

**DELAWARE RIVER AND BAY AUTHORITY
BUDGET & FINANCE COMMITTEE MEETING
Delaware River and Bay Authority
Delaware Memorial Bridge Complex
October 21, 2025**

A public meeting of The Delaware River and Bay Authority's Budget & Finance Committee Meeting was conducted in person and via Teams on Tuesday, October 21, 2025, at the Delaware Memorial Bridge Complex, located at 2162 New Castle Avenue, New Castle, DE 19720.

Commissioners of New Jersey

Committee Chair Baldini - TEAMS
Commissioner Wilson, Cmte. Mbr. - Absent
Commissioner Behnke, Cmte. Mbr.
Commissioner McCann
Commissioner Mehaffey
Chairperson Ransome

Legal Counsel

Phil Norcross – NJ

Governors' Representatives

Michael Eleneski – NJ - TEAMS

Staff

Joel Coppadge
Ceil Smith
Charlotte Crowell
Victor Ferzetti
Vince Meconi
Gerry Owens- TEAMS
Michelle Warner - TEAMS
TJ Murray
James Salmon
Jennifer Thevar
Kyle Bickhart
Andrew Houghton
Jennifer Oberle-Howard
Stephanie McMillan
Dave Hoppenjans

Commissioners of Delaware

Committee Vice-Chair Houghton
Commissioner Ratchford, Cmte. Mbr.
Commissioner Collins, Cmte. Mbr. - TEAMS
Commissioner Carey
Commissioner Faust- TEAMS
Vice-Chairperson Lathem

Legal Counsel

Kate Betterly – DE

Guests

1. Committee Chair Baldini opened the Budget & Finance Committee meeting at Approximately 11:58 a.m. The Assistant Secretary reported that the public meeting of the Budget & Finance Committee had been duly notified in accordance with the

Authority's Freedom Information Regulations, read the Statement of Notice, and called the roll.

2. Committee Chair Baldini called for a voice vote to accept the Budget & Finance Committee Minutes from September 23, 2025. Commissioner Ratchford made a motion, Commissioner Houghton seconded, and the Committee Minutes were accepted.
3. Discussion Items:
 - Preliminary 2026 Operating Budget Briefing
 - 3rd Quarter, 2025 Traffic, Revenue & Expenditures
 - Velocity Waiver

Preliminary 2026 Operating Budget Briefing

The Chief Financial Officer indicated \$99.6 million base budget with approximately 7.6% increase. Special Projects are status quo and many near completion. Goal is to remain within 3.5%-4% range for expenses and debt service. Items that continue to be reviewed and discussed include vehicle leasing: changed process from purchasing under capital budget to leasing under operating budget 4 years ago to keep maintenance costs down and have the most effective vehicles available. Trying to tighten this up but there are vehicles already in process and being delivered. Cloud-based services continue to rise year over year, as well as software maintenance and pension plan (up \$230k) and Maintenance and Facilities Repairs, which are slightly up.

The Community Donations increase is due to the recent adoption and addition by Commissioners. The four areas that offset these increases are identified as: Vessel Fuel (-5.4%), Supplies & Services (1.4%), Other Benefits that include dental, unemployment costs, etc. (-9.9%) and Special Projects (-25.5%)

The goal is to adopt the 2026 Operating budget by November and present it at that Board Meeting.

3rd Quarter, 2025 Traffic, Revenue & Expenditures

The Chief Financial Officer presented and discussed the 3rd Quarter ending 9/30/25 Unaudited Traffic Comparison.

Velocity Waiver

The Chief Financial Officer asked the committee for a consensus to approve at the November meeting.

PURSUANT TO RESOLUTION 24-17, SECTION 12: "All professional service contracts between \$25,000 and \$50,000, and all materiel, supply, and non-professional service contracts between \$25,000 and \$50,000, and all construction management or construction contracts between \$25,000 and \$200,000, shall be reported to the Commissioners for informational purposes at the first monthly meeting following the award of such contract":

DELAWARE RIVER & BAY AUTHORITY
 VENDORS PROJECTED TO BE AWARDED
 A MATERIEL, SUPPLY, PROFESSIONAL SERVICE, OR NON-PROFESSIONAL SERVICE
 CONTRACT
 VALUED \$25,000 TO \$49,999
 OR
 A CONSTRUCTION MANAGEMENT/CONSTRUCTION CONTRACT
 VALUED \$25,000 TO \$199,999
 DURING THE PERIOD 1/1/25 THROUGH 12/31/25

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATE D \$
EDIS Company \$77,000	Cape May Ferry Terminal Doors Replacement	Quotes	
Fabbri Builders, Inc. \$70,000 Concrete Replacement	Cape May Ferry Terminal	Quotes	
South State, Inc. \$30,000 Replacement	Cape May Airport Wind Cone	Quotes	

Purchase Detail:

EDIS Company: Cape May Ferry Terminal Doors Replacement

The Authority plans to replace a variety of metal entrance doors in buildings C-1, C-2, C-4, C-5 & C-6 at the Cape May Ferry Terminal complex. Work includes procurement of all parts, labor and materials. Staff solicited five (5) quotes and received one (1) from EDIS in accordance with the Authority's specifications.

Fabbri Builders, Inc.: Cape May Ferry Terminal Concrete Replacement

The Authority plans to replace ten (10) different areas of concrete sidewalk at the Cape May Ferry Terminal. Staff solicited three (3) quotes with Fabbri Builders submitting the lowest in accordance with the Authority's specifications.

South State, Inc.: Cape May Airport Wind Cone Replacement

The Authority plans to replace the wind cone located at Cape May Airport. Work includes installation of owner-furnished wind cone pole, mounting cage, lighting fixtures and associated electrical parts. Staff solicited three (3) quotes and received one (1) from South State in accordance with the Authority's specifications.

Classification Definitions:

Quotes. A purchase of equipment, supplies or non-professional services that is anticipated to cost between \$25,000 and \$49,999 during a calendar year or a contract for construction or construction management that is anticipated to cost between \$25,000 and \$199,999 during a calendar year, for which the Authority has solicited written quotes. *“Contracts for materiel and supplies and non-professional services, awarded to any [vendor for an amount of] more than \$25,000 but less than \$50,000 in the aggregate require the solicitation of three written quotes or all available sources, whichever is less...Construction management contracts or construction contracts awarded to any [vendor for an amount of] more than \$25,000 but less than \$200,000, require the solicitation of three written quotes or all available sources, whichever is less...”* (DRBA Resolution 24-17, Section 4).

Committee Chair Baldini adjourned the Economic Development Committee at 12:11 p.m.

**DELAWARE RIVER AND BAY AUTHORITY
ECONOMIC DEVELOPMENT COMMITTEE MEETING
Delaware River and Bay Authority
Delaware Memorial Bridge Complex
October 21, 2025**

A public meeting of The Delaware River and Bay Authority's Budget & Finance Committee Meeting was conducted in person and via Teams on Tuesday, October 21, 2025, at the Delaware Memorial Bridge Complex, located at 2162 New Castle Avenue, New Castle, DE 19720.

Commissioners of Delaware

Committee Vice-Chair Baldini – TEAMS
Commissioner Wilson, Cmte. Mbr - Absent
Commissioner Mehaffey, Cmte. Mbr.
Commissioner McCann
Commissioner Behnke
Chairperson Ransome

Commissioners of New Jersey

Committee Chair, Houghton
Commissioner Carey, Cmte. Mbr.
Commissioner Ratchford, Cmte. Mbr.
Commissioner Faust
Commissioner Collins
Vice-Chairperson Lathem

Legal Counsel

Phil Norcross – NJ

Legal Counsel

Kate Betterly – DE

Governors' Representatives

Michael Eleneski – NJ - TEAMS

Staff

Joel Coppadge
Ceil Smith
Charlotte Crowell
Victor Ferzetti
Vince Meconi
Gerry Owens- TEAMS
Michelle Warner - TEAMS
TJ Murray
James Salmon
Jennifer Thevar
Kyle Bickhart
Andrew Houghton
Jennifer Oberle-Howard
Stephanie McMillan
Dave Hoppenjans

Guests

1. Committee Chair Houghton, opened the Economic Development Committee meeting at approximately 12:11 p.m. The Deputy Executive Director (DED) reported that the public meeting of the Economic Development Committee had been duly notified in accordance with the Authority's Freedom of Information Regulations, read the Statement of Notice, and called the roll.
2. Committee Chair Houghton called for a motion to accept the Economic Development Committee Minutes from the September 2025 meeting. Committee Member Ratchford made a motion, Committee Member Carey seconded, and the Committee Minutes were accepted.
3. Discussion Items: None
4. Resolutions:

RESOLUTION 25-47 - LEASE AMENDMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND SANTOS PARTS, LLC AT THE WILMINGTON AIRPORT

WHEREAS, The Delaware River and Bay Authority (the "Authority"), is the operator of the Wilmington Airport ("Airport"); and

WHEREAS, Santos Parts, LLC ("Santos") currently leases one of the two cargo bay warehouse spaces at the airport located at 6002-B Brett Rd. commonly referred to as the cargo warehouse, totaling approximately 5,291 sq.ft. of space at the Wilmington Airport; and

WHEREAS, Santos desires to lease the second cargo bay space for an additional 5,309 sq. ft. of space in the cargo warehouse; and

WHEREAS, Santos desires to extend the term of the Initial Lease; and

WHEREAS, the Authority has agreed to grant Santos Two (2) additional One (1) year renewal periods; and

WHEREAS, the new annual rent for the adjusted leasehold shall be Seventy-Two Thousand Six Hundred and Fifty-Nine 04/100 Dollars (72,659.04) annually; and

WHEREAS, rent shall be adjusted each term annually by the Annual 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 Amendment with Santos Parts, LLC, and, with the advice and consent of counsel, to have such Agreement executed by the Chairperson, Vice Chairperson and the Executive Director.

Committee Chair Houghton called for a motion to accept the resolution to which Committee Member Ratchford made a motion, seconded by Committee Member Carey and the Economic Development Committee concurred with the recommendation to accept and authorize the action to be presented to the full Board of Commissioners later today.

Committee Chair Houghton adjourned the Economic Development Committee at 12:13 p.m.

DELAWARE RIVER AND BAY AUTHORITY

PROJECTS COMMITTEE MEETING

Tuesday October 21, 2025

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Projects Committee Meeting was conducted in person and via Teams on Tuesday, October 21, 2025, from the Delaware Memorial Bridge Complex, New Castle, Delaware.

New Jersey Commissioners

Committee Chair Mehaffey
Commissioner McCann, Cmte. Mbr.
Commissioner Baldini, Cmte. Mbr. – TEAMS
Commissioner Behnke
Commissioner Wilson - Absent

Chairman Ransome

Legal Counsel

Phil Norcross– NJ

Governors' Representatives

Mike Eleneski – NJ via Teams

Staff

Joel Coppadge
Ceil Smith
Victor Ferzetti
Vince Meconi
Charlotte Crowell
Gerry Owens - *via Teams*
Tom Cook
Michelle Warner - *via Teams*
Stephanie McMillan
Jim Salmon
TJ Murray
Jen Thevar
Kyle Bickhart
Andy Houghton
Jen Oberly-Howard
Lavar Matthews
Dave Hoppenjans

Delaware Commissioners

Committee Vice-Chair Ratchford
Commissioner Faust, Cmte. Mbr. -- TEAMS
Commissioner Houghton, Cmte. Mbr.
Commissioner Collins – TEAMS
Commissioner Carey

Vice-Chairman Lathem

Kate Betterly– DE

Misty Seamans - DE - Absent

Guests

1. Committee Chair Mehaffey opened the Projects Committee meeting at 12:13 p.m.
2. Committee Chair Mehaffey called for a motion to accept the Projects Committee Minutes from September 16, 2025. Committee Member Houghton made a motion, Committee Member McCann seconded, and the Committee Minutes were accepted.
3. Discussion Items
 - The COO noted the full Construction Highlights report can be found in the Board materials.

4. Bids

- DMB-25-11 MV/LV Cable Replacement East Approach, Phase II

A public bid opening was held on September 10, 2025, in which (2) bids were submitted.

The COO recommended awarding the contract, in the amount of \$1,159,535 to Scalfo Electric, Inc, LLC of Vineland, NJ.

Committee Chair Mehaffey called for a motion to accept the bid, to which Committee Member McCann made a motion, seconded by Committee Vice-Chair Ratchford and Projects Committee concurred with the recommendation to accept and authorize the action to be presented to the full Board of Commissioners later today.

- CMLF-25-09 Dry-Docking and Repairs, M/V Delaware

A public bid opening was held on October 15, 2025, in which (1) bid was submitted.

The COO recommended awarding the contract, in the amount of \$21,632,145.52 to Caddell Dry Dock & Repair Co, of Staten Island, NY.

Committee Chair Mehaffey called for a motion to accept the bid, to which Committee Member McCann made a motion, seconded by Committee Vice-Chair Ratchford and Projects Committee concurred with the recommendation to accept and authorize the action to be presented to the full Board of Commissioners later today.

5. Project Close-outs

- **ILG-22-A Runway 1-19 Rehabilitation, PH III & IV**

The COO recommended close-out of the contract and final payment to Allen Myers Inc of Worcester, PA with a final contract amount of \$7,023,964.20.

Committee Chair Mehaffey called for a motion to approve the contract closeout, to which Committee Vice-Chair Ratchford made a motion, seconded by Committee Member McCann and the Projects Committee concurred with the recommendation and authorized the close-out action to be presented to the full Board for consideration at the meeting later today.

6. Contractor Payment Review: The COO reviewed for the Committee the monthly construction contractor payment summary to be made for the work completed through September 2025 for (17) payments totaling approximately \$9 million for projects at the bridge, ferry, and airports.
7. With no further business to discuss, Committee Chair Mehaffey called for a motion to adjourn; Committee Vice-Chair Ratchford made a motion and Committee Member McCann seconded, and the Projects Committee adjourned at 12:20 p.m.