

MINUTES OF MEETING
THE DELAWARE RIVER AND BAY AUTHORITY
Tuesday, June 21, 2005
Gallery, Cape May Ferry Terminal
Sandman Boulevard & Lincoln Drive
North Cape May, New Jersey

The meeting convened at 11:03 a.m. with Chairperson Wallace presiding.

The opening prayer was given by Reverend Dorn followed by the Pledge of Allegiance led by Colonel McCarnan.

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

The 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

Warren S. Wallace, Chairperson
Edward W. Dorn
Niels S. Favre
John M. Jackson
Maureen T. Koebig

F. Michael Parkowski, Vice Chairperson
Thomas J. Cooper
Verna W. Hensley (via telephone)
Samuel E. Lathem
William E. Lowe, III
Gary B. Patterson (via telephone)

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9242. APPROVAL OF THE MAY 17, 2005 MINUTES

On motion by Commissioner Favre and seconded by Commissioner Lathem, the minutes of the May 17, 2005 meeting was unanimously approved by a voice vote of 11-0.

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9243. EXECUTIVE DIRECTORS REPORT

The Executive Director presented the following highlights that occurred within the Authority during the month of May, 2005.

EXECUTIVE DIRECTOR:

Commissioner Activities

- 2005 Planning Session was held in conjunction with the May Board meeting. During this session, we discussed long-range planning activities at the Cape May-Lewes Ferry. Primarily, staff presented operational and marketing data and Elliot Bay Design Group provided a discussion on the Cape May-Lewes Ferry Marketing Research Study.

Legislative Activities

- Attended a discussion on BRAC and the Delaware Air National Guard (DANG)/New Castle Airport. The meeting took place at Legislative Hall in Dover and involved representatives from Delaware's Congressional staff, the Governor's staff, Delaware State

legislators, the DANG, and New Castle county representatives. The meeting also served as a follow-up to the Task Force established under SCR22, Commissioner Patterson was DRBA's representative on that Task Force and he also attended this meeting.

- Provided Governor Minner and Bernard Pepukayi, Governor's Representative, a briefing on DRBA activities.

Employee Events/Meetings

- Conducted the inaugural "lunch with Jim" series with approximately 15 employees. This series will occur once a month at locations throughout the Authority. The purpose of the meetings is to provide an opportunity, on an information basis, to meet co-workers and listen to them.
- Attended retirement events for two employees.
- Attended meeting with Kelly Parker Phillips, Central Purchasing Administrator, Mike Schirmer, DBE Manager, and Victor Ferzetti, Acting CFO to discuss the development of the DRBA's DBE initiative. Mr. Schirmer began employment with the DRBA on May 16, 2005.
- Attended the Police Department's 12th Awards and Professional Advance Ceremony.

Vendor Meetings

- Met with Elliot Bay Design Group to review their findings on the Cape May-Lewes Ferry Market Research Study.
- Met with representatives from DMJM-Harris, a national engineering consultant firm. Their new National Director of Toll Services discussed his experience and that of the corporation. This was a general marketing meeting.
- Met with in-house staff and representatives of RK&K to discuss upcoming construction projects along I-295.

Public Affairs

- Interviewed by Jim Cresson from the Cape Gazette. Discussed the Ferry: highlights of the Elliot Bay Study, highlights of initiatives tied to the upcoming summer and ongoing projects.

DEPUTY EXECUTIVE DIRECTOR:

Communications

- The Annual Report is complete and will be ready for distribution at our June Board meeting.
- New "Press Kits" have been assembled and are being distributed to over 240 media contacts, including newspapers, tourism magazines, and trade journals. The kits contain information about the Authority and its operations (e.g. CMLF, Three Forts Ferry, Lighthouse tours etc).

Marketing

- The Cape May Lewis Ferry summer marketing campaign is in full swing with new billboard locations, multi media campaign and website campaign.

Economic Development

- Discussions are ongoing with Salem County College for the potential lease or purchase of the first floor of the Salem Business Center Office building.
- There are serious negotiations for the sale of two corporate hangars at New Castle Airport.

CHIEF OPERATIONS OFFICER:

Airports

- The annual Millville Wheels & Wings Airshow was successfully and safely conducted over the weekend of May 20-22 with attendance estimated at 70,000. Preparations were completed for aircraft arrivals at our Dover Civil Air Terminal for the NASCAR Nextel race event.
- The FBO Agreement with Big Sky Aviation was executed, allowing this service provider to begin operating (selling fuel, offering flight training, aircraft maintenance, etc.) to the

general aviation public users of Cape May Airport in early June.

- Maintenance workforces completed the New Castle Airport 2nd floor fit-out for use by Airport Operations staff. The new DSU/DRBA hangar/terminal complex at Delaware Airpark entered service in May. Steel erection, roofing, and exterior walls/siding were completed for the new airport vehicle storage and operations facilities at the Millville and Cape May airports.

Cape May – Lewes Ferry

- In May, vehicle traffic decreased 7.4% when compared to the 3-year (2002-2004) May average. Passenger traffic decreased 11.3% in comparison to the 3-year average. Compared to the average of the last three years, year-to-date vehicle traffic and passenger traffic have declined 8.8% and 12.8%, respectively.
- Internet ferry reservations in May represented 34.7% of total ferry reservations. In May, customer usage of six-trip ferry discount tickets (NT6) increased 25.7% when compared to the 3-year May average. On May 27th, the CMLF 50% youth fares were introduced for children 6-13.
- As part of the DRBA's commitment to Excellence in Motion, the Customer Service Standards of Excellence for Ferry Operations and Food & Retail employees were introduced on May 31st. These standards establish our commitment to providing our customers with excellent customer service and they create customer service policies and procedures for our employees to follow.
- The Cape May terminal renovation project is nearing completion. This administrative facility will enter service in July. Maintenance dredging in the Cape May turning basin started in late May and will be completed in June.

Delaware Memorial Bridge

- Total traffic during the month of May increased 3.0%, when compared to the 3-year average. Total traffic year-to-date increased 2.2% over the 3-year average.
- E-ZPass traffic continues to increase on the Delaware Memorial Bridge. E-ZPass traffic for May represented 51.2% of the total traffic, compared to 47.1% for the previous year. Total electronic traffic year-to-date is 52.0%, an increase of 4.0% for the same period in 2004.
- Key statistics for the DRBA E-ZPass Customer Service Center for the month of May are as follows: 33,621 total accounts comprised of 99% private accounts and 1% business accounts, 51,551 active transponders, 7,782 toll violations noticed, and over 1.6 million successful hits on the DRBA E-ZPass internet web site.
- Spring Deck Resurfacing and I-295 mainline road repair activities were completed on May 26th, as scheduled. This work will resume following Labor Day. Our Engineering & Maintenance workforce has performed well on numerous projects including: DMB toll plaza lane improvement project; spring landscaping; and War Memorial preparation activities for the Memorial Day ceremony.

Food & Retail

- The newly renovated Gerald's Bar & Grille entered service in Lewes. Following an Open House event, the Sunset Lounge opened in Cape May terminal. The CMLF terminal kitchens were reconfigured for our new "Kid's Meals" products.

Police

- The Police Department made final preparations for the "Toll Plaza Safety Awareness Program" to commence at the Delaware Memorial Bridge on June 1st. This program focuses primarily on speed enforcement and toll evasion enforcement in the "E-ZPass Only Lanes." It will also include sobriety checkpoints and joint truck inspection/enforcement by the DRBA Police and Delaware State Police.
- The U.S. Department of Homeland Security (DHS) on-site threat assessment and counter-terrorism tabletop exercise at the Delaware Memorial Bridge is scheduled for June 14-16.
- On Tuesday, May 31, 2005, the Police Department held its 12th Awards and Professional Advancement Ceremony at the Julia Building. Awards were presented for Life Saving, Professional Service, and Lawfit. Patrol Officer Christopher Field was recognized as the Police Department's Employee of the First Quarter 2005, and Patrol Officer Luther Dashiell was advanced to Patrol Officer First Class.

- Summary of Police activities:

Enforcement/Activity	May 2004	May 2005
Traffic Summons	626	436
Criminal Arrests	46	13
Traffic Accidents	24	32
Traffic Reprimands	526	469
Aid to Motorists	May 2004	May 2005
Disabled Vehicles	159	135
Public Assists	60	173
Medical Assists	9	6
Acrophobiacs	25	57

Safety & Environmental

- The DRBA Standard of Excellence for Safety & Environmental Affairs was introduced. This standard defines our commitment to excellence in these two critical areas, beginning with a strong management vision and commitment.

CHIEF HUMAN RESOURCES OFFICER:

- HR Staff has implemented “Lunch and Learn seminars for all employees of the Authority in order to generate interest in the 2005 Summer Blood Drive and National Bone Marrow Donor Campaign.
- HR Staff has participated in a training program for HR Best Practices and Business Partnership.
- There have been four (4) retirements. They include:
 - Lynne Rausch, 28 years of service
 - Murray Drummond, 26 years of service
 - Richard Klochak, 19 years of service
 - Carol Fichter: 15 years of service

<u>Permanent Full-Time:</u>	Authorized Positions	Filled Positions
	481	437

CHIEF INFORMATION OFFICER:

- During May, staff coordinated and implemented the conversion from Kronos 4.2 to 5.0, a major upgrade of the time and attendance system. Kronos 5.0 provides considerable improvements for the end-users including enhanced reporting, improved scheduling capabilities, job seniority filtering, and a new process, overtime equalization, to equally distribute overtime.
- The Authority is part of the State of Delaware’s 800 MHz radio system. Although this system provides vast communication improvements, there are coverage problems at the New Jersey work locations. Staff has worked with the State of Delaware and Motorola, the equipment manufacturer, to devise a solution for this issue. In May, Motorola submitted a preliminary design for solving the Cape May Terminal and Cape May Airport coverage issues. A plan to address Millville is still under development.
- Due to recent renovations at the New Castle Airport, Delaware Airpark, and Cape May Terminal, staff has worked with Engineering on the technical redesign aspect of these projects. In May, staff installed a new network configuration at the New Castle Airport terminal building and set up computers, printers, and telecommunication equipment at both Airport locations.

ACTING CHIEF FINANCIAL OFFICER:

- Completed review of CAFRA section of Annual Report
- Discussed Audit Report with Chairperson Cooper of the Audit Committee in preparation of the upcoming committee meeting.

- Participated in conversation with labor counsel concerning Local 542 negotiations.

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9244. COMMITTEE REPORT – BUDGET & FINANCE

Commissioner Jackson deferred the Committee meeting report to Commissioner Patterson. Commissioner Patterson presented the following minutes of the Budget & Finance Committee meeting held June 7, 2005.

A public meeting of The Delaware River and Bay Authority’s Budget & Finance Committee was held on Tuesday, June 7, 2005, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

Commissioners from Delaware

PRESENT

Commissioner Favre, Committee Member
 Commissioner Koebig, Committee Member
 Commissioner Dorn
 Chairperson Wallace

Committee Vice-Chair Patterson
 Commissioner Hensley, Committee Member
 Commissioner Lathem, Committee Member
 Commissioner Cooper
 Commissioner Lowe
 Vice-Chairperson Parkowski

Governors’ Representatives

Keith Barrack - NJ

Staff

Jim Johnson, Jr.
 Don Raine
 Jim Walls
 Trudy Spence-Parker
 Gerry DiNicola Owens
 Victor Ferzetti
 Joe Larotonda
 Anna Marie Gonnella Rosato
 Ken Hynson

Authority Secretary

Tom Pankok

- I. Committee Vice-Chair Patterson welcomed the Budget & Finance Committee and opened the meeting at approximately 9:22 a.m. The Authority Secretary 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.
- II. The Acting Chief Financial Officer (CFO) reviewed the proposed Resolution listing vendors over \$25,000. Commissioner Patterson had a question regarding the vendor Workskiff, Inc., for the purchase of a police patrol boat. The Acting CFO reported that this purchase would be funded through a grant from the Federal Government as part of a Homeland Security grant and approximately \$77,000 of the \$86,000 purchase price would be funded by the grant and reimbursed back to the Authority. The Committee asked several questions regarding storage, training, staffing, and operating costs. After discussion, the Chief Operations Officer was directed to investigate and provide the additional information to the Committee. On motion by Commissioner Hensley, seconded by Commissioner Favre, the Committee recommended approval of the Resolution with additional information being provided to the Committee.
- III. The Acting CFO reviewed the disposition of a property located on the grounds of the Salem Business Centre. This building has been vacant, in disrepair and broken into recently, raising concerns over potential liability. The Acting CFO further reported that the Committee could consider the sale or demolition of the property. The Committee discussed the possibility of donating the building to a local organization. After discussion,

the Committee recommended staff reach out to local organizations to determine any interest and report back to the Committee meeting in July for further direction.

- IV. The Committee reviewed the Community Contribution requests. On motion by Commissioner Koebig, seconded by Commissioner Favre, the Committee recommended approval of the requests. A Resolution will be presented to the full Board for consideration at the June meeting.

There being no further business to discuss, the Budget and Finance Committee adjourned at 9:45 a.m.

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9245. COMITTEE REPORT – PERSONNEL & INSURANCE

Commissioner Dorn presented the following minutes of the Personnel & Insurance Committee meetings held June 1 and June 7, 2005.

PERSONNEL & INSURANCE COMMITTEE MEETING
Wednesday, June 1, 2005
Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority’s Personnel & Insurance Committee was held on Wednesday, June 1, 2005, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

Commissioners from Delaware

PRESENT

- Committee Chair Dorn
- Commissioner Jackson, Committee Member
- Commissioner Koebig, Committee Member

Vice-Chair Lathem

Governors’ Representatives

Keith Barrack – NJ – via Phone

Staff

- Jim Johnson via Phone
- Don Rainear
- Jim Walls
- Trudy Spence-Parker
- Gerry DiNicola Owens
- Victor Ferzetti

- I. Committee Chair Dorn welcomed the Personnel & Insurance Committee and opened the meeting at approximately 11:05 a.m. The Deputy Executive Director reported that the public meeting of the Personnel & Insurance Committee had been duly noticed in accordance with the Authority’s Freedom of Information Regulations, read the Statement of Notice, and called the roll.

Committee Chair Dorn reviewed requested the Chief Human Resource Officer (CHRO) to provide a review of the Authority’s SOP for Hiring Procedures. The CHRO reported that she had been given a directive to develop a merit-based hiring process which would provide a systematic, fair, transparent, and quantifiable procedure for hiring. The CHRO began to review the following process.

- Job Description and Posting – Developed by EEO/Recruitment Manager and Department Manager and posting is open for 30 days, both internally and, most of the time, externally. The EEO/Recruitment manager conducts a tremendous amount of community outreach by attending job fairs which includes diversity job fairs.

- Receive Resumes and Applications – EEO/Recruitment Manager evaluates information and quantifies using a resume evaluation checklist, scores all information, and determines candidate scoring and banding for interview.
- Interview questions are developed before the interviews. Interview questions are based on job-related factors only and are legal.

The Committee then presented questions regarding the process. The following issues were presented by the Committee and staff responded accordingly.

- How the interview panel is selected – Staff reported that the interview panel is selected relative to the understanding of the job and usually includes the EEO/Recruitment manager, an additional employee from HR, and three employees from the affected department. Committee Chair Dorn questioned whether the interview panels had the same level of commitment to diversity and commitment to opportunity for the local community as the Board’s commitment.
- The use of the term “preferred” qualifications in a job description or job posting. Staff reported that a candidate with “preferred” qualifications would score higher than a candidate with the minimum requirements.
- Hiring process for laborers and skilled trades – Staff reported that, when a vacant position in those areas become available, the same process and application would be used to hire.

Committee Chair Dorn suggested that some of the Commissioners would like greater participation in the hiring process. Also suggested was the possibility of reaching out to local Vocational/Technical schools, in both states, to recruit for technically skilled entry-level positions. Committee Chair Dorn reported that the Commissioners would have additional discussions to try to resolve these issues and make the process more amenable to the local communities.

- II. The Committee Chair requested an Executive Session, closed to the public to discuss matters of a confidential nature. On motion by Commissioner Koebig, seconded by Commissioner Lathem, the Session was closed.

The following matters of a confidential nature were discussed.

- CONTRACT NEGOTIATIONS:

Local 542 Update:

The Acting Chief Financial Officer (CFO) provided an update regarding the negotiations with Local 542.

- CURRENT LITIGATION:

The Committee requested an update regarding a current litigation matter.

- LONG RANGE PLANNING ALTERNATIVES:

The Executive Director updated the Committee regarding the Strategic Planning Process and goal-setting for the Senior Leadership Team and direct reports.

There being no further business in the Executive Session, on motion by Commissioner Lathem, seconded by Commissioner Jackson, the Personnel & Insurance Committee meeting adjourned at 12:05 p.m.

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PERSONNEL & INSURANCE COMMITTEE MEETING

Tuesday, June 7, 2005

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Personnel & Insurance Committee was held on Tuesday, June 7, 2005, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

PRESENT

Committee Chair Dorn
Commissioner Koebig, Committee Member
Commissioner Favre
Chairperson Wallace

Commissioners from Delaware

Committee Vice-Chair Lathem
Commissioner Cooper, Committee Member
Commissioner Lowe, Committee Member
Commissioner Hensley
Commissioner Patterson
Vice-Chairperson Parkowski

Governors' Representatives

Keith Barrack-NJ

Authority Legal Counsel

Michael Houghton-DE

Staff

Jim Johnson
Don Raineau
Jim Walls
Trudy Spence-Parker
Gerry DiNicola Owens
Victor Ferzetti
Consuella Petty-Judkins
Andrew Ritchie

Authority Secretary

Tom Pankok

Invited Guests:

Tower Hunter
Stan Davis
Young Conaway Stargatt & Taylor
Bill Bowser
Adria Martinelli

- II. Committee Chair Dorn welcomed the Personnel & Insurance Committee and opened the meeting at approximately 10:44 a.m. The Authority Secretary reported that the public meeting of the Personnel & Insurance Committee had been duly noticed in accordance with the Authority's Freedom of Information Regulations, read the Statement of Notice, and called the roll.
- III. The Committee Chair requested an Executive Session, closed to the public to discuss matters of a confidential nature. On motion by Commissioner Lowe, seconded by Commissioner Koebig, the Session was closed.

The following matters of a confidential nature were discussed.

• CONTRACT NEGOTIATIONS:

Local 542 Update:

The Executive Director provided an update regarding the negotiations with Local 542.

• PERSONNEL MATTERS:

Stan Davis, Tower Hunter, provided an update on the current search for Chief Financial Officer.

• CURRENT LITIGATION:

Adria Martinelli and Bill Bowser from Young Conaway Stargatt & Taylor, the Authority's Employment Labor Counsel, provided an update regarding a current litigation matter.

- LONG RANGE PLANNING ALTERNATIVES:
The Committee reviewed and discussed the Authority's EEO Action Plan. The Chief Human Resource Officer and Bill Bowser, Employment Labor Counsel, provided the necessary information.

There being no further business in the Executive Session, on motion by Commissioner Koebig, seconded by Commissioner Lowe, the Personnel & Insurance Committee the session was opened to the public.

Commissioner Dorn noted there was no public present and, there being no further business to discuss, the Personnel & Insurance Committee meeting adjourned at 12:16 p.m.

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9246. COMMITTEE REPORT – AUDIT & GOVERNANCE

Commissioner Cooper presented the following minutes of the Audit & Governance Committee meeting held June 7, 2005.

AUDIT & GOVERNANCE COMMITTEE MEETING

Tuesday, June 7, 2005

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Audit & Governance Committee was held on Tuesday, June 7, 2005, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

Commissioners from Delaware

PRESENT

Committee Vice Chair Favre
Commissioner Dorn, Committee Member
Commissioner Koebig
Chairperson Wallace

Committee Chair Cooper
Commissioner Hensley, Committee Member
Commissioner Lathem
Commissioner Lowe
Commissioner Patterson
Vice-Chairperson Parkowski

Governors' Representatives

Keith Barrack-NJ

Staff

Jim Johnson, Jr.
Don Rainear
Victor Ferzetti
Jim Walls
Trudy Spence-Parker
Gerry DiNicola Owens
Joe Larotonda
Michelle Cleary
Anna Marie Gonnella Rosato

Authority Secretary

Tom Pankok

Invited Guests

Bowman & Company, LLP
Steven Ryan
Bryan Healey

- III. Committee Chair Cooper welcomed the Audit & Governance Committee and opened the meeting at approximately 10:00 a.m. The Authority Secretary reported that the public meeting of the Audit & Governance Committee had been duly advertised in accordance with the Authority's Freedom of Information Regulations, read the Statement of Notice, and called the roll.
- II. Committee Chair Cooper reported that he and Committee Vice-Chair Favre had a preliminary meeting with the Authority's independent auditing firm, Bowman & Company, LLP and discussed the results of the Authority's annual audit for the year ending December 31, 2004. Committee Chair Cooper stated that, given recent corporate scandals and in light

of the Authority's past, nothing is more important than the financials of the organization. The policies and procedures that had been developed and instituted over the last three years have been effective. Committee Chair Cooper then introduced Steven Ryan and Bryan Healey from Bowman & Company, LLP, who reviewed the results from the annual audit. The auditors commended and complimented the Authority's financial staff for their help in completing the audit and further stated that the financial records of the Authority were in good order. Also noted was the development of a Comprehensive Annual Financial Record (CAFR), which improves the Authority's Audited Financials by providing an introduction to the Authority and its operations and enhanced statistical reporting. The Authority has submitted the new CAFR to the Government Finance Officers Association (GFOA) for consideration of a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is a prestigious national award recognizing achievement with the highest standards in government accounting and financial reporting.

The auditors reviewed the following items included in the Exit Conference Report.

- Health Benefits Liability
- E-ZPass Customer Liability
- Airport Revenues
- Leases
- Fixed Assets

The Committee reviewed the conditions and recommendations of the auditors. The Acting CFO reviewed each condition and reported how staff has already begun to follow up on those issues. He noted how improvement has been made every year and that the Authority continues to raise the standards of reporting in order to become more transparent to the public.

Commissioner Dorn commended the leadership on the direction the staff has moved. After discussion, on motion by Commissioner Favre, seconded by Commissioner Hensley, the Committee accepted the report of the Authority's annual audit for the year ending December 31, 2004.

There being no further business to discuss, on motion by Commissioner Favre, seconded by Commissioner Dorn, the Audit Committee meeting adjourned at 10:42 a.m.

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9247. COMMITTEE REPORT – JOINT PROJECTS AND ECONOMIC DEVELOPMENT

Commissioner Koebig presented the following minutes of the joint Projects and Economic Development Committee meeting held June 7, 2005.

JOINT PROJECTS & ECONOMIC DEVELOPMENT COMMITTEE
Tuesday, June 7, 2005
 Delaware Memorial Bridge Complex
 New Castle, Delaware

A joint public meeting of The Delaware River and Bay Authority's Projects & Economic Development Committee was held on Tuesday, June 7, 2005, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

Commissioners from Delaware

PRESENT-ECONOMIC DEVELOPMENT
 Committee Chair Koebig,

Committee Vice-Chair Lowe
 Commissioner Cooper, Committee Member

PRESENT-PROJECTS
 Committee Vice-Chair Dorn

Committee Chair Hensley

Commissioner Favre, Committee Member
Commissioner Koebig, Committee Member

Commissioner Patterson, Committee Member
Commissioner Lowe, Committee Member

Governors' Representatives

Keith Barrack-NJ

Authority Legal Counsel

Michael Houghton-DE

Staff

Jim Johnson, Jr.

Don Rainear

Jim Walls

Victor Ferzetti

Trudy Spence-Parker

Gerry DiNicola Owens

Anna Marie Gonnella Rosato

AJ Crescenzi

Ken Hynson

Michelle Griscom-Collins

Steve Williams

John Jones

Authority Secretary

Tom Pankok

- IV. Committee Chairs Koebig and Hensley welcomed the joint meeting of the Projects and Economic Development Committee and opened the meeting at approximately 12:30 p.m. The Authority Secretary reported that the public meeting of the Projects and Economic Development Committees had been duly noticed in accordance with the Authority's Freedom of Information Regulations, read the Statement of Notice, and called the roll for both Committees.

ECONOMIC DEVELOPMENT

New Castle Airport:

The Deputy Executive Director (DED) provided an historical background regarding the available vacant property and land at the Corporate Commons at the New Castle Airport. It was further reported that he is in the process of finalizing negotiations with the Commonwealth Group to lease and subsequently purchase this property which includes the DEMA parcel and thirteen vacant acres. An updated appraisal has been completed. The DED reviewed the proposed terms and the structure of the Lease Agreement and the Committee provided the necessary direction.

On motion by Commissioner Cooper, seconded by Commissioner Lowe, the Economic Development Committee recommended approval of a Resolution to be drafted and finalized, authorizing the Executive Director or his designee to finalize the negotiations. A finalized Resolution will be presented to the full Board for consideration at the June meeting.

Cape May Airport:

The DED presented a DRAFT Resolution authorizing a Lease Agreement with Lower Township Municipal Utilities Authority for a Water Tower at the Cape May Airport. The Lease Agreement is based on a fair market appraised value. On motion by Commissioner Lowe, seconded by Commissioner Cooper, the Committee recommended approval of the Lease Agreement. The Resolution will be presented to the full Board for consideration at the June meeting.

Salem Business Centre:

The DED presented a DRAFT Resolution authorizing a Contract Extension with Cushman & Wakefield, Inc., the Authority's current marketing firm for the Salem Business Centre.

The current contract is due to expire and this Resolution would authorize an extension through December 31, 2005. The DED further reported that the Authority would be developing an RFP for Marketing this fall and this would allow additional time for the development of the RFP. On motion by Commissioner Cooper, seconded by Commissioner Lowe, the Committee recommended approval of the Contract Extension. The Resolution will be presented to the full Board for consideration at the June meeting.

V. PROJECTS

Contractor Payment Review:

The Chief Operations Officer (COO) provided a contractor payment review through June. The Committee had no questions regarding the payments.

New Castle Airport Presentation:

Steve Williams, Director-Airport Operations gave a presentation providing an informational overview profile and analysis of operations at the New Castle Airport. It is his intention to provide the same type of presentation for each individual airport. Topics covered included the following:

- Fast Facts
- Current Corporate/Operator Tenants
- Light General Aviation Tenants
- Fixed Based Operators
- Other Tenants
- Operational Trends
- Expense & Revenue Trends
- Available Property/Facilities for Lease
- Minimum Standards
- BRAC Issues

The Committee asked several questions throughout the presentation and the Director answered to their satisfaction. After discussion, the Committee thanked the Director for his presentation and looked forward to the presentations on the remaining four airports. The COO further commended the Director on his presentation and the dramatic impact he has brought to airport operations.

There being no further business to discuss, on motion by Commissioner Dorn, seconded by Commissioner Lowe, the joint Projects and Economic Development Committees adjourned at 1:35 p.m.

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9247. DELAWARE RIVER AND BAY AUTHORITY – TRAFFIC AND REVENUE SUMMARY.

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

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

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9248. DELAWARE RIVER AND BAY AUTHORITY – STATEMENT OF INCOME AND EXPENSE.

The Acting CFO presented a chart showing a statement of income and expenses 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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9249. DELAWARE RIVER AND BAY AUTHORITY – OPERATING EXPENSE BY DIVISION.

The Acting CFO presented a chart 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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9250. DELAWARE RIVER AND BAY AUTHORITY – CAPITAL IMPROVEMENT PROGRAM.

The Acting CFO presented a chart showing the capital budget for crossing and economic development projects and dollars committee to date for the projects. The chart also includes 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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9251. DELAWARE RIVER AND BAY AUTHORITY – CASH POSITION (MARKET VALUE) AS OF MAY 31, 2005.

The Acting 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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9252. PUBLIC COMMENT ON ACTION ITEMS.

Chairperson Wallace noted the following action items that were being considered today and asked for public comment.

- Resolution 05-26 Approval of Community Contribution Requests
- Resolution 05-27 Authorizes Expenditures \$25,000 and Over
- Resolution 05-28 Lease Agreement with Lower Township MUA at Cape May Airport
- Resolution 05-29 Authorizes a Contract Extension with Cushman & Wakefield

There were no public comments.

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9253. SUMMARY OF AUTHORIZED CONTRACT PAYMENTS.

The Chief Operating Officer (COO) noted the following Summary of Authorized Contract Payments for June, 2005.

<u>Contractor</u>		<u>Payment</u>
DMB-04-02	Eastern Highway Specialists	\$157,227.52
DMB-02-03	Allied Painting, Inc.	\$ 20,922.00
DMB-01-06	Cianbro Corporation	\$662,801.90
CMLF-01-06	Stanker & Galetto	\$379,779.60
CMLF-04-07	PKF-Mark III, Inc.	\$230,570.71
DAP-04-02	EDIS	\$199,886.09

MVA-02-02	State HiWay Safety	\$ 72,986.84
MVA-04-01	Delta Line Construction	\$143,371.59
MVA-04-03	Stanker & Galetto, Inc.	\$441,612.47
CMA-02-02	Highway Safety Systems, Inc.	\$ 27,270.00
CMA-04-01	Delta Line Construction	\$ 19,427.39
CMA-04-02	Delta Line Construction	\$ 18,529.50
CMA-04-03	TNT Construction Co., Inc.	\$480,361.50

A motion to approve the Summary of Authorized Contract Payments was made by Commissioner Dorn, seconded by Commissioner Koebig and unanimously approved by a voice vote of 11-0.

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9254. CHAIRPERSON’S CALL FOR ACTION ON THE RESOLUTIONS BEFORE THE BOARD.

The Executive Director presented the following Resolutions:

RESOLUTION 05 - 26 APPROVAL OF COMMUNITY CONTRIBUTION REQUESTS.

WHEREAS, The Delaware River and Bay Authority (the “Authority”) is a bi-state agency with public crossing facilities and assets in the States of New Jersey and Delaware; and

WHEREAS, the Authority has developed a Community Contributions Policy which outlines the purpose of the program and process for consideration of requests; and

WHEREAS, the policy requires full board approval for any Community Contribution; and

WHEREAS; the Budget and Finance Committee met and approved Community Contributions for the month of June, 2005; and

NOW, THEREFORE, BE IT RESOLVED that the Authority hereby approves the following Community Contributions.

Community Contributions

New Jersey

Access to Art Incorporated	\$ 4,000
Alloway Township Youth League	\$ 500
Cape May County Chamber of Commerce	\$ 5,000
Pennsville Township Historical Society	\$ 800
Salem County 2000 Robotics Team 316	\$ 500
Salem Oaks Football Incorporated	\$ 500
Third Ward Advisory Committee	\$ 5,000
Total	<u>\$ 16,300</u>

Delaware

AFL-CIO Community Service of Delaware Incorporated	\$ 5,000
American Cancer Society	\$ 2,000
Cape Henlopen Senior Center	\$ 700
Delaware Hospice Incorporated	\$ 3,075
Delaware Humanities Council	\$ 1,000
Greater Lewes Foundation (Lewes Canal Front Park Foundation)	\$ 20,000
Lewes in Bloom Incorporated	\$ 3,000
Rock Manor Golf Course Corporation (Golf and Grades Youth Golf Program)	\$ 1,000
The Gamma Theta Lambda Education Foundation	\$ 750
Total	<u>\$ 36,525</u>

Grand Total (New Jersey and Delaware) \$ 52,825

A motion to approve Resolution 05-26 was made by Commissioner Lowe, seconded by Commissioner Dorn and approved by a roll call vote of 11-0.

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RESOLUTION 05-27 - AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1 THROUGH DECEMBER 31, 2005.

WHEREAS, The Delaware River and Bay (the "Authority") adopted Resolution 01-84 requiring Commission 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 1/1/05 THROUGH 12/31/05**

<u>VENDOR</u>	<u>SERVICE DESCRIPTION</u>
H.A. DeHart & Son	Liftgates and Snowplows
J. Ambrogi Foods	Food Products Distributor
Kustom Signals, Inc.	Police Department , Radar and Message Equipment
Robert Treat Hogg Cabinetmaker	Assorted Custom furniture: upcoming CMLF-01-06 requirements
Rodio Tractor Sales	Front Mount Mowers
Workskiff, Inc.	Patrol Craft for Police Dept.

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 05-27 was made by Commissioner Cooper, seconded by Commissioner Favre and approved by a roll call vote of 11-0.

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RESOLUTION 05- 28 - LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY.

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

WHEREAS, Lower Township Municipal Utilities Authority (the "LTMUA") desires to lease approximately 40,000 square feet of land in the Airport; and

WHEREAS, LTMUA has agreed to pay the Authority annual rent in the amount of \$7,200 during the initial term of the lease agreement; and

WHEREAS, the initial term of the lease agreement is to be for twenty-four (24) years to expire when the Authority's lease with the County of Cape May expires; and

WHEREAS, rent during the original term shall be adjusted annually by the Consumer Price Index (CPI) and shall be adjusted to the FMV at years 10 and 20; and

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

A motion to approve Resolution 05-28 was made by Commissioner Lathem, seconded by Commissioner Jackson and approved by a roll call vote of 11-0.

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RESOLUTION 05-29 – AUTHORIZES A CONTRACT EXTENSION BETWEEN THE AUTHORITY AND CUSHMAN & WAKEFIELD, INC.

WHEREAS, The Delaware River & Bay Authority (the “Authority”) desired to procure real estate marketing and brokerage services for the lease and/or sale of land and buildings at the Salem Business Centre located in Carneys Point, New Jersey; and

WHEREAS, the Authority publicly advertised and issued a Request for Proposal (RFP) for said services and received a total of six (6) proposals; and

WHEREAS, said proposals were evaluated pursuant to Authority regulations, policies, and procedures from which a short list of three firms was developed; and

WHEREAS, said three firms were interviewed and, based on the criteria established by Resolution 98-31 as amended, the Executive Director’s designees ranked the three short listed firms in order of preference resulting in Cushman & Wakefield being designated first on the preference list; and

WHEREAS, the Executive Director’s designee negotiated for the proposed services at compensation which he determined to be fair and reasonable, and in making such determination, conducted an analysis of the costs of said services in addition to considering the scope and complexity of the services; and

WHEREAS, pursuant to Resolution 03-25, the Executive Director negotiated a contract with Cushman & Wakefield for a period of two years with the option of either party to terminate same after and upon a 60-day notice in writing; and

WHEREAS, with the advice and consent of Counsel, the contract was executed by the Chairperson, Vice-Chairperson, and the Executive Director; and

WHEREAS, said contract expired on May 31, 2005 and it is the desire of the Authority to extend the contract through December 31, 2005 under the same terms and conditions;

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is authorized, with the advice and consent of Counsel, to execute an extension of the aforementioned contract through December 31, 2005 with the option to terminate same at any time after and upon a 60 day notice in writing to Cushman & Wakefield.

A motion to approve Resolution 05-29 was made by Commissioner Dorn, seconded by Commissioner Lathem and approved by a voice vote of 11-0.

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9255. COMMISSIONERS PUBLIC FORUM

Chairperson Wallace noted several members of the public would like to address the Commission.

Dr. Joseph Salvatore, Chairperson of the Naval Air Station Wildwood Aviation Museum spoke. He noted the improvements to the Cape May Airport, including the arrival of the FBO and the

opening of the restaurant. He stated that he would like to conduct small events at the airport to attract tourism but has been unable due to the high cost of insurance. Dr. Salvatore is appealing to the Commissioners to help find a solution to the problem.

Dr. Wallace thanked Dr. Salvatore and noted the Authority's commitment to working with him.

Lou DeCecco, member of the Lower Township Chamber of Commerce spoke on behalf of Linda Williams, Chairperson of the Chamber. The Chamber is requesting a donation of office space at the Cape May Airport to accommodate the Chamber and its business associates. The Chamber is ten years old and lists 121 members. In exchange for rent, the Chamber is willing to make improvements to the office space. He asked that the Authority consider the Chamber's request.

Chairperson Wallace stated that the Authority would review his request.

Joseph Scarpa, Legion Properties noted the groundbreaking ceremony for the Riverwalk at Penns Grove waterfront development and invited everyone to attend on July 19, 2005.

Frank Bankard, Local 542 spoke. He thanked the Commissioners for allowing him to speak. He talked about union negotiations regarding wages and benefits and asked the Commissioners to assist in negotiating a fair solution.

Chairperson Wallace stated that the Commissioners cannot discuss negotiations but will take his comments under advisement.

Louis Agre, attorney for Local 542 also spoke on issues such as pay parity and benefits.

Chairperson Wallace thanked Mr. Agre for his input and stated that the Board will take his comments under advisement.

Steve Carroll, DRBA employee and Senior Shop Steward, Local 542, addressed the Commission. He spoke of changes within the DRBA, employee moral and pay parity. He said the negotiations have been stalemated for one reason or another but requested the pay equity issue be resolved now.

Chairperson Wallace said that the Commissioners will take his remarks into advisement. He also told Mr. Carroll that any issues with salary should be directed to the Human Resources department.

Vincent Ascione, Local 542 spoke. He said that the Authority was fortunate to have good, loyal and hardworking employees. Mr. Ascione noted that the union has not received all of the information it requested regarding health benefits and wages and that he will personally take a petition to the public to sign regarding pay parity.

Vice Chairperson Parkowski stated that the Commissioners just received a copy of the Authority's Annual Report and that the Authority works in a glass bowl for all to see. He noted that there are controls on spending and that everything is conducted in the open.

Chairperson Wallace thanked Mr. Ascione for his comments and that the Commissioners will take them under advisement.

Ronald Sinn spoke last. He believes the Twin Capes lacks crew members and that the United States Coast Guard was ignoring its own safety standards with regard to its inspection of the vessel.

Chairperson Wallace acknowledged Mr. Sinn's comments.

Commissioner's Dorn and Jackson presented a plaque to the Executive Director from Ranch Hope for Underprivileged Children. Ranch Hope thanked DRBA for its donation and commitment to children.

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There being no further business before the Commission, a motion to adjourn was made by Commissioner Lowe, seconded by Commissioner Lathem and unanimously carried.

The meeting was adjourned 12:14 p.m.

Respectfully submitted,
THE DELAWARE RIVER AND BAY AUTHORITY

Thomas A. Pankok
Secretary