
BATS MEETING MINUTES

Brunswick Area Transportation Study Policy Committee Meeting

Monday, February 10, 2020 - 1:30 p.m.
Harold Pate Building
1725 Reynolds Street, 2nd Floor Conference Room
Brunswick, GA 31520

AGENDA

1. Welcome and Opening Remarks (Michael Browning)
2. Approval of Meeting Minutes- Action Item
 - a. Minutes from PC meeting held on December 9, 2019
3. Public Participation Plan (PPP) – Action Item – Action Item
4. Memorandum of Understanding (MOU) – Action Item
5. BATS 5303 Transit Technical Memo – Action Item
6. 2045 Metropolitan Transportation Plan (MTP) Update
7. Lanier-Gloucester Improvements Study Update – Information
8. BATS Administrative Updates
 - a) Draft FY 2021 Unified Planning Work Program (UPWP)
 - b) Special PL Study: Bay Street Corridor Analysis
9. Agency Updates
 - a. Glynn County Airport Commission
 - b. Glynn County School Board
 - c. Glynn County
 - d. City of Brunswick
 - e. GDOT District 5
 - f. Jekyll Island Authority
 - g. Transit Agencies
 - h. Other Items
10. Public Comment
11. Adjourn

Brunswick Area Transportation Study
Policy Committee Meeting Minutes

Monday, February 10, 2020 1:30 p.m.
2nd Floor Conference Room
W. Harold Pate Building
1725 Reynolds Street, Brunswick, GA 31520

ATTENDEES

PC Committee Members

Michael Browning, Chairman of BATS Policy Committee
Cornell Harvey, Mayor, City of Brunswick
Tom McQueen, GDOT Planning
Maurice Postal, Glynn County Community Development (Proxy for Pamela Thompson)
Julie Martin, City of Brunswick
Terra Winslett, Glynn County Airport Commission (alternate for Robert Burr)
Noel Jensen, Jekyll Island Authority (alternate for C. Jones Hooks)

Others

Rachel Hatcher, Senior Planner, RS&H
Paul Andrews, Glynn County Engineer
Garrow Alberson, City of Brunswick
Bill Marker, St. Simons Island
Tanet Myers, City of Brunswick
Cassius Edwards, GDOT
Richard Fangmann, Pond & Company
Laura Precelus, Pond & Company

Teleconference Participants

Ann-Marie Day, FHWA
Vishanya Forbes, Planner, RS&H

1. Welcome and Introductions

The meeting was called to order at approximately 1:35 pm by Commissioner Browning. Commissioner Browning gave the welcome, then asked everyone to introduce themselves.

2. Approval of Minutes – Action Item

Commissioner Browning addressed this agenda item. He stated that once committee members have reviewed the minutes from the BATS meeting held on December 9, 2019, he would call for a motion. The minutes were reviewed, and Mr. Harvey made a motion to approve the meeting minutes as presented. Ms. Winslett requested for the previous minutes to indicate work being done at the Golden-Isle Airport, not the St. Simons Island Airport. Mrs. Hatcher stated that they will make the correction, changing the airport mentioned to the Brunswick Golden-Isle Airport. Mr. Harvey then made another motion to approve the meeting minutes, and Mr. Jenson seconded the motion. The motion was passed unanimously.

3. Public Participation Plan (PPP) – Action Item

Mrs. Hatcher spoke on this agenda item. She gave the Policy Committee a brief reminder on the status of the draft Public Participation Plan (PPP), including that at the previous PC meeting, they discussed the updates made to the PPP per recommendations received from oversight agencies during the BATS certification review and audit. She reiterated that the last update to the PPP was in 2015 and highlighted some of the changes made to the updated PPP. These included:

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

Mrs. Hatcher reminded the committee that a copy of the draft PPP was distributed during the fall to all BATS committees for review and comment. She stated that oversight agencies also received the draft PPP and provided comments that will be incorporated during the 45-day public comment period. Mrs. Hatcher stated that both the TCC and CAC recommended that the Policy Committee release the draft BATS Public Participation Plan for a 45-day public comment period. Commissioner Browning opened the floor to questions on this agenda item. Mr. Harvey mentioned that the draft PPP current BATS committee members list needed minor name changes updates. Mrs. Hatcher concurred.

Commissioner Browning then called for a motion to release the BATS PPP for a 45-day public comment period. Mr. Harvey made a motion. Motion was seconded by Ms. Martin. Motion passed unanimously.

4. Memorandum of Understanding (MOU) – Action Item

Mrs. Hatcher spoke on this agenda item. She gave a refresher on the timeline of updating the BATS Memorandum of Understanding (MOU). She stated that even though the 1995 MOU is still functioning, it should be updated to current standards. She mentioned that the draft MOU was recently submitted to oversight agencies for review and comment, and that their feedback was incorporated into the final document.

Mrs. Hatcher stated that the draft MOU was recently presented to both the TCC and CAC and there was unanimous approval in bringing the draft MOU to the Policy Committee. The draft Memorandum of Understanding was also submitted to the Glynn County Attorney for his review and staff has incorporated his comments into the final document. She then stated that the MOU was ready for the endorsement of the Policy Committee and gave a brief refresher on the legal structure of the MOU. The Memorandum of Understanding is a signed document between GDOT, the City of Brunswick, and Glynn County, and is not a Brunswick Area Transportation Study (BATS) agreement. She further explained that the PC could only endorse the MOU, encouraging local governing agencies to sign it.

Commissioner Browning then called for a motion to endorse the updated BATS Memorandum of Understanding for consideration by the local governments. Mr. Harvey asked for clarification on the timeline of distributing the MOU. Mrs. Hatcher stated that it would happen as soon as practical, and that there is no timeline on when that would be due. Ms. Martin made a motion. Motion was seconded by Mr. Harvey. Motion was passed unanimously.

5. BATS 5303 Transit Technical Memo – Action Item

Mrs. Hatcher spoke on this agenda item. She reminded the committee of previously applying for 5303 transit funds, and the purpose of the funds. She stated that the initial purpose of the first round of funding was to formulate a plan to assist the City of Brunswick with implementing a transit agency, including support in the development and submittal of their 5307 transit funding application. She explained that another purpose of the technical memo was to confirm that the data gathered, and recommendations made in 2008 were still viable in 2019.

Mrs. Hatcher stated that the transit technical memo was brought before the CAC and TCC and was ready to be endorsed by the Policy Committee. She stated that BATS staff is asking for the PC to endorse this document so staff can publish it on the MPO's website.

Ms. Martin asked for clarification on methods of gathering ridership data that was mentioned in the presentation. Mrs. Hatcher replied that the term is called Automated Passenger Counter (APCs) and explained how that technology works. Committee members engaged in discussion about the nature of APCs and how useful they are. Ms. Martin then added that BATS staff did a great job developing the technical memo and that the City found the data presented very useful for their implementation efforts.

Commissioner Browning called for a motion to accept the BATS 5303 Transit Technical Memo. Ms. Martin made a motion. The motion was seconded by Mr. Harvey. Motion was unanimously passed.

6. 2045 Metropolitan Transportation Plan (MTP) Update

Mrs. Hatcher started with updates on this agenda item. She provided the committee with a refresher of the timeline for the 2045 Metropolitan Transportation Plan and the previous actions taken for the MTP update. At the Joint Policy/Technical Coordinating Committee meeting held in December, GDOT Modeling presented the committees with the results of the BATS Travel Demand Model.

Mrs. Hatcher stated that there was also public engagement for the 2045 MTP held in December. Two public workshop meetings were held, one on St. Simons Island and the other at City of Brunswick.

Mrs. Hatcher updated the committee on next steps for the 2045 Metropolitan Transportation Plan. She then provided the committee with information on how the survey was being distributed to the general public and the methods used by BATS staff to advertise the survey. She further explained that the MTP Survey was different from the Glynn County Board of Commissioner's Citizen Survey 2020, even though both were running simultaneously. She pointed out that the Citizen Survey 2020 was geared towards the County's policies and processes, whereas the MTP Survey was for transportation issues and needs.

7. Lanier-Gloucester Improvements Study Update – Information

Mrs. Hatcher spoke on this agenda item. She reminded the committee that Pond & Company was the Consultant working on the Lanier-Gloucester Improvement Study. She then deferred to Mr. Fangmann from Pond & Company to provide updates on activities and findings from this study.

Mr. Fangmann pointed out the importance of Gloucester St. to the City of Brunswick. He stated that some of the Project Improvement Goals include:

- Traffic Back-up from Glynn Avenue
- Pedestrian Crossing
- Lanier Boulevard Safety
- Overall Operations

Mr. Fangmann explained some of the identified challenges from the Lanier Gloucester Improvement Study, including:

- Multiple entrances to Lanier Blvd. causing driver confusion
- Dual Eastbound through Lanes on Gloucester causing angle crashes
- Too many sources feeding vehicles into Gloucester traffic
- Insufficient LT storage causes queueing along Gloucester
- Dedicated RT lane causes higher approach speeds

Mr. Fangmann stated the cause of the numerous angle crashes and showed the committee members maps with the number of crashes at the intersection. He also shared graphics of the pedestrian pathways and pedestrian / bicycle counts for the Lanier-Gloucester area with the committee. He explained how constructing a pedestrian median would help pedestrian safety in the area. Ms. Martin asked for more information regarding the proposed pedestrian crossing beacon. Mr. Fangmann explained how the beacon works and the proposed application for this corridor.

Mr. Andrews asked if there was student pedestrian traffic. Mr. Fangmann explained that they did not count much student pedestrian traffic. He elaborated that the counter counted traffic during peak rush hours. Discussion ensued over pedestrian counting methods and high pedestrian times of the day.

Mr. Fangmann showed the first concept of an improved Lanier Gloucester intersection and explained the changes. Further conversation continued over pedestrian counts and pedestrian paths. Ms. Martin asked for clarification regarding the number of lanes and left turn lanes on Lanier. Mr. Fangmann explained the configuration on the concept model to the committee members.

Mr. Fangmann fielded more questions from committee members regarding the level of service for both the no-build and build 2044 models.

Mr. Fangmann then showed the second concept of an improved Lanier Gloucester intersection. He explained the difference between this concept and the first presented.

Ms. Martin asked how far apart was the spacing between traffic lights for the intersections of this study. Mr. Fangmann answered and told her how the new traffic configuration would be for that section of Gloucester.

Ms. Martin then asked about closing Frontage Rd to Gloucester St. Mr. Fangmann explained the problem with public roads on private property. He offered the suggestion of building a cul-de-sac or putting a public road across that property. Committee members engaged in additional discussion about Frontage Rd. and limiting access to Gloucester from that road.

Mr. Fangmann then discussed next steps and opened the floor to questions.

8. BATS Administrative Updates

a. Draft FY 2021 Unified Planning Work Program (UPWP)

Mrs. Hatcher spoke on this agenda item. She indicated that this item is a reminder that the Policy Committee took action on December 9, 2019 to release draft FY 2021 UPWP for a 30-day public comment period and would be asked to adopt the plan at their next meeting. She stated that staff is incorporating comments into the final draft of the FY 2021 UPWP. She then explained the timeline for the UPWP, and that the UPWP needs to be adopted before July 1, 2020, for BATS to be eligible to receive federal funding for FY 2021.

b. Special PL Study: Bay Street Corridor Analysis

Mrs. Hatcher spoke on this agenda item. She provided the committee with a reminder of the timeline of this analysis. She stated that BATS received funding from GAMPO for a corridor study of Bay Street. She updated the committee with current status of the contract that was received from GDOT, and that the RFP will be released once all parties have signed and agreed upon it. She explained how the document will be given to the Policy Committee for review but not release, to eliminate bias and to not create unfair advantages for contractors.

9. Agency Updates

a. Update on Airport Projects

Ms. Winslett updated the committee on finished projects at the airport. She stated that there were several upcoming night projects. She also mentioned that the Golden-Isle Airport was working with TSA to increase and improve security measures due to additional services beginning in May. Mr. Browning asked about the fares due to potentially increased ridership. Ms. Winslett responded by mentioning that there could be competitive fares and hopefully increased services.

b. Glynn County School Board

School board representative was not present to provide an update.

c. Update on County Projects

Mr. Andrews spoke on Glynn County project updates. He stated that there were no major updates to the projects discussed during the previous meeting. Ms. Martin asked about a turn lane leading into Brunswick. Mr. Andrews replied saying that conversations with the state were underway. Discussion surrounding new construction continued.

There were no additional question or comments on County projects.

d. Update on City Projects

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

- The L Street Project Phase I is in progress.
- There will be work beginning on the MLK Trail mid-February.
- College Park project is a City/County project and is currently underway as well. They are awaiting GDOT comments.

Mr. Harvey asked for clarification for a completion date on the L Street Project, and Mr. Alberson responded stating they are anticipating completion in late April.

e. Update on GDOT Projects

Mr. Cowart provided an update on the GDOT projects. He stated that the resurfacing on Culver will be kicking off soon, with work being done primarily at night. He went through the GDOT projects update sheet with the committee and provided updates on each project. Committee members engaged in additional discussion on GDOT project updates.

f. Jekyll Island Authority

Mr. Jenson briefed the committee on this item. He stated that there was resurfacing project scheduled to begin soon on the island. He stated that after this project is done, all the residential streets on the island will have been repaved. He stated a fuel farm project at the Jekyll Island Airport was currently underway, which will allow residents to refuel on the island instead of elsewhere.

g. Transit Agencies

There was no update on transit agency items.

h. Other Items

There were no other items discussed

10. Public Comment

No public comments were received.

11. Adjourn

Commissioner Browning reminded everyone of the next Policy Committee meeting scheduled on April 13, 2020. He thanked everyone for their participation and the meeting was adjourned at approximately 3:00 pm.



BATS PC Chairman

Date