

DELAWARE RIVER AND BAY AUTHORITY
BUDGET & FINANCE COMMITTEE MEETING
Tuesday, April 16, 2013
Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Budget & Finance Committee Meeting was held on Tuesday, April 16, 2013, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey
PRESENT

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

Chairperson Hogan

Legal Counsel
Phil Norcross - NJ

Governors' Representatives
Kerstin Sundstrom - NJ

Staff
Scott Green
Frank Minor
Victor Ferzetti
Jim Walls
Gerry Owens
Charlotte Crowell
Joe Larotonda
Michelle Hammel
Kelly Phillips Parker
TJ Murray
Jeff Cook
Steve Williams
Michelle Griscom
Shoukry Elnahal
Anna Marie Gonnella Rosato
Heath Gehrke

Commissioners from Delaware

Commissioner Downes, Committee Member
Commissioner Murphy, Committee Member
Commissioner Lathem

Vice-Chairperson Lowe

Lindsay O'Mara - DE

1. Committee Chair Mroz opened the Budget & Finance Committee meeting at approximately 9:02 a.m. The Deputy Executive Director reported that the public meeting of the

Budget & Finance Committee had been duly noticed in accordance with the Authority's Freedom of Information Regulations, read the Statement of Notice, and called the roll.

2. Committee Chair Mroz called for a motion to accept the Budget & Finance Committee Minutes from March 19, 2013. Commissioner Lathem made a motion, Commissioner Murphy seconded, and the Committee Minutes were accepted.

3. Resolutions:

a. RESOLUTION 13-16 – AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD JANUARY 1, 2013 THROUGH DECEMBER 31, 2013 –

The Chief Financial Officer (CFO) presented the Over \$25,000 Vendor List, reviewed and discussed the individual items and noted the need for a discussion regarding M&T Bank as it relates to the upcoming Banking Services RFP; however, he noted the Approximate Estimated cost should be revised from \$170,000 to \$120,000 to reflect forecasted expenses for 2013 until the RFP process can be completed.

The CFO began the discussion of the Banking Services RFP, reminding the Committee that staff had competitively bid Trustee Services in coordination with the recent bond issue and armored transport services for Authority cash. Staff has developed a Scope of Services and would like to consolidate traditional banking services, evaluate ancillary services and overall flow and structure in order to identify potential efficiencies. The CFO requested direction on the Term of Engagement, recommending a longer term than the traditional three (3) year term with one (1) year option to extend. Committee Chair Mroz reported he and the CFO discussed the matter prior to the meeting and felt that a term of three (3) to five (5) years was reasonable; however, he suggested canvassing other transportation agencies and further discussions with the Committee. The Committee discussed and voiced a range of opinions. After discussion, the Committee recommended the CFO proceed to finalize the RFP, canvas additional agencies' practices, and provide a recommendation at the next Budget & Finance Committee.

Committee Chair Mroz then asked for a motion to recommend Resolution 13-16, as amended revising the estimated cost for M&T to \$120,000. Commissioner Murphy made a motion as amended, Commissioner Smith seconded, and the Budget & Finance Committee unanimously recommended forwarding the Resolution, as amended, to the full Board for approval. The Resolution will be presented to the full Board for consideration at the April meeting later today.

4. Discussion:

a. Regional Traffic Update:

The CFO provided a handout, Regional Traffic Trends, comparing various agencies' Commercial and Non-Commercial Traffic. The CFO noted the similar 3-31/4% downward trend in total traffic, with the exception of the New Jersey Turnpike-Exit 1 which experienced a 6%

decrease. The CFO speculated that I-295 in New Jersey offers a free alternative route to patrons looking to avoid toll expenses.

5. Miscellaneous:

The Executive Director (ED) handed out the following Critical Needs Determinations for informational purposes:

- a. Purchase of Point of Sale System and Voice Recording and Quality Evaluation System for the Cape May-Lewes Ferry - In accordance with Resolution 98-31, Section 6, the ED waived the public procurement provisions in order to purchase and install a new point-of-sale system specifically for food service environments prior to the start of the upcoming season demands at the Cape May-Lewes Ferry. The cost is approximately \$123,000; however, annual maintenance savings of approximately \$48,000 will offset the total expense.

The ED also reported the purchase and installation of a Voice Recording and Quality Evaluation System pursuant to a Delaware state contract at a cost of \$42,000. This system will provide live (real-time/online) call monitoring that the current system does not allow and provide a standardized quality evaluation system, historical or offline analysis of customer service interactions, and improved customer service training using actual call center interactions.

- b. Auto Parking Improvements at New Castle Airport – With the anticipated arrival of a commercial airline, 345 additional parking spaces are required by the end of June, 2013. Quotes were solicited and Concrete Safety Systems provided the lowest bid of \$37,158, which includes, among other work, the installation of 1104 linear feet of jersey barriers. Staff is also investigating a plan for paid parking systems.

The ED added no action is necessary by the Committee and copies of the Determinations will be kept on file.

Committee Chair Mroz requested an Executive Session, closed to the public to discuss matters of a confidential nature. Commissioner Smith made a motion, Commissioner Murphy seconded, and the Session was closed.

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 Downes, seconded by Commissioner Smith, and the Session was opened to the public.

With no further business to discuss, a motion to adjourn was made by Commissioner Murphy, and the Budget & Finance Committee adjourned at 10:00 a.m.

DELAWARE RIVER AND BAY AUTHORITY

ECONOMIC DEVELOPMENT COMMITTEE MEETING

Tuesday, April 16, 2013

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Economic Development Committee was held on Tuesday, April 16, 2013, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

PRESENT

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

Chairperson Hogan

Legal Counsel

Phil Norcross - NJ

Governors' Representatives

Kerstin Sundstrom - NJ

Commissioners from Delaware

Commissioner Downes, Committee Member
Commissioner Murphy
Commissioner Lathem

Vice-Chairperson Lowe

Lindsay O'Mara - DE

Staff

Scott Green
Frank Minor
Victor Ferzetti
Jim Walls
Gerry Owens
Charlotte Crowell
TJ Murray
Michelle Griscom
Steve Williams
Michelle Griscom
Anna Marie Gonnella Rosato
Kelly Phillips Parker
Joe Larotonda
Jeff Cook
Heath Gehrke
Shoukry Elnahal

1. In the absence of Committee Chair Guajardo, Committee Vice-Chair Smith welcomed the Economic Development Committee and opened the meeting at approximately 10:01 a.m.

The Deputy Executive Director reported that the public meeting of the Economic Development Committee had been duly noticed in accordance with the Authority's Freedom of Information Regulations, read the Statement of Notice, and called the roll.

2. Committee Vice-Chair Smith called for a motion to accept the Economic Development Committee Minutes from March 19, 2013. Commissioner Downes made a motion, Commissioner Wilson seconded, and the Committee Minutes were accepted.

3. Action Items:

a. RESOLUTION 13-17 – AUTHORIZATION OF THE RELOCATION AND EXPANSION OF HANGARCO LLC OR ITS AFFILIATES -

The Deputy Executive Director (DED) turned the meeting over to Michelle Griscom who presented the Resolution and discussed the terms of the lease. It was noted that the unplanned growth of the business will bring additional jobs and a return of a regular cargo operation. After discussion, Commissioner Downes made a motion, Commissioner Wilson seconded, and the Economic Development Committee unanimously recommended forwarding the Resolution to the full Board for consideration at the April meeting later today.

4. Open Discussions/Other Issues: None.

5. With no further business to discuss, a motion to adjourn was made by Commissioner Dorn, and the Economic Development Committee adjourned at 10:03 a.m.

DELAWARE RIVER AND BAY AUTHORITY

PERSONNEL COMMITTEE MEETING

Tuesday, April 16, 2013

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Personnel Committee was held on Tuesday, April 16, 2013, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

PRESENT

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

Chairperson Hogan

Legal Counsel

Phil Norcross - NJ

Governors' Representatives

Kerstin Sundstrom - NJ

Commissioners from Delaware

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

Vice-Chairperson Lowe

Lindsay O'Mara - DE

Staff

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

1. Committee Chair Dorn welcomed the Personnel Committee and opened the meeting at 10:02 a.m. The Deputy Executive Director reported that the public meeting of the Personnel Committee had been duly noticed in accordance with the Authority's Freedom of Information Regulations, read the Statement of Notice, and called the roll.

2. Committee Chair Dorn called for a motion to accept the Personnel Committee Minutes from March 19, 2013. Commissioner Lathem made a motion, Commissioner Murphy seconded, and the Committee Minutes were accepted.

3. Committee Chair Dorn 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 Wilson, 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 Lathem, seconded by Commissioner Murphy, and the Session was opened to the public.

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

THE DELAWARE RIVER AND BAY AUTHORITY

PROJECTS COMMITTEE

Tuesday, April 16, 2013

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of the Delaware River and Bay Authority's Projects Committee was held on Tuesday, April 16, 2013, at the Delaware Memorial Bridge, New Castle, Delaware.

Commissioners from New Jersey

PRESENT

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

Chairperson Hogan

Legal Counsel

Phil Norcross – NJ

Governors' Representatives

Kerstin Sundstrom – NJ

Commissioners from Delaware

Committee Vice-Chair Murphy
Commissioner Latham, Committee Member
Commissioner Downes

Vice-Chairperson Lowe

Lindsay O'Mara - DE

Staff

Scott Green
Frank Minor
Jim Walls
Charlotte Crowell
Victor Ferzetti
Gerry DiNicola-Owens
Acting Col. Jeff Cook
Shoukry Elnahal
Steve Williams
Kelly Phillips-Parker
Michelle Hammel
Anna Marie Gonnella-Rosato
Jim Salmon
TJ Murray
Heath Gehrke

1. Committee Chair Smith welcomed the Projects Committee and opened the meeting at approximately 10:15 a.m. Committee Chair Smith reported that the public meeting of the Projects Committee had been duly noticed in accordance with the Authority's Freedom of Information Regulations and reported there was a quorum.

2. Committee Chair Smith called for a motion to accept the Projects Committee minutes from March 19, 2013. Commissioner Dorn made a motion to accept the minutes, Committee Vice-Chair Murphy seconded the motion, and the Committee Minutes were approved. Those in attendance were provided an informational package consisting of an agenda, one (1) Bid Opening, and one (1) monthly contractor payment chart (through March).

3. Resolutions: None

4. Bid Openings:

- Contract No. NCA-13-01- Replacement of Rooftop Units and Heat Transfer Coils for Building 603. A public Bid Opening was held on March 21, 2013, in which two (2) bids were submitted. The COO reported this contract is for facility renovations and replacement of rooftop units and heat transfer coils for Building 603 at the New Castle Airport. Because the bids exceeded the engineer's cost estimate, the COO recommended that all bids submitted be rejected and that this work be re-advertised. A motion was made by Commissioner Dorn, seconded by Commissioner Lathem, and the Projects Committee concurred with the recommendation and authorized the action to be presented at the April Commission meeting later today.

5. Contract Close-Out Actions: None

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

7. 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 Committee Vice-Chair Murphy, and the Session was closed at 10:22 a.m.

The following matters of a confidential nature were discussed:

- LONG RANGE PLANNING MATTERS

The Projects Committee reconvened at approximately 10:27 a.m.

8. With no further business to discuss, Commissioner Wilson made a motion to adjourn, seconded by Committee Vice-Chair Murphy, and the Projects Committee adjourned at 10:27 a.m.