

**MINUTES OF MEETING  
THE DELAWARE RIVER AND BAY AUTHORITY  
James Julian Board Room  
Tuesday, April 18, 2025**

The meeting convened at 10:07 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 Delaware

Samuel Lathem, Chairperson  
Crystal L. Carey\* - VIA: TEAMS  
Michael Ratchford  
Veronica O. Faust – VIA: TEAMS  
James Collins - VIA: TEAMS  
Michael Houghton

Commissioners from New Jersey

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

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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.

**\*Commissioner Carey joined the meeting at 10:25 a.m.**

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

Ed Bell, Maintenance Journeyman, and Dave Holland, Senior Maintenance Journeyman thanked the Commissioners for allowing Tom Cook to continue his role as Executive Director. The pair expressed their appreciation for Mr. Cook’s dedication and leadership.

Next, DRBA Police Officer Philip Hiller provided a detailed overview of the community outreach efforts of DE FOP Lodge #14 and continued support of same by DRBA. At the conclusion of his presentation,

Officer Hiller specifically mentioned the following for their work to make DE FOP Lodge #14's community outreach efforts so successful: Tom Cook; TJ Murray; Jennifer Oberle-Howard; Sandy Bennett (Photography); FOP Past President Gavlick; Officer Matthew Wasko; and all the members of the Delaware FOP Lodge #14.

Chairperson Ransome called for a motion to move to Executive Session. Commissioner McCann made a motion, seconded by Commissioner Houghton, and the motion was carried out by voice vote of 11-0.

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

The Executive Session started at 10:29 a.m. At 12:08 p.m. Chairperson Ransome called for a motion to close the Executive Session, and recess to conduct Committee Meetings. Commissioner Ratchford made a motion, seconded by Commissioner Houghton, and the motion was carried by a voice vote of 11-0.

The Committee meetings began at 12:08 p.m. and ended at 12:14 p.m. During that time, the following Committee meetings were held:

Economic Development  
Projects

At the conclusion of the Committee meetings, Chairperson Ransome called the Board meeting back to order at 12:14 p.m.

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12418. APPROVAL OF THE MARCH MINUTES

Commissioner Mehaffey made a motion to approve meeting minutes for March 18, 2025, seconded by Commissioner Behnke, and approved by a voice vote of 11-0.

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12419. 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 March 2025. Without objection, the charts were ordered filed with the permanent records of the Authority.

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12420. DELAWARE RIVER AND BAY AUTHORITY – STATEMENT OF INCOME AND EXPENSE.

The CFO presented charts showing statements of income and expense for March 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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12421. DELAWARE RIVER AND BAY AUTHORITY – OPERATING EXPENSE BY DIVISION.

The CFO presented charts for March 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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12422. DELAWARE RIVER AND BAY AUTHORITY – CAPITAL IMPROVEMENT PROGRAM.

The CFO presented charts for March 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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12423. DELAWARE RIVER AND BAY AUTHORITY – CASH POSITION (MARKET VALUE) FOR MARCH 31, 2025.

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

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

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12424. PUBLIC COMMENT ON ACTION ITEMS

Chairperson Lathem noted that three (2) Contract Awards, and (2) 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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12425. AWARD OF CONTRACT #DMB-22-18 - ANCHORAGE PIN AND LINK REPLACEMENT AND WIND SEAT REHABILITATION, FIRST & SECOND STRUCTURES

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, J.D. Eckman, Inc. of Atglen, Pennsylvania in the amount of \$8,377,625.31.

A motion to award CONTRACT #DMB-22-18 to the aforementioned firm was made by Commissioner Mehaffey, seconded by Commissioner Ratchford, and approved by a voice vote of 11-0.

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12426. AWARD OF CONTRACT #DMB-25-03A – INTERSTATE 295 MISCELLANEOUS ROADWAY IMPROVEMENTS 2025

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, J. Fletcher Creamer & Sons, Inc. of Folsom, New Jersey in the amount of \$374,714.00.

A motion to award CONTRACT #DMB-25-03A to the aforementioned firm was made by Commissioner Mehaffey, seconded by Commissioner Wilson, and approved by a voice vote of 11-0.

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12427. CHAIRPERSON’S CALL FOR RESOLUTIONS BEFORE THE BOARD

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**RESOLUTION 25-17 - 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 Buildings #1, #23 and #25 consisting of approximately 10,779 square feet of space located at the Millville Airport; and

WHEREAS, the Lease (“Lease Agreement”) is currently in the final Five (5) year renewal term; and

WHEREAS, MAAM would like to apply for national grants in order to fund structural improvements and HVAC system for the buildings; 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

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 25-17 was moved by Commissioner Wilson, seconded by Commissioner Ratchford, and was approved by a roll call vote of 11-0.

**Resolution 25-17 - 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:** April 15, 2025

**Board Date:** April 15, 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 #1, 23 and #25 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 a new HVAC system and required structural repairs. These grants require a 15-year lease term for the property at the time of 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 25-18 – AUTHORIZING AN AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND SODEXO, INC. D/B/A INREACH FOR VENDING SERVICES AT THE WILMINGTON AIRPORT (ILG)**

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 that operates the Wilmington Airport (“ILG”) in New Castle, Delaware; and

WHEREAS, the Authority seeks to retain a firm to serve as its primary Concessionaire of snack and beverage vending services in the commercial passenger terminal; and

WHEREAS, the Authority publicly advertised a formal Request for Proposals (“RFP”) which allows for the use of competitive proposals to compare the services and contractual factors of the proposals submitted; and

WHEREAS, the Authority received five (5) proposals pursuant to the aforementioned public advertisement and evaluated each proposal against the advertised criteria; and

WHEREAS, following evaluation of each proposal received, Sodexo, Inc., d/b/a InReach (“InReach”) was selected as the most desirable proposal; and

WHEREAS, the Authority wishes to enter into a Concession Agreement (“Agreement”) with the selected proposer; and

WHEREAS, the Agreement will have a base term of three (3) consecutive years from the effective date of the Agreement, with the Authority having the option to extend the Agreement for up to two (2) additional periods of one (1) year each after the expiration of the base term; and

WHEREAS, the proposer will pay the Authority a commission on gross receipts for sales of snacks and beverages between 8 - 9%; and

WHEREAS, the Economic Development Committee has reviewed this recommendation and concurs; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of a Concession Agreement with InReach to provide concession vending services to the Authority at ILG, and, with the advice and consent of Counsel, to have such Agreement executed by the Chairman, Vice-Chairman and Executive Director.

Resolution 25-18 was moved by Commissioner Ratchford, seconded by Commissioner Behnke, and was approved by a roll call vote of 11-0.

### **Resolution 25-18 - Executive Summary Sheet**

**Resolution:** Authorizes an Agreement between the Authority and InReach to serve as the primary vending concession at ILG.

**Committee:** Economic Development

**Committee/  
Board Date:** April 15, 2025

**Purpose of Resolution:**

To authorize an Agreement between the Authority and InReach to serve as the primary vending concessionaire of snacks and beverages at ILG.

**Background for Resolution:**

The Authority received and evaluated proposals submitted by the following five (5) firms:

- Bevco Services, Inc.
- Compass Group USA, Inc., by and through its Canteen Division
- Nourish Markets, Inc.
- Purple Penguin Vending, LLC.
- Sodexo, Inc. d/b/a InReach

The Authority designated a Selection Committee to evaluate Proposals and recommend the Proposer who best met the needs of the Authority and its customers through product offering, service, pricing, quality and other contractual factors including commission on gross receipts.

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12428. EXECUTIVE DIRECTOR’S COMMENTS

The Executive Director presented a slide of students from the Del-Castle High School Co-operative Program, which combines careers with technical coursework and the students are paid for work experience during the school year. Commissioner McCann discussed future meetings with Vo-Tech Schools in Cumberland and Salem Counties. The next slide displayed DRBA employees participating in the Monster Mile Walk for Autism which raised over \$1,100.00 this year. The CHRO Charlotte Crowell reviewed the Healthy Initiatives Structure and pharmacy expenses. To date, the DRBA has received nearly one million dollars in prescription benefit rebates.

**Upcoming DRBA Events**

- Saturday, April 26, 2025 - National Prescription Take Back Day. 10:00 a.m. to 2:00 p.m.  
Wilmington Airport Terminal Building/CMLF Ferry Terminals
- Tuesday, May 20, 2025, Board of Commissioners Meeting, 10:00 a.m. James Julian Board Room

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12429.           COMMISSIONERS PUBLIC FORUM

Chairperson Ransome called for comments from the Commissioners. Chairperson Ransome thanked Tom Cook for continuing his interim role as Executive Director.

With no additional comments, a motion to adjourn the Board meeting at 12:28 p.m. was made by Commissioner Houghton, seconded by Commissioner Behnke, and approved by a voice vote of 11-0.

Respectfully submitted,

**THE DELAWARE RIVER AND BAY AUTHORITY**

James Salmon  
Assistant Secretary