

**MINUTES OF MEETING  
THE DELAWARE RIVER AND BAY AUTHORITY  
Delaware River and Bay Authority  
Delaware Memorial Bridge Complex  
Tuesday, May 19, 2020**

The meeting convened at 12:16 p.m. with Chairperson Lathem presiding.

The opening prayer was given by Chairperson Lathem, followed by the Pledge of Allegiance.

Chairperson Lathem called on the Authority Assistant Secretary to read the meeting notice. The Assistant Secretary announced that a notice of the meeting had been distributed to the offices of the Governor of New Jersey and the Governor of Delaware, to appropriate staff members and consultants, to the press in both States and to any other individuals who had indicated an interest in receiving a copy of the meeting notice.

Chairperson Lathem called for the acceptance of the Agenda.

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

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

Commissioners from Delaware

Samuel Lathem, Chairperson  
Crystal L. Carey  
Henry J. Decker  
James L. Ford III  
Michael Ratchford  
Veronica O. Faust

Commissioners from New Jersey

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

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11633.            APPROVAL OF THE MEETING MINUTES

Commissioner Ratchford made a motion to approve meeting minutes for April 21, 2020 seconded by Commissioner McCann approved by a voice vote of 11-0.

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11634. DELAWARE RIVER AND BAY AUTHORITY – TRAFFIC AND REVENUE SUMMARY.

The Chief Financial Officer (CFO) presented charts showing Actual versus Projected Revenues for the Delaware Memorial Bridge, the Cape May-Lewes Ferry, Airports, Delaware City-Salem Ferry Crossing and Food Service for April 2020.

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

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11635. DELAWARE RIVER AND BAY AUTHORITY – STATEMENT OF INCOME AND EXPENSE.

The CFO presented charts showing statements of income and expense for April 2020 with comparisons to the same periods last year.

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

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11636. DELAWARE RIVER AND BAY AUTHORITY – OPERATING EXPENSE BY DIVISION.

The CFO presented charts for April 2020 showing expenses by division for the quarter to date vs. the projected quarter and for year to date vs. total budget.

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

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11637. DELAWARE RIVER AND BAY AUTHORITY – CAPITAL IMPROVEMENT PROGRAM.

The CFO presented a chart for April 2020 showing the capital budget for crossing and economic development projects and dollars committed to date for the projects. The chart also included cash expenditures spent to date for the committed projects.

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

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11638. DELAWARE RIVER AND BAY AUTHORITY – CASH POSITION (MARKET VALUE) FOR APRIL 30, 2020

The CFO presented charts indicating the cash fund balances for the entire Authority.

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

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11639. PUBLIC COMMENT ON ACTION ITEMS

Chairperson Lathem noted No Contract Awards, No Contract Close-Outs, and (2) Resolutions to be considered today. All action items have been reviewed and recommended for consideration during today’s Committee meetings. He then called for public comment.

There were no public comments.

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11640. CHAIRPERSON’S CALL FOR RESOLUTIONS BEFORE THE BOARD

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**RESOLUTION 20-12 - EXPRESSION OF GRATITUDE AND TRIBUTE TO LOUISE CUMMINGS FOR HER EFFORTS TO SECURE AND DISTRIBUTE FACE SHIELDS FOR ALL DELAWARE RIVER AND BAY AUTHORITY POLICE OFFICERS**

The Executive Director presented the following Resolution:

WHEREAS, The Delaware River and Bay Authority (DRBA) is a bi-state agency of the State of Delaware and the State of New Jersey, created by Compact, which operates and maintains the Delaware Memorial Bridge, Cape May-Lewes Ferry, Forts Ferry Crossing, and five regional aviation facilities; and

WHEREAS, the DRBA Police Department employs a contingent of sixty (60) uniform officers who undertake law enforcement, citizen contact, and public safety actions at all DRBA facility locations; and

WHEREAS, DRBA police officers are deemed essential first responders and are serving on the front lines during the current COVID – 19 pandemic; and

WHEREAS, Louise Cummings, whose husband – Delaware State Trooper Cpl. Stephen Ballard – was killed in the line of duty in April 2017, wanted to honor his memory on the third anniversary of his death; and

WHEREAS, Ms. Cummings launched a fundraising effort in April 2020 to purchase personal protective equipment (PPE) for troopers and other law enforcement officers in Delaware; and

WHEREAS, Ms. Cummings’ fundraising campaign has raised more than \$8,000 to purchase and distribute PPE throughout Delaware; and

WHEREAS, the DRBA Police Department was one of several law enforcement agencies in the State of Delaware to receive a donation of face shields; and

WHEREAS, Louise Cummings shipped sixty-five (65) face shields to the DRBA Police Department, which have been distributed to all DRBA police officers to help protect them against the COVID-19 virus as they perform their essential duties; and

NOW THEREFORE, BE IT RESOLVED that the Delaware River and Bay Authority does hereby recognize and thank Louise Cummings for her thoughtful, generous, and kindhearted donation of face shields for every officer of the Delaware River and Bay Authority Police Department and does hereby record our collective appreciation by the adoption of this Resolution today, May 19, 2020.

A motion to approve Resolution 20-12 was made by Commissioner Ratchford, seconded by Commissioner Smith and approved by a roll call vote of 11-0.

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**RESOLUTION 20-13 - LEASE TERMINATION AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND DASSAULT FALCON-JET WILMINGTON CORP. AT THE NEW CASTLE AIRPORT**

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

WHEREAS, Dassault Falcon-Jet Wilmington Corp. (“Dassault”) currently leases 100% of Hangar located at 6 DRBA in the New Castle Airport; and

WHEREAS, Dassault is consolidating its workforce onto their main leasehold primarily due to the downturn in economic activity being experienced in Delaware and throughout the nation; and

WHEREAS, Dassault would like to terminate their lease agreement for 6 DRBA Way early due to this change effective on June 1, 2020; and

WHEREAS, Dassault’s current lease is due to expire on November 30, 2020; and

WHEREAS, Dassault currently pays Twenty-Six Thousand Two Hundred and Seventy Dollars 32/100(\$26,270.32) monthly to the Authority for the rental of this hangar; and

WHEREAS, the Authority and Dassault agree that the lease shall expire effective May 31, 2020; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Termination Agreement with Dassault Falcon-Jet Wilmington Corp., with the advice and consent of counsel, to have such Termination executed by the Chairperson, Vice Chairperson and the Executive Director.

A motion to approve Resolution 20-13 was made by Commissioner Carey, seconded by Commissioner Decker and approved by a roll call vote of 10-0-1. Commissioner Faust abstained from voting.

**Resolution 20-13 - Executive Summary**

**Resolution:** Authorizing the Execution of a Lease Termination Agreement between the Delaware River and Bay Authority and Dassault Falcon-Jet Wilmington, Corp. LLC at the New Castle Airport

**Committee:** Economic Development

**Committee Date:** May 19, 2020

**Board Date:** May 19, 2020

**Purpose of Resolution:** To permit the Executive Director, Chairperson and Vice Chairperson to execute and deliver a lease termination agreement for space at the New Castle Airport.

**Background of Resolution:** The Delaware River and Bay Authority operates a hangar facility located at the New Castle Airport. Dassault is an existing tenant at New Castle and has leased the facility since 2011. Due to the recent downturn of the local and national economy, Dassault has seen a marked decrease in business and is looking to consolidate their holdings. Their current lease term does not expire until November 30, 2020, but they have requested to terminate their lease agreement early.

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11641. EXECUTIVE DIRECTOR’S COMMENTS

The Executive Director reported on events in and around the Authority as follows:

He thanked the department heads of the Authority for all their hard work.

11642.            COMMISSIONERS PUBLIC FORUM

Chairperson Lathem called for comments from the public and the Commissioners.

Chairperson Lathem thanked all the veterans who sacrificed and made this country what it is today.

There being no further business, Chairperson Lathem adjourned the meeting at 12:25 p.m.

Respectfully submitted,

**THE DELAWARE RIVER AND BAY AUTHORITY**

Stephen D. Williams  
Assistant Secretary