

MINUTES OF MEETING
THE DELAWARE RIVER AND BAY AUTHORITY
Tuesday, July 18, 2017
James Julian Boardroom
Delaware Memorial Bridge Plaza
New Castle, Delaware 19720

The meeting convened at 11:30 a.m. with Chairperson Hogan presiding.

Chairperson Hogan called on the Authority Assistant Secretary to read the meeting notice. The Assistant Secretary announced that a notice of the meeting had been distributed to the offices of the Governor of New Jersey and the Governor of Delaware, to appropriate staff members and consultants, to the press in both States and to any other individuals who had indicated an interest in receiving a copy of the meeting notice.

Prior to the start of the Board Meeting, Vice-Chairperson Lowe administered the Oath of Office to Michael Ratchford. Commissioner Ratchford is the New Castle County representative to the Board of Commissioners.

Chairperson Hogan called on the Assistant Secretary to take the roll.

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Commissioners from Delaware

Commissioners from New Jersey

PRESENT

William E. Lowe, Vice-Chairperson
Crystal L. Carey- **Absent**
James L. Ford, III- **Absent**
Samuel E. Lathem- **via phone**
Michael Ratchford
Henry J. Decker

James N. Hogan, Chairperson
James Bennett- **via phone**
Douglas Van Sant
Shirley R. Wilson- **Absent**
Ceil Smith
VACANT

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The opening prayer was given by Commissioner Lathem, followed by the Pledge of Allegiance led by the Executive Director.

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Chairperson Hogan called for the acceptance of the Agenda.

Commissioner Lowe made a motion to accept the Agenda, seconded by Commissioner Decker, and the motion carried by a voice vote of 8-0.

Chairperson Hogan announced that Commissioner Ratchford would be serving on the Projects, Budget & Finance, and Economic Development Committees effective immediately.

Chairperson Hogan called for the acceptance of the Committee Assignments.

Commissioner Smith called for a motion to accept the committee assignment, seconded by Commissioner Van Sant and the motion carried by a voice vote of 8-0.

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11278. APPROVAL OF THE JUNE 20, 2017 MINUTES

Chairperson Hogan called for the approval of the June 20, 2017 meeting minutes.

Commissioner Lowe made a motion to approve the June 20, 2017 meeting minutes, seconded by Commissioner Van Sant, and unanimously approved by a voice vote of 8-0.

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11279. DELAWARE RIVER AND BAY AUTHORITY – TRAFFIC AND REVENUE SUMMARY.

The Chief Financial Officer (CFO) presented a chart showing Actual versus Projected Revenues for the Delaware Memorial Bridge, the Cape May-Lewes Ferry, Airports, Delaware City-Salem Ferry Crossing, and Food Services for the month of June 2017.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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11280. DELAWARE RIVER AND BAY AUTHORITY – STATEMENT OF INCOME AND EXPENSE.

The CFO presented a chart showing statements of income and expenses for the month of June with comparisons to the same period last year.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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11281. DELAWARE RIVER AND BAY AUTHORITY – OPERATING EXPENSE BY DIVISION.

The CFO presented a chart for June showing expenses by division for the quarter to date vs. the projected quarter and for year to date vs. total budget.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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11282. DELAWARE RIVER AND BAY AUTHORITY – CAPITAL IMPROVEMENT PROGRAM.

The CFO presented a chart for the month of June showing the capital budget for crossing and economic development projects and dollars committed to date for the projects. The chart also included cash expenditures spent to date for the committed projects.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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11283. DELAWARE RIVER AND BAY AUTHORITY – CASH POSITION (MARKET VALUE) AS OF JUNE 30, 2017.

The CFO presented charts indicating the cash fund balances for the entire Authority.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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11284. PUBLIC COMMENT ON ACTION ITEMS

Chairperson Hogan noted that there are eight (8) Contract Awards, and five (5) Resolutions for consideration.

All action items have been reviewed and recommended for consideration during today's Committee meetings. Chairperson Hogan called for public comment.

There were no public comments.

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11285. AWARD OF CONTRACT # ILG-16-03 – RECONSTRUCT TAXIWAY “B” NORTH

The Chief Operations Officer (COO) noted that a public bid opening was held on June 15, 2017 and one (1) bid was received. The COO and the Projects Committee recommended awarding the contract to the lowest responsible bidder, Diamond Materials, 924 S. Heald St., Wilmington, DE 19801, in the amount of \$5,504,509.65. Finalization of this contract award is subject to DRBA being awarded FAA grant funding for this project.

A motion to award Contract #ILG-16-03 to the aforementioned firm was made by Commissioner Decker, seconded by Commissioner Van Sant, and unanimously approved by a voice vote of 8-0.

11286. AWARD OF CONTRACT #WWD-17-A – DRAINAGE SWALE IMPROVEMENTS

The Chief Operations Officer (COO) noted that a public bid opening was held on June 21, 2017 and six (6) bids were received. The COO and the Projects Committee recommended awarding the contract to the lowest responsible bidder, Mathis Construction, 1510 Route 539, Suite 1, Little Egg Harbor, NJ 08087, in the amount of \$996,543.60. Finalization of this contract award is subject to DRBA being awarded FAA grant funding for this project.

A motion to award Contract #WWD-17-A to the aforementioned firm was made by Commissioner Decker, seconded by Commissioner Smith, and unanimously approved by a voice vote of 8-0.

11287. AWARD OF CONTRACT #WWD-17-B – RUNWAY 10-28 DEER FENCE

The Chief Operations Officer (COO) noted that a public bid opening was held on June 21, 2017 and three (3) bids were received. The COO and the Projects Committee recommended awarding the contract to the lowest responsible bidder, Ninsa, LLC, 125 Lincoln Street, Hammonton, NJ

08034, in the amount of \$679,796.00. Finalization of this contract award is subject to DRBA being awarded FAA grant funding for this project.

A motion to award Contract #WWD-17-B to the aforementioned firm was made by Commissioner Decker, seconded by Commissioner Smith, and unanimously approved by a voice vote of 8-0.

11288. AWARD OF CONTRACT #WWD-14-04 – OBSTRUCTION
REMOVAL PHASE III

The Chief Operations Officer (COO) noted that a public bid opening was held on June 21, 2017 and four (4) bids were received. The COO and the Projects Committee recommended awarding the contract to the lowest responsible bidder, Peter Downes & Son, Inc, 80 Airport Road, West Milford, NJ 07480, in the amount of \$378,169.70. Finalization of this contract award is subject to DRBA being awarded FAA grant funding for this project.

A motion to award Contract #WWD-14-04 to the aforementioned firm was made by Commissioner Decker, seconded by Commissioner Smith, and unanimously approved by a voice vote of 8-0.

11289. AWARD OF CONTRACT #33N-17-B – CARRIER VEHICLE
WITH PLOW, BLOWER, AND BROOM

The Chief Operations Officer (COO) noted that a public bid opening was held on June 28, 2017 and two (2) bids were received. The COO and the Projects Committee recommended awarding the contract to the lowest responsible bidder, U.S. Municipal Supply, Inc. PO box 574, 10583 Raystown Rd, Huntingdon, PA 16652, in the amount of \$165,790.00. Finalization of this contract award is subject to DRBA being awarded FAA grant funding for this project.

A motion to award Contract #33N-17-B to the aforementioned firm was made by Commissioner Decker, seconded by Commissioner Smith, and unanimously approved by a voice vote of 8-0.

11290. AWARD OF CONTRACT #CMLF-17-11 – LEWES STAGING
LANES PAVEMENT REPAIRS

The Chief Operations Officer (COO) noted that a public bid opening was held on July 6, 2017 and four (4) bids were received. The COO and the Projects Committee recommended awarding the contract to the lowest responsible bidder, George & Lynch, Inc., 150 Lafferty Lane, Dover, DE 19901, in the amount of \$260,969.95.

A motion to award Contract #CMLF-17-11 to the aforementioned firm was made by Commissioner Decker, seconded by Commissioner Smith, and unanimously approved by a voice vote of 8-0.

11291. AWARD OF CONTRACT #CMLF-17-14B – MANUFACTURE
AND SUPPLY OF PROPELLERS FOR M/V DELAWARE

The Chief Operations Officer (COO) noted that a public bid opening was held on July 6, 2017 and one (1) bid was received. The COO and the Projects Committee recommended awarding the contract to the lowest responsible bidder, Michigan Wheel, 1501 Buchanan Ave SW, Grand Rapids, MI 49507, in the amount of \$130,000.00.

A motion to award Contract #CMLF-17-14b to the aforementioned firm was made by Commissioner Decker, seconded by Commissioner Smith, and unanimously approved by a voice vote of 8-0.

11292. AWARD OF CONTRACT #CMLF-17-12 – SUPPLY OF ULTRA-LOW SULFUR DIESEL FUEL

The Chief Operations Officer (COO) noted that a public bid opening was held on July 6, 2017 and four (4) bids were received. The COO and the Projects Committee recommended awarding the contract to the lowest responsible bidder, Papco, Inc., 2 New Road, Suite 311, Aston, PA 19014.

A motion to award Contract #CMLF-17-12 to the aforementioned firm was made by Commissioner Smith, seconded by Commissioner Decker, and unanimously approved by a voice vote of 8-0.

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11293. CHAIRPERSON’S CALL FOR RESOLUTIONS BEFORE THE BOARD

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

WHEREAS, The Delaware River and Bay Authority (the “Authority”) adopted Resolution 01-84 requiring Commissioner review and approval of all Authority expenditures in excess of \$25,000; and

WHEREAS, the Authority anticipates expenditures at or over the \$25,000 amount to the following vendors:

DELAWARE RIVER & BAY AUTHORITY
PROJECTED VENDORS TO BE PAID OVER \$25,000
OPERATION EXPENDITURES
FOR THE PERIOD 1/1/17 THROUGH 12/31/17

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
A. Brooks Roofing	Roof Coating at MIV Building 90 Hangar	Quotes	\$47,000
Johnson Controls, Inc.	HVAC System Units and Installation	Proprietary	\$300,000
Pioneer Fence Co., Inc.	Security Fence Replacement at ILG	Quotes	\$38,000
ProTek Roofing	Roof Repair at MIV Building 112 and Malone Street Hangars	Quotes	\$29,000
R.A. Wiedemann & Associates	ILG Business Plan Update	Professional Services	\$50,000

NOW, THEREFORE, BE IT RESOLVED, that the Authority authorizes expenditures to the above-listed vendors for the described purposes and authorizes payment.

A motion to approve Resolution 17-31 was made by Commissioner Lowe, seconded by Commissioner Decker, and approved by a roll call vote of 8-0.

Resolution 17-31 Executive Summary Sheet

Resolution: Authorizing Authority Expenditures Pursuant to Resolution 01-84 for the period January 1, 2017 through December 31, 2017.

Committee: Budget & Finance

Committee and Board Date: July 18, 2017

Purpose of Resolution:

Authorizes expenditures of \$25,000 or greater with the identified vendors during the 2017 calendar year.

Background for Resolution:

The proposed Resolution meets the requirements of Resolution 01-84, whereby the Authority shall not enter into any contract committing the Authority to spend or make any other expenditures relating to services, material and supplies in the amount of \$25,000 or more unless it has first been approved by a vote of Commissioners.

Background for the specific purchases:

A. Brooks Roofing: Roof Coating at MIV Building 90 Hangar

The Authority will be hiring a contractor to furnish all labor, material, tools and equipment necessary to install a new elastomeric coating over the existing metal roof and wall panels at Millville Airport Building 90. Quotes were solicited from five (5) roofing contractors to perform the necessary work and four (4) bids were received. A. Brooks Roofing, Inc. submitted the lowest bid to perform the work as specified by the Authority's scope of work.

Johnson Controls, Inc.: HVAC System Units and Installation

The Authority already relies on Johnson Controls to provide preventative maintenance, proprietary equipment and services throughout its facilities. This project (2017 CIP Line: Replace Chillers in West Toll Building) involves the replacement of the two (2) chillers in the Julia Building that have reached the end of their service life (22+ years) and operate on R-22 refrigerant, which is being phased-out by the EPA. York, a subsidiary of Johnson Controls, is the brand of HVAC equipment that is compatible with the Authority's Building Automation System. Authority technicians are trained to service York equipment and York parts are stocked in our inventory.

Pioneer Fence Co., Inc.: Security Fence Replacement at ILG

The project work consist of the replacement of over 1,450 feet of 8' security fencing along Basin Road and Old Churchman's roads. The Contractor will be responsible for the removal and disposal of old fencing and installing new galvanized fencing. The current fencing is badly damaged from years of mowing operations and corrosion and there are gaps present in several areas of the fence that make this a security concern. Bids were solicited from three fencing contractors. Pioneer Fence was the low bidder and will be hired to perform the work.

ProTek Roofing: Roof Repair at MIV Building 112 and Malone Street Hangars

The Authority will be hiring a contractor to furnish all labor, material, tools and equipment necessary to perform roof repairs at Millville Airport Building 112 and Malone Street hangars. Quotes were solicited from five (5) roofing contractors to perform the necessary work and four (4) bids were received. ProTek Roofing

submitted the lowest bid to perform the work as specified by the Authority's scope of work.

R.A. Wiedemann & Associates: ILG Business Plan Update

The Authority periodically employs a firm specializing in strategic airport business planning, aviation-specific marketing and economic impact analysis. This planning effort will maximize the use of previously completed work, such as the ongoing airport master plan and air service initiatives, to populate the inventory, forecast and baseline facility and air service needs for the New Castle Airport business plan. The study will focus on analysis of market segment options including: commercial service options, air cargo options, attraction of aircraft maintenance, repair and overhaul (MRO) businesses, aviation tenants and/or services expansion options, business/corporate aviation options, non-aviation development options and military mission options. In addition to exploring alternatives within each of the areas listed p, this task will include market assessment, brand equity assessment and the impact of physical Changes to ILG.

Classification Definitions:

Professional Services. A purchase of services valued less than \$50,000 that are provided by a professional acting in a capacity that requires specialized education, knowledge, judgment, and skill, and is predominantly mental or intellectual (as opposed to physical or manual) in nature, also including any clerical or administrative support that is required for the proper delivery of the professional service. Professional services may also be classified as those types of services that are original and creative in character and in a recognized field of artistic endeavor.

Proprietary. A purchase necessary to support or maintain existing Authority equipment for which a vendor has the right to prohibit an equivalent product from being supplied. Similar products or services may be available, however the Authority must purchase from the original equipment manufacturer or service provider to uphold a contract, warranty, etc. A proprietary specification typically restricts the acceptable product or service to one manufacturer or vendor; although the product or service may be available from more than one distributor.

Quotes. A purchase of equipment, supplies or non-professional services or a contract for construction or construction management that is anticipated to cost between \$25,000 and \$49,999 during a calendar year and for which the Authority has solicited written quotes. *“Contracts for materiel and supplies and non-professional services, awarded to any [vendor for an amount of] more than \$25,000 but less than \$50,000 in the aggregate require the solicitation of three written quotes or all available sources, whichever is less...Construction management contracts or construction contracts...which are less than \$50,000 do not require formal solicitation of competitive prices and, if more than \$25,000 but less than \$50,000 require the solicitation of three written quotes or all available sources, whichever is less...”* (DRBA Resolution 98-31 Part 4).

RESOLUTION 17-32 LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND FRED BOYLE AT THE CAPE MAY AIRPORT

WHEREAS, The Delaware River and Bay Authority (the “Authority”), is the operator of the Cape May Airport (“Airport”), Cape May, New Jersey; and

WHEREAS, Fred Boyle desires to lease approximately 5,525 square feet of land at the Cape May Airport in order to construct a hangar for personal use; and

WHEREAS, Fred Boyle has agreed to pay the Authority annual rent in the amount of Nine Hundred and Ninety-Four Dollars 50/100 (\$994.50) for the parcel; and

WHEREAS, the term of the Lease Agreement (“Agreement”) is for Thirty (30) years; and

WHEREAS, rent shall increase annually by the Consumer Price Index (CPI); and

WHEREAS, rent shall adjust at the beginning of year ten (10) and year twenty (20) to the then Fair Market Value (FMV); and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Agreement with Fred Boyle and, with the consent of counsel, to have such Agreement executed by the Chairperson, Vice Chairperson and the Executive Director.

A motion to approve Resolution 17-32 was made by Commissioner Lowe seconded by Commissioner Smith, and approved by a roll call vote of 8-0.

Resolution 17-32 Executive Summary

Resolution: Authorizing the Execution of the Lease Agreement between the Delaware River and Bay Authority and Fred Boyle at the Cape May Airport.

Committee: Economic Development

Committee Date: July 18, 2017

Board Date: July 18, 2017

Purpose of Resolution:

To permit the Executive Director, Chairman and Vice Chairman to execute and deliver a Lease Agreement for space at the Cape May Airport.

Background for Resolution:

The Delaware River and Bay Authority operates the Cape May Airport. Fred Boyle has been a longtime aircraft operator and tenant at the Cape May Airport. He would like to construct and own his own facility at the airport. He is planning on constructing a 65' x 63' hangar. The annual rent is based upon the current land rental rate at the airport.

RESOLUTION 17-33 – AUTHORIZES ACCEPTANCE OF FUNDS FROM THE FEDERAL TRANSIT ADMINISTRATION PASSENGER FERRY GRANT PROGRAM.

WHEREAS, The Delaware River and Bay Authority is a bi-state government agency with authority to operate and maintain public transportation; and

WHEREAS, the Federal Transit Administration has been delegated authority to award federal financial assistance for a public transportation project; and

WHEREAS, the Federal Transit Administration has granted The Delaware River and Bay Authority \$6 Million in Federal Transit Administration Grant funds to repower and retrofit the MV New Jersey and MV Cape Henlopen; and

WHEREAS, notice of the award was made in the May 31, 2016 Federal Register; and

WHEREAS, the grant for federal financial assistance will impose certain obligations upon The Delaware River and Bay Authority and may require the Authority to provide the local share of the project cost; and

WHEREAS, The Delaware River and Bay Authority will be required to provide annual certifications and assurances to the Federal Transit Administration required for the project.

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to accept the disbursement of the funds from the Federal Administration grant and with the advice of counsel execute all documents related to the grant award.

A motion to approve Resolution 17-33 was made by Commissioner Smith, seconded by Commissioner Ratchford, and approved by a roll call vote of 8-0.

Resolution 17-33 Executive Summary

Resolution: Authorizing the acceptance funds from the Federal Transit Administration Passenger Ferry Grant Program

Committee: Projects Committee

Committee Date: July 18, 2017

Board Date: July 18, 2017

Purpose of Resolution:
To permit the Authority to accept the grant funds awarded from the Federal Transit Administration Passenger Ferry Grant Program.

Background for Resolution:
The Delaware River and Bay Authority operates MV Delaware, MV New Jersey and MV Cape Henlopen. MV Delaware has already undergone engine repowering. By way of notice in the May 31, 2016 Federal Register, the Authority was awarded two grants totaling \$6 Million for engine repowering of the MV New Jersey and the MV Cape Henlopen. This grant funding will allow the Authority to repower and retrofit the vessels to increase efficiency, reduce maintenance and repair costs, and reduce emissions by nearly 40%.

RESOLUTION 17-34 – AUTHORIZING THE EXECUTION OF A CONTRACT TO DRYDOCK THE M/V DELAWARE

WHEREAS, The Delaware River and Bay Authority (the “Authority”) is a bi-state Authority of the State of Delaware and the State of New Jersey that owns, operates and controls the Delaware Memorial Bridge, the Cape May-Lewes Ferry, the Forts Ferry and five (5) regional airports; and

WHEREAS, the Authority is embarking on a program of regular shipyard visits in order to conduct maintenance on its three ferry vessels; and

WHEREAS, the Authority is planning to consecutively send all three ferry vessels to a shipyard or shipyards during the 2017-2018 off-season; and

WHEREAS, the first of the three vessels scheduled to be drydocked this year is the M/V Delaware; and

WHEREAS, the bid opening for this project will occur on or about August 8, 2017, and Authority staff will need a reasonable amount of time to evaluate the bids that are received; and

WHEREAS, the next regularly scheduled Board of Commissioners meeting will not occur until September 19, 2017; and

WHEREAS, time is of the essence, inasmuch as the initial drydocking must begin no later than November 1, 2017 in order that the work be completed in time to allow the shipyard visits for both the M/V Cape Henlopen and the M/V New Jersey, ensuring the availability of all three vessels for the 2018 peak season; and

WHEREAS, the Projects Committee reviewed this recommendation and concurs with it;

NOW, THEREFORE, BE IT RESOLVED that the Commission hereby authorizes the Chairman, Vice Chairman, and Executive Director, with the advice of counsel, to finalize the terms and conditions of the contract to drydock the M/V Delaware, provided that the contract is awarded to the lowest responsible bidder, and provided that the cost of the contract does not exceed the engineering estimate (\$3,744,000.00.)

A motion to approve Resolution 17-34 was made by Commissioner Lowe, seconded by Commissioner Decker, and approved by a roll call vote of 8-0. The Executive Director was specifically authorized to execute this contract before the next meeting under the terms set forth in the Resolution.

Resolution 17-34 Executive Summary Sheet

Resolution: Authorizes the execution of a contract to drydock the M/V Delaware.

Committee: Projects Committee

Committee Date: July 18, 2017

Board Date: July 18, 2017

Purpose of Resolution:

To authorize the execution of a contract to drydock the M/V Delaware, provided that the contract is awarded to the lowest responsible bidder and the cost does not exceed the engineering estimate (\$3,744,000.00).

Background for Resolution:

The Authority is embarking on a program of regular shipyard visits to perform maintenance on its three ferry vessels.

The Authority often solicits bids to repair one of its three ferries. This year, the Authority is planning to send all three ferry vessels to a shipyard or shipyards during the 2017-2018 off season.

The first of the three vessels scheduled to be drydocked is the M/V Delaware.

The bid opening for this drydocking will occur on or about August 8, 2017. Staff will need a reasonable amount of time to evaluate the bids that are received, and the next Commissioners meeting will not take place until September 19, 2017.

However, the drydocking must begin no later than November 1, 2017 in order that the work be completed in time to allow the shipyard visits by the other two ferry vessels, the M/V Cape Henlopen and the M/V New Jersey and ensure the availability of all three vessels for the 2018 peak season.

This resolution therefore grants permission to award a contract to drydock the M/V Delaware without further Board action, so long as the award is made to the lowest responsible bidder, up to a maximum cost of \$3,744,000.00, which is the engineering estimate.

RESOLUTION 17-35 – AUTHORIZING THE EXECUTION OF A CONTRACT FOR THE PURCHASE AND INSTALLATION OF NEW RADAR SYSTEMS ABOARD THE M/V DELAWARE, M/V NEW JERSEY AND M/V CAPE HENLOPEN.

WHEREAS, The Delaware River and Bay Authority (the “Authority”) is a bi-state Authority of the State of Delaware and the State of New Jersey, created by Compact, that owns, operates and controls the Delaware Memorial Bridge, Cape May-Lewes Ferry, Forts Ferry Crossing and five (5) regional airports; and

WHEREAS, the Authority has previously determined that the current radar systems aboard the Cape May-Lewes Ferry fleet are outdated and require replacement; and

WHEREAS, the Authority desires to enter into a purchase agreement (the “Agreement”) with a selected provider of the Equipment and related installation services; and

WHEREAS, the Capital Improvement Program budget for three (3) radar replacements (the “Equipment”), which shall occur over the course of three planned visits to a shipyard facility, totals \$900,000; and

WHEREAS, the Authority publicly advertised and issued a Request for Proposals (“RFP”) for the Equipment in compliance with Resolution 98-31, as amended, which governs the procedure for the procurement of such equipment; and

WHEREAS, the Authority has received and will evaluate four (4) proposals pursuant to the aforementioned RFP; and

WHEREAS, Authority staff require a reasonable amount of time to evaluate the aforementioned proposals received; and

WHEREAS, the next regularly scheduled Board of Commissioners meeting will not occur until September 19, 2017

WHEREAS, time is of the essence, inasmuch as the first of the three scheduled installations of Equipment must occur while the M/V Delaware is at a shipyard beginning no later than November 1, 2017;

WHEREAS, the Projects Committee reviewed the recommendation and concurs with the evaluation; and

THEREFORE BE IT RESOLVED, that the that the Commission hereby authorizes the Chairman, Vice Chairman, and Executive Director, with the advice of counsel, to finalize the terms and conditions of the Agreement to furnish the indicated Equipment, provided that the contract is awarded to the lowest responsible bidder, and provided that the cost of the contract does not exceed the engineering estimate plus 10% (\$990,000.)

A motion to approve Resolution 17-35 was made by Commissioner Smith, seconded by Commissioner Ratchford, and approved by a roll call vote of 8-0. The Executive Director was authorized to execute this Agreement before the next meeting subject to the terms set forth in the Resolution.

Resolution 17-35 Executive Summary Sheet

Resolution: Authorizing the execution of a contract for the purchase and installation of new radar systems aboard the M/V Delaware, M/V New Jersey and M/V Cape Henlopen.

Committee: Projects Committee

Committee/

Board Date: July 18, 2017

Purpose of Resolution:

To authorize the execution of a contract for the purchase and installation of new radar systems aboard the M/V Delaware, M/V New Jersey and M/V Cape Henlopen.

Background for Resolution:

The proposed Resolution meets the requirements of Resolution 98-31, as amended, which governs the Authority’s procedures for the procurement of equipment.

The Authority has received proposals from the following four (4) radar system providers:

- Geodesicx
- Mackay Marine
- Radio Holland
- Northrup Grumman/Sperry Marine

The Authority will utilize advertised evaluation criteria to establish a ranked list and identify the top-ranked radar system provider. The Authority will conduct an analysis of the proposed costs of the Equipment and related installation services and will enter into an agreement to receive such Equipment and services at compensation determined to be fair and reasonable, but not to exceed the engineering estimate plus 10% (\$990,000).

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11294. EXECUTIVE DIRECTOR’S COMMENTS

The Executive Director reported on activities in and around the Authority as follows:

The 2017 Planning Session Retreat will be held in Lewes, Delaware on September 19-20. Planning session topics are still being finalized but will include Personnel and Capital Improvement items. The Executive Director asked the Commissioners to let him know if there specific topics they want added to the agenda. Rutgers University and subUAS performed inspections at the Bridge and the Ferry using a drone that both swims and flies. It is believed to be the first inspection of this type in the nation. The Authority is working with a foundation to establish a Gold Star Families Memorial Monument to be placed in Veteran’s Memorial park. Fundraising is just getting underway and additional information will be provided as the foundation moves toward their goal. The Authority has agreed to maintain the grounds around the monument once it is installed. Both the “Rock the Boat Cruises” and the Fireworks Cruises are a great success. The Executive Director reminded the Commissioners that this would be the last Board meeting for Christine Johnson-Findlay as she is set to retire after 22 years of service. Chris has served as the Executive Assistant to upper management and has not missed one Board of Commissioners meeting in her 17 years in this position. The Executive Director expressed his thanks and wished her well.

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11295. COMMISSIONERS PUBLIC FORUM

Chairperson Hogan opened the public forum.

Chairperson Hogan called for any comments from the Commissioner and the public.

Commissioners comment:

Chairperson Hogan, Vice-Chairperson Lowe, Commissioner Bennett, Commissioner Lathem and Commissioner Van Sant all expressed their gratitude to Christine Findlay for all of her assistance and professionalism during her tenure at the authority and wished her well in retirement.

Chairperson Hogan also offered his thanks to the authority and DRBA employees for the memorial service and cafeteria dedication in honor of his son Kevin Hogan. He appreciates all the overwhelming love and compassion from the employees and he and his family were particularly touched that the suggestion for the cafeteria dedication came from Kevin's co-workers.

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There being no further business, a motion to adjourn was made by Commissioner Lowe, seconded by Commissioner Van Sant, and unanimously carried by a voice vote of 8-0.

The meeting was adjourned at 12:11p.m.

Respectfully submitted,

THE DELAWARE RIVER AND BAY AUTHORITY
Frank W. Minor
Assistant Secretary