

DELAWARE RIVER AND BAY AUTHORITY

AUDIT & GOVERNANCE COMMITTEE MEETING

Tuesday, May 16, 2017

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Audit & Governance Committee was held on Tuesday, May 16, 2017, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

PRESENT

Committee Vice-Chair Wilson
Commissioner Smith, Committee Member
Commissioner Van Sant

Vice-Chairperson Hogan

Legal Counsel

Phil Norcross - NJ

Governors' Representatives

Labinot Berlijolli - NJ

Staff

Tom Cook
Frank Minor
Victor Ferzetti
Vince Meconi
Gerry Owens
Charlotte Crowell
Michelle Hammel
TJ Murray
Joe Larotonda
James Danna
Robin Allen
Jim Salmon
Heath Gehrke
Rick Arroyo
Sheriese Coy-Armour
Caroline Walker

Commissioners from Delaware

Committee Chair Carey-arrived after the roll call
Commissioner Decker, Committee Member
Commissioner Lathem, Committee Member
Commissioner Ford
Commissioner Murphy-via phone call
Chairperson Lowe

Mike Houghton - DE

Invited Guest

Nancy Gunza, CliftonLarsonAllen
Andy Lee, CliftonLarsonAllen

Mike Beczkowski, Bolton Partners

1. Committee Vice-Chair Wilson opened the Audit & Governance Committee meeting at 9:05 a.m. The Deputy Executive Director (DED) reported that the public meeting of the Audit &

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

2. Committee Vice-Chair Wilson called for a motion to accept the Audit & Governance Committee Minutes from January 18, 2017. Commissioner Smith made a motion, Commissioner Lathem seconded, and the Committee Minutes were accepted.

3. Review and discussion of 2016 Audit

Committee Vice-Chair Wilson turned the meeting over to the Chief Financial Officer (CFO) who introduced the Authority's Independent Auditors, Nancy Gunza and Andy Lee from CliftonLarsonAllen. The following was presented and discussed.

) Terms of Engagement

) Responsibility Overview

) Audit Results

- Unmodified Opinion – Which is the type of opinion the Authority desires
- Financial Statements – Are presented fairly in all material respects
- Internal Control – One (1) Material weakness in internal control over financial reporting and, One (1) Significant deficiency in internal control
- Compliance with Laws and Regulations – No matters noted.
- Single Audit Report – The Material weakness was due to incorrectly recording certain expenditures related to Schedule of Expenditures of Federal Awards (SEFA). It could have resulted in improper reporting and/or drawdown of federal monies; however, it did not. The Significant deficiency was due to incorrectly omitting expenditures in its prior years' SEFA, which resulted in adjustments within the current year SEFA.
- Passenger Facility Charge Audit for Public Agencies (PFC Program) – There were no material weaknesses or significant deficiencies.

) Required Communications

) GASB Update

The CFO reported that the cause stated by the auditors, to which he is in agreement, is due to "staffing turnover and onboarding of new staff in the grant account and finance functions. Proper and timely grant reconciliations and supervisory review did not occur consistently throughout the year." The CFO explained that just prior and into 2016, the finance department experienced significant impact due to lengthy illnesses of several different finance employees, resulting in changing roles and responsibly of personnel as the department attempted to reassign job duties to meet needs. To understand the degree to which the department experienced turnover, of the fourteen (14) FT and PT financial positions only four (4) positions were stable in 2016. Those were the CFO, Dir. of Finance and two (2) Accounts payable positions. In effect, ten (10) of ten (10) accounting and reconciliation positions experienced either vacancy, illness or

a change in role and responsibility during the fiscal year. However, the positive news is that going into 2017 there is only one (1) financial position vacant which is actively being reclassified for strategic purposes.

The Committee questioned the CFO regarding the process related to Grants, vacancies and whether the CFO thought these matters were a one-time deficiency. Authority Chair Hogan questioned and commented on the importance of maintaining a good reputation with the FAA as related to obtaining future grants. The CFO responded that he believes that the Authority's reputation with the FAA is intact. New Jersey Legal Counsel responded that it seemed to be a people and process issue and stressed a staffing plan as part of the corrective plan. The CFO outlined his proposed action plan.

1. Staffing - the department has hired and reassigned all positions and roles except for one (1) to be discussed below.
2. Role Assignment - the one (1) vacant position is being evaluated for transition from a manager's position to allow for senior accountants. The plan is to create a flatter organization between the Controller position and accounting positions, with the creation of Senior Accountants. The role of Senior Accountants will be to serve in leadership role with primary responsibility and focus on grant accounting, fixed asset accounting, period end duties and comprehensive reporting support, as well as general accounting duties as needed and available.
3. Perform a Best Practice and Process Review for Grant Management - the Authority will engage Clifton Larson Allen to assist in reviewing and recommending process and practices.
4. Develop and Implement SOPs - conduct meetings with engineering and finance to establish and implement standard operating procedures associated with grant expense classification, procedures and reconciliation timeframes.
5. Evaluation of Grant Administration Modules - Munis has a grant module that staff will evaluate to determine if it offers effectiveness and efficiency to the grant management process. If this is not a solution other opportunities will be evaluated.

The Executive Director added that he felt the occurrence of these matters were one-time, are lessons learned, and has recommended staff implement job rotations to backfill as needed. After the discussion, the Committee thanked the Auditors for their presentation.

4. Review of DC Plan Investment Policy

The CFO introduced Michael Beczkowski, Bolton Partners, the Authority's Consultant assisting in the development of the governance of the Defined Contribution Plan, to formalize and codify ongoing fiduciary responsibility of the Board and Investment Committee. The following was presented and discussed.

-) Vendor Search Summary
-) Initial Governance
-) Investment Policy Statement
-) Annual Review

) Review Every 3 Years

The CHRO reported that the proposed structure for the Investment Committee consists of the following members:

Executive Director
Chief Financial Officer
Chief Human Resource Officer
Controller
Acting Pension & Benefits Manager

Mr. Beczkowski reviewed the draft Investment Policy Statement drawing attention to the significant areas of the policy and the sample Fiduciary Acknowledgement Letter. Mr. Beczkowski also noted that all members of the Committee are present today. The ED noted that the governance is structured similar to the State of Delaware. The CFO noted that the Investment Committee will report to the Audit Committee as the fiduciary of the Plan. Authority Vice-Chair Lowe questioned who would determine whether funds were underperforming and was informed that Bolton Partners will be the fiduciary reviewing the funds and will be advising the Committee members on an annual basis.

The CFO reported that the Board and staff are covered for errors and omissions for directors. ERISA plans are required to have bonding. This is not a requirement for the Authority's non-ERISA plan; however, we are currently investigating whether we want to include that in the Authority's insurance program, if affordable as a best practice. This has been vetted through Labor Counsel and will be reviewed by both Delaware and New Jersey Legal Counsel.

Commissioner Decker questioned, as a new Commissioner, the structure and funding of Defined Benefit Pension Plan and the CFO that the Plan is funded very well at approximately 91%. Commissioner Decker also questioned structure of the Defined Contribution Plan and whether there was a match and the CFO answered accordingly.

Commissioner Lathem noted the importance and obligation of the Commissioners' fiduciary responsibility.

The CFO also informed Commissioner Decker of the Authority's past practice for several years to designate any additional resources from the FY Budget to contribute an amount above the ARC to address the funding level of the Plan.

With no further business to discuss, Commissioner Lathem made a motion to adjourn, and the Audit & Governance Committee adjourned at 10:03 a.m.

DELAWARE RIVER AND BAY AUTHORITY
BUDGET & FINANCE COMMITTEE MEETING
Tuesday, May 16, 2017
Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Budget & Finance Committee Meeting was held on Tuesday, May 16, 2017, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

PRESENT

Commissioner Smith, Committee Member
Commissioner Wilson, Committee Member
Commissioner Van Sant

Chairperson Hogan

Commissioners from Delaware

Committee Vice-Chair Decker
Commissioner Ford, Committee Member
Commissioner Murphy, Committee Member-via phone
Commissioner Carey
Commissioner Lathem
Vice-Chairperson Lowe

Legal Counsel

Phil Norcross – NJ

Mike Houghton - DE

Governors' Representatives

Labinot Berlajolli – NJ

Staff

Tom Cook
Frank Minor
Victor Ferzetti
Vince Meconi
Charlotte Crowell
Gerry Owens
Michelle Hammel
Joe Larotonda
Jim Danna
Jim Salmon
Rick Arroyo
TJ Murray
Sheriese Coy-Armour
Caroline Walker

1. Committee Vice-Chair Decker opened the Budget & Finance Committee meeting at approximately 10:03 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 Vice-Chair Decker called for a motion to accept the Budget & Finance Committee Minutes from April 18, 2017. Commissioner Smith made a motion, Commissioner Ford seconded, and the Committee Minutes were accepted.

3. Resolutions:

- RESOLUTION 17-26 – AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2017 THROUGH DECEMBER 31, 2017

The Chief Financial Officer (CFO) presented and reported on the Over \$25,000 List. Commissioner Wilson made a motion, Commissioner Smith 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 May meeting later today.

- RESOLUTION 17-27– AUTHORIZES A CONTRACT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND BOOMERSHINE CONSULTING, LLC TO PROVIDE ACTUARIAL VALUATIONS AND CONSULTING SERVICES ASSOCIATED WITH THE DELAWARE RIVER AND BAY AUTHORITY PENSION FUNDS AND OTHER POST-EMPLOYMENT BENEFITS (“OPEB”)

The CFO presented and reviewed the Resolution noting that an RFP had been conducted and Boomershine Consulting, LLC had been selected. Commissioner Wilson made a motion, Commissioner Smith 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 May meeting later today.

4. Miscellaneous:

Standard & Poor's Credit Review – The CFO reported that he has received the draft of Standard & Poor's review and it affirms the Authority's "A Stable" rating. The CFO reported that in a subsequent return phone call, Standard & Poors' noted that they had considered upgrading the Authority to "A +" due to strong financial metrics; however, decided to continue to monitor going forward. The CFO reported that the discussion was unexpected, but also encouraging. Commissioner Lathem questioned whether a toll increase was discussed. The CFO reported that Standard & Poor's knows that the Authority is spending down cash and will be having discussions on future revenue needs. Commissioner Decker questioned what an upgrade would be contingent upon and the CFO reported that they would want to know where are the source of future revenues, what is the debt service coverage and cash liquidity.

5. With no further business to discuss, Commissioner Smith made a motion to adjourn and the Budget & Finance Committee adjourned at 10:15 a.m.

DELAWARE RIVER AND BAY AUTHORITY

ECONOMIC DEVELOPMENT COMMITTEE MEETING

Tuesday, May 16, 2017

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Economic Development Committee Meeting was held on Tuesday, May 16, 2017, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey
PRESENT

Commissioner Van Sant, Committee Member
Commissioner Wilson, Committee Member
Commissioner Smith

Chairperson Hogan

Commissioners from Delaware

Committee Chair Ford
Commissioner Carey, Committee Member
Commissioner Decker, Committee Member
Commissioner Lathem
Commissioner Murphy-via phone

Vice-Chairperson Lowe

Legal Counsel
Phil Norcross – NJ

Mike Houghton - DE

Governors' Representatives
Labinot Berlajolli – NJ

Staff
Tom Cook
Frank Minor
Victor Ferzetti
Vince Meconi
Charlotte Crowell
Gerry Owens
Michelle Hammel
Jim Salmon
Rick Arroyo
Sheriese Coy-Armour
Caroline Walker

6. Committee Chair Ford opened the Economic Development Committee meeting at approximately 10:15 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.

7. Committee Chair Ford called for a motion to accept the Economic Development Committee Minutes from April 18, 2017. Commissioner Van Sant made a motion, Committee Chair Wilson seconded, and the Committee Minutes were accepted.

8. Action items:

The DED presented and reviewed the following Resolutions.

- RESOLUTION 17-28 – AUTHORIZING THE PURCHASE OF LAND AT DELAWARE AIRPARK, CHESWOLD, DE

The DED reviewed the Resolution and the Authority will submit the purchase as part of the FAA grant process for approval and reimbursement. Having no questions, Commissioner Wilson made a motion, Committee Chair Smith seconded, and the Economic Development Committee recommended forwarding the Resolution to the full Board for approval. The Resolution will be presented to the full Board for consideration at the May meeting later today.

4. Open Discussion/Other issues:

Construction of New (2nd) Light Industrial Building – Cape May Airport

The CFO presented an update on the current building under construction and of the potential second building. Highlighted were the Airport layout, the first building and current leases, updated photos of construction, the location of a second building, building costs, and current vendor interest. Only one potential lessee has signed an Expression of Interest and currently the Authority does not have enough to get to a 50% commitment. Authority Chair Lowe questioned the level of interest and how it compares to the current building. The CFO stated that if the Authority proceeds with the development, he believes the demand will be there. Authority Chair Lowe also questioned the language in the Expression of Interest and what written notice is needed to get signatures. New Jersey Legal Counsel stated it was written very loosely and non-binding. He suggested creating a marketing plan and/or event to stimulate willingness to execute the Expression of Interest. Authority Chair Lowe and Commissioner Ford both agreed on the Authority doing whatever possible to satisfy the obligations on the Resolution to obtain written interest in the building. The CFO is confident that once the current building is fully constructed and prospective tenants can have a better view, more leases will be signed. The CFO also noted that Eckels Diesel, a current tenant at the airport, is a key move for this new building and staff will continue to focus on how to incorporate them into building plans.

Millville Air Show – Millville Airport

The DED noted the upcoming 27th air show at the Millville Airport this month and the progress that has been made. T.J. Murray stated 230 tickets have already been sold and they are

expecting a large turnout. The DED also reported on his continued efforts on reestablishing the relationship with Boeing. He will continue to work on scheduling meetings to get Boeing back at the Millville Airport. Chairman Hogan stated his concerns about Millville signage issues driving south and would like to work with the city on improvements. The COO said he will review the Trailblazer signage.

5. With no further business to discuss, Commissioner Wilson made a motion to adjourn and the Economic Development Committee adjourned at 10:37 a.m.

DELAWARE RIVER AND BAY AUTHORITY

PERSONNEL COMMITTEE MEETING

Tuesday, May 16, 2017

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Personnel Committee Meeting was held on Tuesday, May 16, 2017, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

PRESENT

Committee Chair Smith

Commissioner Van Sant, Committee Member

Commissioner Wilson

Chairperson Hogan

Commissioners from Delaware

Committee Vice-Chair Lathem

Commissioner Carey, Committee Member

Commissioner Murphy, Committee Member-via phone

Commissioner Decker

Commissioner Ford

Vice-Chairperson Lowe

Legal Counsel

Phil Norcross – NJ

Mike Houghton - DE

Governors' Representatives

Labinot Berlajolli – NJ

Staff

Tom Cook

Frank Minor

Victor Ferzetti

Vince Meconi

Charlotte Crowell

Gerry Owens

Michelle Hammel

Caroline Walker

9. Committee Chair Smith opened the Personnel Committee meeting at approximately 10:37 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 Smith called for a motion to accept the Personnel Committee Minutes from April 18, 2017. Commissioner Lathem made a motion, Commissioner Carey seconded, and the Committee Minutes were accepted.

3. Committee Chair Smith requested an additional Executive Session, closed to the public to discuss matters of a confidential nature. A motion was made by Commissioner Lathem, seconded by Commissioner Murphy, and the Session was closed.

The following matters of a confidential nature were discussed:

) LITIGATION MATTER
) PERSONNEL MATTERS

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

4. With no further business to discuss, Commissioner Lathem made a motion to adjourn and the Personnel Committee adjourned at 11:25 a.m.

DELAWARE RIVER AND BAY AUTHORITY

PROJECTS COMMITTEE MEETING

May 16, 2017

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Projects Committee was held on Tuesday, May 16, 2017, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

PRESENT

Committee Chair Van Sant
Commissioner Smith
Commissioner Wilson

Chairperson Hogan

Legal Counsel

Phil Norcross - NJ

Governors' Representatives

Labinot Berlajolli- NJ

Staff

Tom Cook
Frank Minor
Victor Ferzetti
Charlotte Crowell
Gerry Owens
Vincent Meconi
Jim Salmon
TJ Murray
Steve Williams
Heath Gehrke
Michelle Hammel
Alyona Stakhovskaya

Commissioners from Delaware

Committee Vice-Chair Murphy-via phone
Commissioner Ford, Committee Member
Commissioner Lathem, Committee Member
Commissioner Carey
Commissioner Decker
Vice-Chairperson Lowe

Mike Houghton - DE

1. Committee Chair Van Sant opened the Projects Committee meeting at approximately 11:25 am and reported that the public meeting of the Projects Committee had been duly noticed in accordance with the Authority's Freedom of Information Regulations and that there was a quorum.

2. Committee Chair Van Sant called for a motion to accept the Projects Committee Minutes from April 18, 2017. Commissioner Lathem made a motion, Commissioner Ford seconded, and the Committee Minutes were accepted.
3. Resolutions: None
4. Bid Openings: None
5. Contract Close-Out Actions:

) CMLF-15-04 ANNUAL MAINTENANCE DREDGING

The title of the close-out describes what work was performed for the Authority. The final contract amount is \$802,902.36

The following is a list of change orders associated with the contract:

- | | | |
|-----|---------------|---|
| CO1 | \$25,377.36 | Insufficient seeding and mulching quantity in estimate to cover all disturbed areas |
| CO2 | (\$16,087.50) | Reduction in dredge equipment standby time to match actual usage on the site |

The COO recommended close-out of the contract and final payment to Barnegat Bay Dredging Company of Harvey Cedars, NJ. A motion was made by Commissioner Ford, seconded by Commissioner Lathem, and the Projects Committee concurred with the recommendation and authorized the close-out action to be presented to the full board at the May meeting later today.

6. Contractor Payment (through April): The COO reviewed for the Committee the monthly construction contractor payments to be made for the work completed through April.
7. Miscellaneous Items/Updates:

) DISCUSSION OF FERRY VESSEL MAINTENANCE

The COO stated that the Authority has prepared a CMLF Enhanced Maintenance Plan in order to solve the existing vessel maintenance problem. The number of crossings that we do has not changed from the time we had 4 vessels. Unfortunately, the cancellation of crossings is on the rise. The maintenance windows are narrow and the shipyard visits are increasing, mostly unplanned. The solution for this problem, as we see it, is to continue the repowering program, but also to forgo the UWILDs, which are underwater inspections in lieu of drydocking, and to schedule drydocking in advance. You will see an increase in our Capital Improvement Program going forward, but enhanced maintenance is still less expensive than new vessels in the short term.

Heath Gehrke, the Director of Ferry Operations stated that the crossings are not far from where we were with MV Twin Capes, which last sailed in September of 2013. In 2016, MV Henlopen and MV New Jersey had to pick up the slack when MV Delaware was out of operation. This has contributed to our desire to use the enhanced maintenance plan.

2016 was an unfortunately unique year when it came to crossings cancellation. We had 131 out of the 282 cancellations that took place in the middle of July when we were rebuilding MV Delaware. It was an anomaly, and we do not expect the same level of disruption in the future. However, if you look at 2013-2015, there is always some disruption, some of it weather related and some of it mechanical. As our vessels are aging, we should expect more unanticipated things to happen, but, hopefully, not on that level.

We do our heavy duty maintenance from January through early March, which is the first quarter. We put vessels in the drydock and only run one vessel. So, if one ship is in the shipyard and we are running one, we still have one vessel in standby that can pick up the slack. It is almost the same in the fourth quarter, although we have periods of two vessel operations around the holidays. Those periods of time are the main periods for maintenance. Minor maintenance is done in early March through the third week of May. We do limited work on the vessels like steelwork and painting. We hesitate to tear the boats down too much during that period of time, because we need to have a standby boat, if we can. From the third week of May through mid-June maintenance is done only on the weekdays, but it is still a considerable amount of maintenance. From mid-June through Labor Day all three vessels are running every single day and our maintenance crew comes in at night.

The shipyard visits have been increasing, including several unplanned visits, such as MV Delaware emergency repairs in February 2014 and repowering in March-May, 2016, MV New Jersey failed UWILD (underwater inspections in lieu of drydocking) in April, 2016 and MV Cape Henlopen failed UWILD in April 2017. The law requires that we drydock salt water and steel vessels twice in five years. We were running a special program of UWILD every other time. Technically, that provision in the law is applicable to vessels that are 15 years of age or less, with special rules allowing us to continue UWILD, and we are basically to the end of that time.

We are not planning to have UWILDs for the near future. This fall, the MV Delaware will be due for a shipyard and it will be for a longer period than usual, since we will be replacing its HVAC system, which is 20 years old now. The other two boats have split air-cool system which works well. We are due for a minor shipyard on MV New Jersey and we will do that in the first quarter. We are open to scheduling one more shipyard visit on MV Cape Henlopen to conduct some steelwork, piping and painting. We will be trying to schedule this type of maintenance once a year. The repowering of the other two boats has been forecast at 5 months.

In 2017, we are forecast to spend almost \$1,000,000.00 more than originally budgeted because we had to drydock two boats in the spring. The good news is that the coating that

we put on MV New Jersey should last 10 years. Looking forward there is a plan for repowering MV Cape Henlopen which will carry over into 2019 and then we will repower MV New Jersey. We buy the equipment a year ahead and do the drydocking next year. In the short term, it is cheaper to do enhanced maintenance versus getting new vessels, but we will have to spend money on new vessels at some point. It will come at age 60 of the fleet since steel vessels do not perform successfully in salt water beyond this time. We are now at 42, so there is 18 more years left. Long term, it is in the plan to commence the design of a new ferry in 2019 and plan for new vessel delivery in 2028-2033.

The board discussed the issue of the vessel design being done 10 years ahead of time and whether it would become outdated by the time the vessel will be delivered. Gehrke stated that it might become necessary to review the design, but it is still an advantage of doing it early in terms of obtaining funding. The board discussed the option of getting used vessels, but Gehrke noted that it would be hard to find a vessel that would fit into the CMLF harbors and would be able to operate in shallow waters. So, customized new vessels is a better option due to compatibility and uniformity issues. The board also discussed an option of not running any boats from January-March to concentrate on maintenance. Gehrke noted that the labor cost for maintenance of all three boats may require running one boat to offset the cost, and the customer base might be lost during that time. The CEO recommended to put the plan on the September planning session agenda for further review.

) BRIDGE CHARITY RUN

The COO stated that the DRBA received another request from the Delaware Special Olympics for a charity run across the bridge. Charity runs and competitive distance runs are done on bridges all over the country. However, there has never been one on the Delaware Memorial Bridge up till now. The date and time would be Sunday, October 1, 2017 at 6 AM. Sunday morning was selected because it is the lowest daylight traffic time of the week. October is obviously past the peak travel season, but still before bad weather begins in earnest. The run would occur on the northbound span and the runners would run north to south (against traffic) in lane 4. Lanes 3 and 2 would be buffer lanes with police cars and maintenance vehicles in lane 3, and lane 2 completely vacant. Traffic would proceed as usual in lane 1. Total lane closure time would be approximately 5 AM to 8 or 9 AM.

We have hour-by-hour traffic counts for the entire year so we pulled the numbers for the 1st October Sunday of 2016, which was October 2, 2016. The traffic count for 5-6 AM was 959, in other words, about one vehicle entering the bridge every 4 seconds. The traffic count for 6-7 AM was 1591 or about one vehicle entering the bridge every 2.5 seconds. The traffic count for 7-8 AM was 2317 or one vehicle entering the bridge every 1.5 seconds.

We expect the run to be complete by 8 AM, but we also got the count for 8-9 AM, which was 3,137 or about one vehicle entering the bridge every second. The one lane remaining

open should be able to adequately accommodate this volume of traffic for the 3 to 4 hour lane closure.

The run would not be for the general public, but would be restricted to public safety personnel such as police officers, firefighters, paramedics, and the like. The cost to the Authority would be approximately \$2,000, of which \$500 would be for supplies and \$1,500 would be for maintenance department overtime. All police, including Authority police, who work at this event would be donating their time. Although the Authority rejected the previous requests for charity runs, there are several factors that make it achievable, besides the fact of it being a worthy cause.

- We would not be closing the bridge to traffic, even briefly.
- The date and time were selected to minimize the inconvenience to the traveling public.
- The cost to the Authority is minimal
- The participants would be limited to public safety personnel.

The board discussed safety related issues, along with the potential liability and insurance. Victor Ferzetti, the Chief Financial Officer, stated that the Authority carries an insurance policy that covers all the Authorities events. The Special Olympics also carries insurance that could be applied towards this event. The Board agreed to let the CEO decide on going forward with the charity run.

) NAMING THE HANGAR AT THE DELAWARE AIRPARK

The Authority has received a request from Delaware State University to name the hangar at the Delaware Air Park in which they house their aviation program in memory of Dr. Daniel E. Coons, a recently deceased and long-serving faculty member of that program. The Professor had no relation to U.S. Senator Chris Coons. The building is currently unnamed and we have no objection.

The Board agreed to favor Delaware State University's request.

8. With no further business to discuss, Committee Chair Van Sant made a motion, seconded by Commissioner Lathem to adjourn, and the Projects Committee adjourned at 12:20 pm.