

**DELAWARE RIVER AND BAY AUTHORITY**  
**BUDGET & FINANCE COMMITTEE MEETING**  
**Tuesday, October 16, 2012**  
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, October 16, 2012, 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 Lathem

Chairperson Lowe

Legal Counsel

Mike Houghton - DE

Governors' Representatives

Staff

Scott Green  
Frank Minor  
Victor Ferzetti  
Jim Walls  
Gerry Owens  
Charlotte Crowell  
Joe Larotonda  
Kelly Phillips Parker  
Joe Bryant  
Pete Thomas  
Joel Leidy  
Jim Salmon  
Anna Marie Gonnella Rosato  
Steve Williams

Commissioners from New Jersey

Committee Vice-Chair Mroz  
Commissioner Dorn  
Commissioner Wilson

Vice-Chairperson Hogan

John Devlin - NJ

Kerstin Sundstrom - NJ

1. Committee Chair Traynor 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 Traynor called for a motion to accept the Budget & Finance Committee Minutes September 18, 2012. Commissioner Mroz made a motion, Commissioner Downes seconded, and the Committee Minutes were accepted.

3. Resolutions:

a. RESOLUTION 12-34 – AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD JANUARY 1, 2012 THROUGH DECEMBER 31, 2012 -

The Chief Financial Officer (CFO) presented the Over \$25,000 Vendor List. After discussion, Committee Chair Traynor asked if there were any questions. Commissioner Downes questioned the fire suppression discharge and noted the need for regular inspections. The Executive Director (ED) reported the discharge was discovered during a review with a prospective tenant and will ensure continued regular inspections. After the discussion, Commissioner Mroz 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 for consideration at the October meeting later today.

b. RESOLUTION 12-35 – AUTHORIZES THE MODIFICATION OF INVESTMENT GUIDELINES FOR THE OTHER POST EMPLOYMENT BENEFITS (“OPEB”) TRUST -

c. RESOLUTION 12-36 – AUTHORIZES THE MODIFICATION OF INVESTMENT GUIDELINES FOR THE DELAWARE RIVER AND BAY AUTHORITY EMPLOYEES’ RETIREMENT PLAN -

The CFO presented both Resolutions, noting the Investment Guidelines attached to each Resolution were the same; however, approving separately for the ability to make future changes. The recommended changes to the asset allocations contained within the Guidelines had been reviewed and discussed with the Committee twice is the same material as was presented by Brown Advisory at the Planning Session in September. Committee Vice-Chair Mroz reminded the Committee of Board’s request for performance reports from Brown Advisory and the CFO noted that Brown recommended at least two reviews per year. After discussion, Committee Chair Traynor asked if there were any additional questions and there were none. Committee Chair Traynor asked for a motion to recommend both Resolution 12-35 and Resolution 12-36 for approval. Commissioner Downes made a motion, Commissioner Murphy seconded and the Budget & Finance Committee unanimously recommended forwarding the Resolutions to the full Board for consideration at the October meeting later today.

#### 4. Preliminary 2013 Operating Budget

The CFO reported the Budget Sessions with department managers had been completed and presented the Preliminary Major Increases/Decreases to the FY 2013 Operating Budget. The CFO reviewed the highlighted Increases/Decreases noting that, Total Wages includes a 2% increase for non-union employees, excluding the Executive Director and Deputy Executive Director and funds 415 authorized positions. The Preliminary 2013 Operating Budget in the amount of \$83,093,897, as presented, reflects an increase of 3.03% over the Adopted FY 2012 Operating Budget. It is staff's intention to continue to review and refine the Preliminary 2013 Operating Budget for additional cost savings. The CFO noted that the Committee would like to see refined numbers in advance of the November meeting. The ED added that an additional Budget & Finance Committee meeting may be scheduled in advance to prepare for the November meeting. Commissioner Murphy commented that more analysis would be needed for the Advertising & Marketing requested budget.

#### 5. Miscellaneous:

##### Rating Agency Results

The CFO presented the rating agency reports associated with the new money issuance and refunding of 2012 Series A and B Bonds. Moody's affirmed the A1 rating and Standard & Poor's assigned an A rating with a stable outlook. The CFO reported that the bonds were in the Market today and would be leaving for New York after the Board meeting for the sale.

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

The following matters of a confidential nature were discussed.

- LONG RANGE PLANNING ALTERNATIVES

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

With no further business to discuss, a motion to adjourn was made by Commissioner Downes, and the Budget & Finance Committee adjourned at 9:50 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**ECONOMIC DEVELOPMENT COMMITTEE MEETING**

**Tuesday, October 16, 2012**

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, October 16, 2012, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware

PRESENT

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

Commissioners from New Jersey

Commissioner Dorn, Committee Member  
Commissioner Wilson, Committee Member  
Commissioner Mroz

Vice-Chairperson Hogan

Legal Counsel

Mike Houghton - DE

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  
Kelly Phillips Parker  
Steve Williams  
Joel Leidy

1. In the absence of the Committee Chair and Vice-Chair, Commissioner Downes welcomed the Economic Development Committee and opened the meeting at approximately 9:52 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. Commissioner Downes called for a motion to accept the Economic Development Committee Minutes from September 18, 2012. Commissioner Dorn made a motion, Commissioner Traynor seconded, and the Committee Minutes were accepted.

3. Action Items: None.

4. Open Discussions/Other Issues: None

With no further business to discuss, a motion to adjourn was made by Commissioner Traynor, and the Economic Development Committee adjourned at 9:54 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**PERSONNEL COMMITTEE MEETING**

**Tuesday, October 16, 2012**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Personnel Committee was held on Tuesday, October 16, 2012, 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

Chairperson Lowe

Legal Counsel  
Mike Houghton - DE

Governors' Representatives

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

Commissioners from New Jersey

Committee Vice-Chair Dorn  
Commissioner Mroz  
Commissioner Wilson

Vice-Chairperson Hogan

John Devlin - NJ

Kerstin Sundstrom - NJ

1. Committee Chair Lathem welcomed the Personnel Committee and opened the meeting at 9:54 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, and read the Statement of Notice, and called the roll.

2. Committee Chair Lathem called for a motion to accept the Personnel Committee Minutes from September 18, 2012. Commissioner Traynor made a motion, Commissioner Dorn seconded, and the Committee Minutes were accepted.

3. 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.

- LABOR NEGOTIATIONS
- PERSONNEL MATTERS

4. 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 session was opened to the public.

5. With no further business to discuss, Commissioner Dorn made a motion to adjourn, and the Personnel Committee adjourned at 11:15 a.m.

**THE DELAWARE RIVER AND BAY AUTHORITY**

**PROJECTS COMMITTEE**

**Tuesday, October 16, 2012**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of the Delaware River and Bay Authority's Projects Committee was held on Tuesday, October 16, 2012, at the Delaware Memorial Bridge, New Castle, Delaware.

Commissioners from Delaware

PRESENT

Committee Chair Murphy  
Commissioner Latham, Committee Member  
Commissioner Traynor  
Commissioner Downes

Chairperson Lowe

Legal Counsel

Mike Houghton – DE

Governors' Representatives

Staff

Scott Green  
Frank Minor  
Jim Walls  
Charlotte Crowell  
Victor Ferzetti  
Gerry DiNicola-Owens  
Joel Leidy  
Steve Williams  
Joe Bryant  
Anna Marie Gonnella-Rosato  
Kelly Phillips-Parker  
Jim Salmon  
Pete Thomas

Commissioners from New Jersey

Commissioner Dorn, Committee Member  
Commissioner Wilson, Committee Member  
Commissioner Mroz

Vice-Chairperson Hogan

John Devlin - NJ

Kerstin Sundstrom - NJ

1. Committee Chair Murphy welcomed the Projects Committee and opened the meeting at approximately 11:15 a.m. Committee Chair Murphy 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 September 18, 2012. Commissioner Wilson made a motion, Commissioner Lathem seconded, and the Committee Minutes were approved. Those in attendance were provided an informational package consisting of an agenda, one (1) Bid Analysis, and one (1) monthly contractor payment chart (through September).

3. Resolutions: None

4. Bid Openings:

Contract No. PA-12-04-02 -- 2012 Procurement Solicitations – Snow Removal Equipment Re-Bid.

A public Bid Opening was held on August 9, 2012, in which two (2) bids were submitted. The COO described the scope of work to purchase one (1) high-speed 4 x 4 all-wheel drive dual engine cab forward chassis with rotary snow blower, one (1) large 4 x 4 snow removal chassis and dump body with twenty foot straight plow, and one (1) sixteen foot rollover plow for use at the New Castle Airport. The purchase is 90% FAA Funded. The COO reported that the lowest bidder was MB Companies but their bid was declared non-responsive. The COO recommended the contract award to the next lowest responsible bidder, Penn Jersey Machinery of Lionville, Pennsylvania, for the base line item only, in the amount of \$951,964.00. The Projects Committee concurred with the recommendation. A motion was made by Commissioner Wilson, seconded by Commissioner Dorn, and the Projects Committee unanimously moved the contract award for a vote at the October Commission meeting.

5. Contract Close-Out Actions: None

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

7. Miscellaneous Items/Updates:

Critical Needs Determination for the Structural Repair of Hangar 8 – Millville Airport

The COO reported a Critical Needs Determination for the Structural Repair of Hangar 8, Millville Airport. The COO reported that the Hangar sustained structural damage during a recent storm which could cause a complete structural failure with winter approaching. The projected cost for this work is \$130,000. In order to provide immediate structural repairs necessary to prevent the Hangar from collapsing, the structural repairs are declared a critical need by the Executive Director and a waiver of the formal procurement requirements of Resolution 98-31.

8. With no further business to discuss, Commissioner Wilson made a motion to adjourn, seconded by Commissioner Lathem, and the Projects Committee adjourned at 11:24 a.m.