

DELAWARE RIVER AND BAY AUTHORITY
BUDGET & FINANCE COMMITTEE MEETING
Tuesday, April 18, 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, April 18, 2017, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

PRESENT

Committee Chair Bennett

Commissioner Smith, Committee Member

Chairperson Hogan

Commissioners from Delaware

Commissioner Ford, Committee Member

Commissioner Lathem

Vice-Chairperson Lowe

Legal Counsel

Phil Norcross – NJ

Mike Houghton - DE

Governors' Representatives

Labinot Berlajolli – NJ

Staff

Tom Cook

Frank Minor

Victor Ferzetti

Vince Meconi

Charlotte Crowell

Gerry Owens

Michelle Hammel

Joe Larotonda

Jim Danna

Jim Salmon

Rick Arroyo

Sheriese Coy-Armour

Caroline Walker

1. Committee Chair Bennett opened the Budget & Finance Committee meeting at approximately 9:01 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 Bennett called for a motion to accept the Budget & Finance Committee Minutes from March 21, 2017. Commissioner Ford made a motion, Commissioner Smith seconded, and the Committee Minutes were accepted.

3. Resolutions:

- RESOLUTION 17-22 – AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2017 THROUGH DECEMBER 31, 2017

The Chief Financial Officer (CFO) presented and reported on the Over \$25,000 List, highlighting the vendor, Daktronics, Inc. The CFO reported that Daktronics was the manufacturer of the current variable message boards located at the Delaware Memorial Bridge and approaches. In order to maintain uniformity, continuity, cost and operational needs, it is recommended that the Authority owner-furnish VMS boards from Daktronics at a negotiated price rather than competitively bid an alternative VMS solution. The CFO noted, in accordance with Resolution 98-31, the Budget & Finance Committee is authorized to allow a waiver of the threshold of the public bidding requirements to allow for the purchase of the VMS boards. There Committee concurred with the recommendation and Commissioner Ford made a motion, Commissioner Smith seconded, and the Budget & Finance Committee authorized the waiver of the threshold of Resolution 98-31 for Daktronics. After discussion and with no questions, Commissioner Ford made a motion, Commissioner Smith 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 April meeting later today.

4. Miscellaneous:

- 1st Quarter Traffic & Revenue Review

The CFO provided a handout and briefing on the 2017 1st Quarter Review. The CFO noted that, except for the 4.7% increase in Commercial Traffic, passenger cars and discounts decreased 1.88% at the DMB but reminded the Committee that the 1st Quarter 2016 included an extra day due to Leap Year, as well as the Easter holiday fell earlier in March. The CFO informed the Committee that transactions have increased by 86,000 over the first sixteen (16) days of April compared to April of 2016. Also, the CFO anticipates recapturing transactions during April 19-21, 2016, it was estimated that the DMB lost 34,000 transactions due to the emergency bridge cable repair that required the closure of three lanes on the bridge. The CFO expects the number of transactions to rebound substantially over 2016. Actual 2017 YTD Revenue has exceeded YTD projected and has increased 3.52%.

5. With no further business to discuss, Commissioner Smith made a motion to adjourn and the Budget & Finance Committee adjourned at 9:10 a.m.

DELAWARE RIVER AND BAY AUTHORITY

ECONOMIC DEVELOPMENT COMMITTEE MEETING

Tuesday, April 18, 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, April 18, 2017, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

PRESENT

Commissioner Bennett, Committee Member
Commissioner Smith

Chairperson Hogan

Commissioners from Delaware

Committee Chair Ford
Commissioner Lathem

Vice-Chairperson Lowe

Legal Counsel

Phil Norcross – NJ

Mike Houghton - DE

Governors' Representatives

Labinot Berljolli – NJ

Staff

Tom Cook
Frank Minor
Victor Ferzetti
Vince Meconi
Charlotte Crowell
Gerry Owens
Michelle Hammel
Jim Salmon
Rick Arroyo
Sheriese Coy-Armour
Caroline Walker

1. Committee Chair Ford opened the Economic Development Committee meeting at approximately 9:10 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 Ford called for a motion to accept the Economic Development Committee Minutes from March 21, 2017. Commissioner Bennett made a motion, Committee Chair Ford seconded, and the Committee Minutes were accepted.

3. Action items:

The DED presented and reviewed the following Resolutions.

- RESOLUTION 17-23 – AUTHORIZES A LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND DEMONTE MOTORSPORTS AT THE MILLVILLE AIRPORT

Having no questions, Commissioner Bennett made a motion, Committee Chair Ford 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 April meeting later today.

- RESOLUTION 17-24 – AUTHORIZES A LEASE AMENDMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND AT&T COMMUNICATIONS, INC. AND ITS AFFILIATES AT THE DELAWARE MEMORIAL BRIDGE

Having no questions, Commissioner Bennett made a motion, Committee Chair Ford 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 April meeting later today.

- RESOLUTION 17-25 – AUTHORIZES A LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND MIKE HANLEY AT THE CAPE MAY AIRPORT

The DED noted that with this lease, the Light Industrial Building has been fully leased. Having no questions, Commissioner Bennett made a motion, Committee Chair Ford 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 March meeting later today.

4. Miscellaneous:

Building 96 at Cape May Airport

The Chief Financial Officer (CFO) reminded the Committee that staff proceeded to obtain a quote for improvement to the façade of Building 96 at the Cape May Airport. The quotes totaled approximately \$960,000, substantially higher than the estimated \$500,000. The Committee questioned why the quote was so high and the CFO thought it was due to the stucco work and some additional electrical work. The CFO recommended investigating

other ways to make less costly aesthetic improvements and to delay any work until the fall timeframe. The Committee concurred with the recommendation.

Construction of Second Building at Cape May Airport

The CFO reported that he would provide an in-depth analysis regarding the possibility of constructing a second building at the Cape May Airport. The CFO reminded the Committee that the quotes obtained were for the construction of two (2) buildings; however, the requirement to construct the second building was obtaining written expressions of interest for 50% occupancy. He has been meeting with potential tenants and approximately twelve interested vendors. Commissioner Bennett questioned how to obtain commitment. New Jersey Counsel added that it was an agreed upon compromise for an expression of credible tenants and could be a soft Letter of Intent.

AT&T Lease

Commissioner Lathem questioned the AT&T Lease and if there would be any security or operational issues impacting the Authority. The Chief Information Officer reported there would be no issues. The CFO added that AT&T currently has a line running across the bridge since the 1980s and would be adding an additional line. Any access needed by AT&T would require notice and escort. Commissioner Lathem expressed security concern for anyone who has access to the bridge.

5. With no further business to discuss, Commissioner Bennett made a motion to adjourn and the Economic Development Committee adjourned at 9:25 a.m.

DELAWARE RIVER AND BAY AUTHORITY

PERSONNEL COMMITTEE MEETING

Tuesday, April 18, 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, April 18, 2017, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

PRESENT

Committee Chair Smith

Commissioner Bennett, Committee Member

Commissioners from Delaware

Committee Vice-Chair Lathem

Commissioner Ford

Chairperson Hogan

Vice-Chairperson Lowe

Legal Counsel

Phil Norcross – NJ

Mike Houghton - DE

Governors' Representatives

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Staff

Tom Cook

Frank Minor

Victor Ferzetti

Vince Meconi

Charlotte Crowell

Gerry Owens

Michelle Hammel

Rick Arroyo

Caroline Walker

4. Committee Chair Smith opened the Personnel Committee meeting at approximately 9:26 a.m. The Deputy Executive Director (DED) 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 March 21, 2017. Commissioner Lathem made a motion, Commissioner Smith seconded, and the Committee Minutes were accepted.

3. Committee Chair Smith requested an additional 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:

) LITIGATION MATTER
) PERSONNEL MATTERS

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 Smith, and the Session was opened to the public.

4. With no further business to discuss, Commissioner Lathem made a motion to adjourn and the Personnel Committee adjourned at 10:01 a.m.

DELAWARE RIVER AND BAY AUTHORITY

PROJECTS COMMITTEE MEETING

April 18, 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, April 18, 2017, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

Commissioners from Delaware

PRESENT

Commissioner Bennett, Committee Member
Commissioner Smith

Commissioner Ford, Committee Member
Commissioner Lathem, Committee Member

Chairperson Hogan

Vice-Chairperson Lowe

Legal Counsel

Phil Norcross - NJ

Mike Houghton - DE

Governors' Representatives

Labinot Berlajolli- NJ

Staff

Tom Cook
Frank Minor
Victor Ferzetti
Charlotte Crowell
Gerry Owens
Vincent Meconi
Jim Salmon
Steve Williams
Michelle Hammel
Jamil McGhee

1. Acting Committee Chair Bennett opened the Projects Committee meeting at approximately 10:04 a.m. and 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. Acting Committee Chair Bennett called for a motion to accept the Projects Committee Minutes from March 21, 2017. Commissioner Lathem made a motion, Commissioner Ford seconded, and the Committee Minutes were accepted.
3. Resolutions: None
4. Bid Openings: None
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. Miscellaneous Items/Updates:

) SHIP REPAIRS AND DRY-DOCK

As mentioned last month, The Authority had one vessel in emergency shipyard repair and another one went into emergency dry-dock shortly thereafter. Unfortunately, with 2 boats in the shipyard, we were not able to maintain our published 2-boat schedule for 4 days. This occurred for 3 days over one weekend and one day the following weekend, which resulted in a loss of a total of 8 round trips on those 4 days.

The good news is that both vessels have returned from the shipyard and we have passed all Coast Guard inspections. We had all 3 vessels available for the holiday weekend and that should remain going forward.

Currently, we are running 1 boat during the week and 2 boats Friday through Sunday. Our 1st 3-boat day of the year will be May 19th. Having all 3 vessels running without any issues should not lull us into false sense of security. We are operating on a very narrow margin for error. As indicated previously, the COO will be back at the May meeting to present some analysis regarding over maintaining the vessels given their age and given the likely CIP funding picture over the next few years.

) DELAWARE AIRPARK RUNWAY

An aerial map of Delaware Airpark (DAP) was presented showing the new runway the Authority is constructing. During construction, the FAA did an aeronautical survey which looks at our property and adjoining properties to make sure there are no obstructions. It was found that on an adjoining 6-acre property (Mosley Property), there are some trees that either need to be trimmed or cut down.

When the project was started and the first survey was done, this area was okay. The Authority has had discussion with the Mosleys and they are concerned that removing or trimming the trees would diminish their property value, so they would like to sell us their property.

The Authority will seek a formal appraisal for the Mosley Property. A preliminary estimates shows the property will be valued at somewhere in the \$300,000 range. The FAA will reimburse the Authority 90% of purchase fee in 2018. A resolution authorizing the purchase will be presented to the Board at the May meeting.

8. Move to Executive Session:
9. Open Discussion/Other Issues:
10. With no further business to discuss, Acting Committee Chair Bennett made a motion, seconded by Commissioner Ford to adjourn, and the Projects Committee adjourned at 10:08 a.m.