

DELAWARE RIVER AND BAY AUTHORITY

PERSONNEL COMMITTEE MEETING

Tuesday, September 19, 2017

University of Delaware Virden Center
Lewes, Delaware

A public meeting of The Delaware River and Bay Authority's Personnel Committee Meeting was held on Tuesday, September 19, 2017, at the University of Delaware Virden Center, Lewes, Delaware.

Commissioners from New Jersey

PRESENT

Committee Chair Smith

Commissioner Van Sant, Committee Member

Commissioner Wilson

Commissioners from Delaware

Committee Vice-Chair Lathem

Commissioner Decker, Committee Member

Commissioner Carey, Committee Member

Commissioner Ford

Commissioner Ratchford

Chairperson Hogan

Vice-Chairperson Lowe

Legal Counsel

Phil Norcross – NJ

Mike Houghton – DE

Governors' Representatives

Craig Ambrose – NJ

Nicholas Kant – NJ

Staff

Tom Cook

Frank Minor

Victor Ferzetti

Vince Meconi

Charlotte Crowell

Gerry Owens

Michelle Hammel

Jim Salmon

TJ Murray

Caroline Walker

Toni DeYoung

Michelle Pyle

Invited Guests

USI

Kent Evans

Michelle Lindsay

Ray Daniels

1. Committee Chair Smith opened the Personnel Committee meeting at approximately 9:00 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 July 18, 2017. Commissioner Lathem made a motion, Commissioner Decker seconded, and the Committee Minutes were accepted.
3. Committee Chair Smith requested an Executive Session for Commissioners, New Jersey Labor Counsel, New Jersey and Delaware Legal Counsel, New Jersey Governor's Representatives', Authority Staff Attorney and Executive Director only. A motion was made by Commissioner Lathem, seconded by Commissioner Decker, and the Session was closed.

The following matters of a confidential nature were discussed:

) LITIGATION MATTERS

With no further business to discuss in the Commissioners Only Executive Session, the Executive Staff returned and the Executive Session continued.

The following matters of a confidential nature were discussed:

) 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. Committee Chair Smith requested a motion to forward modified 2018 Vision Plan to the Full Board for action at the October Meeting. A motion was made by Commissioner Carey, seconded by Commissioner Smith.
5. With no further business to discuss, Commissioner Smith made a motion to adjourn and the Personnel Committee adjourned at 10:45 a.m.

DELAWARE RIVER AND BAY AUTHORITY
BUDGET & FINANCE COMMITTEE MEETING
Tuesday, September 19, 2017
University of Delaware Virden Center
Lewes, Delaware

A public meeting of The Delaware River and Bay Authority's Budget & Finance Committee Meeting was held on Tuesday, September 19, 2017, at the University of Delaware Virden Center, Lewes, Delaware.

Commissioners from New Jersey
PRESENT

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

Commissioners from Delaware

Committee Vice-Chair Decker
Commissioner Ratchford, Committee Member
Commissioner Ford, Committee Member
Commissioner Lathem
Commissioner Carey

Chairperson Hogan

Vice-Chairperson Lowe

Legal Counsel

Phil Norcross – NJ

Mike Houghton - DE

Governors' Representatives

Craig Ambrose – NJ

Nicholas Kant - NJ

Staff

Tom Cook

Frank Minor

Victor Ferzetti

Vince Meconi

Charlotte Crowell

Gerry Owens

Michelle Hammel

Jim Salmon

TJ Murray

Caroline Walker

Michelle Pyle

1. Committee Vice-Chair Decker opened the Budget & Finance Committee meeting at approximately 10:47 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 July 18, 2017. Commissioner Smith made a motion, Commissioner Ratchford seconded, and the Committee Minutes were accepted.

3. Resolutions:

- RESOLUTION 17-36 – 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 highlighting two (2) vendors. Regarding Maritime Emergency Response Educators, LLC, the Authority utilizes professional instructors to provide firefighting training to the CMLF Marine department. The purpose of each course is to increase the knowledge and preparedness of the Cape May-Lewes Ferry personnel concerning fire and emergency situations. Regarding Computers and Structures, Inc. (CSI), DRBA engineering consultants have developed a complex model of bridge geometrics, boundary conditions and load cases for both Delaware Memorial Bridge structures using CSIBridge, software owned by CSI. Committee Vice-Chair Decker 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 September meeting later today.

4. Discussion Items:

2018 Operating Budget Schedule – The CFO reported that the 2018 budget process has begun. A preliminary budget will be reviewed with the Committee in October and the Resolution authorizing the FY 2018 Operating Budget will be presented at the November meeting. The CFO reported that he is targeting a budget increase of 2% at approximately \$1.7 million. The CFO reported part of the increase will include pension expenses and that Boomershine Consulting will be coming into review actuarial evaluation of the pension plan in October. The CFO also noted that the DRBA's Insurance Broker mentioned the hardening of the insurance market due to recent hurricanes could have a \$90,000-\$100,000 increase. Lastly, the CFO reported the increase in wage raises at \$260,000 for every 1% given.

Extension of Authority-Wide Insurance Brokerage Consulting Services Agreement (USI Insurance Services LLC) - The CFO reported that the three year term is expiring this year and recommended to the Board to extend for one year for brokerage services. After a brief discussion, the Committee granted the extension.

TD Bank Letter of Credit (LOC) Extension – The CFO reported that the three year term is expiring and recommended to the Board to extend for a five year term. After a brief discussion, the Committee granted the extension.

5. With no further business to discuss, Committee Vice-Chair Decker made a motion to adjourn and the Budget & Finance Committee adjourned at 11:00 a.m.

DELAWARE RIVER AND BAY AUTHORITY

ECONOMIC DEVELOPMENT COMMITTEE MEETING

Tuesday, September 19, 2017

University of Delaware Virden Center
Lewes, Delaware

A public meeting of The Delaware River and Bay Authority's Economic Development Committee Meeting was held on Tuesday, September 19, 2017, at the University of Delaware Virden Center, Lewes, Delaware.

Commissioners from New Jersey

PRESENT

Committee Vice-Chair Van Sant

Commissioner Wilson, Committee Member

Commissioner Smith

Commissioners from Delaware

Committee Chair Ford

Commissioner Carey, Committee Member

Commissioner Ratchford, Committee Member

Commissioner Lathem

Commissioner Decker

Chairperson Hogan

Vice-Chairperson Lowe

Legal Counsel

Phil Norcross – NJ

Mike Houghton – DE

Governors' Representatives

Craig Ambrose – NJ

Nicholas Kant – NJ

Staff

Tom Cook

Frank Minor

Victor Ferzetti

Vince Meconi

Charlotte Crowell

Gerry Owens

Michelle Hammel

TJ Murray

Jim Salmon

Caroline Walker

Michele Pyle

5. Committee Chair Ford opened the Economic Development Committee meeting at approximately 11:00 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.

6. Committee Chair Ford called for a motion to accept the Economic Development Committee Minutes from July 18, 2017. Commissioner Carey made a motion, Commissioner Ratchford seconded, and the Committee Minutes were accepted.

3. Action Items:

RESOLUTION 17-38 - AUTHORIZING THE SALE OF THE DELAWARE CITY POST OFFICE LOCATED IN DELAWARE CITY, DELAWARE

The Delaware River and Bay Authority owns a building at 54 Clinton Street in Delaware City that is currently leased to the USPS. Mr. Bouchheit is a partner in several of the businesses along Clinton Street and is interested in expanding his presence. The property was most recently appraised in 2011 and the purchase price is in line with the appraisal. The CFO noted that additional parking originally obtained from Delaware City will be returned to the city in the transaction.

After discussion, Commissioner Ford made a motion, Commissioner Van Sant 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 September meeting later today.

RESOLUTION 17-39 - AUTHORIZES A LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND GLASSTOWN BREWING, LLC AT THE MILLVILLE AIRPORT

Glasstown Brewing, LLC is an existing tenant off the airfield and their lease is expiring in November. The DED reported that Glasstown would like to renew and are requesting a 12 year term to coincide with bank financing to acquire new equipment for expansion. The DED reviewed the terms of the Lease Agreement.

After discussion, Commissioner Carey made a motion, Commissioner Ratchford 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 September meeting later today.

RESOLUTION 17-40 - AUTHORIZES A LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND THUNDERBOLT DISTRIBUTING, LLC AT THE MILLVILLE AIRPORT

The Delaware River and Bay Authority owns a facility located at 312 Beacon Street on the Millville Airport. Thunderbolt Distributing, LLC wishes to lease this facility in order to start a beer distributing business. In order to receive final approval they must present a valid lease agreement. The DED reviewed the terms of the Lease Agreement.

After discussion, Commissioner Van Sant made a motion, Commissioner Carey 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 September meeting later today.

RESOLUTION 17-41 – LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND MAVERICK AIR, LLC.

The Delaware River and Bay Authority operates a building located at 137 North DuPont Hwy, known as Hangar A at the New Castle Airport. Maverick Air LLC currently leases space in this hangar and their lease is expiring in November. The DED reported that the existing tenant would like to continue to lease the space in order to operate their corporate flight department. Maverick has been a tenant at the airport since 2007. The DED reviewed the terms of the Lease Agreement.

After discussion, Commissioner Carey made a motion, Commissioner Van Sant 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 September meeting later today.

RESOLUTION 17-42 - LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND OVERHEAD DOOR

Overhead Door of Delmar, Inc. currently leases a building located at 502 New Churchmans Road at the New Castle Airport. The DED reported that an existing tenant would like to re-lease the entire facility totaling 7,230 sq. ft. to continue their operation of their existing business at the airport. The DED reviewed the terms of the Lease Agreement.

After discussion, Commissioner Van Sant made a motion, Commissioner Ratchford 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 September meeting later today.

7. The DED reported on his meeting with Boeing, a previous tenant at Millville Airport. The DED expressed the desire to bring Boeing back to the Millville Airport and discussed Boeing's current business opportunities. Other than aviation, the DED also noted that Boeing could be involved with technology such as marine and port security with the DRBA. The DED stated the meeting went very well and that Boeing is considering several other airport locations such as Cape May Airport and New Castle Airport. The DED noted he will continue to update the Board on the status of Boeing.
8. Committee Chair Ford requested an Executive Session, closed to the public to discuss matters of a confidential nature. A motion was made by Commissioner Wilson, seconded by Commissioner Smith, and the Session was closed.

The following matters of a confidential nature were discussed.

) LEASE NEGOTIATIONS

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

6. With no further business to discuss, Committee Chair Ford made a motion to adjourn and the Economic Development Committee adjourned at 12:12 p.m.

DELAWARE RIVER AND BAY AUTHORITY
PROJECTS COMMITTEE MEETING
September 19, 2017
Lewes, Delaware

A public meeting of The Delaware River and Bay Authority's Projects Committee was held on Tuesday, September 19, 2017, at the Virden Retreat Center in Lewes, Delaware.

Commissioners from New Jersey

PRESENT

Committee Chair Van Sant
Commissioner Smith
Commissioner Wilson

Commissioners from Delaware

Committee Vice-Chair Ratchford

Commissioner Ford, Committee Member
Commissioner Lathem, Committee Member
Commissioner Carey
Commissioner Decker

Chairperson Hogan

Vice-Chairperson Lowe

Governors' Representatives

Nicholas Kant - NJ
Craig Ambrose - NJ

Staff

Tom Cook
Frank Minor
Victor Ferzetti
Charlotte Crowell
Gerry Owens
Vincent Meconi
Jim Salmon
TJ Murray
Steve Williams
Heath Gehrke
Michelle Hammel
Caroline Walker
Alyona Stakhovskaya
John Sarro
Brent Van Lith

1. Committee Chair Van Sant opened the Projects Committee meeting at approximately 1:00 pm 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 July 18, 2017. Committee Chair Van Sant made a motion, Commissioner Lathem seconded, and the Committee Minutes were accepted.
3. Resolutions:

J RESOLUTION 17-43: AUTHORIZING A CONTRACT BETWEEN THE AUTHORITY AND ELLIOT BAY DESIGN GROUP TO PROVIDE NAVAL ARCHITECT AND MARINE ENGINEERING SERVICE FOR VESSEL REPOWERING

The purpose of this resolution is to authorize an agreement with Elliott Bay to provide the necessary professional naval architect, marine engineering and consulting services for repowering M/V Cape Henlopen and M/V New Jersey.

After discussion, Committee Chair Van Sant made a motion, Commissioner Lathem seconded, and the Committee recommended forwarding the Resolution to the full Board for approval. The Resolution will be presented to the full Board for consideration at the September meeting later today.

J RESOLUTION 17-44: AUTHORIZING THE AUTHORITY TO ENTER INTO A CONTRACT WITH ALIMAK HEK, INC. FOR DELAWARE MEMORIAL BRIDGE ELEVATOR REPAIRS

The purpose of this resolution is to authorize a contract with Alimak Hek, Inc. for Delaware Memorial Bridge elevator repairs.

After discussion, Committee Chair Van Sant made a motion, Commissioner Ratchford seconded, and the Committee recommended forwarding the Resolution to the full Board for approval. The Resolution will be presented to the full Board for consideration at the September meeting later today.

J RESOLUTION 17-45: AUTHORIZING RESCINDING THE AWARD OF CONTRACT #33N-17-B CARRIER VEHICLE WITH PLOW, BLOWER AND BROOM AND AUTHORIZING THE AWARD OF CONTRACT #33N-17-B2 CARRIER VEHICLE WITH PLOW, BLOWER AND BROOM.

The purpose of this resolution is to rescind a prior contract authorization and to authorize the execution of a revised contract for the purchase of a carrier vehicle with plow, blower and broom for the Delaware Airpark.

After discussion, Committee Chair Van Sant made a motion, Commissioner Ford seconded, and the Committee recommended forwarding the Resolution to the full Board for approval. The Resolution will be presented to the full Board for consideration at the September meeting later today.

4. Bid Openings:

) ILG-17-03 TERMINAL BUILDING REPLACEMENT

A public bid was held on August 31, 2017, in which (3) bids were submitted. The COO recommended awarding the contract to the lowest bidder, in the amount of \$959,000.00 to EDiS Company of Wilmington, DE.

A motion was made by Committee Chair Van Sant, seconded by Commissioner Ford and the Projects Committee concurred with the recommendation to accept and authorized the action to be presented to the full Board at the September meeting later today.

) CMLF-18-01 DRYDOCKING AND REPAIRS OF M/V NEW JERSEY

A public bid was held on August 30, 2017, in which (1) bid was submitted. The COO recommended awarding the contract to the bid in the amount of \$2,968,502.87 to GMD Shipyard Corp. of Brooklyn, NY.

A motion was made by Committee Chair Van Sant, seconded by Commissioner Ford that the Projects Committee concurred with the recommendation to accept and authorized the action to be presented to the full Board at the September meeting later today.

5. Contract Close-Out Actions:

) DMB-15-01 PIER REPAIRS I & II STRUCTURES

The title of the close-out describes what work was performed for the Authority. The final contract amount is \$877,680.46 The COO recommended close-out of the contract and final payment to New Age Fastening Systems, Inc. of Sewell, NJ. A motion was made by Committee Chair Van Sant, seconded by Commissioner Ford, and the Projects Committee concurred with the recommendation and authorized the close-out action to be presented to the full board at the September meeting later today.

6. Contractor Payment (through August): The COO reviewed for the Committee the monthly construction contractor payments to be made for the work completed through August.

7. Miscellaneous Items/Updates:

) VESSEL FUEL CONTRACT UPDATE

The COO clarified the bid structure to the commissioners. The fuel price that the Authority would be paying consists of the OPIS index price, which is a daily variable, plus a fixed price added by the vendor.

8. Open Discussion/Other Issues: None
9. Committee Chair Van Sant requested an Executive Session closed to the public to discuss matters of a confidential nature. A motion was made by Commissioner Ratchford seconded by Commissioner Lathem, and the Session was closed.

The following matters of a confidential nature were discussed:

) LITIGATION MATTER

10. With no further business to discuss in Executive Session, a motion to open the meeting to the public was made by Committee Chair Van Sant, seconded by Commissioner Lathem, and the Session was opened to the public.
11. With no further business to discuss, Committee Chair Van Sant made a motion to adjourn and the Projects Committee adjourned at 2:10 pm.