

**DELAWARE RIVER AND BAY AUTHORITY**

**BUDGET & FINANCE COMMITTEE MEETING**

**Tuesday, June 18, 2013**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Budget & Finance Committee Meeting was held on Tuesday, June 18, 2013, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

**PRESENT**

Committee Chair Mroz  
Commissioner Smith, Committee Member  
Commissioner Dorn  
Commissioner Wilson

Chairperson Hogan

Legal Counsel

John Devlin - NJ

Governors' Representatives

Kerstin Sundstrom - NJ

Staff

Scott Green  
Frank Minor  
Victor Ferzetti  
Jim Walls  
Gerry Owens  
Charlotte Crowell  
Anna Marie Gonnella Rosato  
Jim Salmon

Commissioners from Delaware

Committee Vice-Chair Traynor  
Commissioner Downes, Committee Member  
Commissioner Murphy, Committee Member  
Commissioner Guajardo  
Commissioner Lathem  
Vice-Chairperson Lowe

Mike Houghton - DE

1. Committee Chair Mroz opened the Budget & Finance Committee meeting at approximately 9:02 a.m. The Deputy Executive Director reported that the public meeting of the Budget & Finance Committee had been duly noticed in accordance with the Authority's Freedom of Information Regulations, read the Statement of Notice, and called the roll.

2. Committee Chair Mroz called for a motion to accept the Budget & Finance Committee Minutes from May 21, 2013. Commissioner Smith made a motion, Commissioner Downes seconded, and the Committee Minutes were accepted.

3. Resolutions:

a. RESOLUTION 13-22 – AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD JANUARY 1, 2013 THROUGH DECEMBER 31, 2013 –

The Chief Financial Officer (CFO) presented the Over \$25,000 Vendor list, and reviewed and discussed the individual items. The Committee asked several questions regarding the wide area network and upgrade of the SevOne network monitoring system and the Chief Information Officer (CIO) provided the information. Authority Chair Hogan questioned the location of the “hot spot” being located in Cape May. Committee Chair Mroz noted he had similar questions and suggested a complete briefing of the Authority’s IT Program at a later date. The Executive Director (ED) informed the Committee that it was his intention to have a discussion on Disaster Recovery and Emergency Preparedness at the September Planning Session and could add the IT Program briefing to the Agenda. The Committee agreed with the recommendation. Commissioner Downes questioned the CMLF Direct Mail and whether it was targeting a specific area. The ED reported the targeted areas are based on past ridership and added the Authority now has the capability to track performance of direct mail. After discussion, and with no further questions, Commissioner Traynor made a motion, Commissioner Smith seconded, and the Committee unanimously recommended forwarding the Resolution to the full Board for approval. The Resolution will be presented to the full Board for consideration at the June meeting later today.

4. Miscellaneous Updates:

a. RFP Banking Services Update: The CFO reported that comments have been received from Legal Counsel and the RFP should be advertised before the next meeting.

b. 3<sup>rd</sup> Party Review on the Insurance Program briefing is scheduled for the September Planning Session. Authority Vice-Chair Lowe questioned a recent article regarding FEMA’s review of flood zones. The ED reported that, at this time, the two terminals are not affected; however, it is not known how it may impact other insurance coverages.

With no further business to discuss, a motion to adjourn was made by Commissioner Downes, and the Budget & Finance Committee adjourned at 9:20 a.m.

# DELAWARE RIVER AND BAY AUTHORITY

## ECONOMIC DEVELOPMENT COMMITTEE MEETING

Tuesday, June 18, 2013

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Economic Development Committee was held on Tuesday, June 18, 2013, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

### Commissioners from New Jersey

#### PRESENT

Committee Vice-Chair Smith  
Commissioner Dorn, Committee Member  
Commissioner Wilson, Committee Member  
Commissioner Mroz

Chairperson Hogan

### Legal Counsel

John Devlin - NJ

### Governors' Representatives

Kerstin Sundstrom - NJ

### Staff

Scott Green  
Frank Minor  
Victor Ferzetti  
Jim Walls  
Gerry Owens  
Charlotte Crowell  
Anna Marie Gonnella Rosato  
Jim Salmon

### Commissioners from Delaware

Committee Chair Guajardo  
Commissioner Downes, Committee Member  
Commissioner Traynor, Committee Member  
Commissioner Murphy  
Commissioner Lathem  
Vice-Chairperson Lowe

Mike Houghton - DE

1. Committee Chair Guajardo welcomed the Economic Development Committee and opened the meeting at approximately 9:21 a.m. The Deputy Executive Director reported that the public meeting of the Economic Development Committee had been duly noticed in accordance with the Authority's Freedom of Information Regulations, read the Statement of Notice, and called the roll.

2. Committee Chair Guajardo called for a motion to accept the Economic Development Committee Minutes from April 16, 2013. Commissioner Wilson made a motion, Commissioner Dorn seconded, and the Committee Minutes were accepted.

3. Action Items: None
4. Open Discussions/Other Issues:

**Status of Vacant Properties:**

Committee Chair Guajardo requested an update on the status of vacant properties. There is also the possibility for future expansion of Boeing at the Millville Airport. Committee Chair Guajardo also asked whether there were any results from the firm recently hired to provide brokerage services and a timeline. The ED reported that the contract has not been executed yet and staff would need to conduct a review of Authority properties to determine future use. The ED also reported that staff has been focused on the start-up of Frontier Airlines and the Delaware City-Salem Ferry.

The DED also reported he has met with various local groups and county executives to inform them of what the role of the Authority can and cannot play regarding economic development. Delaware Legal Counsel noted that the criteria for participating in economic development projects are governed by Resolution. The ED noted that this also could be reviewed during the September Planning Session. Commissioner Downes asked that the Committee receive the list of properties to be given to the brokerage firm.

**Airport Planning Consultant:**

Committee Chair Guajardo questioned the use of the Airport Planning Consultant. The ED reported that McFarland Johnson has been utilized regarding Frontier Airlines in matters such as paid parking at New Castle Airport, matters with the TSA, and attending meetings in preparation of the July 1 start date.

5. With no further business to discuss, a motion to adjourn was made by Commissioner Downes, and the Economic Development Committee adjourned at 9:33 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**PERSONNEL COMMITTEE MEETING**

**Tuesday, June 18, 2013**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Personnel Committee was held on Tuesday, June 18, 2013, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

**PRESENT**

Committee Chair Dorn  
Commissioner Wilson, Committee Member  
Commissioner Mroz  
Commissioner Smith

Chairperson Hogan

Commissioners from Delaware

Committee Vice-Chair Lathem  
Commissioner Murphy, Committee Member  
Commissioner Traynor, Committee Member  
Commissioner Downes  
Commissioner Guajardo  
Vice-Chairperson Lowe

Legal Counsel

John Devlin - NJ

Mike Houghton - DE

Governors' Representatives

Kerstin Sundstrom - NJ

Staff

Scott Green  
Frank Minor  
Victor Ferzetti  
Jim Walls  
Gerry Owens  
Charlotte Crowell

Invited Guest

Adria Martinelli, Young Conway Stargatt & Taylor

1. Committee Chair Dorn welcomed the Personnel Committee and opened the meeting at 9:34 a.m. The Deputy Executive Director reported that the public meeting of the Personnel Committee had been duly noticed in accordance with the Authority's Freedom of Information Regulations, read the Statement of Notice, and called the roll.
2. Committee Chair Dorn called for a motion to accept the Personnel Committee Minutes from May 21, 2013. Commissioner Lathem made a motion, Commissioner Traynor seconded, and the Committee Minutes were accepted.
3. Miscellaneous:

### **2013 Internship Program:**

The Chief Human Resource Officer (CHRO) introduced Anna Marie Gonnella Rosato who presented the eight (8) newly hired summer interns. Each intern introduced themselves, provided a brief description of their area of study and the department they will be assisting this summer. The Committee welcomed the interns and wished them well.

### **Police Administrator:**

The Chief Operations Officer (COO) introduced Mr. Rick Arroyo, the new Police Administrator, who will start his employment on July 1, 2013. Mr. Arroyo thanked the Committee and looks forward to the opportunity to serve the Delaware River and Bay Authority. The Committee welcomed Mr. Arroyo.

4. Committee Chair Dorn requested an Executive Session, closed to the public to discuss matters of a confidential nature. A motion was made by Commissioner Traynor, seconded by Commissioner Wilson, and the Session was closed.

The following matters of a confidential nature were discussed.

- LEGAL MATTERS
- LABOR NEGOTIATIONS

5. With no further business to discuss in Executive Session, a motion to open the meeting to the public was made by Commissioner Traynor, seconded by Commissioner Murphy, and the Session was opened to the public.

5. With no further business to discuss, Commissioner Murphy made a motion to adjourn, and the Personnel Committee adjourned at 10:31 a.m.

**THE DELAWARE RIVER AND BAY AUTHORITY**

**PROJECTS COMMITTEE**

**Tuesday, June 18, 2013**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of the Delaware River and Bay Authority's Projects Committee was held on Tuesday, June 18, 2013, at the Delaware Memorial Bridge, New Castle, Delaware.

Commissioners from New Jersey

**PRESENT**

Committee Chair Smith  
Commissioner Dorn, Committee Member  
Commissioner Wilson, Committee Member  
Commissioner Mroz

Chairperson Hogan

Legal Counsel

John Devlin – NJ

Governors' Representatives

Kerstin Sundstrom – NJ

Staff

Scott Green  
Frank Minor  
Jim Walls  
Charlotte Crowell  
Victor Ferzetti  
Gerry DiNicola-Owens  
Anna Marie Gonnella-Rosato

Commissioners from Delaware

Committee Vice-Chair Murphy  
Commissioner Lathem, Committee Member  
Commissioner Guajardo, Committee Member  
Commissioner Downes  
Commissioner Traynor

Vice-Chairperson Lowe

Michael Houghton - DE

1. Committee Chair Smith welcomed the Projects Committee and opened the meeting at approximately 10:31 a.m. Committee Chair Smith reported that the public meeting of the Projects Committee had been duly noticed in accordance with the Authority's Freedom of Information Regulations and reported there was a quorum.

2. Committee Chair Smith called for a motion to accept the Projects Committee minutes from May 21, 2013. Commissioner Dorn made a motion to accept the minutes, Committee Vice-Chair Murphy seconded the motion, and the Committee Minutes were approved. Those in attendance were provided an informational package consisting of an agenda, one (1) Resolution, two (2) Bid Openings, three (Contract Close-outs) and one (1) monthly contractor payment chart (through May).

3. Resolutions:

- Resolution No. 13-23 - Easement Agreement with the State of Delaware Department of Transportation. The COO reported that this easement agreement between the Delaware River and Bay Authority and the Delaware Department of Transportation will provide for the installation of a new bike and pedestrian path section alongside Freeman Highway in Lewes, Delaware. The COO recommended adoption of this Resolution. The Projects Committee concurred with the recommendation. On motion by Commissioner Dorn, seconded by Commissioner Lathem, the Resolution was approved for action to be presented at the June Commissioner meeting later today.

4. Bid Openings:

- Contract No. DMB-13-02 Miscellaneous Steel, Repairs, First and Second Structures. A public Bid Opening was held on May 29, 2013, in which five (5) bids were submitted. The COO reported that the bids exceeded the engineer's cost estimate, and recommended that all bids submitted be rejected and this work be re-advertised. The Projects Committee concurred with the recommendation. A motion was made by Commissioner Lathem, seconded by Commissioner Dorn, and the Projects Committee concurred with the recommendation and authorized the action to be presented at the May Commission meeting later today.

- Contract No. DMB-13-03 Deck Resurfacing 2013 – 2014 Deck Repairs. A public Bid Opening was held on May 17, 2013, in which four (4) bids were submitted. The COO recommended the contract award to Mumford & Miller Concrete, Inc. of Middletown, Delaware for the Base Bid work only, in the amount of \$326,600.00. The Projects Committee concurred with the recommendation. A motion was made by Commissioner Dorn, seconded by Commissioner Lathem, and the Projects Committee concurred with the recommendation and authorized the action to be presented at the May Commission meeting later today.

5. Contract Close-Out Actions:

Contract No. NCA-08-02 – Rehabilitate and Extend Taxiway “H” at the New Castle Airport. The scope of work on this contract was to Rehabilitate and Extend Taxiway “H.” The final contract amount is \$2,534,021.34. The COO recommended close-out of the contract and final payment to Greggo and Ferrara, Inc. of New Castle, Delaware. A motion to move the close-out action to the full Board was made by Commissioner Dorn, seconded by Commissioner Wilson, and the Projects Committee unanimously approved the close-out action to be presented at the May meeting later today.

Contract No. CMA-06-01 – Obstruction Removal On and Off Airport at the Cape May Airport. The scope of work on this contract was to Remove Obstructions On and Off the Cape May Airport. The final contract amount is \$425,468.50. The COO recommended close-out of the contract and final payment to Downes Tree Services, Inc. of Hawthorne, New Jersey. A motion



to move the close-out action to the full Board was made by Commissioner Dorn, seconded by Commissioner Wilson, and the Projects Committee unanimously approved the close-out action to be presented at the May meeting later today.

Contract No. CMLF-12-05 – Drydocking & Repairs M/V New Jersey, Cape May-Lewes Ferry.

The scope of work on this contract consisted of drydocking and repairs of the Motor Vessel New Jersey. The final contract amount is \$1,289,445.00. The COO recommended close-out of the contract and final payment to Caddell Dry Dock & Repair Co. of Staten Island, New York. A motion to move the close-out action to the full Board was made by Commissioner Dorn, seconded by Commissioner Wilson, and the Projects Committee unanimously approved the close-out action to be presented at the May meeting later today.

6. Contractor Payment (through May): The COO reviewed for the Committee the monthly construction contractor payments to be made for the work completed through May.

7. Miscellaneous Items/Updates:

Frontier Airlines

The COO reported that all preparations are being completed for the successful start-up of commercial airline service at New Castle Airport on July 1, 2013. It was also reported that Gov. Markell will attend the Frontier Airlines Press Event that is scheduled at the airport terminal on June 26, 2013. The commissioners will be provided with the Press Event agendas in advance.

8. With no further business to discuss, Commissioner Wilson made a motion to adjourn, seconded by Committee Vice-Chair Murphy, and the Projects Committee adjourned at 10:45 a.m.