

DELAWARE RIVER AND BAY AUTHORITY

BUDGET & FINANCE COMMITTEE MEETING

Tuesday, April 19, 2022
Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Budget & Finance Committee Meeting was conducted via zoom on Tuesday, April 19, 2022, from the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners of New Jersey

Committee Chair McCann - absent
Commissioner Smith, Committee Member
Commissioner Wilson, Committee Member
Commissioner Ransome
Commissioner Baldini

Chairperson Hogan

Governors' Representatives

Janice Venables – New Jersey

Staff

Tom Cook
Steve Williams
Victor Ferzetti
Vince Meconi
Charlotte Crowell
Gerry Owens
Michelle Warner
Jim Salmon
TJ Murray
Heath Gehrke
Andrew Ritchie
Toni DeYoung
Tara Donofrio
Michelle Griscom
Michelle Pyle
Emily Weaver

Commissioners of Delaware

Committee Vice-Chair Decker
Commissioner Ratchford, Committee Member
Commissioner Becker, Committee Member
Commissioner Faust
Commissioner Carey

Vice-Chairperson Lathem

Governor's Representatives

Guests

1. Committee Vice-Chair Decker opened the Budget & Finance Committee meeting at approximately 11:58 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 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 March 15, 2022. Commissioner Ratchford made a motion, Commissioner Smith, seconded, and the Committee Minutes were accepted.

3. Discussion Items:

- 2022 1st Quarter Financial Performance

The Chief Financial Officer (CFO) discussed 1st Quarter Traffic, Revenue and Expenses for 2022. The CFO noted commercial traffic at the DMB remains strong at approximately 680,000 transactions and noted the rebound in passenger vehicles 2.6 million transactions. Total traffic at the DMB of approximately 3.68 million compares to pre-pandemic traffic (2019) of 3.8 million transactions. The CFO noted the CMLF of 88,000 total transactions is in-line with pre-pandemic numbers. Overall, revenues for the quarter were \$2.5 million dollars better than last year and about \$2 million dollars better than projected. Concerning expenses, the only area tracking at elevated levels are fuel expenses at the CMLF remain very high for the 1st Quarter.

4.

Action Items:

**RESOLUTION 22-10 - AUTHORIZING AUTHORITY EXPENDITURES
PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2022,
THROUGH DECEMBER 31, 2022**

The Vice-Chair Decker presented the Resolution with no questions, Commissioner Ratchford made a motion, Commissioner Smith seconded, and the Budget & Finance Committee recommended forwarding Resolution 22-10 to the full Board. The Resolution will be presented to the full Board for consideration at the April meeting later today.

**RESOLUTION 22-11 - LEASE AMENDMENT BETWEEN THE DELAWARE
RIVER AND BAY AUTHORITY AND FERRY PARK, LLC AT THE CAPE MAY
TERMINAL**

The Vice-Chair presented the Resolution with no questions, Commissioner Ratchford made a motion, Commissioner Smith seconded, and the Budget & Finance Committee recommended forwarding Resolution 22-11 to the full Board. The Resolution will be presented to the full Board for consideration at the April meeting later today.

**RESOLUTION 22-12 – AUTHORIZING THE EXECUTION OF A CONCESSION
AGREEMENT FOR RENTAL CAR SERVICES AT THE LEWES FERRY
TERMINAL**

The Vice-Chair presented the Resolution with no questions, Commissioner Smith made a motion, Commissioner Wilson seconded, and the Budget & Finance Committee

recommended forwarding Resolution 22-12 to the full Board. The Resolution will be presented to the full Board for consideration at the April meeting later today.

RESOLUTION 22-13 – AUTHORIZING THE EXECUTION OF A CONCESSION AGREEMENT FOR RENTAL CAR SERVICES AT THE CAPE MAY FERRY TERMINAL

The Vice-Chair presented the Resolution with no questions, Commissioner Ratchford made a motion, Commissioner Smith seconded, and the Budget & Finance Committee recommended forwarding Resolution 22-13 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, Committee Vice-Chair Decker adjourned the Budget and Finance Committee 12:04 p.m.

DELAWARE RIVER AND BAY AUTHORITY

ECONOMIC DEVELOPMENT COMMITTEE MEETING

Tuesday, April 19, 2022

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Economic Development Committee Meeting was conducted via Zoom on Tuesday, April 19, 2022, from the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners of Delaware

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

Vice-Chairperson Lathem

Michael Houghton – DE

Governors' Representatives

Staff

Tom Cook
Steve Williams
Victor Ferzetti
Vince Meconi
Charlotte Crowell
Gerry Owens
Michelle Warner
Jim Salmon
TJ Murray
Michelle Griscom
Andrew Ritchie
Toni DeYoung
Darryl Anderson
Heath Gehrke
Tara Donofrio
Michele Pyle
Emily Weaver

Commissioners of New Jersey

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

Chairperson Hogan

Phillip Norcross - NJ

Governors' Representatives

Janice Venables, New Jersey

Guests

1. Committee Chair Ratchford opened the Economic Development Committee meeting at approximately 12:04 p.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.
2. Committee Chair Ratchford called for a motion to accept the Economic Development Committee Minutes from February 15, 2022. (There was no March 2022 committee meeting). Commissioner Ransome made a motion, Commissioner Becker seconded, and the Committee Minutes were accepted.

3. **Resolutions:**

RESOLUTION 22-14 - AUTHORIZES A LEASE AMENDMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND DELMOSPORTS, LLC. AT THE CAPE MAY AIRPORT

After discussions, Commissioner Decker made a motion, Commissioner Wilson, seconded, and the Economic Development Committee recommended forwarding Resolution 22-14 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the April meeting later today.

RESOLUTION 22-15 - AUTHORIZING AN AMENDMENT TO THE PURCHASE AND SALE AGREEMENT FOR THE SALEM BUSINESS CENTER AND THREE VACANT LOTS LOCATED IN CARNEYS POINT, NEW JERSEY

After discussions, Commissioner Decker made a motion, Commissioner Ransome, seconded, and the Economic Development Committee recommended forwarding Resolution 22-15 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the April meeting later today.

Committee Chair Ratchford adjourned the Economic Development Committee at 12:11 p.m.

DELAWARE RIVER AND BAY AUTHORITY

PROJECTS COMMITTEE MEETING

Tuesday, April 19, 2022

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Projects Committee Meeting was conducted via Zoom on Tuesday, April 19, 2022, from the Delaware Memorial Bridge Complex, New Castle, Delaware.

New Jersey Commissioners

Committee Chair Ransome
Commissioner McCann, Committee Member
Commissioner Baldini, Committee Member
Commissioner Smith
Commissioner Wilson

Chairman Hogan

Legal Counsel

Phil Norcross– NJ

Governors' Representatives

Janice Venables– NJ

Staff

Tom Cook
Steve Williams
Victor Ferzetti
Vince Meconi
Charlotte Crowell
Gerry Owens
Michelle Warner
Michele Pyle
Jim Salmon
TJ Murray
Tara Donofrio
Emily Weaver
Andy Houghton
Kyle Bickhart
Heath Gehrke
Andrew Ritchie
Toni deYoung
Darryl Anderson

Delaware Commissioners

Committee Vice-Chair Ratchford
Commissioner Faust, Committee Member
Commissioner Becker, Committee Member
Commissioner Decker
Commissioner Carey

Vice Chairman Lathem

Mike Houghton – DE

Albert Shields – DE absent

Guests

1. Committee Chair Ransome opened the Projects Committee meeting at 12:11 p.m.
2. Committee Chair Ransome called for a motion to accept the Projects Committee Minutes from March 15, 2022. Vice-Chair Ratchford made a motion, Commissioner Faust seconded, and the Committee Minutes were accepted.
3. Resolution
 - **RESOLUTION 22-16** – Authorizing an Agreement Between the Delaware River and Bay Authority and R.E. Pierson Construction Co. to Provide Pre-Construction Services to the Authority for the Ship Collision Protection System Project at the Delaware Memorial Bridge

After discussions, Committee Chair Ransome called for a motion, Commissioner Faust made a motion, Committee Vice Chair Ratchford seconded, and the Projects Committee recommended forwarding Resolution 22- 16 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the April meeting later today.

4. Bid Openings

- **DMB-22-06 Interstate 295 Miscellaneous Roadway Improvements**

A public bid opening was held on March 30, 2022, in which (2) bids were submitted.

The COO recommended awarding the contract, in the amount of \$1,557,763.80 to Road-Con, Inc.

Committee Chair Ransome called for a motion to accept the award, to which Vice-Chair Ratchford made a motion, seconded by Commissioner Faust and Projects Committee concurred with the recommendation to accept and authorize the action to be presented to the full Board at the April meeting later today.

- **MIV-21-08 Building M305 Rooftop HVAC Unit Replacement**

A public bid opening was held on March 30, 2022, in which (4) bids were submitted.

The COO recommended awarding the contract, in the amount of \$392,000.00 to Gaudelli Bros, Inc.

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

- **CMLF-20-04 Toll Booth Roof Replacement and Signage Improvement**

COO noted, only (1) bid was received at nearly \$1.9 million, double the engineer's estimate. The COO is recommending splitting it into two separate projects, the Cape May work and the Lewes work, do some contractor recruitment, and conduct two re-bids. Staff therefore recommends rejection of this bid.

Committee Chair Ransome called for a motion to reject the award, to which Commissioner Faust made a motion, seconded by Vice-Chair Ratchford, and Projects Committee concurred with the recommendation to reject the bid.

5. Contract Closeout

- **CMLF-19-06 MV New Jersey Repowering**

The COO recommended close-out of the contract and final payment to Caddell Dry Dock & Repair Co, Inc. with a final contract amount of \$15,636,760.15.

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

6. Contractor Payment Reviews:

The COO reviewed for the Committee the monthly construction contractor payment summary to be made for the work completed through March 2021 for (21) payments totaling approximately \$6 million for projects at the bridge, ferry, and airports.

7. Discussion Items

- **New Ferry Vessels**

The COO and DFO Heath Gehrke reviewed the trip to Martha's Vineyard to review the Steamship Authority's 2 Ferry vessels: a 55 car and a 75-car passenger. The committee researching the DRBA's purchase of a new Ferry, Chair Ransome, Vice-Chair Ratchford, Gehrke, Captain Megan Palmer along with the Executive Director, Deputy Executive Director and the CFO attended the Ferry to aid in the determination.

Chairman Ransome and Vice-Chairman Ratchford shared their observations regarding the trip.

In addition, the Executive Director shared his observations regarding a recent staff trip to a vessel simulator in the Baltimore area

- **Contract CS-18-01: Final One-Year Extension with Verdantas (Duffield Associates, Inc) for Authority Wide Environmental Consulting Services**

The environmental General Engineering Contract does work for the DRBA such as assisting with the required stormwater and spill prevention control and cleanup reports that must be filed with the environmental regulators and aiding with recycling tracking.

Verdantas work has been completely satisfactory; therefore, the DRBA would like to exercise the final 1-year renewal option. After this last year, it will be re-solicited.

The resolution that originally approved the hiring of Verdantas states that the extension options can be exercised with the approval of the Projects Committee along with the Commission Chair & Vice-Chair.

Staff requests a motion of approval by the Projects Committee and will look to the Chair and Vice-Chair to make sure there are no objections.

Committee Chair Ransome called for a motion to accept the award, to which Vice-Chair Ratchford made a motion, seconded by Commissioner Faust and Projects Committee concurred with the recommendation to accept and authorize the action.

- **Construction Projects Progress**

The monthly construction highlights report was previously presented via email to the Commissioners. The COO asked if there were any questions on that report. There were none. The Vice-Chair commended the Veterans Memorial Park updates under way by the DRBA maintenance and acknowledged the new additions of those lost in other wars from New Jersey and Delaware.

- **Multi-tenant/Light Industrial Building (Airports)**

The Deputy Executive Director reviewed the construction updates for the two New Jersey airport's multi-tenant buildings: Cape May (WWD) and Millville (MIV) based on the CIP approval.

- **WWD**

Multi-Tenants – Existing and Budgeted

- Building 1 and 2: Complete 2021
- Building 3 and 4 site work design: 2022
- Building 3 structure design: 2022
- Construction of Building 3 and 4 Site work: 2023
- Construction of Building 3 shell with fit outs: 2023-2024

Proposed

- Design of site and building 5 -Location yet to be determined**
 - Option A adjacent to Hornet and Ranger circle
 - Option B adjacent to building 96 and Cape May Brewery production facility
- **MIV**
 - No modern multi-tenant buildings currently exist at MIV
 - Building 1 site work design: 2022.
 - Building 1 structure design: 2022.
 - Construction of Building 1 Site work, and Building 1 shell/fit outs: 2023

8. With no further business to discuss, Committee Chair Ransome called for a motion to adjourn; Commissioner Faust made a motion and Vice-Chair Ratchford seconded, and the Projects Committee adjourned at 1:04 p.m.