

DELAWARE RIVER AND BAY AUTHORITY
GOVERNANCE/AUDIT COMMITTEE MEETING
Tuesday July 15, 2025
Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Governance Audit Committee Meeting was conducted in person and via Teams on Tuesday, July 15, 2025, from the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners of New Jersey

Committee Chair McCann

Commissioner Wilson, Committee Member

Commissioner Behnke, Committee Member via Teams

Commissioner Baldini - Absent

Commissioner Mehaffey

Chairperson Ransome

Commissioners of Delaware

Committee Vice-Chair Faust via Teams

Commissioner Carey, Committee Member

Commissioner Collins, Committee Member

Commissioner Houghton

Commissioner Ratchford

Vice-Chairperson Lathem

Legal Counsel

Phil Norcross— NJ

Kate Betterly – DE

Governors' Representatives

Mike Eleneski – NJ

Misty Seamans – DE

Staff

Joel Coppadge

Ceil Smith

Victor Ferzetti

Vince Meconi

Charlotte Crowell

Gerry Owens

Jim Salmon

Michelle Warner

TJ Murray

Lavar Matthews

Tom Cook via Teams

Kyle Bickhart

Andy Houghton

Michele Giofre Pyle

Tara Donofrio

Jen Thevar

Heath Gehrke

Ben Clendaniel, Jennifer Oberle-Howard, Mike Porch, Michelle Griscom

Guests

1. Committee Chair McCann opened the Governance/Audit Committee meeting at 12:00 p.m.
2. Committee Chair McCann called for a motion to accept the Governance Audit Committee Minutes from June 17, 2025. Committee Member Wilson made a motion, Committee Member Carey seconded, and the Committee Minutes were accepted.

3. Discussion Items

- **Review of Resolution Report**

The DRBA In House Legal Counsel Michelle Warner presented the review.

Status Update by Year

- 2025 – Thirty-Two Resolutions Presented to the Board thus far.
(5) Resolutions not fully implemented which involves leases and license agreements in the process of being resolved.
 - 2024 – (4) Resolutions not yet completed involve (3) leases and (1) utility agreement, which will not be executed.
 - 2023 - (1) Resolution open involving a lease agreement at the Millville Airport.
An eviction complaint has been filed.
4. With no further business to discuss, Committee Chair McCann called for a motion to adjourn; Committee Member Carey made a motion, Committee Member Wilson seconded, and the Governance/Audit Committee adjourned at 12:22 p.m.

**DELAWARE RIVER AND BAY AUTHORITY
BUDGET & FINANCE COMMITTEE MEETING**

Tuesday, July 15, 2025
James Julian Board Room
New Castle, Delaware

The public meeting of The Delaware River and Bay Authority's Budget & Finance Committee Meeting was conducted on Tuesday, July 15, 2025, from the James Julian Board Room, New Castle, Delaware.

Commissioners of New Jersey

Committee Chair Baldini - Absent
Commissioner Wilson, Comm. Member
Commissioner Behnke, Comm. Member-Teams
Commissioner McCann
Commissioner Mehaffey

Chairperson Ransome

Legal Counsel

Phil Norcross – NJ

Governors' Representatives

Michael Eleneski – NJ - TEAMS

Staff

Tom Cook
Ceil Smith
Victor Ferzetti
Charlotte Crowell
Gerry Owens
Michelle Warner
TJ Murray
James Salmon
Tara Donofrio
Michelle Pyle
Benjamin Clendaniel
Michelle Griscom

Commissioners of Delaware

Committee Vice-Chair Houghton
Commissioner Ratchford, Comm. Member
Commissioner Collins, Comm. Member
Commissioner Carey
Commissioner Faust -Teams

Vice-Chairperson Lathem

Legal Counsel

Kate Betterly – DE

Governor's Representatives

Misty Seemans - DE

Guests

1. Committee Vice-Chair Houghton opened the Budget & Finance Committee meeting at approximately 12:22 p.m. The Assistant Secretary reported that the public meeting of the Budget & Finance Committee had been duly notified in accordance with the Authority's Freedom Information Regulations, read the Statement of Notice, and called the roll.

2. Committee Vice-Chair Houghton called for a voice vote to accept the Budget & Finance Committee Minutes from June 17, 2025. Commissioner Ratchford made a motion, Commissioner Collins seconded, and the Committee Minutes were accepted.

3. Discussion Items:

Q2 – Traffic Revenue & Expense Review

The CFO highlighted the 2nd Quarter Traffic, Revenue and Expenses. The CFO provided an overview that we are stable compared to YTD 2024, noting that traffic at the DMB, total overall revenues and expenses are within 1% of where we were last year.

1-year contract extension with Aon Services Northeast, Inc., for Contract CS-21-01: Authority Wide Insurance Brokerage Services

The CFO informed the committee that there is a one-year extension with Aon Services Northeast, Inc. The CFO is requesting a consensus from committee members for the 1-year extension. Committee Member Ratchford questioned the one-year extension. The CFO informed the committee that the Authority routinely advertises professional services at 3-1-1 year engagements. This is the 2nd of the two one-year extensions. All committee members agreed to the 1-year extension.

With no further business to discuss, the Committee adjourned the Budget and Finance Committee 12:24 p.m.

**DELAWARE RIVER AND BAY AUTHORITY
ECONOMIC DEVELOPMENT COMMITTEE MEETING**

Tuesday, July 15, 2025
James Julian Board Room
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Economic Development Committee Meeting was conducted on Tuesday, July 15, 2025, from the James Julian Board Room, New Castle, Delaware.

Commissioners of Delaware

Committee Chair, Houghton
Commissioner Carey, Comm. Member
Commissioner Ratchford, Comm. Member
Commissioner Faust - Teams
Commissioner Collins
Vice-Chairperson Lathem

Legal Counsel

Phil Norcross – NJ

Governors' Representatives

Misty Seemans - DE

Staff

Tom Cook
Ceil Smith
Victor Ferzetti
Vince Meconi
Charlotte Crowell
Gerry Owens
Michelle Warner
Jim Salmon
TJ Murray
Tara Donofrio
Michele Pyle
Benjamin Clendaniel
Michelle Griscom
Mike Porch
Emily Weaver

Commissioners of New Jersey

Committee Vice-Chair Baldini - Absent
Commissioner Wilson, Comm. Member
Commissioner Mehaffey, Comm. Member
Commissioner McCann
Commissioner Behnke - Teams
Chairperson Ransome

Legal Counsel

Kate Betterly – DE

Governors' Representatives

Michael Eleneski – NJ - Teams

Guests

1. The Committee Chair, Houghton, opened the Economic Development Committee meeting at approximately 12:24 p.m. The Deputy Executive Director (DED) reported that the public meeting of the Economic Development Committee had been duly notified in accordance with the Authority's Freedom of Information Regulations, read the Statement of Notice, and called the roll.

2. Committee Chair Houghton called for a motion to accept the Economic Development Committee Minutes from May 20, 2025, meeting. Commissioner Ratchford made a motion, Commissioner Wilson seconded, and the Committee Minutes were accepted.

3. Discussion Items:

- **ILG Terminal Food/Beverage Concession**

Deputy Executive Director Ceil Smith introduced Airport Director Benjamin Clendaniel. Mr. Clendaniel confirmed an RFP for food and beverage vendor contract at Wilmington Airport was issued. He discussed passengers are seeking more food/beverage options. He confirmed expanding passenger hold rooms this provide space for a grab\go food and beverage operator. An RFP for concession operator is currently advertised and proposals are due September 8, 2025. The design consists of creating a 470 sq. ft concession area and this would cost roughly \$350,000. Committee Chair Houghton questioned if the DRBA's responsible for paying \$350,000. Benjamin Clendaniel established the cost would build this space would come from capital improvements. The terms include a 3 yr. with (2) 1 yr. renewals, grab and grow with alcoholic beverages, and concession fee based off receipts.

4. Resolutions:

RESOLUTION 25-33- LEASE AGREEMENT AND TERMINATION OF AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND VELOCITY MAINTENANCE SOLUTIONS LLC.

The Deputy Executive Director presented and reviewed the Resolution. Committee Chair Houghton requested history/background on the Resolutions. The CFO discussed the lease agreement with Dassault at Wilmington Airport. Dassault notified the Authority of terminating the lease and we've been looking for opportunities to lease the empty space. Committee Chair Houghton confirmed this is an unproductive empty space at this time. The CFO confirmed the DRBA has been paying for the electric bills for the empty space. Committee Chair Houghton discussed making this empty space useful and established this is the only deal on the table at this time. Committee Member Mehaffey noted the DRBA is doing a terrific job getting \$10 a sq. ft. With no additional questions, Commissioner Ratchford made a motion, Commissioner Carey seconded, and the Economic Development Committee recommended forwarding Resolution to the full Board. The Resolution will be presented to the full Board for consideration at the July meeting later today

Committee Chair Houghton adjourned the Economic Development Committee at 12:33 p.m.

DELAWARE RIVER AND BAY AUTHORITY

PROJECTS COMMITTEE MEETING

Tuesday July 15, 2025

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Projects Committee Meeting was conducted in person and via Teams on Tuesday, July 15, 2025, from the Delaware Memorial Bridge Complex, New Castle, Delaware.

New Jersey Commissioners

Committee Chair Mehaffey
Commissioner McCann, Committee Member
Commissioner Baldini, Committee Member Absent
Commissioner Behnke via Teams
Commissioner Wilson

Chairman Ransome

Legal Counsel

Phil Norcross– NJ

Governors' Representatives

Mike Eleneski – NJ

Staff

Joel Coppadge
Ceil Smith
Victor Ferzetti
Vince Meconi
Charlotte Crowell
Gerry Owens
Tom Cook via Teams
Michelle Warner
Michele Giofre Pyle
Jim Salmon
TJ Murray
Jen Thevar
Lavar Matthews
Kyle Bickhart
Andy Houghton
Tara Donofrio
Heath Gehrke
Ben Clendaniel
Jen Oberly-Howard
Michelle Griscom

Delaware Commissioners

Committee Vice-Chair Ratchford
Commissioner Faust, Committee Member via Teams
Commissioner Houghton, Committee Member
Commissioner Collins
Commissioner Carey

Vice-Chairman Lathem

Kate Betterly– DE

Misty Seamans - DE

Guests

1. Committee Chair Mehaffey opened the Projects Committee meeting at 12:35 p.m.

2. Committee Chair Mehaffey called for a motion to accept the Projects Committee Minutes from June 17, 2025. Committee Member McCann made a motion, Committee Member Houghton seconded, and the Committee Minutes were accepted.

3. Discussion Items

- The COO noted the full Construction Highlights report can be found in the Board materials.

4. Resolution

- Resolution 25-34 - Authorizing An Agreement Between the Delaware River and Bay Authority and Gilbert Associates to Provide Naval Architect and Marine Engineering Services for MV Delaware Equipment Refit to the Authority

After discussions, Committee Chair Mehaffey called for a motion, to which Committee Member Houghton made a motion, seconded by Committee Member McCann and Projects Committee concurred with the recommendation to accept and authorize the action to be presented to the full Board of Commissioners later today.

5. Bids

- CMLF-C23-A Cape May Ferry Terminal Utility Duct Bank

A public bid opening was held on June 25, 2025, in which (3) bids were submitted.

The COO recommended awarding the contract, in the amount of \$16103,472.00 to Ferreira Construction Co., Inc of Branchburg, NJ.

Committee Chair Mehaffey called for a motion to accept the bid, to Committee Member McCann made a motion, Committee Member Houghton seconded, and Projects Committee concurred with the recommendation to accept and authorize the action to be presented to the full Board of Commissioners later today.

- CMLF-C25-04 Cape May Administration Building Atrium Roof Replacement

A public bid opening was held on June 25, 2025, in which (4) bids were submitted.

Detwiler Roofing of East Earl, PA., was the lowest bid, whom we have worked with prior, yet did not present their bid correctly; therefore, withdrew.

The COO recommended awarding the contract, in the amount of \$420,933.00 to D.A. Nolt, Inc of Berlin, NJ.

Committee Chair Mehaffey called for a motion to accept the bid, to which Committee Member McCann made a motion, Committee Member Houghton seconded, and Projects Committee concurred with the recommendation to accept and authorize the action to be presented to the full Board of Commissioners later today.

6. Project Close-outs

- CMLF-C22-15 Cape May Terminal Pedestrian Bridge Fascia Improvements

The COO recommended close-out of the contract and final payment to Ocean Construction, LLC of Williamstown, NJ with a final contract amount of \$403,268.76.

Committee Chair Mehaffey called for a motion to approve the contract closeout, to which Committee Vice-Chair Ratchford made a motion, seconded by Committee Member Houghton seconded, and the Projects Committee concurred with the recommendation and authorized the close-out action to be presented to the full Board for consideration at the meeting later today.

- CMLF-C23-1 Cape May Vessel Maintenance Shop Renovation

The COO recommended close-out of the contract and final payment to Fabbri Builders of Vineland, NJ with a final contract amount of \$896,803.66.

Committee Chair Mehaffey called for a motion to approve the contract closeout, to which Committee Member McCann made a motion, Committee Member Houghton and the Projects Committee concurred with the recommendation and authorized the close-out action to be presented to the full Board for consideration at the meeting later today.

- CMLF-L24-03 Lewes Terminal Patio Improvements

The COO recommended close-out of the contract and final payment to Ocean Construction, LLC of Williamstown, NJ with a final contract amount of \$687,581.47.

Committee Chair Mehaffey called for a motion to approve the contract closeout, to which Committee Member McCann made a motion, Committee Member Houghton and the Projects Committee concurred with the recommendation and authorized the close-out action to be presented to the full Board for consideration at the meeting later today.

7. Contractor Payment Review:

The COO reviewed for the Committee the monthly construction contractor payment summary to be made for the work completed through June 2025 for (18) payments totaling approximately \$8 million for projects at the bridge, ferry, and airports.

8. With no further business to discuss, Committee Chair Mehaffey called for a motion to adjourn; Committee Vice-Chair Ratchford made a motion and Committee Member Houghton seconded, and the Projects Committee adjourned at 12:40 pm.