

**MINUTES OF MEETING
THE DELAWARE RIVER AND BAY AUTHORITY**

Tuesday, March 20, 2018
James Julian Boardroom
Delaware Memorial Bridge Plaza
New Castle, Delaware 19720

The meeting convened at 11:45 a.m. with Chairperson Hogan presiding.

Chairperson Hogan called upon Commissioner Lathem to give the opening prayer.

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

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

Chairperson Hogan called on the Assistant Secretary to take the roll.

Commissioners from Delaware

Commissioners from New Jersey

PRESENT

William E. Lowe, Vice-Chairperson
Crystal L. Carey
Richard W. Downes
James L. Ford III
Samuel E. Lathem
Michael Ratchford

James N. Hogan, Chairperson
James Bennett
Sheila McCann
Shirley R. Wilson - **ABSENT**
Ceil Smith
M. Earl Ransome, Jr.

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Chairperson Hogan called for the acceptance of the Agenda.

Vice-Chair Lowe made a motion to accept the Agenda, seconded by Commissioner Decker, and the motion carried by a voice vote of 11-0.

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11359. APPROVAL OF THE FEBRUARY 21, 2018 MINUTES

Commissioner Decker made a motion to approve the February 21, 2018 meeting minutes, seconded by Commissioner Smith and unanimously approved by a voice vote of 11-0.

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11360. 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 February 2018.

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

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11361. 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 February 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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11362. DELAWARE RIVER AND BAY AUTHORITY – OPERATING EXPENSE BY DIVISION.

The CFO presented a chart for February 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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11363. DELAWARE RIVER AND BAY AUTHORITY – CAPITAL IMPROVEMENT PROGRAM.

The CFO presented a chart for the month of February 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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11364. DELAWARE RIVER AND BAY AUTHORITY – CASH POSITION (MARKET VALUE) AS OF FEBRUARY 28, 2018.

The CFO presented charts 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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11365. PUBLIC COMMENT ON ACTION ITEMS

Chairperson Hogan noted that there are no Contract Awards, and (7) Resolutions for consideration.

All action items have been reviewed and recommended for consideration during today’s Committee meetings. He then called for public comment.

There were no public comments.

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11366. CHAIRPERSON’S CALL FOR RESOLUTIONS BEFORE THE BOARD

RESOLUTION 18-06 - AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2018 THROUGH DECEMBER 31, 2018

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 1/1/18 THROUGH 12/31/18

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
John Deere, Inc. c/o Atlantic Tractor	Replacement Utility Equipment	State Contract	\$38,000
Murtech Inc.	Lewes Jetty Lighting Tower Repairs	Quotes	\$50,000

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 18-06 was made by Commissioner Smith, seconded by Commissioner Decker, and approved by a roll call vote of 11-0.

Resolution 18-06 Executive Summary Sheet

Resolution: Authorizing Authority Expenditures Pursuant to Resolution 01-84 for the period January 1, 2018 through December 31, 2018.

Committee: Budget & Finance

Committee and Board Date: March 20, 2018

Purpose of Resolution:

Authorizes expenditures of \$25,000 or greater with the identified vendors during the 2018 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:

John Deere, Inc. c/o Atlantic Tractor: Replacement Utility Equipment

The Authority is replacing two Clubcar carryall utility vehicles at the Cape May - Lewes Ferry Terminals that have exceeded their useful life and meet the equipment replacement criteria in place. The purchase will be made via an authorized equipment dealer (Atlantic Tractor) at the competitively-bid state contract price (#GSS13673-GRND_MAINT Ground Maintenance with Related Equipment, Accessories & Supplies). The replaced utility vehicles will be sold at public auction.

Murtech Inc.: Lewes Jetty Lighting Tower Repairs

The Authority will be hiring a marine contractor to fabricate new stainless steel base sections, re-coat the steel top portions and seal the concrete bases of the jetty lighting towers at the Lewes Ferry Terminal. Quotes for the work were solicited from four contractors. Murtech, Inc. submitted the lowest bid to complete the work per DRBA specifications.

Classification Definitions:

Quotes. A purchase of equipment, supplies or non-professional services or a contract for construction or construction management that is anticipated to cost between \$25,000 and \$49,999 during a calendar year and for which the Authority has solicited written quotes. *“Contracts for materiel and supplies and non-professional services, awarded to any [vendor for an amount of] 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... Construction management contracts or construction contracts...which are less than \$50,000 do not require formal solicitation of competitive prices and, if more than \$25,000 but less than \$50,000 require the solicitation of three written quotes or all available sources, whichever is less...”* (DRBA Resolution 98-31 Part 4).

State Contract. A purchase of equipment, supplies or non-professional services which, under normal circumstances, would require competitive bidding, however the vendor has agreed to provide the goods or services to the Authority at fees less than or equal to that vendor’s respective contract as awarded by the State of Delaware or New Jersey. *“Any contract for the purchase of materiel and supplies and non-professional services....which contract individually exceeds \$50,000, or in the combination with other contracts, exceeds \$50,000 in any one calendar year shall be pursuant to a contract entered into by the Authority after competitive bidding. This 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.”* (DRBA Resolution 11-36 Part 2.a.)

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RESOLUTION 18-07 – AUTHORIZES AN AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND MORRIS, NICHOLS, ARSHT & TUNNELL, LLP TO SERVE AS GENERAL LEGAL COUNSEL REPRESENTING THE AUTHORITY’S INTERESTS IN THE STATE OF DELAWARE

WHEREAS, The Delaware River and Bay Authority (the “Authority”) is a bi-state Authority of the State of Delaware and the State of New Jersey, created by Compact, that operates and maintains the Delaware Memorial Bridge, Cape May-Lewes Ferry, Forts Ferry Crossing and five (5) regional airports; and

WHEREAS, the Authority desires to engage a qualified professional legal services provider to serve as outside general legal counsel representing the Authority’s interests in the State of Delaware (hereinafter, the “Services”); and

WHEREAS, the Authority wishes to enter into a Services Agreement (“Agreement”) with the selected legal services provider; and

WHEREAS, such Agreement has a base term of three (3) years, with the Authority having the option to extend the Agreement for up to two additional consecutive terms of one year each following the expiration of said base term, either such additional year to be authorized by the originating committee, with the consent of the Chairperson and Vice Chairperson of the Board of Commissioners; and

WHEREAS, the Authority publicly advertised and issued a Request for Proposals (“RFP”) for Delaware general legal counsel services in compliance with Resolution 98-31, as amended, which governs the Authority’s procedures for the procurement of professional services; and

WHEREAS, the Authority received and evaluated one proposal submitted pursuant to the aforementioned requirements; and

WHEREAS, Morris, Nichols, Arsht & Tunnell, LLP (“MNAT”) was designated as the highest-ranking firm following evaluation; and

WHEREAS, the Budget & Finance Committee reviewed the recommendation and concurs with the evaluation; and

WHEREAS, the Authority conducted an analysis of the market to analyze the costs of the Services proposed by MNAT and negotiated with said firm to provide the Services at compensation determined to be fair and reasonable; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of a Services Agreement with MNAT to provide the Services to the Authority and to have such Services Agreement executed by the Chairperson, Vice-Chairperson and Executive Director.

A motion to approve Resolution 18-07 was made by Vice-Chair Lowe, seconded by Commissioner Ratchford, and approved by a roll call vote of 11-0.

Resolution 18-07 Executive Summary Sheet

Resolution: Authorizes an agreement between the Authority and Morris, Nichols, Arsht & Tunnell, LLP to serve as general legal counsel representing the Authority’s interests in the State of Delaware.

Committee: Budget & Finance Committee

Committee and Board Date: March 20, 2018

Purpose of Resolution:

To authorize an agreement with Morris, Nichols, Arsht & Tunnell, LLP (“MNAT”) to provide outside legal counsel to support the Authority’s objectives related to its interests in the state of Delaware.

Background for Resolution:

The proposed Resolution meets the requirements of Resolution 98-31, as amended, which governs the Authority’s procedures for the procurement of professional services.

The Authority received and evaluated proposals submitted by the following firm:

Morris, Nichols, Arsht & Tunnell, LLP

The Authority carefully reviewed the proposal submissions of each firm and utilized evaluation criteria to establish a ranked list, with MNAT being ranked highest. The Authority conducted an analysis of the market to analyze the proposed compensation for the Services and determined the costs to be fair and reasonable.

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RESOLUTION 18-08 - LEASE AMENDMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND LASSONDE PAPPAS AND COMPANY, INC. (FORMERLY KNOWN AS CLEMENT PAPPAS AND COMPANY, INC.) AT THE SALEM BUSINESS CENTRE

WHEREAS, The Delaware River and Bay Authority (the “Authority”), is the owner-operator of an approximately 80,000 square foot building in the Salem Business Centre (“SBC”), Carney’s Point, New Jersey; and

WHEREAS, Lassonde Pappas and Company Inc. (“Lassonde”) currently leases Fifty-Four Thousand Three Hundred and Seventeen (54,317) square feet of space in the Salem Business Centre; and

WHEREAS, Lassonde desires to lease and additional Two Thousand (2,000) square feet of unfinished space in the building; and

WHEREAS, the term of this Lease Amendment shall run concurrent with the original lease and expire on August 6, 2022; and

WHEREAS, the 2,000 square feet has been determined to be unrentable due to location, size and condition of the space; and

WHEREAS, the Authority will have responsibility only for the review of a design plan, but no responsibility for the cost to fit out of the space; and

WHEREAS, in exchange for rent payments, Lassonde will pay for the finishing and fit out the space; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Amendment with Lassonde Pappas and Company, LLC and, with the advice and consent of counsel, to have such Agreements executed by the Chairperson, Vice Chairperson, and the Executive Director.

A motion to approve Resolution 18-08 was made by Commissioner Smith, seconded by Commissioner Decker, and approved by a roll call vote of 11-0.

Resolution 18-08 Executive Summary Sheet

Resolution: Authorizing the Executive Director to execute a Lease Amendment with Lassonde Pappas and Company, LLC

Committee: Economic Development

Committee Date and Board Date: March 20, 2018

Purpose and Background for Resolution:

Lassonde Pappas and Company, LLC is currently a tenant in the Salem Business Centre located at 1 Collins Drive. They began leasing space in 2006. Lassonde currently leases space on either side of a small 2,000 square foot space in the rear of the building. The space has never been fit out, finished and occupied. The usefulness and marketability of the space is minimal. Lassonde could make the space useful and they have agreed to take the space at no cost in exchange for finishing and fitting out the space. The cost of the fit out and the costs savings in not having to pay the proportionate utility expense over the remaining 4 years of the lease term is nearly equal. With this agreement, less than 4,500 sq.ft. remains unoccupied in the building.

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RESOLUTION 18-09 - LEASE AGREEMENT AND AMENDMENT TO LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND CAPE MAY BREWING LLC.

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

WHEREAS, CMB desires to continue to lease approximately 6,000 square feet of space in Building 96 comprised of Units 5,6,7 & 8 at the Cape May Airport; and

WHEREAS, Cape May Brewing LLC has agreed to pay the Authority annual rent in the amount of Forty-Three Thousand Eight Hundred and Ninety-Three 00/100 Dollars (\$43,893.00); and

WHEREAS, the initial term of this agreement shall be for two (2) years and four (4) months so as to coincide with the term of lease for Building 97; and

WHEREAS, rent shall increase during the initial term annually beginning on July 1, 2019 by the Consumer Price Index (CPI); and

WHEREAS, CMB shall have the right to renew this agreement for one (1) three (3) year renewal period

WHEREAS, rent shall increase by the Fair Market Value during the initial year of the renewal period; and

WHEREAS, rent shall increase annually by the Consumer Price Index (CPI) during the remain years of the renewal period; and

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

A motion to approve Resolution 18-09 was made by Commissioner Ratchford, seconded by Commissioner Decker, and approved by a roll call vote of 10-0-1 with Commissioner Bennett Abstaining.

Resolution 18-09 Executive Summary

Resolution: Authorizing the Execution of a Lease Agreement between the Delaware River and Bay Authority and Cape May Brewing LLC, regarding Cape May Airport

Committee: Economic Development

Committee and Board Date: March 20, 2018

Purpose of Resolution: To permit the Executive Director, Chairman and Vice Chairman to execute and deliver a lease agreement for existing lease space at the Cape May Airport.

Background for Resolution:

The Delaware River and Bay Authority operates a retail building at the Cape May Airport commonly referred to as Building 96. Cape May Brewing currently leases Units 5, 6, 7 & 8 in the building at the Cape May Airport. Cape May Brewing would like to continue to lease the space and operate their tour, tap room and sales office from the space. The term of the lease coordinates with the remaining term of the Building 97 lease so that they will both expire at the same time.

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RESOLUTION 18-10 - AUTHORIZES A LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND THE MILLVILLE ARMY AIRFIELD MUSEUM AT THE MILLVILLE AIRPORT

WHEREAS, the Delaware River and Bay Authority (the “Authority”), is the operator of the Millville Airport (the “Airport”), Millville, New Jersey; and

WHEREAS, the Millville Army Airfield Museum (“MAAM”) desires to lease Building #31 consisting of approximately 2,000 square feet of space located at the Millville Airport; and

WHEREAS, MAAM has agreed to pay the Authority annual rent in the amount of One Dollar 00/100(\$1.00); and

WHEREAS, the initial term of the Lease (“Lease Agreement”) shall be for Ten (10) years; and

WHEREAS, MAAM will remedy deficiencies that exist in the building today to include

-) Deterioration to the windows, floors, walls and doors
-) Electrical system deficiencies
-) HVAC deficiencies
-) Plumbing deficiencies
-) Exterior repairs and maintenance; and
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WHEREAS, MAAM shall have the right to request an extension to the initial term of the Lease Agreement and the Authority reserves the right to review and approve the request; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Agreement with Millville Army Airfield Museum 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 approve Resolution 18-10 was made by Commissioner Ratchford, seconded by Commissioner Ransome, and approved by a roll call vote of 11-0.

Resolution 18-10 Executive Summary

Resolution: Authorizing the Execution of a Lease Agreement between the Delaware River and Bay Authority and Millville Army Airfield Museum, regarding the Millville Airport

Committee: Economic Development

Committee and Board Date: March 20, 2018

Purpose of Resolution: To permit the Executive Director, Chairman and Vice Chairman to execute and deliver a lease agreement for space at the Millville Airport.

Background for Resolution: The Delaware River and Bay Authority owns a facility located at 31 Reeves Street on the Millville Airport. The space has been unrented for as long as the DRBA has operated the airport and is in need of renovations. The MAAM plans on acquiring grants and donation along with utilizing volunteers to renovate and restore the building. The lease term was based upon an evaluation of the FMV of the building and the planned investment by the MAAM.

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RESOLUTION 18-11 – COST-SHARING AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND NEW CASTLE COUNTY

WHEREAS, in 1995, New Castle County (the “County”) and the Delaware River and Bay Authority (the “Authority”), entered into an Acquisition Agreement and Ground Lease whereby the Authority became the operator of the New Castle Airport (“Airport”), and

WHEREAS, in 2014, the Department of Natural Resources (“DNREC”) contacted both the County and the Authority to advise the parties of their potential liability as potentially responsible parties at the Airport pursuant to Section 9105 of the Delaware Hazardous Substance Cleanup Act, 7 Del. C., Chapter 91 (“HSCA”); and

WHEREAS, Resolution 15-22 authorized the Authority and the County to enter into the Environmental Remedial Investigation Cost Sharing Agreement dated June 15, 2015 (the “First Cost Sharing Agreement”) to share certain costs related to the remedial investigation; and

WHEREAS, on October 16, 2017 the Authority and the County entered into a Voluntary Cleanup Agreement between the Authority, the County and DNREC (the “VCP Agreement”) pursuant to HSCA and the Delaware Regulations Governing Hazardous Substance Cleanup; and

WHEREAS, the VCP Agreement covers investigation work only and does not address the responsibility of either party in the event additional investigation or environmental remediation is required; and

WHEREAS, the Authority and the County engaged an Environmental Investigation Consultant to conduct the remedial investigation; and

WHEREAS, the Authority and the County would like to enter into a Second Environmental Remedial Investigation Cost Sharing Agreement (the “Second Cost Sharing Agreement”) to share certain additional costs related to the remedial investigation contemplated under the VCP Agreement; and

WHEREAS, the Authority and the County agree to share the additional costs related to the remedial investigation contemplated under the VCP Agreement equally with the parties’ costs capped at \$50,000 each; and

NOW, THEREFORE, BE IT RESOLVED, that Executive Director is hereby authorized to finalize the terms of the Cost-Sharing Agreement and the related Environmental Consulting Agreement, and with the advice and consent of counsel, to have such agreements executed by the Chairperson, Vice Chairperson, and the Executive Director.

A motion to approve Resolution 18-11 was made by Commissioner Ratchford, seconded by Commissioner Ford, and approved by a roll call vote of 11-0.

Resolution 18-11 Executive Summary Sheet

Resolution: Cost Sharing Agreement between the Delaware River and Bay Authority and New Castle County

Committee: Economic Development

Committee and Board Date: March 20, 2018

Purpose and Background for Resolution:

In 2014, DNREC contacted both the Authority and New Castle County to advise of potential liability under the Delaware Hazardous Substance Cleanup Act and request that the parties enter into a VCP Agreement for purposes of conducting a remedial investigation into the potential contamination. Resolution 15-22 authorized a cost share agreement between the Authority and the County for purposes of conducting the remedial investigation associated with the VCP. In 2017, the Authority and the County jointly entered into a VCP Agreement with DNREC and each allocated \$50,000 towards the costs associated with the VCP Agreement. The Authority and the County engaged an Environmental Investigation Consultant who has been conducting the remedial investigation. DNREC has requested

additional remedial investigation under the terms of the VCP. The Authority and the County have each allocated an additional \$50,000 toward the costs associated with the VCP Agreement.

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RESOLUTION 18-12 – AUTHORIZES AN AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND DUFFIELD ASSOCIATES, INC. TO PROVIDE AUTHORITY-WIDE ENVIRONMENTAL CONSULTING SERVICES

WHEREAS, The Delaware River and Bay Authority (the “Authority”) is a bi-state Authority of the State of Delaware and the State of New Jersey, created by Compact, that operates and maintains the Delaware Memorial Bridge, Cape May-Lewes Ferry, Forts Ferry Crossing and five (5) regional airports; and

WHEREAS, the Authority desires to engage a qualified professional environmental engineering services firm to provide Authority-wide environmental consulting services (hereinafter, the “Services”); and

WHEREAS, the Authority wishes to enter into a Services Agreement (“Agreement”) with the selected environmental consulting services provider; and

WHEREAS, such Agreement has a base term of three years, with the Authority having the option to extend the Agreement for up to two additional consecutive terms of one year each following the expiration of said base term, either such additional year to be authorized by the originating committee, with the consent of the Chairperson and Vice Chairperson of the Board of Commissioners; and

WHEREAS, the Authority publicly advertised and issued a Request for Proposals (“RFP”) for Authority-wide environmental consulting services in compliance with Resolution 98-31, as amended, which governs the Authority’s procedures for the procurement of professional services; and

WHEREAS, the Authority received and evaluated four proposals submitted pursuant to the aforementioned requirements; and

WHEREAS, Duffield Associates, Inc. (“Duffield Associates”) was designated as the highest-ranking firm following evaluation; and

WHEREAS, the Projects Committee reviewed the recommendation and concurs with the evaluation; and

WHEREAS, the Authority conducted an analysis of the market to analyze the costs of the Services proposed by Duffield Associates and negotiated with said firm to provide the Services at compensation determined to be fair and reasonable; and

NOW, THEREFORE BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of a Services Agreement with Duffield Associates to provide the Services to the Authority and to have such Services Agreement executed by the Chairperson, Vice-Chairperson and Executive Director.

A motion to approve Resolution 18-12 was made by Commissioner Ransome, seconded by Commissioner Ratchford, and approved by a roll call vote of 11-0.

Resolution 18-12 Executive Summary Sheet

Resolution: Authorizes an agreement between the Authority and Duffield Associates, Inc. to provide Authority-wide environmental consulting services.

Committee: Projects Committee

Committee and Board Date: March 20, 2018

Purpose of Resolution:
To authorize an agreement with Duffield Associates, Inc. (“Duffield Associates”) to provide Authority-wide environmental consulting services.

Background for Resolution:
The proposed Resolution meets the requirements of Resolution 98-31, as amended, which governs the Authority’s procedures for the procurement of professional services.

The Authority received and evaluated proposals submitted by the following firms:

- Advanced GeoServices Corp.
- Amec Foster Wheeler Environment & Infrastructure, Inc.
- Duffield Associates, Inc.
- Urban Engineers, Inc.

The Authority carefully reviewed the proposal submissions of each firm and utilized evaluation criteria to establish a ranked list, with Duffield Associates being ranked highest. The Authority conducted an analysis of the market to analyze the costs for the Services and negotiated with Duffield Associates to provide the Services at compensation determined to be fair and reasonable.

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11367.

EXECUTIVE DIRECTOR’S COMMENTS

The Executive Director reported on events in and around the Authority. He first discussed, the March 7, 2018 snow storm and thanked staff for the job they did in tough conditions with snowfall of 2” per hour for three hours. He anticipates they will do an excellent job on the upcoming storm later this week. The Executive Director then reported on a visit from McCullough Middle School students to Dassault Falcon. He also shared information about a team of (59) Exelon Corporation employees from around the country leaving from ILG airport to assist with the electrical line problems in Puerto Rico. Executive Director Cook congratulated the Houghton family on the new additions to their family.

The Executive Director reminded the Board of several upcoming events:

- 3/31 - Breakfast with the Easter Bunny at both the Cape May and Lewes terminals
- 4/17 - April Board of Commissioners Meeting
- 9/12 -50th Anniversary of the opening of the second span of the Delaware Memorial Bridge.

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11368.

COMMISSIONERS PUBLIC FORUM

Chairperson Hogan opened the public forum.

Chairperson Hogan called for any comments from the public.

COO Vincent Meconi asked Joe Gibbons, Director of Maintenance to discuss the various ice melt products used to maintain the bridge during snow events. With no additional public comments, Chairperson Hogan closed the public forum.

Chairperson Hogan called for any comments from Commissioners.

Commissioner Lathem thanked Executive Director Cook for the continued involvement in the local communities and hoped those relationships would continue to grow stronger. Commissioner Smith added her appreciation for the Executive Director’s attendance at Salem County events.

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There being no further business, Chairperson Hogan adjourned the meeting at 12:03 p.m.

Respectfully Submitted,

THE DELAWARE RIVER AND BAY AUTHORITY

Stephen D. Williams
Assistant Secretary