

**MINUTES OF MEETING
THE DELAWARE RIVER AND BAY AUTHORITY
James Julian Board Room
Tuesday, May 20, 2025**

The meeting convened at 10:02 a.m. in the James Julian Board Room, with Chairperson Ransome presiding.

Chairperson Ransome 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.

The opening prayer was given by Vice-Chairperson Lathem, followed by the Pledge of Allegiance.

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

Commissioners from New Jersey

M. Earl Ransome, Jr., Chairperson
Shirley R. Wilson
Sheila McCann
Heather Baldini - TEAMS
Debra Behnke
James Mehaffey

Commissioners from Delaware

Samuel Lathem, Vice-Chairperson
Crystal L. Carey*
Michael Ratchford
Veronica O. Faust - TEAMS
James Collins **
Michael Houghton

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Chairperson Ransome called for the acceptance of the Agenda.

Commissioner Ratchford made a motion to accept the agenda, seconded by Commissioner McCann, and the motion was carried out by a voice vote of 10-0.

Chairperson Ransome opened the meeting for public comments on any matters of interest.

Executive Director Tom Cook and Chief Information Officer Gerry Owens recognized the cross-departmental collaboration required to implement the April 1, 2025, DMB Toll Rate Adjustment consisting of colleagues from Tolls, Maintenance, ITS, Technical Operations, Police, and Communications & Marketing.

Chairperson Ransome called for a motion to move to Executive Session. Commissioner Wilson made a motion, seconded by Commissioner Mehaffey, and the motion was carried out by voice vote of 10-0.

Members of the public and certain staff were excused from the room during the Executive Session.

***Commissioner Carey arrived at 10:15 a.m.**

The Executive Session started at 10:16 a.m. At 11:14 a.m. Chairperson Ransome called for a motion to close the Executive Session, and recess to conduct Committee Meetings. Commissioner Mehaffey made a motion, seconded by Commissioner McCann, and the motion was carried by a voice vote of 11-0.

The Committee meetings began at 11:14 a.m. and ended at 12:16 p.m. During that time, the following Committee meetings were held:

- Governance & Audit
- Budget & Finance
- Economic Development
- Personnel
- Projects

****Commissioner Collins joined by TEAMS at 11:20 a.m. and later joined in-person at 12:06 p.m.**

At the conclusion of the Committee meetings, Chairperson Ransome called the Board meeting back to order at 12:16 p.m.

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12430. APPROVAL OF THE APRIL MINUTES

Commissioner Houghton made a motion to approve meeting minutes for April 15, 2025, seconded by Commissioner Wilson, and approved by a voice vote of 12-0.

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12431. DELAWARE RIVER AND BAY AUTHORITY – TRAFFIC AND REVENUE SUMMARY.

The Chief Financial Officer (CFO) presented charts showing Actual versus Projected Revenues for the Delaware Memorial Bridge, the Cape May-Lewes Ferry, Airports, Delaware City-Salem Ferry Crossing and Food Service for April 2025. Without objection, the charts were ordered filed with the permanent records of the Authority.

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12432. DELAWARE RIVER AND BAY AUTHORITY – STATEMENT OF INCOME AND EXPENSE.

The CFO presented charts showing statements of income and expenses for April 2025 with comparisons to the same periods last year.

Without objection, the charts were ordered filed with the permanent records of the Authority.

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12433. DELAWARE RIVER AND BAY AUTHORITY – OPERATING EXPENSE BY DIVISION.

The CFO presented charts for April 2025 showing expenses by division for the quarter to date vs. the projected quarter and for year to date vs. total budget.

Without objection, the charts were ordered filed with the permanent records of the Authority.

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12434. DELAWARE RIVER AND BAY AUTHORITY – CAPITAL IMPROVEMENT PROGRAM.

The CFO presented charts for April 2025 showing the capital budgets for crossings and economic development projects and dollars committed to date for the projects. The charts also included cash expenditures spent to date for the committed projects.

Without objection, the charts were ordered filed with the permanent records of the Authority.

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12435. DELAWARE RIVER AND BAY AUTHORITY – CASH POSITION (MARKET VALUE) FOR APRIL30, 2025.

The CFO presented charts showing the cash fund balances for the entire Authority for April 2025.

Without objection, the charts were ordered filed with the permanent records of the Authority.

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12436. PUBLIC COMMENT ON ACTION ITEMS

Chairperson Lathem noted that (6) Contract Awards, (3) Contract Close-Outs, and (10) Resolutions were being considered at today’s meeting.

All items requiring committee action have been reviewed and recommended for consideration during today’s Committee meetings. He then called for public comments on any action items. There were no public comments.

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12437. AWARD OF CONTRACT #ILG-24-03 – PARKING LOT AND PERIMETER ROAD, PHASE 3

The Chief Operations Officer (COO) noted that a public bid opening was held on April 23, 2025. The COO and Projects Committee recommended awarding the contract to the lowest responsible bidder, A-DEL Construction of Newark, Delaware in the amount of \$841,498.00 with base bid and alternates #1, #2, and #3.

A motion to award CONTRACT #ILG-24-03 to the aforementioned firm was made by Commissioner Mehaffey, seconded by Commissioner Ratchford, and approved by a voice vote of 12-0.

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12438. AWARD OF CONTRACT #ILG-24-05 – BUILDING 1-6000 ROOF REPLACEMENT

The Chief Operations Officer (COO) noted that a public bid opening was held on April 30, 2025. The COO and Projects Committee recommended awarding the contract to the lowest responsible bidder, Farrell Roofing, Inc. of Middletown, Delaware in the amount of \$505,750.00.

A motion to award CONTRACT #ILG-24-05 to the aforementioned firm was made by Commissioner Mehaffey, seconded by Commissioner Wilson, and approved by a voice vote of 12-0.

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12439. AWARD OF CONTRACT #ILG-25-B – SNOW REMOVAL EQUIPMENT: CARRIER VEHICLE WITH FRONT MOUNTED BROOM & HIGH VELOCITY AIR BLAST

The Chief Operations Officer (COO) noted that a public bid opening was held on March 26, 2025. The COO and Projects Committee recommended awarding the contract to the lowest responsible bidder, M-B, Companies, Inc. of Chilton, Wisconsin in the amount of \$861,447.07 with base bid and alternates #1, #3, and #4.

A motion to award CONTRACT #ILG-25-B to the aforementioned firm was made by Commissioner Mehaffey, seconded by Commissioner Wilson, and approved by a voice vote of 12-0.

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12440. AWARD OF CONTRACT #DMB-25-02 – 2025-2027 DECK & PAVEMENT REPAIRS

The Chief Operations Officer (COO) noted that a public bid opening was held on April 9, 2025. The COO and Projects Committee recommended awarding the contract to the lowest responsible bidder, Mumford & Miller Concrete, Inc. of Middletown, Delaware in the amount of \$1,558,000.00.

A motion to award CONTRACT #DMB-25-02 to the aforementioned firm was made by Commissioner Mehaffey, seconded by Commissioner Houghton, and approved by a voice vote of 12-0.

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12441. AWARD OF CONTRACT #DMB-25-03B – HIGH MAST LIGHTING REPLACEMENTS

The Chief Operations Officer (COO) noted that a public bid opening was held on April 23, 2025. The COO and Projects Committee recommended awarding the contract to the lowest responsible bidder, McLean Contracting Co. of Glen Burnie, Maryland in the amount of \$1,994,990.00.

A motion to award CONTRACT #DMB-25-03B to the aforementioned firm was made by Commissioner Mehaffey, seconded by Commissioner Wilson, and approved by a voice vote of 12-0.

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12442. AWARD OF CONTRACT #DMB-25-50 – TWO FORD F-550 DUMP TRUCK WITH HYDRAULIC SYSTEM, V-BOX SPREADER AND PLOW

The Chief Operations Officer (COO) noted that a public bid opening was held on April 23, 2025. The COO and Projects Committee recommended awarding the contract to the lowest responsible bidder, Chas. S. Winner Inc. of Cherry Hill, New Jersey in the amount of \$305,576.00.

A motion to award CONTRACT #DMB-25-50 to the aforementioned firm was made by Commissioner Mehaffey, seconded by Commissioner Houghton, and approved by a voice vote of 12-0.

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12443. CLOSE-OUT CONTRACT #MIV-24-01 – FIRE WATER TANK REFURBISHMENT

CONTRACT #MIV-24-01 – FIRE WATER TANK REFURBISHMENT to Brave Industrial Paint, LLC of Long Branch, New Jersey.

It is recommended that the Authority accept this project and make the final payment to the contractor. The final cost of this project is \$332,276.00.

A motion to Close-Out Contract #MIV-24-01 was made by Commissioner Mehaffey, seconded by Commissioner Wilson, and approved by a voice vote of 12-0.

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12444. CLOSE-OUT CONTRACT #33N-24-01 – FIRE WATER TANK REFURBISHMENT

CONTRACT #33N-24-01 – FIRE WATER TANK REFURBISHMENT to Brave Industrial Paint, LLC of Long Branch, New Jersey.

It is recommended that the Authority accept this project and make the final payment to the contractor. The final cost of this project is \$205,038.00.

A motion to Close-Out Contract #33N-24-01 was made by Commissioner Mehaffey, seconded by Commissioner Wilson, and approved by a voice vote of 12-0.

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12445. CLOSE-OUT CONTRACT #MIV-22-08 – BUILDING M-112 ROOF AND BUILDING REPAIRS.

CONTRACT #MIV-22-08 – M-112 ROOF AND BUILDING REPAIRS to Detwiler Roofing, LLC of East Earl, Pennsylvania.

It is recommended that the Authority accept this project and make the final payment to the contractor. The final cost of this project is \$237,336.74.

A motion to Close-Out Contract #MIV-22-08 was made by Commissioner Mehaffey, seconded by Commissioner Houghton, and approved by a voice vote of 12-0.

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12446. CHAIRPERSON’S CALL FOR RESOLUTIONS BEFORE THE BOARD

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RESOLUTION 25-19 - AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 24-17 FOR THE PERIOD, JANUARY 1, 2025, THROUGH DECEMBER 31, 2025

WHEREAS, The Delaware River and Bay Authority (the “Authority”) adopted Resolution 24-17 requiring Commissioner review and approval of any professional service contract, non-professional service contract, materiel contract, or supply contract valued at \$50,000 or above and any construction management or construction contract valued at \$200,000 or above; and

WHEREAS, the Authority anticipates expenditures at or above the aforementioned thresholds to the following vendors:

DELAWARE RIVER & BAY AUTHORITY
VENDORS PROJECTED BE AWARDED
A MATERIEL, SUPPLY, PROFESSIONAL SERVICE, OR NON-PROFESSIONAL SERVICE CONTRACT
VALUED \$50,000 OR ABOVE
OR
A CONSTRUCTION MANAGEMENT/CONSTRUCTION CONTRACT
VALUED \$200,000 OR ABOVE
DURING THE PERIOD 1/1/25 THROUGH 12/31/25

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
United Electric Supply	Heavy Duty LED Flood Lights	Committee Waiver	\$81,000

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

Resolution 25-19 was moved by Commissioner Behnke, seconded by Commissioner Wilson, and was approved by a roll call vote of 12-0.

Resolution 25-19 - Executive Summary Sheet

Resolution: Authorizing Authority Expenditures Pursuant to Resolution 24-17 for the period January 1, 2025, through December 31, 2025.

Committee: Budget & Finance

Committee and Board Date: May 20, 2025

Purpose of Resolution:

To receive Commissioner approval of the identified vendors and expenditures for those specific professional service contracts, non-professional service contracts, materiel, and supply contracts valued at \$50,000 or above, and for those specific construction management or construction contracts valued at \$200,000 or above, that otherwise would require a public competitive process per Resolution 24-17.

Background for Resolution:

The proposed Resolution meets the requirements of Resolution 24-17, 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 \$50,000 or more, or a construction management or construction contract in the amount of \$200,000 or more, unless it has first been approved by a vote of Commissioners.

Purchase Detail:

United Electric Supply: Heavy Duty LED Flood Lights

The Authority plans to purchase 56 heavy duty LED flood lights to replace broken lights located on the DMB anchorages. Staff solicited and received three (3) quotes with United Electric Supply submitting the lowest in accordance with the Authority's specifications. Due to the urgency of purchasing the lights at the provided price, a Committee Waiver of the threshold is requested.

Classification Definitions:

Committee Waiver. The Budget and Finance Committee, in consideration of the DRBA's overall procurement process, may increase or waive the competitive solicitation thresholds established in paragraphs 1 and 2 of Resolution 24-17 for the following reasons: operational needs and issues, a need for uniformity and continuity in materiel and services required by the Authority, and unique or special needs of the Authority including, but not limited to, the desirability of owner-furnished materiel and supplies in vessel repair, maintenance, renovation and rehabilitation (DRBA Resolution 24-17, Section 3).

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RESOLUTION 25-20 - AMENDS THE RULES AND REGULATIONS OF THE MILLVILLE AIRPORT OPERATED BY THE DELAWARE RIVER AND BAY AUTHORITY

WHEREAS, the Delaware River and Bay Authority (the “Authority”) is the operator of the Millville Airport (the “Airport”), located in Millville, New Jersey; and

WHEREAS, the Authority has adopted Rules and Regulations for the Airport; and

WHEREAS, the Authority has a responsibility to review and make modifications to the Airport’s Rules and Regulations from time to time; and

WHEREAS, the Authority has determined that the revised Rules and Regulations are necessary and proper to govern the operation of the airport and meet FAA requirements; and

WHEREAS, the public and users of the Millville Airport were provided thirty days to comment on proposed changes to the Millville Airport’s Rules and Regulations; and

WHEREAS, under Article VII(d) of the Compact, after the Board of Commissioners approval, the Rules and Regulations will be filed with the Secretary of State of the States of Delaware and New Jersey and will take effect at that time; and

NOW, THEREFORE, BE IT RESOLVED that the Rules and Regulations dated August 2001 for the Millville Airport are hereby amended by the attached Rules and Regulations, effective July 1, 2025.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Secretary of the Board of Commissioners is hereby authorized and directed to file a copy of said Rules and Regulations with the Secretary of State of the States of Delaware and New Jersey.

Resolution 25-20 was moved by Commissioner Wilson, seconded by Commissioner McCann, and was approved by a roll call vote of 12-0.

Resolution 25-20 - Executive Summary

Resolution: Amend the Rules and Regulations for the Millville Airport operated by the Delaware River and Bay Authority.

Committee: Economic Development

Committee Date: May 20, 2025

Board Date: May 20, 2025

Purpose of

Resolution: To amend the Rules and Regulations of Millville Airport and place them on file with the Secretary of each State.

Background for Resolution: There are Rules and Regulations adopted for each airport operated by the Authority that governs the operation and activities at each facility. The last update to the Millville Airport’s Rules and Regulations was in August 2001. Airport staff recommend updating Airport Rules and Regulations from time to time to reflect changes in the regulatory environment and aviation industry consistent with FAA requirements, and other airports in the region.

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RESOLUTION 25- 21 - AMENDS THE MINIMUM STANDARDS FOR COMMERCIAL AERONAUTICAL SERVICES OF THE MILLVILLE AIRPORT OPERATED BY THE DELAWARE RIVER AND BAY AUTHORITY

WHEREAS, the Delaware River and Bay Authority (the “Authority”) is the operator of the Millville Airport (the “Airport”), located in Millville, New Jersey; and

WHEREAS, the Authority has adopted Minimum Standards for Commercial Aeronautical Services (“Minimum Standards”) for the Airport; and

WHEREAS, the Authority has a responsibility to review and make modifications to the Airport’s Minimum Standards from time to time; and

WHEREAS, the Authority has determined that the revised Minimum Standards are necessary and proper to meet FAA regulations and emerging aeronautical activities; and

WHEREAS, the public and users of the Millville Airport were provided thirty days to comment on proposed changes to the Millville Airport’s Minimum Standards; and

WHEREAS, under Article VII(d) of the Compact, after the Board of Commissioners’ approval, the Minimum Standards will be filed with the Secretary of State of the States of Delaware and New Jersey and will take effect at that time; and

NOW, THEREFORE, BE IT RESOLVED that the Minimum Standards dated July 2013 for the Millville Airport are hereby amended by the attached Minimum Standards, effective July 1, 2025.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Secretary of the Board of Commissioners hereby authorized and directed to file a copy of said Minimum Standards with the Secretary of State of the States of Delaware and New Jersey.

Resolution 25-21 was moved by Commissioner Wilson, seconded by Commissioner Mehaffey, and was approved by a roll call vote of 12-0.

Resolution 25-21 - Executive Summary

Resolution: Amend the Minimum Standards for the Millville Airport operated by the Delaware River and Bay Authority.

Committee: Economic Development

Committee Date: May 20, 2025

Board Date: May 20, 2025

Purpose of Resolution: To amend the Minimum Standards for Millville Airport and place them on file with the Secretary of each State.

Background for Resolution: There are Minimum Standards adopted for each airport operated by the Authority that serves to promote safety in all airport activities, protect airport users from unlicensed and unauthorized products and services, maintain and enhance the availability of adequate services for all airport users, promote the orderly development of airport land, and ensure efficiency of operations at each facility. The last update to the Millville Airport’s Minimum Standards was in July 2013. Airport staff recommend updating the Airport Minimum Standards from time to time to ensure that the standards continue to be reasonable for users of the airport.

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RESOLUTION 25-22 - AUTHORIZES A LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND AARON’S MOBILE DETAILING LLC AT THE CAPE MAY AIRPORT

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

WHEREAS, Aaron’s Mobile Detailing, LLC (“Aaron’s”) desires to lease approximately 1,500 square feet of space located in 251 Ranger Road, Unit #7 in order to operate a mobile auto detailing business at the Cape May Airport; and

WHEREAS, Aaron’s has agreed to pay the Authority annual rent in the amount of Eighteen Thousand dollars (\$18,000.00) during the initial year; and

WHEREAS, the initial term of the Lease (“Lease Agreement”) shall be for one (1) year; and

WHEREAS, Aaron’s shall have the option to renew this Lease Agreement for three (3) additional one (1) year terms; and

WHEREAS, the rent shall adjust annually during each renewal term by the Consumer Price Index (CPI); and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Agreement with Aaron’s Mobile Detailing, LLC and, with the advice and consent of counsel, to have such agreement executed by the Chairperson, Vice Chairperson and the Executive Director.

Resolution 25-22 was moved by Commissioner Mehaffey, seconded by Commissioner Houghton, and was approved by a roll call vote of 12-0

Resolution 25-22 - Executive Summary

Resolution: Authorizing the Execution of a Lease Agreement between the Delaware River and Bay Authority and Aaron’s Mobile Detailing, LLC, regarding the Cape May Airport.

Committee: Economic Development

Committee Date: May 20, 2025

Board Date: May 20, 2025

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 a light industrial building located at 251 Ranger Rd. in the Cape May Airport Industrial Park. Aaron’s has occupied Unit #7 in this building Since the end of 2020. Aaron’s Mobile Detailing, LLC has expressed a desire to continue to lease the space to operate an auto detailing operation. The rental rate reflects the current FMV for the space.

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RESOLUTION 25-23 - AUTHORIZES A LEASE AMENDMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND THE MILLVILLE ARMY AIRFIELD MUSEUM AT THE MILLVILLE AIRPORT

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

WHEREAS, the Millville Army Airfield Museum (“MAAM”) currently leases Building #31 consisting of approximately 2,000 square feet of space located at the Millville Airport; and

WHEREAS, the Lease (“Lease Agreement”) is currently in the initial term that is due to expire April 30, 2035; and

WHEREAS, MAAM would like to apply for a NJ Historic Trust Preserve NJ Grant in order to fund structural improvements building; and

WHEREAS, these grants require that at the time of award of the funds that the existing lease term be at least fifteen (15) years and the MAAM request a lease extension in order to meet the requirement; and WHEREAS. The Amendment will extend the Expiration Date of the Lease to November 30, 2040, to run concurrently with the main facility lease. This extension shall also be conditioned upon receipt by MAAM of the grant and the completion of the improvements; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Amendment with Millville Army Airfield Museum and, with the advice and consent of counsel, to have such an agreement executed by the Chairperson, Vice Chairperson and the Executive Director.

Resolution 25-23 was moved by Commissioner Houghton, seconded by Commissioner Wilson, and was approved by a roll call vote of 12-0.

Resolution 25-23 - Executive Summary

Resolution: Authorizing the Execution of a Lease Amendment between the Delaware River and Bay Authority and Millville Army Airfield Museum, regarding the Millville Airport.

Committee: Economic Development

Committee Date: May 20, 2025

Board Date: May 20, 2025

Purpose of Resolution: To permit the Executive Director, Chairman and Vice Chairman to execute and deliver a lease amendment for space at the Millville Airport.

Background for Resolution: The Delaware River and Bay Authority owns Building #31 at the Millville Airport. The MAAM plans on acquiring grants and donations along with utilizing volunteers to renovate and restore the buildings. The MAAM is preparing grants for the funding of the required structural repairs. These grants require a 15-year lease term for the property at the time of a funding

award. The lease term continues to be based upon an evaluation of the FMV of the building and the planned investment by the MAAM.

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RESOLUTION 25-24 - LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND AVIATION SPORTS COMPLEX, LLC 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, Aviation Sports Complex, LLC (the “Aviation Sports”) desires to lease approximately seven (7) acres of land at the Cape May Airport in order to construct an indoor sports facility and associated site improvements. A final lease parcel will be determined based upon as-built plans, which shall be presented to the Authority for its approval; and

WHEREAS, Aviation Sports has agreed to pay the Authority annual rent in the amount of \$0.25/sq.ft. for the parcel; and

WHEREAS, Aviation Sports has agreed to pay Transaction Rent in the amount of 2% of the gross sales proceeds from any sale of the sports facility; and

WHEREAS, the initial term of the Lease Agreement (“Agreement”) is for Ten (10) years; and

WHEREAS, Aviation Sports shall have the right to three (3) renewal options of five (5) years each; and

WHEREAS, Aviation Sports shall have the right to three (3) additional options of five (5) years each, subject to the prior approval of the Lessor; and

WHEREAS, rent shall increase annually by 2.5% during the initial term and each year of the renewal terms; and

WHEREAS, rent may, at the option of the Authority, adjust at the beginning of each renewal term by 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 Aviation Sports Complex, LLC and, with the consent of counsel, to have such Agreement executed by the Chairperson, Vice Chairperson and the Executive Director.

NOW, THEREFORE BE IT RESOLVED, that Resolution 24-31 is hereby rescinded.

Resolution 25-24 was moved by Commissioner Houghton, seconded by Commissioner Behnke, and was approved by a roll call vote of 12-0.

Resolution 25-24 - Executive Summary

Resolution: Authorizing the Execution of the Lease Agreement between the Delaware River and Bay Authority and Aviation Sports Complex, LLC at the Cape May Airport.

Committee: Economic Development

Committee Date: May 20, 2025

Board Date: May 20, 2025

Purpose of Resolution:
To permit the Executive Director, Chairman and Vice Chairman to execute and deliver a Lease Agreement for land at the Cape May Airport.

Background for Resolution:
The Delaware River and Bay Authority operates the Cape May Airport. Aviation Sport Complex LLC is planning on constructing an indoor sports complex that will offer soccer fields, pickleball courts and volleyball year-round. We have received letters of support for the project from various entities to include the Greater Wildwood Chamber of Commerce, the Lower Cape May Regional School District Athletic director and former Mayor of Lower Township, Ocean City High School Baseball coach, former US Congressman Patrick Murphy, among many others. The annual rent is based upon the current land rental rate at the airport, with appropriate rent adjustments over the term of the Lease, and transaction rent to be charged if the facility is ever sold.

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RESOLUTION 25-25 – EASEMENT AGREEMENT WITH SCHELL BROTHERS, LLC

WHEREAS, the Delaware River and Bay Authority (the “DRBA”) is the owner in fee simple of a piece of land along with the improvements erected thereon, located in Lewes and Rehoboth Hundred, Sussex County, Delaware, generally identified as Tax Parcel Number 335-9.00-302.00; and

WHEREAS, Schell Brothers, LLC (“Schell”) is the legal owner or holder of a beneficial interest in an adjoining parcel of land located in Lewes and Rehoboth Hundred in Sussex County, Delaware generally identified as Tax Parcel Number 335-8.12-79.00; and

WHEREAS, in order to construct a development and related improvements on the Schell property, Schell will need to acquire easements on DRBA property; and

WHEREAS, Schell desires a temporary construction easement totaling 9,029 sq.ft. and a permanent easement totaling 337 sq.ft. for the construction of improvements and the provision of utilities to the Schell property; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Permanent and Temporary Easement agreement with Schell Brothers, LLC and, with the advice and consent of counsel, to have such a Permanent Easement Agreement executed by the Chairperson, Vice Chairperson, and the Executive Director.

Resolution 25-25 was moved by Commissioner Houghton, seconded by Commissioner Wilson, and was approved by a roll call vote of 11-0-1. Commissioner Faust abstained.

Resolution 25- 25 - Executive Summary Sheet

Resolution: Authorizing the execution of a permanent and temporary easement Along Freeman Highway in Lewes, DE.

Committee: Economic Development Committee

Committee Date: May 20, 2025

Board Date: May 20, 2025

Purpose and Background for Resolution:

Authorizes the Executive Director, Chairman and Vice Chairman to execute and deliver a permanent easement for 337 sq.ft. and a temporary easement for 9,029 sq.ft. of property located along Freeman Hwy adjacent along the approach to the Lewes Ferry Terminal. This will allow for utility construction to a development site and a tie into the existing state bike path.

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RESOLUTION 25-26 – AUTHORIZING AN EXTENSION OF THE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND ELLIOTT BAY DESIGN GROUP, LLC FOR NAVAL ARCHITECT SERVICES

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 operates and maintains the Cape May-Lewes Ferry (“CMLF”).

WHEREAS, the Authority and Elliott Bay Design Group, LLC (“EBDG”) previously entered into *Service Agreement CS-20-02: Naval Architect Services* (the “Service Agreement”), whereby the Authority contracted EBDG to serve as its primary naval architect/marine engineer during a multi-phased project to replace the existing CMLF vessels;

WHEREAS, as authorized by Resolutions 20-44 and 22-50, EBDG has delivered *Phase 1 - Marine Master Planning Services* and *Phase 2 - Vessel Design Services*, respectively, under the Service Agreement;

WHEREAS, the Authority is currently in the process of accepting bids from U.S. shipyards to construct a new 75-Car Ferry Vessel in accordance with plans, drawings and technical specifications delivered by EBDG under Phase 2 of the Service Agreement.

WHEREAS, the Authority wishes to extend the Service Agreement to *Phase 3 – Technical Support During Construction*, during which phase EBDG will provide naval architect/marine engineer services including, but not limited to: Reviewing Documents and Drawings, Regulatory Approvals, Contract Interpretation and Change Orders, Progress Meetings, Onsite Visits, Dock and Sea Trials, As-Built Drawing Reviews, and Propulsion System Warranty Work (the “Services”);

WHEREAS, EBDG submitted a time-and-material proposal to the Authority, dated April 25, 2025, to complete the Services in an amount not-to-exceed six hundred eighty-six thousand two hundred sixty-nine dollars (\$686,269) (the Proposal);

WHEREAS, the Authority has reviewed the Proposal and has determined the proposed fees to be fair and reasonable; and within the funding prescribed by the Authority’s approved Capital Improvement Program and 5-Year Strategic Plan, and staff recommends the Authority accept the Proposal;

WHEREAS, the Authority may also elect to engage Elliott Bay Design Group for other naval architect services not included in the Proposal, and for which written proposals will be obtained and approved separately by the Authority;

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

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to engage EBDG to provide the Services as described in the Proposal. In accordance with the Service Agreement, such modification by shall be by formal written addendum executed on behalf of the DRBA by the Executive Director or his designee and by an authorized representative of the Consultant.

Resolution 25-26 was moved by Commissioner Mehaffey, seconded by Commissioner Houghton, and was approved by a roll call vote of 12-0.

Resolution 25-26 - Executive Summary Sheet

Resolution: Authorizes an extension to DRBA Service Agreement CS-20-02 - Naval Architect Services (the “Agreement”) with Elliott Bay Design Group, LLC (EBDG) to provide *Phase 3 – Technical Support During Construction*, the purpose of which will be to provide assistance with regulatory reviews of the new design, to provide engineering support during construction, and to assist with quality assurance of the new vessel.

Committee: Projects Committee

Board Date: May 20, 2025

Purpose of Resolution:

To authorize an extension of an agreement with Elliott Bay Design Group, LLC to provide continued professional Naval Architect services to the Delaware River and Bay Authority during the construction phase of the new ferry vessel.

Background for Resolution:

The Authority hired Elliott Bay Design Group under Service Agreement CS-20-02 to provide design and analysis work on behalf of the Cape May-Lewes Ferry, and to assign the Consultant to *Phase 1 - Marine Master Planning Services* of a multi-phased plan to ultimately replace the CMLF’s vessels (Resolution 20-44).

The Authority amended the Service Agreement with EBDG to include *Phase 2 - Vessel Design Services*. This encompassed all subsequent design phases, including development of final design parameters, and the completion of detailed vessel design work, which will ultimately be used by the Authority to solicit competitive bids from prospective shipyards for the construction of a new Cape May – Lewes Ferry vessel (Resolution 22-50).

The Authority now wishes to extend/amend the Service Agreement to include *Phase 3 – Technical Support During Construction*, which will include services including regulatory review and approvals, construction support, and quality assurance during and after construction of the new ferry vessel.

The Authority has received a time & material proposal from EBDG for the Phase 3 Services in an amount not-to-exceed \$686,269.00.

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RESOLUTION NO. 25-27 RESOLUTION BY THE DELAWARE RIVER AND BAY AUTHORITY TO REVISE THE AUTHORITY-WIDE FAMILY AND MEDICAL LEAVE SECTION OF THE PERSONNEL MANUAL

WHEREAS, the Delaware River and Bay Authority (the “Authority”) Personnel Manual (the “manual”) was established in 1965 and last revised in October 2021, sets forth certain terms and conditions of employment and provides general descriptions and guidelines concerning the Authority’s personnel policies and practices; and

WHEREAS, a draft of the manual proposing revisions to the Authority’s Family and Medical Leave Policy was presented to the Personnel Committee of the Authority’s Board of Commissioners on May 20, 2026, by the Executive Director and Chief Human Resources Officer, is intended to replace in its entirety the current **Section X Employee Benefits, R. Other Leave, 7. Family and Medical Leave** with the attached.

WHEREAS, the Personnel Committee of the Authority’s Board of Commissioners recommends the acceptance of these revisions to **Section X Employee Benefits, R. Other Leave, 7. Family and Medical Leave** of the Personnel Manual; and

NOW, THEREFORE, BE IT RESOLVED that the Delaware River and Bay Authority hereby amends the Personnel Manual as approved by the Personnel Committee and incorporates without limitations the provisions as set forth below:

SECTION XVII: Family and Medical Leave revisions to include:

- Revised policy will be a stand-alone policy and will be removed from the Personnel Manual.
- The content of notice section, application process, and communication steps have been updated to reflect the current process that has changed from a forms process in which certification information went directly to the Authority to a process in which all steps are administered by a third-party administrator (TPA).
- The addition of a statement notifying employees planning FMLA leave of the expectation to coordinate scheduling eligible paid leave with their supervisor.
- The addition of a section entitled Confidentiality of Protected Health Information which states that the DRBA, its TPA, and any agents involved in the administration of claims above will comply with health privacy rules and regulations and will further observe the confidentiality of such protected health information.

Modified with edits proposed by New Jersey Counsel, Resolution 25-27 was moved by Commissioner Wilson, seconded by Commissioner Houghton, and was approved by a roll call vote of 12-0.

Resolution 25-27 Executive Summary Sheet

Resolution: Revise the Authority-wide Family and Medical Leave Policy of the Personnel Manual

Committee: Personnel Committee

Committee Date: May 20, 2025

Board Date: May 20, 2025

Purpose of Resolution:

To approve recommended revisions to the Personnel Manual (significant revisions summary attached) as presented by the Executive Director and Chief Human Resources Officer.

Background for Resolution:

The Authority's Personnel Manual has been in existence since 1965; this manual was last revised in October 2021.

The Personnel Manual provides general descriptions and guidelines concerning the Authority's personnel policies and practices. The provisions in the Personnel Manual are subject to change by the Authority at any time.

There have been some revisions to the Family Medical and Leave Act and the attached are revisions made to our Policy to conform with those changes as well as DRBA procedural changes in administering FMLA.

The significant changes in the FMLA Policy include the following:

- The policy currently resides in the Personnel Manual, the revised policy will be a stand-alone policy and we need to revise the Personnel Manual to remove.
- The content of notice section, application process, and communication steps have been updated to reflect the current process that has changed from a forms process in which certification information went directly to the Authority to a process in which all steps are administered by a third-party administrator (TPA).
- The addition of a statement notifying employees planning FMLA leave of the expectation to coordinate scheduling eligible paid leave with their supervisor.
- The addition of a section entitled Confidentiality of Protected Health Information which states that the DRBA, its TPA, and any agents involved in the administration of claims above will comply with health privacy rules and regulations, and will further observe the confidentiality of such protected health information.

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RESOLUTION 25-28 - RECOGNIZES THE SERVICE AND CONTRIBUTIONS OF THOMAS R. CARPER TO THE STATE OF DELAWARE, THE DELAWARE RIVER AND BAY AUTHORITY AND DESIGNATES THE WILMINGTON AIRPORT PASSENGER TERMINAL AS THE THOMAS R. CARPER PASSENGER TERMINAL FACILITY AT THE WILMINGTON AIRPORT IN HIS HONOR

WHEREAS, the Honorable Thomas R. Carper retired as a United States Senator on January 3, 2025, capping nearly fifty (50) years of public service in various statewide elected offices that began with State Treasurer in January 1977; and

WHEREAS, Captain Carper served in the United States Navy as a tactical coordinator and mission commander, flying the P-3 Orion during the Vietnam War and remained in the Naval reserves for another 18 years following the conclusion of his active military service in 1973; and

WHEREAS, during his service in the United States House of Representatives, Congressman Carper advocated for the 1990 Compact Amendments; enabling the Authority to engage in economic development projects in the four southern counties of New Jersey and the State of Delaware; and

WHEREAS, during his tenure as Governor of the State of Delaware, the Delaware River and Bay Authority entered into an agreement with New Castle County to be the operator and sponsor of Wilmington Airport on June 30, 1995; and

WHEREAS, Senator Carper has always been steadfast champion for investments in both infrastructure and environmental stewardship – helping to secure millions in federal grant dollars for a new ship collision protection system at the Delaware Memorial bridge and for the repowering of two Cape May – Lewes Ferry vessels; and

WHEREAS, the Delaware delegation, led by Senator Carper, fought for and won a \$20 million grant award from the U.S. Department of Transportation to help fund the design and construction of a new diesel-hybrid replacement ferry that serves passengers who travel between Lewes, Delaware and Cape May, New Jersey; and

WHEREAS, the Delaware River and Bay Authority (DRBA) wanted to expand and modernize the Wilmington Airport Passenger Terminal Building to better serve customers; and

WHEREAS, Senator Carper was instrumental to these plans coming to fruition by helping to acquire a \$5.6 million grant award through the Bipartisan Infrastructure Law's Airport Terminal Program to help fund these improvements; and

NOW, THEREFORE, BE IT RESOLVED that the Delaware River and Bay Authority does hereby recognize the outstanding contributions of the Honorable Thomas R. Carper to both the State of Delaware and the vital infrastructure that the Delaware River and Bay Authority manages and operates.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Delaware River and Bay Authority Commission does hereby designate the Wilmington Airport Passenger Terminal Building as the “Thomas R. Carper Passenger Terminal Facility at the Wilmington Airport” with the adoption of this resolution today, May 20, 2025.

Resolution 25-28 was moved by Commissioner Collins, seconded by Commissioner Wilson, and was approved by a roll call vote of 12-0.

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12447. EXECUTIVE DIRECTOR’S COMMENTS

The Executive Director reported on events in and around the Authority.

The Executive Director displayed a picture of students from Cape Henlopen Jobs for Delaware. The following slide displayed DRBA staff at Delcastle High School Job Fair exposing job opportunities at the DRBA. The following slide displayed students from Lower Cape May Regional High School participated and rode the CMLF. The next slide showed riders Miles for the Military which departed at Veterans Memorial Park and finished in Smyrna, DE. The two slides depicted emergency exercises at Wilmington Airport and CMLF respectively. Both exercises tested the Authority’s emergency response protocols and interactions with first responders while helping Authority personnel prepare for unforeseen emergency situations.

Upcoming Events

- Friday, May 30, 2025 – Memorial Day Service – 10:30 a.m., Veterans Memorial Park
- Saturday, May 31, 2025 – Beach Cleanup, 8:45 a.m. – 11:00 a.m. – David Douglas Memorial Park, Cape May Terminal.
- Thursday, June 5, 2025 – World Environment Day, - 10:00 a.m. – 2:00 p.m., Veterans Memorial Park
- Tuesday, June 17, 2025 – DRBA Commission Meeting, - 10:00 a.m., James Julian Boardroom

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12448. COMMISSIONERS PUBLIC FORUM

Chairperson Ransome called for comments from the Commissioners.

Chairperson Ransome thanked the Executive Director Tom Cook and Deputy Executive Director Ceil Smith for interacting with Salem County Vo-Tech High School. The students are thrilled and look forward to accessible internships at the DRBA.

Vice-Chair Lathem discussed vocational graduates and the significance of acknowledging these graduates.

Commissioner Wilson thanked the Chief Financial Officer and staff for their hard work and cooperation with the DRBA's independent auditors and for the excellent results of the 2024 Audit Report.

With no additional comments, a motion to adjourn the Board meeting at 12:40 p.m. was made by Commissioner Mehaffey, seconded by Commissioner Wilson, and approved by a voice vote of 12-0.

Respectfully submitted,

THE DELAWARE RIVER AND BAY AUTHORITY

James Salmon
Assistant Secretary