

DELAWARE RIVER AND BAY AUTHORITY

PERSONNEL COMMITTEE MEETING

Tuesday, July 17, 2012

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Personnel Committee was held on Tuesday, July 17, 2012, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware
PRESENT

Committee Chair Lathem
Commissioner Murphy, Committee Member
Commissioner Traynor, Committee Member
Commissioner Downes
Commissioner Guajardo
Chairperson Lowe

Legal Counsel
Dave Hamilton - DE

Governors' Representatives

Staff
Scott Green
Frank Minor
Victor Ferzetti
Jim Walls
Gerry Owens
Charlotte Crowell

Commissioners from New Jersey

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

John Devlin - NJ

Kerstin Sundstrom - NJ

1. Committee Chair Lathem welcomed the Personnel Committee and opened the meeting at 9:07 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, and read the Statement of Notice, and called the roll.

2. Committee Chair Lathem called for a motion to accept the Personnel Committee Minutes from June 19, 2012. Commissioner Dorn made a motion, Commissioner Murphy seconded, and the Committee Minutes were accepted.

3. Committee Chair Lathem requested an Executive Session, closed to the public to discuss matters of a confidential nature. A motion was made by Commissioner Traynor, seconded by Commissioner Murphy, and the Session was closed.

The following matters of a confidential nature were discussed.

- PERSONNEL MATTERS
- LABOR NEGOTIATIONS

4. 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 Murphy, and the session was opened to the public.

5. With no further business to discuss, Commissioner Traynor made a motion to adjourn, and the Personnel Committee adjourned at 9:28 a.m.

DELAWARE RIVER AND BAY AUTHORITY

BUDGET & FINANCE COMMITTEE MEETING

Tuesday, July 17, 2012

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, 2012, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware

PRESENT

Committee Chair Traynor
Commissioner Downes, Committee Member
Commissioner Murphy, Committee Member
Commissioner Guajardo
Commissioner Lathem
Chairperson Lowe

Commissioners from New Jersey

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

Legal Counsel

Dave Hamilton - DE

John Devlin - NJ

Governors' Representatives

Andrew Lippstone - DE

Kerstin Sundstrom - NJ

Staff

Scott Green
Frank Minor
Victor Ferzetti
Jim Walls
Gerry Owens
Charlotte Crowell
Joe Larotonda
Anna Marie Gonnella Rosato
TJ Murray
Joe Larotonda
Pete Thomas
Joe Bryant
Heath Gehrke
Joel Leidy
Steve Williams
Kelly Phillips Parker

1. Committee Chair Traynor opened the Budget & Finance Committee meeting at approximately 9:28 a.m. The Deputy Executive Director 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 Traynor called for a motion to accept the Budget & Finance Committee Minutes from June 19, 2012. Commissioner Downes made a motion, Commissioner Murphy seconded, and the Committee Minutes were accepted.

3. Resolutions:

a. RESOLUTION 12-23 – AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD JANUARY 1, 2012 THROUGH DECEMBER 31, 2012 -

The Chief Financial Officer (CFO) presented the Over \$25,000 Vendor List noting the two Sole Source Vendors providing AV Gas for Delaware Airpark: Eastern Aviation Fuels and Kent Oil. The CFO explained the procurement process and noted a previous RFP had been conducted with no response. Having two vendors will promote competition. After discussion, Committee Chair Traynor asked if there were any questions and there were none. Commissioner Van Sant made a motion, Commissioner Murphy seconded, and the Budget & Finance Committee unanimously 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.

b. RESOLUTION 12-24 – DECLARING THE OFFICIAL INTENT OF THE DELAWARE RIVER AND BAY AUTHORITY TO REIMBURSE ITSELF FROM THE PROCEEDS OF DEBT FOR CAPITAL EXPENDITURES, CERTAIN PRELIMINARY EXPENDITURES AND COSTS OF ISSUANCE TEMPORARILY FUNDED FROM REVENUES OR OTHER SOURCES -

The CFO reported that the last debt issuance occurred in 2003. The Executive Director reported that this topic will be included in the September retreat. After discussion, Commissioner Van Sant made a motion, Commissioner Murphy seconded, and the Budget & Finance Committee unanimously 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. Mid-Year Review of Authority Revenue and Expenditures

The CFO presented and reviewed the following documents.

- Traffic & Revenue Comparison June 30, 2011 vs. June 30, 2012 – Traffic increased 1.5% at the Delaware Memorial Bridge and 5.3% at the Cape May- Lewes Ferry. Total Actual Year-to-Date Revenues exceeded Projected Revenues by approximately \$200,000.

- Total Budget Comparison Through June 2012 & June 2011 – Overall, the Budget is 42.1% expended as of June 30, 2012. The CFO reviewed the Expense Categories and highlighted the significant variances.
- Traffic Comparison 2007-2012 – The CFO noted that the rating agencies consider the Delaware Memorial Bridge to be a mature facility and noted the 20% reduction in Commercial Traffic at the Bridge over the last seven (7) years. The CFO noted that the results of the New Jersey Turnpike Traffic Study and response from the rating agencies will be an indicator to the Authority for the upcoming Bond Issue.
- Revenue and Revenue Refunding Bonds, Series 2012 Proposed Pricing Timetable – the CFO noted a Resolution with complete documentation will be presented at the September Committee/Board meeting which will set the parameters for the Bond Issue. The target date for issuance is mid-October. Authority Vice-Chair Hogan requested that the CFO and Committee Chair Traynor brief new Committee Vice-Chair Mroz.

5. Miscellaneous:

The CFO reported that a briefing by the Authority's newly engaged Actuary will be on the Agenda for the September Retreat.

With no further business to discuss, a motion to adjourn was made by Commissioner Downes, and the Budget & Finance Committee adjourned at 10:02 a.m.

DELAWARE RIVER AND BAY AUTHORITY

ECONOMIC DEVELOPMENT COMMITTEE MEETING

Tuesday, July 17, 2012

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, July 17, 2012, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware

PRESENT

Committee Vice-Fernando Guajardo
Commissioner Downes, Committee Member
Commissioner Traynor, Committee Member
Commissioner Lathem
Commissioner Murphy
Chairperson Lowe

Commissioners from New Jersey

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

Legal Counsel

Dave Hamilton - DE

John Devlin - NJ

Governors' Representatives

Andrew Lippstone

Kerstin Sundstrom - NJ

Staff

Scott Green
Frank Minor
Victor Ferzetti
Jim Walls
Gerry Owens
Charlotte Crowell
Anna Marie Gonnella Rosato
Michelle Griscom
TJ Murray
Joe Larotonda
Pete Thomas
Joe Bryant
Heath Gehrke
Joel Leidy
Steve Williams
Kelly Phillips Parker

1. Committee Chair Smith welcomed the Economic Development Committee and opened the meeting at approximately 10:03 a.m. The Deputy Executive Director 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 Smith called for a motion to accept the Economic Development Committee Minutes from June 19, 2012. Commissioner Dorn made a motion, Commissioner Downes seconded, and the Committee Minutes were accepted.

3. Action Items:

Airports

a. RESOLUTION 12-25 – LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND SRL FLOOR COVERING AT THE CAPE MAY AIRPORT –

The Deputy Executive Director (DED) presented the Resolution and discussed the terms of the lease. Commissioner Traynor questioned the status of a previous discussion of a possible threshold for approval of smaller leases. The Executive Director (ED) reported that Delaware and New Jersey Legal Counsel are investigating the matter. After discussion, Commissioner Traynor made a motion, Commissioner Guajardo seconded, and the Economic Development Committee unanimously 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.

b. RESOLUTION 12-26 – LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND STARAERO PARTNERS GROUP LLC AT THE MILLVILLE AIRPORT –

The DED presented the Resolution and discussed the terms of the lease. Michelle Griscom reported that although the Resolution authorizes the Executive Director to finalize the terms and conditions, the tenant and a sub-let tenant have outstanding issues and requirements which still need to be met prior to moving forward with an Agreement. Outstanding items include security deposit, code violations and additional documentation from the sub-tenant. Staff's recommendation, in conjunction with Delaware Legal Counsel, is to move forward with the Resolution and to continue with a firm approach to resolve the outstanding matters. After discussion, Commissioner Downes made a motion, Commissioner Dorn seconded, and the Economic Development Committee unanimously 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.

c. RESOLUTION 12-27 – LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND THE BOEING COMPANY AT THE NEW CASTLE AIRPORT –

The DED reported that the Resolution will not be acted on today due to unresolved negotiations. Although Committee and Board meetings are not scheduled for August, should negotiations become finalized prior to the September meetings, a special meeting may be noticed and scheduled, if necessary.

4. Open Discussions/Other Issues:

Hawker Beechcraft Ceremony:

The ED reminded Commissioners of the Hawker Beechcraft Ceremony will be held Thursday, July 19, from 4-7 p.m at their facility.

With no further business to discuss, a motion to adjourn was made by Commissioner Downes, and the Economic Development Committee adjourned at 10:15 a.m.

THE DELAWARE RIVER AND BAY AUTHORITY

PROJECTS COMMITTEE

Tuesday, July 17, 2012

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of the Delaware River and Bay Authority's Projects Committee was held on Tuesday, July 17, 2012, at the Delaware Memorial Bridge Administration Building, New Castle, Delaware.

Commissioners from Delaware

PRESENT

Committee Chair Murphy
Commissioner Latham, Committee Member
Commissioner Guajardo, Committee Member
Commissioner Traynor
Commissioner Downes
Chairperson Lowe

Commissioners from New Jersey

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

Legal Counsel

Dave Hamilton – DE

John Devlin - NJ

Governors' Representatives

Andrew Lippstone - DE

Kerstin Sundstrom - NJ

Staff

Scott Green
Frank Minor
Jim Walls
Charlotte Crowell
Victor Ferzetti
Gerry DiNicola-Owens
Joel Leidy
Steve Williams
Joe Bryant
Anna Marie Gonnella-Rosato
Kelly Phillips-Parker
T. J. Murray
Jim Salmon
Pete Thomas
Heath Gehrke

1. Committee Chair Murphy welcomed the Projects Committee and opened the meeting at approximately 10:15 a.m. Committee Chair Murphy 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.

2. Committee Chair Murphy called for a motion to accept the Projects Committee minutes from June 19, 2012. Commissioner Lathem made a motion, Commissioner Guajardo seconded, and the Committee Minutes were approved. Those in attendance were provided an informational package consisting of an agenda, two (2) Bid Analyses, and one (1) monthly contractor payment chart (through June).

3. Resolutions: None

4. Bid Openings:

Contract No. CMA-05-01-02 Rehabilitate Taxiway "G" and T-Hangar Taxilanes. A public Bid Opening was held on June 26, 2012, in which three (3) bids were submitted. The COO described the scope of work included in this project as the full depth rehabilitation of Taxiway "G" from Runway 1 to the east side of closed Runway 32; rehabilitation of the T-Hangar Taxilanes on either side of the east T-hangar; and repairs and joint/crack sealing of the adjacent pavement. The COO said that the lowest bidder was GWP Enterprises, Inc. but their bid was declared non-responsive. The COO recommended the contract award to the next lowest responsible bidder, South State, Inc., of Bridgeton, New Jersey, in the amount of \$1,095,712.00. The Projects Committee concurred with the recommendation. A motion was made by Commissioner Lathem, seconded by Commissioner Wilson, and the Projects Committee unanimously moved the contract award for a vote at the July Commission meeting.

Contract No. NCA-06-01 – New Castle Airport – Security Improvements. A public Bid Opening was held on June 28, 2012 in which three (3) bids were submitted. The COO described the scope of work included in this project as the removal of existing gates and fencing along the perimeter of the Airport and installation of new gates, etc. The COO recommended the contract award to the lowest responsible bidder, Abel Fence LLC of Wilmington, Delaware, in the amount of \$1,418,431.64. The Projects Committee concurred with the recommendation. A motion was made by Committee Vice-Chair Smith, seconded by Commissioner Wilson, and the Projects Committee unanimously moved the contract award for a vote at the July Commission meeting.

5. Contract Close-Out Actions: None

6. Contractor Payment (through June): The COO informed the Committee of the monthly construction contractor payments to be made for the work completed through June.

7. Miscellaneous Items/Updates:

Renewable Energy RFP Update

The COO reported five (5) proposals were received in response to our Renewable Energy RFP on May 30, 2012 for Delaware locations including the Delaware Memorial Bridge and the Lewes Ferry Terminal areas. Technical evaluations have been completed and oral presentations were made on the Delaware locations on July 10, 2012. These proposals are still under staff review. The submission deadline for the New Jersey locations proposals is July 17, 2012.

Critical Needs Determination for the Delaware Memorial Bridge, Deck Maintenance

The COO reported a Critical Needs Determination for the Delaware Memorial Bridge, Deck Maintenance, Structure I NB I-295 and Structure II SB I-295. The COO reported that bridge deck repairs are required to repair road surface conditions, including damage that resulted from a recent recreational vehicle fire on the bridge. The projected cost for this work is \$65,775. In order to provide a safe travel way with an accelerated schedule to limit the inconvenience to the traveling public, the deck maintenance repairs are declared a critical need that requires waiving the formal procurement requirements of Resolution 98-31.

8. Committee Chair Murphy 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 Dorn, and the Session was closed.

The following matters of a confidential nature were discussed:

- LONG RANGE PLANNING MATTERS

The Projects Committee reconvened at approximately 10:35 a.m.

The Director of Ferry Operations reported that 4th of July fireworks at the Cape May terminal and the Beer Fest celebrations at the Lewes terminal were very successful.

Commissioner Lathem requested that an end-of-year review be conducted to compare original awarded contract amounts and additional Change Order amounts on all construction contracts.

9. With no further business to discuss, Committee Chair Murphy made a motion to adjourn, seconded by Commissioner Lathem, and the Projects Committee adjourned at 11:05 a.m.