

DELAWARE RIVER AND BAY AUTHORITY

PERSONNEL COMMITTEE MEETING

Tuesday, April 16, 2024

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority’s Personnel Committee Meeting was conducted in person and via Zoom on Tuesday, April 16, 2024, from the Delaware Memorial Bridge Complex, New Castle, Delaware.

Delaware Commissioners

Committee Chair Carey -via Zoom
Commissioner Decker, Committee Member- Absent

Commissioner Faust, Committee Member -via Zoom

Commissioner Becker
Commissioner Ratchford

Chairman Lathem

Legal Counsel

Kate Betterly - DE

Governors’ Representatives

Mike Houghton- DE

Staff

Tom Cook
Steve Williams
Victor Ferzetti
Vince Meconi
Charlotte Crowell
Gerry Owens
Jim Salmon
Michelle Warner
Michele Pyle
Tara Donofrio
TJ Murray
Kyle Bickhart
Andy Houghton
Joey Raine

New Jersey Commissioners

Committee Vice-Chair Smith

Commissioner Ransome, Committee Member

Commissioner McCann, Committee Member -
via Zoom

Commissioner Wilson - via Zoom
Commissioner Baldini - via Zoom

Vice Chairman Hogan - absent

Phil Norcross– NJ absent

John Devlin- NJ – via Zoom

Alexis Franklin – NJ

Guests

1. Committee Chair Carey opened the Personnel Committee meeting at 10:53 a.m.
2. Committee Chair Carey called for a motion to accept the Personnel Committee Minutes from February 21, 2024. Committee Vice-Chair Smith made a motion, Commissioner Faust seconded, and the Committee Minutes were accepted.

3. Discussion Items

- **Summary of the Organization**

The HR Demographics are available for the Board's individual review.

4. Resolution

- **Resolution 24-15 – Authorizing Approval of New Non-Union Salary Structure**

The CHRO presented the Resolution.

After discussions, Committee Chair Carey called for a motion, Committee Vice-Chair Smith made a motion, Commissioner Faust seconded, and the Personnel Committee recommended forwarding Resolution 24-15 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the April meeting later today.

5. With no further business to discuss, Committee Chair Carey called for a motion to adjourn; Committee Vice-Chair Smith made a motion, Commissioner Ransome seconded, and the Personnel Committee adjourned at 10:55 a.m.

**DELAWARE RIVER AND BAY AUTHORITY
BUDGET & FINANCE COMMITTEE MEETING**

Tuesday, April 16, 2024
Delaware Memorial Bridge
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority’s Budget & Finance Committee Meeting was conducted on Tuesday, April 16, 2024, from the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners of Delaware

Committee Chair Decker - Absent
Commissioner Becker, Comm. Member
Commissioner Ratchford, Comm. Member
Commissioner Carey - Zoom
Commissioner Faust - Zoom

Chairperson Lathem

Legal Counsel

John Devlin – NJ - Zoom

Governors’ Representatives

Alexis Franklin – NJ

Staff

Tom Cook
Steve Williams
Victor Ferzetti
Charlotte Crowell
Gerry Owens
Michelle Warner
TJ Murray
James Salmon
Tara Donofrio
Michelle Pyle

Commissioners of New Jersey

Committee Vice-Chair Baldini - Zoom
Commissioner Smith, Comm. Member
Commissioner Wilson Comm. Member - Zoom
Commissioner McCann – Zoom
Commissioner Ransome

Vice-Chairperson Hogan - Absent

Legal Counsel

Kate Betterly – DE

Governor’s Representatives

Michael Houghton – DE

Guests

1. Committee Vice-Chair Baldini opened the Budget & Finance Committee meeting at approximately 10:56 a.m. The Deputy Executive Director (DED) reported that the public meeting of the Budget & Finance Committee had been duly notified in accordance with the Authority’s Freedom Information Regulations, read the Statement of Notice, and called the roll.
2. Committee Vice-Chair Baldini called for a voice vote to accept the Budget & Finance

Committee Minutes from March 19, 2024. Commissioner Ratchford made a motion, Commissioner Smith seconded, and the Committee Minutes were accepted.

2. Discussion Items:

Penns Way Closing

The CFO discussed the CMLF Vessel Fund reminding the committee that we've been using grant money and sweep funds at the end of each year. Most recently we sold 2 parcels at Wilmington Airport. The 12 Penns Way was sold for roughly \$2.1 million dollars. This money must remain in the airport fund. Separately we sold the DelleDonne parcel. This money is currently in the Authorities general fund. We are considering moving \$3.5 million dollars towards the vessel fund. Presently the vessel fund has approximately \$33 million dollars, by adding the \$3.5MM and the end of FY24 Reserve Maintenance Fund \$2.1MM sweep, would bring the Vessel Fund to about \$40 million dollars. The CFO recommended the committee consider the transfer of funds. The CFO confirmed no opposition from committee members and will make the transfer to the vessel fund.

2024 1st Quarter Financial Performance

The CFO discussed 1st Quarter Traffic Revenue for 2024. The CFO noted that total bridge traffic in Q1 was down about 20,000 transactions. This is relatively disappointing; In 2024 we had a leap year day (extra day) and Easter was early in March v. April This is a very light outcome given those 2 factors. Commercial traffic in January was even, up 5% in February and down 5% in March. Looking forward, we are halfway through April, which is down 10% to date. DMB is 85% of our revenue and the CFO will be watching closely watching traffic for the next few months. The CFO noticed an increase of 2.5% for non-commercial and revenue passengers at CMLF. From a revenue perspective, revenues are solid. The airports continue to perform well from parking revenue. Commercial traffic can be a leading indicator of the economy as changes often show up in the retail sector. Kate Betterly discussed non-commercial traffic being down had anything to do with the bridge collapse in Maryland. The CFO responded that he didn't think it was linked. The CFO highlighted most airports are performing above expectations, but Millville Airport is a bit behind projections.

NJ E-Z Pass Update

The Executive Director recalled discussions of New Jersey's RFP process for E-ZPass services. We had concerns about our limited role in the RFP selection process. The ED thanked Alexis Franklin, Esquire, Aaron Creuz, Esquire and Phil Norcross, Esquire for their efforts following up on the concern. The New Jersey Turnpike is allowing the DRBA to play a role in the selection process. Each of the Bi-State Authority Units will have (1) vote involving the RFP process to select a candidate and will have a representative to sit on interviews.

3. Action Items:

RESOLUTION 24-12 - AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 23-28 FOR THE PERIOD, JANUARY 1, 2024, THROUGH DECEMBER 31, 2024

The Deputy Executive Director presented and discussed the Resolution. With no additional questions, Commissioner Ratchford made a motion, Commissioner Becker seconded, and the Economic Development Committee recommended forwarding Resolution 24-12 to the full Board. The Resolution will be presented to the full Board for consideration at the April meeting later today.

With no further business to discuss, the Committee Vice-Chair adjourned the Budget and Finance Committee 11:10 a.m.

**DELAWARE RIVER AND BAY AUTHORITY
ECONOMIC DEVELOPMENT COMMITTEE MEETING**

Tuesday, April 16, 2024
Delaware Memorial Bridge
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority’s Economic Development Committee Meeting was conducted on Tuesday, April 16, 2024, from the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners of New Jersey

Committee Chair Baldini - Zoom
Commissioner Wilson, Comm. Member - Zoom
Commissioner Ransome, Comm. Member
Commissioner McCann - Zoom
Commissioner Smith - Zoom

Vice-Chairperson Hogan - Absent

Legal Counsel

John Devlin – NJ – Zoom

Governors’ Representatives

Alexis Franklin - NJ

Staff

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

Commissioners of Delaware

Committee Vice-Chair Becker
Commissioner Carey, Comm. Member - Zoom
Commissioner Ratchford, Comm. Member
Commissioner Decker - Absent
Commissioner Faust - Zoom

Chairperson Lathem

Legal Counsel

Kate Betterly – DE

Governors’ Representatives

Michael Houghton – DE

Guests

6. Committee Chair Baldini opened the Economic Development Committee meeting at approximately 11:11 a.m. The Deputy Executive Director (DED) reported that the public meeting of the Economic Development Committee had been duly notified in accordance with the Authority’s Freedom of Information Regulations, read the Statement of Notice, and called the roll.
2. Committee Chair Baldini called for a motion to accept the Economic Development Committee Minutes from the February 21, 2024, meeting. Commissioner Ratchford made a motion, Commissioner Ransome seconded, and the Committee Minutes were accepted.

3. Discussion Items

•**ILG Update**

The Deputy Executive Director reminded Committee members that DRBA has accepted New Castle County's (NCC) rescission of the notice of non-renewal for Wilmington Airport. He indicated that DRBA and NCC have agreed to work on a few amendments to the agreement that will require the consent of FAA. For example, FAA requires that airport revenue remain at the airport to be used only for legitimate airport purposes. We are currently exploring circumstances under which the owner or lessee who is involved with the airport may retain a management fee as a legitimate airport expense. We are discussing with the FAA how this might all transpire. FAA has recently updated guidance to Sponsors regarding land release and permissible uses of airport revenue. A circular was received with 58 pages of guidance which needs to be reviewed. Commissioner Ratchford asked can we quantify the NCC request within the agreement. New Castle County wants to participate in the airport and thus be compensated. The CFO discussed NCC's request that would allow for Economic Development (ED) position created at the NCC. It would cover up to 50% of the position, roughly \$100,000 and 50% of that is \$50,000 per year with a cap of no more than \$75,000 per year over the lifetime of the amended agreement. This will be based on NCC's ability to demonstrate a legitimate effort to put in time and energy to the airport. Commissioner Ratchford inquired about the NCC ED position and roles of the position. The DED verified that NCC primarily wants to be involved in airport Economic Development matters "outside the fence". The CFO discussed the FAA questioning NCC about their involvement and their response was a bit vague.

4. Resolutions:

RESOLUTION 24-13 - LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND MILLVILLE GLASS CENTER, LLC D/B/A MILLVILLE GLASS, AND DOOR AT THE MILLVILLE AIRPORT

The Deputy Executive Director presented and discussed the Resolution. With no additional questions, Commissioner Becker made a motion, Commissioner Ratchford seconded, and the Economic Development Committee recommended forwarding Resolution 24-13 to the full Board. The Resolution will be presented to the full Board for consideration at the April meeting later today.

RESOLUTION 24-14 - LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND SANTOS PARTS, LLC AT THE WILMINGTON AIRPORT

The Deputy Executive Director presented and discussed the Resolution. With no additional questions, Commissioner Becker made a motion, Commissioner Ratchford seconded, and the Economic Development Committee recommended forwarding Resolution 24-14 to the full Board. The Resolution will be presented to the full Board for consideration at the April meeting later today.

Committee Chair Baldini adjourned Economic Development Committee at 11:28 a.m.

DELAWARE RIVER AND BAY AUTHORITY

PROJECTS COMMITTEE MEETING

Tuesday, April 16, 2024

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority’s Projects Committee Meeting was conducted in person and via Zoom on Tuesday, April 16, 2024, from the Delaware Memorial Bridge Complex, New Castle, Delaware.

Delaware Commissioners

Committee Chair Ratchford
Commissioner Faust, Committee Member via Zoom
Commissioner Becker, Committee Member
Commissioner Decker - Absent
Commissioner Carey - via Zoom

Chairman Lathem

Legal Counsel

Kate Betterly– DE

Governors’ Representatives

Mike Houghton - DE

Staff

Tom Cook
Steve Williams
Victor Ferzetti
Vince Meconi
Charlotte Crowell
Gerry Owens
Michelle Warner
Michele Pyle
Jim Salmon
TJ Murray
Tara Donofrio
Kyle Bickhart
Andy Houghton
Joey Raine

New Jersey Commissioners

Committee Vice-Chair Ransome
Commissioner McCann, Committee Member –
via Zoom
Commissioner Baldini, Committee Member
via Zoom
Commissioner Smith
Commissioner Wilson – via Zoom

Vice Chairman Hogan - Absent

Phil Norcross– NJ absent
John Devlin- NJ – via Zoom

Alexis Franklin - NJ

Guests

1. Committee Chair Ratchford opened the Projects Committee meeting at 11:28 a.m.
2. Committee Chair Ratchford called for a motion to accept the Projects Committee Minutes from March 19, 2024. Commissioner Becker made a motion, Commissioner Faust seconded, and the Committee Minutes were accepted.
3. Discussion Items

COO noted the full Construction Highlights report can be found in the Board materials. Two major topics this month to be discussed:

- **Ship Collision Protection System and New Vessel Design Updates**

Committee Chair Ratchford reviewed the Board the Vessel Steering Committee meeting held in Lewes with the DRBA Ferry Captains present reviewing all the vessel options. After reviewing the options, the committee has decided to proceed with the 75-vehicle vessel. CFO assisted the steering committee presenting the financial analysis of loss days affecting loss of income based on the size of the ferry due to weather inhibiting sailing.

Committee Chair Ratchford acknowledged the staff including Director of Ferry Operations Heath Gehrke and the Captains for all the extensive research to aid them in making an informative decision. Committee Co-Chair Ransome thanked the steering committee for performing their due diligence in making this decision. Commissioner Becker thanked the committee for being included on the steering committee. The knowledge gained will better assist his decision for the board. Commissioner Baldini noted it was a very informative meeting, looking forward to the new vessel.

The Vessel Steering Committee can expect a 60% document review to be presented at the end of June, 2024 with a 90% review in September, 2024 per the COO.

- **Construction Project Procurement Thresholds**

A proposal is being presented regarding the construction and construction management monetary thresholds that are set by Resolution 98-31. The COO reminded the Board that the DRBA modified the goods and professional services thresholds last year, but deferred discussion on construction thresholds. The COO deferred presentation of the proposal to Director of Engineering Dave Hoppenjans and Director of Maintenance Joe Gibbons.

Dave asked the Board to refer to the full proposal attached noting the rationale being it has not changed in twenty-five years to keep up with inflation alone. The effect of inflation would have a 1998 project cost at \$50,000 would be \$128,832-155,000 today.

Dave also noted the time and cost savings to the Authority in addition to opening the possibility to more businesses able to bid. He noted with this new proposal, five projects in 2023 would have been awarded via quotes rather than bids which would have been a huge savings to the DRBA in time and cost.

Dave presented a comparison of agency construction and construction management procurements limits with other authorities in both New Jersey, Delaware, Federal FAA as well as the States of both Delaware and New Jersey. He noted only two agencies have a smaller limit than the DRBA's \$50,000 limit, one being the NJ Turnpike, who does not require less than \$100,000 to be presented to the board.

Dave proposes a \$200,000 limit which is comparable to many of the other agencies to assist them in operating more efficiently. All contracts between \$50k and \$200K will be presented to the board at the meeting following the award.

Commissioner Ratchford noted this would present an opportunity to smaller and minority contractors to bid to which Dave agreed.

The Director of Maintenance Joe Gibbons noted it would also assist greatly with the supply chain issues they are having competing with other agencies needing the materials and repairs as well. Some suppliers are in need of a 4-year production time; this will permit the DRBA to obtain necessary material quicker to address issues more productively.

Committee Chair Ratchford inquired of the states of New Jersey and Delaware limits to which Dave noted the State of DE is \$250,000; State of NJ at \$250,000.

Commissioner Becker agrees with the proposal noting an addition should be considered with the proposal, for this limit to be reviewed regularly; thus, avoiding this in the future.

Committee Vice-Chair Ransome also agreed with moving the proposal forward noting the necessity in eliminating the delay in completing projects in a timely manner. This would also assist the expenditure list on the CIP to allow projects to progress more quickly.

The COO noted the full proposal will be submitted to the Board at the May, 2024 meeting.

Chairman noted to have the DRBA's new Diversity & Inclusion employee included going forward to which the ED noted he starts employment with the DRBA on May 6, 2024.

4. Bid Opening

- ILG-21-03: Runway 14-32 Approach Regrading

A public bid opening was held on March 21, 2024, in which (6) bids were submitted.

The COO recommended awarding the contract, in the amount of \$222,442.00 to Diamond Materials of Wilmington, DE.

Committee Chair Ratchford called for a motion to accept the bid, to which Commissioner Becker made a motion, seconded by Committee Vice-Chair Ransome and Projects Committee concurred with the recommendation to accept and authorize the action to be presented to the full Board of Commissioners later today.

- DMB-24-03 Interstate 295 Miscellaneous Roadway Improvements 2024

A public bid opening was held on March 27, 2024, in which (3) bids were submitted.

The COO recommended awarding the contract, in the amount of \$1,834,757.00 to JPC Group, Inc. of Blackwood, NJ.

Committee Chair Ratchford called for a motion to accept the bid, to which Commissioner Becker made a motion, seconded by Committee Vice-Chair Ransome and Projects Committee concurred with the recommendation to accept and authorize the action to be presented to the full Board of Commissioners later today.

- ILG-23-01 Maintenance Equipment Storage Facility

A public bid opening was held on February 28, 2024, in which (5) bids were submitted.

The COO recommends rejecting all bids submitted due to a new plan for the DRBA's maintenance buildings at the ILG.

Committee Chair Ratchford called for a motion to reject all bids, to which Commissioner Becker made a motion, seconded by Commissioner Faust and Projects Committee concurred with the recommendation to reject and authorize the action to be presented to the full Board of Commissioners later today.

5. Project Close-outs

- MIV-22-01 Airfield Pavement Marking at Millville Airport and Cape May Airport

The COO recommended close-out of the contract and final payment to Hi-Lite Airfield Services, LLC of Watertown, NY with a final contract amount of \$151,619.33.

Committee Chair Ratchford called for a motion to approve the closeout, to which Committee Vice-Chair Ransome made a motion, seconded by Commissioner Becker and the Projects

Committee concurred with the recommendation and authorized the close-out action to be presented to the full Board for consideration at the meeting later today.

- CMLF-C19-062R Cape May Terminal Police Dispatch Center Rehabilitation

The COO recommended close-out of the contract and final payment to Aliano Brothers General Contractors, Inc. of Vineland, NJ with a final contract amount of \$474,551.18.

Committee Chair Ratchford called for a motion to approve the closeout, to which Commissioner Becker made a motion, seconded by Committee Vice-Chair Ransome and the Projects Committee concurred with the recommendation and authorized the close-out action to be presented to the full Board for consideration at the meeting later today.

6. Contractor Payment Review:

The COO reviewed for the Committee the monthly construction contractor payment summary to be made for the work completed through March 2024 for (13) payments totaling approximately \$3.4 million for projects at the bridge, ferry, and airports.

7. With no further business to discuss, Committee Chair Ratchford called for a motion to adjourn; Commissioner Becker made a motion and Committee Vice-Chair Ransome seconded, and the Projects Committee adjourned at 11:47 a.m.