currently seeking 6,000 - 8,000 SF on two to three acres of land. The Authority is taking the lead on completing a conceptual/feasibility study which is scheduled to be complete by mid-January. Once complete, Authority staff will share results with interested parties.
- Koty, Inc. ("Koty") Claim: John Jones reported that settlement of a disputed claim with Koty has been resolved. Koty claimed that DRBA had an outstanding balance of \$135,000 for the construction of furnishings for the Lewes/Cape May Terminals. John Jones investigated the legitimacy of the allegations and determined that a lesser amount was owed. Final settlement costs are \$94,500. The Projects Committee concurred with the settlement amount and agreed that the settlement be incorporated in the over \$25,000 vendor resolution that will be presented at the next Board meeting.
- Project Manager II Recruitment Action Update: John Read (Project Manager) and Natalie Barnhart (Project Engineer) recently accepted employment opportunities outside the Authority. A recruitment and placement action is on-going to backfill one of the two positions. The plan is to have a new person selected and on-board by February 3rd.

IV Upcoming Actions:

- DMB Electrical Systems Rehabilitation Update: The Director of Engineering reported the solicitation process for Contract No. DMB-01-06, Electrical Systems Rehabilitation has started. The bid opening is set for late February. This work involves the upgrade and replacement of the original electrical infrastructure for the Delaware Memorial Bridge with a new 12,000 volt loop feeder system that will provide the Authority with a redundant power supply. This work also includes permanent security lighting. The plan is to make a contract award recommendation at the March Board meeting.
- The Director of Engineering also reported that annual projects for the Delaware Memorial Bridge and Cape May Lewes Ferry will be advertised over the next two months and include DMB Deck Resurfacing, DMB Painting, CMLF Radar Replacement, CMLF M/V Delaware / Cape May Drydocking and Repairs, and CMLF Multi-Year Fuel Contract.
- Contractor Payment Review (thru December): The Director of Engineering provided the Committee with a December summation of payments that will be paid towards active construction contracts in January. These payments will be charged against FY

2002 CIP budget since work was complete in 2002.

The next Projects Committee Meeting is scheduled for February 4, 2003, at 10:30 A.M. at the Delaware Memorial Bridge Administration Building.

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8783. COMMITTEE REPORT - ECONOMIC DEVELOPMENT: Deputy Executive Director Rainear presented the following minutes of the Economic Development Committee Meeting that was held on January 7, 2003:

I Committee Chair Bennett welcomed the Economic Development Committee and opened the meeting at approximately 1:07 p.m.

II Status Update - Non Aviation

Ethanol Plant Project

Don Rainear introduced Henry Capro, President of MillToll Partners. Mr. Capro and officials representing Garden State Ethanol (GSE) gave a presentation to the Committee on the proposed New Jersey Ethanol Plant to be located off of Exit 19 on I-295, on approximately 300 acres of property. The presentation included a financial request to the Authority in the amount of \$8 million, for the Authority to purchase the land for \$7.5 million and lease back to GSE with GSE holding the right to buy back the property. This request also included a \$500,000 grant to facilitate expedient development of the ancillary revenue business opportunities. Mr. Capro also reported that this project has the support from elected officials in New Jersey and Delaware.

Committee Chair Bennett thanked GSE for their presentation. At the request of Committee Chair Bennett, Brad Hopkins summarized the Authority's Economic Development process which includes, among other requirements, legislative approval, a public hearing, detailed Committee review of the specific business transaction, Board review and approval, and subsequent approval of the Authority Minutes by both Governors.

The Committee directed Don Rainear to continue with the due diligence and report back to the Committee for further input and direction.

Rowan University Project

Don Rainear reported he is still compiling information on the Technology Center project and will report back to the Committee at the next meeting.

RFP for Real Estate Representation

Brad Hopkins reported that he had transitioned this project to Don Rainear. Don reported that he is still in the process of reviewing the DRAFT RFP for Marketing which had been developed earlier in 2002, but had not been sent. Once completed, a new draft will be circulated for Committee review.

Former Cytometrics Building

Brad Hopkins reported that the National Guard has approached the Authority and expressed interest in leasing this facility for an unspecified time period. Staff will continue to communicate with the Guard and report to the Committee as appropriate.

III Status Update - Aviation Related

RFQ - Cape May Restaurant

Don Rainear reported that an RFQ has been advertised and responses are due by January 22, 2003. The RFQ gives the Authority the flexibility to choose the best operator and then negotiate a contract. He will continue to update the Committee.

Cape May FBO Role

Rocco Tomanelli reported that, due to the lease termination of the previous operator, staff is currently in the process of working out the details associated with how the Authority will manage the FBO located at the Cape May Airport.

Aeroways Bankruptcy & Proposal

Brad Hopkins reported that during Aeroways bankruptcy restructuring, Aeroways proposed to continue to lease 1 ½ hangars and to remit \$154,000 of the total \$325,000 in arrears. That payment would make them current on the 1 ½ leased hangar space. After review and discussion, the Committee concurred with staff's recommendation to accept Aeroways proposal.

Dassault Falcon Jet Negotiations

Brad Hopkins updated the Committee on the status of the ongoing negotiations with Dassault Falcon Jet. Dassault had previously requested additional information from the Authority which was provided to them with no response back to date. Staff will continue to inform the Committee as appropriate.

Air Castle Fuel Facility Request

Rocco Tomanelli reported that Air Castle has exercised an option in their Lease Agreement to ask the Authority to construct a fuel facility. Staff has forwarded estimates for both an above ground and below ground storage tank at a cost of approximately \$750,000 for either option. Staff will continue to inform the Committee of the status.

NASW Commercial Property Lease

Rocco Tomanelli reported that he recently met with the operator of the NASW Museum and a local real estate developer on their proposed development of a small incubator-type facility located on the grounds of the Cape May Airport. The proposal would include a land lease to the Authority with construction being done by the developer - subject to concept approval by the Authority. Staff will continue to update the Committee.

Airports Business Plan

Don Rainear reported that he is formulating a Business Plan for each individual Authority controlled airport to include goals and objectives and should be completed by the end of January.

New Castle Airport Prospective Tenants

Rocco Tomanelli reported that he currently has Letters of Intent from two individual prospective tenants. He will continue to work with both prospective tenants.

- IV Brad Hopkins reported that he and Don Rainear are in the process of developing an Authority-wide Master Plan for Economic Development for a Five Year Period with Airports being a sub-set of that development plan. The Plan would include the Authority's goals and objectives, annual report, process, etc. Staff will continue to update the Committee during the process.

The next Economic Development Committee Meeting is scheduled for April 1, 2003, at 1 P.M., at the Delaware Memorial Bridge Administration Building.

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8784. COMMITTEE REPORT - PERSONNEL: Commissioner Pessagno presented the following minutes of the Personnel Committee Meeting held on January 7, 2003:

- I. *Reorganization* - The Executive Director briefed the committee on the status of the selection process for Chief Operating Officer (COO) and Chief Human Resources Officer (CHRO). The final candidates for each position had been determined - two (2) candidates for the Chief Operating Officer and three (3) candidates for the Chief Human Resources Officer. Final interviews with three of these candidates were conducted on Monday, January 6. The remaining two candidates will be interviewed on Wednesday, January 8. A recommendation for these positions will be made to Committee Chair Pessagno with the goal of making recommendations for hire to the Board at the January 23 monthly meeting.
- II. Early Retirement Option (ERO) - T.J. Murray, Benefits Manager, presented a cost structure as well as a Project Work Plan for the proposed Early Retirement Option. Under the proposed plan of granting an additional three years of service and three years of age, 133 employees would be eligible to retire. It was reported that this proposal had been presented to the Budget & Finance Committee earlier in the day. Following discussion regarding the purpose and objectives of offering the ERO, the Committee decided that a staff presentation would be made to the full Board at the January 23 meeting. A resolution will be presented by the Personnel Committee to the Board recommending the authorization of the Early Retirement Option.
- III. New Job Classification: Counter-Terrorism Coordinator - Colonel John McCarnan, Police Administrator, recommended that a classification of *Counter-Terrorism Coordinator* be approved by the committee. The position would be at the rank of Lieutenant in the Police Department and have Authority-wide responsibility for all terrorism, counter-terrorism and security issues. U.S. Coast Guard regulations (as provided in the Maritime Security Act) require that a full-time position be assigned responsibility for planning, training, and coordinating security and terrorism matters for marine operators. The initial focus would be on the ferry operation. A job description was distributed, outlining the duties and responsibilities of this position. The Committee agreed that this position is necessary and will recommend approval to the Board at the January 23 monthly meeting. No Resolution is required for this action.

The next Personnel Committee Meeting is scheduled for April 1, 2003, at 2:30 P.M., at the Delaware Memorial Bridge Administration Building.

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8785. DELAWARE RIVER AND BAY AUTHORITY - ACTUAL VS. PROJECTED REVENUES: The Executive Director presented charts showing Actual versus Projected Revenues for the Delaware Memorial Bridge and the Cape May-Lewes Ferry.

Without objections, the charts were ordered filed with the permanent records of the Authority.

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8786. DELAWARE RIVER AND BAY AUTHORITY - REVENUE COMPARISON: The Executive Director presented charts showing actual year-to-date revenue comparisons for the last three fiscal years.

Without objection, the charts were ordered filed with the permanent records of the Authority.

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8787. DELAWARE RIVER AND BAY AUTHORITY - TRAFFIC REPORT:
The Executive Director presented charts showing the traffic comparisons for the Delaware Memorial Bridge and the Cape May-Lewes Ferry.

Without objection, the charts were ordered filed with the permanent records of the Authority.

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8788. DELAWARE RIVER AND BAY AUTHORITY - EXPENDITURE COMPARISON: The Executive Director presented charts showing actual expenditure for all divisions.

Without objection, the charts were ordered filed with the permanent records of the Authority.

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8789. APPROVAL OF FINAL PAYMENT OF CONTRACT NO. 242A, INSHORE DOLPHIN STRUCTURES - SLIP NO. 1, CAPE MAY TERMINAL, CAPE MAY-LEWES FERRY. The Executive Director presented the following letter:

January 6, 2003

Mr. James T. Johnson Jr.
Executive Director
Delaware River and Bay Authority
Post Office Box 71
New Castle, Delaware 19720

RE: Contract No. 242A
Inshore Dolphin Structures - Slip No. 1 - Cape May Terminal
Cape May Lewes Ferry

Dear Mr. Johnson:

On March 20, 2001 Contract No. 242A, Inshore Dolphins Structures - Slip No. 1 - Cape May Terminal, was awarded to Agate Construction Company, of Ocean View, New Jersey for the bid price of \$1,028,000.00.

During the contract period, the following change orders were approved for the project.

- 1. Change Orders 1-5 Adjustment in quantities to reflect actual field conditions. Add \$357,255.10

It is recommended that the Authority accept the project and make final payment to the contractor. The total price for this project is \$1,385,255.10.

Very truly yours,

Dale A. Findlay
Contract Administrator

The Director recommended approval of Final Payment.

On motion by Commissioner Pessagno, and seconded by Commissioner Koebig, the recommendation of Final Payment was unanimously approved by a voice vote of 11-0.

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8790. THE EXECUTIVE DIRECTOR PRESENTED THE FOLLOWING

RESOLUTIONS:

RESOLUTION 03-01 AUTHORIZING THE EMPLOYMENT OF THE CHIEF OPERATING OFFICER OF THE DELAWARE RIVER AND BAY AUTHORITY.

WHEREAS, The Delaware River and Bay Authority (the “Authority”) is in the process of a reorganization to improve accountability and performance; and

WHEREAS, the position of Chief Operating Officer is essential for the success of the organization and is currently vacant; and

WHEREAS, the Authority utilized the services of an outside agency to publicly advertise the position, and provide review and evaluation of applicants; and

WHEREAS, the Authority’s Personnel Committee interviewed eight qualified applicants and recommended two applicants for in depth interviews by the Leadership Team; and

WHEREAS, the Leadership Team conducted these interviews and based upon these interviews made a recommendation to the Chairperson of the Personnel Committee; and

WHEREAS, the Chairperson and the Committee reviewed the recommendation and concur with the selection; and

WHEREAS, the Personnel Committee recommends that the Executive Director be authorized to offer employment for the position of Chief Operating Officer to the selected candidate; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to offer employment to the selected candidate for the position of Chief Operating Officer.

Resolution 03-01 was moved by Commissioner Pessagno, seconded by Commissioner Koebig, and was approved by a roll call vote of 10-1. Commissioner Patterson voted no.

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RESOLUTION 03-02 AUTHORIZING THE EMPLOYMENT OF THE CHIEF HUMAN RESOURCES OFFICER OF THE DELAWARE RIVER AND BAY AUTHORITY.

WHEREAS, The Delaware River and Bay Authority (the “Authority”) is in the process of a reorganization to improve accountability and performance; and

WHEREAS, the position of Chief Human Resources Officer is essential for the success of the organization and is currently vacant; and

WHEREAS, the Authority utilized the services of an outside agency to publicly advertise the position, and provide review and evaluation of applicants; and

WHEREAS, the Authority’s Personnel Committee interviewed ten qualified applicants and recommended three applicants for in depth interviews by the Leadership Team; and

WHEREAS, the Leadership Team conducted these interviews and based upon these interviews made a recommendation to the Chairperson of the Personnel Committee; and

WHEREAS, the Chairperson and the Committee reviewed the recommendation and concur with the selection; and

WHEREAS, the Personnel Committee recommends that the Executive Director be authorized to offer employment for the position of Chief Human Resources Officer to the selected candidate; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to offer employment to the selected candidate for the position of Chief Human Resources Officer.

Resolution 03-02 was moved by Commissioner Derrickson, seconded by Commissioner McWilliams, and was approved by a roll call vote of 11-0.

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RESOLUTION 03-04 - AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1 THROUGH DECEMBER 31, 2003.

WHEREAS, The Delaware River and Bay Authority (the "Authority") adopted Resolution 01-84 requiring Commission review and approval of all Authority expenditures in excess of \$25,000; and

WHEREAS, the Authority anticipates expenditures at or over the \$25,000 amount to the following vendors:

DELAWARE RIVER & BAY AUTHORITY
 PROJECTED VENDORS TO BE PAID OVER \$25,000
 OPERATION EXPENDITURES
 FOR THE PERIOD 1/1/03 THROUGH 12/31/03

VENDOR	SERVICE DESCRIPTION
ABS Americas	Inspection Services - Vessels
Action Paper & Chemical	Paper Products/Cleaning Supplies
Allied Marine Service	Vessel Doors & Vessel Vacuum Toilet Parts
America Sales Inc.	Vessel Paint
Anite Systems	Maint. Agreement Ferry Resv. System
Atlantic Cape Community	Education
Bayshore Ford	Trucks and parts
Bruce Industrial	Davits and Jibs
Building Systems & Services	HVAC Services
Canon	Copier Leases/Supplies-All Facilities
Cavanaugh Capital Management	Financial Investment Advisor
Chef Solutions	FDA/USDA Certified Supplier of Prepared Food
Cherry Valley Tractor Sales	Mowing Equipment
Cingular Wireless	Cellular Telephone
City Supply	Cleaning Supplies
Coltec Industries	Vessel Engine Parts
Compaq	Computer Equipment/Services
Crest Cash Register	Maint - POS System & Equipment
Cryotech Deicing Technology	De Icing Supplies - Airports
DBC Marine Safety Supply	Vessel Chutes
Delaware Tech & Com College	Education & Training
Deloitte & Touche	Audit Fees
Edward T. Ledwon	Consulting Services
Exxon Company	Vessel Lube Oil
First State Manufacturing	Vessel Re-upholstery
Giles & Ransome, Inc.	Vessel Generator Parts
Green Gifford Fleet Services	Fleet Vehicles
Harrison Beverage	Beer Products
Hartford Life Insurance Co.	LTD & Workers's Comp Insurance
Hertrich Fleet	Fleet vehicles
Info Systems	Professional Services

Intermedia Communications	Data Networking
Johnson & Towers	Generator Parts
Johnson Controls	Digital Control System Used Authority-wide
Koty, Inc.	Claim Settlement
Kramer Beverage	Beer Products
Lamorte Burns & Company	Consulting Services - Insurance Claims
Lankford Sysco Food Services	Food Supplies (DMB & Concessions)
Liberty Mutual Insurance	Workers Comp
Litton Marine Systems	Vessel Radar Maint. & Repair
Magnetic Ticket & Label Corp.	AFOS Ticket Stock
Marine Safety	Safety Equipment Inspection
MARK IV IVHS	EZPass Transponders
Mercer Human Resources Consult.	Pension Actuarial Services
MCI/Worldcom	Data Networking
MUNIS	Accting. Software Yearly Maint.
Oceanport Ind.	Roadway Salt
Omnithruster	Vessel Bowthruster Parts
Pedroni Fuel Co.	Vessel Fuel
Pepsi Cola Company	Beverage Supplies - Food Service
Philadelphia Gear Co.	Cape Henlopen Reduction Gear
Pioneer Fence	Security Fence for DMB Access Points
PNC Bank	Investment/Banking Services
Red the Uniform Taylor	Police Uniform Purchase
Reitman (R&R Mktg.)	Wine and Spirits
Rooks	Landscape Equipment
Sanitary Supplies	Cleaning Gear
Sea Safety Services	Inspection/Safety Supplies - Vessels
Seashore Food Products	Food Products
Shared Technologies Fairchild	DMB Telephone System
Standard Distributing Co.	Alcohol Beverage Distributor
Software Specialists, Inc	Software Maintenance - Toll System
The PMA Group	Insurance - Workers Comp./LTD
Total Asphalt	Pavement Rejuvenator
Transdyn Controls	Traffic Mgmt System
Tri-City Products	Cleaning Equipment
Thyssenkrupp Elevator	Elevator Inspection/Maint. & Repair
U.S. Foodservice, Inc.	Food Products
United States Postal Service	Postage - DMB
University of Delaware	Education & Training
Verizon - PA	Data Networking
Widner University	Education
Wilmington College	Education & Training
Wilmington Trust	Trustee/Investment/Banking Services
Wingfoot/Goodyear	Fleet Tires
York International	HVAC Repairs

NOW, THEREFORE, BE IT RESOLVED, that the Authority hereby authorizes expenditures to the above listed vendors for the described purposes and authorizes payment.

Resolution 03-04 was moved by Commissioner Derrickson, seconded by Commissioner Wallace, and was approved by a roll call vote of 10-0. Commissioner Patterson was recorded as not voting.

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8791. COMMISSIONERS PUBLIC FORUM: Chairman Fralinger

questioned whether any member of the public requested to address the Commission. No such requests were received.

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Commissioner Koebig recognized the fact that the Authority's Port Captain, Mr. Brian McEwing had been requested to attend and speak at an important ferry business related conference in Washington.

Chairperson Fralinger pointed out that the Delaware Memorial Bridge had been designated as one of the most important infrastructure projects of the 20th century by a national professional organization.

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There being no further business before the Commission, Chairperson Fralinger adjourned the meeting at 12:06 p.m.

The next meeting was set by unanimous consent for Tuesday, February 18, 2003, at the Authority Administration Building, New Castle, Delaware.

Respectfully submitted,
THE DELAWARE RIVER AND BAY AUTHORITY

Thomas A. Pankok
Secretary