

**DELAWARE RIVER AND BAY AUTHORITY**  
**BUDGET & FINANCE COMMITTEE MEETING**  
**Tuesday, September 20, 2011**  
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, September 20, 2011, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware

PRESENT

Committee Chair Traynor  
Commissioner Downes, Committee Member  
Commissioner Murphy, Committee Member  
Commissioner Green  
Commissioner Lathem  
Chairperson Lowe

Commissioners from New Jersey

Commissioner Van Sant, Committee Member  
Commissioner Dorn  
Commissioner Smith  
  
Vice-Chairperson Hogan

Legal Counsel

Mike Houghton – DE

Phil Norcross - NJ

Governors' Representatives

Andrew Lippstone

Susan Kase - NJ

Staff

Jim Johnson  
Frank Minor  
Victor Ferzetti  
Jim Walls  
Gerry Owens  
Charlotte Crowell  
Joe Larotonda  
Kelly Phillips Parker  
Anna Marie Gonnella Rosato  
Jim Salmon  
Colonel Bryant  
Steve Williams  
Joel Leidy  
Dave Hoppenjans  
Michelle Griscom-Collins

1. Committee Chair Traynor opened the Budget & Finance Committee meeting at approximately 10:16 a.m. In the absence of the Authority Secretary, 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. Committee Chair Traynor called for a motion to accept the Budget & Finance Committee Minutes from July 19, 2011. Commissioner Downes made a motion, Commissioner Murphy seconded and the Committee Minutes were accepted.

2. Resolutions:

a. RESOLUTION 11-35 – AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2011 THROUGH DECEMBER 31, 2011 –

The Chief Financial Officer (CFO) reviewed the Over \$25,000 List. Commissioner Downes questioned the vendor Centurylink and that \$90,000 seemed high for long distance calls. The CFO reported Centurylink was formerly Quest Communications and explained that the cost is more than office long distance calls and also includes 800 numbers used for CMLF customer service/reservations, conference and video calling, and connections among sites. Commissioner Lathem questioned whether it was possible to bundle services. The CFO reported the expense is not similar to residential and the CIO added that services are always being reviewed for savings. Commissioner Downes then questioned the vendor Greg Jones. The Authority found Mr. Jones through IBTTA as he was leading the Concession Committee. The Authority originally entered into a Consulting Services Agreement to assist with evaluating the CMLF Food Service operations over two years ago. The Agreement is based on an hourly fee and as the project has progressed over time the scope of services increased with the CMLF Privatization effort.

After discussion, Commissioner Murphy made a motion, Commissioner Downes seconded and the Budget & Finance Committee unanimously recommended forwarding the Resolution to the full Board for approval. The Resolution will be presented to the full Board at the September meeting later today.

b. RESOLUTION 11-36 – AMENDS RESOLUTION 98-31, AS AMENDED BY RESOLUTION 09-52, TO ACCOUNT FOR CHANGES IN THE PROCUREMENT PROCEDURES OF THE STATES OF DELAWARE AND NEW JERSEY FOR THE PROCUREMENT OF MATERIEL, SUPPLIES, AND NON-PROFESSIONAL SERVICES -

The CFO reported that in November, 2010, a similar Resolution was presented and discussed, which would allow the Authority to piggyback on cooperative purchasing agreement contracts awarded by the States of Delaware or New Jersey to obtain cost savings. At that time, there was concern with the U.S. General Services Administration (GSA) pricing aspect of the previous Resolution. The GSA component has been eliminated from this Resolution. The CFO added that in adopting this provision one area that has already been identified is cost savings for technical equipment.

After discussion, Commissioner Murphy made a motion, Commissioner Van Sant seconded, and the Budget & Finance 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 September Board meeting later today. Committee Chair Traynor noted that the Resolution enables the Authority to take advantage of the competitive pricing if one state has the cooperative agreement.

c. RESOLUTION 11-37 – AMENDS RESOLUTION 08-34, WHICH ADOPTED A DISADVANTAGED BUSINESS ENTERPRISE (DBE) POLICY FOR ALL AUTHORITY-FUNDED CAPITAL CONSTRUCTION CONTRACTS IN EXCESS OF \$250,000, TO WAIVE SUCH DBE REQUIREMENTS WHEN REQUIRED AS A CONDITION OF ACCEPTING GRANT FUNDS -

The CFO reported that the Resolution would amend Resolution 08-34 to allow the Authority to waive the MBE/WBE requirements for Authority-funded capital projects in excess of \$250,000 when required as a condition of accepting of grant funds for such capital construction projects.

The CFO reported that the Authority previously adopted a DBE Policy as required by the FAA as a condition to accept FAA funding for Airport Capital Projects that receive funding in excess of \$250,000. The Authority subsequently extended this Policy to include all Authority Contracts allowing for MBE/WBE designations. With regard to the much needed Cape May Approach Roads project which has had two years of obstacles and issues to resolve, a \$2 million grant is to be provided by the Federal Highway toward the total project. After a review of the contract documents, New Jersey DOT rejected the inclusion of the Authority's requirement for MBE/WBE participation toward the overall DBE goals. The proposed Resolution allows for the waiver of those requirements allowing Federal DBE goals to supersede the Authority's goals. The Committee began a lengthy discussion concerning the Authority's commitment and good will the current DBE/MBE/WBE Policy has brought to the surrounding communities, the impact the Resolution could have on future contracts and the added cost to the Authority by not accepting the grant money or not doing the project at all. It was recommended by Legal Counsel to insert language amending the Resolution and during the Pre-Bid Meeting to educate the bidders so they understand they have not been precluded from bidding.

Commissioner Traynor asked for a motion to approve Resolution 11-37, with the amendments suggested by Legal Counsel. Commissioner Downes made a motion with the suggested amendments, Commissioner Van Sant 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 September Board meeting later today.

### 3. Discussion Items

#### a. 2012 Budget Schedule

The CFO noted significant dates for the FY 2012 Operating Budget process.

- October Present Preliminary FY 2012 Budget to the Budget & Finance Committee
- November Present Revised FY 2012 Budget to the Budget & Finance Committee

- December Adoption of FY 2012 Budget

The CFO noted that the preparations for the Strategic CIP and 2012 CIP will also be presented to the Projects Committee concurrently.

b. 2012 Preliminary Budget Preview

The CFO reported that the major issues to consider in the preparation of the FY 2012 Budget are Union Wage Contracts, Vessel Fuel Costs, and OPEB Liability. The CFO noted that the current OPEB funding is at 70% of the ARC with the intent to increase funding to 80% or more. The CFO reminded the Committee that the quicker the Authority gets to 100%; it can increase the interest rate assumption which will also help alleviate the funding burden. The CFO noted any guidance from the Committee is welcomed.

4. Miscellaneous

LOC Update – The CFO reported that discussions continue and are going well with TD Bank regarding an extension of the LOC with regard to the Authority’s \$30 million in variable rate debt and he will continue to update the Committee as necessary.

Monthly Financial Reports – The CFO reported that traditionally the Revenue reports lagged a month in order to report internally audited numbers. It was requested by Commissioner Downes to report the most current revenue information. The CFO noted that the current reports reflect the change and the deviation between audited and unaudited is typically de minimus. Commissioner Downes requested that the CFO report the audited figures the following month showing the deviation. The Committee discussed and it will be left to the discretion of staff to report any significant deviation.

Department Budget Requests – Commissioner Van Sant requested that staff provide to the Commissioners the various department budget requests as well as the reviewed department budgets. Authority Chair Lowe noted that may cause requests to change in order to gain the support of a Commissioner. The Chief Information Officer (CIO) reported, in her experience, if the manager provides a good presentation and it is deemed a worthy project it gets funded. Committee Chair Traynor questioned whether an individual Commissioner could have access to review that information. The Committee discussed and the information will be made available to any Commissioner wishing to come in to the office for a review. Commissioner Van Sant withdrew his original request.

With no further business to discuss, a motion to adjourn was made by Commissioner Downes, and the Budget & Finance Committee adjourned at 11:00 a.m.

**THE DELAWARE RIVER AND BAY AUTHORITY**

**PROJECTS COMMITTEE**

**September 20, 2011**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Projects Committee was held on Tuesday, September 20, 2011, at the Delaware Memorial Bridge Administration Building, New Castle, Delaware.

Commissioners from Delaware

PRESENT

Commissioner Murphy, Committee Chair  
Commissioner Green, Committee Member  
Commissioner Traynor, Committee Member  
Chair  
Commissioner Downes  
Chairperson Lowe

Commissioners from New Jersey

Commissioner Dorn, Committee Member  
Commissioner Smith, Committee Member  
Commissioner Van Sant, Committee Vice-  
Chair  
Vice Chairperson Hogan

Legal Counsel

Mike Houghton – DE

Phil Norcross - NJ

Governors' Representatives

Andrew Lippstone - DE

Susan Kase – NJ

Staff

Jim Johnson  
Frank Minor  
Jim Walls  
Victor Ferzetti  
Gerry DiNicola Owens  
Charlotte Crowell  
Joel Leidy  
Steve Williams  
Joe Bryant  
Jim Salmon  
Anna Marie Gonnella-Rosato  
Joe Larotonda  
Dave Hoppenjans  
Kelly Phillips-Parker  
Michelle Griscom-Collins

1. Committee Chair Murphy welcomed the Projects Committee and opened the meeting at approximately 9:10 a.m. In the absence of the Authority Secretary, the Deputy Executive Director

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 Murphy called for a motion to accept the Projects Committee Minutes from July 19, 2011. Commissioner Dorn made a motion, Commissioner Smith seconded, and the Committee Minutes were approved. Those in attendance were provided an informational package consisting of an agenda, five (5) bid openings, a close-out letter and two (2) monthly contractor payment charts (through July and August).

3. Resolutions: None

4. Bid Openings:

- a. Contract No. MVA-11-01 – Millville Airport Obstruction Removal, Phase II. A public Bid Opening was held on June 29, 2011 in which five (5) bids were submitted. The COO described the scope of work included in this project as the removal of various obstructions including trees around the runways and recommended award of the Bid to the lowest responsible bidder, Downes Tree Service Inc. of Hawthorne, New Jersey, in the amount of \$994,180.00. The Projects Committee concurred with the recommendation. Commissioner Downes announced that he had no relationship with this company. A motion was made by Commissioner Dorn and seconded by Committee Chair Smith to authorize the action to be presented at the September Board meeting.
- b. Contract No. CMA-06-01 – Cape May Airport Obstruction Removal, Phase I. A public Bid Opening was held on June 30, 2011 in which five (5) bids were submitted. The COO described the scope of work included in this project as the removal of various obstructions including trees around the runways and recommended award of the base Bid only, without the Add Alternates No. 1 and No. 2, to the lowest responsible bidder, Downes Tree Service Inc. of Hawthorne, New Jersey, in the amount of \$443,350.00. The Projects Committee concurred with the recommendation. A motion was made by Commissioner Dorn and seconded by Committee Vice-Chair Van Sant to authorize the action to be presented at the September Board meeting.
- c. Contract No. DAP-06-01 – Delaware Airpark Improvements, Phase I. A public Bid Opening was held on July 12, 2011 in which nine (9) bids were submitted. The COO described the scope of work included in the project as T-Hangar and taxiway/access road improvements. The COO reported that the US Army Corps of Engineers has not approved the necessary permits and the FAA funding is not confirmed. The COO recommended rejection of all bids. Committee Chair Murphy asked what would be the next step in this process. The Chief Engineer explained that it will take 4-6 months to resolve the wetlands permitting issues and to secure the necessary FAA funding. Upon completion, the Authority will reissue this contract for bid. The Projects Committee concurred with the recommendation to reject all bids. A motion was made by Commissioner Smith and seconded by Committee Vice-Chair Van Sant to authorize the action to be presented at the September Board meeting.

- d. Contract No. CMLF-11-02 – 2011 Maintenance Dredging, Lewes Terminal. A public Bid Opening was held on September 13, 2011 in which three (3) bids were submitted. The COO described the scope of work included in the project as the dredging of the bay at the Lewes Terminal and recommended award of the Bid to the lowest responsible bidder, Corman Construction Inc. of Annapolis Junction, Maryland, in the amount of \$530,309.00. The Projects Committee concurred with the recommendation. A motion was made by Committee Vice-Chair Van Sant and seconded by Commissioner Smith to authorize the action to be presented at the September Board meeting.
- e. Contract No. CMLF-11-04 – Repainting & Window Replacement for the Delaware Breakwater Lighthouse. A public Bid Opening was held on September 13, 2011 in which one (1) bid was submitted. The COO described the scope of work included in the project as window replacement and painting in the Lighthouse and advised the Commissioners that the Breakwater Lighthouse was turned back to the State of Delaware on June 30, 2011 with the stipulation that the DRBA would complete some repairs. Because there was only a single bid that was significantly higher than the engineer's estimate, the COO recommended rejection of the Bid. The Executive Director will contact the State of Delaware to discuss forward action. The Projects Committee concurred with the recommendation to reject the bid. A motion was made by Committee Vice-Chair Van Sant and seconded by Commissioner Dorn to authorize the action to be presented at the September Board meeting

5. Contract Close-Out Actions:

Contract No. CMA-04-04R2 – Rehabilitate Portions of Taxiway A – Cape May Airport. The COO recommended close-out of the contract and final payment to South State, Inc. of Bridgeton, New Jersey. The final contract amount is \$770,768.87. The scope of work generally consisted of the rehabilitation of portions of Taxiway A. A motion to move the Close-Out action to the full Board was made by Committee Vice-Chair Van Sant, seconded by Commissioner Dorn, and the Projects Committee unanimously approved the close-out action to be presented at the September meeting.

6. Contract Payment Review (through August): The COO informed the Committee of the monthly construction contractor payments to be made for the work completed in August. The Committee authorized the payments.

7. Miscellaneous Items/Updates:

Authority Chair Lowe turned over the meeting to Authority Vice-Chair Hogan. Vice-Chair Hogan reported that he has received numerous calls about the traffic being delayed coming from New Jersey to Delaware due to the bridge construction. He felt this was bad for public relations. Commissioner Downes inquired as to the schedule of the lane closures and work being done. The Chief Engineer explained that due to the nature of the current work, it cannot be stopped once it is started and that the contractor is working on ten (10) hour shifts. The Executive Director noted that the current contract will end in December 2011 and that staff will investigate alternative work schedules that lessen the impact on the traveling public.

The COO provided an update on the Food and Retail privatization at the Cape May Lewes Ferry. Informational open houses were held for interested hospitality operators on August 10 and 11. The COO reported that 29 vendors attended on August 10<sup>th</sup> and 13 attended on August 11<sup>th</sup>. The COO also reported that vendors were asked for input and that several operators have returned to our facilities to gather additional information. Commissioner Downes asked if there will be follow-up with the prospective operators and the COO responded affirmatively.

The COO introduced the Chief Engineer to review the Capital Improvement Program (CIP) process. The Chief Engineer explained that the Five-Year CIPs will now be identified as Five-Year Strategic Plans and that the One-Year CIPs will continue to be referenced as such. There will be separate Five-Year Strategic Plans and One-Year CIPs for both Crossings and Airports. Commissioner Downes requested a more detailed explanation of the prioritization for projected capital projects. Going forward, the One-Year CIPs will be approved by Resolution and the Five-Year Strategic Plans will be used for informational and planning purposes only. Authority Chair Lowe asked when the Five-Year Strategic Plans would be presented. The Chief Engineer will present the draft Five-Year Strategic Plans in October accompanied by an explanation of the prioritization process. Committee Chair Murphy agreed with the schedule to review the Five-Year Strategic Plans in October and the One-Year CIPs in November.

Committee Chair Murphy requested an Executive Session, closed to the public, to discuss matters of a confidential nature. A motion was made by Commissioner Smith, seconded by Committee Vice-Chair Van Sant, and the Session was closed.

The following matters of a confidential nature were discussed.

- LONG RANGE PLANNING MATTERS

8. With no further business to discuss in Executive Session, a motion to open the meeting to the public was made by Commissioner Smith, seconded by Commissioner Dorn, and the Projects Committee was opened to the public.

9. Open Discussion/Other Issues:

The COO commended the exceptional performance and commitment displayed by Authority employees in the handling of Hurricane Irene, including employees from Police, Ferry Operations, Maintenance, Toll Operations, Airports, and MIS departments. Our employees maintained safe operations throughout the hurricane event and it was noted that there were no vehicle accidents or personal injuries sustained on Authority roadways or facilities, by the traveling public or employees, during the storm event. The COO also commented favorably on the exceptional communications that were maintained with the Delaware and New Jersey agencies to share information and to coordinate operations.

The COO reported that the Authority implemented comprehensive security precautions during the 9/11 ten-year anniversary period. All Operations employees were commended for their exceptional work and vigilance during this period to keep the traveling public and our facilities safe.



The COO reported that the Police Department received its fourth consecutive Accreditation in nine years from the Commission on Law Enforcement Accreditation (CALEA). The department was rated on 479 criteria and the CALEA inspection team recommended an Accreditation with Excellence Status for our Police Department. The COO thanked Colonel Bryant and all Police Department personnel for this exceptional accomplishment.

Authority Vice-Chair Hogan added he felt that the communications during Hurricane Irene went very well. He also commended the Police Department, noting that he had participated as a CALEA Team Leader four times and knows how demanding it is to undergo the accreditation process.

With no further business to discuss, Commissioner Dorn made a motion to adjourn, and the Projects Committee adjourned at 10:15 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**PERSONNEL COMMITTEE MEETING**

**Tuesday, September 20, 2011**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Personnel Committee was held on Tuesday, September 20, 2011, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware

PRESENT

Committee Chair Lathem  
Commissioner Murphy, Committee Member  
Commissioner Traynor, Committee Member  
Commissioner Downes  
Commissioner Green  
Chairperson Lowe

Legal Counsel

Mike Houghton – DE

Governors' Representatives

Andrew Lippstone

Staff

Jim Johnson, Jr.  
Frank Minor  
Victor Ferzetti  
Jim Walls  
Gerry Owens  
Charlotte Crowell  
Colonel Bryant

Commissioners from New Jersey

Committee Vice-Chair Dorn  
Commissioner Smith, Committee Member  
Commissioner Van Sant

Vice-Chairperson Hogan

Phil Norcross - NJ

Susan Kase – NJ

1. Committee Chair Lathem welcomed the Personnel Committee and opened the meeting at 11:05 a.m. In the absence of the Authority Secretary, 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, and read the Statement of Notice, and called the roll. Committee Chair Lathem called for a motion to accept the Personnel Committee

Minutes from July 19, 2011. Commissioner Murphy made a motion, Commissioner Smith seconded and the Committee Minutes were accepted.

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

The following matters of a confidential nature were discussed.

- PERSONNEL MATTERS

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

With no further business to discuss, Commissioner Traynor made a motion to adjourn, and the Personnel Committee adjourned at 11:30 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**ECONOMIC DEVELOPMENT COMMITTEE MEETING**

**Tuesday, September 20, 2011**

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, September 20, 2011, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware

PRESENT

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

Commissioners from New Jersey

Committee Chair Smith  
Commissioner Dorn, Committee Member  
Commissioner Van Sant  
  
Vice-Chairperson Hogan

Legal Counsel

Mike Houghton – DE

Phil Norcross - NJ

Governors' Representatives

Andrew Lippstone

Susan Kase – NJ

Staff

Jim Johnson  
Frank Minor  
Tom Pankok  
Victor Ferzetti  
Jim Walls  
Gerry Owens  
Charlotte Crowell  
Anna Marie Gonnella Rosato  
Steve Williams  
Jim Salmon  
Kelly Phillips Parker  
Joel Leidy

1. Committee Chair Smith welcomed the Economic Development Committee and opened the meeting at approximately 11:30 a.m. In the absence of the Authority Secretary, 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. Committee Chair Smith called for a motion to accept the Economic Development Committee Minutes from July 19, 2011. Commissioner

Traynor made a motion, Commissioner Dorn seconded and the Committee Minutes were accepted.

2. Action Items:

Airports

a. RESOLUTION 11-38 – LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND HOUSE OF PRINT LLC AT THE CAPE MAY AIRPORT –

The Deputy Executive Director reported that the Resolution authorizes a Lease of approximately 1,500 square feet of warehouse/shop space located in Unit 4, Building 96 at the Cape May Airport, for an initial one (1) year term at an annual rent of \$7,200, with two (2), one (1) year renewal option periods. The annual rent during the first renewal shall be \$9,000 and the second renewal shall be \$10,500. Commissioner Green again stated that he did not support these small leases in favor of aviation related components in support of the long term plan for Cape May Airport. Authority Chair Hogan noted that options were limited given outside interference. The Director-Airport Operations reported that most airports have a significant land component, not directly supportive of the aviation side, and to make the best use of the land side component until the aviation component is able to generate revenue. After discussion, Commissioner Downes made a motion, Commissioner Traynor seconded, and the Economic Development Committee recommended forwarding the Resolution to the full Board for approval, with Commissioner Green voting NO. The Resolution will be presented to the full Board for consideration at the September meeting later today.

b. RESOLUTION 11-39 – LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND RAPID RESTORATION LLC AT THE CAPE MAY AIRPORT –

The Deputy Executive Director reported that the Resolution authorizes a Lease of approximately 1,500 square feet of warehouse/shop space located in Unit 9, Building 96 at the Cape May Airport, for an initial one (1) year term at an annual rent of \$8,400, with two (2), one (1) year renewal option periods. The annual rent during the first renewal shall be \$11,000 and the second renewal shall be \$12,000. After discussion, Commissioner Dorn made a motion, Commissioner Traynor seconded, and the Economic Development Committee recommended forwarding the Resolution to the full Board for approval, with Commissioner Green voting NO. The Resolution will be presented to the full Board for consideration at the September meeting later today.

c. RESOLUTION 11-40 – LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND DASSAULT FALCOLN JET – WILMINGTON CORP. AT THE NEW CASTLE AIRPORT –

The Deputy Executive Director reported that the Resolution authorizes a Lease of approximately 5,500 square feet of hangar space in Unit 5, 11 Penns Way at the New Castle

Airport, for an initial term of one (1) year at a fair market annual rent of \$46,800, with two (2), one (1) year renewal option periods. The annual rent during the option periods shall be adjusted by the CPI. After discussion, Commissioner Green made a motion, Commissioner Dorn seconded, and the Economic Development 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 September meeting later today.

d. RESOLUTION 11-41 – LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND THE FEDERAL AVIATION ADMINISTRATION AT THE NEW CASTLE AIRPORT –

The Deputy Executive Director reported that the Resolution authorizes a Lease of approximately 5,397 square feet of space in the Air Traffic Control Tower and Base Building for a term of five (5) years. The Federal Aviation Administration (FAA) Agreement is prepared by the FAA and the prices are predetermined by the federal government. The FAA has agreed to pay the Authority monthly rent beginning in 2012 at \$7,657.11 and increasing in subsequent years until the fifth year, 2016, at the monthly rent of \$8,288.30. After discussion, Commissioner Downes made a motion, Commissioner Traynor seconded, and the Economic Development 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 September meeting later today.

3. Committee Chair Smith requested an Executive Session, closed to the public to discuss matters of a confidential nature. A motion was made by Commissioner Dorn, seconded by Commissioner Downes and the meeting was moved into Executive Session.

The following matters of a confidential nature were discussed.

- LONG RANGE PLANNING

With no further business to discuss in Executive Session, a motion to open the meeting to the public was made by Commissioner Dorn, and the Economic Development Committee was opened to the public.

With no further business to discuss, a motion to adjourn was made by Commissioner Green, and the Economic Development Committee adjourned at 12:06 p.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**ENERGY AD HOC COMMITTEE MEETING**

**Tuesday, September 20, 2011**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Energy Ad Hoc Committee was held on Tuesday, September 20, 2011, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware

**PRESENT**

Committee Chair Green  
Commissioner Traynor, Committee Member  
Commissioner Downes  
Commissioner Murphy  
Chairperson Lowe

Commissioners from New Jersey

Committee Vice-Chair Smith  
Commissioner Van Sant, Committee Member  
Commissioner Dorn  
  
Vice-Chairperson Hogan

Legal Counsel

Mike Houghton – DE

Phil Norcross - NJ

Governors' Representatives

Andrew Lippstone

Susan Kase - NJ

Staff

Jim Johnson, Jr.  
Frank Minor  
Victor Ferzetti  
Jim Walls  
Gerry Owens  
Charlotte Crowell  
Anna Marie Gonnella Rosato  
Kelly Phillips Parker  
Steve Williams  
Jim Salmon

1. Committee Chair Green welcomed the members of the Energy Ad Hoc Committee and opened the meeting at 12:17 p.m. In the absence of the Authority Secretary, the Deputy Executive Director reported that the public meeting of the Energy Ad Hoc Committee had been duly noticed in accordance with the Authority's Freedom of Information Regulations, read the Statement of Notice, and called the roll. Committee Chair Green called for a motion to accept

the Energy Ad Hoc Committee Minutes from July 19, 2011. Commissioner Van Sant made a motion, Commissioner Traynor seconded and the Committee Minutes were accepted.

2. RFI-11-01: Wind and/or Solar Energy Projects Update

The Chief Operations Officer (COO) reported that an RFI for Wind and/or Solar Energy Projects was advertised in July, 2011, in order to identify feasible concepts, scales, and configurations for privately owned and operated wind, solar, and geothermal projects for the purpose of purchasing electricity through a Power Purchase Agreement. Twenty (20) companies attended the pre-submission meeting on August 9, 2011, with five (5) companies submitting informational responses. The COO reported that staff will review and evaluate all RFI submissions and will develop recommendations for an Alternative Energy RFP.

Committee Chair Green also added, that as a result of discussions with Committee Vice-Chair and staff, it was recommended to seek input from Authority employees for suggestions and ideas related to energy conservation and cost savings.

With no further business to discuss, a motion to adjourn was made by Commissioner Smith, and the Energy Ad Hoc Committee adjourned at 12: 22 p.m.