

**MINUTES OF MEETING
THE DELAWARE RIVER AND BAY AUTHORITY
Delaware Memorial Bridge Complex
Tuesday, April 16, 2024**

The meeting convened at 10:01 a.m. at the Delaware Memorial Bridge Complex, with Chairperson Lathem presiding.

Chairperson Lathem called on the Authority Assistant Secretary to read the meeting notice. The Assistant Secretary announced that a notice of the meeting had been distributed to the offices of the Governor of New Jersey and the Governor of Delaware, to appropriate staff members and consultants, to the press in both States and to any other individuals who had indicated an interest in receiving a copy of the meeting notice.

The opening prayer was given by Chairperson Lathem, followed by the Pledge of Allegiance.

Chairperson Lathem called on the Assistant Secretary to take the roll.

Commissioners from Delaware

Samuel Lathem, Chairperson
Crystal L. Carey * - Zoom
Henry J. Decker - Absent
Michael Ratchford
Veronica O. Faust - Zoom
Theodore Becker

Commissioners from New Jersey

James N. Hogan, Vice-Chairperson - Absent
Shirley R. Wilson - Zoom
Ceil Smith**
Sheila McCann - Zoom
M. Earl Ransome, Jr.
Heather Baldini - Zoom

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Chairperson Lathem called for the acceptance of the Agenda.

Commissioner Becker made a motion to accept the agenda, seconded by Commissioner Ransome, and the motion was carried by a voice vote of 9-0.

Chairperson Lathem opened the meeting for public comment on any matters of interest.

The Executive Director thanked the Public Information Officer, James Salmon, and Management Analyst, Thomas Murray, for putting the DRBA “Coffee Table” commemorative book together.

Ship Collision and Protection System

The COO discussed the Key Bridge collapse in Baltimore has shone a very bright spotlight on our current ship collision protection system project. The COO Vince Meconi thanked the DRBA Chief Engineer, Dave Hoppenjans, Project Engineers Greg Pawlowski and Shekhar Scindia and thanked the previous Chief Engineer Shoukry Elnahal for starting this ship collision and protection project. He thanked the Congressional delegation from both states for their support in getting the largest grant paying 25% of the

costs associated with this project. Equally important, the COO thanked the DRBA Commissioners, NJ/DE Governors Representatives, Counsel and Executive staff for moving forward with this project.

The engineers fielded several questions from Commissioners regarding the project and how the dolphins worked. They also discussed DRBA staff meeting with other authorities and agencies on this topic and news inquiries. Dave Hoppenjans confirmed that due to a fishery restriction which prohibits driving piles into the Delaware River from March 1st through June 30th, DRBA's ship collision protection system project is expected to be finished in 2025.

The Executive Director thanked Public Information Officer James Salmon for his hard work throughout.

Chairperson Lathem recognized all the Commissioners and Executive staff for their hard work, getting the ship collision and protection system project started and stated that the Authority should be proud of its decision to put public safety first.

Kate Betterly congratulated staff for their excellent job with the media during the bridge collapse in Maryland.

Chairperson Lathem called for a motion to move to the Executive Session. Commissioner Becker made a motion, seconded by Commissioner Ratchford, and the motion was carried by voice vote of 9-0.

Members of the public and certain staff were excused from the room during the Executive Session.

***Commissioner Carey joined the meeting at 10:20 a.m.**

The Executive Session started at 10:20 a.m. At 10:53 a.m. Chairperson Lathem called for a motion to close the Executive Session, and recess to conduct Committee Meetings. Commissioner Ratchford made a motion, seconded by Commissioner Ransome, and the motion was carried by a voice vote of 10-0.

The Committee meetings began at 10:53 a.m. and ended at 11:47 a.m. During that time, the following Committee meetings were held:

- Personnel
- Budget & Finance
- Economic Development
- Projects

At the conclusion of the Committee meetings, Chairperson Lathem called the Board meeting back to order at 11:47 a.m.

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12278. APPROVAL OF THE MARCH MINUTES

Commissioner Becker made a motion to approve meeting minutes for March 19, 2024, seconded by Commissioner Ransome, and approved by a voice vote of 10-0.

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12279. DELAWARE RIVER AND BAY AUTHORITY – TRAFFIC AND REVENUE SUMMARY.

The Chief Financial Officer (CFO) presented charts showing Actual versus Projected Revenues for the Delaware Memorial Bridge, the Cape May-Lewes Ferry, Airports, Delaware City-Salem Ferry Crossing and Food Service for March without objection charts were ordered filed with the permanent records of the Authority.

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12280. DELAWARE RIVER AND BAY AUTHORITY – STATEMENT OF INCOME AND EXPENSE.

The CFO presented charts showing statements of income and expense for March 2024 with comparisons to the same periods last year.

Without objection, the charts were ordered filed with the permanent records of the Authority.

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12281. DELAWARE RIVER AND BAY AUTHORITY – OPERATING EXPENSE BY DIVISION.

The CFO presented charts for March 2024 showing expenses by division for the quarter to date vs. the projected quarter and for year to date vs. total budget.

Without objection, the charts were ordered filed with the permanent records of the Authority.

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12282. DELAWARE RIVER AND BAY AUTHORITY – CAPITAL IMPROVEMENT PROGRAM.

The CFO presented charts for March 2024 showing the capital budget for crossing and economic development projects and dollars committed to date for the projects. The chart also included cash expenditures spent to date for the committed projects.

Without objection, the charts were ordered filed with the permanent records of the Authority.

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12283. DELAWARE RIVER AND BAY AUTHORITY – CASH POSITION
(MARKET VALUE) FOR MARCH 31, 2024.

The CFO presented charts indicating the cash fund balances for the entire Authority.

Without objection, the charts were ordered filed with the permanent records of the Authority.

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12284. PUBLIC COMMENT ON ACTION ITEMS

Chairperson Lathem noted 2 Contract Awards, 1 Contract Bid Rejection, 2 Contract Close-Outs, and 4 Resolutions were being considered at today’s meeting.

All action items requiring committee action have been reviewed and recommended for consideration during today’s Committee meetings. He then called for public comment on any action items.

There was no public comment on action items before the Board.

****Commissioner Smith left the meeting at 11:50 a.m.**

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12285. AWARD OF CONTRACT #ILG-21-03 – RUNWAY 14-32 APPROACH
REGRADING

The Chief Operations Officer (COO) noted that a public bid opening was held on March 21, 2024. The COO and Projects Committee recommended awarding the contract to the lowest responsible bidder, Diamond Materials of Wilmington, Delaware in the amount of \$222,442.00.

A motion to award CONTRACT #ILG-21-03 to the aforementioned firm was made by Commissioner Ratchford, seconded by Commissioner Becker, and approved by a voice vote of 9-0.

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12286. AWARD OF CONTRACT #DMB-24-03 – INTERSTATE 295
MISCELLANEOUS ROADWAY IMPROVEMENTS 2024

The Chief Operations Officer (COO) noted that a public bid opening was held on March 27, 2024. The COO and Projects Committee recommended awarding the contract to the lowest responsible bidder, JPC Group Inc. of Blackwood, New Jersey in the amount of \$1,834,757.00.

A motion to award CONTRACT #DMB-24-03 to the aforementioned firm was made by Commissioner Ratchford, seconded by Commissioner Ransome, and approved by a voice vote of 9-0.

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12287. REJECTION OF BIDS FOR CONTRACT #ILG-23-01 – MAINTENANCE EQUIPMENT STORAGE FACILITY

The Chief Operations Officer (COO) noted that a public bid opening was held on February 28, 2024. The COO and Projects Committee recommended rejecting all bids.

A motion to reject all bids for CONTRACT #ILG-23-01 was made by Commissioner Becker, seconded by Commissioner Ransome, and approved by a voice vote of 9-0.

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12288. CLOSE-OUT CONTRACT #MIV-22-01 – AIRFIELD PAVEMENT MARKING AT MILLVILLE AIRPORT AND CAPE MAY AIRPORT

CONTRACT #MIV-22-01 – AIRFIELD PAVEMENT MARKING AT MILLVILLE AIRPORT AND CAPE MAY AIRPORT to HI-Lite Airfield Services, LLC in Watertown, New York.

It is recommended that the Authority accept this project and make the final payment to the contractor. The final cost of this project is \$151,619.33.

A motion to Close-Out Contract #MIV-22-01 was made by Commissioner Ransome, seconded by Commissioner Becker, and approved by a voice vote of 9-0.

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12289. CLOSE-OUT CONTRACT #CMLF-C19-06R2 – CAPE MAY TERMINAL POLICE DISPATCH CENTER REHABILITATION

CONTRACT #CMLF-C19-06R2 – CAPE MAY TERMINAL POLICE DISPATCH CENTER REHABILITATION to Aliano Brothers General Contractors, Inc. of Vineland, New Jersey.

It is recommended that the Authority accept this project and make the final payment to the contractor. The final cost of this project is \$474,551.18.

A motion to Close-Out Contract #CMLF-C19-06R2 was made by Commissioner Ransome, seconded by Commissioner Ratchford, and approved by a voice vote of 9-0.

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12290. CHAIRPERSON’S CALL FOR RESOLUTIONS BEFORE THE BOARD

RESOLUTION 24-12 - AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 23-28 FOR THE PERIOD, JANUARY 1, 2024, THROUGH DECEMBER 31, 2024

WHEREAS, The Delaware River and Bay Authority (the “Authority”) adopted Resolution 23-28 requiring Commissioner review and approval of all Authority expenditures in excess of \$50,000; and

WHEREAS, the Authority anticipates expenditures at or over the \$50,000 amount to the following vendors:

DELAWARE RIVER & BAY AUTHORITY
VENDORS PROJECTED TO BE PAID OVER \$50,000
FOR THE PERIOD 1/1/24 THROUGH 12/31/24

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Alamo c/o Atlantic Tractor, LLC	Boom Mower Attachments	Cooperative Contract	\$120,000
Liberty Parks & Playgrounds, Inc.	Playground Equipment at Cape May Ferry Terminal	State Contract	\$100,000

NOW, THEREFORE, BE IT RESOLVED, that the Authority authorizes expenditures to the above-listed vendors for the described purposes and authorizes payment.

Resolution 24-12 was moved by Commissioner Becker, seconded by Commissioner Ransome, and was approved by a roll call vote of 9-0.

Resolution 24-12 - Executive Summary Sheet

Resolution: Authorizing Authority Expenditures Pursuant to Resolution 23-28 for the period January 1, 2024, through December 31, 2024.

Committee: Budget & Finance

Committee and Board Date: April 16, 2024

Purpose of Resolution:

Authorizes expenditures of \$50,000 or greater with the identified vendors during the 2024 calendar year.

Background for Resolution:

The proposed Resolution meets the requirements of Resolution 23-28, whereby the Authority shall not enter into any contract committing the Authority to spend or make any other expenditures relating to services, material and supplies in the amount of \$50,000 or more unless it has first been approved by a vote of Commissioners.

Purchase Detail:

Alamo c/o Atlantic Tractor, LLC: Boom Mower Attachments

The Authority plans to purchase boom mower attachments to upfit a previously purchased tractor that are programmed into the 2024 Capital Equipment Replacement Plan for the Cape May Airport. The equipment will be purchased pursuant to the competitively bid cooperative contract (*Sourcewell 070821-AGI*).

Liberty Parks & Playgrounds, Inc.: Playground Equipment at Cape May Ferry Terminal

The Authority plans to purchase and install a new children's playground structure at the Cape May Ferry Terminal. Liberty Parks & Grounds will be providing all materials and labor, including removal of existing playground equipment and installation of new, at prices pursuant to state contract (*GSSI6641-PLAYGROUND*).

Classification Definitions:

Cooperative Contract. A purchase of equipment, supplies or non-professional services which, under normal circumstances, would require public competitive bidding in accordance with Resolution 98-31, however the vendor has agreed to provide the goods or services to the Authority at prices less than or equal to that vendor's respective contract pricing awarded as a result of a public and competitively bid cooperative contract intended for the use of other state and governmental entities. In accordance with Resolution 11-36, this purchase classification includes those "*...purchases from cooperatives and/or the piggy-backing of existing publicly-bid contracts for state and governmental entities which State of Delaware or New Jersey may or may not individually publicly advertise*".

State Contract. A purchase of equipment, supplies or non-professional services which, under normal circumstances, would require competitive bidding, however the vendor has agreed to provide the goods or services to the Authority at fees less than or equal to that vendor's respective contract as awarded by the State of Delaware or New Jersey. "*Any contract for the purchase of materiel and supplies and non-professional services....which contract individually exceeds \$50,000, or in the combination with other contracts, exceeds \$50,000 in any one calendar year shall be pursuant to a contract entered into by the Authority after competitive bidding. This provision shall not apply to purchases by the Authority from suppliers in cases where the Authority is purchasing at prices pursuant to contracts awarded by the States of Delaware or New Jersey for state agencies.*" (DRBA Resolution 11-36 Part 2.a.).

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RESOLUTION 24-13 - LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND MILLVILLE GLASS CENTER, LLC D/B/A MILLVILLE GLASS, AND DOOR AT THE MILLVILLE AIRPORT

WHEREAS, The Delaware River and Bay Authority (the “Authority”), is the operator of the Millville Airport (“Airport”); and

WHEREAS, Millville Glass Center, LLC d/b/a Millville Glass and Door (“Millville Glass”) desires to lease approximately 2,000 square feet of storage space in a facility commonly referred to as Building 273 at the Millville Airport; and

WHEREAS, Millville Glass has agreed to pay the Authority annual rental in the amount of Five Thousand Eight Hundred Forty-One Dollars 00/100(\$5,841.00); and

WHEREAS, the initial term of the Lease (“Lease Agreement”) is for one (1) year; and

WHEREAS, Millville Glass shall have the right to renew the Lease Agreement for two (2) one (1) year renewal options; and

WHEREAS, rent during the renewal terms shall be adjusted each year by the CPI; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Agreement with Millville Glass Center, LLC d/b/a Millville Glass and Door and, with the advice and consent of counsel, to have such Agreement executed by the Chairperson, Vice Chairperson and the Executive Director.

Resolution 24-13 was moved by Commissioner Becker, seconded by Commissioner Ransome, and was approved by a roll call vote of 9-0.

Resolution 24-13 - Executive Summary

- Resolution:** Authorizing the Execution of a Lease Agreement between the Delaware River and Bay Authority and Millville Glass Center, LLC d/b/a Millville Glass and Door regarding Millville Airport.
- Committee:** Economic Development
- Committee Date:** April 16, 2024
- Board Date:** April 16, 2024

Purpose of Resolution:

To permit the Executive Director, Chairman and Vice Chairman to execute and deliver a Lease Agreement for space at the Millville Airport.

Background for Resolution:

The Delaware River and Bay Authority operates building 273 at Millville Airport. Millville Glass wishes to lease the building and use the space for storage associated with their business not located at the airport but in the adjacent City of Millville Industrial Park.

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RESOLUTION 24-14 - LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND SANTOS PARTS, LLC AT THE WILMINGTON AIRPORT

WHEREAS, The Delaware River and Bay Authority (the “Authority”), is the operator of the Wilmington Airport (“Airport”); and

WHEREAS, Santos Parts, LLC (“Santos”) desires to lease warehouse space at the airport located at 6002-B Brett Rd. commonly referred to as the cargo warehouse, totaling approximately 5,291 sq.ft. of space at the Wilmington Airport; and

WHEREAS, Santos has agreed to pay the Authority annual rental in the amount of Thirty-Six Thousand Six Hundred and Fifty-Nine Dollars 04/100(\$36,659.04); and

WHEREAS, the initial term of the Lease (“Lease Agreement”) is for one (1) year; and

WHEREAS, Santos shall have the right to renew the Lease Agreement for two (2) one (1) year renewal options; and

WHEREAS, rent during each of the renewal terms shall be adjusted annually by the CPI; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Agreement with Santos Parts, LLC, and, with the advice and consent of counsel, to have such Agreement executed by the Chairperson, Vice Chairperson and the Executive Director.

Resolution 24-14 was moved by Commissioner Becker, seconded by Commissioner Ratchford, and was approved by a roll call vote of 9-0.

Resolution 24-14 - Executive Summary

Resolution: Authorizing the Execution of a Lease Agreement between the Delaware River and Bay Authority and Santos Parts, LLC, regarding Wilmington Airport.

Committee: Economic Development

Committee Date: April 16, 2024

Board Date: April 16, 2024

Purpose of Resolution:

To permit the Executive Director, Chairman and Vice Chairman to execute and deliver a Lease Agreement for space at the Wilmington Airport.

Background for Resolution:

The Delaware River and Bay Authority owns a warehouse space on the old cargo ramp at Wilmington Airport commonly referred to as the cargo warehouse space. Santos wishes to lease the warehouse space in support of their aircraft parts operation at the Airport. Santos also owns a hangar on the airfield.

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RESOLUTION 24-15 – AUTHORIZATION TO ADOPT A NEW SALARY GRADE STRUCTURE FOR NON-REPRESENTED EMPLOYEES IN THE DELAWARE RIVER AND BAY AUTHORITY

WHEREAS, the Delaware River and Bay Authority first adopted the current salary grade structure under Resolution 01-90 as a result of Resolution 01-39’s authorizing the retention of the Hay Group, Inc. to conduct a professional, independent review of Authority positions and classifications, including pay grades; and

WHEREAS, the Authority has not conducted a professional classification study since 2001 where the non-union pay structures have been revised; and

WHEREAS, the Authority adopted Resolution 23-23 authorizing an agreement between the Authority and the Segal Company to provide pay classification plan services, including non-union pay grade restructure, and compensation consulting services to the Authority; and

WHEREAS, this classification and compensation study is completed, and the results have been submitted, reviewed, and approved by the Authority’s Personnel Committee at its April 16, 2024, meeting; and

WHEREAS, this classification and compensation study approved by the Personnel Committee establishes 19 separate non-union pay grades with minimum, midpoint, and maximum salaries (see Exhibit A); and

WHEREAS, non-union positions in the Authority have been slotted by job title into one of the 19 pay grades; and

NOW, THEREFORE, BE IT RESOLVED, that the current salary grade structure under Resolution 01-90 is hereby rescinded and replaced in its entirety by implementing the non-union salary grade structure in Exhibit A attached hereto; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Executive Director is authorized to take whatever action to execute the approved classification and compensation study results with the advice and consent of Counsel that may be necessary to carry out the foregoing resolution.

Resolution 24-15 was moved by Commissioner Becker, seconded by Commissioner Ratchford, and was approved by a roll call vote of 9-0.

Resolution 24-15 - Executive Summary Sheet

Purpose of Resolution: To authorize approval of a new non-represented employees' salary grade structure resulting from the Classification and Compensation Study facilitated by the Segal Company as presented by the Executive Director and Chief Human Resources Officer.

Resolution: Authorization to Adopt a New Salary Grade Structure for Non-represented Employees in the Delaware River and Bay Authority

Committee/ Personnel Committee
Board Date: April 16, 2024

Background for Resolution:

The Delaware River and Bay Authority (Authority) has not conducted a professional classification study since 2001 when the current non-union pay structure was established.

The Authority adopted Resolution 23-23 authorizing an agreement between the Authority and the Segal Company to provide pay classification plan services, including non-union pay grade restructure, and compensation consulting services to the Authority. This study has been completed and the results have been submitted, reviewed, and approved by the Authority's Personnel Committee at its April 16, 2024, meeting.

The classification study approved by the Personnel Committee establishes 19 separate non-union pay grades with minimum, midpoint, and maximum salaries (see Exhibit A). The non-union positions in the Authority have been slotted by job title into one of the 19 pay grades. This resolution deletes in its entirety the pay grade structure created in 2001 under Resolution 01-90 and replaces it with the pay grade structure shown in Exhibit A.

EXHIBIT A

Delaware River and Bay Authority

Non-represented Employees' Salary Grade Structure

Salary Grade	Minimum	Midpoint	Maximum
101	\$41,300	\$49,600	\$57,800
102	\$45,500	\$54,600	\$63,700
103	\$50,100	\$60,100	\$70,100
104	\$55,100	\$66,100	\$77,100
105	\$60,600	\$72,700	\$84,800
106	\$65,300	\$80,000	\$91,400
107	\$71,800	\$88,000	\$100,500
108	\$79,000	\$96,800	\$110,600
109	\$86,900	\$106,500	\$121,700
110	\$95,700	\$117,200	\$134,000
111	\$103,100	\$128,900	\$144,300
112	\$113,400	\$141,800	\$158,800
113	\$124,800	\$156,000	\$174,700
114	\$137,300	\$171,600	\$192,200
115	\$151,000	\$188,800	\$211,400
116	\$166,200	\$207,700	\$232,700
117	\$182,800	\$228,500	\$255,900
118	\$202,200	\$251,400	\$283,100
119	\$232,500	\$276,500	\$325,500

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12291.

EXECUTIVE DIRECTOR'S COMMENTS

The Executive Director displayed a picture of Wilmington Airport after the Quality Inn & Suites Skyways Hotel was demolished. Commissioner Ratchford confirmed seeing construction crews still working last night at 7:30 p.m.

Upcoming DRBA Events

- Tuesday, May 21, 2024
Board of Commissioners Meeting, 10 am; James Julian Board Room
- Thursday, May 30, 2024
Memorial Day Ceremony, 10:30am; Veterans Memorial Park

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12292. **COMMISSIONERS PUBLIC FORUM**

Chairperson Lathem called for comments from Commissioners.

Chairperson Lathem thanked the Commissioners for their support to the DRBA.

Commissioner Carey thanked Stephen Williams for his hard work and confirmed he will be missed. All the Commissioners agreed the Deputy Executive Director will be missed and thanked him for his hard work.

There were no additional comments.

Commissioner Lathem called for comments from the Public.

The Executive Director thanked Commissioner Ratchford, Commissioner Ransome, Commissioner Becker, and Commissioner Smith for attending the Employee Appreciation Banquet.

There were no comments from the public.

A motion to adjourn the Board meeting at 12:03 p.m. was made by Commissioner Ratchford, seconded by Commissioner Becker, and approved by a voice vote of 9-0.

Respectfully submitted,

THE DELAWARE RIVER AND BAY AUTHORITY



Stephen D. Williams, A.A.E.
Assistant Secretary