

DELAWARE RIVER AND BAY AUTHORITY
BUDGET & FINANCE COMMITTEE MEETING
Tuesday, November 15, 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 on Tuesday, November 15, 2022, from the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners of New Jersey

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

Chairperson Hogan

Phillip Norcross – NJ

Governors’ Representatives

Robert Davidow – New Jersey

Staff

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

Commissioners of Delaware

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

Vice-Chairperson Lathem

Michael Houghton – DE

Governor’s Representatives

Guests

1. Committee Chair McCann opened the Budget & Finance Committee meeting at approximately 12:03 p.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 Chair McCann called for a motion to accept the Budget & Finance Committee Minutes from October 18, 2022. Commissioner Decker made a motion, Commissioner Smith, seconded, and the Committee Minutes were accepted.

3. Discussion Items:

- **2023 Preliminary Operating Budget**

The Chief Financial Officer (CFO) reviewed the Executive Summary highlighting the proposed budget of \$93,032,821 for FY2023, represents an increase of \$891,317 or 0.9% from the FY2022 budget. The CFO noted the projected revenue at the Delaware Memorial Bridge proposed \$152.7 million dollars is roughly \$800,000 reduction or 0.5% less than projected year-end FY2022 revenues. This reflects the expectation of a mild recessionary environment in FY2023. Increases in Airports include parking revenue at Wilmington Airport and revenue from Jet East in Millville, NJ. The CFO discussed major increases which included salary & wages increased by \$1.7 million dollars, or 4.7%. The results from increases in regular permanent wages, temporary and permanent overtime wages. Non-wage increases include E-ZPASS expenses increased by a total of \$474,000 or 8.3% as compared to FY2022. The Authority is entering into an agreement with Enterprise Leasing to lease approximately 138 vehicles over the next (5) years. The overall proposed FY2023 budget for Consulting Fees increased by \$206,000.00, or \$10.6%.

The CFO highlighted decreases in OPEB & Defined Benefit Plan combined reflect a \$2.5 million dollars or 24% decrease in the proposed FY2023 budget. Economic Development reflects the sale of Salem Business Center and computer supplies decreased. The CFO noted no change to vessel fuel, legal fees, and infrastructure preservation. The Resolution will reflect adopting a budget by (6) divisions with a total of \$93,032,821. The CFO highlighted the Financial Model noting sufficient resources projected in 2023 and 2024 for operating and capital needs. In 2025, additional capital financing is contemplated. The 2026-2027 timeframe is where decisions regarding enhanced revenues or diminished expenses line up. The CFO discussed maintaining the current 408 scheduled full-time positions, noting two (2) positions moving from CMLF, reallocated (1) to Food Service and (1) at Millville Airport. The CFO emphasized the Pension and OPEB funded ratios of 103% and 100% respectively, associated ARC's and 2023 budgets totaling \$8.0 million. Lastly, he noted Millville Airport projects a positive next year cash flow of \$80,000.

4. Action Items:

RESOLUTION 22-57 - AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2022, THROUGH DECEMBER 31, 2022

The CFO presented the Resolution highlighting Evergreen Protection on the list. With no questions, Commissioner Decker made a motion, Commissioner Smith seconded, and the Budget & Finance Committee recommended forwarding Resolution 22-57 to the full Board. The Resolution will be presented to the full Board for consideration at the November meeting later today.

RESOLUTION 22-58 – ADOPTION OF THE DELAWARE RIVER AND BAY AUTHORITY’S 2023 OPERATING BUDGET

The CFO presented and reviewed the Resolution highlighting the annual debt service amount and strong 2.77x coverage accompanying the total \$93,032,821 budget. With no questions, Commissioner Decker made a motion, Commissioner Smith seconded, and the Budget & Finance Committee recommended forwarding Resolution 22-58 to the full Board. The Resolution will be presented to the full Board for consideration at the November meeting later today

With no further business to discuss, Committee Chair McCann adjourned the Budget and Finance Committee 12:19 p.m.

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

Tuesday, November 15, 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 on Tuesday, November 15, 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 – Counsel DE

Governors' Representatives

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 New Jersey

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

Chairperson Hogan

Phillip Norcross – Counsel NJ

Governors' Representatives

Robert Davidow, New Jersey

Guests

1. Committee Chair Ratchford opened the Economic Development Committee meeting at approximately 12:20 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 October 18, 2022. Commissioner Ransome made a motion, Commissioner Becker seconded, and the Committee Minutes were accepted.

3. Resolutions:

- **RESOLUTION 22-60 - LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND AERO WAYS INC d/b/a FLY ADVANCED**

The Deputy Executive Director presented the Resolution. With no further questions, Commissioner Becker made a motion, Commissioner Carey, seconded, and the Economic Development Committee recommended forwarding Resolution 22-60 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the November meeting later today.

Committee Chair Ratchford adjourned Economic Development Committee at 12:22 p.m.

DELAWARE RIVER AND BAY AUTHORITY

PERSONNEL COMMITTEE MEETING

Tuesday, November 15, 2022

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Personnel Committee Meeting was held on Tuesday November 15, 2022, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

New Jersey Commissioners

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

Delaware Commissioners

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

Chairman Hogan

Vice Chairman Lathem

Legal Counsel

Phil Norcross– NJ

Mike Houghton – DE

Governors' Representatives

Robert Davidow – NJ

Jon Sheehan –DE absent

Staff

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

Guests

3. Committee Chair Smith opened the Personnel Committee meeting at approximately 12:22 p.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.
4. Committee Chair Smith called for a motion to accept the Personnel Committee Minutes from October 15, 2022. Commissioner McCann made a motion, Commissioner Carey seconded, and the Committee Minutes were accepted.
5. Resolution
 - **RESOLUTION 22-62** – Authorizing the Approval of a Collective Bargaining Agreement between the DRBA and the Fraternal Order of Police Lodge #14, for Certain Employees.

After discussions, Committee Chair Smith called for a motion, Commissioner Ransome made a motion, Committee Vice Chair Carey seconded, and the Personnel Committee recommended forwarding Resolution 22- 62 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the November meeting later today.

6. Discussion Items
 - **Summary of the Organization**
The CHRO noted, as always, the HR Demographics are available for the Board's individual review.
7. With no further business to discuss, Committee Chair Smith called for a motion to adjourn; Commissioner Decker made a motion, Commissioner McCann seconded, and the Personnel Committee adjourned at 12:24 p.m.

DELAWARE RIVER AND BAY AUTHORITY

PROJECTS COMMITTEE MEETING

Tuesday, November 15, 2022

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Projects Committee Meeting was conducted on Tuesday, November 15, 2022, from the Delaware Memorial Bridge Complex, New Castle, Delaware.

New Jersey Commissioners

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

Chairman Hogan - absent

Legal Counsel

Phil Norcross- NJ

Governors' Representatives

Robert Davidow- NJ

Staff

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

Delaware Commissioners

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

Vice Chairman Lathem

Mike Houghton - DE

Jon Sheehan - DE absent

Guests

1. Committee Chair Ransome opened the Projects Committee meeting at 12:24 pm
2. Committee Chair Ransome called for a motion to accept the Projects Committee Minutes from October 18, 2022. Commissioner Faust made a motion, Commissioner Becker seconded, and the Committee Minutes were accepted.

3. Bid Openings

- **CMLF-C19-06R2: Cape May Terminal Police Dispatch Center Rehabilitation**

A public bid opening was held on October 20, 2022, in which (4) bids were submitted.

The COO recommended awarding the contract, in the amount of \$412,485.00 to Aliano Brothers General Contractors, Inc of NJ. The COO noted this is a re-bid, which is half than the first bid.

- **CMLF-22-05: Pier Fender Replacement and Repairs at Cape May and Lewes Terminals**

A public bid opening was held on October 20, 2022, in which (7) bids were submitted.

The COO recommended awarding the contract, in the amount of \$833,650.00 to Agate Construction Company, Inc of NJ.

- **CMLF-L22-06: Lewes Bike Path Connector**

A public bid opening was held on October 26, 2022, in which (2) bids was submitted.

The COO recommended rejecting the contract, in the amount of \$88,000.00 to A-Del Construction of DE.

- **DMB-23-01 2023-2025 Deck and Pavement Repairs**

A public bid opening was held on November 02, 2022, in which (4) bids were submitted.

The COO recommended awarding the contract, in the amount of \$1,405,875.00 to Mumford & Miller Concrete, Inc of DE.

Committee Chair Ransome called for a motion to accept the (4) awards, to which Commissioner McCann made a motion, seconded by Commissioner Faust and Projects Committee concurred with the recommendation to accept and authorize the actions to be presented to the full Board at the November meeting later today.

4. Contract Closeout

- **DMB-22-01 First Structure-Coating Removal & Replacement, Suspended Spans**

The COO recommended close-out of the contract and final payment to Allied Painting, Inc with a final contract amount of \$10,521,380.00.

Committee Chair Ransome called for a motion to approve the contract closeout, to which Commissioner McCann 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 November meeting later today.

- **DMB-21-15R Replacement of Fuel Dispenser**

The COO recommended close-out of the contract and final payment to Chesapeake Pump & Electric, Inc. with a final contract amount of \$275,000.00.

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

5. Contractor Payment Reviews:

The COO reviewed for the Committee the monthly construction contractor payment summary to be made for the work completed through October 2022 for (14) payments totaling approximately \$11 million for projects at the bridge, ferry, and airports.

6. Discussion Items

- **Construction Highlights Report**

7. With no further business to discuss, Committee Chair Ransome called for a motion to adjourn; Committee Vice-Chair Ratchford made a motion and Commissioner Becker seconded, and the Projects Committee adjourned at 12:30 p.m.