

**DELAWARE RIVER AND BAY AUTHORITY**  
**BUDGET & FINANCE COMMITTEE MEETING**  
**Tuesday, June 19, 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, June 19, 2012, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware

PRESENT

Commissioner Downes, Committee Member-via phone  
Commissioner Guajardo  
Commissioner Lathem

Chairperson Lowe

Legal Counsel

Mike Houghton - DE

Governors' Representatives

Staff

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

Commissioners from New Jersey

Committee Vice-Chair, Favre  
Commissioner Dorn  
Commissioner Smith

Vice-Chairperson Hogan

Phil Norcross - NJ

Johanna Jones - NJ

1. Committee Vice-Chair Favre opened the Budget & Finance Committee meeting at approximately 9:06 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 Vice-Chair Favre called for a motion to accept the Budget & Finance Committee Minutes from May 15, 2012. Commissioner Downes made a motion, Commissioner Favre seconded, and the Committee Minutes were accepted.

3. Resolutions:

a. RESOLUTION 12-19 – 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. Committee Vice-Chair Favre asked if there were any questions and there were none. Commissioner Downes made a motion, Commissioner Favre 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 June meeting later today.

b. RESOLUTION 12-20 – AUTHORIZES A CONTRACT BETWEEN THE DELAWRE RIVER AND BAY AUTHORITY AND CITI AND J.P. MORGAN TO PROVIDE BOND UNDERWRITER SERVICES –

The CFO reported that an RFP had been conducted for Bond Underwriter(s) Services related to any new debt issuance and/or refinancing of outstanding Authority debt. Ten (10) proposals were received, evaluated and ranked. Four (4) firms were short-listed and oral interviews conducted. CITI and J.P. Morgan were designated first and second respectively on the preference list and it is in the best interest of the Authority to utilize both firms for the issuance of debt. Authority Vice-Chair Hogan questioned if the Authority had used two firms before. The CFO reported that multiple firms have been utilized in previous Authority transactions. Although both firms are stable and appear committed to public finance, in the event that either firm was unable to perform these services, the other firm could complete the transaction. The CFO reported that it is common for governmental agencies to utilize more than one firm in transactions. After discussion, Commissioner Favre made a motion, Commissioner Downes 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 June meeting later today.

With no further business to discuss, a motion to adjourn was made by Commissioner Favre, and the Budget & Finance Committee adjourned at 9:12 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**ECONOMIC DEVELOPMENT COMMITTEE MEETING**

**Tuesday, June 19, 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, June 19, 2012, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware

PRESENT

Committee Vice-Fernando Guajardo  
Commissioner Lathem

Chairperson Lowe

Legal Counsel

Mike Houghton - DE

Governors' Representatives

Staff

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

Commissioners from New Jersey

Committee Chair Smith  
Commissioner Dorn, Committee Member  
Commissioner Favre

Vice-Chairperson Hogan

Phil Norcross - NJ

Johanna Jones – NJ

1. Committee Chair Smith welcomed the Economic Development Committee and opened the meeting at approximately 9:13 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 May 15, 2012. Commissioner Dorn made a motion, Commissioner Guajardo seconded, and the Committee Minutes were accepted.

3. Action Items:

Airports

a. RESOLUTION 12-21 – LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND FIRESIDE PARTNERS LLC AT THE NEW CASTLE AIRPORT –

Michelle Griscom reported that Fireside Partners, LLC currently occupies incubator space with the New Castle County Chamber of Commerce. This world-wide company provides emergency response planning services and has grown and wishes to lease approximately 5,750 square feet of space located in the building commonly referred to as the Old Atlantic Office Building at the New Castle Airport, at an annual rent of \$34,500 for an initial term of five (5) years, with three (3) option periods of five (5) years each. The rent will be adjusted annually by the Consumer price Index and shall be adjusted to the Fair Market Value of the property at the beginning of the renewal term. The Deputy Executive Director (DED) reported that this company epitomizes how a small business in an incubator space has grown and has the distinct possibility of creating jobs. After discussion, Commissioner Dorn 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 June meeting later today.

b. RESOLUTION 12-22 – LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND JUMPIN' JOE'S AT THE CAPE MAY AIRPORT –

Michelle Griscom reported that Jumpin' Joe's is a local entity and wishes to lease approximately 15,000 square feet of space, in the building commonly referred to as the Tomwar Building at the Cape May Airport, to operate an indoor "family fun center." The facility has been vacant since 2008 and previous request for proposals have not resulted in viable lease agreements. Building improvements to the interior, at no cost to the Authority, are estimated at \$149,000 and include plumbing, HVAC, electric, and cosmetic enhancements. The company has requested rent abatements over three (3) years; the first year of \$50,000, the second year of \$15,000 and \$10,000 the third year. The company plans to hire 10-14 part-time employees and it is hoped that the company will be successful. Commissioner Favre questioned whether the company has the proper insurance for this type of business and it was reported that the matter has been fully vetted with the Authority's Insurance Broker and all requirements have been met.

After discussion, Commissioner Dorn 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 June meeting later today.

4. Committee Chair Smith requested an Executive Session, closed to the public to discuss matters of a confidential nature. A motion was made by Commissioner Dorn, seconded by Commissioner Guajardo, and the meeting was moved into Executive Session.

The following matters of a confidential nature were discussed.

- LEGAL MATTERS

With no further business to discuss in Executive Session, a motion to open the meeting to the public was made by Commissioner Dorn, and the Economic Development Committee was opened to the public.

5. Open Discussions/Other Issues:

The Executive Director reported that invitations have been sent for the Boeing 100<sup>th</sup> Aircraft Modification Completion event at the Millville Airport to be held on Friday, June 22, 2012. Any Commissioner wishing to attend, please notify us today.

With no further business to discuss, a motion to adjourn was made by Commissioner Dorn, and the Economic Development Committee adjourned at 9:36 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**PERSONNEL COMMITTEE MEETING**

**Tuesday, June 19, 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, June 19, 2012, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware  
PRESENT

Committee Chair Lathem  
Commissioner Guajardo

Chairperson Lowe

Legal Counsel  
Mike Houghton - 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 Favre, Committee Member  
Commissioner Smith, Committee Member

Vice-Chairperson Hogan

Phil Norcross - NJ

Johanna Jones – NJ

1. Committee Chair Lathem welcomed the Personnel Committee and opened the meeting at 9:35 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 May 15, 2012. Commissioner Favre made a motion, Commissioner Dorn 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. Committee Chair Lathem requested the Executive Session include Commissioners, Legal Counsel and New Jersey Governor's Representative. All staff was dismissed. A motion was made by Commissioner Favre, seconded by Commissioner Smith, and the Session was closed.

The following matters of a confidential nature were discussed.

- PERSONNEL MATTERS

4. With no further business to discuss in Executive Session, a motion to open the meeting to the public was made by Commissioner Smith, seconded by Commissioner Dorn, and the session was opened to the public.

5. Miscellaneous:

**2012 Internship Program:**

Anna Marie Gonnella Rosato presented nine (9) of the eleven (11) newly hired summer interns. Each intern introduced themselves, provided a brief description of their area of study and the department they will be assisting this summer. The program will last eight (8) weeks.

6. With no further business to discuss, Commissioner Favre made a motion to adjourn, and the Personnel Committee adjourned at 10:14 a.m.

**THE DELAWARE RIVER AND BAY AUTHORITY  
PROJECTS COMMITTEE**

**June 19, 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, June 19, 2012, at the Delaware Memorial Bridge Administration Building, New Castle, Delaware.

Commissioners from Delaware

PRESENT

Commissioner Lathem, Committee Member  
Commissioner Guajardo, Committee Member

Chairperson Lowe

Commissioners from New Jersey

Commissioner Dorn, Committee Member  
Commissioner Smith, Committee Member  
Commissioner Favre  
Vice-Chairperson Hogan

Legal Counsel

Michael Houghton – DE

Phil Norcross – NJ

Governors' Representative

Johanna Jones – NJ

Staff

Scott Green  
Frank Minor  
Jim Walls  
Charlotte Crowell  
Gerry DiNicola-Owens  
Joel Leidy  
Steve Williams  
Joe Bryant  
Anna Marie Gonnella-Rosato  
Kelly Phillips-Parker  
Rich Frassetto  
Jim Salmon  
John Sarro  
Pete Thomas  
Bob Young  
Heath Gehrke

1. Commissioner Lathem welcomed the Projects Committee and opened the meeting at approximately 10:10 a.m. Commissioner Lathem 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. Commissioner Lathem called for a motion to accept the Projects Committee Minutes from May 15, 2012. Commissioner Dorn made a motion, Commissioner Smith seconded, and the Committee Minutes were approved. Those in attendance were provided an informational package consisting of an agenda, one (1) Close-Out Letter, and one (1) monthly contractor payment chart (through May).

3. Resolutions: None

4. Bid Openings: None

5. Contract Close-Out Actions: Contract No. DMB-09-02, Delaware Memorial Bridge Deck Resurfacing and Overpasses, 2010-2011. The scope of work on this contract consisted of repairing pavement slabs on the Delaware Memorial Bridge and approach overpasses on I-295 Northbound and I-295 Southbound. The final contract amount is \$1,621,369.95. The COO recommended close-out of the contract and final payment to Mumford and Miller of Middletown, Delaware. A motion to move the close-out action to the full Board was made by Commissioner Lathem, seconded by Commissioner Dorn, and the Projects Committee unanimously approved the close-out action to be presented at the June meeting.

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

7. Miscellaneous Items/Updates:

#### Renewable Energy RFP Update

The COO reported five (5) proposals were received on May 30, 2012 for the Delaware locations including the Delaware Memorial Bridge and the Lewes Ferry Terminal. Technical evaluations have been completed and oral presentations are scheduled for July 10, 2012. The return date for the New Jersey location proposals has been extended to July 17, 2012. It is anticipated the New Jersey Legislature will be passing solar renewable energy legislation that will institute a new solar energy credit program. New Jersey Counsel confirmed the proposed legislation should be passed by June 30, 2012. Chairman Lowe inquired if there will be solar fields at more than one facility and the Chief Engineer said the current solicitation includes both Cape May and Lewes Ferry locations and the Delaware Memorial Bridge complex. Chairman Lowe asked if any Airport locations were considered and the COO responded none were included in the current proposal.

#### Critical Needs Determination for Purchase of HVAC Equipment

The COO reported that the DuPont Company is an existing long-term tenant at New Castle Airport. Under the terms of their lease, any major renovation costs required at the property are shared 50/50. The current HVAC system is dilapidated and needs to be replaced and the current system does not provide conditioned air to one half of the second floor which is currently being improved as administrative offices. All work must be completed and invoices submitted to DuPont in order to obtain approval prior to their November 15, 2012 fiscal year

deadline. The engineers estimate for this project is \$200,000 which would require following public procurement provisions under Resolution 98-31. Following the normal provisions of Resolution 98-31, the estimated lead time is at least eight (8) months. In order to meet DuPont's requirements, the procurement and installation of the necessary HVAC equipment is declared a critical need that requires waving the formal procurement requirements of Resolution 98-31.

#### Army Corps of Engineers Permit Update

The COO reported work was completed in 1984 at the Cape May Ferry Terminal to create a sixth vessel slip. The Army Corps of Engineers has found the DRBA's application to perform this work but cannot find the approved permit. Representatives from the DRBA met with the Army Corps to correct this administrative issue and submitted an application for an "After the Fact" permit on June 15, 2012.

#### Lewes Solar Energy Project Update

The COO reported that DRBA Maintenance personnel installed a forty (40) panel solar system at the Lewes Terminal east of the toll plaza. The system was commissioned on May 4, 2012 and has generated over 2100 kilowatts. Chairman Lowe asked what the maintenance for the solar panels would be and the Chief Engineer replied they are virtually maintenance free except for periodic washing and the panels have a twenty year life. Chairman Lowe asked if the savings are being studied and the Chief Engineer stated that system software is being evaluated that would record actual electric generation history that could be broadcast for the public's information.

8. Commissioner Lathem requested an Executive Session, closed to the public, to discuss matters of a confidential nature. A motion was made by Commissioner Dorn, seconded by Commissioner Smith, and the Session was closed.

The following matters of a confidential nature were discussed:

- LONG RANGE PLANNING MATTERS

9. With no further business to discuss, Commissioner Lathem made a motion to adjourn, seconded by Commissioner Dorn, and the Projects Committee adjourned at 10:30 a.m.