

**DELAWARE RIVER AND BAY AUTHORITY**  
**BUDGET & FINANCE COMMITTEE MEETING**  
**Tuesday, June 16, 2015**  
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, June 16, 2015, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware  
**PRESENT**

Committee Chair Downes  
Commissioner Ford, Committee Member  
Commissioner Murphy, Committee Member  
Commissioner Carey  
Commissioner Lathem  
Chairperson Lowe

Commissioners from New Jersey

Committee Vice-Chair Wilson  
Commissioner Smith, Committee Member  
Commissioner Dorn  
  
Vice-Chairperson Hogan

Legal Counsel  
Mike Houghton - DE

Phil Norcross - NJ

Governors' Representatives

Michael Collins – NJ – via phone

Staff  
Scott Green  
Frank Minor  
Charlotte Crowell  
Vince Meconi  
Gerry Owens  
Joe Larotonda  
Michelle Hammel  
TJ Murray  
Edith Brako  
Jim Salmon

1. Committee Chair Downes opened the Budget & Finance Committee meeting at approximately 9:05 a.m. The Deputy Executive Director (DED) 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 Downes called for a motion to accept the Budget & Finance Committee Minutes from May 19, 2015. Commissioner Smith made a motion, Commissioner Ford seconded, and the Committee Minutes were accepted.

3. Resolutions:

a. RESOLUTION 15-21 – AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2015 THROUGH DECEMBER 31, 2015

In the absence of the Chief Financial Officer (CFO), the Director of Finance (DOF) presented the Over \$25,000 List and reviewed the two (2) vendors. After discussion Commissioner Murphy made a motion, Commissioner Smith seconded, and the Committee recommended forwarding the Resolution to the full Board for approval. The Resolution will be presented to the full Board for consideration at the June meeting later today.

4. Discussion Items:

a. Review of 2014 Comprehensive Annual Financial Report (CAFR) – The DOF reported that the entire 2014 CAFR is available on the Authority website; however, the handout is a summary which highlights portions of the Report. The CAFR is comprised of three sections: Introductory Section; Financial Section; and Statistical Section. The DOF introduced Joe Nadel, the Assistant Director of Finance, who provided briefing of the summary. The Committee thanked the DOF and the Assistant DOF for their presentation.

b. 2015 Budget Transfer Request – The DOF provided a handout regarding a transfer of Budgeted Positions. The DOF reported that this is a transfer of one (1) position from the Bridge Division to the Ferry Division. There have been no changes to the number of Authorized positions or changes to the 2015 Operating Budget; however, the Budget & Finance Committee must review and approve a request in order to transfer the funds between divisions. The Committee reviewed and concurred with staff's recommendation to transfer funds to the proper divisions.

c. Update on New Jersey E-ZPass Customer Service Center – The DOF reminded the Committee that in 2011, the Authority compared the cost of continuing to run E-Pass internally, contracting with the Delaware Department of Transportation or contracting with the New Jersey Turnpike Authority (NJTA). After review, the Authority determined the most cost savings would be received by contracting with NJTA for those services. Currently, NJTA's contract for those services is expiring and an RFP has been conducted. Proposals are being reviewed and a selection is anticipated for mid-2016. The Authority will adopt any new charges as part of the FY 2016 budget process. It was reported that the Authority comprises 2% of the total agencies included within NJTA.

5. Miscellaneous: None.

6. With no further business to discuss, Commissioner Wilson made a motion to adjourn and the Budget & Finance Committee adjourned at 9:25 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**ECONOMIC DEVELOPMENT COMMITTEE MEETING**

**Tuesday, June 16, 2015**

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, June 16, 2015, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware

**PRESENT**

Committee Vice-Chair Ford  
Commissioner Carey, Committee Member  
Commissioner Downes, Committee Member  
Commissioner Lathem  
Commissioner Murphy  
Chairperson Lowe

Legal Counsel

Mike Houghton - DE

Governors' Representatives

Staff

Scott Green  
Frank Minor  
Vince Meconi  
Charlotte Crowell  
Joe Larotonda  
Michelle Hammel  
TJ Murray  
Edith Brako  
Jim Salmon  
Steve Williams

Commissioners from New Jersey

Committee Chair Dorn  
Commissioner Smith, Committee Member  
Commissioner Wilson

Vice-Chairperson Hogan

Phil Norcross - NJ

Michael Collins – NJ – via phone

1. Committee Chair Dorn welcomed the Economic Development Committee and opened the meeting at approximately 9:26 a.m. The Deputy Executive Director (DED) 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 Dorn called for a motion to accept the Economic Development Committee Minutes from May 19, 2015. Commissioner Carey made a motion, Commissioner Ford seconded, and the Committee Minutes were accepted.

3. Action Items:

a. RESOLUTION 15-22 – COST-SHARING AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND NEW CASTLE COUNTY

The DED presented and reviewed the Resolution. The Authority Staff Attorney (SA) reported DNREC contacted the Authority, as operator, and New Castle County, as owner, to notify of potential liability for significant contamination on airport property and has asked the Authority and New Castle County to enter into a Voluntary Cleanup Agreement (VCP). The Authority and the County intend to jointly enter into a Cost-Sharing Agreement with DNREC for the purpose of conducting a remedial investigation contemplated by the VCP Agreement. The costs associated with the remedial investigation are capped at \$50,000 each. Delaware Legal Counsel reported that these issues have been around for over 30 years. New Jersey Legal Counsel suggested the \$50,000 toward the expenses is a “good neighbor policy” and questioned whether the County has signed off on the Agreement. The SA reported that the Authority and the County will sign-off simultaneously.

After discussion, Commissioner Ford made a motion, Commissioner Smith 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 June meeting later today.

b. RESOLUTION 15-23 – AMENDS RESOLUTION 09-23 WHICH MODIFIES THE SCHEDULE OF FEES AND CHARGES AT DELAWARE RIVER AND BAY AUTHORITY OPERATED AIRPORTS

The DED presented and reviewed the Resolution. The DED recommended approval of the Resolution and would then turn the meeting over to the Director of Airport Operations (DAO) to make a presentation regarding T-Hangars related to the Schedule of Fees and Charges. Committee Chair Dorn called for a motion. Commissioner Ford made a motion, Commissioner Smith 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 June meeting later today.

The DAO then made a presentation on T-Hangar Rates & Charges at Delaware Airpark, Cape May and New Castle Airports. The T-Hangar Rate Change Summary goal is to reduce the overall number of unit vacancies and to allow owners to “move up” to a larger hangar which is now more affordable. The Committee thanked the DAO` for the presentation.

4. Open Discussion/Other Issues:

The DED briefed the Committee on a recent meeting with the officials from Cumberland County, the City of Millville and the Authority on efforts to stimulate growth and future interest at the Millville Airport.

5. With no further business to discuss, a motion to adjourn was made by Commissioner Smith, and the Economic Development Committee adjourned at 9:50 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**PERSONNEL COMMITTEE MEETING**

**Tuesday, June 16, 2015**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Personnel Committee was held on Tuesday, June 16, 2015, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware

**PRESENT**

Committee Chair Lathem  
Commissioner Carey, Committee Member  
Commissioner Murphy, Committee Member  
Commissioner Downes  
Commissioner Ford  
Chairperson Lowe

Commissioners from New Jersey

Committee Vice-Chair Dorn  
Commissioner Smith, Committee Member  
Commissioner Wilson  
  
Vice-Chairperson Hogan

Legal Counsel

Mike Houghton - DE

Phil Norcross - NJ

Governors' Representatives

Michael Collins – NJ – via phone

Staff

Scott Green  
Frank Minor  
Charlotte Crowell  
Vince Meconi  
Gerry Owens  
Michelle Hammel

1. Committee Chair Lathem welcomed the Personnel Committee and opened the meeting at 9:52 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 Lathem called for a motion to accept the Personnel Committee Minutes from May 12 and May 19, 2015. Commissioner Smith made a motion, Commissioner Dorn seconded, and the Committee Minutes were accepted.
3. 2015 Internship Program:

The Chief Human Resource Officer (CHRO) introduced TJ Murray from the Executive Director's office, who presented nine (9) of ten (10) newly hired summer interns. Each intern

introduced themselves, provided a brief description of their area of study and the department they will be assisting this summer. The Committee welcomed the interns and wished them well. He then introduced Anthony Hall, newly hired HR Generalist, the HR Representative administering the program.

4. 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 Smith, and the Session was closed.

The following matters of a confidential nature were discussed.

- LABOR NEGOTIATIONS
- 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 Smith, and the Session was opened to the public.

5. Miscellaneous: None.

6. With no further business to discuss, Commissioner Murphy made a motion to adjourn, and the Personnel Committee adjourned at 10:28 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**PROJECTS COMMITTEE MEETING**

**Tuesday, June 16, 2015**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Projects Committee was held on Tuesday, June 16, 2015, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware

**PRESENT**

Committee Chair Murphy  
Commissioner Ford, Committee Member  
Commissioner Lathem, Committee Member  
Commissioner Downes  
Commissioner Carey

Commissioners from New Jersey

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

Chairperson Lowe

Vice-Chairperson Hogan

Legal Counsel

Mike Houghton - DE

Phil Norcross - NJ

Governors' Representatives

Michael Collins – NJ – via phone

Staff

Scott Green  
Frank Minor  
Victor Ferzetti  
Vince Meconi  
Charlotte Crowell  
Gerry Owens  
Joe Larotonda  
Jim Salmon  
TJ Murray  
Edith Brako  
Michelle Hammel  
Steve Williams

5. Committee Chair Murphy opened the Projects Committee meeting at approximately 10:25 a.m. 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.



6. Committee Chair Murphy called for a motion to accept the Projects Committee Minutes from May 19, 2015. Commissioner Lathem made a motion, Commissioner Smith seconded, and the Committee Minutes were accepted. Those in attendance were provided an informational package consisting of an agenda, one (1) Contract Close-outs and one (1) monthly contractor payment charts (through June).

7. Resolutions: None

8. Bid Opening: None

9. Contract Close-Out Actions:

The COO presented the one (1) Close-out Actions.

a. CMLF-12-06. Miscellaneous Marine Fender Improvements

The work included consists of but not limited to; fabrication and installation of new steel fender panels in Slip 2 of the Lewes Ferry Terminal with keeper chain supports and replacement of rubber fender elements. Existing FRP panels and rubber elements shall become the property of the DRBA. The work was to include the furnishing of all labor, materials, and equipment necessary for the work specified within the designated operational time frames.

The contract was awarded to Atlantic Subsea, Inc. from Bridgeport, NJ in the amount of \$525,000.00 on June 18, 2014. During the contract period, there were 2 change orders approved totaling \$193,837.13, giving the complete project a grand total of \$718,837.13 It was recommended that this close-out be accepted.

A motion was made by Commissioner Carey, seconded by Commissioner Smith and the Projects Committee concurred with the recommendation of the Contract Close-Out and authorized the action to be presented to the full Board at the May meeting later today.

10. Contractor Payment (through May): The Chief Operations Officer (COO) reviewed for the Committee the monthly construction contractor payments to be made for the work completed through May.

11. Miscellaneous Items/Updates: None

12. Open Discussion/Other Issues:

The COO reported that bid documents for the very substantial CMLF-15-01 Motor Vessel Delaware Repowering has been issued. The Authority would like to start the project in November and be complete by spring 2016. One of the likely bidders has preliminarily indicated that they would need more time than the 30 days given to review the plans. The Authority will call the other likely bidders to see if they are in the same situation. Once that feedback is received, the commissioners will decide if the Authority will issue additional time. If additional time is allowed, the contract may not be ready for approval at the July meeting which may require for a small meeting in August. The COO

stated that this is a 7 million dollar plus project so the Authority would want to have as many bidders as possible to get the best price. Any decisions that have been made will be reported at the July meeting.

13. With no further business to discuss, Commissioner Carey made a motion to adjourn, and the Projects Committee adjourned at 10:30 a.m.