

**MINUTES OF MEETING
THE DELAWARE RIVER AND BAY AUTHORITY
Tuesday, February 11, 2014
James Julian Boardroom
Delaware Memorial Bridge Plaza
New Castle, Delaware 19720**

The meeting convened at 11:30 a.m. with Chairperson Lowe presiding.

The opening prayer was given by Rev. Dorn, followed by the Pledge of Allegiance led by the Executive Director.

Chairperson Hogan called on the Authority Assistant Secretary to read the meeting notice and take roll.

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.

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Commissioners from New Jersey

Commissioners from Delaware

PRESENT

James N. Hogan, Chairperson
Edward W. Dorn

Ceil Smith
Douglas Van Sant

William E. Lowe, Vice-Chairperson
Richard Downes
Samuel E. Lathem
Terri C. Murphy
Gary F. Traynor

ABSENT

Richard S. Mroz
Shirley R. Wilson

Fernando N. Guajardo

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Chairperson Hogan called for the acceptance of the Agenda.

Commissioner Downes motioned to accept the Agenda, seconded by Commissioner Van Sant, and the motion carried by a voice vote of 9-0.

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10772. APPROVAL OF THE JANUARY 14, 2014 MINUTES

Commissioner Dorn motioned to approve the January 14, 2014 meeting minutes, seconded by Commissioner Van Sant, and unanimously approved by a voice vote of 9-0.

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10773. DELAWARE RIVER AND BAY AUTHORITY – TRAFFIC AND REVENUE SUMMARY.

The Chief Financial Officer (CFO) presented a chart showing Actual versus Projected Revenues for the Delaware Memorial Bridge, the Cape May-Lewes Ferry, Airports, Delaware City-Salem Ferry Crossing, and Food Services for the month of January.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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10774. DELAWARE RIVER AND BAY AUTHORITY – STATEMENT OF INCOME AND EXPENSE.

The CFO presented a chart showing statements of income and expenses for the month of January with comparisons to the same period last year.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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10775. DELAWARE RIVER AND BAY AUTHORITY – OPERATING EXPENSE BY DIVISION.

The CFO presented a chart for January showing expenses by division for the quarter to date vs. the projected quarter and for year to date vs. total budget.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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10776. DELAWARE RIVER AND BAY AUTHORITY – CAPITAL IMPROVEMENT PROGRAM.

The CFO presented a chart for the month of January 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 chart was ordered filed with the permanent records of the Authority.

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10777. DELAWARE RIVER AND BAY AUTHORITY – CASH POSITION (MARKET VALUE) AS OF January 29, 2014.

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

Without objection, the chart was ordered filed with the permanent records of the Authority.

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10778. AUTHORITY CUSTOMER TRENDS (ACT) REPORT

The CFO stated that the Authority Customer Trends (ACT) Report included in the financials allows management to view on a month-to-date basis trends in areas such as traffic, customer service, aircraft landings, and workplace incidents. Copies are distributed daily to employees via email and posted on bulletin boards for those without computers.

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10779. PUBLIC COMMENT ON ACTION ITEMS

Chairperson Hogan noted that there is one (1) Contract Close-out and two (2) Resolutions to be considered today. All action items have been reviewed and recommended for consideration during today's Committee meetings. He then called for public comments.

There were no public comments.

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10780. CONTRACT CLOSE-OUT – DREDGE DISPOSAL CAPE MAY TERMINAL, CONTRACT CMLF-13-01

The COO stated that on October 15, 2013 Contract No. CMLF-13-01, Dredge Disposal Cape May Terminal, was awarded to Barnegat Bay Dredging Company, Inc., of Harvey Cedars, New Jersey for the bid price of \$670,000.00.

During the contract period Change Order No. 1 was approved for the project.
Subtract: \$112,416.00

It is recommended that the Authority accept the project and make final payment to the contractor. The total price for this project is \$557,584.00.

A motion to close-out Contract CMLF-13-01 was made by Commissioner Downes, seconded by Commissioner Lathem, and unanimously approved by a voice vote of 9-0.

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10781. CHAIRPERSON’S CALL FOR RESOLUTIONS BEFORE THE BOARD

RESOLUTION 14-03 - AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2014 THROUGH DECEMBER 31, 2014

WHEREAS, The Delaware River and Bay Authority (the “Authority”) adopted Resolution 01-84 requiring Commissioner review and approval of all Authority expenditures in excess of \$25,000; and

WHEREAS, the Authority anticipates expenditures at or over the \$25,000 amount to the following vendors:

DELAWARE RIVER & BAY AUTHORITY
PROJECTED VENDORS TO BE PAID OVER \$25,000
OPERATION EXPENDITURES
FOR THE PERIOD 1/1/14 THROUGH 12/31/14

VENDOR	SERVICE DESCRIPTION	DETERMINATION	APPROX. ESTIMATED \$
Abel Fence, Inc.	Fence Installation at NCA	Quotes	\$28,000
DVL, LLC	Uninterruptible Power Supply (UPS) for CMLF-Lewes Admin Building	Quotes	\$39,000
Hartford Computer Government, Inc. (HCGI)	Desktop and Laptop Computers at various DRBA Locations	State Contract	\$45,000
Smith-Midland Corp.	Concrete Barrier for NCA	Quotes	\$39,000
Video Pipe Services, Inc.	Cleaning and Repairing of Storm Drain Lines at DMB	Quotes	\$26,000

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

A motion to approve Resolution 14-03 was made by Commissioner Traynor, seconded by Commissioner Dorn, and approved by a roll call vote of 9-0.

Resolution 14-03 Executive Summary Sheet

Resolution: Authorizing Authority Expenditures Pursuant to Resolution 01-84 for the period January 1, 2014 through December 31, 2014.

Committee: Budget & Finance

Committee and Board Date: February 11, 2014

Purpose of Resolution:

Authorizes the expenditure of \$25,000 or greater with the identified vendors for the calendar year.

Background for Resolution:

The proposed Resolution meets the requirements of Resolution 01-84, 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 \$25,000 or more unless it has first been approved by a vote of Commissioners.

Background for the specific purchases:

Fence Installation at NCA

The Authority plans to expand available TSA-approved parking options at New Castle Airport and will thus need to hire a contractor to supply and attach approved security fencing to the new concrete barricades around the parking lot. The Authority solicited quotes from three (3) contractors: Abel Fence, Inc. (\$28,000), Guardian Fence Co. (\$33,000) and Pioneer Fence Co. (\$40,000). Abel Fence, Inc. submitted the lowest quote.

Uninterruptible Power Supply (UPS) for CMLF-Lewes Admin Building

An uninterruptible power supply (UPS) is an electrical apparatus that provides emergency power to a load when the input power source fails. The Authority plans to order a new 30kVA/24kW Liebert NX UPS System. The DRBA is renovating the Lewes Administration Building data closet which does not currently have a UPS. The purchase of the new unit will correct power fluctuations and keep critical equipment on-line and running properly. The Liebert model is consistent with the UPS models that the Authority currently uses in other locations. The Authority solicited quotes from four (4) contractors: DVL, LLC. (\$39,000), Static Power (\$47,000), Eagle Sales Corp. (did not bid), and ASCO Power Technologies (did not bid). DVL, LLC. submitted the lowest quote.

Desktop and Laptop Computers at various DRBA Locations

HCGI is an authorized reseller of Hewlett Packard (HP) products. The Authority uses HP hardware technology and plans to purchase Desktop and Laptop computers from this vendor. New computer units will be installed at various DRBA locations as needed and replacement units will be installed as older models exceed their useful life. HCGI holds a state contract to resell HP hardware and offers those contract prices to the Authority.

Concrete Barrier for NCA

The Authority plans to expand parking at the New Castle Airport and will require the supply and delivery of standard highway-style concrete barricades to be used for this purpose. The Authority solicited quotes from three (3) contractors: Smith-

Midland Corp. (\$39,000), Concrete Safety Systems (\$40,000) and Faddis Concrete Products, Inc. (\$42,000). Smith-Midland Corp. submitted the lowest quote.

Cleaning and Repairing of Storm Drain Lines at DMB

The Authority wishes to hire a contractor to clean and/or repair existing storm drain lines along the southwest quadrant of the I-95/US 13 Interchange. The current pipes are over 60 years old and require cleaning and grouting of joints. The Authority solicited quotes from three (3) contractors: Video Pipe Services, Inc. (\$26,000), Rosey's Tank Cleaning, LLC (\$28,000) and Tri-State Grouting (\$43,000). Video Pipe Services, Inc. submitted the lowest quote.

Background for Determination category:

Quotes:

Quotes items are purchases that are anticipated to be between \$25,000 and \$49,999 for the year for which the Authority has solicited written quotes. Resolution 98-31 (paragraph 4) provides that purchases "more than \$25,000 but less than \$50,000 in the aggregate require the solicitation of three written quotes or all available sources, whichever is less..."

State Contract:

Resolution 98-31, as amended by Resolution 11-36 (paragraph 2, subsection a) provides that, "[t]his [competitive bidding] 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."

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RESOLUTION 14-04 - LEASE AMENDMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND DALLAS AIRMOTIVE, INC.

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

WHEREAS, Dallas Airmotive, Inc. ("Dallas") currently leases approximately 17 acres of land at the Airport (the "Property"); and

WHEREAS, Dallas ceased the majority of its operations at the Airport in November, 2004 with the exception of a repair shop; and

WHEREAS, Dallas is at the end of its current lease term; and

WHEREAS, Dallas desires to amend and renew the leasehold to reflect its actual remaining operations at the Airport; and

WHEREAS, Dallas remaining leasehold for operations will be approximately ¾ of an acre (32,000sq.ft.); and

WHEREAS, the annual rent payable during the renewal term Nine Thousand, Six Hundred and 00/100 Dollars (\$9,600.00); and

WHEREAS, rent shall increase annually during the renewal term by the Consumer Price Index; and

WHEREAS, Dallas shall have one (1) remaining three (3) year renewal term remaining.

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Amendment and Agreement of

Renewal with Dallas and, with the advice and consent of counsel, to have such Agreement executed by the Chairperson, Vice Chairperson, and the Executive Director.

A motion to approved Resolution 14-04 was made by Commissioner Murphy, seconded by Commissioner Traynor, and approved by a roll call vote of 9-0.

Resolution 14-04 Executive Summary

Resolution: Authorize the Amendment and Agreement of Renewal with Dallas Airmotive, Inc. (“Dallas”) at the Millville Airport

Committee: Economic Development

Committee Date: February 11, 2014

Board Date: February 11, 2014

Purpose of Resolution:

To permit the Executive Director, Chairman and Vice Chairman to execute and deliver a Lease Amendment and Agreement of Renewal with Dallas at the Millville Airport (“Airport”)

Background for Resolution:

Dallas (previously Airwork) has been a tenant at the Airport since the 1970’s. It leases approximately 17 acres of land with over 250,000 square feet of tenant constructed and maintained improvements. Dallas currently has two (2), three (3) year renewal options on its existing agreement.

Since November, 2004, Dallas has only operated a mobile repair shop at the airport, which currently employees approximately 12 people. Dallas’ current lease is set to expire. It has expressed an interest in keeping the mobile repair shop in Millville, but it would only do so if the Authority agreed to reduce their existing leasehold to the space the repair shop occupies. The reduced rental rate is reflective of the current Fair Market Value for the land Dallas occupies.

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10782. EXECUTIVE DIRECTOR’S COMMENTS

Executive Director Green noted that Commissioner Wilson, while not able to attend the meeting in New Castle, was close by the telephone in the event she was needed for a quorum.

Next, the Executive Director briefed the Board on the activities in and around the Authority including the opening of Glasstown Brewing Co. at the Millville Airport; the great job staff has been doing removing snow and ice from the DMB, and the ferry terminals; commemorative 50th Anniversary Ferry memorabilia displays have been installed at the ferry terminal buildings. Special thanks was given to the late Fred Coldren for his collection of ferry history.

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10783. COMMISSIONERS PUBLIC FORUM

Chairperson Hogan called for comments from the public and the Commissioners.

Frank Bankard, Local 542, spoke to the Commissioners. He expressed gratitude to Mr. Walls for helping create a cooperative work environment.

of spousal health benefits for retirees and cost of living increases for Local 542 members. Mr. Bankard also expressed frustration about the governor's office in New Jersey holding up contract negotiations.

Chairperson Hogan thanked Mr. Bankard for his comments.

Commissioner Lathem thanked the Executive Director and Airport staff for clearing the snow quickly at the New Castle Airport during the snow storms.

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There being no further business, a motion to adjourn was made by Commissioner Downes, seconded by Commissioner Dorn, and unanimously carried with a voice vote of 9-0.

The meeting was adjourned at 11:45 a.m.

Respectfully submitted,

THE DELAWARE RIVER AND BAY AUTHORITY

Frank W. Minor
Assistant Secretary