

**DELAWARE RIVER AND BAY AUTHORITY  
BUDGET & FINANCE COMMITTEE MEETING  
Tuesday, April 21, 2020**

**Delaware Memorial Bridge Complex**

A public meeting of The Delaware River and Bay Authority's Budget & Finance Committee Meeting was conducted via teleconference on Tuesday, April 21, 2020 from the Delaware Memorial Bridge Complex, New Castle, Delaware

Commissioners of Delaware

Committee Chair Decker  
Commissioner Ratchford, Committee Member  
Commissioner Ford, Committee Member  
Commissioner Faust  
Commissioner Carey

Commissioners of New Jersey

Committee Vice-Chair Bennett  
Commissioner Smith, Committee Member  
Commissioner Wilson, Committee Member  
Commissioner McCann  
Commissioner Ransome

Chairperson Lathem

Vice-Chairperson Hogan

Mike Houghton – DE

Phil Norcross – NJ

Governors' Representatives

Craig Ambrose – NJ

Staff

Tom Cook  
Steve Williams  
Victor Ferzetti  
Vince Meconi  
Charlotte Crowell  
Gerry Owens  
Michelle Hammel  
Jim Salmon  
TJ Murray  
Michele Pyle  
Tara Donofrio  
Rhona Bronson  
Jennifer Shivers  
Heath Gehkre  
Shaun O'Brien  
John Sarro  
Derrick Robinson

Guests

Kate Betterly, Esquire

1. Committee Chair Decker opened the Budget & Finance Committee meeting at approximately 11:45 a.m. The Deputy Executive Director (DED) 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 Decker called for a motion to accept the Budget & Finance Committee Minutes from February 19, 2020. Commissioner Ratchford made a motion, Commissioner Ford seconded, and the Committee Minutes were accepted.

3. Discussion Items:

) Update - Fiscal Impact Covid-19

) Final 1 Year Extension of Investment Management and Municipal Advisory Services with Brown Advisory, LLC. The Chief Financial Officer (CFO) requested the consent of the committee to initiate the final one-year extension with Brown Advisory. The committee concurred with the request.

4. Action Items:

) **RESOLUTION – 20-07 – AUTHORIZING EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD OF JANUARY 1, 2020 – DECEMBER 31, 2020**

The CFO discussed the new items and vendors on the list and explained the various needs for each. After a brief discussion, Commissioner Bennett made a motion, Commissioner Ratchford seconded, and the Budget & Finance Committee recommended forwarding the Resolution to the full Board for approval. The Resolution will be presented to the full Board for consideration at the meeting later today.

5. With no further business to discuss, Committee Member Ford made a motion to adjourn and the Budget & Finance Committee adjourned at 11:45 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**ECONOMIC DEVELOPMENT COMMITTEE MEETING**

**Tuesday, April 21, 2020**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Economic Development Committee Meeting was via teleconference on Tuesday, April 21, 2020 from the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners of New Jersey

Committee Chair Ransome  
Commissioner Bennett, Comm. Member  
Commissioner Wilson, Comm. Member  
Commissioner McCann  
Commissioner Smith

Vice-Chairperson Hogan

Legal Counsel

Phillip Norcross

Governors' Representatives

Craig Ambrose - NJ Representative

Staff

Tom Cook  
Steve Williams  
Victor Ferzetti  
Vince Meconi  
Gerry Owens  
Michelle Hammel  
Jim Salmon  
TJ Murray  
Tara Donofrio  
Michele Pyle  
Rhona Bronson  
Jennifer Shivers  
Heath Gehkre  
John Sarro  
Shaun O'Brien  
Derrick Robinson

Commissioners of Delaware

Committee Vice-Chair Ford  
Commissioner Ratchford, Comm. Member  
Commissioner Carey, Comm. Member  
Commissioner Decker  
Commissioner Faust

Chairperson Lathem

Michael Houghton

Guests

Kate Betterly, Esquire

1. Chair Ransome opened the Economic Development Committee meeting at approximately 11:50 a.m. The Deputy Executive Director (DED) 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. Chair Ransome called for a motion to accept the Economic Development Committee Minutes from February 20, 2020. Commissioner Ford made a motion, Commissioner Smith seconded, and the Committee Minutes were accepted.

3. Discussion Items:

Update on the status of Frontier Airline service returning the New Castle County Airport. With Covid-19 Frontier Airlines has delayed the start of airline service which was to begin on May 14, 2020. The service will begin now begin November 12, 2020 with (3) flights per week. The service is now available on Frontier's website for booking.

4. Resolutions:

**RESOLUTION 20-08 – LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND DUMONT AIRCRAFT CHARTER, LLC AT THE NEW CASTLE AIRPORT**

After discussion Commissioner Bennett made a motion, Commissioner Ford, seconded, and the Economic Development Committee recommended forwarding Resolution 20-08 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the meeting later today.

**RESOLUTION 20-09 – LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND NEW CINGULAR WIRELESS PCS, LLC AT THE CAPE MAY AIRPORT.**

After discussion Commissioner Decker made a motion, Commissioner Bennett, seconded, and the Economic Development Committee recommended forwarding Resolution 20-09 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the meeting later today

With no further business to discuss, Committee Chair Ransome adjourned the Economic Development Committee at 11:53 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**PERSONNEL COMMITTEE MEETING**

**Tuesday, April 21, 2020**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Personnel Committee Meeting was conducted via teleconference on Tuesday, April 21, 2020 from the Delaware Memorial Bridge Complex, New Castle, Delaware.

Delaware Commissioners

Committee Chair Carey  
Commissioner Decker Committee Member  
Commissioner Faust, Committee Member  
Commissioner Ratchford  
Commissioner Ford

Chairman Lathem

Legal Counsel

Mike Houghton – DE

Governors' Representatives

Craig Ambrose

Staff

Tom Cook  
Steve Williams  
Victor Ferzetti  
Vince Meconi  
Charlotte Crowell  
Gerry Owens  
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Rhona Bronson  
Jennifer Shivers  
Heath Gehkre  
John Sarro  
Shaun O'Brien  
Derrick Robinson

New Jersey Commissioners

Committee Vice-Chair Smith  
Commissioner Ransome, Committee Member  
Commissioner McCann, Committee Member  
Commissioner Wilson  
Commissioner Bennett

Vice Chairman Hogan

Phil Norcross– NJ

Guests

Katherine Betterly

1. Committee Chair Carey opened the Personnel Committee meeting at approximately 11:53 a.m. The Deputy Executive Director (DED) 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 Carey called for a motion to accept the Personnel Committee Minutes from February 19, 2020. Commissioner McCann made a motion, Commissioner Ransome seconded, and the Committee Minutes were accepted.
3. Discussion
  - Summary of the Organization  
The CHRO noted as always the HR Demographics are available for the Board's individual review.
4. With no further business to discuss, Committee Chair Carey called for a motion to adjourn; Commissioner McCann made a motion, Commissioner Faust seconded and the Personnel Committee adjourned at 11:54 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**PROJECTS COMMITTEE MEETING**

**Tuesday, April 21, 2020**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Projects Committee Meeting was conducted via teleconference on Tuesday, April 21, 2020 from the Delaware Memorial Bridge Complex, New Castle, Delaware.

Delaware Commissioners

Committee Chair Ratchford  
Commissioner Ford, Committee Member  
Commissioner Faust, Committee Member  
Commissioner Decker  
Commissioner Carey

Chairman Lathem

Legal Counsel

Mike Houghton– DE

Governors' Representatives

Craig Ambrose - NJ

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Shaun O'Brien  
Derrick Robinson

New Jersey Commissioners

Committee Vice-Chair Ransome  
Commissioner Bennett, Committee Member  
Commissioner McCann, Committee Member  
Commissioner Wilson  
Commissioner Smith

Vice Chairman Hogan

Phil Norcross – NJ

Guests

Katherine Betterly

1. Committee Chair Ratchford opened the Projects Committee meeting at 11:54 a.m.

2. Committee Chair Ratchford called for a motion to accept the Projects Committee Minutes from February 19, 2020. Commissioner McCann made a motion, Commissioner Faust seconded, and the Committee Minutes were accepted.

3. Resolution:

**J RESOLUTION 20-10 – Modify CIP/CMLF New Vessel Planning and Construction**

The preliminary CIP presented in November 2019 deferred expenses for new ferry vessel planning and design at the request of the NJGAU. This resolution restores that funding to the CIP as follows:

\$1 million this year  
\$1.5 million in each of 2021, 2022, 2023  
\$10 million in 2024

This process will take 4 years to plan, design and then bid a new vessel, with construction beginning in 2024, taking 18 months.

Committee Chair Ratchford called for a motion to accept, to which Commissioner Faust made a motion, seconded by Commissioner Ford and the Projects Committee concurred with the recommendation to accept and authorized the action to be presented to the full Board at the April meeting later today.

**J RESOLUTION 20-11 – Execution of Contract DMB 20-03 UHPC Deck Resurfacing – Pilot**

The COO presented a drawing of the area in discussion on the bridge from Delaware to New Jersey. There is a 95 yard long 4 lane wide section, then a 75-yd long 2 lane wide section, & finally a 70-yd long 2 lane wide section. The reason for doing 3 test sections is to test the material on the approach section of the bridge that rest on land, a section on what the engineers call the truss span part of the bridge that is supported by the bridge's piers over the water, & finally a section on the suspended part of the bridge where the deck is supported by the main cables. By doing these 3 different sections, we feel that we'll achieve the best possible information about how well this product will work for us.

Construction will take 4 weeks, 2 weeks to fix lanes 1 & 2 on all 3 areas, and then another 2 weeks to fix lanes 3 & 4 on the 4-lane wide area. The COO noted the DRBA wants to do this project between Labor Day and Columbus Day as it gives the best combination of low traffic volume and good weather.



COO is requesting permission to award the contract to the low bidder as long as the bids are within 15% of the engineer's estimate.

Committee Chair Ratchford called for a motion to accept, to which Committee Vice-Chair Ransome made a motion, seconded by Commissioner McCann and the Projects Committee concurred with the recommendation to accept and authorized the action to be presented to the full Board at the April meeting later today.

4. Bid Openings:

) **DMB-19-24 – Capital Roof Replacement, Delaware Memorial Bridge Complex, Buildings B1-B4**

A public bid opening was held on February 19, 2020, in which (1) bid was submitted to repair on the 4 maintenance buildings.

The COO recommended awarding the contract, in the amount of \$1,146,637 to D.A. Noll, Inc. of Berlin, NJ, which came in 13% under the engineer's estimate.

Committee Chair Ratchford called for a motion to accept, to which Commissioner McCann made a motion, seconded by Committee Vice-Chair Ransome and the Projects Committee concurred with the recommendation to accept and authorized the action to be presented to the full Board at the April meeting later today.

5. Contractor Payment Review:

The COO reviewed for the Committee the monthly construction contractor payments to be made for the work completed through February, 2020. The DRBA had (8) payments totaling approximately \$3.4 million for projects at the bridge, ferry, and (3) of the airports. For March, 2020, the DRBA had (15) payments totaling approximately \$6 million for projects at the bridge, ferry, and the airports

6. Discussion Item

- Contract Annulled ILG-19-E2R2 Temporary Baggage Claim Building

The COO notified the Committee that ILG E2R2 has been cancelled as result of the ongoing COVID-19 emergency orders.

7. With no further business to discuss, Committee Chair Ratchford called for a motion to adjourn; Commissioner McCann made a motion and Committee Vice-Chair Ransome seconded, and the Projects Committee adjourned at 12 p.m.