

**SOUTH JERSEY TRANSPORTATION AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
APRIL 16, 2014**

This regularly scheduled Board of Commissioners Meeting of the South Jersey Transportation Authority was held on April 16, 2014, commencing at 9:01 a.m. at the South Jersey Transportation Authority Administration Building, Farley Service Plaza, Atlantic City Expressway, Milepost 21.3 in Elwood, New Jersey 08217.

**Present**

Commissioner Jeffery A. April, Esq.  
Deputy Commissioner Joseph D. Bertoni (via video conferencing)  
Commissioner Peter C. Elco  
Commissioner Maurice B. Hill  
Commissioner C. Robert McDevitt  
Commissioner Joseph Ripa  
Commissioner Christine A. Roberts, EDA  
Frank F. Frankowski, Interim Executive Director  
Christopher Howard, Governor's Authorities Unit  
Lauren Staiger, Esq., General Counsel  
Susan Lubrano, Authority Board Secretary

**Absent**

Chairman James S. Simpson  
Commissioner Joseph W. Devine

**Statement of Public Notice**

The meeting of the Board of Commissioners was opened advising the Commissioners and public that notice of the meeting was duly advertised in the Press of Atlantic City, Camden Courier Post, Newark Star Ledger and with the Secretary of the State of New Jersey of the time, date and place of convening. Notice was posted at the Farley Service Plaza, the Atlantic City International Airport and the Authority's Atlantic City, New Jersey office as prescribed by law.

**Roll Call**

<b>Commissioner</b>	<b>Present</b>	<b>Absent</b>
Chairman James S. Simpson		X
Commissioner Jeffery A. April, Esq.	X	
Deputy Commissioner Joseph D. Bertoni	X	
Commissioner Joseph W. Devine		X
Commissioner Peter C. Elco	X	
Commissioner Maurice B. Hill	X	
Commissioner C. Robert McDevitt	X	
Commissioner Joseph Ripa	X	
Commissioner Christine A. Roberts	X	

Three (3) members of the public attended this meeting.

As Chairman Simpson was not able to participate, the Secretary requested a motion nominating another member of the Board to chair the meeting. Whereupon, Commissioner April was nominated to chair the meeting by motion of Commissioner Hill, which motion was seconded by Commissioner Ripa, with all Commissioners present being in favor.

**Approval of the Agenda**

Commissioner April called for a motion to approve the April 16, 2014 Agenda. Whereupon, motion was made by Commissioner McDevitt, seconded by Commissioner Hill, approving the agenda. Commissioner April asked for questions on the motion. No questions were asked. A unanimous vote was taken adopting and approving the agenda. A copy of the agenda is attached hereto and made a permanent part of these official Authority minutes.

**Approval of Meeting Minutes**

Commissioner April called for a motion to approve the March 19, 2014 Meeting Minutes. Whereupon, a motion was made by Commissioner Elco and seconded by Commissioner McDevitt, approving the March 19, 2014 minutes. Commissioner April asked for questions on the motion. No questions were asked. A unanimous vote was taken adopting and approving the minutes.

## **Executive Session**

Commissioner April asked General Counsel if an Executive Session was needed to which General Counsel responded that an Executive Session was not needed.

## **Executive Report**

Commissioner April asked for the presentation of the Executive Report. Mr. Frankowski presented the April 16, 2014 Executive Report. A copy of the April 16, 2014 Executive Report is attached hereto and made a permanent part of these official Authority minutes.

## **Public Response to Agenda Items**

Commissioner April advised that prior to receiving responses to the agenda items, he would like to introduce Mr. Robert Hutchins and Ms. Karen Davis from the firm of Hutchins, Meyer & DiLieto. He stated that they will be providing a brief overview of our 2013 Audit. Mr. Hutchins thanked Commissioner April and the members of the Board. He then thanked Mr. Frankowski and the Authority staff for their cooperation and professionalism during the course of their engagement, which he indicated enhanced their efficiency. He advised that as Auditors, they are responsible to not only issue the Report of Audit but to communicate certain information of which they have done through the Exit Conference with Mr. Frankowski and Mr. Cort as well as to the Audit Committee. He indicated that both of these meetings went very well as there were no significant issues to report. He advised that their last communication, a brief overview of the financial report, will be provided this morning by Ms. Davis. Ms. Davis addressed the Commissioners, asking if they would turn to the first two pages of the report, the Independent Auditors' Report, which basically states that management is responsible for the financial statements and the Auditors are responsible to give an opinion on such statements. She indicated that in this case, their opinion is unqualified, meaning the financial statements are fairly presented with no modification to speak of. She then provided the highlights of the assets, liabilities and revenues. She also advised they found no significant deficiencies nor material weaknesses in the Authority's internal controls. Commissioner April thanked Ms. Davis for her report. Ms. Davis asked if anyone has any questions that they are welcome to contact her.

Commissioner April then asked the public for comments on any of the agenda items. No comments were made.

## **Approval of Bills**

Commissioner April asked Mr. Frankowski for the presentation of bills. Mr. Frankowski stated that the bills had been sent to the Commissioners previously for their review and are being presented for their approval. Commissioner April called for a motion to approve the bill list. Whereupon the motion was made by Commissioner Ripa and seconded by Commissioner McDevitt, approving said bill list. Commissioner April asked the Commissioners for questions on the motion. There being none, Commissioner April requested that the Secretary call the roll.

## **Roll Call**

<b>Commissioner</b>	<b>Motion</b>	<b>2<sup>nd</sup></b>	<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>	<b>Absent</b>
Chairman James S. Simpson							X
Commissioner Jeffery A. April			X*				
Deputy Commissioner Joseph D. Bertoni			X				
Commissioner Joseph Devine							X
Commissioner Peter C. Elco			X				
Commissioner Maurice B. Hill			X				
Commissioner C. Robert McDevitt		X	X				
Commissioner Joseph Ripa	X		X				

\*Commissioner April approved all bills but abstained from voting on the bills from the firm Cooper, Levenson, April, Niedelman & Wagenheim.

## **Resolutions and Motions:**

Commissioner April asked Mr. Frankowski to present the resolutions. Mr. Frankowski advised the Commissioners that he will be presenting a total of twelve (12) resolutions for their consideration. Mr. Frankowski presented Resolutions 2014-23 through 2014-34. Commissioner April then called for a motion to approve Resolutions 2014-23 through 2014-34, the motion as presented, was moved by Commissioner McDevitt and seconded by Commissioner Hill, approving said resolutions. Commissioner April asked for questions on the motion. No questions were asked. There being no further comment or discussion,

Commissioner April asked the Secretary to call the roll.

### Roll Call

Commissioner	Motion	2 <sup>nd</sup>	Yea	Nay	Abstain	Recused	Absent
Chairman James S. Simpson							X
Commissioner Jeffery A. April			X				
Deputy Commissioner Joseph D. Bertoni			X				
Commissioner Joseph Devine							X
Commissioner Peter C. Elco			X				
Commissioner Maurice B. Hill		X	X				
Commissioner C. Robert McDevitt	X		X				
Commissioner Joseph Ripa			X				

Copies of Resolutions 2014-23 through 2014-34 are attached hereto and made a permanent part of these official Authority minutes.

### **RESOLUTION 2014-23 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY ACCEPTING THE 2013 FINANCIAL AUDIT**

The Audit Committee met on December 18, 2013 and March 26, 2014 in accordance with Executive Order No. 122 and has reviewed the 2013 Financial Audit Report and discussed the findings with the Independent Auditor. The Audit Committee recommends that the Board of Commissioners accept the 2013 Financial Audit and hereby directs the Interim Executive Director to file a copy of the Audit with the Treasurer of the State of New Jersey.

### **RESOLUTION 2014-24 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE EXTENSION OF AN AGREEMENT WITH GOBIS & COMPANY, LLC FOR BILLBOARD CONSULTANT SERVICES**

The Authority via Resolution 2012-39, entered into a two (2) year agreement with Gobis & Company, LLC for Billboard Consultant Services. The agreement, which is set to expire on June 30, 2014, provides the Authority with the option to extend for two additional one (1) year periods. During the two year contract period, Gobis & Company provided valuable assistance to the Authority in managing its billboard assets. The Director of Business Administration recommends exercising the first one-year option to renew the contract with Gobis & Company at the same rates and conditions as in the original contract.

### **RESOLUTION 2014-25 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY APPROVING A COLLABORATIVE AGREEMENT BY AND BETWEEN THE SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION (SJTPO) AND THE SOUTH JERSEY ECONOMIC DEVELOPMENT DISTRICT (SJEDD) AND A OFFICE SUBLEASE AGREEMENT BY AND BETWEEN THE SJTA, SJTPO AND SJEDD**

The Authority entered into a Basic Agreement dated December 3, 1993 and November 6, 2009 with the State of New Jersey acting through its Department of Transportation Commissioner, pursuant to which the Authority was designated to provide administrative support for the South Jersey Transportation Planning Organization (SJTPO). The SJTPO is the Metropolitan Planning Organization designated under federal law for the southern region of New Jersey including Atlantic, Cape May, Cumberland and Salem Counties. The South Jersey Economic Development District (SJEDD) is a federally funded New Jersey non-profit corporation organized under N.J.S.A. 15A:3-1 and is federally authorized as an established Certified Development Corporation in order to serve as the regional Economic Development District for southern New Jersey. The SJEDD was authorized to serve as the responsible entity for regional economic development strategy and planning for the geographic region comprised of Atlantic, Cape May, Cumberland and Salem Counties. SJTPO and SJEDD serve the same geographical region of southern New Jersey in order to collectively fulfill the dual Federal mandates of promoting and developing transportation plans, strategies and economic development plans and strategies, respectively. The SJTPO and SJEDD now wish to enter into an agreement for the sharing of office space, administrative and IT support (provided by SJTPO to SJEDD), and the sharing of certain office equipment. This agreement does not address funding nor the sharing of any other goods, services or other functions between both parties. The term of this agreement shall be two (2) years with two (2) mutually agreeable two (2) year extension options. As the lease agreement for the SJTPO office space is by and between the Authority, as the administrative host of the SJTPO, and Pisces Properties, the Authority desires to authorize the sublease of office space to the SJEDD. The SJEDD shall pay the Authority nominal rent in an amount of \$200.00 per month for the use of said office space. The Authority believes the aforementioned agreements will foster and encourage cooperation, collaboration and the sharing of resources so to more expeditiously and efficiently accomplish

both parties respective Federal mandates for the South Jersey region.

**RESOLUTION 2014-26 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE ADOPTION OF THE 2013 ANNUAL REPORT WHICH OUTLINES THE AUTHORITY'S PROJECTS AND ACHIEVEMENTS FOR THE YEAR 2013**

The SJTA Annual Report narrative section outlines Authority projects and achievements for the year 2013 and incorporates the official Financial Report of Audit, which is supplied by the Finance Department and compiled by an Independent Auditor. The creation, writing and development elements of the SJTA Annual Report are done in-house by the Marketing and Communications Department and the technical development aspects such as layout/design, transferring the report to a PDF flash format, and up-loading to the Authority's website were done by an outside firm, procured via quotes.

**RESOLUTION 2014-27 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE AWARD OF A CONTRACT TO J.H. WILLIAMS ENTERPRISES, OF MOORESTOWN, NEW JERSEY FOR THE ATLANTIC CITY INTERNATIONAL AIRPORT AIRFIELD ELECTRICIANS' WORKSHOP RELOCATION PROJECT**

On February 21<sup>st</sup> and 22<sup>nd</sup>, 2014, the Authority publicly advertised for bids for the Atlantic City International Airport Airfield Electricians' Workshop Relocation Project. Major work items include, but are not limited, to the fit-out of an existing 1,336 square foot garage/storage area located within the existing ACY Snow Equipment Building. The area will have a new office space, approximately 17' 2" x 13', a new exterior window, a new heat pump mini-split system, sprinkler additions, power, lighting data and all furnishings and surfaces. Work also includes the installation of a gas unit heater, the relocation of light fixtures, the extension of compressed air and natural gas lines, electrical, plumbing and fire alarm devices and the relocation of equipment and furniture from the existing electricians' work shop, remotely located on the airfield side of the Airport. On March 20, 2014, three bids were received, opened and tabulated. J.H. Williams Enterprises, of Moorestown, New Jersey was deemed the lowest responsive, responsible bidder in an amount not to exceed \$128,000.00.

**RESOLUTION 2014-28 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE AWARD OF A CONTRACT TO GARDEN STATE HIGHWAY PRODUCTS, OF VINELAND, NEW JERSEY FOR THE PURCHASE AND DELIVERY OF 2014 OR CURRENT PRODUCTION YEAR MB-2248 SOLARTECH MESSAGE BOARDS WITH OPTIONAL ACCESSORIES OR EQUAL**

On February 21<sup>st</sup> and 22<sup>nd</sup>, 2014, the Authority publicly advertised for bids for the Purchase and Delivery of 2014 or Current Production Year MB-2248 Solartech Message Boards with Optional Accessories or Equal. On March 7, 2014, three bids were received, opened and tabulated. Garden State Highway Products, of Vineland, New Jersey, was deemed the lowest responsive, responsible bidder in an amount not to exceed \$18,161.00 per unit. As this purchase is subject to fund availability the Authority desires to purchase three 2014 or Current Production Year MB-2248 Solar-Tech Message Boards with Optional Accessories or Equal at a total cost not to exceed \$54,483.00. Two units shall be used for the Roadway operations and one unit for Airport operations.

**RESOLUTION 2014-29 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE EXTENSION OF EXISTING AUTOMOBILE RENTAL CONCESSION AGREEMENTS ON A MONTH TO MONTH BASIS AND THE NEGOTIATION AND EXECUTION OF NEW AGREEMENTS FOR AUTOMOBILE RENTAL CONCESSIONS AT THE ATLANTIC CITY INTERNATIONAL AIRPORT**

On December 2<sup>nd</sup> and 3<sup>rd</sup>, 2013, the Authority publicly advertised a Request for Proposals (RFP) for Automobile Rental Concessions at the Atlantic City International Airport. In response to said advertising, and following an extension of time for responding, on February 28, 2014, four proposals were received by the Authority from incumbent providers. The proposals were subsequently reviewed by the Consultant Selection Committee (CSC) to ensure they met all of the requirements of the RFP and to rank same. The CSC determined that all of the four proposals were beneficial to the Authority. As the existing agreements are set to expire on or about April 30, 2014, the Authority seeks authorization to extend said agreements on a month to month basis, under the same terms and conditions as the original agreements, so to allow for negotiations, and the entrance into new agreements substantially containing the terms included in the proposals submitted by Avis Rent-A-Car System, LLC, of Parsippany, New Jersey, Budget Rent-A-Car System, Inc., of Parsippany, New Jersey, Enterprise Leasing Company of Philadelphia, LLC, and The Hertz Corporation, of Park Ridge, New Jersey to enable the performance of Automobile Rental Concessions in return for which the Authority shall receive compensation based on the gross receipts of sales.

The term of the new contracts shall be for a period of five years.

**RESOLUTION 2014-30 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE ENTRANCE INTO A BASIC AIRLINE AGREEMENT WITH UNITED AIRLINES OF CHICAGO, ILLINOIS, FOR AIR SERVICE TO AND FROM ATLANTIC CITY INTERNATIONAL AIRPORT AND A MONTH TO MONTH LEASE AGREEMENT FOR OFFICE SPACE AT THE AIRPORT**

United Airlines, Inc., of Chicago, Illinois, a qualified Commercial Passenger Air Service Carrier, has expressed an interest in providing Air Service to and from the Atlantic City International Airport. United Airlines, Inc., has further expressed a desire to lease terminal space from the Authority in order to conduct its services. The Authority desires to enter into an agreement with United Airlines to provide Air Service to the public to and from Houston and Chicago for a term of one year, with a month-to-month lease of 902 square feet of terminal space, beginning April 2014. United Airlines will pay the Authority fees based on the current Rates and Charges for ACY.

**RESOLUTION 2014-31 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE ENTRANCE INTO AN AIR SERVICE INCENTIVE PROGRAM AGREEMENT WITH UNITED AIRLINES OF CHICAGO, ILLINOIS, FOR AIR SERVICES AT THE ATLANTIC CITY INTERNATIONAL AIRPORT**

As United Airlines will be providing a new air service to a new destination, it qualifies for the Authority's Air Service Incentive Program ("ASIP"), authorized by the Board of Commissioners on December 18, 2013, via Resolution 2013-172. The Authority desires to enter into an agreement with United Airlines for participation in ASIP in a similar form as the agreement attached to the resolution entitled Schedule "A". This ASIP agreement shall be for a period of one (1) year.

**RESOLUTION 2014-32 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING A PERMIT AGREEMENT WITH G.A.T. AIRLINE GROUND SUPPORT, INC. OF MOBILE, ALABAMA FOR THE PROVISION OF AIRCRAFT SERVICES**

The Authority, via Resolution 2010-73, adopted Minimum Standards for commercial aeronautical activity at the Airport, which authorizes the Authority to enter into permit agreements with specialized aviation service operators for certain services. It is necessary for Airlines servicing the Airport to secure aircraft services such as aircraft de-icing, aircraft catering, above wing ground handling and below wing ground handling. United Airlines desires to have G.A.T. Airline Ground Support, Inc. of Mobile, Alabama provide such aircraft services for its Airline. The Authority shall receive 13% of G.A.T.'s gross receipts for these services. The term of the permit agreement shall be three years.

**RESOLUTION 2014-33 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING AWARD OF A SOLE SOURCE CONTRACT TO THE AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES (AAAE) FOR UPDATES AND ENHANCEMENTS TO THE INTERACTIVE EMPLOYEE TRAINING (IET) SYSTEM AT THE AIRPORT**

Resolution 2006-56 authorized an award of a contract to the American Association of Airport Executives (AAAE) for an Interactive Employee Training System at the Atlantic City International Airport. As part of this contract, AAAE supplied the hardware and customized training modules for the Interactive Employee Training System. This system is now in need of updating as it is over seven years old and the Airport facility has experienced significant changes throughout the years. AAAE, as the owner of the system, is the sole provider authorized to update and/or make changes to the system. The updates/enhancements are for two specific training modules, the Security Identification Display Area and the Non-Movement Area Driver Training modules. The modules will be completed on a new platform. AAAE will also convert other training modules and workstations so that they are compatible with the new platform.

**RESOLUTION 2014-34 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING AWARD OF A CONTRACT TO WOLFINGTON BODY COMPANY, INC., OF MT. HOLLY, NEW JERSEY FOR THE PURCHASE AND DELIVERY OF 2014 OR CURRENT PRODUCTION YEAR 18 PASSENGER PERIMETER SEATING MINIBUS WITH WHEELCHAIR LIFT OR EQUAL**

On February 14<sup>th</sup> and February 15<sup>th</sup>, 2014 the Authority publicly advertised for bids for the Purchase and Delivery of 2014 or Current Production Year 18 Passenger Perimeter Seating Minibus with Wheelchair Lift or Equal. On March 11<sup>th</sup>, 2014, three (3) bids were received, opened and tabulated. Wolfington Body Company, Inc., of Mt. Holly, New Jersey, was deemed the lowest responsive, responsible bidder in an amount not to exceed \$63,750.00 per unit. As the number of units to be purchase is contingent upon

fund availability, the Authority desires to enter into a contract with Wolfington Body Company, Inc., of Mt. Holly, New Jersey for the Purchase and Delivery of two (2) 2014 or Current Production Year 18 Passenger Perimeter Seating Minibus with Wheelchair Lift or Equal, in an amount not to exceed \$127,500.00 for two units. The buses are to be used by Transportation Services, and shall replace two buses used for shuttle service at ACY that have high mileage and have outlived their useful lives.

#### **Petitions or Communications, Unfinished Business and New Business**

Commissioner April asked if there were any petitions or communications, unfinished or new business. Mr. Frankowski responded that all previous petitions and communications were either mailed prior to the meeting or are at their places and there is no unfinished or new business to discuss.

#### **Committee Reports**

Mr. Frankowski advised that the Committee Reports had not been presented. Commissioner April then asked Mr. Frankowski to present the April 2014 Committee Reports. Mr. Frankowski reported that all Committees met on April 2<sup>nd</sup>. He stated that during these meetings Commissioners were briefed on the resolutions being presented this morning as well as the Authority's ratings, financial disclosure filing, the selection of the Evaluation Committee, identity theft protection and the upcoming triathlon. Commissioners were also briefed on the results of the FAA Part-139 inspection, Air Service development efforts, Rowan Shuttle Services and AtlantiCare Parking at the NY Avenue garage. Commissioners were provided with the schedule of upcoming projects, the EO-8 Report and Airport statistics.

#### **General Comment**

Commissioner April asked for general comments. No comments were made.

#### **Adjournment**

There being no further business, Commissioner April called for a motion to adjourn the meeting. Whereupon, the motion was made by Commissioner McDevitt and seconded by Commissioner Hill to adjourn the meeting. A unanimous voice vote was taken adjourning the meeting at 9:28 a.m.

Submitted by:

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Susan Lubrano, Authority Board Secretary

**Note: An Executive Session was not held during this meeting.**