

**DELAWARE RIVER AND BAY AUTHORITY**

**BUDGET & FINANCE COMMITTEE MEETING**

**Tuesday, January 14, 2014**

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, January 14, 2014, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

**PRESENT**

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

Commissioners from Delaware

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

Legal Counsel

Phil Norcross - NJ

Mike Houghton - DE

Governors' Representatives

Peter Simon - NJ

Staff

Scott Green  
Frank Minor  
Victor Ferzetti  
Jim Walls  
Gerry Owens  
Charlotte Crowell  
Anna Marie Gonnella Rosato  
Michelle Hammel  
Joe Larotonda  
Rick Arroyo  
Ruth Warner  
Jim Salmon  
Steve Williams  
TJ Murray  
Michelle Griscom

Invited Guests

Dave Boomershine, Boomershine Consulting Group  
Bill Bowser, Young Conaway Stargatt & Taylor  
Tim Snyder, Young Conaway Stargatt & Taylor  
Jamie Danner, Kelly Benefits

1. Committee Chair Mroz opened the Budget & Finance Committee meeting at approximately 9:15 a.m. The Deputy Executive Director reported that the public meeting of the

Budget & Finance Committee had been duly noticed in accordance with the Authority's Freedom of Information Regulations, read the Statement of Notice, and called the roll.

2. Committee Chair Mroz called for a motion to accept the Budget & Finance Committee Minutes from December 17, 2013. Commissioner Downes made a motion, Commissioner Smith seconded, and the Committee Minutes were accepted.

3. Resolution:

a. RESOLUTION 14-01 – AUTHORIZES AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2014 THROUGH DECEMBER 31, 2014

The Chief Financial Officer (CFO) presented and reviewed the Over \$25,000 Vendor List. After presentation, and no questions concerning the items, Commissioner Downes made a motion, Commissioner Smith seconded, and the Committee recommended forwarding the Resolution to the full Board for approval. The Resolution will be presented to the full Board for consideration at the January meeting later today.

4. Miscellaneous: None.

5. With no further business to discuss, Commissioner Murphy made a motion to adjourn, and the Budget & Finance Committee adjourned at 9:16 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**ECONOMIC DEVELOPMENT COMMITTEE MEETING**

**Tuesday, January 14, 2014**

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, January 14, 2014, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

**PRESENT**

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

Commissioners from Delaware

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

Legal Counsel

Phil Norcross - NJ

Mike Houghton - DE

Governors' Representatives

Peter Simon - NJ

Staff

Scott Green  
Frank Minor  
Victor Ferzetti  
Jim Walls  
Gerry Owens  
Charlotte Crowell  
Anna Marie Gonnella Rosato

Invited Guests

Dave Boomershine, Boomershine Consulting Group  
Bill Bowser, Young Conway Stargatt & Taylor  
Tim Snyder, Young Conway Stargatt & Taylor  
Jamie Danner, Kelly Benefits

1. Committee Vice-Chair Smith welcomed the Economic Development Committee and opened the meeting at approximately 9:15 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 Vice-Chair Smith called for a motion to accept the Economic Development Committee Minutes from December 17, 2013. Commissioner Downes made a motion, Commissioner Dorn seconded, and the Committee Minutes were accepted.

3. Action Items:

a. RESOLUTION 14-02 – AUTHORIZING THE PURCHASE OF LAND AT THE CAPE MAY AIRPORT, RIO GRANDE NJ

The Deputy Executive Director (DED) presented the Resolution. The 58.09 acre land acquisition is FAA approved and funded at 90% for a purchase price of \$1,277,980. This purchase is to ensure no future development within the designated Runway 1-19 Runway Protection zone. Michelle Griscom provided a map of the area and explained the FAA Land Acquisition process. After discussion, Commissioner Dorn made a motion, Commissioner Downes seconded, and the Economic Development Committee unanimously recommended forwarding the Resolution to the full Board for consideration at the January meeting later today.

4. The Deputy Executive Director requested an Executive Session. Committee Vice-Chair Smith called for a motion to move the meeting to Executive Session, closed to the public to discuss matters of a confidential nature. A motion was made by Commissioner Wilson, seconded by Commissioner Dorn, and the Session was closed.

The following matters of a confidential nature were discussed.

- LONG RANGE PLANNING

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

6. 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, January 14, 2014**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Personnel Committee was held on Tuesday, January 14, 2014, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

PRESENT

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

Commissioners from Delaware

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

Legal Counsel

Phil Norcross - NJ

Mike Houghton - DE

Governors' Representatives

Peter Simon - NJ

Staff

Scott Green  
Frank Minor  
Victor Ferzetti  
Jim Walls  
Gerry Owens  
Charlotte Crowell  
Ruth Warner  
Michelle Hammel

Invited Guests

David Boomershine, Boomershine Consulting  
Tim Snyder, Young Conaway Stargatt & Taylor  
Bill Bowser, Young Conaway Stargatt & Taylor  
Jamie Danner, Kelly Benefits

1. Committee Chair Dorn welcomed the Personnel Committee and opened the meeting at 10:14 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, read the Statement of Notice, and called the roll.

2. Committee Chair Dorn called for a motion to accept the Personnel Committee Minutes from December 17, 2013. Commissioner Lathem made a motion, Commissioner Murphy seconded, and the Committee Minutes were accepted.

3. Committee Chair Dorn requested an Executive Session, closed to the public to discuss matters of a confidential nature. A motion was made by Commissioner Wilson, seconded by Commissioner Murphy, and the Session was closed. Due to time constraints, Commissioner Smith departed at 10:25 a.m.

The following matters of a confidential nature were discussed.

- LABOR NEGOTIATIONS
- PERSONNEL MATTERS

With no further business to discuss in Executive Session, a motion to open the meeting to the public was made by Commissioner Traynor, seconded by Commissioner Van Sant, and the Session was opened to the public.

4. With no further business to discuss, Commissioner Lathem made a motion to adjourn, and the Personnel Committee adjourned at 10:41 a.m.

**THE DELAWARE RIVER AND BAY AUTHORITY**

**PROJECTS COMMITTEE**

**Tuesday, January 14, 2014**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of the Delaware River and Bay Authority's Projects Committee was held on Tuesday, January 14, 2014, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

PRESENT

Commissioner Wilson, Committee Member  
Commissioner Dorn, Committee Member  
Commissioner Mroz  
Commissioner Van Sant

Chairperson Hogan

Legal Counsel

Phil Norcross – NJ

Governors' Representatives

Peter Simon – NJ

Staff

Scott Green  
Frank Minor  
Victor Ferzetti  
Jim Walls  
Gerry Owens  
Charlotte Crowell  
Anna Marie Gonnella Rosato  
Jim Salmon  
Ruth Warner  
Shoukry Elnahal  
Dave Hoppenjans  
Steve Williams  
Michelle Hammel  
TJ Murray

Commissioners from Delaware

Commissioner Lathem, Committee Member  
Commissioner Guajardo, Committee Member  
Commissioner Downes  
Commissioner Traynor  
Committee Vice-Chair Murphy

Vice-Chairperson Lowe

Mike Houghton – DE

1. Committee Vice-Chair Murphy welcomed the Projects Committee and opened the meeting at approximately 10:44 a.m. Committee Vice-Chair Murphy reported that the public meeting of the Projects Committee had been duly noticed in accordance with the Authority's Freedom of Information Regulations and reported there was a quorum.

2. Committee Vice-Chair Murphy called for a motion to accept the Projects Committee minutes from December 17, 2013. Commissioner Lathem made a motion to accept the minutes, Commissioner Dorn seconded the motion, and the Committee Minutes were approved. Those in attendance were provided an informational package consisting of an agenda and one (1) monthly contractor payment chart (through December).
3. Resolutions: None.
4. Bid Openings: None.
5. Contract Close-Out Actions: None
6. Contractor Payment (through December): The COO reviewed for the Committee the monthly construction contractor payments to be made for the work completed through December.
7. Miscellaneous Items/Updates:

ILG Frontier Airlines Update

The COO reported that as of the end of 2013, Frontier Airlines has been operating at the Wilmington New Castle Airport for six (6) months and currently has five (5) non-stop destinations, including Fort Myers which began on November 16. Customer booking and travel response has been strong, particularly during the holidays and that flights were operating in 90-95% load range. Comments we receive in-person and from customers on social media have been equally favorable about the service. The COO also identified that the airport was faced with many weather challenges during December and was pleased to report that although some flights were delayed, no Frontier flights were canceled. He indicated that Frontier has been receiving high marks for its internal measures of customer service and on-time performance at its Wilmington New Castle station. Finally, the COO stated that DRBA staff will continue to monitor the airline since the sale to Indigo Partners, and that we see no sign of a shift in strategy or focus that would change the current operation at New Castle.

8. Move to Executive Session:

Staff requested an Executive Session. Committee Vice-Chair Murphy asked for a motion to move the meeting to Executive Session, closed to the public to discuss matters of a confidential nature. Commissioner Dorn made a motion, seconded by Commissioner Lathem, and the Session was closed.

The following matters of a confidential nature were discussed.

- LONG RANGE PLANNING



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

9. With no further business to discuss, Commissioner Lathem made a motion to adjourn, seconded by Commissioner Dorn, and the Projects Committee adjourned at 11:00 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**JOINT BUDGET & FINANCE  
AND PROJECTS COMMITTEE MEETING**

**Tuesday, January 14, 2014**  
Delaware Memorial Bridge Complex  
New Castle, Delaware

A joint public meeting of The Delaware River and Bay Authority's Budget & Finance and Projects Committee Meeting was held on Tuesday, January 14, 2014, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

PRESENT (Budget & Finance)

Committee Chair Mroz

Commissioner Van Sant, Committee Member

PRESENT (Projects)

Commissioner Dorn, Committee Member

Commissioner Wilson, Committee Member

Chairperson Hogan

Legal Counsel

Phil Norcross - NJ

Governors' Representatives

Peter Simon - NJ

Staff

Scott Green

Frank Minor

Victor Ferzetti

Jim Walls

Gerry Owens

Charlotte Crowell

Michelle Hammel

Commissioners from Delaware

Committee Vice-Chair Traynor

Commissioner Downes, Committee Member

Commissioner Murphy, Committee Member

Committee Vice-Chair Murphy

Commissioner Lathem, Committee Member

Commissioner Guajardo, Committee Member

Vice-Chairperson Lowe

Mike Houghton - DE

3. Committee Chair Mroz opened the Joint Budget & Finance and Projects Committee meeting at approximately 11:03 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. The Committee Chairs requested an Executive Session, closed to the public to discuss matters of a confidential nature. A motion was made by Commissioner Van Sant, seconded by Commissioner Downes, and the Session was closed.

The following matters of a confidential nature were discussed.

- LONG RANGE PLANNING

3. With no further business to discuss in Executive Session, a motion to open the meeting to the public was made by Commissioner Lathem, seconded by Commissioner Murphy, and the Session was opened to the public.

4. With no further business to discuss, Commissioner Murphy made a motion to adjourn, and the Joint Budget & Finance and Projects Committee adjourned at 12:07 p.m.