

DELAWARE RIVER AND BAY AUTHORITY

BUDGET & FINANCE COMMITTEE MEETING

Tuesday, September 20, 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, September 20, 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
Commissioner Ransome
Commissioner Baldini

Chairperson Hogan – absent

Phillip Norcross – NJ

Governors’ Representatives

Janice Venables – 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. Chairperson McCann opened the Budget & Finance Committee meeting at approximately 11:56 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. Chairperson McCann called for a motion to accept the Budget & Finance Committee Minutes from July 19, 2022. Commissioner Decker made a motion, Commissioner Smith seconded, and the Committee Minutes were accepted.

3. Discussion Items:

- **Extension of Contract CMLF-19-03 (Option Term 1) with US Foods, Inc., for the continued distribution of Food and Food Products for Preparation and Resale at the Cape May-Lewes Ferry.**

The CFO reviewed and asked for consent from committee members for the 1-Year Contract Extension with US Foods, Inc.

Committee Chair McCann asked for consent from the committee members, and all committee members agreed.

- **Transition to a Vehicle Lease Program**

The CFO presented the vehicle lease program concept and noted it would impact the operating budget. There is an opportunity to initiate a multi-year transition to a lease program with Enterprise Fleet Management. Enterprise is the largest fleet management company in the United States. Enterprise Fleet Management has the capability for full service, maintenance, delivery and disposal of vehicles. However, this recommendation does not contemplate the maintenance function since the Authority requires mechanics to support the maintenance of heavy equipment. Analysis over a 10-year period projects savings of \$1.6 million in cash savings from leasing over purchasing. Cycling vehicles ensures updated safety features in fleet. Commissioner Decker inquired about long lease for police vehicles and cost savings. The CFO discussed the opportunity to improve the fleet while controlling costs. The CFO reviewed cost savings noting that the projected savings come from the resale of the vehicles and the avoidance of parts replacement such as tires, batteries, and brakes. The CFO noted that if the lease program does not meet expectations, the Authority has the option of purchasing out the leases and returning to its current direct purchase approach. The CFO noted that Enterprise has been added to the Over \$25K resolution.

Commissioner Becker shared that the Town of Lewes, Delaware went to lease agreement about 5 years ago and it's been very successful. The committee supported the proposal.

- **Pension/OPEB: Interest Rate Assumption & Funding Status**

In July, the CFO discussed dropping the interest rate assumption from 6.75% to 6.50%. Using the current 6.75% target, the Pension is funded at 94% and OPEB at 102%. Changing the assumption to 6.5% adds just over \$1.0 million to the ARC while maintaining a funding ratio of 92% for the pension and 100% for the OPEB Trust.

- **Miscellaneous:**

The CFO informed the committee that we are in the process of closing the 2022 Forward Refunding that saved the Authority approximately \$25 million in debt payments and noted that a preliminary operating budget will be upcoming at the October meeting.

4. Action Items:

RESOLUTION 22-36 – AUTHORIZING EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD OF JANUARY 1, 2022, THROUGH DECEMBER 31, 2022

The CFO presented the Resolution highlighting various vendors on the list. With no questions, Commissioner Becker made a motion, Commissioner Smith seconded, and the Budget & Finance Committee recommended forwarding Resolution 22-36 to the full Board. The Resolution will be presented to the full Board for consideration at the September meeting later today.

RESOLUTION 22-37 – AUTHORIZING A PURCHASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND PAPCO, INC., FOR THE DELIVERY AND SUPPLY OF DIESEL FUEL FOR USE AT THE CAPE MAY– LEWES FERRY

The CFO presented the Resolution noting that Papco was not the lowest base bid, however, was the lowest when consideration is given to the use of fixed price futures contracts. The CFO informed the committee that the Authority has executed such contracts in the past to lock in cost certainty and anticipated doing so in the future. With no questions, Commissioner Ratchford made a motion, Commissioner Becker seconded, and the Budget & Finance Committee recommended forwarding Resolution 22-37 to the full Board. The Resolution will be presented to the full Board for consideration at the September meeting later today.

RESOLUTION 22-38 – AUTHORIZING AN AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND PUBLIC RESOURCES ADVISORY GROUP, INC, TO PROVIDE MUNICIPAL ADVISORY SERVICES TO THE AUTHORITY

The CFO presented the Resolution while reminding the committee of the past decision to strategically split apart the combined investment advisor and municipal advisor services approach used in the past. With no questions, Commissioner Decker made a motion, Commissioner Becker seconded, and the Budget & Finance Committee recommended forwarding Resolution 22-38 to the full Board. The Resolution will be presented to the full Board for consideration at the September meeting later today.

RESOLUTION 22-39 – AUTHORIZING STATEMENT OF INVESTMENT POLICY RELATING TO AUTHORITY FUNDS

The CFO noted that the committee reviewed and discussed changes to investment policies for the next three Resolutions at the July meeting. With no questions, Commissioner Becker made a motion, Commissioner Smith seconded, and the Budget & Finance Committee recommended forwarding Resolution 22-39 to the full Board. The Resolution will be presented to the full Board for consideration at the September meeting later today.

RESOLUTION 22-40 – AUTHORIZING STATEMENT OF INVESTMENT POLICY RELATING TO THE DELAWARE RIVER AND BAY AUTHORITY EMPLOYEES’ RETIREMENT PLAN

The CFO discussed the Resolution with no additional questions, Commissioner Becker made a motion, Commissioner Smith seconded, and the Budget & Finance Committee recommended forwarding Resolution 22-40 to the full Board. The Resolution will be presented to the full Board for consideration at the September meeting later today.

RESOLUTION 22-41 – AUTHORIZING STATEMENT OF INVESTMENT POLICY RELATING TO DELAWARE RIVER AND BAY AUTHORITY RETIREES’ HEALTH BENEFITS PLAN

The CFO discussed the Resolution with no additional questions, Commissioner Becker made a motion, Commissioner Smith seconded, and the Budget & Finance Committee recommended forwarding Resolution 22-41 to the full Board. The Resolution will be presented to the full Board for consideration at the September meeting later today.

With no further business to discuss, Chairperson McCann adjourned the Budget and Finance Committee at 12:22 p.m.

DELAWARE RIVER AND BAY AUTHORITY

ECONOMIC DEVELOPMENT COMMITTEE MEETING

Tuesday, September 20, 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, September 20, 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
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 - absent

Phillip Norcross - NJ

Governors' Representatives

Janice Venables, New Jersey

Guests

1. Committee Chair Ratchford opened the Economic Development Committee meeting at approximately 12:22 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 July 19, 2022. Commissioner Becker made a motion, Commissioner Ransome seconded, and the Committee Minutes were accepted.

3. Resolutions:

RESOLUTION 22-42 - LEASE AMENDMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND VELOCITY MAINTENANCE SOLUTIONS, LLC. AT THE WILMINGTON AIRPORT

The Deputy Executive Director discussed the Resolution. After discussions, Commissioner Becker made a motion, Commissioner Ransome, seconded, and the Economic Development Committee recommended forwarding Resolution 22-42 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the September meeting later today.

RESOLUTION 22-43 - LEASE AMENDMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND DUMONT AVIATION, LLC AT THE WILMINGTON AIRPORT

The Deputy Executive Director discussed the Resolution. With no further questions, Commissioner Becker made a motion, Commissioner Ransome, seconded, and the Economic Development Committee recommended forwarding Resolution 22-43 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the September meeting later today.

RESOLUTION 22-44 - AUTHORIZES A LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND WORLDWIDE TURBINES, LLC AT THE MILLVILLE AIRPORT

The Deputy Executive Director discussed the Resolution. With no further questions, Commissioner Ransome made a motion, Commissioner Becker, seconded, and the Economic Development Committee recommended forwarding Resolution 22-44 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the September meeting later today.

RESOLUTION 22-45 - LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND MICHAEL PETEANI AT THE CAPE MAY AIRPORT

The Deputy Executive Director discussed the Resolution. With no further questions, Commissioner Becker made a motion, Commissioner Ransome, seconded, and the

Economic Development Committee recommended forwarding Resolution 22-45 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the September meeting later today.

RESOLUTION 22-46 - LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND AVELO AIRLINES, INC. AT THE WILMINGTON AIRPORT

The Deputy Executive Director presented the Resolution. With no further questions, Commissioner Ransome made a motion, Commissioner Becker, seconded, and the Economic Development Committee recommended forwarding Resolution 22-46 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the September meeting later today.

RESOLUTION 22-47 – AMENDMENT OF RULES AND REGULATIONS FOR ASSIGNMENT AND USE OF GATES AND TERMINAL FACILITIES GOVERNING AIR CARRIER OPERATIONS AT THE WILMINGTON AIRPORT ILG

The Deputy Executive Director presented the Resolution. With no further questions, Commissioner Becker made a motion, Commissioner Ransome, seconded, and the Economic Development Committee recommended forwarding Resolution 22-47 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the September meeting later today.

RESOLUTION 22- 48 - AUTHORIZING AN AMENDMENT TO THE SCHEDULE OF FEES AND CHARGES AT THE WILMINGTON AIRPORT ILG.

The Deputy Executive Director presented the Resolution. With no further questions, Commissioner Becker made a motion, Commissioner Ransome, seconded, and the Economic Development Committee recommended forwarding Resolution 22-48 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the September meeting later today.

RESOLUTION 22-49 – AMENDMENT TO THE AIRLINE SERVICE INCENTIVE PROGRAM AT THE WILMINGTON AIRPORT ILG

The Deputy Executive Director presented the Resolution. With no further questions, Commissioner Becker made a motion, Commissioner Ransome, seconded, and the Economic Development Committee recommended forwarding Resolution 22-49 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:

Update on Salem Business Center

The Deputy Executive Director updated members on the sale of Salem Business Center. The 90-day due diligence period ended and the sale closing date will be no later than December 31, 2022.

Committee Chair Ratchford adjourned Economic Development Committee at 12:45 p.m.

DELAWARE RIVER AND BAY AUTHORITY

PROJECTS COMMITTEE MEETING

Tuesday, September 20, 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, September 20, 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 via zoom

Chairman Hogan - absent

Legal Counsel

Phil Norcross– NJ

Governors’ Representatives

Janice Venables– NJ via zoom

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
Dave Hoppenjans
Greg Pawlowski

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 12:42 pm
2. Committee Chair Ransome called for a motion to accept the Projects Committee Minutes from July 19, 2022. Commissioner McCann made a motion, Commissioner Becker seconded, and the Committee Minutes were accepted.
3. Resolutions
 - **RESOLUTION 22-50** – Designating Elliott Bay Design Group as The Naval Architect for the New Ferry Vessel(s)

After discussions, Committee Chair Ransome called for a motion, Commissioner Becker made a motion, Commissioner Faust seconded, and the Projects Committee recommended forwarding Resolution 22-50 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the September meeting later today.

- **RESOLUTION 22-51** – Authorizing the Executive Director to Execute the Settlement Agreement in the Matter of Rummel, Klepper & Kahl, LLP

After discussions, Committee Chair Ransome called for a motion, Commissioner McCann made a motion, Commissioner Becker seconded, and the Projects Committee recommended forwarding Resolution 22-51 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
 - **CMLF-22-08 Dry-Docking and Repairs, M/V Delaware**

A public bid opening was held on August 30, 2022, in which (1) bid was submitted.

The COO recommended awarding the contract, in the amount of \$9,104,614.00 to Caddell Dry Dock & Repair Co, Inc.

- **CMLF-L19-04 Lewes Ferry Terminal Duct Bank**
A public bid opening was held on August 30, 2022, in which (3) bids were submitted.

The COO recommended awarding the contract, in the amount of \$4,972,820.00 to JJID, Inc.

Committee Chair Ransome called for a motion to accept these first two awards, to which Commissioner McCann made a motion, seconded by Commissioner Becker and Projects Committee concurred with the recommendation to accept and authorize the action to be presented to the full Board at the September meeting later today.

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

A public bid opening was held on August 30, 2022, in which (1) bid was submitted.

The COO recommended rejecting the contract, in the amount of \$805,000.00 to JPC Group Inc.

Committee Chair Ransome called for a motion to reject the award, to which Commissioner McCann made a motion, seconded by Commissioner Becker and Projects Committee concurred with the recommendation to reject the award.

- **ILG-22-01A Installation of Triturator System at Building I-153**

A public bid opening was held on September 01, 2022, in which (1) bid was submitted.

The COO recommended awarding the contract, in the amount of \$265,000.00 to JPC Group Inc.

- **ILG-21-02 Parking Lot and Perimeter Road Rehabilitation**

A public bid opening was held on September 01, 2022, in which (4) bids were submitted.

The COO recommended awarding the contract, in the amount of \$660,635.00 to Diamond Materials.

- **ILG-22-09 250,000 Gallon Fire Water Tank Interior Recoating and Repair**

A public bid opening was held on September 01, 2022, in which (6) bids were submitted.

The COO recommended awarding the contract, in the amount of \$177,725.00 to Allied Painting Inc.

- **ILG-22-11 Installation of Owner-Furnished HVAC Units at Buildings I-135 & I-137**

A public bid opening was held on September 01, 2022, in which (2) bids were submitted.

The COO recommended awarding the contract, in the amount of \$253,800 to Gaudelli Bros, Inc.

- **WWD-20-01 Multi-Purpose Building**

A public bid opening was held on August 18, 2022, in which (3) bids were submitted.

The COO recommended awarding the contract, in the amount of \$6,606,000.00 to Arthur J. Ogren, Inc.

Committee Chair Ransome called for a motion to accept the (5) awards, to which Commissioner McCann made a motion, seconded by Commissioner Becker and Projects Committee concurred with the recommendation to accept and authorize the actions to be presented to the full Board at the September meeting later today.

5. Contract Closeout

- **DMB-15-02 1st & 2nd Structures Dehumidification of Main Cables & Anchorages**

The COO recommended close-out of the contract and final payment to American Bridge Company with a final contract amount of \$39,245,140.83.

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

- **WWD-15-02 Multi-Tenant Buildings**

The COO recommended close-out of the contract and final payment to Fabbri Builders, Inc. with a final contract amount of \$7,091,002.77.

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

- **CMLF-19-04 Fender Replacement at Lewes Delaware Ferry Terminal**

The COO recommended close-out of the contract and final payment to Agate Construction Co, Inc. with a final contract amount of \$1,064,600.00.

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 September meeting later today.

- **DMB-20-10 Administration Building Liebert Unit Replacement**

The COO recommended close-out of the contract and final payment to Cook's Service Co, Inc. with a final contract amount of \$181,473.90.

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 September meeting later today.

- **MIV-20-A South Apron Expansion**

The COO recommended close-out of the contract and final payment to South State with a final contract amount of \$1,327,310.28.

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 September meeting later today.

- **ILG-20-AR Runway 1-19 Rehabilitation – Phase 1**

The COO recommended close-out of the contract and final payment to Diamond Materials Inc. with a final contract amount of \$6,893,485.91.

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 September meeting later today.

- **ILG-21-11 Air Traffic Control Tower Painting and Carpet Replacement**

The COO recommended close-out of the contract and final payment to Bathon Builders with a final contract amount of \$75,826.33.

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 September 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 July 2022 for (14) payments totaling approximately \$2 million and August 2022 for (23) payments totaling approximately \$3 million for projects at the bridge, ferry, and airports.

7. Discussion Items

- **Construction Highlights Report**

Chairman Ransome acknowledged the staff for keeping the board well informed with the report.

The COO recognized Chief Engineer Dave Hoppenjans and Greg Pawlowski, Project Engineer, for their work on the ship protection project for the DMB.

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