

**DELAWARE RIVER AND BAY AUTHORITY**

**PERSONNEL COMMITTEE MEETING**

**Tuesday, December 19, 2017**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Personnel Committee Meeting was held on Tuesday, December 19, 2017, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

PRESENT

Committee Chair Smith  
Commissioner McCann, Committee Member  
Commissioner Wilson  
Commissioner Bennett  
Vacant – Committee Member

Commissioners from Delaware

Vice-Chair Lathem  
Commissioner Carey, Committee Member  
Commissioner Decker, Committee Member  
Commissioner Ratchford  
Commissioner Ford

Chairperson Hogan

Vice-Chairperson Lowe

Legal Counsel

Phil Norcross - NJ

Mike Houghton – DE

Governors' Representatives

Craig Ambrose – NJ

Staff

Tom Cook  
Victor Ferzetti

Vince Meconi  
Charlotte Crowell  
Gerry Owens  
Rick Arroyo  
TJ Murray  
Michelle Hammel  
Jim Salmon  
Caroline Walker  
Michele Pyle  
Steve Williams  
John Sarro

Guests

Doug VanSant  
Wm. Bowser, Delaware Labor Counsel  
Lauren Russell, Delaware Labor Counsel  
Bill Cook, NJ Labor Counsel

1. Committee Chair Smith opened the Personnel Committee meeting at approximately 9:10am. The Staff Attorney 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 Smith called for a motion to accept the Personnel Committee Minutes from November 21, 2017. Commissioner Lathem made a motion, Commissioner Carey seconded, and the Committee Minutes were accepted.

3. Committee Chair Smith requested an Executive Session for Commissioners, Delaware Labor Counsel, New Jersey and Delaware Legal Counsel, New Jersey Governor's Representative, and Authority Staff Attorney only. A motion was made by Commissioner Lathem seconded by Commissioner Carey, and the Session was closed.

The following matters of a confidential nature were discussed:

) LITIGATION MATTERS  
) PERSONNEL MATTERS

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

4. Action Items:

**RESOLUTION 17-66 – ADOPTION OF AMENDMENT TO PERSONNEL MANUAL REGARDING BOARD-APPOINTED POSITIONS**

The Personnel Manual sets forth certain employee classifications but does not address Board-appointed positions. This Resolution confirms that Board-appointed officers are not subject to any tenure provisions of the Personnel Manual, as their employment is governed by the Authority's by-laws.

Commissioner Smith made a motion, Commissioner Lathem seconded, and the Personnel Committee recommended forwarding the Resolution to the full Board for approval. The Resolution will be presented to the full Board for consideration at the November meeting later today.

**RESOLUTION 17-67 – AUTHORIZING REMOVAL OF FRANK MINOR AS DEPUTY EXECUTIVE DIRECTOR AND APPOINTMENT OF STEPHEN D. WILLIAMS AS DEPUTY EXECUTIVE DIRECTOR**

The effective and efficient functioning of the Deputy Executive Director is vital to the core mission and interests of the Authority. The Board of Commissioners no longer finds that Mr. Minor is best

suited to complete the critical duties of this position. Mr. Minor serves at the pleasure of the Board, and therefore, in its discretion, Mr. Minor's appointment as Deputy Executive Director will cease with execution of this Resolution. The Board further finds that Stephen D. Williams, who has served the Authority as Director of Airport Operations, meets and exceeds the required knowledge, skills, abilities, and experience for the position of Deputy Executive Director.

Commissioner Smith made a motion, Commissioner Lathem seconded, and the Personnel Committee recommended forwarding the Resolution to the full Board for approval. The Resolution will be presented to the full Board for consideration at the November meeting later today.

5. With no further business to discuss, Commissioner Lathem made a motion to adjourn and the Personnel Committee adjourned at 10:20 am.

**DELAWARE RIVER AND BAY AUTHORITY**

**AUDIT & GOVERNANCE COMMITTEE MEETING**

**Tuesday, December 19, 2017**

Delaware Memorial Bridge Complex

New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Audit & Governance Committee was held on Tuesday, December 19, 2017, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

PRESENT

Committee Vice-Chair Wilson  
Commissioner Smith, Committee Member  
Commissioner McCann, Committee Member  
Commissioner Bennett

Commissioners from Delaware

Committee Chair Carey  
Commissioner Decker, Committee Member  
  
Commissioner Lathem, Committee Member  
Commissioner Ford  
Commissioner Ratchford

Chairperson Hogan

Vice-Chairperson Lowe

Legal Counsel

Phil Norcross - NJ

Mike Houghton - DE

Governors' Representatives

Craig Ambrose - NJ

Staff

Tom Cook  
Victor Ferzetti  
Vince Meconi  
Gerry Owens  
Charlotte Crowell  
Michelle Hammel  
TJ Murray  
Jim Salmon  
Rick Arroyo  
Joe Larotonda  
Jim Danna

Guests

Nancy Gunza, CliftonLarsonAllen  
Andy Lee, CliftonLarsonAllen

Steve Williams  
John Sarro  
Caroline Walker  
Michele Pyle

1. Committee Chair Carey opened the Audit & Governance Committee meeting at 10:22 a.m. Authority Staff Attorney (SA), acting as Secretary of the Authority, reported that the public meeting of the Audit & Governance 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 Carey called for a motion to accept the Audit & Governance Committee Minutes from July 18, 2017. Commissioner Smith made a motion, Commissioner Decker seconded, and the Committee Minutes were accepted.

3. Discussion Items:

- 2017 Audit Scope of Work

The Chief Financial Officer (CFO) introduced representatives from CliftonLarsonAllen. Nancy Gunza and Andy Lee made a presentation on the Audit Plan for the year ending December 31, 2017. The following was presented and discussed:

- Audit Scope and Deliverables
- Timing of CAFR Audit Procedures
- Responsibilities in a Financial Statement Audit
- Responsibilities under GAAS
- Areas of Audit Emphasis
- Internal Control Support
- GASB Update

The CFO reported the Audit will be completed and presented to the Audit Committee in April-May timeframe. The CFO advised the Committee that the January Agenda will include the semi-annual report on the status of Resolutions presented and approved.

4. With no further business to discuss, Commissioner Lathem made a motion to adjourn, and the Audit & Governance Committee adjourned at 10:38 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**BUDGET & FINANCE COMMITTEE MEETING**

**Tuesday, December 19, 2017**

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, December 19, 2017, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

**PRESENT**

Committee Chair Bennett  
Commissioner Smith, Committee Member  
Commissioner Wilson, Committee Member  
Commissioner McCann

Commissioners from Delaware

Committee Vice-Chair Decker  
Commissioner Ratchford, Committee Member  
Commission Ford, Committee Member  
Commissioner Lathem  
Commissioner Carey

Chairperson Hogan

Legal Counsel

Phil Norcross – NJ

Vice-Chairperson Lowe

Mike Houghton – DE

Governors' Representatives

Craig Ambrose – NJ

Staff

Tom Cook  
Victor Ferzetti  
Vince Meconi  
Charlotte Crowell  
Gerry Owens  
Jim Salmon  
TJ Murray  
Rick Arroyo  
Michelle Hammel  
Caroline Walker  
Michele Pyle  
Travis Crawford  
Steve Williams  
Joe Larotonda  
Jim Danna  
John Sarro

1. Committee Chair Bennett opened the Budget & Finance Committee meeting at approximately 10:30 a.m. The Authority Staff Attorney (SA), Acting as Secretary of the Authority, 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 Bennett called for a motion to accept the Budget & Finance Committee Minutes from November 21, 2017. Commissioner Ford made a motion, Commissioner Ratchford seconded, and the Committee Minutes were accepted.

3. Action Items:

- **RESOLUTION 17-61– AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2018 THROUGH DECEMBER 31, 2018**

The Chief Financial Officer (CFO) presented and reported on the Over \$25,000 List and noted it was the first for FY 2018. The list includes Government, Professional Service, Proprietary, Quotes, Sole Source, State Contracts, and Utilities that are routine in nature. The CFO highlighted a few items:

- Advanced Paving Services, a division of Stripe-A-Lot, Inc., has been listed for parking area repair and will be updating the parking lot at Salem Business Centre.
- Breslin Contracting, Inc. has been listed for drop ceiling supply and installation. The CFO advised the number of Quotes on the vendor list and noted that the Authority will be renovating areas within the Procurement and Human Resources departments. Drywall, Inc. is also listed as a Quote included in these renovations.
- eMaint will be implemented within the Maintenance department to record the Authority's physical assets.

Chairperson Hogan asked the CFO to review the vendor list with the recently appointed New Jersey Commissioners, Ms. McCann and Mr. Ransom, prior to the January meeting.

Commissioner Wilson made a motion, Commissioner Ratchford seconded, and the Budget & Finance Committee recommended forwarding the Resolution to the full Board for approval. The Resolution will be presented to the full Board for consideration at the December meeting later today.

4. Discussion Items:

- Pension/OPEB Funding

The CFO reported that the 2017 Operating Budget is projected to be \$5 million under budget at this time. The CFO requested the Committee consider an additional contribution to the Pension and OPEB funds. The CFO recommended limiting the contribution to \$1 million for each fund

and the other \$3 million to fall into the general fund. After discussion, the Committee agreed with and authorized the CFO to transfer the funds.

5. With no further business to discuss, Commissioner Ford made a motion to adjourn and the Budget & Finance Committee adjourned at 10:48 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**ECONOMIC DEVELOPMENT COMMITTEE MEETING**

**Tuesday, December 19, 2017**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Economic Development Committee Meeting was held on Tuesday, December 19, 2017 at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

PRESENT

Committee Vice-Chair Vacant

Commissioner Wilson, Committee Member

Commissioner Bennett, Committee Member

Commissioner Smith

Commissioner McCann

Chairperson Hogan

Commissioners from Delaware

Committee Chair Ford

Commissioner Ratchford, Committee Member

Commissioner Carey, Committee Member

Commissioner Decker

Commissioner Lathem

Vice-Chairperson Lowe

Legal Counsel

Phil Norcross - NJ

Mike Houghton – DE

Governors' Representatives

Craig Ambrose – NJ

Staff

Tom Cook

Victor Ferzetti

Vince Meconi

Charlotte Crowell

Gerry Owens

Rick Arroyo

Jim Salmon

TJ Murray

Michelle Hammel

Caroline Walker

Michele Pyle

John Sarro

Steve Williams

Guests

5. Committee Chair Ford opened the Economic Development Committee meeting at approximately 10:49am. The Staff Attorney 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.

6. Committee Chair Ford called for a motion to accept the Economic Development Committee Minutes from November 21, 2017. Commissioner Ratchford made a motion, Commissioner Carey seconded, and the Committee Minutes were accepted.

3. Action Items presented by the Chief Financial Officer (CFO):

**RESOLUTION 17-62 LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND PIASECKI AIRCRAFT CORPORATION**

Piasecki Aircraft Corporation currently leases and wishes to continue to lease this hangar facility for the storage, maintenance, development and testing of a US Navy helicopter. The initial term of the lease is for 6 months to coincide with their grant funding cycle. The lease price is based upon an appraisal and market demand.

Commissioner Bennett made a motion, Commissioner Wilson seconded, and the Economic Development Committee recommended forwarding the Resolution to the full Board for approval. The Resolution will be presented to the full Board for consideration at the November meeting later today.

**RESOLUTION 17-64 LEASE AMENDMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND NASW FOUNDATION AT THE CAPE MAY AIRPORT**

NASW Foundation is currently a tenant at the Cape May Airport. During a recent review by the FAA, it was determined that the permitted uses in the NASW Lease Agreement were in violation of current FAA regulations. The Lease Agreement is being amended to change the permitted uses in the lease to bring them into compliance.

The CFO explained NASW Foundation is a non-profit receiving a lease agreement for \$1/year. Some of their revenue generating activity is acceptable under the FAA guidelines; some are not. Commissioner Wilson asked if the tenant is upset with these necessary changes. The CFO explained the tenant realizes our need to comply with the FAA and that the ED has personally been meeting and communicating the issues with them. The Executive Director explained the FAA performs random audits and presented the results of the June, 2016 audit, all of which are attainable. He passed out written materials and reviewed the issues with the committee. The goal is to complete the audit findings by the first quarter of 2018. Chairman Hogan questioned if we have similar situations at other airports. The Executive Director noted we are being proactive to an audit. Vice Chair Lowe asked if we are graded. Steve Williams, Director of Airports, explained the FAA randomly conducts 3-4 audits a year, by region; Cape May was selected in 2016. FAA's point of the audit is to verify there is no revenue version. While there is no grade, it could affect our funding if we do not take steps to comply. Staff Attorney noted this came from the compliance office. She also noted this airport is a little different than our other airports due to the County's

retained property and ongoing investments in the infrastructure. Subsequently, the FAA has come to recognize the County's investment and modified its position on collecting back rent nor receive current FMV rents.

Commissioner Bennett made a motion, Commissioner Ratchford seconded, and the Economic Development Committee recommended forwarding the Resolution to the full Board for approval. The Resolution will be presented to the full Board for consideration at the November meeting later today.

### **RESOLUTION 17-63 AUTHORIZING THE DEVELOPMENT AND CONSTRUCTION OF A 2<sup>ND</sup> LIGHT INDUSTRIAL BUILDING(S) AT THE CAPE MAY AIRPORT**

The Authority has experienced an increase in the number of inquiries into space availability and is not currently able to pursue those opportunities. The addition of the 2<sup>nd</sup> light industrial flex building will enable the Authority to offer lease space to interested parties.

The CFO reviewed the 1<sup>st</sup> industrial building constructed at Cape May Airport along with the provisions to construct a 2<sup>nd</sup> building. CFO noted that while we intended to do a sister building at a particular location, this resolution would allow for the location of the building at a different site. The CFO and Executive Director met with The Cape May Brewery to review their needs and have concluded that such needs could be met in a timely manner by the relocation of the 2<sup>nd</sup> building.

The CFO presented a \$1.8 estimate using the 2016 original building unit pricing. Engineering has received a cost estimate from the same contractor, Fabbri, for \$1.7 million for this 2<sup>nd</sup> building; which is in line with the first building. This resolution does not authorize a lease with Cape May Brewery but authorizes a building at a different site. NJ Counsel Norcross noted this is a normal request in today's commercial market, for the tenant to request their site. He also noted this is a great testament to staff and what is being accomplished at the Cape May Airport. CFO noted this is the only way the CM Brewery will be able to meet their production demands for 2019. Commissioner Carey inquired if there has been discussion with the municipality. CFO noted an architect and an engineer were in attendance at the meeting with the Cape May Brewery to assist in meeting the necessary requirements.

Commissioner Ratchford made a motion, Commissioner Wilson seconded, and the Economic Development Committee recommended forwarding the Resolution to the full Board for approval. The Resolution will be presented to the full Board for consideration at the November meeting later today.

4. With no further business to discuss, Commissioner Bennett made a motion to adjourn and the Economic Development Committee adjourned at 11:04am.

**DELAWARE RIVER AND BAY AUTHORITY**

**PROJECTS COMMITTEE MEETING**

**December 19, 2017**

Delaware Memorial Bridge Complex

New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Projects Committee was held on Tuesday, December 19, 2017 at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

PRESENT

Committee Chair - Vacant  
Commissioner McCann, Committee Member  
Commissioner Smith  
Commissioner Wilson  
Commissioner Bennett, Committee Member

Chairperson Hogan

**Legal Counsel**

Phil Norcross - NJ

**Governors' Representatives**

Craig Ambrose - NJ

Staff

Tom Cook  
Vincent Meconi  
Victor Ferzetti  
Gerry DiNicola Owens  
Charlotte Crowell  
Richard Arroyo  
TJ Murray  
Michelle Hammel  
Jim Salmon  
Steve Williams  
John Sarro  
Brian Lutes  
Caroline Walker  
Alyona Stakhovskaya  
Michele Pyle

Commissioners from Delaware

Committee Vice-Chair Ratchford  
Commissioner Carey  
Commissioner Decker  
Commissioner Ford, Committee Member  
Commissioner Lathem, Committee Member

Vice-Chairperson Lowe

Mike Houghton - DE

1. Committee Vice-Chair Ratchford opened the Projects Committee meeting at approximately 11:05 a.m. The Staff Attorney, Acting as Secretary of the Authority, reported that the public meeting of the Projects Committee had been duly noticed in accordance with the Authority's Freedom of Information Regulations and that there was a quorum.
2. Committee Vice-Chair Ratchford called for a motion to accept the Projects Committee Minutes from November 17, 2017. Committee Vice-Chair Ratchford made a motion, Commissioner Ford seconded, and the Committee Minutes were accepted.
3. Resolutions:

) RESOLUTION-17-65 ADOPTING THE DELAWARE RIVER AND BAY AUTHORITY'S 2018 CAPITAL IMPROVEMENT PROGRAM (CIP)

The resolution authorizes adoption of the Delaware River and Bay Authority's 2018 Capital Improvement Project (CIP) investment proposal in the amount of \$38,351,000.00 in Authority funds and \$19,115,000.00 in external funds, for a total of \$57,466,000.00

The COO acknowledged the many hours of work put into by the staffs of the Engineering, Maintenance, Airport, Ferry and IT Departments in assembling the CIP. It was a real team effort to draw up the Capital budget. Most of the staff members who helped put together this CIP operate completely behind the scenes, but their efforts are vital in maintaining the DRBA infrastructure. The COO particularly thanked Brian Lutes of the Engineering Department, who was the keeper of the 142 individual project budgets and narratives that were used to prepare the CIP, all while managing his own projects.

This resolution adopts the so-called "Skinny" CIP, which authorizes only the highest priority projects, 80% of which are already under construction. Unless and until the Authority is able to enact a toll increase, this will be its complete capital program for the coming year. The total cost of the CIP is \$38,351,000 in Authority funds plus \$19,115,000 in external funds, for a total of \$57,466,000. The external funds consist of \$2,000,000 from the Delaware Department of Transportation and the rest from the Federal Aviation Administration. All projects have been arranged by Authority location, and then within each location, into one of the following 4 categories:

1. Continuing projects, which were part of at least one previous CIP;
2. Annual projects, which are projects like minor capital maintenance and bridge painting that are done every year;
3. New projects, which are appearing in the CIP for the 1st time; and
4. Out year projects, for which no funding is proposed for authorization until 2019 at the earliest.

Only one project has changed since the preliminary briefing. We have added \$250,000 to the Terminal Parking Lot Expansion and Improvements project to complete the ILG parking lot. The project reached substantial completion a few months ago. Substantial

completion is a construction industry term that means the project is fully usable by the owner – in this case, the owner is the Authority. The parking lot is, in fact, fully usable without any problems. However, every project has a punch list of minor items to be completed before the project can be closed out. We originally expected all punch list items to be completed by the end of the calendar year. We have put the contractor on notice that any work not completed by December 31 will be taken away from them and given to another contractor to complete. They have stated that they understand, but as of today there are still some outstanding items, so just to be sure, we are reserving \$250,000 in retainages for 2019 for any items still incomplete by the end of this month.

The 2019-2022 portion of the CIP shows some large numbers in the out years. Generally, we try to make the out year numbers as accurate as possible, keeping in mind that strategic plans are dynamic by definition and subject to change. However, this particular program is much more likely to change in the out years than is the norm, for two reasons. First of all, for planning purposes a number of out year projects have all been put in the next 5 years, even though they are really projects that would be completed over the next 10 or 15 years or even longer. Examples of this are the Cape May and Lewes Ferry Terminal master plans and the fall prevention project at the bridge. Second, there is a considerable amount of uncertainty today as to the timing of some major bridge rehabilitation projects mentioned last month. We know we will need to re-deck both spans at some point, but we do not know exactly when and have only a rough idea of the cost. We also know that at some point we will need to transition from “put another coat of paint on top” to “sandblast down to bare metal before putting another coat of paint on top” – but, again, the exact timetable and a precise cost are two things we do not know yet. We also have not yet developed a detailed coordination plan as to how best to integrate re-decking, repainting, and all of the steelwork, such as repairs and suspender rope replacements that we will need to do over the next 5 years or more. Obviously, we cannot re-deck, repair steelwork, and repaint all on the same part of the bridge at the same time. We will be able to offer a much clearer picture when we present the 2019 CIP next fall. Over the next year we have four things planned to give us the information we need to further develop our multi-year plan:

1. Accelerated Bridge Construction workshop
2. Deck evaluation of the NB span.
3. Updating our previous bridge paint analysis.
4. A formal coordination plan for the interaction of decking, painting, and steelwork, once we have the deck & painting information

) The Committee concurred with the resolution and authorized the close-out action to be presented to the full board at the December meeting later today.

4. Bid Openings: NONE

5. Contract Close-Out Actions:

) CMLF-12-15 COATING AND REPAIRS OF STEEL PILING – CAPE MAY AND LEWES TERMINAL

The title of the close-out describes what work was performed for the Authority. The final contract amount is \$1,777,291.65 The COO recommended close-out of the contract and final payment to Agate Construction Company of Clermont, NJ. A motion was made by Committee Vice-Chair Ratchford, seconded by Commissioner Lathem, and the Projects Committee concurred with the recommendation and authorized the close-out action to be presented to the full board at the December meeting later today.

) CMLF-17-11 LEWES STAGING LANES PAVEMENT REPAIRS

The title of the close-out describes what work was performed for the Authority. The final contract amount is \$299,125.60. The COO recommended close-out of the contract and final payment to George & Lynch of Dover, DE. A motion was made by Committee Vice-Chair Ratchford, seconded by Commissioner Bennett, and the Projects Committee concurred with the recommendation and authorized the close-out action to be presented to the full board at the December meeting later today.

) ILG-16-01 EXPAND TERMINAL APRON

The title of the close-out describes what work was performed for the Authority. The final contract amount is \$4,528,016.91 The COO recommended close-out of the contract and final payment to Diamond Materials, Inc. of Wilmington, DE. A motion was made by Committee Vice-Chair Ratchford, seconded by Commissioner Lathem, and the Projects Committee concurred with the recommendation and authorized the close-out action to be presented to the full board at the December meeting later today.

) ILG-13-04 BOEING 603 RAMP REPAIRS

The title of the close-out describes what work was performed for the Authority. The final contract amount is \$1,464,113.39 The COO recommended close-out of the contract and final payment to Diamond Materials, Inc. of Wilmington, DE. A motion was made by Committee Vice-Chair Ratchford, seconded by Commissioner Ford, and the Projects Committee concurred with the recommendation and authorized the close-out action to be presented to the full board at the December meeting later today.

) 33N-15-01 RUNWAY 9-27 EXTENSION AND ASSOCIATED IMPROVEMENTS, PACKAGE 3

The title of the close-out describes what work was performed for the Authority. The final contract amount is \$6,272,458.72 The COO recommended close-out of the contract and final payment to Diamond Materials, Inc. of Wilmington, DE. A motion was made by Committee Vice-Chair Ratchford, seconded by Commissioner Ford, and the Projects Committee concurred with the recommendation and authorized the close-out action to be presented to the full board at the December meeting later today.

6. Contractor Payment (through November): The COO reviewed for the Committee the monthly construction contractor payments to be made for the work completed through November.
7. Miscellaneous Items/Updates:

) CAPE MAY-LEWES FERRY FARE PROPOSAL FOR THE 2018-2019 SEASON

The discussion of the fare proposal has been deferred to January meeting.

8. Open Discussion/Other Issues: NONE
9. With no further business to discuss, Committee Vice-Chair Ratchford made a motion to adjourn seconded by Commissioner McCann and the Projects Committee adjourned at 11:20 a.m.