

**MINUTES OF MEETING
THE DELAWARE RIVER AND BAY AUTHORITY
James Julian Board Room
Wednesday, February 19, 2025**

Swearing in the newly elected Chairperson and Vice-Chairperson for the upcoming two-year term.

New Jersey State Senator John Burzichelli administered the Chairperson’s Oath of Office to Commissioner M. Earl Ransome, Jr. Joining Chairperson Ransome for the swearing-in ceremony were his wife, Avonda; his sons, Andrew and Avery; his daughter, Makiah, and New Jersey State Assemblyman David Bailey, Jr.

DRBA Executive Director administered the Oath of Office to Commissioner Lathem to serve as the bi-state agency’s Vice Chairperson.

The meeting convened at 10:03 a.m. at the James Julian Board Room, with Chairperson Ransome presiding.

Chairman 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.

NEW JERSEY COMMISSIONERS

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

DELAWARE COMMISSIONERS

Samuel Lathem, Vice-Chairperson
Cystal L. Carey
Michael Ratchford
Veronica O. Faust – via: TEAMS
James Collins – via: TEAMS
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 Wilson, and the motion was carried out by a voice vote of 12-0.

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

The Executive Director provided an update to the Board on certain achievements and advancements at the Authority that have occurred during his 8 year tenure as Executive Director. The accomplishments included creating a clear DRBA philosophy, mission; and core values.

A number of new initiatives commenced during the past 8 years, including Connections with Cook Newsletter, State of DRBA video, DRBA Today monitors, World Environment Day and many local community events. During Mr. Cook’s tenure, the DRBA Police Department earned CALEA gold standard distinction, and the Authority received its first bond rating upgrade in over 20 years. In addition, four key projects were highlighted. These included the Innovative Ship Collision Protection System; Re-decking of the Northbound DMB Span; the Cable Dehumidification System; and the design of New Ferry Vessel.

Commercial Air Service has also returned to Wilmington Airport, with Avelo having the longest continuous commercial service at ILG in more than 30 years. Finally, it was highlighted that the DRBA streamlined its FTE count by reducing 2%, maintained budget growth of less than 2% and transformed the DRBA’s Food and Retail Operation has been transformed from a 700k loss per year to 400k profit.

Chairperson Ransome called for motion to move to the Executive Session. Commissioner Ratchford made a motion, seconded by Commissioner Mehaffey, and the motion was carried by voice vote of 12-0. Members of the public and certain staff were excused from the room during the Executive Session.

The Executive Session started at 10:19 a.m. At 11:55 a.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 McCann, and the motion was carried by a voice vote of 12-0.

Commissioner Mehaffey made a motion to accept the agenda, seconded by Commissioner Ratchford, and the motion was carried by a voice vote of 12-0.

The Committee meetings began at 11:57 a.m. and ended at 12:09 p.m. During that time, the following Committee meetings were held:

- Budget and Finance
- Economic Development
- Projects

At the conclusion of the Committee meetings, Chairperson Ransome called the Board meeting back to order at 12:09 p.m.

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12390. APPROVAL OF THE JANUARY MINUTES

Commissioner Ratchford made a motion to approve meeting minutes for January 22, 2025, seconded by Commissioner McCann, and approved by a voice vote of 12-0.

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12391. 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 January 2025. Without objection, the charts were ordered filed with the permanent records of the Authority.

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12392. DELAWARE RIVER AND BAY AUTHORITY – STATEMENT OF INCOME AND EXPENSE.

The CFO presented charts showing statements of income and expense for January 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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12393. DELAWARE RIVER AND BAY AUTHORITY – OPERATING EXPENSE BY DIVISION.

The CFO presented charts for January 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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12394. DELAWARE RIVER AND BAY AUTHORITY – CAPITAL IMPROVEMENT PROGRAM.

The CFO presented charts for January 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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12395. DELAWARE RIVER AND BAY AUTHORITY – CASH POSITION (MARKET VALUE) FOR JANUARY 31, 2025.

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

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

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12396. PUBLIC COMMENT ON ACTION ITEMS

Chairperson Ransome noted one (1) Bid Opening and (3) 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.

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12397. AWARD OF CONTRACT #CMLF-25-01 –ANNUAL VESSEL MAINTENANCE AND DRY-DOCKING AND REPAIRS M/V CAPE HENLOPEN

The Chief Operations Officer (COO) noted that a public bid opening was held on May 7, 2024. The COO and Projects Committee recommended awarding the contract to the lowest responsible bidder, Caddell Dry Dock & Repair Co. of Staten Island, New York in the amount of \$3,131,520.00.

A motion to award CONTRACT #CMLF-25-01 to the aforementioned firm was made by Commissioner Houghton, seconded by Commissioner Faust, and approved by a voice vote of 12-0.

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12398. CHAIRPERSON’S CALL FOR RESOLUTIONS BEFORE THE BOARD

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RESOLUTION 25-07 - 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 \$
Bearing Distributors, Inc. (BDI)	Capstan Unit for CMLF Docking	Sole Source	\$207,000
Boro Sawmill & Timber Co.	Ekki Boards at Lewes Ferry Terminal	Committee Waiver	\$55,000
Chevron USA Inc. d/b/a Chevron Products Company	Vessel Lube Oil	Sole Source	\$110,000

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

Resolution 25-07 was moved by Commissioner Mehaffey, seconded by Commissioner Ratchford, and was approved by a roll call vote of 12-0.

Resolution 25-07 - 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: February 19, 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:

Bearing Distributors, Inc. (BDI): Capstan Unit for CMLF Docking

The Authority plans to purchase and install one (1) new Capstan unit for docking the ferry vessels at the Lewes terminal. BDI is the sole source manufacturer of this specialized equipment and existing capstan units at both Cape May and Lewes facilities. As the existing capstan unit has depleted its life cycle, this purchase is to fabricate a new capstan unit that meets the Authority's requirements.

Boro Sawmill & Timber Co.: Ekki Boards at Lewes Ferry Terminal

The Authority plans to purchase and install new Ekki boards on the boardwalk at the Lewes Ferry Terminal. Staff solicited three (3) quotes, with Boro Sawmill & Timber Co. submitting the lowest quote in accordance with the Authority's specifications. As the expenditure exceeds the threshold, staff request a committee waiver to complete the installation with minimal impact to Ferry Operations during the low season.

Chevron USA Inc. d/b/a Chevron Products Company: Vessel Lube Oil

The Authority currently purchases SAE 40 mono-grade oil for all vessels from ExxonMobil via PetroChoice. The Authority now plans to move to a SAE 20W-40 multi-viscosity engine oil for all vessels due to the fuel economy benefits. Chevron has been identified as the sole manufacturer for major marine lubricants that offer a multi-viscosity zinc free engine oil for vessels that have EMD engines. Switching to a multi-viscosity oil can improve fuel economy by reducing friction within the engine as the thinner oil flows more easily, requiring less energy to pump and resulting in better overall efficiency. Fuel expenses are a sizable part of the fleets' operating costs and switching to Chevron provides savings on fuel costs and the same type of performance and protection. Chevron also provides free oil analysis, which will allow marine staff to become more proactive in maintenance practices and will improve the fleets up time.

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).

Sole Source. A purchase made without a competitive process, based on the justification that only one known source exists or that only one single supplier can fulfill the requirements of the Authority. Sole source procurement is appropriate when the goods or services being acquired: are uniquely qualified to meet the objectives of the Authority; must be compatible with existing equipment; are available within a limited geographic boundary (e.g., distributor with exclusive rights or sales area); are required for use in conjunction with a grant or contract, etc. *“A contract may be awarded without competition if the General Manager or Director of Operations of an Authority facility, or Police Administrator, prior to procurement, determines in writing that there is only one source for the required contract and no other reasonable alternative sources exist that will satisfy the requirements of the Authority”.* (DRBA Resolution 24-17 Part 2.f.).

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RESOLUTION 25-08 - AUTHORIZES A LEASE AMENDMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND BLUE RIDGE AIR, INC. AT THE WILMINGTON AIRPORT

WHEREAS, the Delaware River and Bay Authority (the “Authority”), is the operator of the Wilmington Airport (the “Airport”), New Castle, DE ; and

WHEREAS, Blue Ridge Air, Inc. (“Blue Ridge”) currently leases a ¼ share of hangar, office and shop in a building commonly known as Hangar A located at 137 North DuPont Hwy. Wilmington Airport; and

WHEREAS, Blue Ridge desires to lease additional space in the hangar to increase their share to 1/3 totaling approximately 7,533 sq. ft.; and

WHEREAS, the new annual rental rate shall be One Hundred Thirty-Five Thousand Eight Hundred and Sixty Four 00/100 Dollars (\$135,864.00); and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Agreement with Blue Ridge Air, Inc. and, with the advice and consent of counsel, to have such agreement executed by the Chairperson, Vice Chairperson and the Executive Director.

Resolution 25-08 was moved by Commissioner Ratchford, seconded by Commissioner Wilson, and was approved by a roll call vote of 12-0.

Resolution 25-08 - Executive Summary

Resolution: Authorizing the Execution of a Lease Amendment between the Delaware River and Bay Authority and Blue Ridge Air, Inc. regarding the Wilmington Airport.

Committee: Economic Development

Committee Date: February 19, 2025

Board Date: February 19, 2025

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

Background for Resolution:
The Delaware River and Bay Authority operates the Wilmington Airport. Blue Ridge Air Inc. currently leases approximately hangar, space and office space at the airport in a building known as Hangar A located at 137 N. DuPont Hwy. They have requested to increase their leasehold from a 1/4 share to a 1/3 share in order to accommodate some changes in aircraft in the hangar. The result will be that the hangar will be fully occupied.

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RESOLUTION 25-09 - AUTHORIZES A LEASE AMENDMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND CAPE ISLAND FOODS LLC 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, Cape Island Foods LLC (“Cape”) leases approximately 1,500 square feet of space commonly referred to Building 96 unit #9 in order to operate a retail shop of various food products at the Cape May Airport; and

WHEREAS, a double unit adjacent to their current leasehold in Building 96 commonly referred to as Unit #10 is available; and

WHEREAS, Cape desires to lease the double unit and expand their business with an ice cream shop, additional production and storage; and

WHEREAS, rent for the adjusted leasehold shall be Forty-Six Thousand Three Hundred and Two 36/100 Dollars (46,302.36) annually; and

WHEREAS, rent shall adjust annually 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 Cape Island Foods, LLC and, with the advice and consent of counsel, to have such agreement executed by the Chairperson, Vice Chairperson and the Executive Director.

Resolution 25-09 was moved by Commissioner Mehaffey, seconded by Commissioner Wilson, and was approved by a roll call vote of 12-0.

Resolution 25-09 - Executive Summary

Resolution: Authorizing the Execution of a Lease Amendment between the Delaware River and Bay Authority and Cape Island Foods LLC, regarding the Cape May Airport.

Committee: Economic Development

Committee Date: February 19, 2025

Board Date: February 19, 2025

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

Background for Resolution:
The Delaware River and Bay Authority operates a retail building on Hornet Rd. at the Cape May Airport. Cape Island Foods currently leases unit #9 in the building and operates a nut butter shop from the facility. They have leased the facility since 2019. A double unit adjacent to their leasehold has become available and they would like to lease the space for additional production, storage and to operate an ice cream shop.

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12399. EXECUTIVE DIRECTOR’S COMMENTS

The Executive Director displayed a picture of Commissioner Behnke utilizing the Landline services at Wilmington Airport. The next pictures showed DRBA employees volunteering and giving back to the communities.

Upcoming DRBA Events
Tuesday, March 18, 2025 – Board of Commissioners Meeting 10:00 a.m. -James Julian Board Room

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12400. COMMISSIONERS PUBLIC FORUM

Chairperson Ransome called for comments from the Commissioners.

Chairperson Ransome thanked the Commissioners for productive discussions and for maintaining board decorum.

With no additional forthcoming comments, a motion to adjourn the Board meeting at 12:19 p.m. was made by Commissioner Carey, seconded by Commissioner Ratchford, and approved by a voice vote of -12-0.

Respectfully submitted,

THE DELAWARE RIVER AND BAY AUTHORITY

James Salmon
Assistant Secretary