

**MINUTES OF MEETING
THE DELAWARE RIVER AND BAY AUTHORITY
TELECONFERENCE CONDUCTED FROM
Delaware Memorial Bridge Complex
Tuesday, December 15, 2020**

The meeting convened via teleconference at 12:25 p.m. with Chairperson Lathem presiding.

The opening prayer was given by Chairperson Lathem, followed by the Pledge of Allegiance.

Chairperson Lathem called on the Authority Assistant Secretary to read the meeting notice. The Assistant 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.

Chairperson Lathem called for the acceptance of the Agenda.

Chairperson Ratchford made a motion to accept the Agenda, seconded by Commissioner Ransome, and the motion carried by a voice vote of 10-0.

Chairperson Lathem called on the Assistant Secretary to take the roll.

Commissioners from Delaware

Samuel Lathem, Chairperson**
Crystal L. Carey*
Henry J. Decker*
James L. Ford III*
Michael Ratchford*
Veronica O. Faust - absent

Commissioners from New Jersey

James N. Hogan, Vice-Chairperson*
James Bennett - absent
Sheila McCann*
Shirley R. Wilson*
Ceil Smith*
M. Earl Ransome, Jr.*

*Attended via telephonic/electronic communications

** Physically present in James Julian Boardroom

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11716. APPROVAL OF THE MEETING MINUTES

Commissioner Ratchford made a motion to approve meeting minutes for November 17, 2020, seconded by Commissioner Ransome, and approved by a voice vote of 10-0.

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11717. DELAWARE RIVER AND BAY AUTHORITY – TRAFFIC AND REVENUE SUMMARY.

The Chief Financial Officer (CFO) presented charts showing Actual versus Projected Revenues for the Delaware Memorial Bridge, the Cape May-Lewes Ferry, Airports, Delaware City-Salem Ferry Crossing and Food Service for November 2020.

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

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11718. DELAWARE RIVER AND BAY AUTHORITY – STATEMENT OF INCOME AND EXPENSE.

The CFO presented charts showing statements of income and expense for November 2020 with comparisons to the same periods last year.

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

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11719. DELAWARE RIVER AND BAY AUTHORITY – OPERATING EXPENSE BY DIVISION.

The CFO presented charts for November 2020 showing expenses by division for the quarter to date vs. the projected quarter and for year to date vs. total budget.

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

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11720. DELAWARE RIVER AND BAY AUTHORITY – CAPITAL IMPROVEMENT PROGRAM.

The CFO presented charts for November 2020 showing the capital budget for crossing and economic development projects and dollars committed to date for the projects. The chart also included cash expenditures spent to date for the committed projects.

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

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11721. DELAWARE RIVER AND BAY AUTHORITY – CASH POSITION (MARKET VALUE) FOR NOVEMBER 30, 2020

The CFO presented charts indicating the cash fund balances for the entire Authority.

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

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11722. PUBLIC COMMENT ON ACTION ITEMS

Chairperson Lathem noted No Contract Awards, No Contract Close-Outs, and (6) Resolutions.

All action items have been reviewed, and recommended for consideration during today’s Committee meetings. He then called for public comment.

There were no public comments.

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11723. CHAIRPERSON’S CALL FOR RESOLUTIONS BEFORE THE

BOARD

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RESOLUTION 20-47 – ADOPTION OF THE DELAWARE RIVER AND BAY AUTHORITY’S 2021 OPERATING BUDGET

WHEREAS, Section 505 of the Trust Agreement, dated October 1, 1993, requires that The Delaware River and Bay Authority (the “Authority”) adopt a budget for each fiscal year; and

WHEREAS, the proposed operating expenses for FY2021, excluding the Airports division and Economic Development Facilities are \$78,965,292 and

WHEREAS, the budget includes funds for salaries and wages of Authority personnel, and materials and services for Authority activities; and

WHEREAS, for FY2021, principal and interest on outstanding bonds are \$31,901,781.26 in aggregate debt service; and

WHEREAS, the amount to be deposited to the credit of the Reserve Maintenance Fund with respect to Crossing Facilities shall be \$175,000.00 per month or \$2,100,000.00 for FY2021; and

WHEREAS, the projected revenue of the Authority for FY2021, excluding the Airports division and Economic Development facilities, is approximately \$155,585,000 resulting in a debt service coverage of 2.40x; and

WHEREAS, the proposed operating budget for the Airports division is \$8,568,366; and

WHEREAS, the proposed operating budget for the Economic Development facilities is \$627,656; and

WHEREAS, the proposed operating budget for FY2021 has incorporated principles of activity-based budgeting, which allocate certain costs to individual divisions rather than a central administrative budget: and

WHEREAS, the Budget and Finance Committee has developed, reviewed, and approved the proposed 2021 Operating Budget and recommends its adoption to the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED, that the Commission hereby adopts an operating budget (see Exhibit A attached hereto and incorporated by reference) of \$78,965,292 for the Bridge, Ferry, Food Services, Delaware City-Salem Ferry, Police, and Administration Divisions, and a budget of \$8,568,366 for the Airports division, a budget of \$627,656 for Economic Development facilities for a total of \$88,161,314 for FY2021, and authorizes the Executive Director to exercise the approved management discretion and spend within the approved FY2021 budget.

BE IT FURTHER RESOLVED that the Executive Director is authorized to exercise management discretion to transfer funds within a division, as well as, between divisions for such identified costs associated with ED, DED, ITS, HR, Finance, Engineering, Education, Communications and Infrastructure Preservation expenses as long as such transfer does not exceed the total expenditures of the Authority. (See Exhibits A & B attached hereto and incorporated by reference).

BE IT FURTHER RESOLVED that the Executive Director is authorized to exercise management discretion to transfer funds within a division, as well as, between divisions for such identified costs associated with ED, DED, ITS, HR, Finance, Engineering, Education, Communications and Infrastructure Preservation expenses as long as such transfer does not exceed the total expenditures of the Authority. (See Exhibits A & B attached hereto and incorporated by reference).

DELAWARE RIVER & BAY AUTHORITY											
EXPENDITURE ANALYSIS											
BY DIVISION											
FOR THE PERIOD 2017-2021											
EXHIBIT A											
		2017	%	2018	%	2019	%	2020	%	2021	%
		Adopted	+,-	Adopted	+,-	Adopted	+,-	Adopted	+,-	Proposed	+,-
1	Administration	\$ 14,776,824	10.59	\$ 15,642,682	5.86	\$ 16,151,001	3.25	\$ 16,653,157	3.11	\$ 16,484,772	(1.01)
2	Bridge	19,138,451	(4.52)	20,173,571	5.41	20,817,707	3.19	21,390,095	2.75	21,447,528	0.27
3	Ferry	25,676,817	(1.15)	25,648,465	(0.11)	26,438,029	3.08	26,907,660	1.78	25,251,810	(6.15)
4	Authority Police	9,893,020	3.46	10,381,674	4.94	10,814,995	4.17	11,567,634	6.96	11,673,313	0.91
5	Sub-Total	69,485,112	0.78	71,846,392	3.40	74,221,732	3.31	76,518,546	3.09	74,857,423	(2.17)
6	Food Services	5,931,389	13.01	5,984,508	0.90	5,906,681	(1.30)	4,234,774	(28.31)	3,981,350	(5.98)
7	Forts Ferry Crossing	145,337	14.83	120,681	(16.96)	125,458	3.96	126,797	1.07	126,519	(0.22)
8	Sub-Total	75,561,838	1.67	77,951,581	3.16	80,253,871	2.95	80,880,117	0.78	78,965,292	(2.37)
9	Airports Division	7,712,668	4.38	7,793,858	1.05	8,029,493	3.02	8,284,620	3.18	8,568,366	3.42
10	Economic Development	790,363	(0.45)	840,847	6.39	711,932	(15.33)	714,159	0.31	627,656	(12.11)
11	Total DRBA Budget	\$ 84,064,869	1.89	\$ 86,586,286	3.00	\$ 88,995,296	2.78	\$ 89,878,896	0.99	\$ 88,161,314	(1.91)

DELAWARE RIVER & BAY AUTHORITY
ALLOCATION OF ADMINISTRATIVE EXPENSES
BUDGET SUMMARY
FOR THE YEAR 2021

EXHIBIT B									
DEPARTMENT	ADMIN.	DMB	CMLF	POLICE	AIRPORTS	FOOD & RETAIL	FORTS FERRY	TOTAL	
EXECUTIVE DIRECTOR	\$ 1,662,493	\$ 50,200	\$ 5,000	\$ 2,500	\$ 12,500	\$ -	\$ -	\$ 1,732,693	
DEPUTY EXECUTIVE DIRECTOR	680,137	-	150,025	-	202,475	-	-	1,032,637	
HUMAN RESOURCES	1,908,276	-	184,118	16,000	-	-	-	2,108,394	
EDUCATION & DEVELOPMENT	207,130	88,500	89,818	54,021	4,900	4,300	-	448,669	
INFORMATION SERVICES	2,841,629	205,434	644,482	282,804	173,092	108,745	-	4,256,186	
SAFETY	555,889	74,500	81,000	-	75,600	15,000	-	801,989	
ELECTRONICS DEPARTMENT	975,170	196,420	222,539	66,500	93,700	7,400	-	1,561,729	
FINANCE	1,791,211	1,884,712	1,626,417	252,910	570,184	100,555	21,828	6,247,817	
ENGINEERING	699,738	1,319,137	348,359	-	102,932	-	12,500	2,482,666	
TOTAL ADMINISTRATION:	\$ 11,321,673	\$ 3,818,903	\$ 3,351,758	\$ 674,735	\$ 1,235,383	\$ 236,000	\$ 34,328	\$ 20,672,780	
INFRASTRUCTURE PRESERVATION:	-	500,000	135,000	-	365,000	-	-	1,000,000	
GRAND TOTAL:	\$ 11,321,673	\$ 4,318,903	\$ 3,486,758	\$ 674,735	\$ 1,600,383	\$ 236,000	\$ 34,328	\$ 21,672,780	

A motion to approve Resolution 20-47 was made by Commissioner Decker, seconded by Commissioner Wilson, and approved by a roll call vote of 10-0.

Resolution 20-47 Executive Summary Sheet

Resolution: Resolution 20-47 – Adoption of the Delaware River and Bay Authority’s 2021 Operating Budget

Committee: Budget & Finance

Committee Date: December 15, 2020

Board Date: December 15, 2020

Purpose of Resolution:

Resolution 20-47 formally authorizes funds for the fiscal year’s current operating expenses.

Background for Resolution:

The Authority has issued outstanding debt under a Trust Agreement dated October 1, 1993. Section 505 of the Agreement stipulates that the Authority covenants to adopt a final budget for each ensuing fiscal year. The budget is to address Current Expenses, Amounts Deposited into the Reserve Maintenance Fund, Revenue Projections and Compliance with the Covenant as to tolls, in Section 501 (a) (i).

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RESOLUTION 20-48 - AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2021 THROUGH DECEMBER 31, 2021

WHEREAS, The Delaware River and Bay Authority (the “Authority”) adopted Resolution 01-84 requiring Commissioner 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
VENDORS PROJECTED TO BE PAID OVER \$25,000
FOR THE PERIOD 1/1/21 THROUGH 12/31/21

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Adelte Ports and Maritime	Passenger Loader Tubes Maintenance Program at CMLF	Proprietary	\$45,000
Advantech Inc.	Replacement Video Management System	State Contract	\$150,000
Allied Beverage	Wine and Spirits for CMLF	Sole Source	\$45,000
American Bureau of Shipping	Vessel Inspections and Certifications	Sole Source	\$60,000
AMSEC, LLC	Engineering Services for Vessel Improvements	Professional Service	\$50,000
Art Guild, Inc.	Exhibit Booth and Related Services	Proprietary	\$45,000

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Assurance Media, LLC	Service and Equipment Installation for CCTV	State Contract	\$110,000
AVAYA, Communications, Inc., c/o ConvergeOne	Authority-wide Phone System Service and Support	State Contract	\$120,000
Beurteaux	Replacement Seating for CMLF Vessels	Sole Source	\$45,000
Breakthru Beverage Delaware	Wine and Spirits for CMLF	Sole Source	\$30,000
C.R. Cushing & Co., Inc.	Engineering Services for Vessel Improvements	Professional Service	\$50,000
Canon Business Solutions, Inc.	Authority-wide Copier Leases	State Contract	\$60,000
Cape Beverage Distributing	Wine and Spirits for CMLF	Sole Source	\$30,000
CapitalSoft, Inc.	Annual Maintenance and Support for Project Management Software	Proprietary	\$95,000
Carl King Energy	Gasoline and Diesel Fuel	State Contract	\$51,000
Carus AB Ltd.	Maintenance and Support for CMLF Fare Collection and Reservation System	Proprietary	\$300,000
Cato, Inc.	Diesel Fuel for DMB Vehicles and Equipment	State Contract	\$43,000
Chas. S. Winner, Inc. d/b/a, Winner Ford, Cherry Hill	Replacement Vehicles	State Contract	\$133,000
Chemical Equipment Labs, Inc.	Deicing Rock Salt	State Contract	\$80,000
Citrix Systems	Support for Netscaler Networking Equipment and Cloud File Share	Proprietary	\$40,000
ClearBridge Media Consulting, d/b/a Imminent Communications & Marketing, LLC	Digital Marketing Campaign for MIV	Professional Service	\$49,000
CNI Sales, Inc.	Annual Maintenance and Equipment Costs for Wi-Fi	State Contract	\$26,000

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Coca-Cola Company	Fountain and Bottled Soda and Beverages for CMLF	Sole Source	\$115,000
Collins + Co.	Public Relations Services for DRBA and CMLF	Professional Service	\$28,000
Convention News Company, Inc.	Airport Advertising Services	Sole Source	\$35,000
Council Fire	Economic Consulting Services for CMLF Development Projects	Professional Service	\$48,000
CTM Media Group	CMLF Brochure Placement & Distribution	Proprietary	\$30,000
Customers by Design	Market Research, Focus Groups, Satisfaction Surveys	Professional Service	\$40,000
Daktronics	Electronic Message Signage	Proprietary	\$40,000
Deardorff Associates	Media and Brand Strategy and Creative Services at Airports	Professional Service	\$49,000
Delaware Business Systems	Annual Maintenance and Equipment for Point-of-Sale System at CMLF Terminals	Proprietary	\$70,000
Delmarva Communications, Inc.	Police Vehicle Emergency Equipment	State Contract	\$40,000
Diedrich RPM	CMLF Digital Display Ads and Search Engine Marketing	Professional Service	\$38,000
Downstream Aviation, LP d/b/a Epic Aviation, LLC	Avgas for Resale at 33N	Quotes	\$50,000
Dryden Diving	UWILD Hull Inspections at CMLF	Quotes	\$28,000
Duramax Marine, LLC	Cutlass Bearings and Keel Coolers	Proprietary	\$48,000
DVL Group, Inc.	Uninterruptible Power Systems (UPS) Services and Replacements	Professional Service	\$55,000
Eastern Salt Company	Deicing Rock Salt	State Contract	\$30,000
Elliott Bay Design Group	Engineering Services for Vessel Improvements	Professional Service	\$50,000
eMaint	Annual Licenses, Maintenance and Support for CMMS System	Proprietary	\$50,000
Emergency Accessories & Installation, Inc. (EAI)	Emergency Lights and Equipment for Police Vehicles	State Contract	\$50,000
Emory Hill Real Estate Services, Inc.	Property Management Services for Salem Business Centre	Professional Service	\$30,000
Fairbanks Morse, LLC, a subsidiary of EnPro Industries, Inc.	Replacement Parts for CMLF Vessels	Proprietary	\$750,000
Fedway Associates, Inc.	Wine and Spirits for CMLF	Sole Source	\$70,000

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Foley Caterpillar	Auxiliary Engine Parts, Repairs and Rental Units	Sole Source	\$35,000
Frank Mazza & Sons, Inc.	Commercial Flooring Installation and Repairs	State Contract	\$75,000
Gallo Wines	Wine and Spirits for CMLF	Sole Source	\$26,000
Glosten Associates, Inc.	Peer Review of Propulsion Design Study for Vessel Repowers	Professional Service	\$30,000
Gourmet Kitchen, Inc.	Exclusive Food Products at CMLF	Sole Source	\$45,000
Gov Connections, Inc.	Microsoft Enterprise and other Software Licensing	Proprietary	\$140,000
Harrison Beverages	Beer Distributor	Sole Source	\$35,000
Hartford Computer Government, Inc. (HCGI)	Desktop and Laptop Computers at Various DRBA Locations	State Contract	\$150,000
Heritage-Crystal Clean	Hazardous Waste Management	Quotes	\$25,000
Hertrich Fleet Services, Inc.	Replacement Police Vehicles	State Contract	\$220,000
Home Depot Pro Institutional	Janitorial and Cleaning Supplies for Vessels and Terminals	State Contract	\$38,000
Douglas Christopher Banez d/b/a Hubpoint Strategic Advisors	Professional Air Service Development Consulting at ILG	Professional Service	\$35,000
Imtra	Watertight Doors for CMLF Vessels	Quotes	\$48,000
Jack N' Jill D.S.D	Ice Cream and Frozen Novelties at CMLF	Sole Source	\$26,000
Jackson Cross Partners	Real Estate Brokerage Services	Professional Service	\$25,000
Johnson & Towers, Inc.	Replacement Parts for Vessel Generators	Proprietary	\$45,000
Johnson Controls HVAC	HVAC System Installation, Maintenance and Parts for Building Automation System Authority-wide	Proprietary	\$100,000
Kapsch TrafficCom IVHS, Inc.	Annual Service, Support and Traffic Automation System for Traffic Management System	Proprietary	\$400,000
Kent Oil Co.	Avgas for Resale at 33N	Quotes	\$50,000
Klenzoid	Authority-Wide Water Treatment	Quotes	\$30,000
Knotts Company	Vessel Sanitary Systems Parts and Service	Proprietary	\$45,000

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Kramer Beverage Co.	Wine and Spirits for CMLF	Sole Source	\$50,000
Kronos	Software Licensing and Maintenance for Time and Attendance System	Proprietary	\$85,000
Lands' End	DRBA Logo'd Attire	Quotes	\$49,000
Lawmen Supply Company	Ammunition, Targets and Body Armor	State Contract	\$60,000
Lionetti Associates, d/b/a Lorco Petroleum Services	Petroleum Recycling Services and Oil Filters at CMLF	Quotes	\$45,000
Lufkin Power Transmission	Spare Reduction Gear Parts and Service for M/V Delaware	Sole Source	\$35,000
Marine Safety Corporation d/b/a Sea Safety Services, Inc.	Vessel Life Raft Inspections	Proprietary	\$240,000
Maritime Institute of Technology and Graduate Studies (MITAGS)	CMLF Employee Maritime Training	Professional Service	\$43,000
Merchology	DRBA Logo'd Attire	Quotes	\$49,000
MERE M-PACT Solutions, LLC	Maritime Emergency Response Training	Professional Service	\$45,000
Miles Partnership, LLC	CMLF Website Maintenance	Professional Service	\$42,000
Miller Environmental Group, Inc.	Hazardous Waste Management	Quotes	\$25,000
Motorola Solutions	Radio Maintenance and Equipment	State Contract	\$72,000
MTM Technologies	Annual Maintenance and Support for Network Hardware and Systems	State Contract	\$800,000
mXtr Automation, Inc.	Setup and Implementation of SharpSpring Tracking	Professional Service	\$30,000
Network Fleet, Inc.	Authority-wide Wireless Fleet Management Services	State Contract	\$55,000
Norfolk Bearing and Supply	Replacement Bearings for Vessels	Quotes	\$40,000
Northrop Grumman Sperry Marine	Electronics for CMLF Vessels	Proprietary	\$48,000
Northstar Environmental Group	Hazardous Waste Management	Quotes	\$25,000
OmniThruster, Inc.	Maneuvering and Propulsion System Parts for CMLF		
Oracle America, Inc.	Annual Maintenance and Support for Oracle Databases	Sole Source	\$47,000
Palfinger Marine USA Inc.	Inspections, Service and Parts for Rescue Boat Davits	Proprietary	\$48,000
Parker and Partners Marketing Resources, LLC	CMLF Marketing Consulting Services	Professional Service	\$39,000
ParsonsKellogg	DRBA Logo'd Attire	Quotes	\$49,000
Pedroni Fuel Co.	Unleaded Gasoline for CMLF Vehicles and Equipment	State Contract	\$27,000
Penn Jersey Paper Company	Food Service Items, Disposable Paper and Plastic Items at CMLF	State Contract	\$48,000
PetroChoice	Vessel Lube Oil	Quotes	\$49,000
Pivot Occupational Health	Occupational Health Services	State Contract	\$30,000

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Randive	UWILD Hull Inspections at CMLF	Quotes	\$45,000
Ransome CAT	CMLF Bow Thruster Engine and Generator Parts and Service	Proprietary	\$35,000
Reeves McEwing LLP	Specialized Legal Services	Committee Waiver	\$51,000
REVPAR International	Hospitality and Asset Management Consultant for CMLF	Professional Service	\$40,000
Riggins, Inc.	Gasoline and Diesel Fuel	State Contract	\$194,000
Rowland Company	Replacement Bearings and Clutches for Vessels	Sole Source	\$45,000
Rubrik	Support for Rubrik Cloud Backup Storage	Proprietary	\$35,000
Saf-Gard Safety Shoe Co.	Safety Shoes	State Contract	\$25,000
Ships Machinery International, Inc.	Maneuvering and Propulsion Systems Parts for CMLF	Proprietary	\$50,000
Siemens Building Technologies	Fire Detection System Installation and Support	Proprietary	\$150,000
Slice Communications	Digital Marketing Services for Employee/Applicant Surveys	Professional Service	\$45,000
SolarWinds	Support for Authority-wide Network Monitoring System	Proprietary	\$26,000
South Jersey Paper Products	Food Service Items, Disposable, Paper and Plastic at CMLF	State Contract	\$55,000
Southern Glazer's Wine & Spirits of Delaware	Wine and Spirits for CMLF	Sole Source	\$35,000
Star Building Services, Inc.	Janitorial Services at IILG and 33N	Quotes	\$32,000
Steimling & Son, Inc.	Reconditioning of M/V Cape Henlopen Main Shafts, Rudders, Bearings and Sleeves	Sole Source	\$37,000
TIMCO Industries, Inc.	Spare Control Parts and Service for M/V Delaware	Proprietary	\$26,000
Titan Aviation Fuels, Inc.	Avgas for Resale at 33N	Quotes	\$50,000
Trellist, Inc.	Digital Marketing at CMLF and Customer email Program at ILG	Professional Service	\$34,000
TRGroup, Inc.	Upgrade CMLF Vessel Wi-Fi	Proprietary	\$30,000
TRMI	Toll Lane Treadles	Proprietary	\$50,000
Tyler Technologies	Maintenance and Support for Finance and Human Resources ERP Systems and Police CAD System	Proprietary	\$200,000
UniFirst Corporation	New and Replacement Employee Uniforms	Cooperative Contract	\$45,000
United Electric Supply Co.	Various Electrical Supplies for All Facilities	State Contract	\$200,000

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
USI Insurance Services, LLC	Authority-wide Insurance Brokerage and Consulting Services	Committee Waiver	\$308,000
Vane Brothers Co.	Vessel Lube Oil	Quotes	\$49,000
VATv Network	Video Production Services for CMLF and DRBA	Professional Service	\$45,000
Veolia North America	Hazardous Waste Management	Quotes	\$25,000
W&O Supply, Inc.	Low-smoke Thermoplastic Piping, Valves and Strainers for Vessels	Sole Source	\$28,000
W.B. Mason	Office Supplies and Printer Toner	State Contract	\$35,000
W.W. Grainger, Inc.	Industrial Supplies, Equipment and Maintenance	State Contract	\$25,000
Waste Management	Refuse Removal Services	State Contract	\$135,000
WatchGuard	Police In-Car Video Management System	Proprietary	\$325,000
Wayman Fire Protection, Inc.	Fire Alarm Monitoring, Inspection and System Installations (Electronics)	Proprietary	\$150,000
Yardi Systems, Inc.	Property Management Software	Proprietary	\$49,000

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

A motion to approve Resolution 20-48 was made by Commissioner Decker, seconded by Commissioner Smith, and approved by a roll call vote of 10-0 with one partial abstention. Prior to the vote Commissioner Carey noted that she had a conflict of interest as it relates to the approval of MTM Technologies. Her vote in the affirmative included abstention to the approval of MTM Technologies.

Resolution 20-48 Executive Summary Sheet

Resolution: Authorizing Authority Expenditures Pursuant to Resolution 01-84 for the period January 1, 2021 through December 31, 2021.

Committee: Budget & Finance

Committee and Board Date: December 15, 2020

Purpose of Resolution:

Authorizes expenditures of \$25,000 or greater with the identified vendors during the 2021 calendar year.

Background for Resolution:

The proposed Resolution meets the requirements of Resolution 01-84, whereby the Authority shall not enter into any contract committing the Authority to spend or make any

other expenditures relating to services, material and supplies in the amount of \$25,000 or more unless it has first been approved by a vote of Commissioners.

Purchase Detail:

Adelte Ports and Maritime: Passenger Loader Tubes Maintenance Program at CMLF

The Authority entered into a service agreement for annual preventative maintenance training when it purchased the Adelte passenger boarding bridges located at the CMLF Terminals. As the original equipment manufacturer, Adelte technicians make several visits to train Authority staff on proper inspection, testing and lubrication of the system's mechanical, electrical and control equipment.

Advantech Inc.: Replacement Video Management System

The Authority will be utilizing Advantech to begin replacement of the current Video Management System (VMS). Advantech sells and supports Milestone Systems, the new VMS manufacturer selected by the Authority, and will provide integration and implementation of the new VMS in accordance with the prices of their competitively-bid state contract for Building Access Security Services (*GSS 19599-BLDG_SECURE*).

Allied Beverage: Wine and Spirits for CMLF

The Authority purchases wine and spirits through Allied Beverage Distributors for its Cape May terminal food operations. Allied Beverage holds the exclusive regional distribution rights to the specific brands that the Authority uses according to customer demand. Sales are regulated by the State of New Jersey Alcoholic Beverage Commission.

American Bureau of Shipping: Vessel Inspections and Certifications

The American Bureau of Shipping (ABS) is the sole regulatory body authorized to perform inspections on vessels that are built according to ABS standards/classifications. All of the Authority's vessels were built to ABS standards and thus all are subject to ABS inspections and associated US Coast Guard regulations.

AMSEC, LLC: Engineering Services for Vessel Improvements

AMSEC, Elliott Bay Design Group and C.R. Cushing are each capable of providing various marine engineering and naval architect design and consulting services in support of the CMLF vessel improvements program and these vendors will be contacted for proposals as the need arises. Having each as an approved vendor will provide the latitude for the Authority to react quickly to fulfill the need for the aforementioned services.

Art Guild, Inc.: Exhibit Booth and Related Services

The Authority attends several aviation-related conferences to promote its airport facilities throughout the year. Art Guild was hired to design and build a professional exhibit booth for the Authority to use during such events. Art Guild stores our exhibit booth in the off-season and ships and assembles it to locations as requested by the Authority.

Assurance Media, LLC: Service and Equipment Installation for CCTV

As part of its Security Enhancement Program, the Authority continues to upgrade its closed-circuit television (CCTV) located throughout the facilities to improve surveillance and video streams, add network flexibility and provide enhanced features such as remote accessibility. The replacement equipment, professional services, and implementation will be purchased at prices matching Assurance Media's state contract to provide Building Access and Video Surveillance Systems, (*GSS19599-BLDG_SECURE*).

AVAYA, Communications, Inc., c/o ConvergeOne: Authority-wide Phone System Service and Support

The Authority purchases AVAYA enterprise phone system support from ConvergeOne for its on-premises phone system. Purchases are made via a local authorized dealer (ConvergeOne) at their state contract price (*T1316 - Telecommunications Equipment & Services, Contract No. 80802*).

Beurteaux: Replacement Seating for CMLF Vessels

The Authority utilized an open-competitive bid process to select a marine seating manufacturer to outfit CMLF vessels and purchases replacement seating from the original manufacturer on an as-needed basis, with the goal being to provide the same style of seats on all three vessels.

Breakthru Beverage Delaware: Wine and Spirits for CMLF

The Authority purchases wine and spirits through Breakthru Beverage Delaware for its Lewes terminal food operations. Breakthru Beverage holds the exclusive regional distribution rights to the specific brands that the Authority uses according to customer demand. Sales are regulated by the Office of the Delaware Alcoholic Beverage Control Commissioner.

C.R. Cushing & Co., Inc.: Engineering Services for Vessel Improvements

C.R. Cushing, AMSEC and Elliott Bay Design Group are each capable of providing various marine engineering and naval architect design and consulting services in support of the CMLF vessel improvements program and these vendors will be contacted for proposals as the need arises. Having each as an approved vendor will provide the latitude for the Authority to react quickly to fulfill the need for the aforementioned services.

Canon Business Solution, Inc.: Authority-wide Copier Leases

Canon Business Solutions, Inc. is party to a state contract (*GSS19091*) to provide copier leases. This expenditure will cover the cost of all copier leases and supplies Authority-wide.

Cape Beverage Distributing: Wine and Spirits for CMLF

The Authority purchases beer and spirits through Cape Beverage Distributing for its Cape May terminal food operations. Cape Beverage Distributing holds the exclusive regional distribution rights to the specific brands that the Authority uses according to customer demand. Sales are regulated by the State of New Jersey Alcoholic Beverage Commission.

CapitalSoft, Inc.: Annual Maintenance and Support for Project Management Software

CapitalSoft is the proprietary vendor that developed the Authority's Project Management System (CapEx Manager). This expenditure is estimated to cover annual maintenance expenses as well as ongoing programming enhancements.

Carl King Energy: Gasoline and Diesel Fuel

The Authority stores and dispenses Gasoline and Diesel Fuel at its Delaware-based facilities for use in Authority-owned vehicles and equipment. The price per-gallon of gasoline and diesel fuel is competitively awarded by the State according to the county and the capacity of the tank in which the purchased fuel will be stored. Carl King Energy is currently a party to a competitively-bid state contract to provide gasoline and diesel fuel to "A" tanks in Kent and Sussex Counties and "B" tanks in all counties (*GSS16002-GASOLINE and GSS16550-ULSD*).

Carus AB Ltd: Maintenance and Support for CMLF Fare Collection and Reservation System

Carus is the proprietary vendor that developed the Fare Collection and Reservation System for the Cape May-Lewes Ferry. This expenditure will cover the annual maintenance expense for this system as well as the purchase of additional modules.

Cato, Inc.: Diesel Fuel for DMB Vehicles and Equipment

The Authority stores and dispenses Diesel Fuel at the DMB Administrative Complex for use in Authority-owned vehicles and equipment. The price per-gallon for diesel fuel is competitively awarded by the State according to the county and the capacity of the tank in which the purchased fuel will be stored. Cato, Inc. is currently a party to the lowest-priced state contract to provide diesel fuel to 5,000+ gallon tanks ("A" tanks) located within New Castle County (*GSS16550-ULSD*).

Chas. S. Winner, Inc. d/b/a, Winner Ford, Cherry Hill: Replacement Vehicles

The Authority is replacing three (3) F-350 pickup trucks that have exceeded their useful life, meet the Authority's vehicle replacement criteria, and are programmed into the Capital Equipment Replacement Plan. The trucks will be purchased via Winner Ford's competitively-bid state contract (*GSS19560 TRUCKS_VANS*) and the retired vehicles will be sold at public auction.

Chemical Equipment Labs, Inc.: Deicing Rock Salt

Chemical Equipment Labs has a state contract (*GSS19469*) to provide bulk rock salt. The Authority is responsible for the winter maintenance of 124 lane miles of roadway in New Castle County to keep the roads clear of ice and snow for the motoring public. This firm is one of the two suppliers under state contract from which the Authority requests quotes when in need of rock salt.

Citrix Systems: Support for Netscaler Networking Equipment and Cloud File Share

Citrix NetScaler is a proprietary hardware device utilized to provide load balancing and traffic management in order to accelerate performance. This purchase is for the Authority's annual maintenance contract with Citrix.

ClearBridge Media Consulting, d/b/a Imminent Communications & Marketing, LLC:
Digital Marketing Campaign for MIV

ClearBridge Media Consulting was selected by the Cumberland County Improvement Authority (CCIA) for coordinated digital and video production. The Authority thus intends to engage the consultant to provide a digital marketing campaign for Millville Airport.

CNI Sales, Inc.: Annual Maintenance and Equipment Costs for Wi-Fi

The Authority has installed a fully managed Wi-Fi network at all sites to better service our internal and external customers. CNI Sales is under state contract to provide Aruba Wi-Fi networks and web filter maintenance (*GSS14579-DATACOMM*).

The Coca-Cola Company: Fountain and Bottled Soda and Beverages for CMLF

The Authority has contracted the Coca-Cola Co. to distribute its beverage products throughout the CMLF vessels and terminals. Coca-Cola is sold according to exclusive distribution rights.

Collins + Co.: Public Relations Services for DRBA and CMLF

The Authority utilizes a professional public relations and marketing firm to enhance the visibility of the CMLF brand. Collins + Co. strategically develops customized communications to positively impact our growth and success.

The Convention News Company, Inc.: Airport Advertising Services

The Authority plans to purchase an advertorial insert for placement in the August issue of “Solutions in Business Aviation” and plans to advertise in the “Convention News Daily” publication during the 2021 Business Aviation Convention and Expo. The advertising is meant to attract the attention of businesses who may be interested in the Authority’s airport opportunities in the Northeast Corridor. The subject matter of the aforementioned publications correlate directly to the Authority’s airport business.

Council Fire: Economic Consulting Services for CMLF Development Projects

The Authority has previously contracted with a professional management consultant to provide an Economic Impact Study of the Cape May-Lewes Ferry. After the results of the initial study have been analyzed, the Authority will evaluate the need for Phase 2 of the study regarding transit and transportation comparisons.

CTM Media Group: CMLF Brochure Placement & Distribution

As part of its CMLF ferry marketing plan, the Authority makes arrangements to have CMLF ferry brochures displayed at local establishments in the CMLF regional area. CTM Media Group is the company that owns the brochure racks and controls such services in the following areas: New Jersey, New York, Pennsylvania, Virginia and part of Maryland.

Customers by Design: Market Research, Focus Groups, Satisfaction Surveys

Customers by Design provides the Authority with ongoing survey and market research gathered from the public and internal employee groups for market intelligence used for the

Cape May-Lewes Ferry marketing program development and, more recently, internally for employee focus groups and satisfaction surveys.

Daktronics: Electronic Message Signage

Daktronics is the proprietary manufacturer of Variable Message System (VMS) Boards purchased by the Authority and installed along its various roadways. The Authority plans to purchase and install an additional VMS Board for the Maintenance Building #3 – Auto Shop.

Deardorff Associates: Media and Brand Strategy and Creative Services at Airports

Deardorff Associates provides professional media and brand strategy and creative services at several of the Authority's airports. Services include rebranding, updating logos, marketing campaigns, etc.

Delaware Business Systems: Annual Maintenance and Equipment for Point-of-Sale System at CMLF Terminals

Delaware Business Systems provides proprietary hardware and annual maintenance to the existing Food & Retail point-of-sale system at CMLF terminals.

Delmarva Communications, Inc.: Police Vehicle Emergency Equipment

As new Police vehicles are acquired, the Authority purchases equipment for up-fitting each vehicle (e.g., emergency light bars, controllers, power switches, etc.). Equipment prices are pursuant to Delmarva Communications' state contracts (*GSS20735-VEH_UPFIT* and *GSS17626-ERVEH_WARN*).

Diedrich RPM: CMLF Digital Display Ads and Search Engine Marketing

Diedrich provides services to the Cape May-Lewes Ferry which enable the Authority to benchmark results and analyze improvements year-over-year. Services include banner-ad placement, management of the Google Ads campaign, and real-time ad target modification.

Downstream Aviation, LP d/b/a Epic Aviation, LLC: Avgas for Resale at 33N

Titan Aviation Fuels, Inc., Epic Aviation, LLC and Kent Oil Co. have been identified as having the service ability to routinely deliver aviation gasoline (avgas) in small container loads (33N storage capacity is limited to 5,000 gallons) at competitive rates. Since it is impossible to predict which vendor will be offering the best spot rate at any time during the year, all three vendors have been added as possible fuel suppliers and will be contacted for quotes corresponding with our avgas needs.

Dryden Diving: UWILD Hull Inspections at CMLF

Dryden Diving and Randive are the two available contractors that will be contacted to submit quotes for any UWILD (Under Water In Lieu of Dry-docking) inspection work that may be necessary. The Contractor's divers will do a complete video inspection of all hull weld seams, inspect all the propellers, shafts, rudders, bow thrusters, sea chests, intakes, anodes and underwater valves. Each firm will be contacted to provide quotes for each UWILD inspection. It is impossible to predict which contractor will be the lowest bidder,

thus in an effort to avoid an emergency condition, each of the two available vendors have been included.

Duramax Marine: Cutlass Bearings and Keel Coolers

Duramax Marine is the only ABS-approved source for the bronze-lined split flange cutlass bearings that fit the propellers on Authority vessels. These bearings have an eighteen (18) week lead-time.

DVL Group, Inc.: Uninterruptible Power Systems (UPS) Services and Replacements

The DRBA utilizes the expertise of the DVL Group to provide infrastructure management solutions and services. Uninterruptible Power Supplies (UPS) sustain the Authority's critical operations/infrastructure in the following locations: DMB Administration - Authority Wide Server Room, DMB Julia Building - Toll System and critical power, Lewes Administration - Server Room, and Cape May Administration - Server Room.

Eastern Salt Company: Deicing Rock Salt

Eastern Salt Co. offers the Authority competitively bid state contract pricing (*GSS19469*) for bulk magnesium chloride-treated deicing rock salt, which is effective in extremely low temperature conditions. This firm is one of the two suppliers under state contract from which the Authority requests quotes when in need of rock salt.

Elliott Bay Design Group: Engineering Services for Vessel Improvements

Elliott Bay Design Group, C.R. Cushing and AMSEC are each capable of providing various marine engineering and naval architect design and consulting services in support of the CMLF vessel improvements program and these vendors will be contacted for proposals as the need arises. Having each as an approved vendor will provide the latitude for the Authority to react quickly to fulfill the need for the aforementioned services.

eMaint: Annual Licenses, Maintenance and Support for CMMS System

The Authority uses a proprietary Computerized Maintenance Management System (CMMS) to help schedule, plan, manage, and track maintenance activities associated with equipment, vehicles and facilities. This purchase represents the estimated annual cost for licenses, maintenance and support.

Emergency Accessories & Installation, Inc. (EAI): Emergency Lights and Equipment for Police Vehicles

As new Police vehicles are acquired throughout the year, the Authority purchases equipment for up-fitting each vehicle (e.g., light bars, controllers, power switches, brackets, barriers, K9 equipment, etc.). Equipment prices are pursuant to EAI's state contract (*GSS17626 - Emergency Vehicle Warning Systems and Equipment*).

Emory Hill Real Estate Services, Inc.: Property Management Services for Salem Business Centre

The DRBA uses a professional property management company to manage the operation of the Salem Business Center in Carneys Point, New Jersey. Emory Hill provides association and building management services such as rent collection, creating a tenant/facility

database, assisting in the preparation of contracts and agreements, property maintenance, creating and updating a property management reporting system, and managing the association of parcel owners to handle the common affairs of the office park.

Fairbanks Morse Engine: Replacement Parts for CMLF Vessels

Fairbanks Morse is the proprietary supplier of replacement parts for overhauls, emergency repairs and maintenance of the main engines on all Authority vessels.

Fedway Associates, Inc.: Wine and Spirits for CMLF

The Authority purchases wine and spirits through Fedway Associates for its Cape May terminal food operations. Fedway Associates holds the exclusive regional distribution rights to the specific brands that the Authority uses according to customer demand. Sales are regulated by the State of New Jersey Alcoholic Beverage Commission.

Foley Caterpillar: Auxiliary Engine Parts, Repairs and Rental Units

The Authority uses Foley Caterpillar to power the bow thrusters and auxiliary engines aboard the CMLF fleet. Foley Caterpillar is the sole supplier for OEM parts for CAT equipment.

Frank Mazza & Sons, Inc.: Commercial Flooring Installation and Repairs

As an authorized dealer/distributor for several flooring suppliers under state contract, Frank Mazza is able to install flooring at competitively-bid state contract prices (*G2005*).

Gallo Wines: Wine and Spirits for CMLF

The Authority purchases wine and spirits through Gallo Wines for the Cape May Terminal and Vessel Operations. Gallo Wines holds the exclusive regional distribution rights to the specific brands that the Authority uses due to customer demand. Sales are regulated by the New Jersey Alcoholic Beverage Commission (ABC).

The Glosten Associates, Inc.: Peer Review of Propulsion Design Study for Vessel Repowers

The Authority has contracted Glosten to conduct a peer review of the Propulsion Design Review Study provided by the Authority's marine architects/engineers. This will serve to verify the new propulsion parameters of each vessel. If adjustments to the design parameters are needed, those adjustments will be made before moving forward to the next phase of design. The Authority's current repower project is scheduled to continue through 2021.

Gourmet Kitchen, Inc.: Exclusive Food Products at CMLF

The Authority's Food and Retail Department will be sourcing specialty food products that are typically unavailable through traditional direct-to-consumer food distributors. Products include gourmet hors d'oeuvres, handmade desserts, and products made specifically for those with special dietary requirements. Gourmet Kitchen serves as the sole manufacturer and distributor of the food products that are available only through them.

Gov Connections, Inc.: Microsoft Enterprise and other Software Licensing

The Authority purchases Microsoft Enterprise operating licenses (such as Windows Enterprise, Microsoft Office, etc.) and other software licenses from Gov Connections (formerly Softmart), a licensed Microsoft reseller.

Harrison Beverages: Beer Distributor

The Authority purchases beer through Harrison Beverage for its Cape May terminal food operations. The State of New Jersey regulates which brand each vendor can sell, thus alcohol companies and brands are sold exclusively via a sole wholesale distribution house. All prices are governed by the New Jersey State Alcohol Beverage Commission.

Hartford Computer: Desktop and Laptop Computers at Various DRBA Locations

The Authority uses HP hardware technology and will be purchasing desktop and laptop computers from HCGI, an authorized reseller of Hewlett Packard (HP) products. New and replacement units will be installed at various locations as-needed. HCGI holds a state contract (*GSS15133*) to resell HP hardware and offers those contract prices to the Authority.

Heritage-Crystal Clean: Hazardous Waste Management

Heritage-Crystal Clean, Veolia North America, Miller Environmental Group and Northstar Environmental Group all have the ability to provide hazardous waste management services to the Authority. Since it is impossible to predict which vendor will be offering the best rate at any time during the year, all four vendors have been added as possible suppliers and will be contacted for quotes corresponding with the Authority's hazardous waste needs.

Hertrich Fleet Services, Inc.: Replacement Police Vehicles

The Authority is replacing six (6) police vehicles that have exceeded their useful life and meet the vehicle replacement criteria in place for the Authority. The pricing at which the Authority will purchase the vehicles is pursuant to the vendor's state contract (*GSS20013-POLICE_VEH*).

The Home Depot Pro Institutional: Janitorial and Cleaning Supplies for Vessels and Terminals

The Authority purchases janitorial and cleaning supplies such as paper products, hand soap, floor stripper and wax, rug cleaning products, mops, brooms, etc., for the Ferry vessels through contract pricing as awarded to the Home Depot Pro Institutional (*COL20018*).

Douglas Christopher Banez d/b/a Hubpoint Strategic Advisors, LLC: Professional Air Service Development Consulting at ILG

The Authority will continue to use the services of an air service development consultant in 2021.

Imtra: Watertight Doors for CMLF Vessels

The Authority intends to purchase several watertight steel doors for the CMLF fleet. Quotes from three vendors were requested and received with Imtra submitting the lowest-cost quote to purchase the doors.

Jack N' Jill D.S.D: Ice Cream and Frozen Novelties at CMLF

Due to limitations of the available Hershey-branded ice cream and frozen novelty products, the Authority's Food and Retail Department has decided to offer Nestle, Edy's and Good Humor ice cream and frozen novelties. Including their company-branded products Jack N' Jill is the sole and exclusive provider of the frozen products that the Authority intends to sell to customers.

Jackson Cross Partners: Real Estate Brokerage Services

The Authority periodically has a need for services including of professional advice, assistance and representation with respect to real estate matters including, but not limited to the sale of DRBA property, the leasing of DRBA property, and the purchase or lease of new property.

Johnson & Towers, Inc.: Replacement Parts for Vessel Generators

Johnson & Towers is the proprietary supplier of replacement parts for overhauls, emergency repairs and maintenance of service generators installed on Authority vessels.

Johnson Controls HVAC: HVAC System Installation, Maintenance and Parts for Building Automation System Authority-wide

Johnson Controls is authorized to provide parts and service to our Metasys Building Automation System. 2021 represents the final year of a three-year service contract with this vendor.

Kapsch TrafficCom IVHS, Inc.: Annual Service, Support and Traffic Automation System for Traffic Management System

Kapsch is the proprietary supplier of the DMB traffic management software system and provides annual maintenance, equipment, support and enhancements. The Authority uses Kapsch as its provider of intelligent transportation systems in the areas of tolling, traffic management and traffic safety.

Kent Oil: Avgas for Resale at 33N

Titan Aviation Fuels, Inc., Epic Aviation, LLC and Kent Oil Co. have been identified as having the service ability to routinely deliver aviation gasoline (avgas) in small container loads (33N storage capacity is limited to 5,000 gallons) at competitive rates. Since it is impossible to predict which vendor will be offering the best spot rate at any time during the year, all three vendors have been added as possible fuel suppliers and will be contacted for quotes corresponding with our avgas needs. Kent Oil is also a source of off-road diesel for Airport Maintenance crews at 33N.

Klenzoid: Authority-Wide Water Treatment

Klenzoid submitted the lowest quote for Authority-wide water treatment services and supplies an on-call Certified Water Technologist Consulting Services. 2021 represents the second year of a three-year service contract with this vendor.

The Knotts Company: Vessel Sanitary Systems Parts and Service

Each CMLF vessel uses a series of unique pumps to maintain a constant vacuum on sanitary system. These systems are aging and require service more regularly. The licensed distributor in our area is the Knotts Company.

Kramer Beverage Co.: Wine and Spirits for CMLF

The Authority purchases wine and spirits through Kramer Beverage for its Cape May terminal food operations. Kramer Beverage holds the exclusive regional distribution rights to the specific brands that the Authority uses according to customer demand. Sales are regulated by the State of New Jersey Alcoholic Beverage Commission.

Kronos: Software Licensing and Maintenance for Time and Attendance System

Kronos is the proprietary time and attendance system used throughout the Authority. The estimated cost includes the annual maintenance contract as well as the purchase of additional time clocks.

Lands' End: DRBA Logo'd Attire

The Authority plans to provide employees with a piece of apparel carrying the new DRBA logo and has narrowed the list of suppliers to one of the following: Lands' End, Merchology and ParsonsKellogg. It is currently unknown which of these vendors will be selected to supply the individual pieces of apparel being provided, thus each has been added to this Resolution.

Lawmen Supply Company: Ammunition, Targets and Body Armor

Lawmen Supply Company is under state *contract GSS16585 (Armor) and GSS17043 (Ammunition & Targets)* to provide police and homeland security equipment and supplies and offers those prices to DRBA Police.

Lionetti Associates, d/b/a Lorco Petroleum Services

The Cape May-Lewes Ferry uses Lorco Petroleum Services throughout the year for the disposal of oily water and contaminated diesel fuel, and for oil filters and related supplies for the vessels. Staff solicited quotes from three contractors and Lorco submitted the lowest bid to perform the services.

Lufkin Power Transmission: Spare Reduction Gear Parts and Service for M/V Delaware

Lufkin Power Transmission produced the precision-made reduction gears (a main component of the drive train) newly installed on the M/V Delaware. Lufkin is the sole source for OEM replacement parts for our reduction gears. This purchase is to create a spare parts inventory to support the vessel in the future.

Marine Safety Corporation d/b/a Sea Safety Services, Inc.: Vessel Life Raft Inspections

Marine Safety Corporation is the local proprietary providers and suppliers of replacement parts for overhauls, emergency repairs and maintenance of the existing life rafts installed on all Authority vessels.

Maritime Institute of Technology and Graduate Studies (MITAGS): CMLF Employee Maritime Training

Several CMLF employees will attend MITAGS throughout the year for maritime-related coursework.

Merchology: DRBA Logo'd Attire

The Authority plans to provide employees with a piece of apparel carrying the new DRBA logo and has narrowed the list of suppliers to one of the following: Merchology, Lands' End and ParsonsKellogg. It is currently unknown which of these vendors will be selected to supply the individual pieces of apparel being provided, thus each has been added to this Resolution.

MERE M-PACT Solutions, LLC: Maritime Emergency Response Training

The Authority utilizes professional instructors to provide emergency response training to the CMLF Marine department. The purpose of each course is to increase the knowledge and preparedness of Cape May-Lewes Ferry personnel concerning a variety of emergency situations. The company is the result of a merger between Maritime Emergency Response Educators, LLC and Maritime Protection Audit Training (M-PACT).

Miles Partnership, LLC: CMLF Website Maintenance

In 2017, four firms submitted proposals to redesign and rebuild the CMLF.com website on a new content management/digital platform. As a result of this competitive process, Miles Media was selected to provide the services. Miles Media continues to maintain the CMLF page.

Miller Environmental Group, Inc.: Hazardous Waste Management

Miller Environmental Group, Heritage-Crystal Clean, Veolia North America and Northstar Environmental Group all have the ability to provide hazardous waste management services to the Authority. Since it is impossible to predict which vendor will be offering the best rate at any time during the year, all four vendors have been added as possible suppliers and will be contacted for quotes corresponding with the Authority's hazardous waste needs.

Motorola Solutions: Radio Maintenance and Equipment

The Authority continues to replace all 800 MHz hand-held and in-vehicle radios at pricing in accordance with the state contract held by Motorola (*GSS15676-COMMEQUIP*).

MTM Technologies: Annual Maintenance and Support for Network Hardware and Systems

Services and equipment including computer equipment purchases, ongoing annual maintenance contracts on existing systems and disaster recovery planning and associated equipment are purchased by the Authority at competitively-bid state contract prices through one of the following state contracts awarded to MTM: Telecommunications Systems and Services (*GSS17455*); Data Communications Products & Services (*GSS14579*); and/or Computer Equipment, Peripherals & Related Services (*GSS15133*).

mXtr Automation, Inc.: Setup and Implementation of SharpSpring Tracking

mXtr Automation provides the Authority with marketing automation and tracking software and services to replace current email system, improve segmented outreach, integrate reporting across digital platforms, and track customer buying across multiple channels to get better data on the value of various marketing investments.

Network Fleet: Authority-wide Wireless Fleet Management Services

Network Fleet, Inc. is under state contract (*GSA17047*) to provide wireless fleet management services. The estimated cost will cover the annual wireless expense to track and monitor all Authority-owned vehicles.

Norfolk Bearings and Supply: Replacement Bearings for Vessels

The Authority's CMLF operations requires the purchase of a specialty split bearing and cartridge housing. The Authority requested quotes from the three distributors permitted to stock and sell the required products within the CMLF sales area. Norfolk Bearings & Supply submitted the lowest-cost quote. The estimated purchase price reflects an aggregate estimate of expenditures for routine purchases made from the vendor throughout the year.

Northrop Grumman Sperry Marine: Electronics for CMLF Vessels

Northrop Grumman Sperry Marine is the proprietary supplier of replacement parts for overhauls, emergency repairs and maintenance of the radars and navigational equipment on all Authority vessels.

Northstar Environmental Group: Hazardous Waste Management

Northstar Environmental Group, Heritage-Crystal Clean, Veolia North America and Miller Environmental Group all have the ability to provide hazardous waste management services to the Authority. Since it is impossible to predict which vendor will be offering the best rate at any time during the year, all four vendors have been added as possible suppliers and will be contacted for quotes corresponding with the Authority's hazardous waste needs.

OmniThruster, Inc.: Maneuvering and Propulsion System Parts for CMLF

OmniThruster, Inc. is the original equipment manufacturer of the hydraulic bow thruster system installed on the M/V Delaware and the M/V Cape Henlopen, and the sole distributor for parts necessary to keep the hydraulic bow thruster systems fully operational.

Oracle America, Inc.: Annual Maintenance and Support for Oracle Databases

Oracle is the proprietary database used for the existing Time Attendance System, the Fare Collection System, the Toll Reconciliation System, and the Procurement/Project Management System. The estimated cost will cover the annual maintenance plus the duplication of the Oracle database for disaster recovery.

Palfinger Marine USA Inc.: Inspections, Service and Parts for Rescue Boat Davits

Palfinger is the sole source provider of five-year inspections, certifications, and periodic emergency services for the rescue boat davits aboard each of the CMLF ferries. Such services are required for each CMLF vessel to remain in conformance with the USCG. The estimate includes the cost of replacing the wire falls, weight test certificates, and the inspection of winch and davit assembly for each CMLF vessel.

Parker and Partners Marketing Resources, LLC: CMLF Marketing Consulting Services

The Authority uses the services of a marketing consultant for the messaging, production, and creative development of the annual CMLF marketing campaign. The firm designs our print and digital advertising, banners and signs, and delivers creative options to target different segments of Ferry ridership.

ParsonsKellogg: DRBA Logo'd Attire

The Authority plans to provide employees with a piece of apparel carrying the new DRBA logo and has narrowed the list of suppliers to one of the following: ParsonsKellogg, Lands' End and Merchology. It is currently unknown which of these vendors will be selected to supply the individual pieces of apparel being provided, thus each has been added to this Resolution.

Pedroni Fuel Co.: Unleaded Gasoline for CMLF Vehicles and Equipment

The Authority stores and dispenses unleaded gasoline at the Cape May-Lewes Ferry Terminals for use in Authority-owned vehicles and equipment. Pedroni Fuel Co. supplies the Authority with unleaded gasoline at prices matching their current state contract (*T0083 Unleaded Automotive Gasoline*).

Penn Jersey Paper Company: Food Service Items, Disposable Paper and Plastic Items at CMLF

The Authority intends to purchase cleaning agents and disposable food service items via Penn Jersey Paper Company at competitively-bid state contract prices (*GSS18603 - Janitorial and Cafeteria Supplies*).

PetroChoice: Vessel Lube Oil

Due to the volatility of the petroleum markets, the Authority solicits quotes from all available area providers before making bulk purchases of the ExxonMobil lubricating oil utilized on all Authority vessels. PetroChoice and The Vane Brothers Co. have both been identified as having the ability to provide a minimum of 1,000 USG to the Authority. Additionally, once both of the available vendors in our area have been approved to exceed the threshold, the Authority will gain the ability to react quickly to swings in spot pricing and ensure that the Authority receives the best value at the time of purchase.

Pivot Occupational Health: Occupational Health Services

The Authority will be using Pivot Occupational Health for various occupational health services including pre-employment physical examinations, lab work, fit-for-duty evaluations, drug and alcohol testing and vaccinations. Pivot Occupational Health offers these services to the Authority at their competitively-bid state contract price (*GSS19712-PHYTESTLAB*).

Randive: UWILD Hull Inspections at CMLF

Randive and Dryden Diving are the two available contractors that will be contacted to submit quotes for any UWILD (Under Water In Lieu of Dry-docking) inspection work that may be necessary. The Contractor's divers will do a complete video inspection of all hull

weld seams, inspect all the propellers, shafts, rudders, bow thrusters, sea chests, intakes, anodes and underwater valves. Each firm will be contacted to provide quotes for each UWILD inspection. It is impossible to predict which contractor will be the lowest bidder, thus in an effort to avoid an emergency condition, each of the two available vendors have been included.

Ransome CAT: CMLF Bow Thruster Engine and Generator Parts and Service

The Authority uses Caterpillar engines to power the bow thrusters and generators aboard the CMLF fleet. Ransome CAT is the authorized full-service Caterpillar dealer in Southern New Jersey for parts, sales and service.

Reeves McEwing LLP: Specialized Legal Services

The Authority has a continuing need for specialized legal counsel versed in all aspects of admiralty law, including U.S. Coast Guard investigations; collisions; groundings; injuries to passengers, crew and longshoremen; P&I Club, etc.

REVPAR International: Hospitality and Asset Management Consultant for CMLF

To further our initiative to provide a unique experience for all customers of the Cape May-Lewes Ferry, the Authority hired REVPAR to manage the process of selecting a food and beverage concessionaire to redevelop, reposition and manage the full operations of the Lewes terminal restaurant and all associated facilities and functions. The Authority continues engage REVPAR to perform additional hospitality analyses and projects at the Cape May-Lewes Ferry terminals.

Riggins, Inc.: Gasoline and Diesel Fuel

The Authority stores and dispenses Gasoline and Diesel Fuel at its Delaware-based facilities for use in Authority-owned vehicles and equipment. The price per-gallon of gasoline and diesel fuel is competitively awarded by the State according to the county and the capacity of the tank in which the purchased fuel will be stored. Riggins is currently a party to a competitively-bid state contract to provide gasoline and diesel fuel within all counties and for all tank sizes (*GSS16002-GASOLINE and GSS16550-ULSD*).

The Rowland Company: Replacement Bearings and Clutches for Vessels

The Authority's vessel operations require the purchase of Thordon brand bearings for vessel steering gear and Eaton Airflex brand clutch parts for vessel reduction gears. The distribution of these products within our area of operations is authorized exclusively to the Rowland Company.

Rubrik: Support for Rubrik Cloud Backup Storage

Rubrik is a proprietary software platform that manages and protects all the Authority's data in the cloud for backup, disaster recovery, archival compliance, analytics and general data management. This cost is for the Authority's annual support contract for this platform.

Saf-Gard Safety Shoe Co.: Safety Shoes

The Authority provides safety footwear for eligible employees. Saf-Gard is party to a competitively-bid state contract (*GSSI9070*) to supply safety shoes and offers the Authority the products at matching rates.

Ships Machinery International, Inc.: Maneuvering and Propulsion Systems Parts for CMLF:

The M/V New Jersey and M/V Delaware operate using a Brunvoll electric bow thruster system (The M/V Delaware uses a combination of electric and hydraulic thrusters). Brunvoll (of Norway) is a single-source supplier and has named Ships Machinery International as the exclusive Brunvoll agent for all sales, service and parts in North America.

Siemens Building Technologies: Fire Detection System Installation and Support

The Authority utilizes fire alarm system equipment manufactured by Siemens Building Technologies at all Delaware Memorial Bridge and Cape May-Lewes Ferry facilities and requires the proprietary programming services of the original equipment manufacturer to update the system at each facility to reflect changes to building infrastructure. The Authority also utilizes Siemens for general deficiency resolution requiring hardware and software modifications.

Slice Communications: Digital Marketing Services for Employee/Applicant Surveys

The Authority has selected a professional marketing and communication consultant to provide digital recruitment marketing and social media strategies to enhance and promote employee and applicant surveys.

SolarWinds: Support for Authority-wide Network Monitoring System

SolarWinds is a proprietary network monitoring software that alerts personnel to quickly detect, diagnose, and resolve any network performance problems and outages on the Authority's Wide Area Network. This cost is for the Authority's annual support contract with SolarWinds.

South Jersey Paper Products: Food Service Items, Disposable, Paper and Plastic at CMLF:

South Jersey Paper offers the Authority state contract pricing via the state contract (*T0012 Food Service Items: Disposable, Paper and Plastic for Distribution and Support Services*).

Southern Glazer's Wine & Spirits of Delaware: Wine and Spirits for CMLF

The Authority purchases wine and spirits through Southern Wine & Spirits for its Lewes terminal food operations. Southern Wine & Spirits holds the exclusive regional distribution rights to the specific brands that the Authority uses according to customer demand. Sales are regulated by the Office of the Delaware Alcoholic Beverage Control Commissioner.

Star Building Services, Inc.: Janitorial Services at ILG and 33N

The Authority uses a contractor for janitorial services at ILG and 33N. Staff solicited quotes from five contractors and Star Building Services submitted the lowest bid to perform

the work for both locations. 2021 represents the final year of a three-year service contract with this vendor.

Steimling & Son, Inc.: Reconditioning of M/V Cape Henlopen Main Shafts, Rudders, Bearings and Sleeves

Steimling & Son is the only machine shop in the local area with the experience to work on propeller shafts of the size and vintage of the CMLF fleet. The Authority intends to have the items serviced in advance to ensure they are ready during each shipyard visit.

TIMCO Industries, Inc.: Spare Control Parts and Service for M/V Delaware

TIMCO Industries, Inc. owns the distributorship rights of Kobelt Controls for parts and service for the main engine and reduction gear controls installed on the M/V Delaware. The estimated amount of the purchase is intended to create a spare parts inventory to support the vessel in the future.

Titan Aviation Fuels, Inc.: Avgas for Resale at 33N

Titan Aviation Fuels, Inc., Epic Aviation, LLC and Kent Oil Co. have been identified as having the service ability to routinely deliver aviation gasoline (avgas) in small container loads (33N storage capacity is limited to 5,000 gallons) at competitive rates. Since it is impossible to predict which vendor will be offering the best spot rate at any time during the year, all three vendors have been added as possible fuel suppliers and will be contacted for quotes corresponding with our avgas needs.

Trellist, Inc.: Digital Marketing at CMLF and Customer email Program at ILG

Trellist provides the Authority with professional email marketing and development, social business strategy and marketing support services for the Cape May-Lewes Ferry.

TRGroup, Inc.: Upgrade CMLF Vessel Wi-Fi

The Cape May-Lewes Ferry currently relies on a licensed microwave point-to-point wireless solution developed by TRGroup to keep CMLF employees and passengers Internet-connected while traveling. This continued project will replace the current tower equipment with new equipment required to license the Wi-Fi frequency, thereby eliminating interference with unlicensed frequencies.

TRMI: Toll Lane Treadles

TRMI manufactures the treadles that are used to classify vehicles as they enter DRBA toll collection lanes. TRMI treadles are proprietary to the toll lanes installed at the Delaware Memorial Bridge and cannot be purchased from any other vendor.

Tyler Technologies: Maintenance and Support for Finance and Human Resources ERP Systems and Police CAD System

Tyler Technologies is the proprietary vendor that developed the Authority's Enterprise Resource Planning Systems (MUNIS) and the Police CAD System. This purchase will cover the annual maintenance expenses for these systems.

UniFirst Corporation: New and Replacement Employee Uniforms

The Authority purchases quality embroidered and logo-imprinted work uniforms for use by Maintenance, Electronics and Engineering Department personnel. A variety of uniforms that the Authority requires throughout the year will be purchased via UniFirst's competitively-bid cooperative contract (*Sourcewell #040920-UFC: Uniforms and Uniform-Related Products and Services*).

United Electric Supply Co.: Various Electrical Supplies for all Facilities

The Authority purchases bulbs, lighting fixtures, panel boxes, covers, ballasts, wire, cable, circuit breakers and other miscellaneous electrical components for use at all facilities through state contract pricing (*GSSI7491*) as awarded to United Electric.

USI Insurance Services, LLC: Authority-wide Insurance Brokerage and Consulting Services

The Authority requires a professional insurance broker and consultant to manage and monitor the Authority's overall insurance program, to market and implement all Authority insurance policies, to administer and maintain the Authority's insurance coverages, to provide claim management and loss control services, and other related services.

The Vane Brothers Co.: Vessel Lube Oil

Due to the volatility of the petroleum markets, the Authority solicits quotes from all available area providers before making bulk purchases of the ExxonMobil lubricating oil utilized on all Authority vessels. The Vane Brothers Co. and Petrochoice have both been identified as having the ability to provide a minimum of 1,000 USG to the Authority. Additionally, once both of the available vendors in our area have been approved to exceed the threshold, the Authority will gain the ability to react quickly to swings in spot pricing and ensure that the Authority receives the best value at the time of purchase.

The VATv Network: Video Production Services for CMLF and DRBA

The Authority uses a professional video production firm to provide camera crews, post-production and script-to-screen production services. Video services are being expanded to include Human Resources recruitment, health and safety videos, and employee communications.

Veolia North America: Hazardous Waste Management

Veolia North America, Heritage-Crystal Clean, Miller Environmental Group, Northstar Environmental Group all have the ability to provide hazardous waste management services to the Authority. Since it is impossible to predict which vendor will be offering the best rate at any time during the year, all four vendors have been added as possible suppliers and will be contacted for quotes corresponding with the Authority's hazardous waste needs.

W&O Supply, Inc.: Low-smoke Thermoplastic Piping, Valves, and Strainers for Vessels

The Authority requires the purchase of thermoplastic piping and various marine plumbing for use in its vessels. W&O Supply, Inc. is the only North American distributor of a commercially available thermoplastic piping system that is approved for marine applications by the USCG, and meets requirements for flame spread, low smoke, and toxicity.

W.B. Mason: Office Supplies and Printer Toner

The Authority purchases various office supplies, including paper and printer toner cartridges, through W.B. Mason's state contract (GSS18489).

W.W. Grainger, Inc.: Industrial Supplies, Equipment and Maintenance

Grainger and holds competitively-bid state contracts for Industrial Supplies and Equipment and Maintenance, Repair and Operations Items. Purchases will be made at a cost that Grainger has guaranteed on either state Contract (GSS18577 or M0002), whichever is less.

Waste Management: Refuse Removal Services

Waste Management provides the Authority with solid waste removal. Waste Management holds a state contract for refuse hauling and container rental service (GSS20061).

WatchGuard: Police In-Car Video Management System

The DRBA Police Department requires the proprietary purchase of WatchGuard in-car video systems. This is the final stage of the effort to equip all Police Officers with similar technology. The Authority also intends to add Body Cam systems in the future.

Wayman Fire Protection, Inc.: Fire Alarm Monitoring, Inspection and System Installations (Electronics)

The Authority currently uses the services of Wayman Fire Protection for fire alarm monitoring inspections, replacements and repairs at all DRBA facilities.

Yardi Systems, Inc.: Property Management Software

In 2019, the Authority replaced its Property Management software provider with Yardi Systems, Inc. Yardi provides online tenant management, payment processing, and capability to integrate with the Authority's financial system, MUNIS.

Classification Definitions:

Committee Waiver.

The Budget and Finance Committee, in consideration of the overall procurement process, may increase or waive the thresholds established in paragraphs 1 and 2 of Resolution 98-31 for the following reasons: operational needs and issues, a need for uniformity and continuity in materiel and services required by the Authority, and unique or special needs of the Authority including, but not limited to, the desirability of owner furnished materiel and supplies in vessel repair, maintenance, renovation and rehabilitation (DRBA Resolution 98-31 Part 3)

Cooperative Contract. A purchase of equipment, supplies or non-professional services which, under normal circumstances, would require competitive bidding, however the vendor has agreed to provide the goods or services to the Authority at fees less than or equal to that vendor's respective publicly-bid contract price for state and governmental entities. In accordance with Resolution 11-36, this purchase classification includes those "...purchases from cooperatives and/or the piggy-backing of existing

publicly-bid contracts for state and governmental entities which State of Delaware or New Jersey may or may not individually publicly advertise”.

Professional Service. A purchase of services valued less than \$50,000 that are provided by a professional acting in a capacity that requires specialized education, knowledge, judgment, and skill, and is predominantly mental or intellectual (as opposed to physical or manual) in nature, also including any clerical or administrative support that is required for the proper delivery of the professional service. Professional services may also be classified as those types of services that are original and creative in character and in a recognized field of artistic endeavor.

Proprietary. A purchase necessary to support or maintain existing Authority equipment for which a vendor has the right to prohibit an equivalent product from being supplied. Similar products or services may be available, however the Authority must purchase from the original equipment manufacturer or service provider to uphold a contract, warranty, etc. A proprietary specification typically restricts the acceptable product or service to one manufacturer or vendor; although the product or service may be available from more than one distributor. In another typical example of this classification, a purchase of closed-source commercial software would be categorized as proprietary because the software remains the property of its owner/creator and is utilized by end-users (such as the Authority) under predefined conditions.

Quotes. A purchase of equipment, supplies or non-professional services or a contract for construction or construction management that is anticipated to cost between \$25,000 and \$49,999 during a calendar year and for which the Authority has solicited written quotes. *“Contracts for materiel and supplies and non-professional services, awarded to any [vendor for an amount of] more than \$25,000 but less than \$50,000 in the aggregate require the solicitation of three written quotes or all available sources, whichever is less... Construction management contracts or construction contracts... which are less than \$50,000 do not require formal solicitation of competitive prices and, if more than \$25,000 but less than \$50,000 require the solicitation of three written quotes or all available sources, whichever is less...”* (DRBA Resolution 98-31 Part 4).

Sole Source. A purchase made without a competitive process, based on the justification that only one known source exists or that only one single supplier can fulfill the requirements of the Authority. Sole source procurement is appropriate when the goods or services being acquired: are uniquely qualified to meet the objectives of the Authority; must be compatible with existing equipment; are available within a limited geographic boundary (e.g., distributor with exclusive rights or sales area); are required for use in conjunction with a grant or contract, etc. *“A contract may be awarded without competition if the General Manager or Director of Operations of an Authority facility, or Police Administrator, prior to procurement, determines in writing that there is only one source for the required contract and no other reasonable alternative sources exist that will satisfy the requirements of the Authority”.* (DRBA Resolution 98-31 Part 2.f.)

State Contract. A purchase of equipment, supplies or non-professional services which, under normal circumstances, would require competitive bidding, however the vendor has agreed to provide the goods or services to the Authority at fees less than or equal to that vendor’s respective contract as awarded by the State of Delaware or New Jersey. *“Any contract for the purchase of materiel and supplies and non-professional services....which contract individually exceeds \$50,000, or in the combination with other*

contracts, exceeds \$50,000 in any one calendar year shall be pursuant to a contract entered into by the Authority after competitive bidding. This provision shall not apply to purchases by the Authority from suppliers in cases where the Authority is purchasing at prices pursuant to contracts awarded by the States of Delaware or New Jersey for state agencies.” (DRBA Resolution 11-36 Part 2.a.).

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RESOLUTION 20- 49 LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND DELTA ENGINEERING CORPORATION

WHEREAS, the Delaware River and Bay Authority (the “Authority”), is the operator of the New Castle Airport (“Airport”); and

WHEREAS, Delta Engineering Corporation (“Delta”) currently leases one-third of the hangar located at 13 DRBA Way on a long term agreement; and

WHEREAS, Deltas lease is expiring on January 31, 2021; and

WHEREAS, Delta would like to enter into a new lease agreement for one-quarter of the space in 13 DRBA Way, totaling approximately 3,900 sq.ft. of hangar and 1,950 sq.ft. of office space; and

WHEREAS, the initial term of the Agreement shall be for five (5) years; and

WHEREAS, Delta shall have the right to renew this agreement for five (5) additional three (3) year terms; and

WHEREAS, Delta agrees to pay annual rent in the amount of Ninety-Six Thousand Dollars 00/100 (\$96,000.00); and

WHEREAS, rent shall adjust annually during the term of the agreement by the Consumer Price Index (CPI); and

WHEREAS, rent at the beginning of each renewal term shall increase to the current Fair Market Value (FMV); and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Agreement with Delta Engineering Corporation and, with the advice and consent of Counsel, to have such Agreement executed by the Chairperson, Vice Chairperson and the Executive Director.

A motion to approve Resolution 20-49 was made by Commissioner Decker, seconded by Commissioner Ransome, and approved by a roll call vote of 10-0.

Resolution 20-49 Executive Summary

Resolution: Authorizing the Execution of a Lease Agreement between the Delaware River and Bay Authority and Delta Engineering Corporation regarding the New Castle Airport

Committee: Economic Development

Committee Date: December 15, 2020

Board Date: December 15, 2020

Purpose of Resolution: To permit the Executive Director, Chairman and Vice Chairman to execute and deliver a Lease Agreement for space at the New Castle Airport.

Background for Resolution: The Delaware River and Bay Authority owns a building located at 13 DRBA Way at the New Castle Airport. Delta Engineering has been the occupant of this hangar and a tenant at the airport since 2006. Their lease is expiring at the end of January 2021 and they are looking to enter into a new agreement for space at the airport.

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RESOLUTION 20-50 - LEASE AMENDMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND CAPE MAY BREWING LLC

WHEREAS, The Delaware River and Bay Authority (the “Authority”), is the operator of the Cape May Airport (“Airport”); and

WHEREAS, CMB desires to continue to lease approximately 6,000 square feet of space in Building 96 comprised of Units 5,6,7 & 8 at the Cape May Airport; and

WHEREAS, Cape May Brewing LLC would like to add a 30,000 sq.ft. area to construct a beer garden; and

WHEREAS, the term of this agreement shall be coterminous with the base agreement; and

WHEREAS, the rent for the initial year of this agreement shall be Six Thousand 00/100 Dollars (\$6,000.00) annually; and

WHEREAS, rent shall increase beginning March 1, 2021 by the Consumer Price Index (CPI) and on each March 1st during the remain years of the renewal period; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Amendment with Cape May Brewing LLC and, with the advice and consent of counsel, to have such Lease Amendment executed by the Chairperson, Vice Chairperson and the Executive Director.

NOW, THEREFORE, BE IT RESOLVED, that Resolution 20-15 is hereby rescinded.

A motion to approve Resolution 20-50 was made by Commissioner Smith, seconded by Commissioner Ransome, and approved by a roll call vote of 10-0.

Resolution 20-50 Executive Summary

- Resolution:** Authorizing the Execution of a Lease Amendment between the Delaware River and Bay Authority and Cape May Brewing LLC, regarding Cape May Airport
- Committee:** Economic Development
- Committee Date:** December 15, 2020
- Board Date:** December 15, 2020
- Purpose of Resolution:** To permit the Executive Director, Chairman and Vice Chairman to execute and deliver a lease amendment for existing lease space at the Cape May Airport.
- Background for Resolution:** The Delaware River and Bay Authority operates a retail building at the Cape May Airport commonly referred to as Building 96. Cape May Brewing currently leases Units 5, 6, 7 & 8 in the building at the Cape May Airport. Cape May Brewing would like to expand their business to include a beer garden behind the facility. The term of the lease coordinates with the remaining term of their facilities at the airport so that they will all expire at the same time.

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RESOLUTION 20-51- AUTHORIZING AN AMENDMENT THAT MODIFIES THE SCHEDULES OF FEES AND CHARGES AT NEW CASTLE AIRPORT

WHEREAS, the Delaware River and Bay Authority (the “Authority”) is the operator of the New Castle Airport (the “Airport”), and

WHEREAS, the Authority has adopted a Schedule of Fees and Charges for the Airport; and

WHEREAS, the Authority has fiduciary responsibility to review this schedule of fees and charges and make modification necessary to meet the financial requirements of the Airport; and

WHEREAS, The Authority has determined that the revised Schedule of Fees and Charges is necessary and proper to generate revenue sufficient to support Airport activities; and

WHEREAS, under Article VII(d) of the Compact, after the Board of Commissioners approval, the Schedule of Fees and Charges will be filed with the Secretary of State of the States of Delaware and New Jersey and will take effect at that time; and

NOW, THEREFORE, BE IT RESOLVED, that the attached Schedules of Fees and Charges for the New Castle Airport is hereby amended by the attached Schedule of Fees and Charges, effective February 1, 2021.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Secretary of the Board of Commissioners is hereby authorized and directed to file a copy of said Schedule of Fees and Charges with the Secretary of State of the States of Delaware and New Jersey.

A motion to approve Resolution 20-51 was made by Commissioner Smith, seconded by Commissioner Wilson, and approved by a roll call vote of 10-0.

Resolution 20-51 Executive Summary

Resolution: Authorizing an amendment to the Schedule of Fees and Charges for the New Castle Airport.

Committee: Economic Development

Committee Date: December 15, 2020

Board Date: December 15, 2020

Purpose of Resolution: To amend the Schedule of Fees and Charges at the New Castle Airport and place them on file with the Secretary of each State.

**Background for
Resolution:**

There is a Schedule of Fees and Charges adopted for each airport operated by the Authority that sets predetermined rates for various operations at each facility. The Authority is implementing several changes to this fee structure in the advent of commercial service at the airport, clarification of t-hangar rates, modifications to our badging program at the airport and updates to our ramp parking fees.

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RESOLUTION 20-52 – ADOPTING THE DELAWARE RIVER AND BAY AUTHORITY’S 2021 CAPITAL IMPROVEMENT PROGRAM (CIP)

WHEREAS, The Delaware River and Bay Authority (the “Authority”) has developed a 2021 Capital Improvement Program (CIP) for capital improvement projects Authority-wide in the amount of \$88,757,000.00 in Authority funds and \$21,733,000.00 in external funds, for a total of \$110,490,000.00; and

WHEREAS, the Projects Committee has conducted a publicly advertised meeting on the proposed 2021 CIP; and

WHEREAS, the Authority’s Projects Committee has reviewed and approved the proposed 2021 CIP and recommends its adoption by the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED, that the Authority hereby adopts a 2021 CIP investment proposal in the amount of \$110,490,000.00.

A motion to approve Resolution 20-52 was made by Commissioner Ratchford, seconded by Commissioner Decker, and approved by a roll call vote of 10-0.

Resolution 20-52 Executive Summary Sheet

Resolution: Authorizing the adoption of The Delaware River and Bay Authority’s 2021 Capital Improvement Program (CIP) investment proposal

Committee: Projects Committee

Committee Date: December 15, 2020

Board Date: December 15, 2020

Purpose of Resolution: To authorize adoption of the Delaware River and Bay Authority’s 2021 Capital Improvement Program (CIP) investment proposal in the amount

of \$88,757,000.00 in Authority funds and \$21,733,000.00 in external funds, for a total of \$110,490,000.00.

Background for Resolution:

The Delaware River and Bay Authority has developed a 2021 Capital Improvement Program (CIP) for major capital improvement projects, minor capital maintenance projects, minor capital equipment purchases, and automation/telecom upgrades at the Delaware Memorial Bridge, the Cape May-Lewes Ferry, the Forts Ferry, the New Castle Airport, the Millville Airport, the Cape May Airport, the Delaware Airpark, and the Civil Air Terminal in the amount of \$88,757,000.00 in Authority funds and \$21,733,000.00 in external funds, for a total of \$110,490,000.00.

The implementation of this 2021 Capital Improvement Program (CIP) will provide for the proper maintenance and improvement of the Authority’s infrastructure and facilities and assure that the public continues to enjoy safe and efficient transportation services.

The 2021 CIP is accompanied by a Five-Year (2021-2025) Strategic Plan showing projections for four additional years of capital spending.

The Projects Committee has conducted a publicly advertised meeting on the proposed 2021 CIP, approved the proposed 2021 CIP, and recommends its adoption to the Board of Commissioners.

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11724. EXECUTIVE DIRECTOR’S COMMENTS

The Executive Director reported on events in and around the Authority as follows:

The Executive Director reported on events in and around the Authority as follows:

The Executive Director provided an update on a recent news story about two minors (aged 12 and 7) who drove a family member’s car down the Turnpike. The DRBA police received an alert and pulled the vehicle over without incident.

He thanked the grounds crew for the outstanding job celebrating the holiday season and shared photos of the Christmas lights displayed around the DRBA.

Upcoming Events:

Wednesday, December 16, 2020 at 6:00 p.m.
DAP Master Plan (open to the public)

Thursday, January 21, 2021 at 10 a.m. – Commissioners Board Meeting

Wednesday, February 17, 2021 at 10:00 a.m. - Commissioners Board Meeting

The Executive Director thanked the entire team responded to reduce spending and it has made the DRBA a better organization. The DRBA turned around and donated masks and gloves to hospitals, helped with the Lower Township graduation, and provided drive-in movies to the Cape May community. The Ultra High Performance Pilot Project will be analyzed over the next few years. Grain on the Rocks another very successful operation and success working with the private sector. Effective October 25, 2020 Melissa Velli was promoted to the rank of Captain at the Cape May - Lewes Ferry. Frontier Airlines start air service at the New Castle Airport effective February 2021.

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11725. COMMISSIONERS PUBLIC FORUM

Chairperson Lathem called for comments from the public and Commissioners.

There were no public comments.

Commissioner Ransome complimented the person responsible for the Zoom meeting. Commissioner Decker congratulated the Executive Director on a great year for the DRBA.

Chairperson Lathem asked for update regarding employee appreciation for staff. The Executive Director confirmed Thursday, December 17th lunch (socially distant) at the Ferry, and the New Jersey airports. On December 22nd boxed lunches will be available for employees at the bridge and Delaware airports.

Chairperson Lathem thanked the staff for everything and this has not been easy on any of us.

There being no further business, Chairperson Lathem adjourned the meeting at 12:41 p.m.

Respectfully submitted,

THE DELAWARE RIVER AND BAY AUTHORITY

Stephen D. Williams
Assistant Secretary