
BATS MEETING MINUTES

Brunswick Area Transportation Study Citizens Advisory Committee (CAC) Meeting

Monday, November 18, 2019 - 5:30 p.m.
Harold Pate Building
1725 Reynolds Street, 2nd Floor Conference Room
Brunswick, GA 31520

AGENDA

1. Welcome and Opening Remarks (Ben Slade)
2. Approval of Meeting Minutes- Action Item
 - a. Minutes from CAC meeting held on September 9, 2019
3. Draft FY 2021 Unified Planning Work Program (UPWP) – Action Item
4. BATS 2020 Meeting Calendar Schedule -Action Item
5. 2045 Metropolitan Transportation Plan (MTP) Update – Information
6. Lanier-Gloucester Improvements Study Update - Information
7. 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
 - e. GDOT's 2020 Safety Targets
8. 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
9. Public Comment
10. Adjourn

Brunswick Area Transportation Study
Citizens Advisory Committee Meeting Minutes

Monday, November 18, 2019 – 5:30 p.m.
2nd Floor Conference Room
W. Harold Pate Building
1725 Reynolds Street, Brunswick, GA 31520

ATTENDEES

Committee Members

Ed Ellis
Zachary Harris
Ben Slade
Steve Holt
James Gilligan
Ed Farley

Others

Rachel Hatcher, Senior Planner, RS&H

1. Welcome and Introductions

The meeting was called to order at approximately 5:33 pm by CAC Chairman Ben Slade. Mr. Slade gave the welcome and asked everyone to introduce themselves. Mr. Slade then continued to the next agenda item to approve the meeting minutes from the last CAC meeting held in September.

2. Approval of Meeting Minutes – Action Item

Mr. Slade addressed this agenda item. He asked if committee members had any questions or comments on the minutes from the meeting held on September 9, 2019. There were no comments or questions, he then called for a motion to approve the CAC meeting minutes. Mr. Steve Holt made a motion to approve the meeting minutes as presented. Mr. Ed Farley seconded the motion. The motion was passed unanimously.

3. Draft FY 2020 Unified Planning work Program (UPWP) Updates – Action Item

Mrs. Hatcher spoke on this agenda item. She provided the committee with a brief refresher of this discussion they had at the previous CAC meeting about the nature of the UPWP and the development of the Draft FY 2021 document. She added that as a reminder the UPWP consists of the following elements:

- Description of planning activities and products
- Responsible parties
- Timeframe for completing the work
- Cost for each identifies effort
- Funding Sources

She added that the comments received from the comment log has been incorporated into the draft FY 2021 UPWP and staff is presenting the draft document for action today. She stated that staff will be asking the Policy Committee at their next meeting to release the document for a 30-day public comment period. She added that it is not required by federal legislation for staff to do this, however, for transparency staff releases the document for public comment.

Mrs. Hatcher added that during the period GDOT and FHWA also have the opportunity to provide comments/feedback. She went on to present a graphic to the committee highlighting the FY 2021 UPWP schedule of activities and explaining the tasks carried out during each period. She also presented the draft summary budget table for the FY 2021 UPWP to the committee explaining the anticipated work by phase and task for the upcoming fiscal year.

She went on to share the FY 2022 FTA 5303 estimated funding that has be incorporated into the FY 2021 draft document with the committee.

There were no comments/ discussion on this agenda item.

Mr. Slade called for a motion to recommend to the Policy Committee release of the Draft FY 2021 UPWP for a 30-day public comment period. Mr. Holt made a motion. The motion was seconded by Mr. Harris. The motion passed unanimously.

4. BATS 2020 Meeting Calendar – Action Item

Mrs. Hatcher presented the proposed meeting schedule for calendar year 2020. There were no conflicts with CAC meeting dates for calendar year 2020 and will fall on dates outlined in the CAC bylaws. She told the committee the Policy Committee will take action on this item at their next meeting after which it will become the official meeting calendar for the next year.

She added that before staff presents this item to the Policy Committee, the CAC as a committee has the opportunity to provide feedback about the day of the week as well as the meeting times. The bylaws state that this will be the meeting time/date, however, they can provide their input.

Mr. Slade responded saying that the current meeting time proposes conflicts for him every so often. A majority of the committee members shared the same concerns and stated that they would prefer to meet earlier in the afternoon for their meetings.

The committee members agree that meeting at 4:00 PM would work best for them. Mrs. Hatcher noted the requested changes and stated that she would present it to the PC.

5. 2045 Metropolitan Transportation Plan (MTP) Update – Information

Mrs. Hatcher provided the committee with a quick refresher on this item, stating that CDM Smith was the consultant group selected to carry out the MTP with SSI Sector Study. 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.

She added that GDOT will be coming to present the results at a Joint PC/TCC meeting on December 9, 2019 and committee members are welcome to attend. 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.

She then encouraged committee members to get the word out and encourage them to participate in the public workshop sessions.

6. Lanier Gloucester 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.

She stated that Mr. Alberson, City of Brunswick representative overseeing the study provided additional information on the Lanier Gloucester Study, including:

- 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 on to 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.

7. BATS Administrative Updates

Mrs. Hatcher provide the committee with the administrative updates. She stated that:

a. 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 week. She also provided the committee with 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 staff will be presenting a final product to the committee 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 updated the MPO's application for 5303 funds preparing for transmittal to GDOT. She added that staff provided the committee with an update at the special called TCC meeting held in October. She then presented the committee with an overview of the activity line items included in the 5303-program application. She added that just as an update to the TCC the Policy Committee did take action to recommend that we submit that FY 2021 application and signed a resolution supporting it.

She then presented 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.

e. GDOT's 2020 Safety Performance Targets

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 analyze the network, systems, and performance to determine whether the MPO is showing good progress. She went on to say that each year staff will carry out administrative modification the current MTP and TIP that is required to have this information incorporated.

a. Other Items

There were no other items discussed.

8. Agency Updates

Mrs. Hatcher told the committee that the Airport update reported the following:

- 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.
- Parking expansion project at the Brunswick Airport is underway
- Observation deck project has been completed and bicycle racks were installed today.

Mrs. Hatcher shared that the School Board representative stated that there were no updates available. She added that there is a project list provided for County projects. She stated that County representative highlighted the following:

- Projects completed since the last meeting update include:
 - Gateway Center sidewalk project
 - East Beach Causeway and Ocean Roundabout
- The next project to start will be:
 - The Ocean and Mallery Sidewalks Improvements
- There is an RFQ opening for engineering services regarding the FLAP Grant to realign Federica Road and Stevens Intersection improvement.

- 6 proposals were received and are currently being evaluated

She added that the City of Brunswick updates included:

- 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)
- Mrs. Hatcher stated that there were no GDOT District 5 representatives present at the TCC meeting held earlier to provide updates.

She added that a GDOT project sheet is available for committee members with project status updates.

She added that the Jekyll Island Authority also provided some updates. She stated that the Jekyll Island representative stated that:

- Several projects going before the board tomorrow at their meeting
- Problems with people parking on road shoulders and random places
 - Driftwood Beach and
 - Shockwood Beach
- Resurfacing on all residential streets have been completed except for one along with one parking lot resurfacing remaining.

9. Public Comment

There were no comments from the public.

10. Adjourn

Mr. Slade reminded everyone of the upcoming meeting scheduled on January 13, 2020 for the Citizen Advisory Committee and thanked everyone for their participation. The meeting was adjourned at approximately 6:45 pm.



BATS CAC Chairman

Date