

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

Wednesday, February 19, 2025

James Julian Board Room

New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Budget & Finance Committee Meeting was conducted on Wednesday, February 19, 2025, from the James Julian Board Room, New Castle, Delaware.

**Commissioners of New Jersey**

Committee Chair Baldini - TEAMS

Commissioner Wilson, Comm. Member - TEAMS

Commissioner Behnke, Comm. Member – TEAMS

Commissioner McCann

Commissioner Faust - TEAMS

Chairperson Ransome

**Legal Counsel**

Phil Norcross – NJ

**Governors' Representatives**

**Staff**

Tom Cook

Ceil Smith

Victor Ferzetti

Charlotte Crowell

Gerry Owens

Michelle Warner

TJ Murray

James Salmon

Tara Donofrio

Michelle Pyle

Benjamin Clendaniel

**Commissioners of Delaware**

Committee Vice-Chair Houghton

Commissioner Ratchford, Comm. Member

Commissioner Collins, Comm. Member - TEAMS

Commissioner Carey

Commissioner Mehaffey

Vice-Chairperson Lathem

**Legal Counsel**

Kate Betterly – DE

**Governor's Representatives**

Alexis Franklin - NJ

**Guests**

1. Committee Chair Baldini opened the Budget & Finance Committee meeting at approximately 11:57 a.m. The Assistant Secretary 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 Chair Baldini called for a voice vote to accept the Budget & Finance Committee Minutes from January 22, 2025. Commissioner Collins made a motion, Commissioner Wilson seconded, and the Committee Minutes were accepted.

3. Discussion Items:

Protection & Indemnity Insurance – The CFO discussed P&I Insurance the policy protecting vessels from liability claims. We’ve been with the UK Club for 25 years and have decided to switch to an alternative club. We negotiated a reduced rate with the current club provider, which the new club matched. **(Renewal Attachment 2025/2026)** We budgeted the 2025 expense for \$1 million dollars and renegotiated a \$750,000 premium renewal. An additional reduction of \$91,000 for 2026 has been agreed to with the Steamship Club.

4. Action Items:

RESOLUTION 25-07 - AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 24-17 FOR THE PERIOD, JANUARY 1, 2025, THROUGH DECEMBER 31, 2025

The CFO presented and discussed the Resolution. The CFO asked for a waiver regarding Vendor Bro Sawmill & Timber Co. The number came above \$50,000 received (3) quotes and this was the lowest cost. With no additional questions, Commissioner Ratchford made a motion, Commissioner Wison seconded, and the Economic Development Committee recommended forwarding Resolution 25-07 to the full Board. The Resolution will be presented to the full Board for consideration at the February meeting later today.

With no further business to discuss, the Committee adjourned the Budget and Finance Committee 12:02 p.m.

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

Wednesday, February 19, 2025  
James Julian Board Room  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Economic Development Committee Meeting was conducted on Wednesday, February 19, 2025, from the James Julian Board Room, New Castle, Delaware.

Commissioners of Delaware

Committee Chair Houghton  
Commissioner Carey, Comm. Member

Commissioner Ratchford, Comm. Member  
Commissioner Faust – via: TEAMS  
Commissioner Collins – via: TEAMS  
Vice-Chairperson Lathem

Legal Counsel

Phil Norcross – NJ

Governors' Representatives

Staff

Tom Cook  
Ceil Smith  
Victor Ferzetti  
Vince Meconi  
Charlotte Crowell  
Gerry Owens  
Michelle Warner  
Jim Salmon  
TJ Murray  
Tara Donofrio  
Michele Pyle  
Benjamin Clendaniel

Commissioners of New Jersey

Committee Vice-Chair Baldini- via: TEAMS  
Commissioner Wilson, Comm. Member –  
via: TEAMS  
Commissioner Mehaffey, Comm. Member  
Commissioner McCann  
Commissioner Behnke – via: TEAMS  
Chairperson Ransome

Legal Counsel

Kate Betterly – DE

Governors' Representatives

Alexis Franklin - NJ

Guests

1. Committee Chair, Houghton, opened the Economic Development Committee meeting at approximately 12:03 p.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 Houghton called for a motion to accept the Economic Development Committee Minutes from the January 22, 2025, meeting. Commissioner Wilson made a motion, Commissioner seconded, and the Committee Minutes were accepted.
3. Resolutions:

**RESOLUTION 25-08 - AUTHORIZES A LEASE AMENDMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND BLUE RIDGE AIR, INC. AT THE WILMINGTON AIRPORT**

The Deputy Executive Director presented and discussed the Resolution. With no additional questions, Commissioner Wilson made a motion, Commissioner Mehaffey seconded, and the Economic Development Committee recommended forwarding Resolution 25-08 to the full Board. The Resolution will be presented to the full Board for consideration at the February meeting later today.

**RESOLUTION 25-09 - AUTHORIZES A LEASE AMENDMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND CAPE ISLAND FOODS LLC THE CAPE MAY AIRPORT**

The Deputy Executive Director presented and discussed the Resolution. With no additional questions, Commissioner Wilson made a motion, Commissioner Carey seconded, and the Economic Development Committee recommended forwarding Resolution 25-09 to the full Board. The Resolution will be presented to the full Board for consideration at the February meeting later today.

Committee Chair Houghton adjourned the Economic Development Committee at 12:06 p.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**PROJECTS COMMITTEE MEETING**

**Wednesday, February 19, 2025**

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 Teams on Wednesday, February 19, 2025, from the Delaware Memorial Bridge Complex, New Castle, Delaware.

New Jersey Commissioners

Committee Chair Mehaffey

Commissioner McCann, Committee Member

Commissioner Baldini, Committee Member -  
via Teams

Commissioner Behnke via Teams

Commissioner Wilson via Teams

Chairman Ransome

Legal Counsel

Kate Betterly— DE

Governors' Representatives

vacant - DE

Staff

Tom Cook

Ceil Smith

Victor Ferzetti

Vince Meconi

Charlotte Crowell

Gerry Owens

Michelle Warner

Michele Pyle

Jim Salmon

TJ Murray

Tara Donofrio

Kyle Bickhart

Andy Houghton

Delaware Commissioners

Committee Vice-Chair Ratchford

Commissioner Faust, Committee Member -  
via Teams

Commissioner Houghton, Committee Member

Commissioner Collins via Teams

Commissioner Carey

Vice-Chairman Lathem

Phil Norcross— NJ

Jamera Sirmans — NJ

Guests

1. Committee Chair Mehaffey opened the Projects Committee meeting at 12:07 p.m.
2. Committee Chair Mehaffey called for a motion to accept the Projects Committee Minutes from January 22, 2025. Committee Member McCann made a motion, Committee Member Faust seconded, and the Committee Minutes were accepted.
3. Bid Opening
  - CMLF-25-01 Dry-Docking and Repairs M/V Cape Henlopen

A public bid opening was held on February 06, 2025, in which (1) bid was submitted.

The COO recommended awarding the contract, in the amount of \$3,131,520.00 to Caddell Dry Dock & Repair Co of Staten Island, NY.

Committee Chair Mehaffey called for a motion to accept the bid, to which Committee Member Faust made a motion, seconded by Committee Member Houghton and Projects Committee concurred with the recommendation to accept and authorize the action to be presented to the full Board of Commissioners later today.

4. With no further business to discuss, Committee Chair Mehaffey called for a motion to adjourn; Commissioner Houghton made a motion and Committee Vice-Chair Ratchford seconded, and the Projects Committee adjourned at 12:09 p.m.