

**DELAWARE RIVER AND BAY AUTHORITY**

**BUDGET & FINANCE COMMITTEE MEETING**

**Tuesday, July 17, 2018**

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, July 17, 2018 at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioner of New Jersey

Committee Chair Bennett – absent  
Commissioner Smith, Committee Member  
Commissioner Wilson, Committee Member  
Commissioner Ransome  
Commissioner McCann

Commissioners of Delaware

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

Chairperson Hogan

Vice-Chairperson Lowe

Phil Norcross – NJ

Mike Houghton – DE

Governors' Representatives

Craig Ambrose – NJ

Staff

Tom Cook  
Steve Williams  
Victor Ferzetti  
Vince Meconi  
Charlotte Crowell  
Gerry Owens  
Jim Salmon  
Rick Arroyo  
TJ Murray  
Michelle Hammel  
Caroline Walker  
Michele Pyle  
Tara Donofrio  
John Sarro  
Joe Larotonda  
Liza Amatetti  
Casimir Szustak  
Jim Danna  
Ginger Gould

Guests

Randolf Brolo

1. Committee Vice-Chair Decker opened the Budget & Finance Committee meeting at approximately 9:00 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 Vice-Chair Decker called for a motion to accept the Budget & Finance Committee Minutes from June 19, 2018. Commissioner Wilson made a motion, Commissioner Ford seconded, and the Committee Minutes were accepted.

3. Committee Vice-Chair Decker requested an Executive Session closed to the public to discuss matters of a confidential nature. A motion was made by Commissioner Ratchford, seconded by Commissioner Smith, and the Session was closed.

The following matters of a confidential nature were discussed:

) LONG RANGE PLANNING ALTERNATIVES

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

4. Discussion Items:

) Mid-Year Review

The Chief Financial Officer (CFO) introduced Director of Finance, Joe Larotonda, to present and discuss the 2018 Mid-Year Review of Traffic, Revenue and Expenditures ending June 30, 2018. The following information was presented:

- ) Traffic Comparison – Six months ended June 30, 2018
- ) Revenue Comparison – Projected vs. Actual (six months ended June 30, 2018)
- ) Revenue Comparison – Actual 6 months in 2018 vs. Actual 6 Months in 2017)
- ) Expenditure Comparison by Division (six months ended June 30, 2018)
- ) Expenditure Comparison by Category (six months ended June 30, 2018)

Mr. Larotonda reported on total traffic and noted an increase of .12% on the bridge and 1.76% at the ferry. Commissioner Wilson questioned why expenses are not at 50%. The CFO advised seasonal food and retail/ferry operations tend to be stronger in the second half of the summer months. The CFO also noted that underlying traffic growth is neutral with the majority of the revenue increase coming from the toll system more accurately identifying vehicles and properly excluding commercial vehicles from discount plans. The CFO advised that the inaccuracies started being detected in September when the system came online.

5. With no further business to discuss, Committee Vice-Chair Decker made a motion to adjourn and the Budget & Finance Committee adjourned at 9:56 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**AUDIT & GOVERNANCE COMMITTEE MEETING**

**Tuesday, July 17, 2018**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Audit & Governance Committee Meeting was held on Tuesday, July 17, 2018 at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioner of New Jersey

Committee Vice-Chair Wilson, Committee Member  
Commissioner Smith, Committee Member  
Commissioner McCann, Committee Member  
Commissioner Bennett – absent  
Commissioner Ransome

Chairperson Hogan

Phil Norcross – NJ

Governors' Representatives

Craig Ambrose – NJ

Staff

Tom Cook  
Steve Williams  
Victor Ferzetti  
Vince Meconi  
Charlotte Crowell  
Gerry Owens  
Jim Salmon  
Rick Arroyo  
TJ Murray  
Michelle Hammel  
Caroline Walker  
Michele Pyle  
John Sarro  
Liza Amatetti  
Casimir Szustak

Commissioners of Delaware

Committee Chair Carey – via teleconference  
Commissioner Lathem, Committee Member  
Commissioner Decker, Committee Member  
Commissioner Ratchford  
Commissioner Ford

Vice-Chairperson Lowe

Mike Houghton – DE

Guests

Randolf Brolo

1. Committee Chair Carey opened the Audit & Governance Committee meeting at approximately 9:56 a.m. The Deputy Executive Director (DED) 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 May 15, 2018. Commissioner Lathem made a motion, Commissioner Smith seconded, and the Committee Minutes were accepted.

3. Discussion Item:

) Resolution Review January-June

The Staff Attorney (SA), presented the status of Resolutions adopted during the period of January-June 2018. The SA provided a breakdown of the Resolutions presented and approved by the board during this time period. In total, 23 Resolutions were presented and approved by the board with 9 not fully implemented. A brief explanation regarding each of the Resolutions was provided and all Resolutions will continue to be tracked until fully implemented. The SA also provided an update on Resolutions adopted in prior years which have not yet been fully implemented. Resolution 15-40 Authorizing the Amendment of the Restated Delaware River and Bay Authority Employees' Defined Contribution Plan has additional paperwork required which is being prepared/submitted by DE labor counsel. Of the 67 Resolutions adopted in 2017, 7 are not yet fully implemented. The SA advised Resolutions 17-28 and 17-57 Authorizing the Purchase of Land at Delaware Airpark will not be going forward as the property owner has decided not to sell. The remaining 5 Resolutions will continue to be tracked until fully implemented.

4. Committee Chair Carey 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:

) PERSONNEL MATTER  
) LITIGATION UPDATE

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

5. Additional Discussion Item:

) Review Auditors' Extension for CliftonLarson&Allen

The Chief Financial Officer (CFO) discussed the extension of services with CliftonLarson&Allen, the Authority's Independent Auditors. The CFO advised of the three (3) year contract agreement, which includes an extension for two (2) periods of one (1) year each. The CFO recommended the first year extension and received unanimous verbal consent by the Committee to notify CliftonLarson&Allen of the extension.

6. With no further business to discuss, Commissioner Carey made a motion to adjourn and the Audit & Governance Committee adjourned at 10:35 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**PERSONNEL COMMITTEE MEETING**

**Tuesday, July 17 2018**

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, July 17, 2018 at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioner of New Jersey

Committee Chair Smith

Commissioner Ransome, Committee Member

Commissioner McCann, Committee Member

Commissioner Wilson

Commissioner Bennett

via teleconference

Phil Norcross – NJ

Governors' Representatives

Craig Ambrose – NJ

Staff

Tom Cook

Steve Williams

Victor Ferzetti

Vince Meconi

Charlotte Crowell

Gerry Owens

Jim Salmon

TJ Murray

Rick Arroyo

Michelle Hammel

Caroline Walker

Michele Pyle

Johns Sarro

Alyona Stakhovskaya

Liza Amatetti

Casimir Szustak

Commissioners of Delaware

Committee Vice-Chair Lathem

Commissioner Decker, Committee Member

Commissioner Carey, Committee Member  
via teleconference

Commissioner Ratchford

Commissioner Ford

Mike Houghton – DE

Randolf Brolo

1. Committee Chair Smith opened the Personnel Committee meeting at approximately 10:35a.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 June 19, 2018. Commissioner Ratchford noted the June 19, 2018 minutes, under section #1 had misidentified the committee as Economic Development, rather than Personnel. Committee Chair Smith duly noted. Committee Chair Smith called for a motion to accept the Personnel Committee Minutes with the correction. Commissioner Lathem made a motion, Commissioner McCann seconded, and the Committee Minutes were accepted.
3. Committee Chair Smith 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 McCann, and the Session was closed.

The following matters of a confidential nature were discussed:

) 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 McCann and the Session was opened to the public.

**•RESOLUTION 18-26- AUTHORIZING THE APPROVAL OF A COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND THE FRATERNAL ORDER OF THE POLICE, LODGE #14, FOR CERTAIN EMPLOYEES**

After discussion, Commissioner Decker made a motion, Commissioner Lathem seconded, and the Personnel Committee recommended forwarding the Resolution 18-26 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the July meeting later today.

4. With no further business to discuss, Committee Chair Smith called for a motion to adjourn. Commissioner Lathem made a motion to adjourn and Commissioner McCann seconded and the Personnel Committee adjourned at 11:05 a.m.



**DELAWARE RIVER AND BAY AUTHORITY**

**ECONOMIC DEVELOPMENT COMMITTEE MEETING**

**Tuesday, July 17, 2018**

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, July 17, 2018 at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioner of New Jersey

Committee Vice-Chair Ransome  
Commissioner Bennett, Committee Member  
via teleconference

Commissioner Wilson, Committee Member  
Commissioner McCann  
Commissioner Smith

Commissioners of Delaware

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

Phil Norcross – NJ

Mike Houghton – DE

Governors' Representatives

Craig Ambrose – NJ

Staff

Tom Cook  
Steve Williams  
Victor Ferzetti  
Vince Meconi  
Charlotte Crowell  
Gerry Owens  
Jim Salmon  
TJ Murray  
Rick Arroyo  
Michelle Hammel  
Caroline Walker  
Michele Pyle  
Tara Donofrio  
Johns Sarro  
Alyona Stakhovskaya  
Sergio Ferraro  
Liza Amatetti  
Casimir Szustak

Guests

Randolf Brolo

1. Committee Chair Ford opened the Economic Development Committee meeting at approximately 11:05am. 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 June 19, 2018. Commissioner Ransome made a motion, Commissioner Ratchford seconded, and the Committee Minutes were accepted.

3. Action Items:

- **RESOLUTION 18-25 - LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND FRED BOYLE AT THE CAPE MAY AIRPORT**

The Deputy Executive Director (DED) presented the resolution for a lease agreement with Fred Boyle, a long time aircraft tenant at the Cape May airport. This would allow him to build a private use hangar at the airport.

The DED presented a partial airport visual map to orient the board to the proposed location of Mr. Boyle's hangar. The development opportunity slide showed DRBA's SRE building (maintenance storage and equipment) the right side for airport use, and the left side for use by the Cape May Lewes Ferry which meets FAA with land use regulations.

Previously, the DRBA Board had approved a resolution authorizing the installation of infrastructure permitting future hangar development for prospective leases, such as the one being presented today. In 2007, the Board authorized the infrastructure with utilities which led to the development of the Kindall Hangar". This facility opened in 2009, now housing 4 tenants with a total of 6 aircraft. This Resolution would authorize the second phase of the original plan, which was the original intention with the 2007 Board plan infrastructure investment.

The DED also indicated that this lease with Mr. Boyle is an opportunity to retain a current tenant vs. leaving to relocate to the nearby Woodbine Airport and referred the Board to the lease rates as stated in the resolution.

Chairman Ford recommended moving resolution 18-25 forward for a vote. Commissioner Ratchford made a motion, Commissioner Ransome 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 July meeting later today.

4. Miscellaneous Items:

) **Obstruction Removal & Easement Plan**

The DED reminded the board of last month's resolution, 18-21 which was approved, relating to the operation of the New Castle Airport and the Execution of Avigation Easements. This allowed the Executive Director to enter into easements for the airports. One of the obligations to the FAA, Part 77, whose purpose is to protect the airspace to and from the airport without obstructions or in the case with obstructions that cannot be moved, that we mitigate it. The DRBA's obligation is to identify hazards and how to mitigate them.

There are three ways the FAA looks at obstructions, which are man-made or natural: no objection meaning no hazard but with a conditions such as trees needing trimming; objectionable ones, and a third which require removals & easements.

The DED recalled from last month's resolution and discussion, there were twenty-one (21) current identified obstructions. The DED noted the DRBA is working with the neighbors in Wilmington Manor Gardens with all these obstructions which are mostly trees.

The DED's continued by showing a close-up visual presentation of runway 27, whose approach flight path is over the Wilmington University campus. The study identified the 21 obstructions (yellow), noted in red are 2 obstructions FAA identified needing to come down; blue identified future opportunities to work with property homes, and in that case we have an add-alternative. In most cases, the FAA would like airports to control and limit the obstructions by owning the right to control the easement over the properties.

Vice Chair Lowe inquired if this would be a one-time payment or annual for the easement. The DED noted a one-time payment, confirmed by the CFO, which will be FAA funded.

) **Mr. Edward Ramsey**

The DED reminded the Board of last month's guest from the public, Edward Ramsay of Pittsgrove, New Jersey. He presented the Board with a 2018 Comprehensive Economic Development Master Plan for the Greater West Jersey Region to include Salem & Cumberland Counties in New Jersey and New Castle County, Delaware. The DED updated the Board of the name change of Mr. Ramsey's group to the Greater Bay. Salem County has chosen not to provide him a meeting place; therefore, the public meeting he requested the DRBA Board to attend on July 19, 2018 has been cancelled. The DED reported there is no further information on this organization nor future meetings planned; therefore, nothing more is needed of the DRBA nor its Board at this time.

) **Status of Arner's Restaurant**

Vice Chair inquired of the status of Arner's Family Restaurant, as he heard in the news this iconic landmark was now closed. The CFO noted the current lease was numerous months in the arrears. The DRBA was approached by the current tenant, whom went into

agreement two Friday's ago, with the stipulation the back rent be paid to make DRBA whole. CFO noted DRBA has received the back payments and it will remain closed for up to 90 days to allow for renovations to kitchen and sitting area. Vice Chair Lowe inquired of the new occupant; the CFO noted it is the family member of the now Hollywood Grill who has gained his knowledge and extensive experience from being a part of this operation. CFO is confident this will be a successful tenant, prosperous for all after much patience and professional negotiations.

5. With no further business to discuss, Committee Chair Ford called for a motion to adjourn. Commissioner Ransome made a motion to adjourn and Commissioner Ratchford seconded and the Economic Development Committee adjourned at 11:21am.

**DELAWARE RIVER AND BAY AUTHORITY**

**PROJECTS COMMITTEE MEETING**

**Tuesday, July 17, 2018**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Projects Committee Meeting was held on Tuesday, July 17, 2018 at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioner of New Jersey

Committee Chair Ransome  
Commissioner Bennett, Committee Member  
via teleconference  
Commissioner McCann, Committee Member  
Commissioner Smith  
Commissioner Wilson

Phil Norcross – NJ

Governors' Representatives

Craig Ambrose – NJ

Staff

Tom Cook  
Steve Williams  
Victor Ferzetti  
Vince Meconi  
Charlotte Crowell  
Gerry Owens  
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TJ Murray  
Michelle Hammel  
John Sarro  
Caroline Walker  
Michele Pyle  
Alyona Stakhovskaya  
Tara Donofrio  
Liza Amatetti  
Casimir Szustak

Commissioners of Delaware

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

Mike Houghton – DE

Guests

Randolf Brulo

1. Committee Chair Ransome opened the Projects Committee meeting at 11:20 a.m. The Deputy Executive Director (DED) reported that the public meeting of the Projects 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 Ransome called for a motion to accept the Projects Committee Minutes from June 19, 2018. Commissioner McCann made a motion, Commissioner Lathem seconded, and the Committee Minutes were accepted.
3. Bid Openings:

) ILG-18-D: RECONSTRUCT TAXIWAY "B" SOUTH

A public bid opening was held on June 22, 2018, in which (2) bids were submitted. The COO recommended awarding the contract to the lowest responsible bidder, Diamond Materials of Wilmington, DE, in the amount of \$4,159,577.50.

) ILG-18-B: ON AND OFF AIRPORT OBSTRUCTION REMOVAL

A public bid opening was held on June 28, 2018, in which (2) bids were submitted. The COO recommended awarding the contract to the lowest responsible bidder, Diamond Materials of Wilmington, DE, in the amount of \$557,410.00.

) WWD-18-B: CARRIER VEHICLE WITH FRONT-MOUNTED ROLL-OVER PLOW AND CENTRAL HYDRAULIC SYSTEM

A public bid opening was held on June 27, 2018, in which (2) bids were submitted. The COO recommended awarding the contract to the lowest responsible bidder, Penn Jersey Machinery of Lionville, PA, in the amount of \$377,412.00.

) MIV-18-C: BEACON RELOCATION

A public bid opening was held on June 28, 2018, in which (2) bids were submitted. The COO recommended awarding the contract to the lowest responsible bidder, Scalfo Electric, Inc. of Vineland, NJ, in the amount of \$142,500.00.

) MIV-17-02: AVIATION FUEL FACILITY

A public bid opening was held on June 28, 2018, in which (2) bids were submitted. The COO recommended awarding the contract to the lowest responsible bidder, A&J Construction of Farmingdale, NJ, in the amount of \$794,870.00.

Committee Chair Ransome called for a motion. Commissioner McCann made a motion, seconded by Commissioner Lathem and the Projects Committee concurred with the recommendation to accept and authorized the actions to be presented to the full Board at the July meeting later today.

5. Contract Close-Out Actions:

) WWD-17-A: DRAINAGE SWALE IMPROVEMENTS

The title of the close-out describes what work was performed for the Authority. The final contract amount is \$711,751.84. The COO recommended close-out of the contract and final payment to Mathis Construction of Little Egg Harbor, NJ.

) DMB-16-12: PAINT SHOP HVAC UPGRADES

The title of the close-out describes what work was performed for the Authority. The final contract amount is \$99,087.00. The COO recommended close-out of the contract and final payment to Griffith Company of Wilmington, DE.

Committee Chair Ransome called for a motion, Commissioner Lathem made a motion, seconded by Commissioner McCann and the Projects Committee concurred with the recommendation and authorized the close-out actions to be presented to the full board at the July meeting later today.

6. Contractor Payment (through June): The COO reviewed for the Committee the monthly construction contractor payments to be made for the work completed through June.
7. With no further business to discuss, Committee Chair Ransome made a motion to adjourn and the Projects Committee adjourned at 11:30am.