

DELAWARE RIVER AND BAY AUTHORITY

ECONOMIC DEVELOPMENT COMMITTEE MEETING

Tuesday, December 15, 2020

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Economic Development Committee Meeting was conducted via teleconference on Tuesday, December 15, 2020 from the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners of New Jersey

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

Vice-Chairperson Hogan

Phillip Norcross - NJ

Governors' Representatives

Rudy Rodas, New Jersey

Staff

Tom Cook
Steve Williams
Victor Ferzetti
Vince Meconi
Charlotte Crowell
Gerry Owens
Michelle Warner
Jim Salmon
TJ Murray
John Sarro
Tara Donofrio
Michele Pyle
Brian Lutz
Michelle Griscom

Commissioners of Delaware

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

Chairperson Lathem

Michael Houghton - DE

Guests

Eric Smith, Esquire
Kaplan Kirsch & Rockwell

1. Chair Ransome opened the Economic Development Committee meeting at approximately 11:27 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 November 17, 2020. Commissioner Ratchford made a motion, Commissioner Wilson seconded, and the Committee Minutes were accepted.

3. Resolutions:

J) RESOLUTION 20- 49 - LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND DELTA ENGINEERING CORPORATION

After discussion, Commissioner Smith made a motion, Commissioner Carey, seconded, and the Economic Development Committee recommended forwarding Resolution 20-49 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the meeting later today.

J) RESOLUTION 20-50 - LEASE AMENDMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND CAPE MAY BREWING LLC

After discussion, Commissioner Ratchford made a motion, Commissioner Carey, seconded, and the Economic Development Committee recommended forwarding Resolution 20-50 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the meeting later today.

J) RESOLUTION 20-51 - AUTHORIZING AN AMENDMENT THAT MODIFIES THE SCHEDULES OF FEES AND CHARGES AT NEW CASTLE AIRPORT

(Fee Schedule attached regarding Resolution 20-51)

After discussion, Commissioner Ratchford made a motion, Commissioner Carey, seconded, and the Economic Development Committee recommended forwarding Resolution 20-51 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the meeting later today.

4. Executive Session

Staff

5. Meeting Adjournment

Chairperson Ransome

With no further business to discuss, Committee Chair Ransome adjourned the Economic Development Committee at 11:56 a.m.

DELAWARE RIVER AND BAY AUTHORITY

BUDGET & FINANCE COMMITTEE MEETING

Tuesday, December 15, 2020

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Budget & Finance Committee Meeting was conducted via teleconference on Tuesday, December 15, 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 - absent
Commissioner Carey

Commissioners of New Jersey

Committee Vice-Chair Bennett - absent
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

Rudy Rodas – NJ

Staff

Tom Cook
Steve Williams
Victor Ferzetti
Vince Meconi
Charlotte Crowell
Gerry Owens
Michelle Warner
Jim Salmon
TJ Murray
Tara Donofrio
Michelle Pyle
John Sarro
Brian Lutz

Guests

Eric Smith, Esquire
Kaplan Kirsch and Rockwell

1. Committee Chair Decker opened the Budget & Finance Committee meeting at approximately 11:57 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 November 17, 2020. Commissioner Smith made a motion, Commissioner Ford seconded, and the Committee Minutes were accepted.

3. Action Items:

) RESOLUTION 20-47 – Adoption of the Delaware River and Bay Authority’s 2021 Operating Budget

Commissioner Ratchford made a motion, Commissioner Ford, seconded, and the Budget & Finance Committee recommended forwarding Resolution 20-47 to the full Board. The Resolution will be presented to the full Board for consideration at the meeting later today.

) RESOLUTION 20-48 – Authorizing Authority Expenditures Pursuant to Resolution 01-84 for the Period January 1, 2021 through December 31, 2021

The CFO discussed the new items and vendors on the list. The CFO highlighted that the resolution contained a waiver associated with Reeves and McEwing and the committee agreed to its inclusion. Commissioner Ratchford made a motion, Commissioner Ford seconded, and the Budget & Finance Committee recommended forwarding Resolution 20-48 to the full Board. The Resolution will be presented to the full Board for consideration at the meeting later today.

4. Discussion Items:

The CFO recommended the use of the 1st of two one-year existing extensions associated with the Airport Legal Contract with Kaplan Kirsch and Rockwell and the committee unanimously consented to the request.

With no further business to discuss, Committee Chair Decker adjourned the Budget and Finance Committee at 12:04 p.m.

DELAWARE RIVER AND BAY AUTHORITY

PERSONNEL COMMITTEE MEETING

Tuesday, December 15, 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, December 15, 2020 at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Delaware Commissioners

Committee Chair Carey

Commissioner Decker, Committee Member

Commissioner Faust, Committee Member – absent

Commissioner Ratchford

Commissioner Ford

Chairman Lathem

Legal Counsel

Mike Houghton – DE

Governors' Representatives

Rudy Rodas - NJ

Staff

Tom Cook

Steve Williams

Victor Ferzetti

Vince Meconi

Charlotte Crowell

Gerry Owens

Michelle Warner

Jim Salmon

Michele Pyle

Tara Donofrio

TJ Murray

John Sarro

Dave Hoppenjans

Brian Lutes

Heath Gehrke

Andrew Houghton

Kyle Bickhart

New Jersey Commissioners

Committee Vice-Chair Smith

Commissioner Ransome, Committee Member

Commissioner McCann, Committee Member

Commissioner Wilson

Commissioner Bennett - absent

Vice Chairman Hogan

Phil Norcross– NJ

Guests

Eric Smith, Esq.

Kaplan Kirsch Rockwell

1. Committee Chair Carey opened the Personnel Committee meeting at approximately 12:04 p.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 October 20, 2020. Committee Vice-Chair Smith made a motion, Commissioner Decker seconded, and the Committee Minutes were accepted.
3. Discussion Items
 - Chief Human Resources Officer Charlotte Crowell reported from a workforce perspective an update on COVID-19 since the May 19, 2020 10-week reporting. Data as of December 15th:

Positive Cases Since 3/2020 (includes current active)	Current Active Positive Cases	Quarantined Since 3/2020 (not positive, includes current quarantined)	Current Active Quarantined (not positive)	Total Tested to Date (taken at the request of and/or reported to DRBA)
20 15 full-time 5 casual	8 7 full-time 1 casual	89	2	188

First positive case with a full-time employee was reported in May 2020. There was an uptick of positive cases since then in late October 2020 with three (3) full-time marine operations personnel. The next uptick occurred in late November/early December with seven (7) full-time Maintenance Operations and two (2) Police Operations personnel testing positive. It is believed that all cases were contracted off-site.

The Executive Director sent out a revised mask policy the week of December 7th and communicated to employees if they violate this policy, there will be progressive discipline including being sent home without pay. As of December 7th alternate work shifts resumed in Maintenance at all locations which includes a 20 hours on-site and 20 hours standby. All employees must be tested bi-weekly during their standby time – all employees are paid for 40 hours. Electronics, Tolls, and E-ZPass full-time employees are working 32 hours on-site and 8 hours standby – also being paid for 40 hours.

On December 9th, Local 542 sent communications to their union members regarding safety precautions and wearing masks, social distancing, etc.; MEBA is considering doing the same.

- **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 Ransome made a motion, Commissioner Decker seconded and the Personnel Committee adjourned at 12:12 p.m.

DELAWARE RIVER AND BAY AUTHORITY

PROJECTS COMMITTEE MEETING

Tuesday, December 15, 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, December 15, 2020 from the Delaware Memorial Bridge Complex, New Castle, Delaware.

Delaware Commissioners

Committee Chair Ratchford

Commissioner Ford, Committee Member

Commissioner Faust, Committee Member - absent

Commissioner Decker

Commissioner Carey

Chairman Lathem

New Jersey Commissioners

Committee Vice-Chair Ransome

Commissioner Bennett, Committee Member - absent

Commissioner McCann, Committee Member

Commissioner Wilson

Commissioner Smith

Vice Chairman Hogan

Legal Counsel

Mike Houghton- DE

Phil Norcross - NJ

Governors' Representatives

Rudy Rodas - NJ

Staff

Tom Cook

Steve Williams

Victor Ferzetti

Vince Meconi

Charlotte Crowell

Gerry Owens

Michelle Warner

Jim Salmon

TJ Murray

Michele Pyle

Tara Donofrio

John Sarro

Heath Gehrke

Dave Hoppenjans

Brian Lutes

Andrew Houghton

Kyle Bickhart

Guests

Eric Smith, Esq.

Kaplan Kirsch Rockwell

1. Committee Chair Ratchford opened the Projects Committee meeting at 12:13 pm.
2. Committee Chair Ratchford called for a motion to accept the Projects Committee Minutes from November 17, 2020. Commissioner Ford made a motion, Vice Chair Ransome seconded, and the Committee Minutes were accepted.
3. Resolutions

Prior to review of the resolution the COO acknowledged the team approach and hard work of CFO and the DED, whom is also the Director of Airport Operations, along with each Director of the various operations and their managers. In addition, he recognized Engineer Brian Lutes for compiling each department's spreadsheet and narrative for the final product.

With the deferral of multiple ILG projects, the total cost of the 2021 CIP has been reduced slightly to \$88,757,000 in Authority funds plus \$21,733,000 in external funds, for a total of \$110,490,000. The external funds consist mainly of FAA grants for airport projects, but also some from the NJ DOT for highway projects, and funding from the EPA for vessel repowering, plus a cost share from Cape May County for the new Multipurpose Building at WWD.

) **RESOLUTION - 20-52**– Adopting the Delaware River and Bay Authority's 2021 Capital Improvement Program (CIP)

Committee Chair Ratchford called for a motion to accept the resolution, Commissioner Decker made a motion, seconded by Commissioner Ford and the Projects Committee concurred with the recommendation to accept and authorized the actions to be presented to the full Board at the December meeting later today.

4. Contractor Payment Reviews:

The COO reviewed for the Committee the monthly construction contractor payments to be made for the work completed through November, 2020. The DRBA had (17) payments totaling approximately \$5.1 million for projects at the bridge, ferry, and airports.

5. Discussion Items

) **Construction Projects Progress**

The monthly construction highlights report was previously presented via email to the Commissioners to which no discussion, nor questions, were raised at this time.

With no further business to discuss, Committee Chair Ratchford called for a motion to adjourn; Commissioner Ford made a motion and Vice Chair Ransome seconded, and the Projects Committee adjourned at 12:18 p.m.