

**Brunswick Area Transportation Study  
Joint Technical Coordinating Committee (TCC)/Policy Committee (PC) Meeting**

Monday December 11, 2017 - 1:30 p.m.

Harold Pate Building

1725 Reynolds Street, Brunswick GA

2nd Floor Conference Room

**AGENDA**

1. Welcome and Opening Remarks (Alan Ours)
2. Approval of Minutes – Action Item (Alan Ours)
  - a. October 16, 2017
3. BATS Committee Roles and Responsibilities
4. Update BATS Committee By-laws – Action Item
5. 2019 BATS Meeting Schedule – Action Item
6. Safety Performance Measures Resolution – Action Item
7. Draft FY 2019 Unified Planning Work Program (UPWP) – Action Item
8. FY 2019 5303 Transit Grant Application Resolution – Action Item
9. Agency Updates
  - a. Update on Airport Projects
  - b. Update on County Projects
  - c. Update on City Projects
  - d. Update on GDOT Projects
  - e. Other Items
    - i. Glynn County Comprehensive Plan Workshop
10. Public Comment
11. Adjourn

**Brunswick Area Transportation Study**  
**Joint Technical Coordinating Committee/Policy Committee Meeting Minutes**

Monday, December 11 – 1:30 p.m.  
2nd Floor Conference Room  
W. Harold Pate Building  
1725 Reynolds Street, Brunswick, GA 31520

**ATTENDEES**

Brunswick Area Transportation Study Policy Committee

Michael Browning, Chairman of Board of Commissioners, Glynn County  
Robert Burr, Executive Director, Glynn County Airport Commission  
Cornell Harvey, Mayor, City of Brunswick  
Alan Ours, Administrator, Glynn County  
Tom McQueen, Georgia Department of Transportation (GDOT)  
Jim Drumm, City Manager, City of Brunswick  
Woody Woodside, Director of Brunswick/ Golden isles Chambers of commerce

Brunswick Area Transportation Study Technical Coordinating Committee

Donald Masisak, Coastal Regional Commission  
Alan Burns, Administrator, Glynn County  
Pamela Thompson, Director, Glynn County Community Development Department  
Byron Cowart (GDOT)  
Noel Jenson, Jekyll Island Authority  
Bob Nyers, Director, Glynn County Geographic Information Systems Department  
Stefanie Leif, Planning & Zoning Manager, Glynn County Community Development Department  
Benjamin Pierce, Traffic Safety Engineer, Glynn County Public Works Department

Others

Christopher Carey, Staff of Glynn County Community Development Department  
Beverly Davis, Senior Planner, RS&H  
Rachel Hatcher, Senior Planner, RS&H  
Vishanya Forbes, Planner, RS&H

## **1. Welcome and Introductions**

The meeting was called to order at approximately 1:38 pm by Mr. Alan Ours. Mr. Ours gave the welcome and asked everyone to introduce themselves. He briefly explained that the County had gone through a procurement process and had hired RS&H to serve as staff extension and support for the BATS MPO in order to make BATS more consistent with GDOT and FHWA requirements. He noted that the meeting agenda reflected the upcoming changes.

## **2. Approval of Minutes – Action Item**

The minutes from the BATS meeting held on October 16, 2017 were reviewed. Mr. Ours asked for the motion to approve the minutes. Mr. Woodside made the motion for approval of the October 16, 2017 meeting minutes as written. Commissioner Browning seconded the motion. The motion passed unanimously. Mr. Ours then turned the meeting over to Rachel Hatcher, BATS staff support, to go through the agenda items.

## **3. BATS Committee Roles and Responsibilities**

### **a. Update of Bylaws – Action Item**

Ms. Hatcher made a presentation regarding the roles and responsibilities of the BATS Committees in keeping with federal requirements. It was explained that the Policy Committee (PC) and Technical Coordinating Committee (TCC) should meet separately. The TCC is comprised of technical staff who review materials and then make recommendations to the decision-making body, which is the PC. The bylaws for each committee were updated and the major changes presented to the membership. These changes included a schedule for the separate committee meetings, which included the TCC meeting the second Monday of odd-numbered months and the PC meeting the 2<sup>nd</sup> Monday of even-numbered months. Any meetings falling on recognized holidays could be changed. Membership in each committee was also reviewed and updated, with the PC and TCC identifying both voting and non-voting members. It was also stated that proxies may be appointed and a meeting quorum could be attained through attendance in person or by conference call. Mike Browning interjected and asked about the separation of the committees. Pamela Thompson addressed the question by explaining the reason for this action. She explained that both the PC and the TCC should have been meeting separately to begin with as the TCCs responsibility is to review materials and then make recommendations to the decision-making body, which is the PC. Ms. Hatcher further explained that this was also in keeping with Georgia Department of Transportation (GDOT) and Federal Highway Administration (FHWA) regulations. She continued by explaining that the Citizens Advisory Committee (CAC) bylaws were also updated with a maximum of eighteen (18) members to be appointed by the PC members. The bylaws also contain a provision that, should participation/membership fall too low, the CAC becomes inactive until the vacant slots are filled. The recommended action was to adopt the revised bylaws effective January 1, 2018. Mr. Woodside then commented on the Citizens Advisory Committee clause saying it will be difficult to obtain membership. Mr. Burr asked if the proxy included for the PC extended to the TCC. Ms. Hatcher stated that she thought it was, but if not, the same language would be included.

Ms. Hatcher then asked for approval of the by-laws pending the inclusion of proxy language for the Technical Coordinating committee.

A motion was made by Mr. Woodside for approval of the updated BATS committee bylaws, effective January 1, 2018, with the inclusion of the proxy language for the TCC and the PC.

Commissioner Browning seconded the motion. The motion passed unanimously.

#### **4. 2019 BATS Meeting Schedule – Action Item**

The committee also took action on the schedule of committee meetings for the PC and the TCC. It was agreed that at the first separate meetings in 2018, both the TCC and PC would identify alternate dates for the scheduled meetings that fall on holidays.

Mayor Harvey made the motion to approve the schedule of meetings for the TCC and PC as presented. Commissioner Browning seconded the motion. The motion passed unanimously.

#### **5. Safety Performance Management Resolution – Action Item**

Ms. Hatcher provided an update of the federal requirements under the FAST Act for performance based planning that included the identification of specific targets. She explained that the Georgia Department of Transportation had developed recommended safety performance targets, based on an unweighted rolling five year average that utilized existing GDOT data sources. She provided an overview of the safety performance measures established by GDOT that focused on the number of fatalities, the fatality rate, number of serious injuries, rate of serious injuries, and number of non-motorized fatalities and serious injuries. Ms. Hatcher explained that MPOs had the option of adopting the GDOT established measures or identifying their own specific measures. She also noted that the majority of MPOs in the state were adopting the state defined safety measures and ask Tom McQueen the GDOT representative to verify her statement.

Tom McQueen verified that majority of the MPOs in the state were adopting the state defined safety measures.

Mike Browning asked that Ms. Hatcher explain item number four on the agenda once more regarding the proxy amendment to the by-laws. He wanted to ensure the motion to approve wasn't misunderstood.

Mr. Ours asked "as a practical matter "how these safety performance targets were measured throughout the year and how will they apply to BATS. Ms. Hatched stated that GDOT assesses the entire state, including MPOs and reviews and updates the measure annually. GDOT's analysis identifies areas that may fall short of achieving the measures and, in coordination with the MPO, identifies action items to address. Mr. Burr asked how the measures were established. Ms. Hatcher replied that the state/GDOT established the numbers based on a rolling five year average. Mr. Burr asked if the action of adopting the state-established performance measures was consistent with other MPOs and Ms. Hatcher stated that the majority of the MPOs were adopting the state-identified measures.

Mayor Harvey made the motion to adopt by resolution the Safety Performance Management Targets as approved by GDOT. Commissioner Browning seconded the motion. The motion was approved unanimously.

#### **6. Draft FY 2019 Unified Planning Work Program (UPWP) – Action Item**

Ms. Hatcher provided an overview of the Unified Planning Work Program and its detailed funding breakdown of the planning funds for the MPO activities, as well as the 5303 grant application funding. She presented the next steps for the UPWP process, which included approval of the draft for agency

review and public review. She also noted the focus areas for the upcoming year in preparing for the update of the Metropolitan Transportation and for the MPO certification review. Mr. Burr asked if the TCC would have the opportunity to review closely in January as part of their meeting and Ms. Hatcher affirmed that this was a draft and the committees would have the opportunity to review more closely.

Mr. Cary made the motion to approve the draft FY 2019 UPWP for transmittal to oversight agencies and publish for public review. Mayor Harvey seconded the motion. The motion was approved unanimously.

## **7. FY 2019 5303 Transit Grant Application Resolution – Action Item**

Ms. Hatcher provided an overview of the 5303 Federal Transit Grant. She explained the funding source and allocation process as well as what the accepted uses for the grant funding. She also provided a summary of the annual grant application and the work efforts that were outlined. The requested amounts for federal and state funding, as well as the local match, in the amount of \$5,223.25, was provided. Ms. Thompson explained that the local match would be shared with the City of Brunswick and Glynn County. Mr. Burr asked if the grant required city and county authorization. Ms. Hatcher explained that the grant cannot be executed until the grant contract is approved by the local governing boards. Mr. Woodside noted that the funding was available and needed to be utilized. Mr. Cary made the motion to approve the FY 2019 5303 Transit Grant Application resolution and authorize the Policy Committee Chair to move forward with the execution of the grant application. Commissioner Browning seconded the motion. The motion was approved unanimously.

## **8. Agency Updates**

### **a. Update on Airport Projects**

Mr. Burr provided an update on the airport projects. The east general aviation apron relocation project is on schedule for completion in February 2018. The airport has been getting request for small aircrafts with a lot of projects moving along. Commissioner Browning asked about the hangers and if it's underutilized or if Mr. Burr could tell the committee about any new business approvals. Mr. Burr explained that the airport is being tremendously utilized and is receiving requests for basing new airplanes and businesses. The Capital Improvement Program does include the supporting facilities and hangars which are being incorporated into the Master Plan. Mr. Burr also noted that Gulfstream is increasing its operations to 400 employees and noted that it is a positive for economic development in the county. Mr. Browning stated that was great news.

William Eastin from the Georgia Department of Transportation called in at this point in the meeting. Ms. Thompson acknowledge him and the meeting continued.

### **b. Update on County Projects**

Mr. Pierce provided an update on the County projects which are included in the SPLOST transportation project list. Projects underway include the Canal Rd widening, the Dungeness Drive project, sidewalk improvements, bridge replacement at Glynco Parkway and Altama Canal, and the identified resurfacing needs. Various intersection improvements have also been identified, including the Sea Island Road at Hamilton Road which will address adjacent growth. Mr. Pierce noted that the majority of projects with SPLOST funding are completed or underway. County staff is also looking at potential uses for LMIG funding, including bridge rehabilitation projects, as there are several insufficient bridges throughout the county. Mr. Ours noted that the collections are going extremely well and are higher than expected in response to Commissioner Browning's question.

**c. Update on City Projects**

Mr. Drumm provided the update on the City projects. The Mansfield project is underway and is very close to completion with the installation of sidewalks and curbs. This process has been a little slower than normal due to using historic granite curbs. The Magnolia Park subdivision paving and drainage project, which is a cooperative effort with the water and sewer authority, is underway. Paving upgrade needs have been identified for L Street from ML King Blvd. to US 17. The City and County are working jointly on drainage issues for College Park. The field work has been completed and the report is due at the end of January, 2018. Sidewalk improvements have been identified using the approximately \$55,000 in additional LMIG funds.

**d. Update on GDOT Projects**

Mr. Cowart provided the update for the GDOT projects. Right of way acquisition for the SR 25/US 17 project from Yacht Drive to SR 99 is ongoing with about 25% of the needed parcels acquired. The concept report is underway for the SR 25/US 17 at SR 99 project. The Practical Alternatives Report for the SR 32/SR 99 project from SR 99 to I-95 has been submitted to the Corps of Engineers. The project at SR 32 at Little Buffalo Creek has been assigned to a consultant. Railroad signing and marking upgrades are scheduled to begin in early 2018. Resurfacing of SR 520 has been awarded and waiting on the Notice to Proceed. Vegetation removal on US 82 and US 17 is ongoing; waiting on the Notice to Proceed for US 341; and is under procurement for I-95. These are right of way reclamation and clear zone safety projects. There was discussion regarding the STIP projects and dates and the STIP update schedule.

**e. Other Items**

**i. Glynn County Comprehensive Plan Workshop**

Ms. Beverly Davis, BATS support staff, led the workshop for the Glynn County Comprehensive Plan update. She provided an overview of the comprehensive plan requirements, planning process and plan elements, with a specific focus on the transportation element. Ms. Davis stated that for comprehensive plans within MPO areas, the MPO planning process and Metropolitan Transportation Plan (MTP) provides the foundation for the transportation plan element. She reviewed the transportation issues identified in the recent MTP update and the planned recommendations and projects to address the identified issues. She then reviewed the issues identified in the recent Glynn County Bike/Multipurpose Trail Study recently completed. She also outlined the recommendations and projects identified in that effort. Ms. Davis also reviewed the local/SPLOST projects, totaling approximately \$16 million, and includes roadway and intersection improvements, sidewalk improvements, bridges, resurfacing and drainage projects. Ms. Davis then provided an overview of the two comprehensive plan workshops held on St. Simons Island and on the mainland at Seldon Park. Mr. Woody interjected to ask about the attendance at the meetings. Pamela Thompson addressed the question and Ms. Beverly Davis concurred. Ms. Davis continued stating that these workshops included a specific transportation "station" where participants could identify transportation-related issues and comments. The mayor interjected and ask how far the conversations and/ or comments regarding the need for transit go? Ms. Davis addressed the question explaining that individuals expressed their interest in the need for it, especially for those travelling from the mainland to work on St. Simonds Island.

Pamela Thompson offered to share the public survey results with committee members. Mr. Drumm asked if there were any discussions about having transit on the island to help reduce traffic congestion. Ms. Davis addressed his question stating that there was interest in transit on-island as well as commute

supportive transit to and from the mainland. She reviewed each of the comments received from the workshop, including the need for a second causeway onto St. Simons Island. Ms. Davis noted that the assessment of a second causeway could be considered within the 2045 MTP update or a separate study could be undertaken to inform the MTP. Additional feedback and input was requested from the committee members and forms were provided for written comments if desired.

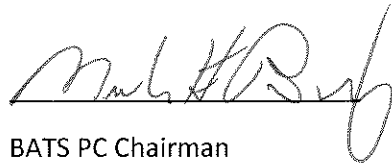
### 9. Public Comment

There were no comments from the public.

Ms. Davis mentioned that there were comment forms available for committee members to provide input or feedback on the update of Glynn County Comprehensive Plan. Ms. Thompson stated that the public was invited to the meeting with advertisements in the local paper and posts on the County and MPO website. Ms. Hatcher reiterated that emails will be sent out to committee members specifying the committee that they will be on moving forward and their membership role of voting members versus non-voting members.

### 10. Adjourn

Mr. Ours reminded everyone of the upcoming meetings scheduled in January for the TCC meeting and in February for the PC meeting. He thanked everyone for their participation and the meeting was adjourned at approximately 2:40 pm.



BATS PC Chairman

2-12-2018

Date