

**DELAWARE RIVER AND BAY AUTHORITY**

**PERSONNEL COMMITTEE MEETING**

**Tuesday, June 19, 2018**

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, June 19, 2018 at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioner of New Jersey

Committee Chair Smith

Commissioner Ransome, Committee Member

Commissioner McCann, Committee Member

Commissioner Wilson – via teleconference

Commissioner Bennett – absent

Commissioners of Delaware

Committee Vice-Chair Lathem

Commissioner Decker, Committee Member

Commissioner Carey, Committee Member

Commissioner Ratchford

Commissioner Ford

Chairperson Hogan

Vice-Chairperson Lowe

Phil Norcross – NJ

Mike Houghton – DE

Governors' Representatives

Craig Ambrose – NJ

Staff

Tom Cook

Steve Williams

Victor Ferzetti

Vince Meconi

Charlotte Crowell

Gerry Owens

Jim Salmon

TJ Murray

Michelle Hammel

Caroline Walker

Michele Pyle

Tara Donofrio

Andrew Richie

Rob Noffsker

1. Committee Chair Smith opened the Personnel Committee meeting at approximately 9:05 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.
2. Committee Chair Smith called for a motion to accept the Economic Development Committee Minutes from May 15, 2018. Commissioner McCann made a motion, Commissioner Decker seconded, and the Committee Minutes were accepted.
3. Committee Chair Smith requested an Executive Session closed to the public to discuss matters of a confidential nature. A motion was made by Commissioner Carey seconded by Commissioner Ransome, and the Session was closed.

The following matters of a confidential nature were discussed:

- ) LITIGATION MATTERS
- ) PERSONNEL MATTERS

With no further business to discuss in Executive Session, a motion to open the meeting to the public was made by Commissioner Smith, seconded by Commissioner Lathem and the Session was opened to the public

4. Action Items:

- **RESOLUTION 18-19 - AUTHORIZING THE APPROVAL OF A COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 542, FOR CERTAIN EMPLOYEES**

After discussion, Commissioner Carey made a motion, Commissioner McCann seconded, and the Personnel Committee recommended forwarding the Resolution to the full Board for approval. The Resolution will be presented to the full Board for consideration at the June meeting later today.

- ) **RESOLUTION 18-22 – AUTHORIZING THE APPROVAL OF A COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND MARINE EMPLOYEES BENEFICIAL ASSOCIATION, FOR CERTAIN EMPLOYEES**

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

- **RESOLUTION 18-23 – AUTHORIZING IMPLEMENTATION OF THE REVISED EDUCATION ASSISTANCE PROGRAM POLICY**

After discussion, the Resolution was amended. Commissioner Ransome made a motion, Commissioner Lathem seconded, and the Personnel Committee recommended forwarding the amended Resolution to the full Board for approval. The Resolution will be presented to the full Board for consideration at the June meeting later today.

- **RESOLUTION 18-24- AUTHORIZING IMPLEMENTATION OF THE PROFESSIONAL DEVELOPMENT POLICY**

After discussion, Commissioner McCann made a motion, Commissioner Decker seconded, and the Personnel Committee recommended forwarding the Resolution to the full Board for approval. The Resolution will be presented to the full Board for consideration at the June meeting later today.

5. With no further business to discuss, Commissioner Smith made a motion to adjourn and the Personnel Committee adjourned at 10:24 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**BUDGET & FINANCE COMMITTEE MEETING**

**Tuesday, June 19, 2018**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Budget & Finance Committee Meeting was held on Tuesday, June 19, 2018 at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioner of New Jersey

Committee Chair Bennett – absent  
Commissioner Smith, Committee Member  
Commissioner Wilson, Committee Member  
– via teleconference  
Commissioner Ransome  
Commissioner McCann

Chairperson Hogan

Phil Norcross – NJ

Governors' Representatives

Craig Ambrose – NJ

Staff

Tom Cook  
Steve Williams  
Victor Ferzetti  
Vince Meconi  
Charlotte Crowell  
Gerry Owens  
Jim Salmon  
Rick Arroyo  
TJ Murray  
Michelle Hammel  
Caroline Walker  
Michele Pyle  
Tara Donofrio  
Joe Larotonda  
Jim Danna  
John Sarro  
Alyona Stakhovskaya

Commissioners of Delaware

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

Vice-Chairperson Lowe

Mike Houghton – DE

Guests

Ed Ramsey  
Randolf Brolo

5. Committee Vice-Chair Decker opened the Budget & Finance Committee meeting at approximately 10:25 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.

6. Committee Vice-Chair Decker called for a motion to accept the Budget & Finance Committee Minutes from May 15, 2018. Commissioner Ford made a motion, Commissioner Smith seconded, and the Committee Minutes were accepted.

7. Action Items:

**- RESOLUTION 18-20 – AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2018 THROUGH DECEMBER 31, 2018**

The Chief Financial Officer (CFO) presented and reported on the Over \$25,000 list.

The Committee had no questions concerning the information. Commissioner Smith made a motion, Commissioner Ford 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 June meeting later today.

4. Discussion Items:

) Review of the 2017 Comprehensive Annual Financial Report (CAFR)

The CFO introduced Director of Finance, Joe Larotonda, and Controller, Jim Danna. The CFO turned the meeting over to Mr. Larotonda who provided an overview of the CAFR including Introductory Section, Financial Section, and Statistical Section. Mr. Danna then presented and reviewed a summary which highlighted portions of the report. Mr. Danna reviewed the increases in depreciation and nonoperating expenses in the fiscal year. The CFO noted as the Authority continues to expend money on infrastructure, the increase in assets and depreciation will incur as well. Mr. Danna also noted the Certificate of Achievement for Excellence in Financial Reporting that the Authority has received for twelve consecutive years. The CFO advised the CAFR will be submitted to GFOA by the end of this week for review and evaluation to be recognized for 2017. Commissioner Lathem questioned the revenue of each airport. The CFO advised New Castle Airport is the only airport which has a positive operation. The Cape May Airport is slightly negative, and Millville Airport, which has the largest imbalance, has shown improvement and more interest from prospective tenants.

5. Committee Vice-Chair Decker requested an Executive Session closed to the public to discuss matters of a confidential nature. A motion was made by Commissioner Ford, seconded by Commissioner Smith, and the Session was closed.

The following matters of a confidential nature were discussed:

) LONG RANGE PLANNING ALTERNATIVES

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

6. 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, June 19, 2018**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Economic Development Committee Meeting was held on Tuesday, June 19, 2018 at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioner of New Jersey

Committee Vice-Chair Ransome  
Commissioner Bennett, Committee Member  
Absent  
Commissioner Wilson, Committee Member  
Via teleconference  
Commissioner McCann  
Commissioner Smith

Chairperson Hogan

Phil Norcross – NJ

Governors' Representatives

Craig Ambrose – NJ

Staff

Tom Cook  
Steve Williams  
Victor Ferzetti  
Vince Meconi  
Charlotte Crowell  
Gerry Owens  
Jim Salmon  
TJ Murray  
Rick Arroyo  
Michelle Hammel  
Caroline Walker  
Michele Pyle  
Tara Donofrio  
John Sarro  
Alyona Stakhovskaya

Commissioners of Delaware

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

Vice-Chairperson Lowe

Mike Houghton – DE

Guests

Ed Ramsay  
Randolf Brolo

8. 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.

9. Committee Chair Ford called for a motion to accept the Economic Development Committee Minutes from May 15, 2018. Commissioner Ratchford made a motion, Commissioner Carey seconded, and the Committee Minutes were accepted.

10. Action Items:

**- RESOLUTION 18-21 - RELATING TO THE OPERATION OF THE NEW CASTLE AIRPORT AND EXECUTION OF AVIGATION EASEMENTS**

The Deputy Executive Director (DED) presented the resolution noting it gives Board approval to the Executive Director to execute agreements for easements with various property owners (residential and otherwise). Easements are the preferred way to ensure the Delaware River and Bay Authority (DRBA) can control and remove physical obstructions in the runway environment. Vegetation (trees) can grow and become obstructions in the runway approach environment and potentially affect the usability of the instrument or visual approaches for aircraft operators. The DED emphasized that airport safety with respect to controlling obstructions is one of the DRBA's most important requirements under our federal obligations.

The other way to gain access with property owners is through a right of entry.

For easements, the DRBA has acquired rights on 46 properties of the original 93 that were identified in the 2008 FAA study; two easement agreements are currently in the works. Of the 46, twenty-one (21) have current identified obstructions.

Right of Entry allows the DRBA to enter remove obstructions, most which have been accomplished already.

DED noted that Wilmington University is one of the property owners with whom DRBA has not been able to come to agreement with thus far. These affected areas are on the east side of Route 141 and northeast side of Route 13.

After discussion, Commissioner Ransome 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 June meeting later today.



11. Miscellaneous Items:  
    ) NONE

5. With no further business to discuss, Commissioner Ratchford made a motion to adjourn and the Economic Development Committee adjourned at 11:10.

**DELAWARE RIVER AND BAY AUTHORITY**

**PROJECTS COMMITTEE MEETING**

**Tuesday, June 19, 2018**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Budget & Finance Committee Meeting was held on Tuesday, June 19, 2018 at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioner of New Jersey

Committee Chair Ransome  
Commissioner Bennett, Committee Member  
(Absent)  
Commissioner McCann, Committee Member  
Commissioner Smith  
Commissioner Wilson  
(Via Teleconference)

Chairperson Hogan

Phil Norcross – NJ

Governors' Representatives

Craig Ambrose – NJ

Staff

Tom Cook  
Steve Williams  
Victor Ferzetti  
Vince Meconi  
Charlotte Crowell  
Gerry Owens  
Jim Salmon  
Rick Arroyo  
TJ Murray  
Michelle Hammel  
John Sarro  
Jim Salmon  
Brent VanLith  
Caroline Walker  
Michele Pyle  
Tara Donofrio  
Alyona Stakhovskaya

Commissioners of Delaware

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

Vice-Chairperson Lowe

Mike Houghton – DE

Guests

Ed Ramsay  
Randolf Brolo

12. Committee Chair Ransome opened the Projects Committee meeting at 11:11 a.m. 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.

13. Committee Chair Ransome called for a motion to accept the Projects Committee Minutes from May 15, 2018. Commissioner Lathem made a motion, Commissioner McCann seconded, and the Committee Minutes were accepted.

14. Action Items:

) NONE

4. Bid Openings:

) NONE

5. Contract Close-Out Actions:

) WWD 14-04 OBSTRUCTION REMOVAL – PHASE III

The title of the close-out describes what work was performed for the Authority. The final contract amount is \$274,410.26. The COO recommended close-out of the contract and final payment to Peter Downes & Son, Inc. of West Milford, NJ. A motion was made by Committee Chair Ransome, seconded by Commissioner Lathem, and the Projects Committee concurred with the recommendation and authorized the close-out action to be presented to the full board at the Juney meeting later today.

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

7. Miscellaneous Items:

) I-295 SOUTHBOUND RECONSTRUCTION PHASE III CHANGEOVER

By the end of next month, Phase II of the project will be complete and Phase III will start. When Phase II is done, it will be 75% towards completion of the project. The first thing that will happen in the end of the month is we will be opening a new Baltimore ramp from Route 13 Northbound onto I-295 Southbound. The old ramp was not safe, since it was a left on ramp, and the new one will be merging onto the right lane. One week later, three different things will happen. First of all, the Hospital ramp is going to close for 2 weeks to be widened and reconstructed, and there will be a detour with a temporary

traffic light. Second, Route 13 ramp construction will be complete with the exception of additional 2 inches of asphalt that will be put in the very end. Third, the right 2 lanes of I-295 SB, south of I-95 exit ramp will be completed. Two weeks after that, the Hospital ramp will reopen, and both I-95 exit ramp and I-495 ramp construction will be completed. The projected final completion date is March 21, 2019.

The Board raised a question about traffic impact and DRBA Engineer Brent VanLith explained that there is no effect on traffic when work is done behind barriers, and when it is not, construction timing will be adjusted to minimize traffic impact.

8. With no further business to discuss, Committee Chair Ratchford made a motion to adjourn and the Projects Committee adjourned at 11:20 a.m.