

**DELAWARE RIVER AND BAY AUTHORITY**  
**BUDGET & FINANCE COMMITTEE MEETING**

**Tuesday, December 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, December 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

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

Legal Counsel

Phil Norcross - NJ

Governors' Representatives

Andrew Lippstone - DE

Johanna Jones - NJ

Staff

Jim Johnson  
Frank Minor  
Victor Ferzetti  
Jim Walls  
Gerry Owens  
Charlotte Crowell

Authority Secretary

Tom Pankok

Authority Chair Lowe reported that, due to no Action/Discussion items, the Budget & Finance Committee would not meet today.

**DELAWARE RIVER AND BAY AUTHORITY**

**ECONOMIC DEVELOPMENT COMMITTEE MEETING**

**Tuesday, December 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, December 20, 2011, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware

PRESENT

Committee Vice-Chair Downes  
Commissioner Green, Committee Member  
Commissioner Lathem  
Commissioner Murphy

Chairperson Lowe

Legal Counsel

Mike Houghton - DE

Governors' Representatives

Andrew Lippstone

Staff

Jim Johnson  
Frank Minor  
Victor Ferzetti  
Jim Walls  
Gerry Owens  
Charlotte Crowell  
Anna Marie Gonnella Rosato  
Jim Salmon  
Michael Porch  
Michelle Griscom-Collins  
Joel Leidy  
Kelly Phillips Parker  
Joe Larotonda

Commissioners from New Jersey

Committee Chair Smith  
Commissioner Dorn, Committee Member  
Commissioner Favre  
Commissioner Van Sant

Vice-Chairperson Hogan

Phil Norcross - NJ

Johanna Jones – NJ

Authority Secretary

Tom Pankok

1. Committee Chair Smith welcomed the Economic Development Committee and opened the meeting at approximately 9:08 a.m. The Authority Secretary 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 Smith called for a motion to accept the Economic Development Committee Minutes from November 15, 2011. Commissioner Downes made a motion, Commissioner Dorn, seconded and the Committee Minutes were accepted.

3. Action Items:

Airports

a. RESOLUTION 11-48 – LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND AEROWAYS, INC. -

The Deputy Executive Director (DED) reported that Aeroways, Inc. desires to lease 50% or 7,500 square feet of hangar space and 4,150 square feet of shop and office space located at 10 DRBA Way at the New Castle Airport for an initial term of one year at an annual rent of \$150,000. Aeroways shall have the option of four (4), one (1) year renewals which shall be adjusted during each option period by the Consumer Price Index. After discussion, Commissioner Downes 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 December meeting later today.

b. RESOLUTION 11-49 – LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND PIASECKI AIRCRAFT CORPORATION –

The DED reported that Piasecki Aircraft Corporation desires to lease approximately 5,200 square feet of hangar space located in Unit 4 at 11 Penns Way at the New Castle Airport for an initial term of six (6) months at a monthly rental of \$3,900. Piasecki shall have the option of ten (10), six (6) month renewals which shall be adjusted each year by two percent (2%). The DED reported that the US Navy will be testing new rotorcraft, which could lead to a long term lease in the future if successful. After discussion, Commissioner Downes 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 December meeting later today.

c. RESOLUTION 11-50 – EASEMENT AGREEMENT WITH THE DELAWARE DEPARTMENT OF TRANSPORTATION AND NEW CASTLE COUNTY –

The DED reported that the Authority currently has a long-term lease with New Castle County and operates the New Castle Airport. The Easement Agreement with the Authority, DelDOT and New Castle County is for right-of-way along Old Churchman's and New Churchman's Roads and will allow for proposed future development of the parcel of land known as the Thirty-Eight Acre parcel and will also allow for taxiway extension at the New Castle Airport. The FAA has approved a release of lands and New Castle County, as the owner in fee simple, has agreed to grant permission to DelDOT for the purpose of the required road improvements. Michelle Griscom-Collins reported that extending the taxiway will give access to

future development and the Easement Agreement is the final step in the development process. After discussion, Commissioner Dorn made a motion, Commissioner Downes 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 December meeting later today.

4. Informational Update:

a. Twin Capes Traveler Magazine – The Public Information Officer reported that, due to the publisher's option to not continue to publish the Twin Capes Traveler Magazine last year, there was no Traveler Magazine in 2011. The Star Group, the Authority's Marketing firm, located a new publisher, Today Media, who will produce and deliver, at no cost to the Authority, 120,000 magazines to each terminal, with two publications per year. The editions will include a March-July publication and an August-December publication, with editorial content pertaining to each time period. Today Media will sell advertising with the Authority receiving 25% of annual sales in excess of \$120,000. The Authority will have final say in editorial content prior to printing and distribution. New Jersey Legal Counsel is working to finalize an agreement. New Jersey Legal Counsel added that Board approval by Resolution is not necessary. The Marketing Manager added that the loss of the Traveler last year had significant impact and the new publication will be a way for the business community to reach their customers. Committee Chair Smith thanked staff and commended the initiative. Commissioner Downes requested copies be provided for all Commissioners as soon as they are available.

5. 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 TERM PLANNING

With no further business to discuss in Executive Session, a motion to open the meeting to the public was made by Commissioner Green, 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 9:37 a.m.

**THE DELAWARE RIVER AND BAY AUTHORITY**

**PROJECTS COMMITTEE**

**December 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, December 20, 2011, at the Delaware Memorial Bridge Administration Building, New Castle, Delaware.

Commissioners from Delaware

PRESENT

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

Commissioners from New Jersey

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

Legal Counsel

Michael Houghton - DE

Phil Norcross - NJ

Governors' Representatives

Andrew Lippstone - DE

Johanna Jones – NJ

Staff

Jim Johnson  
Frank Minor  
Jim Walls  
Victor Ferzetti  
Charlotte Crowell  
Gerry DiNicola-Owens  
Joel Leidy  
Steve Williams  
Anna Marie Gonnella-Rosato  
John Sarro  
Jim Salmon  
Kelly Phillips-Parker

Authority Secretary

Thomas Pankok

1. Committee Chair Murphy welcomed the Projects Committee and opened the meeting at approximately 10:10 a.m. The Authority Secretary 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 November 15, 2011. Committee Vice-Chair Van Sant 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) close-out letter, and one (1) monthly contractor payment chart (through November).

3. Resolutions: None
4. Bid Openings: None
5. Contract Close-Out Actions:
  - a. Contract No. DMB-10-01 – Repainting West Girder Spans, First Structure, Delaware Memorial Bridge. The scope of the work on this contract consisted of the repainting of the West Girder Spans on the First Structure of the Delaware Memorial Bridge. The final contract amount is \$951,800.00. The COO recommended close-out of the contract and final payment to Allied Painting, Inc. of Cherry Hill, New Jersey. A motion to move the close-out action to the full Board was made by Commissioner Lathem, seconded by Commissioner Van Sant, and the Projects Committee unanimously approved the close-out action to be presented at the December meeting.
6. Contract Payment Review (through November): The COO informed the Committee of the monthly construction contractor payments to be made for the work completed through November.
7. Miscellaneous Items/Updates: None
8. Committee Vice-Chair Van Sant requested an Executive Session, closed to the public, to discuss matters of a confidential nature. A motion was made by Commissioner Lathem, seconded by Commissioner Smith, and the Session was closed.

The following matters of a confidential nature were discussed.

  - LONG RANGE PLANNING MATTERS
9. With no further business to discuss in Executive Session, a motion to open the meeting to the public was made by Commissioner Lathem, seconded by Commissioner Dorn, and the Projects Committee was opened to the public.
10. Open Discussion/Other Issues: None
11. With no further business to discuss, Commissioner Lathem made a motion to adjourn, seconded by Commissioner Green, and the Projects Committee adjourned at 10:28 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**PERSONNEL COMMITTEE MEETING**

**Tuesday, December 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, December 20, 2011, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware

PRESENT

Committee Chair Lathem  
Commissioner Murphy, Committee Member  
Commissioner Downes  
Commissioner Green

Chairperson Lowe

Legal Counsel

Mike Houghton - DE

Governors' Representatives

Andrew Lippstone - DE

Staff

Jim Johnson, Jr.  
Frank Minor  
Victor Ferzetti  
Jim Walls  
Gerry Owens  
Charlotte Crowell  
Anna Marie Gonnella Rosato  
John Sarro  
Michael Porch  
Jim Salmon  
Linda Cathcart  
Joe Larotonda  
Steve Williams  
Joel Leidy

Commissioners from New Jersey

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

Vice-Chairperson Hogan

Phil Norcross - NJ

Johanna Jones - NJ

Authority Secretary

Tom Pankok

1. Committee Chair Lathem welcomed the Personnel Committee and opened the meeting at 9:39 a.m. The Authority Secretary 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 November 15, 2011. Commissioner Smith made a motion, Commissioner Favre seconded and the Committee Minutes were accepted.

3. Drug Free Workplace Policy

The Chief Human Resource Officer (CHRO) reported that the first draft of the revised Drug and Alcohol Policy, to be known as the Drug Free Workplace Policy, has been completed. The Drug and Alcohol Policy had been incorporated as part of the Personnel Manual; however, the process to approve the updated Drug Free Workplace Policy needs to be addressed. Committee Chair Lathem noted that, due to the delay in approving the updated Personnel Manual, policies are being reviewed and submitted individually in order for any policy revisions to be implemented in a timely manner. Commissioner Murphy added that policies are policies and should be kept separate from a Personnel Manual, which is informative. Authority Chair Lowe questioned whether the Policy was a new initiative. The CHRO reported that staff, in conjunction with Labor Counsel, has been working over a year to revise the Policy and the approval process now needs to be addressed to implement the Drug Free Workplace Policy. The Executive Director added that any modifications to the Personnel Manual have to be approved by Resolution; however, it is important to implement the Drug Free Workplace Policy. For example, the Authority does not currently require pre-employment drug testing for non-regulated employees and the Policy would apply to all employees. A January/February timeline for approval is expected, after review with the union members.

Commissioner Downes questioned the status of the Personnel Manual and what would it take to get approved. Authority Chair Lowe and Commissioner Murphy both reported that the Personnel Manual is on hold internally and Commissioner Downes questioned, again, what needed to be done to get approved and requested Committee Chair Lathem call for an Executive Session. Committee Chair Lathem called for motion to go into an Executive Session for Commissioners only, closed to the public to discuss matters of a confidential nature. A motion was made by Commissioner Dorn, seconded by Commissioner Murphy, and the session was closed.

The following matters of a confidential nature were discussed.

- LONG TERM 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 session was opened to the public.

Committee Chair Lathem recommended that staff proceed with the Drug Free Workplace Policy for approval in January.



4. Miscellaneous Updates:

a. Litigation Updates – Committee Chair Lathem questioned whether there were any outstanding litigation matters. The CHRO reported that, currently, there a couple of EEOC Charges in progress.

b. Supplier Diversity Position Update – the CHRO reported that the posting has closed, staff is reviewing the applications and interviews will be conducted after the first of the year.

5. RESOLUTION 11-51 – RECOGNIZES AND SALUTES THOMAS A. PANKOK FOR HIS DEDICATED SERVICE TO THE DELAWARE RIVER AND BAY AUTHORITY –

Committee Chair Lathem presented and read Resolution 11-51, recognizing and saluting Thomas A. Pankok for his service of nearly ten (10) years as Board Secretary. The Committee congratulated and applauded Mr. Pankok. Commissioner Smith made a motion, Commissioner Dorn seconded, and the Personnel Committee unanimously recommended moving 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.

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

**DELAWARE RIVER AND BAY AUTHORITY  
ENERGY AD HOC COMMITTEE MEETING**

**Tuesday, December 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, December 20, 2011, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware

PRESENT

Committee Chair Green  
Commissioner Downes  
Commissioner Lathem  
Commissioner Murphy

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

Commissioners from New Jersey

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

Vice-Chairperson Hogan

Phil Norcross - NJ

Johanna Jones - NJ

Authority Secretary

Tom Pankok

1. Committee Chair Green welcomed the members of the Energy Ad Hoc Committee and opened the meeting at 10:28 a.m. The Authority Secretary 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.

2. Committee Chair Green called for a motion to accept the Energy Ad Hoc Committee Minutes from September 20, 2011. Commissioner Smith made a motion, Commissioner Van Sant seconded, and the Committee Minutes were accepted.

3. Miscellaneous Items/Updates

a. Wind/Solar Energy Projects Update:

The Chief Engineer provided an update on the Alternative Energy Request for Proposal (RFP). Specifications are being prepared and will be reviewed with the Committee prior to advertising. The Committee questioned who would receive additional income should the system generate above the Authority's usage. The Chief Engineer reported that the contractor gets the benefit of other income. The Authority would purchase the system's electrical output for a predetermined period of time and benefits by avoiding high upfront capital costs, system performance risks, and complex design and permitting processes, and gains predictable energy pricing that can be cash flow positive from the day the system is commissioned. New Jersey Legal Counsel added that there is a legislative bill in New Jersey regarding Renewal for Energy Credits which should significantly affect pricing and recommended waiting until after passage of the bill. Committee Chair Green requested a legislative update be provided when the Committee is prepared to review the RFP and if the legislation has not passed at that time, may have staff pursue Delaware locations and delay New Jersey locations. Committee Chair Green also noted that there have been many public institutions who have already implemented alternative energy systems and to reach out to them for names of potential vendors. Committee Chair Green added that he and Vice-Chair Smith challenged staff to take immediate steps to implement measures that do not need Board approval.

b. Energy Conservation Measures Update:

The Chief Engineer provided an update on the Energy Conservation Measures taken at the Delaware Memorial Bridge location to date, noting HVAC Thermostat Changes; Lighting Changes; Paint Booth Modifications; and DMB Lane Indicator Bulb Replacements. Lighting Changes at the Lewes Terminal have been made by replacing terminal skywalk halogen bulb fixtures with LED lighting. Committee Chair Green requested that staff track payback and savings to provide data to the public of the DRBA's efforts.

4. Open Discussion/Other Issues:

The COO proposed a Solar Energy Pilot Project at the Cape May-Lewes Ferry (CMLF) Terminals, one at each location. Staff will purchase and install one 40-panel solar energy system with grid tie-in to provide electric generation at each of our CMLF terminals at a cost of approximately \$24,500 each. Both systems are to be purchased and installed in early 2012 by DRBA maintenance employees and will gain valuable experience on this project as it will be their first solar energy installation project. The expected system payback for both should be six (6) to eight (8) years, depending on the Renewable Energy Credit calculations for each location and after the payback period, the Authority would receive energy at no cost. The Committee questioned the warranty for the solar panels and it was reported that they are warranted for twenty-five (25) years. Authority Secretary Pankok added that he is familiar with vendors in New Jersey and Committee Chair Green requested if any Commissioners had local referrals to please provide them to the Chief Engineer as the work is to be completed prior to the peak summer season.

With no further business to discuss, Commissioner Van Sant made a motion to adjourn, and the Energy Ad Hoc Committee adjourned at 10:45 a.m.