
BATS MEETING MINUTES

Brunswick Area Transportation Study Technical Coordinating Committee (TCC) Meeting

Monday, November 18, 2019 - 1:30 p.m.
Harold Pate Building
1725 Reynolds Street, 2nd Floor Conference Room
Brunswick, GA 31520

AGENDA

1. Welcome and Opening Remarks (Pamela Thompson)
2. Approval of Meeting Minutes- Action Item
 - a. Minutes from TCC meeting held on September 9, 2019
 - b. Minutes from Special Called TCC meeting held on October 21, 2019
3. Draft FY 2021 Unified Planning Work Program (UPWP) – Action Item
4. BATS 2020 Meeting Calendar Schedule -Action Item
5. GDOT’s 2020 Safety Targets – Action Item
6. 2045 Metropolitan Transportation Plan (MTP) Update – Information
7. Lanier-Gloucester Improvements Study Update - Information
8. BATS Administrative Updates
 - a. BATS Public Participation Plan (PPP) Update
 - b. BATS Memorandum of Understanding (MOU) Update
 - c. FY 2021 5303 Transit Grant Application – Information
 - d. FY 2020 UPWP Administrative Modification
9. Agency Updates
 - a. Glynn County Airport Commission
 - b. Glynn County
 - c. City of Brunswick
 - d. GDOT District 5
 - e. Jekyll Island Authority
 - f. Transit Agencies
 - g. Other Items
10. Public Comment
11. Adjourn

Brunswick Area Transportation Study
Technical Coordinating Committee Meeting Minutes

Monday, November 18, 1:30 p.m.
2nd Floor Conference Room
W. Harold Pate Building
1725 Reynolds Street, Brunswick, GA 31520

ATTENDEES

Committee Members

Marty Simmons, Glynn County School Board of Education Bus System Representative
Bob Nyers, Glynn County Geographic Information Systems Department
Benjamin Pierce, Roads and Drainage Manager, Glynn County Public Works Department (Vice-Chair)
Garrow Alberson, Brunswick City Engineer
Dave Austin, Director of Glynn County Public Works Department
Maurice Postal, Glynn County Community Development (Proxy for Pamela Thompson)
Paul Andrews, Glynn County Engineer
Vernon Bessing, Manager, Glynn County Airport Commission
Stefanie Lief, Manager of Glynn County Planning and Zoning Department
Vivian Canizares, GDOT Planning Representative
Noel Jensen, Jekyll Island Authority
Byron Cowart, GDOT District 5

Others

Julie Martin, Brunswick City Commission
Rachel Hatcher, Senior Planner, RS&H
Beau Lewis, GDOT Planning Representative

Teleconference Participants

Vishanya Forbes, Transportation Planner, RS&H

1. Welcome and Introductions

The meeting was called to order at approximately 1:30 pm by Mr. Ben Peirce, Vice-chairman of the BATS Technical Coordinating Committee. Mr. Peirce gave the welcome and asked everyone to introduce themselves. He then continued to the next agenda item to approve the meeting minutes from the TCC meeting held in September and special called TCC meeting held in October.

2. Approval of Minutes – Action Item

Mr. Peirce addressed this agenda item. He asked committee members to take a few minutes to review the meeting minutes and provide any comments or questions they had. He also stated that the minutes were emailed out prior to the meeting. There were no questions or comments. Mr. Peirce then called for a motion to approve the minutes from the TCC meeting held on September 9, 2019 and October 21, 2019. Mr. Dave Austin made a motion to approve the meeting minutes as presented. Mr. Paul Andrews seconded the motion. The motion was passed unanimously.

3. Draft FY 2021 Unified Planning Work Program (UPWP) – Action Item

Mrs. Hatcher spoke on this agenda item. She started with a refresher of the UPWP presentation given at the last TCC. She highlighted the UPWP comment form that staff prepared for members to provide feedback on areas of the document that need specific focus in the coming fiscal year. She reiterated that this effort is a part of the process for the MPO to draw down their federal PL funds as well as their 5303 planning funds. She added that the UPWP is used to provide a description of the planning activities and products that staff will produce over the next 12 months. Mrs. Hatcher further elaborated on various elements of the UPWP including, responsible parties, timeframe for completing the work, cost for each identified effort, and funding sources.

She went on to share the FY 2021 UPWP schedule of activities with the committee, highlighting timelines for the development and adoption of the work program and reiterating the Federal 3C planning process.

She told the committee that staff is asking for the TCC to provide a recommendation to the PC to release the draft FY 2021 UPWP for a 30-day public comment period. She added that following the incorporation of agency and public comments staff will bring the final draft document for additional action/ adoption. Mrs. Hatcher added that the committees can also continue to provide comments to staff up until their next meeting.

Mrs. Hatcher then presented the draft FY 2021 UPWP summary budget table with the committee explaining that the budget for each phase/task reflects the anticipated cost projections for the upcoming fiscal year.

She then added that the UPWP is not required by federal legislation to be released for a 30-day public comment period, however, BATS has elected to release it to the public for transparency and an effort

the BATS MPO was given praise and recognition for during the certification and audit in the past year.

Mr. Peirce called for a motion for the TCC to recommend to the Policy Committee release of the draft FY 2021 UPWP for a 30-day public comment period. Mr. Bob Nyers made a motion. The motion was seconded by Mr. Noel Jensen. The motion was passed unanimously.

4. BATS 2020 Meeting Calendar Schedule – Action Item

Mrs. Hatcher spoke on this agenda item. She stated that the MPO is about to start a new calendar year and staff has compiled a calendar with all meeting dates for the year 2020. She went on saying that there are no conflicts with TCC meeting dates for calendar year 2020, therefore all TCC meetings would fall on the regular scheduled 2nd Monday of every odd month at 1:30 PM. Mrs. Hatcher stated that staff is asking for the TCC to recommend to the Policy Committee that they approve the Calendar. She added that the calendar was also checked against local holidays as well as state and national holidays to ensure there were no conflicts.

Mr. Pierce then called for a motion to recommend that the Policy Committee approve the 2020 BATS Committee Calendar with all TCC meeting dates as presented. Mr. Dave Austin made a motion. Mr. Bob Nyers seconded the motion. The motion was passed unanimously.

5. GDOT's 2020 Safety Performance Targets -Action Item

Mrs. Hatcher spoke on this agenda item. She stated that effective April 14, 2016 FHWA established the highway safety performance measures to carry out the highway safety improvement program. BATS endorsed the State's performances targets including safety targets in 2017. Mrs. Hatcher further explained that each year new safety targets rolled out and staff is asked to present them to the committee. There is a resolution available today for signature to adopt the new safety targets presented by GDOT. She added that the targets are also available on the MPO's website. The targets are based on a 5-year rolling average and the state will track performance. She went on to say that each year staff will carry out administrative modifications to the current MTP and TIP to incorporate the adopted targets.

Mr. Austin stated that the targets presented indicates that the number of fatalities is going up. He then asked what this means for the MPO. Mrs. Hatcher replied stating that they are a part of the Statewide network and the federal highway network, therefore they are contributing to the numbers presented.

Mr. Austin then stated, "we don't know what our slice of the numbers is".

Mrs. Hatcher responded stating that they are in the process of updating the MTP and will have detailed safety information and crash data that will be shared with the committees.

Mr. Pierce called for a motion to adopt by resolution the Calendar year 2020 Safety Performance Management Targets as approved by GDOT. Mr. Paul Andrews made a motion. The motion was seconded by Mr. Dave Austin. The motion was unanimously passed.

6. 2045 Metropolitan Transportation Plan (MTP) Update – Information

Mrs. Hatcher spoke on this agenda item. She stated that the most recent milestone that has been accomplished is the completion of the Future Socio-economic (SE) Data that was submitted to GDOT on October 21, 2019. She added that staff anticipates seeing results from the Travel Demand Model in December.

Mrs. Hatcher stated that there will be a call for a TCC meeting in December to facilitate the presentation of the Travel demand model results from GDOT in order to stay on target to meeting the August 2020 adoption deadline. She went on to explain in detail how the travel demand model utilizes the base year and future year SE data to compute the results for “Base Year”, “Do Nothing”, and “Existing Plus Committed” networks for the MPO area.

Mrs. Hatcher also added that the first big push of public engagement is scheduled for December 12, 2019. One meeting is scheduled to be held at the St. Simons Island Casino from 1-3 PM and the other at the Brunswick-Glynn County Library from 5-7 PM. She provided the committee with a brief overview of what can be expected at the public workshops.

Mr. Peirce then asked Mrs. Hatcher about the Travel Demand Model for the Networks. Mrs. Hatcher explained that it will include all roadways except for local roadways.

Mr. Pierce then asked if the functional classification of roadways would not be incorporated into the Model, who determines that.

Mrs. Hatcher replied stating that the State of Georgia does.

Mr. Peirce then asked if there are opportunities to raise the status of any local roads. Mrs. Hatcher replied stating that this certainly can be done, but not as a part of the MTP update. She added that there is a separate process for that. She went on to state that there are shapefiles of the MPO’s current functional classification that staff can provide.

Committee members engaged in additional discussions regarding the local roads and getting them incorporated into the Travel Demand Model.

There were no additional questions or comments on this agenda item.

7. Lanier Gloucester Improvement Study Update - Information

Mrs. Hatcher spoke briefly on this agenda item stating that staff is anticipating that the results of this study will be available next month.

Mrs. Hatcher differed to Mr. Alberson for additional update on the Lanier Gloucester Study that is available since the last update. Mr. Alberson added that the consultant team is finalizing the report and the final results are expect this month. He added that it appears that the primary recommendation will be:

- An additional left turn lane from Gloucester onto northbound 17 to reduce the congestion that backs up on Gloucester.
- Removing the west leg of Lanier intersection making a more perpendicular intersection as well as a pedestrian crosswalk between Lanier and the Goodyear intersections once that has been removed.

Ms. Martin asked if they are talking about realigning them or aligning them. Mr. Alberson replied that no not aligning them. He explained that Lanier and Goodyear will still be offset, however, because the west leg of Lanier will be removed, there will be no need in that area for a left turn lane which opens the location for installation of pedestrian crossing.

Ms. Martin then asked, “is there a crosswalk on Gloucester?” She also asked if the crossing will be on the west side and if Mr. Alberson could point it out on the map shown.

Mr. Alberson then used to map to demonstrate the recommended/potential changes that would occur along Lanier-Gloucester.

8. BATS Administrative Updates

a. BATS Public Participation Plan (PPP)

Mrs. Hatcher provide the committee with the administrative updates. She stated that staff has been working diligently to update the Public Participation Plan (PPP). She stated that the previous PPL lacked information on the following:

- Title VI Compliance and Policy
- Limited English Proficiency
- Public Participation Policy
- Performance Measures

She added that staff will be circulating a draft copy of the PPP in the upcoming weeks. She also provided the committee an overview of with LEP assessment guidelines used to update the PPP based on USDOT guidelines. She added that in addition to LEP staff also developed a participation performance monitoring matrix that will be updated every year. She explained that it will be used to continuously evaluate the performance measures and goals of the PPP and track the comparison to update the plan when necessary.

She then encouraged the committee to read and review the draft document once they receive it to please provide their feedback.

b. Memorandum of Understanding (MOU)

Mrs. Hatcher presented on this agenda item. She went on to tell the committee that the MOU had been submitted to GDOT and FHWA for review and comment. She stated that review is completed by oversight agencies staff will be bringing a copy before the committee for action in the next round of meetings.

c. FY 2021 5303 Transit Grant Application

Mrs. Hatcher spoke on this agenda item. She stated that the Policy Committee authorized submittal of the FY 2021 5303 application which staff is currently preparing for transmittal to GDOT. She then presented the committee with an overview of the activity line items included in the 5303-program application along with a breakdown of the FY 2021 FTA 5303 estimated funding that was included in the UPWP showing respective federal, state, and local match amounts. She added that the local match is covered in local salaries.

d. FY 2020 UPWP Administrative Modification

Mrs. Hatcher presented on this agenda item. She stated that staff carried out an administrative modification to the FY 2020 UPWP on November 5, 2019. The administrative modification to the documents reflects administrative updates to sub element 4.13 of document to incorporate funding for the Bay Street Corridor Improvements project that was originally listed in the unfunded projects section of the document. She added that the Bay Street Corridor Project was moved to sub-element 4.13C as shown on pages 47-48 of the document. Mrs. Hatcher stated that the summary budget table was also updated to reflect these changes, and that changes in total federal, state, and local amounts for the Special Transportation Studies are shown in the UPWP summary budget table on page 54 of the document.

9. Agency Updates

a. Update on Airport Projects

Mr. Vernon Bessing provided an update on the airport projects. He shared with the committee that not much has changed since his last update. He added that there are two closures planned:

- Runway 1634: 1-day closure for RSM Classic
- Runway 422: 10-day closure for crack sealing, sealcoating, and marking beginning Jan 6.

Additionally, a parking expansion project at the Brunswick Airport is underway, as well as an observation deck project has been completed and bicycle racks were installed today.

b. Update on School Board Projects

Mr. Marty Simmons provided an update on school board projects. He stated that there were no updates at this time.

c. Update on County Projects

Mr. Austin provided updates on the County projects and referenced the County Project Update Log provided to committee members as a part of their meeting packet. He then proceeded to highlight the ongoing projects. Projects completed since the last meeting update included:

- Gateway Center sidewalk project
- East Beach Causeway and Ocean Roundabout

The next projects to start will be:

- The Ocean and Mallery Sidewalks Improvements

He added that there is an RFQ opening for engineering services regarding the FLAP Grant to realign Federica Road and Stevens Intersection improvement and 6 proposals were received and are currently being evaluated.

There were no additional questions/ discussions on the County projects.

d. Update on City Projects

Mr. Alberson provided an update on City of Brunswick projects.

- L Street project ongoing and moving along – Finalizing the waterlines
- Just completed the liberty shift connector trail
- Finishing up Glynn Middle School trail
- Getting ready to kick off the Magnolia Park project – Rebuilding Roadways (Neighborhood north of Brunswick High School)

Mr. Nyers asked, what was going on with the L Street project. Mr. Alberson replied stating that they are finalizing the waterlines in the first phase. Once that is completed service by the end of the current week they can move forward. He added that the anticipated completion is April 2020.

There were no additional comments / questions on City project updates.

e. Update on GDOT Projects

Mr. Cowart provided updates on GDOT District 5 projects. He added that there was a project update sheet provided to committee members as a part of their meeting packet. He then stated if anyone has questions about the projects, he would be happy to answer them.

There were no questions/comments on GDOT project updates.

f. Jekyll Island Authority

Mr. Jensen provided updates on Jekyll Island projects. He told the committee that there were several projects going before the board tomorrow at their meeting. He commented that they have been having problems with people parking on road shoulders and random places, specifically Driftwood Beach and Shockwood beach. Additionally, the resurfacing on all residential streets have been completed except for one, along with one parking lot resurfacing remaining.

g. Transit Agencies

There were no transit representatives present at the meeting. Mrs. Hatcher added BATS staff will be attending a City of Brunswick Commissioners workshop on Wednesday November 20, 2019 to present on findings from the transit propensity update.

h. Other Items

Mrs. Hatcher added that, as an additional reminder, the next round of GAMPO Special PL funding will be due March 2020. There is only one study proposed by BATS that was not submitted in the two last GAMPO special PL funding rounds.

- MLK – Altama Bike Route Study - \$80,000 (\$16,000 local cash match)

She then stated that in order to move any project forward in March the TCC will have to provide consensus in the January meeting and approval from Policy Committee in February with additional supporting documentation from the local government supporting the local cash match.

Committee members engaged in additional discussion regarding potential projects for submittal in the GAMPO Spring cycle.

Mrs. Hatcher also added that there will be a joint TCC/PC meeting held on December 9, 2019 to facilitate presentation of the BATS travel demand model prepared by GDOT.

Mr. Pierce asked if there will be any information provided in advance regarding the travel demand model. Mrs. Hatcher replied stating that she will need to coordinate that with the modeling division. She added that the MPO was quite delayed getting the future year SE data resulting from it taking longer than expected to get the consulting group under contract. She stated that they have been ready working aggressively to get everything pulled together by the December date.

She added that she will make the request and see if staff can send it out for the committee to review prior to the presentation/meeting.

Committee members also requested that there be a call-in link to the Joint TCC/PC meeting scheduled for December 9, 2019 for those who have conflicts but would still like to listen in.

Committee members engaged in additional discussions regarding the travel demand model and the MTP update.

10. Public Comment

No comment from the public.

11. Adjourn

Mr. Peirce reminded everyone of the upcoming meeting scheduled on December 9, 2019 and January 13, 2020 for the Joint TCC/PC and the next regularly scheduled Technical Coordinating Committee. He thanked everyone for their participation and the meeting was adjourned at approximately 3:00 pm.



BATS TCC Chairman

Jan 13 2020

Date