

MINUTES OF MEETING

THE DELAWARE RIVER AND BAY AUTHORITY

May 20, 2003

Commissioners from Delaware

Commissioners from New Jersey

PRESENT

F. Michael Parkowski, Chairman  
Thomas J. Cooper  
Verna W. Hensley  
Samuel E. Lathem  
William F. Lowe, III

Warren S. Wallace, Vice Chairman  
Edward W. Dorn  
Albert A. Fralinger, Jr.  
Maureen T. Koebig  
Robert Y. McWilliams  
Charles E. Pessagno

ABSENT

Gary B. Patterson

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The meeting convened at 11:00 a.m., with Vice Chairman Wallace presiding.

Joe Bryant opened the meeting with the Pledge of Allegiance, and a prayer by Fr. Drupieski .

The Vice Chairman of the Authority called the meeting to order. 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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8859. ELECTION OF CHAIRMAN: Vice Chairman Wallace moved to accept nominations for Chairman to finish Richard S. Cordrey’s two year term. Commissioner Lathem moved Commissioner Parkowski as Chairman, and Commissioner Hensley seconded the nomination. Vice Chairman Wallace asked if there were any other nominations, and receiving none, closed the nominations and directed the Secretary to take a roll call vote. Commissioner Parkowski was elected Chairman of the Authority by a roll call vote of 10-0. Commissioner Parkowski abstained.

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8860. APPROVAL OF MINUTES: On motion by Commissioner Lathem, seconded by Commissioner Lowe, the minutes of the April 15, 2003, meeting were approved by a voice vote of 11-0.

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8861. DELAWARE MEMORIAL BRIDGE - MONTHLY REPORT: The Executive Director presented the following report:

May 6, 2003

Mr. James T. Johnson, Jr., P.E.  
Executive Director  
Delaware River and Bay Authority  
Post Office Box 71  
New Castle, Delaware 19720

Dear Mr. Johnson:

The following report outlines the major issues and activities at the Delaware Memorial Bridge complex during April 2003.

Traffic:

Total traffic for April 2003 vs 2002 increased by approximately 61,600 vehicles (+4.4%). Year-to-date, total traffic has declined almost 3% (148,292 vehicles). The impact of several winter storms in February (-14%, -163,843 vehicles) continues to affect the total traffic despite the record volumes recorded for the Easter holiday weekend (+14%, over 66,000 total vehicles per day).

Class 5 commercial traffic reflects a similar trend. Although there have been marginal increases in 5-axle truck traffic during three of the first four months in 2003 vs 2002, total Class 5 traffic for the year has declined by approximately 4100 vehicles (-0.8%). May 2002 established the highest monthly total ever recorded for Class 5 vehicles (142,866); therefore, the totals for May 2003 will be of considerable interest since Class 5 revenue represents 35% - 38% of the total revenue on the Delaware Memorial Bridge.

E-ZPass traffic has accounted for 45.3% of the total traffic through April 2003 vs 41.5% during the first four months of 2002. This increase represents an additional 1050 vehicles per day using E-ZPass (+6%). DRBA discount users represent approximately 22% of the total traffic and 36% of all E-ZPass traffic on the Bridge.

E-ZPass Operations:

An additional 457 new E-ZPass accounts were opened during April 2003 (Year-to-date 1664 vs 2088 in 2002). 80% of the new accounts were opened by DRBA Customer Service Representatives and 15% via web access. The Authority currently has over 24,800 active E-ZPass accounts, including 257 business/commercial accounts. Frequent Travelers and Commuters account for the majority of the DRBA account holders. E-ZPass tolls represent over 40% of the total toll revenue.

The InterAgency Group (IAG) Executive Committee met in New York City on April 10, 2003. The long-standing issue of equity between agencies was a major topic of discussion and the final report from a consulting agency on this topic was reviewed. The importance of the timely availability of file specification 1.51b was again emphasized, since this specification is critical to the use of the E-ZPass transponders and accounts for non-toll opportunities, in particular, parking at the three major metropolitan New York airports.

The five new "E-ZPass Only" signs for the toll canopy have arrived and these signs will be installed during mid-May. The large, bright yellow flashing lights coupled with these easily identifiable signs should help reduce the dangerous traffic weaving in the plaza area and should also reduce the number of motorists who enter the E-ZPass Only lanes by mistake.

Maintenance Activities:

Bridge Maintenance personnel have completed the brick walkways and footers for the two new monuments that will be placed at Veterans Memorial Park. Landscaping, lighting, and automatic irrigation work will be completed in early May. The Korean War Veterans monument will be dedicated during the annual Memorial Day service on Friday, May 30<sup>th</sup>. July 27, 2003 will mark the 50<sup>th</sup> anniversary of the Korean War Armistice, one of five days each year

that the national colors are displayed at half-staff. The Military Order of the Purple Heart monument will be dedicated during a smaller ceremony in early August.

Work has commenced on the annual washing of the Delaware Memorial Bridge. The curb-to-rail clean-up will be completed first followed by a 3-4 month effort to wash the salt and sediment accumulations from the support structure. The completion of the new, steel handrails, ladders, and platforms will greatly enhance the Riggers' safety during this operation.

Respectfully,

Curtis V. Esposito  
Director of Bridge Operations

Without objection, the Delaware Memorial Bridge report was ordered filed with the permanent records of the Authority.

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8862. CAPE MAY-LEWES FERRY - MONTHLY REPORT: The Executive Director presented the following Cape May-Lewes Ferry Report:

TO: James T. Johnson Jr., Executive Director-DRBA

FROM: Glenn L. Cox, Director of Operations-CMLF

SUBJECT: Commission Report - April 2003

Traffic & Revenue: April 2003 Financial Reports indicate vehicle and passenger traffic ranked 9<sup>th</sup> best in our 39 years of ferry service, but were lower than 2002 and other recent years since 1997. CMLF also had 4.21% more revenue passengers during Easter week 2003 than last year. Fare revenues for Easter week 2003 totaled \$302,487, an increase of \$77,737 over Easter week 2002. That's an excellent 34.59% increase on the exact same fare structure.

However, traffic for the month was down slightly by 4.34% (1,137 vehicles) from last year along with a decrease in passengers of 4.55% (3,035 passengers) as compared to the same month in 2002. Reservation Fees were up slightly in April 2003 for the first month this year compared to last year. Food and Retail revenues were down 5%, but salaries and costs of sales were also down due to good cost control so that Food/Retail actually showed a gross profit of \$71,493, much better than the \$6,481 gross profit last year in April.

Schedule: The traveling public has been very receptive to the new departure schedule which began on April 1. We are seeing higher traffic numbers earlier and later in the day. This may explain why April traffic numbers have rebounded.

Vessels: The underwater inspection of the MV Cape May was completed this month and US Coast Guard and the American Bureau of Shipping will recommend no drydocking necessary for this vessel. The vessel proceeded fifteen miles offshore where the four-hour dive took place. This effort saved the Authority a substantial amount of money due too not having to contract out for drydocking of the vessel. Three vessels have now been through this process in the last year with two more to follow over the next two years.

Events: Already we have 26 special events booked for 2003. The Horseshoe Crab Festival will take place at the Cape May Terminal on May 24, with about 3,000 attending, the July 3, fireworks with about 6,000 attending, and on Sept. 13, World Team Sports will be returning with approximately 1,200 bicyclists and 60 support vehicles who are riding in memory of 9-11 from New York to Washington, D.C.. Also, we have booked six wedding receptions to date at the Sunset Lounge.

Without objection, the Cape May-Lewes Ferry Report was ordered filed with the permanent records of the Authority.

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8863. POLICE DIVISION REPORT: The Executive Director presented the following Police Report:

May 6, 2003

Mr. James Johnson  
Executive Director  
Delaware River and Bay Authority  
P. O. Box 71  
New Castle, Delaware 19720

Dear Mr. Johnson:

A summary of activities and projects during the month of April, 2003, for the Delaware River and Bay Authority Police Department is as follows:

**Projects**

**Lieutenant (Counter-Terrorism Coordinator) Promotional Process**

On Thursday, 3/27/03, four (4) candidates for the Counter-terrorism Coordinator's position (Police Lieutenant) were interviewed by a promotional board comprised of Glenn Cox, Joe Bryant and John McCarnan. Linda Murphy was also present and served as the Human Resource Representative and panel monitor. Scoring sheets were submitted to Linda and she has combined these scores with the results of the written examination portion of the selection process to determine a final grade and ranking. A certified promotional list was prepared by the Human Resources Department and Sgt. John Cawman was ranked number one (1) on the list. After reviewing the selection results, I recommended to the Chief Operations Officer that Sgt. Cawman be promoted to Lieutenant and assigned as the Authority's Counter-terrorism Coordinator. Jim Walls subsequently interviewed all four (4) candidates on the Lieutenant's list and concurred with the recommendation to promote Sgt. Cawman to Lieutenant. The Human Resource Department processed the appropriate notifications and John Cawman's promotion to Lieutenant was effective May 4, 2003.

**Delaware Valley Regional Planning Commission (DVRPC)**

On April 28, 2003, I attended the DVRPC's Intelligent Transportation Systems (ITS) Coordinating Council meeting. The meeting was held at 111 S. Independence Mall (East), Philadelphia, Pennsylvania. Presentations were made by transportation officials from Pennsylvania and New Jersey regarding operational issues in their respective jurisdiction. These presentations were interesting, but offered little in the way of new useful information. By comparison, the DRBA's use of current technology and resource relocation, in most cases, equals or exceeds other similar organizations. I was, however, impressed with the presentation on PRIMIS (Philadelphia Regional Integrated Multi-Model Information Sharing). This proposed system offers significant opportunity for improving the real-time exchange of traffic and accident information critical to decision making in our region. When implemented, PRIMIS will provide enhanced options for resource sharing. I believe it is in the best interest of the Authority to actively monitor the development of this program and its potential benefit to the Authority. This can be accomplished at little or no expense to us. The DVRPC has secured all funding necessary for the design, engineering and implementation of the PRIMIS system, including the cost for computer hardware and programming. Capital funding is being provided by the federal government. Once activated, all PRIMIS operational expenses must be funded by the government agencies and private sector entities participating in the program. The design time line is anticipated to take 12 months and it is too early at this time to identify an implementation date. We have adequate time to observe and make a decision on our level of participation, if any. DelDOT and DSP did not attend. Wilmapco was represented.

**In-Car Computers for Police Patrol Cars**

On April 11, 2003, Joe Bryant, Bill Bell, Gerry DiNicola, representatives from Info-Systems and I met with the telecommunications unit of the Delaware State Police regarding their state-wide in-car computer system. This system provides traffic and criminal justice information directly to patrol cars and is used to prepare and submit police reports in patrol cars without returning to a police station. The State Police indicated that their system has significantly improved police productivity and officer safety. Many of the components of this system are also adaptable to the New Jersey in-car computer system. We are currently one of the only police agencies in this region not using in-car computers. A proposal (supported by our MIS department) has been submitted to the Chief Operations Officer seeking approval to proceed with a pilot program to determine the cost and operational effectiveness of this program. We believe this system, if approved, will also enhance our counter-terrorism initiatives at the ferry.

### **New DRBA Officers Graduate from Police Academy**

On May 8, 2003, six (6) recruit DRBA Police Officers graduated from the New Castle County Police Academy. Each officer completed a six (6) month training program that covered all areas of law enforcement and public safety needed to perform their job as a DRBA Police Officer. During the next several months, each officer will work with a team of field training officers (FTO) to complete their on-the-job training requirements. At the end of the FTO Program, they will then serve a one (1) year probation period.

### **Personal Protective Equipment**

Joe Bryant, Sgt. Jeff Cook, Cpl. Bill Thomas, Tony Nardone and I traveled to the U.S. Army's Aberdeen Proving Grounds for a briefing and demonstration on personal protective equipment for police officers when working in a chemical/biological emergency environment. A detailed report on our findings and recommendations will be submitted to the Authority's Chief Operations Officer.

### **Millville Air Show**

Joe Bryant and I met with state, county and municipal law enforcement officials regarding the May 17-18, 2003 air show at the Millville Airport. Security and traffic control plans were finalized. A follow-up security meeting is scheduled for May 13, 2003, in Millville. At the present time, we believe that all necessary police and public safety preparations for this event have been completed.

### **Other Police Incidents**

On Tuesday, April 8, 2003 at approximately 8:38 p.m., a 46 year old female from Wilmington, Delaware was observed by four (4) eyewitnesses (passing motorists) as she stopped her vehicle in a construction zone and jumped from the DMB. The location of this occurrence was lane 1 (eastbound) of the DMB (I-295) between gantries 14 & 15. Based on identification found in the victim's vehicle and a physical description, the victim was tentatively identified as Diane C. Hurilla, white female, 49 years of age, with a residence on Orchard Lane in Wilmington, Delaware. Search and rescue procedures were immediately initiated; however, our efforts were unsuccessful and the search was discontinued after two hours due to weather and poor visibility. Search and recovery efforts were resumed on Wednesday morning; however, Ms. Hurilla was not located and was presumed dead. Recovery efforts continued. A review of the CCTV system at the DMB shows Ms. Hurilla stopping in the construction zone, exiting her vehicle, walking to the guardrail of the bridge and, without hesitation raising her legs over the guardrail and leaping into the Delaware River. Ms. Hurilla is the 133<sup>rd</sup> person to commit suicide at the DMB since it was first opened in 1951. On 4/27/03 at 8:45 a.m., DRBA Police at the Delaware Memorial Bridge were notified of a body floating in the Delaware River near the ICI (New Castle) plant. The Wilmington Fire Department rescue boat was dispatched to the scene and recovered the body. The Delaware Medical Examiner subsequently identified the body as Diane C. Hurilla.

On 4/18/03 at 2030 hours, Pfc. Hevelow stopped a vehicle for a traffic violation on I-295 southbound at the Route 13 interchange. The female driver admitted that she was operating a vehicle with a suspended license. A 19 year old male passenger from Wilmington gave a false

name and date of birth. As Pfc. Hevelow was escorting the passenger back to his vehicle, he noticed that he was limping. He asked the passenger to remove his shoes. He removed his shoes and tossed a baggie containing 15.5 grams of crack cocaine on the side of the highway. Pfc. Hevelow retrieved the contraband and transported the defendant to the troop for processing. The defendant was charged with trafficking cocaine, tampering with evidence, and an outstanding CCP capias. He was remanded to Gander Hill Prison in lieu of posting \$33,000 secured bail.

On 4/22/03 at 1230 hours, police dispatch was notified by Delaware State Police that they had recovered a body from the C & D Canal. DSP Detective MacMicking stated that in the decedent's pants pocket they found a DE driver's license matching a subject who had jumped from the DMB on 2/22/03. Cpl. Canning responded to the Delaware Medical Examiner's Office with the victim's dental records. Identification was confirmed and appropriate notifications were made.

On 4/23/03 at 2212 hours., Pfc. Kirchner stopped a vehicle for speeding in the toll plaza. As Pfc. Kirchner approached the vehicle, he immediately smelled the odor of burnt marijuana. The 22 year old male driver from Bronx, New York, was asked to exit his vehicle. The driver had in his possession a baggie containing a small quantity of marijuana. When asked if there was any more marijuana in the vehicle, the defendant admitted that there was more in the vehicle's ashtray. The marijuana totaled 4 grams. The defendant was charged with possession of marijuana, possession of drug paraphernalia, and driving a vehicle under the influence of drugs.

On 4/23/03 at 0450 hours., Ptl. Micken responded to a motor vehicle accident on the Route 13 north ramp from 295 north. The 46 year old female driver spoke in a slurred manner and had to be assisted out of her vehicle. She admitted to the consumption of 20 mgs. of Valium within one hour prior to the accident. She was transported to Christiana Hospital for blood and urine samples. She was charged with driving under the influence of drugs.

On 5/7/03 at 2324 hours, Pfc. Hevelow stopped a vehicle whose occupants were suspected of being involved in an earlier physical altercation on Route 9 at Crossroads Shopping Center. The 23 year old male driver appeared nervous and was avoiding eye contact. A search of the vehicle yielded 17.6 grams of marijuana in a clear plastic bag under the passenger seat. The driver was issued a criminal summons for possession of marijuana and released.

On 5/8/03 at 0728 hours, Pfc. Kirchner responded to the toll plaza for a property damage accident involving a tractor trailer. The tractor trailer driver from Maine revealed that he fell asleep as he approached the toll plaza and struck two DRBA maintenance vehicles. The damage to the tractor trailer was estimated at \$50,000 and the damage to the DRBA vehicles was estimated at \$40,200. No injuries reported.

On 5/8/03 at 1300 hours, Cpl. Dowd-Olson responded to a minor property damage accident in the toll plaza. A vehicle entering the toll plaza attempted to change lanes and struck the right front fender of another vehicle. Damage to both vehicles is estimated at \$650.00.

**Statistical Summary**

<b>Enforcement/Activity</b>	<b>April 2002</b>	<b>April 2003</b>
Traffic Summons	412	587
Criminal Arrests	29	12
Traffic Accidents	20	32
Traffic Reprimands	608	831

<b>Aid to Motorists</b>	<b>April 2002</b>	<b>April 2003</b>
Disabled Vehicles	183	145
Public Assists	88	71
Medical Assists	12	2
Acrophobiacs	25	39

Sincerely,

Col. John R. McCarnan  
Police Administrator

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

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8864. ADMINISTRATION - FINANCE DIVISION REPORT: The Executive Director presented the following monthly report of the activities of the Finance Division.

May 8, 2003

Mr. James T. Johnson, Jr.  
Executive Director  
Delaware River & Bay Authority  
P.O. Box 71  
New Castle, DE 19720

Dear Mr. Johnson:

The following is a report of activities by the Finance Division for the month of April 2003 aside from normal accounting routines and procedures which take place on a daily basis.

**OLD ISSUES/PROJECTS ACTIVITIES**

- Monitored Authority operating revenues versus projected for Fiscal Year 2003. March monthly revenues were \$6,253,405 or 5.8% under projected and 4.9% under actual Fiscal Year 2002. Year to date revenues are \$16,698,142 or 17.3% of the total projected revenues for Fiscal Year 2003.
- Monitored Authority operating expenses versus budget for Fiscal Year 2003. April monthly expenditures were \$4,421,359 and 1.83% under actual Fiscal Year 2002. Second quarter to date expenditures are \$4,421,359 or 30.6% of the quarter projected and year to date expenditures are \$17,210,123 or 27.9% of the total approved operating budget.
- Work on the 2002 Annual Audit is almost complete. Staff continues to work with Bowman & Company to develop the financial statements for the year ended December 31, 2002 and provide other related financial documentation as requested. Anticipate draft copies of the Financial Report for review the week of May 5, 2003.

**NEW ISSUES/PROJECTS ACTIVITIES**

- Attended a training seminar hosted by the Government Finance Officer's Association entitled *Internal Auditing for Governments*. Topics covered in the seminar included Internal/External Auditor Relationships, Audit Planning, Developing Audit Programs, Presenting Audit Findings, Audit Resolutions, Fraud and Performance Auditing, Interviewing Techniques and current auditing issues.
- Met with the field auditor from PMA Insurance Group to conduct their 2002 Workers Compensation Audit. Reviewed with the auditor the Authority's 2002 actual payroll by job classification and location code. Developed payroll schedules to enable the Authority to receive credits for actual hours worked by employees, which are not subject to workers compensation rates.
- Developing a Request for Proposal to procure professional investment management services for the Authority. These services will cover the Revenue, Debt Service, Reserve Maintenance, General, Construction and Pension Funds.
- Attended, along with staff, Audit Committee Training presented by the Institute of Internal Auditors. This training provided board and audit committee members with the essential information to perform their role in today's challenging business environment. Core topics presented included briefings on current issues, what the audit committee needs to know and audit committee practices and resources.

- Met with representatives from Zutz Insurance and Alexander Forbes Risk Services to review the Authority's Protection and Indemnity claims since 1998 and discuss the upcoming renewal of the Bridge property insurance.
- Department staff, along with other Authority personnel, met to discuss the development of a Request for Information for a Property Management System, which could be utilized both in the Airports and Economic Development areas.

Sincerely,

Joseph Larotonda  
Controller

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

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8865. ADMINISTRATION - ENGINEERING DIVISION: The Executive Director presented the following monthly report of the activities of the Engineering Division.

May 7, 2003

Mr. James T. Johnson, Jr., P.E.  
Executive Director  
Delaware River and Bay Authority  
P.O. Box 71  
New Castle, Delaware 19720

Dear Mr. Johnson:

The below report summarizes activities, issues and project status significant to the Engineering Department during April 2003.

1. Cape May-Lewes Ferry (CMLF) System Activities:

a. Contract CMLF-02-07, Provide/Install Ferry Vessel Radar Sets: This project was awarded at the April Board meeting. The award letter was sent to Sperry Marine, the low bidder, on May 7<sup>th</sup>. The first radar set is scheduled to be installed over the next two months. All five radar sets are scheduled to be installed within 12 months.

b. Contract CMLF-02-01, Dike Repair and Bank Stabilization (Cape May Terminal): This contract is 95% complete and involved the repair of a dike containment wall surrounding the dredge disposal site and the stabilization of the eroding southern bank of the Cape May terminal complex.

c. M/V Delaware Emergency Repair/Dredging: During the week of April 23<sup>rd</sup>, the MV Delaware sustained damage to both propellers due to low water/shoaling conditions in the Cape May Canal. The US Army Corps of Engineers was immediately notified of the situation and responded with a quick mobilization of their dredging contractor. Maintenance dredging of the canal will begin May 12<sup>th</sup> and likely take three weeks. It is anticipated that the Authority has maintenance dredging needs in and around the Authority's ferry slips. If soundings confirm a dredging need, the plan is to "piggyback" our dredging needs with the US Government dredging mission utilizing their contractor. If Authority dredging is needed, a resolution will be presented at the May Board meeting to accomplish this work. The MV Delaware is scheduled to be repaired in drydock in Norfolk, VA in June. Estimated cost of drydock repair is \$25,000.

2. Delaware Memorial Bridge (DMB) and Approach Roads Activities:

a. Delaware Approach Roads Improvements (Phase II): Work on this phase is approximately 55% complete and is planned to finish up in early Fall. Work continues primarily with ramp reconstruction, US 13 Northbound and Southbound modifications, high mast lighting installation, and the construction of the new Bridge 12.

b. Contract No. DMB-01-03, Steel Repairs and Safety Features: Work includes such items as new access ladders, handrails, and working platforms for maintenance forces to have better and safer access to bridge areas. Work started in October 2002 and is now 35% complete. All work is scheduled to be complete in December 2003.

c. Toll Canopy Signage: The installation of five (5) new variable message overhead EZPass signs for the toll plaza has started. The plan is to have all five signs installed and operational in time for the Memorial Day weekend.

3. Airport Activities:

a. T-Hangars (Delaware Airpark): On April 21<sup>st</sup>, an Authority employee discovered one broken roof truss in the Delaware Airpark T-Hangar complex (accommodates 20 small aircraft). We immediately took action and shored the broken truss and evacuated the aircraft in that particular space. A structural assessment of the entire building is underway and will be complete by mid-May.

b. Corporate Hangar Development (New Castle Airport): Work is now 99% complete on Hangar #9 and 95% complete on Hangar #10. The Authority received the Hangar #9 Certificate of Occupancy from County officials on May 5<sup>th</sup>. The plan is to complete Hangar #10 by June 1<sup>st</sup>.

c. Corporate Hangar Development (Millville Airport): Work on Hangar #2 is now 75% complete. All steel erection, siding, roofing, and hangar floor activities are now complete. All work is scheduled to be complete by December 2003.

d. Runway 14-32 Rehabilitation (New Castle Airport): The contractor will re-start construction activities on May 12<sup>th</sup> after a five (5) month "winter shutdown." All work is planned to be complete by July 1<sup>st</sup>.

4. Wilmington Riverfront Restaurant Development: Construction of the tenant "fit-out" portion of the project started April 21<sup>st</sup>. Under slab utility work is now 25% complete. The schedule calls for the project to be substantially complete by mid-October.

Very Respectfully,

John R. Jones, P.E.  
Director of Engineering

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

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8866. ADMINISTRATION - MANAGEMENT INFORMATION SERVICES REPORT. The Executive Director presented the following monthly report on the activities of the Management Information Services Division.

June 16, 2003

Mr. James T. Johnson, Jr.  
Executive Director  
Delaware River & Bay Authority  
P.O. Box 71  
New Castle, DE 19720

Dear Mr. Johnson:

Apart from routine operations, listed below are the major activities of the Management Information Services Division for the month of April 2003.

**Old Issues/Project(s) Activities:**

- **Toll Collection System/CSC:** On Thursday, April 10<sup>th</sup>, a meeting was held with ACS to finalize the list of items to be resolved prior to entering into the first year of warranty for the Toll Collection System (DMB-00-007). Ms. Cathy Merrill of ACS was introduced at the

meeting to the DRBA staff. Ms. Merrill has been named the manager of Transportation Service Center and will serve as the project lead for the DRBA. Ms. Merrill will replace Mr. George Karabin who served as project manager through the toll system and customer service center implementation.

Work continued to progress throughout April on the installation of the E-ZPass Signs. On Thursday April 10<sup>th</sup>, a conference call was held between ACS and the DRBA to finalize the project implementation schedule. ACS informed the DRBA that the delivery date of the signs had been delayed until April 22<sup>nd</sup>. This delay would impact the schedule by approximately two weeks since the signs would need to go through customs before final delivery at the DRBA. On Friday, April 11<sup>th</sup>, I met with key DRBA staff to inform them of the schedule and to seek their assistance in the implementation. The signs arrived in the United States on April 23<sup>rd</sup> and were delivered to New Castle on April 30<sup>th</sup>. Their timely arrival should insure that the signs will be installed and tested prior to Memorial Day weekend.

The week of April 7<sup>th</sup>, SSI was on site to work on the development of the Toll Management System (TMS). Highlights of this months activities include the completion of the coding for the Transaction Reversals screen, the synchronization of employees in ITCS Plaza system with the TMS Host system, corrections and testing of the reconciliation screens and the creation of the production database. Testing and development will continue into May.

- **IT Consulting Services Contract:** Throughout April, I continued to work with Info Systems on the IT Consulting Services Contract. With the delivery, review and subsequent approval of the Network Assessment and the Network Security Assessment, concentration was placed on the development of a draft for the IT Strategic Plan. In addition, Info Systems prepared and presented proposals for web filtering software and for an upgrade of the DRBA firewall. On May 14<sup>th</sup>, Info Systems is scheduled to meet with the Chief Operations Officer and myself to present the first draft of the IT Strategic Plan.
- **E-ZPass Interagency Group:** On April 3<sup>rd</sup>, I represented the DRBA at the E-ZPass Interagency Policy Committee meeting at the office of the New York State Thruway Authority in New York, New York. The first item on the agenda was to elect a new policy chair. Mr. Walter Kristlibas, current policy chair, had elected to relinquish his position. The representatives from the Delaware River Port Authority (DRPA) and Massachusetts Turnpike had both expressed an interest to serve in this position. Since the DRPA representative was not present at the meeting, the election was postponed until the May meeting. Other items of interest were a report by the DRPA on their tag recall program, an update on the Indiana Toll Road application for full membership into the IAG and an update of the First Annapolis consultant project. The next meeting is scheduled for May 15<sup>th</sup> at the offices of the Burlington County Bridge Commission.

#### **New Issues/Project(s) Activities:**

- **MUNIS:** On April 15<sup>th</sup>, I attended the 2003 MUNIS Enhancements and Improvements training group session in Gaithersburg, Maryland with the Director of Human Resources. The 2003 release offers substantial changes over the current system, in particular the addition of workflow notification. Workflow notification will inform users when they have processes in MUNIS awaiting approval. This session focused on the system setup, the various setup options within each of the MUNIS modules and the customizable business rules. On April 22<sup>nd</sup>, I met with the Budget Director and Controller to discuss these options and to agree upon the setup of the business rules. The implementation of the 2003 release in the test system is scheduled for May.
- **Lease Management Program:** At the request of the Chief Operations Officer and the Director of Airport Operations, I assembled a team to investigate the need for a lease management program. The Airport Division manages approximately 170 leases and was seeking a method to automate this currently manual process. The Chief Operations Officer requested that the team look at a system that could handle the management of all Delaware River and Bay Authority leases. On April 30<sup>th</sup>, this team held its first meeting to determine the requirements and work on the development of a request for information/request for proposal.
- **In-Car Computer Program:** On April 3<sup>rd</sup>, along with key DRBA police personnel, I attended a demonstration of the in-car computer program currently in use by the Delaware State Police. Michael McDonald, Manager of the Delaware State Police Information

Technology Unit, went through the evolution of the program and had key staff go over the software currently in use. Mr. McDonald informed us that as a police agency the DRBA would be entitled to free use of the software. We were very impressed with the system and held a follow-up meeting with the Chief Operations Officer. We proposed that the DRBA enter into a pilot program outfitting five vehicles with in-car systems. We will set up a demonstration with key executive staff prior to finalizing a decision.

- **DRBA Pulse:** At the request of the Chief Operations Officer, I worked with the Division managers and the Safety Director to develop an Intranet page to report on daily activities for the Delaware River and Bay Authority. Myra Echols, MIS Department's Micro-computer Specialist, designed the layout of the web page. The site should be fully operational in May.

Very truly yours,

Geraldine DiNicola Owens  
Director of MIS

Without objection, the Management Information Services Report was ordered filed with the permanent records of the Authority.

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8867. ADMINISTRATION - PERSONNEL REPORT: The Executive Director presented the following monthly report on the activities of the Personnel Division.

May 9, 2003

Mr. James T. Johnson, Jr., P.E.  
Executive Director  
Delaware River and Bay Authority  
P.O. Box 71  
New Castle, DE 19720

Dear Mr. Johnson:

The following is a report of major activities of Human Resources for April 2003, aside from the routine daily operations.

- **Recruitment/Job Postings**  
Authority Police - The promotional process for *Counter-terrorism Coordinator* was completed during April. Sergeant John W. Cawman, Jr. was promoted to the rank of Lieutenant in the position of *Counter-terrorism Coordinator* effective May 4, 2003.

Authority Administration - Internal and external recruitment efforts began in April for *Business Development Representative* and *Equal Employment Opportunity & Recruitment Manager*. Nearly 40 (forty) resumes were received for *Business Development Representative* and approximately sixty (60) for *Equal Employment Opportunity & Recruitment Manager*. The application deadline was May 1. A review of the qualifications of the applicants is in process.

Delaware Memorial Bridge - Effective April 23, 2003, Tyrone Wilmore of Wilmington, DE was selected as *Stock/Utility Worker* (permanent part-time) at the DMB Café'.

Cape May-Lewes Ferry - The selection process for the permanent part-time *Ordinary Seaman/LB* vacancies in Cape May will begin next week. Six (6) internal candidates will be competing for three (3) position vacancies.

- **Education & Training** - Orientation training continues at the bridge and ferry locations. To-date, approximately 150 returning seasonal employees have attended these sessions. New employee orientation is scheduled to begin at the ferry locations during the first week in May.

Twenty (20) employees from the Reservations Department recently completed annual customer service training. LaFran Horn of RC Taylor, Inc. presented a program entitled "Customer Excellence Optimization Meets the Raving Fans".

During the month, fourteen (14) employees in Cape May concluded the five-week *Leadership for Results* training program. This program provides an organization-wide approach for aligning the power of people and knowledge with the organization's strategic goals. This program will be offered at other Authority locations.

- **Benefits**

Retirement Incentive Window - The Human Resources Department continued due diligence related to the Retirement Incentive Window (RIW). During the period April 14 through 28, several meetings were held at various Authority locations with directors, managers and supervisors to communicate their roles and responsibilities with regard to this retirement opportunity. Preparation of employee communications for the Retirement Incentive Window continued during the month. Home mailings are scheduled for all employees on May 15 and for eligible employees on May 30.

2003 Total Compensation Statements - The 2003 Annual Total Compensation Statements were distributed to all permanent full-time employees during the first week of April. These statements reinforce the value of Authority-provided benefits and compensation.

- **DRBA Scholars Program** - The 2003 DRBA Scholarship Program award recipients were announced during April. Congratulations are extended to :

**Stacy Carter**, Lower Cape May Regional High School (NJ), daughter of Gayle Carter, AB Seaman (CMLF)  
*Community Service/Leadership Scholarship (\$3,000 per academic year)*  
*Richard Stockton College, Pomona, NJ*

**Michael P. LaVancher**, Lower Cape May Regional High School (NJ), legal ward of Robert Shepanski, Senior Maintenance Specialist (CMLF)  
*Community Service/Leadership Scholarship (\$3,000 per academic year)*  
*Rowan University, Glassboro, NJ*

**Andrew F. Halbruner**, Cape May County Technical High School (NJ), son of Melvin Halbruner, Marine Mechanic Supervisor (CMLF)  
*Merit/Assistance Scholarship (\$3,000 per academic year)*  
*Unity College, Unity, ME*

- **Resignations** - The following employees resigned their employment with the Authority:  
 Dawn Robinson-Pitt, AB Seaman (CMLF) resigned effective April 5, 2003.  
 Una Molnar, Food Worker II-PPT, (Food Service/Retail) resigned effective April 11, 2003.

Respectfully submitted,

Linda H. Murphy  
 Director of Human Resources

DELAWARE RIVER AND BAY AUTHORITY  
 PERSONNEL STATUS  
 AS OF MAY 6, 2003

<u>PERMANENT FULL-TIME PERSONNEL</u>	<u>AUTHORIZED POSITIONS</u>	<u>FILLED POSITIONS</u>
Authority Administration	67	62
Delaware Memorial Bridge	155	151
Cape May-Lewes Ferry	158	151
Food Service/Retail	25	23
Authority Police	75	75
Airports Division	42	41

TOTAL	522	503
<u>PERMANENT PART-TIME PERSONNEL</u>	<u>AUTHORIZED POSITIONS</u>	<u>FILLED POSITIONS</u>
Delaware Memorial Bridge	6	5
Cape May-Lewes Ferry	10	7
Food Service/Retail	13	11
Authority Police	1	1
Airports Division	2	1
TOTAL	32	25

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

\* \* \* \* \*

8868. AIRPORTS DIVISION REPORT: The Executive Director presented the following Airports Division Report.

May 9, 2003

Mr. James T. Johnson, Jr. Executive Director  
 Delaware River & Bay Authority  
 P.O. Box 71  
 New Castle, DE 19720

Dear Mr. Johnson:

A brief summary of Airports Division April events follows:

**New Castle Airport (NCA):** In early April, airport operations personnel were dispatched to assist the State Police and FAA handling the investigation of a plane crash near Route 9 and 72. New Castle Airport's Taxiway "A" was opened following a lengthy closure put in effect to accommodate construction vehicle traffic associated with midfield hangar construction. Operations issued a three day closure notice of Taxiway "D" to accommodate ramp paving of the taxiway edge and the escorting of blacktop deliveries. Airport and FAA approval was issued to contractors operating construction cranes at several off-airport sites in accordance with FAA air navigation safety regulations. Dassault FalconJet conducted a two day photo shoot of the firm's business aircraft on the New Castle Airport terminal parking ramp. The photos and an accompanying article will appear in a future issue of the company magazine. Maintenance and paving crew completed the installation of an electronic gate adjacent to the Terminal. The new gate and approach road are designed to allow large vehicle access to the Airport Operating Area.

**Millville Airport (MIV):** Airport maintenance continued work on road improvements and numerous other beautification projects in preparation for the May 17<sup>th</sup> and 18<sup>th</sup> Millville Army Airfield Museum "Blue Angels Air Show". Over 100,000 visitors are expected at the two day event. Electricians surveyed underground wires in the area where display tents will be erected. The DRBA's Management Information Services department successfully connected Millville Airport to the Authority's network system. Connection to the network allows access to e-mail as well as system and software support. The Airports' Director and the head of the New Jersey DOT Division of Aeronautics met at Millville on May 16<sup>th</sup> to discuss security and airfield funding matters.

**Cape May Airport (CMA):** Maintenance crews began a spring clean-up of the airport including painting and refuse disposal. Maintenance crews from both Cape May and Millville painted the

roof of the East T-hangar unit. The Airport Manager (Tom Ecker) and the local Aircraft Owners and Pilots Association (AOPA) representative met with airport tenants to discuss AOPA's Airport Security Watch Program. Ecker also met with Dr. Joe Salvatore, who directs the Naval Air Station Wildwood Museum located at the airport. Dr. Salvatore provided information on the annual "fly in" to be hosted by the Museum in August. The "fly in" has attracted nearly 100 airplanes and over 3,000 visitors to the airport in previous years.

**Dover AFB Civil Air Terminal (CAT) - Delaware Air Park (DAP):** Preparations continue for the May NASCAR Race. Letters were mailed to NASCAR customers outlining reservation and security procedures for the Civil Air Terminal (CAT). CAT use by fractional ownership and air charter business aircraft operators continues to show a moderate increase in activity over previous years, with 12 arrivals in April, the largest monthly traffic volume (outside of NASCAR Race Weekends) since the reopening of the CAT in March 2002. At Delaware Airpark, archeologists from John Milner and Associates began site preparation for the archeological survey section of the ongoing airport Environmental Assessment (EA). Information on the EA will be presented at a Public Workshop that is scheduled to take place at the Delaware Airpark Terminal on May 12<sup>th</sup>. Airport staff coordinated with Tidewater Utilities of Delaware to permit construction crane use involved with the installation of a water tank located Northeast of the airport.

Sincerely,

Rocco Tomanelli  
Airports Director

Without objection, the Airports Division Report was ordered filed with the permanent records of the Authority.

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8869. COMMITTEE REPORT - PROJECTS: Commissioner Hensley presented the following minutes of the Projects Committee Meeting held on May 6, 2003:

- I The Projects Committee meeting convened at approximately 10:30 a.m.. The Director of Engineering provided those in attendance with an information package consisting primarily of an agenda, project-related information and the monthly contractor payment chart.
- II Miscellaneous On-going Actions:
  - DMB-01-06, Electrical Systems Rehabilitation Contract: John Jones reported that letters would be mailed this week to all six bidders indicating that the Authority chose not to award this work. The Authority will also return all retained cashier's checks that were serving as a Proposal Guaranty. John Jones recommended reassessing the project to determine if it requires modifications. Areas that would be reviewed include aesthetic lighting and further security improvements. John Jones recommended that the revised contract be put out to bid this Winter and start work in early Spring. The Projects Committee concurred with the recommendation.
  - Riverfront Restaurant Project Update: Construction of the tenant "fit-out" portion of the project started April 21<sup>st</sup>. Under slab utility work is now 25% complete. The schedule calls for substantial completion by mid-October.
  - Delaware Airpark T-Hangar Complex: John Jones reported that on April 21<sup>st</sup> an Authority employee discovered one broken roof truss in the T-Hangar complex (accommodates 20 small aircraft) at Delaware Airpark. The Authority immediately took action and shored the broken truss and evacuated the aircraft in that particular space. A structural assessment of the building is underway and will be complete by mid-May. A full report with recommendations will be made at the June Projects Committee meeting.
  - Cape May Airport Fuel Contract: John Jones reported that Contract CMA-03-01, Supply of Aviation Fuel, Cape May Airport, is now available to the public. The bid opening is set for May 29<sup>th</sup>. The plan is to make an award recommendation at the June Board meeting.
  - Emergency Repair (MV Delaware): John Jones reported that during the week of

April 23<sup>rd</sup>, the MV Delaware sustained damage to both propellers due to low water/shoaling conditions in the Cape May Canal. Three bids were solicited and received for this repair work. The low bidder is responsive and qualified. The repair will be made in Norfolk, VA in late May/early June. Estimated cost of drydock repair is \$25,000.

- Cape May Terminal Dredging: John Jones reported that the US Army Corps of Engineers has issued mobilization orders to their dredging contractor, Barnegat Bay Dredging Company (“BBDC”). Dredging activities will begin May 12<sup>th</sup>. Based on recent soundings, the Authority also has maintenance dredging needs in and around the Authority’s six ferry slips. The plan is to “piggyback” our dredging needs with the US Government’s requirements and utilize BBDC. The Authority has utilized the US Government’s contractor many times in the past and has proved to be cost effective and efficient. A resolution will be presented at the May Board meeting to accomplish this work. The Projects Committee concurred with the recommendation.
- Freeman Highway (Lewes) Access Request: John Jones briefed the Projects Committee regarding a request received from a private citizen asking the Authority to dedicate a portion of Authority-owned land to the City of Lewes for purpose of creating a public road which will have access to the Authority’s Freeman Highway. John Jones indicated that previous requests for access to Freeman Highway have been denied due to safety issues, potential decreased level of service for our customers, and precedent setting concerns. John Jones recommended that a consultant be retained to review the situation and provide a recommendation at the next Projects Committee meeting. The Projects Committee concurred with the recommendation.
- Carney’s Point Office Building Update: Don Rainear briefed the Projects Committee regarding a strong potential tenant to partially occupy the office building recently completed in the DRBA Business Centre. The tenant is interested in leasing approximately 5000 to 6000 square feet (SF) and wants to begin move-in activities by July 31<sup>st</sup>. Don Rainear indicated that a letter of intent from the potential tenant would be received by the Authority this week. Should the Authority receive a letter of intent, it was recommended that the Authority begin design activities for tenant “fit-out”. John Jones reported that once the design begins, the facility will be finished within ninety calendar days. Estimated cost of construction is \$25.00/SF which does not include design fees and construction management/general condition fees. Total costs are expected to be in the \$175,000 range. It was reported that firms are already under contract with the Authority for both design and construction management services. Don Rainear indicated that a resolution will likely be presented at the May Board meeting regarding approval to enter into a lease with this tenant.

III Contractor Payment Review (thru April): The Director of Engineering provided the Committee with a April summation of payments that will be paid towards active construction contracts in May.

There being no further business for the Projects Committee, the meeting was adjourned at approximately 11:50 a.m.. The next Projects Committee meeting is set for June 3<sup>rd</sup>.

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8870. COMMITTEE REPORT - AUDIT: Commissioner Koebig presented the following minutes of the Audit Committee Meeting that was held on May 6, 2003.

- I Committee Chair Koebig welcomed the Audit Committee and opened the meeting at approximately 12:20 p.m.
- II Representatives from the Authority’s outside, independent auditing firm, Bowman & Company, LLP presented the Committee with their Exit Conference Report resulting from the Authority’s annual audit for the year ending December 31, 2002. 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 and financial controls very well maintained.

The auditors reviewed the report and the following Internal Control Findings were discussed. Each topic included Risk Areas as well as Suggested Controls and Recommendations.

- General Ledger
- Payroll
- Purchasing
- Revenues
- Accounts Payable
- Fixed Assets
- Other Miscellaneous Findings

The recommendations were reviewed. Staff also reported that some of the recommendations made by the auditors have already been implemented.

Staff also discussed expenses paid through the General Fund vs a Budgetary Expense. The Authority's Trust Agreement prohibits spending over budget appropriations; therefore, specific non-routine, non-budgeted items have been paid out of the General Fund with full Board authorization by Resolution and incorporated into the budget process for the following fiscal year if the expense became a recurring expense. It was further reported that these expenses could also be authorized by a Budget Amendment. After discussion, the Committee recommended that Staff continue to pay these non-routine expenses out of the General Fund with full Board authorization via Resolution. The Auditors concurred with this approach.

The Executive Director inquired as to the possibility of engaging Bowman & Company as a resource for the Board and Audit Committee throughout the course of the year to provide internal audit services.

The Committee Chair requested that, in the future, the report be made available to the Committee in advance of the Committee Meeting. The Financial Reports will be prepared and distributed by mid-May. The Committee had various questions on several topics reviewed and were provided the necessary guidance by staff and the auditors. The Committee Chair thanked Bowman & Company and Authority staff for their work in completing the FY 2002 Audit.

III The Chief Financial Officer presented the Committee with the Audit of Travel and Business Expenses for the First Quarter of 2003, in accordance with the Authority's Travel and Business Expense Reimbursement Policy, adopted August 20, 2002. After a review all of the Authority-wide Travel & Meeting expenses for the period, it was reported that all expenses were for business purposes and in order. The Committee will report on the Audit findings to the full Board at the May meeting.

IV The Committee discussed the disposition of smaller Authority assets. Staff reported that the recently approved Real Property and Tangible Assets Disposition Policy addressed the disposition of the larger assets of the Authority; however, it will still be necessary to develop a policy for other smaller and less valuable Authority assets.

There being no further business, the meeting was adjourned at approximately 2:30 p.m.

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8871. DELAWARE RIVER AND BAY AUTHORITY - TRAFFIC AND REVENUE SUMMARY: The Executive Director 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.

Without objections, the chart were ordered filed with the permanent records of the Authority.

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8872. DELAWARE RIVER AND BAY AUTHORITY - STATEMENT OF INCOME AND EXPENSE: The Executive Director presented a chart showing a statement of income and expenses with comparisons to the same period last year.

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

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8873. DELAWARE RIVER AND BAY AUTHORITY - OPERATING EXPENSE BY DIVISION: The Executive Director presented a chart expenses by division for the quarter to date vs. the projected quarter and for year to date vs. total budget.

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

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8874. DELAWARE RIVER AND BAY AUTHORITY - CAPITAL IMPROVEMENT PROGRAM: The Executive Director presented a chart showing the capital budget for crossing and economic development projects and dollars committed to date for the projects. The chart also includes cash expenditures spent to date for the committed projects.

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

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8875. DELAWARE RIVER AND BAY AUTHORITY - CASH POSITION (MARKET VALUE) AS OF JANUARY 31, 2003: The Executive Director 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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8876. THE EXECUTIVE DIRECTOR PRESENTED THE FOLLOWING RESOLUTIONS:

**RESOLUTION 03-18 - RECOGNIZES AND SALUTES RICHARD S. CORDREY FOR HIS DEDICATED SERVICE TO THE DELAWARE RIVER AND BAY AUTHORITY.**

WHEREAS, Richard S. Cordrey was appointed by Governor Thomas R. Carper to serve as a Commissioner for the Delaware River and Bay Authority, participating in his first Commission Meeting on February 18, 1997; and

WHEREAS, Mr. Cordrey served with distinction, enthusiasm and dedication as a Delaware River and Bay Authority Commissioner, guiding the Economic Development Committee and sharing his expertise as a member of the Budget and Finance Committee; and

WHEREAS, Mr. Cordrey, through the experience and understanding gained as an effective Delaware State Senator, helped to shape and effectuate policy at the Delaware River and Bay Authority; and

WHEREAS, as a DRBA Commissioner, Mr. Cordrey supported a number of economic development projects which created jobs for the region's citizens and endorsed the investment of financial resources to improve and enhance the Authority's major transportation links, the Cape May - Lewes Ferry and Delaware Memorial Bridge facilities, and

WHEREAS, Mr. Cordrey willingly supplied his time, talents, and energy to the successful operation of the Delaware Memorial Bridge, Cape May - Lewes Ferry, the DRBA Business Centre, New Castle Airport, Millville Airport, Cape May Airport, Delaware Airpark, Civil Air Terminal at Dover, and the Three Forts Ferry Crossing, all of which are managed by the Delaware River and Bay Authority; and,

WHEREAS, Mr. Cordrey announced his resignation as a Delaware River and Bay Authority Commissioner, effective April 16, 2003; and,

NOW, THEREFORE, BE IT RESOLVED, that the Delaware River and Bay Authority does hereby praise and congratulate Richard S. Cordrey for the invaluable services rendered by him to the States of Delaware and New Jersey through his outstanding contributions as a Delaware River and Bay Authority Commissioner and does hereby record the Commissioners sincere appreciation by the presentation of this Resolution, adopted today, May 20, 2003.

The Executive Director recommended approval of this Resolution.

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**RESOLUTION 03-19 - RECOGNIZES AND SALUTES EDWARD J. BENNETT FOR HIS DEDICATED SERVICE TO THE DELAWARE RIVER AND BAY AUTHORITY.**

WHEREAS, Edward J. Bennett was appointed by Governor Thomas R. Carper to serve as a Commissioner for the Delaware River and Bay Authority, participating in his first Commission Meeting on November 18, 1997; and

WHEREAS, Mr. Bennett served with distinction, enthusiasm and dedication as a Delaware River and Bay Authority Commissioner, guiding the Economic Development Committee and sharing his expertise as a member of the Projects Committee; and

WHEREAS, Mr. Bennett, through the experience and understanding gained as an effective Delaware State Representative, helped to shape and effectuate policy at the Delaware River and Bay Authority; and

WHEREAS, as a DRBA Commissioner, Mr. Bennett supported a number of economic development projects which created jobs for the region's citizens and endorsed the investment of financial resources to improve and enhance the Authority's major transportation links, the Cape May - Lewes Ferry and Delaware Memorial Bridge facilities, and

WHEREAS, Mr. Bennett willingly supplied his time, talents, and energy to the successful operation of the Delaware Memorial Bridge, Cape May - Lewes Ferry, the DRBA Business Centre, New Castle Airport, Millville Airport, Cape May Airport, Delaware Airpark, Civil Air Terminal at Dover, and the Three Forts Ferry Crossing, all of which are managed by the Delaware River and Bay Authority; and

WHEREAS, Mr. Bennett announced his resignation as a Delaware River and Bay Authority Commissioner at the agency's public meeting held on April 15, 2003; and

NOW, THEREFORE, BE IT RESOLVED, that the Delaware River and Bay Authority does hereby praise and congratulate Edward J. Bennett for the invaluable services rendered by him to the States of Delaware and New Jersey through his outstanding contributions as a Delaware River and Bay Authority Commissioner and does hereby record the Commissioners sincere appreciation by the presentation of this Resolution, adopted today, May 20, 2003.

The Executive Director recommended approval of this Resolution.

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**RESOLUTION 03-20 - RECOGNIZES AND SALUTES RICHARD H. DERRICKSON FOR HIS DEDICATED SERVICE TO THE DELAWARE RIVER AND BAY AUTHORITY.**

WHEREAS, Richard H. Derrickson was appointed by Governor Thomas R. Carper to serve as a Commissioner for the Delaware River and Bay Authority, participating in his first Commission Meeting on July 15, 1997; and

WHEREAS, Mr. Derrickson served with distinction, enthusiasm and dedication as a Delaware River and Bay Authority Commissioner, sharing his expertise a member of the Budget and Finance Committee, Personnel and Insurance Committee and Audit Committee; and

WHEREAS, Mr. Derrickson, as a successful businessman and banker, focused not only on effectuating good public policy, but also stressed the Delaware River and Bay Authority maintain its strong fiscal discipline; and

WHEREAS, as a DRBA Commissioner, Mr. Derrickson supported a number of economic development projects which created jobs for the region's citizens and endorsed the investment of financial resources to improve and enhance the Authority's major transportation links, the Cape May - Lewes Ferry and Delaware Memorial Bridge facilities, and

WHEREAS, Mr. Derrickson willingly supplied his time, talents, and energy to the

successful operation of the Delaware Memorial Bridge, Cape May - Lewes Ferry, the Salem County Business Center, New Castle Airport, Millville Airport, Cape May Airport, Delaware Airpark, Civil Air Terminal at Dover, and the Three Forts Ferry Crossing, all of which are managed by the Delaware River and Bay Authority; and

WHEREAS, Mr. Derrickson announced his resignation as a Delaware River and Bay Authority Commissioner at the agency's public meeting held on April 15, 2003; and

NOW, THEREFORE, BE IT RESOLVED, that the Delaware River and Bay Authority does hereby praise and congratulate Richard H. Derrickson for the invaluable services rendered by him to the States of Delaware and New Jersey through his outstanding contributions as a Delaware River and Bay Authority Commissioner and does hereby record the Commissioners sincere appreciation by the presentation of this Resolution, adopted today, May 20, 2003.

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On motion by Commissioner McWilliams, seconded by Commissioner Koebig, the recommendations of the Executive Director to adopt Resolutions 03-18, 02-19, and 03-20, were approved by a roll call vote of 11-0.

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**RESOLUTION 03-21 - 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 State 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 request; and

WHEREAS, the Budget and Finance Committee met and approved Community Contribution requests for the months of March, April, May and June 2003; and

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

**Community Contributions**

**New Jersey**

Rowan University Foundation	\$ 5,000
The Retired and Senior Volunteer Program	\$ 1,000
Volunteer Center of Gloucester County	\$ 3,000
Center of Family Services	\$ 3,000
Salem County Vocational and Technical School Foundation	\$ 3,000
Appel Farm Arts and Music Center	\$ 5,000
The Arc of Salem County	\$ 5,000
Mid Atlantic Center for the Arts	\$ 10,000
Hendricks House	\$ 1,000
N.J. Association of Retarded Citizens Cumberland Unit	\$ 5,000
South Jersey Health System Foundation	\$ 10,000
4-H Youth Development Program	\$ 1,500
HospiceCare of South Jersey	\$ 5,000
John R. Elliott Foundation	\$ 1,600
Naval Air Station Wildwood Foundation	\$ 1,000
<b>Total</b>	<b>\$ 60,100</b>

**Delaware**

Northeast Old Car Rally	\$ 1,000
Women's Club Basketball Team	\$ 1,400
The Wellness Community	\$ 5,000
McDonald's Kids Charities	\$ 3,000

Junior Achievement of Delaware	\$ 10,500
The WoodHolme Foundation	\$ 3,700
Peter Spencer Family Life Foundation	\$ 5,000
Worshipful Prince Hall	\$ 1,600
<b>Total</b>	<b>\$31,200</b>

**Grand Total (New Jersey and Delaware) \$91,300**

Resolution 03-21 was moved by Commissioner Lathem, seconded by Commissioner McWilliams, and was approved by a roll call vote of 9-0. Commissioners Fralinger and Pessagno abstained.

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**RESOLUTION 03-22 - AUTHORIZING THE NEGOTIATION AND EXECUTION OF A LICENSE AGREEMENT BETWEEN THE AUTHORITY AND THE KALMAR NYCKEL AND THE BAYSHORE DISCOVERY PROJECT, INC. (A.J. MEERWALD).**

WHEREAS, The Delaware River and Bay Authority (the “Authority”) desires to promote tourism in the Delaware River and Bay; and

WHEREAS, the Authority owns and operates a pier at its Lewes Terminal which is capable of docking recreational and educational vessels; and

WHEREAS, the Authority received two requests from the Kalmar Nyckel Foundation and the Bayshore Discovery Project, owner/operator of the tall ship A.J. Meerwald, to utilize a portion of its Lewes Terminal pier for the purpose of docking, conducting tours, and sailing events for the general public and invited guests; and

WHEREAS, the Authority, the Kalmar Nyckel and the Bayshore Discovery Project desire to enter into formal License Agreements detailing the rights and responsibilities of the parties; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to negotiate the terms and conditions of License Agreements with the Kalmar Nyckel and the Bayshore Discovery Project for the temporary utilization of a pier facility in Lewes for the purpose of docking the ships and conducting tours and sailings and, with the advice and consent of Counsel, have such Agreement executed by the Chairperson, Vice Chairperson, and Executive Director.

Resolution 03-22 was moved by Commissioner Hensley, seconded by Commissioner Dorn, and was approved by a roll call vote of 11-0.

\* \* \* \* \*

**RESOLUTION 03-23 - AUTHORIZES AN EVENT LICENSE AGREEMENT BETWEEN THE AUTHORITY AND TOWNSHIP OF LOWER (LOWER TOWNSHIP, CAPE MAY COUNTY) FOR THE USE OF AUTHORITY PREMISES AT THE CAPE MAY TERMINAL FOR THE 2003 HORSESHOE CRAB FESTIVAL.**

WHEREAS, The Delaware River and Bay Authority (the “Authority”) owns and operates the Cape May-Lewes Ferry and the Cape May Terminal, for which it is empowered to enter into contracts, licenses, leases and agreements; and

WHEREAS, the Township of Lower, Cape May County (“Lower Township”) has requested of the Authority use of certain premises at the Cape May Terminal for its annual Horseshoe Crab Festival – a public event; and

WHEREAS, the Authority, based on long-standing tradition and its charge and desire to promote economic growth and development within the counties bordering the Delaware River and Bay, wishes to grant that request; and

WHEREAS, the Authority and Lower Township desire to enter into a formal Event License Agreement establishing the rights and responsibilities of the parties;

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director, with the review and advice of counsel, is hereby authorized to negotiate the terms and conditions of an Event License Agreement with Lower Township for the use of certain premises at the Cape May Terminal for the purpose of holding the annual Horseshoe Crab Festival, and have such Agreement executed by the Chairperson, Vice Chairperson, and Executive Director.

Resolution 03-23 was moved by Commissioner Koebig, seconded by Commissioner Dorn, and was approved by a roll call vote of 11-0.

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**RESOLUTION 03-24 - AUTHORIZES MAINTENANCE DREDGING OF THE BERTHING SLIPS AT THE CAPE MAY TERMINAL, CAPE MAY, NEW JERSEY.**

WHEREAS, The Delaware River and Bay Authority (The “Authority”) is the owner of the Cape May Terminal, Cape May, New Jersey; and

WHEREAS, The Authority desires to perform maintenance dredging at the Cape May terminal site for operational and safety reasons and to dispose of the dredged material at an approved disposal location; and

WHEREAS, Barnegat Bay Dredging Company is an approved dredging contractor for the United States Army Corps of Engineers, an organization of the Federal government; and

WHEREAS, Authority regulations allow for direct purchase of services without advertising when the Authority is purchasing at prices competitively bid by the Federal government; and

WHEREAS, Barnegat Bay Dredging Company will provide these services at or lower than the approved Federal contract prices; and

WHEREAS, the cost of this project shall not exceed \$275,000; and

WHEREAS, funds for this initiative are currently available in the Authority’s Capital Budget and the Projects Committee has reviewed this initiative and recommends approval thereof to the full Board; and

NOW, THEREFORE, BE IT RESOLVED, that the Director of Engineering is hereby authorized to proceed on the utilization of a U.S. Government dredging contractor, Barnegat Bay Dredging Company, for maintenance dredging at the Cape May Terminal for a total not to exceed cost of \$275,000.

Resolution 03-24 was moved by Commissioner Hensley, seconded by Commissioner Dorn, and was approved by a roll call vote of 11-0.

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**RESOLUTION 03-25 - AUTHORIZES A CONTRACT BETWEEN THE AUTHORITY AND CUSHMAN & WAKEFIELD, INC.**

WHEREAS, The Delaware River & Bay Authority (the “Authority”) desires to procure real estate marketing and brokerage services for the lease and/or sale of land and buildings at the Salem Business Center located in Carney’s 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, policy and procedure 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 in order of preference the three short listed firms and Cushman and Wakefield was 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, the base term of the contract will be two years with the option of either party to the contract to terminate the same after and upon a 60-day notice in writing to terminate said agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to negotiate the terms and conditions of a contract to provide real estate marketing and brokerage services for the Salem Business Center for a period up to two years and, with the advice and consent of Counsel, have such contract executed by the Chairman, Vice Chairman and the Executive Director.

Resolution 03-25 was moved by Commissioner Pessagno, seconded by Commissioner Hensley, and was approved by a roll call vote of 11-0.

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8877. COMMISSIONERS PUBLIC FORUM: Chairman Parkowski questioned whether any member of the public requested to address the Commission.

A representative of Local 542 addressed the Commission, requesting a response to the Local's letter to the Commission in March, 2003.

\* \* \* \* \*

8878. COMMISSIONERS COMMENTS:

Commissioners Fralinger, Koebig, McWilliams, Pessagno, Wallace and Dorn, congratulated the new Chairman and welcomed the new Commissioners

\* \* \* \* \*

There being no further business before the Commission, the meeting was adjourned at 11:43 a.m.

The next meeting was set by unanimous consent for Tuesday, June 17, 2003, at the Authority Administration Building, New Castle, Delaware.

Respectfully submitted,  
THE DELAWARE RIVER AND BAY AUTHORITY

Thomas A. Pankok  
Secretary