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## **BATS MEETING MINUTES**

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### **Brunswick Area Transportation Study Citizens Advisory Committee (CAC) Meeting**

Monday January 13, 2020 – 4:00 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 November 18, 2019
3. BATS Public participation Plan (PPP) - Action Item
4. BATS Memorandum of Understanding (MOU) – Update
5. 2045 Metropolitan Transportation Plan (MTP) Update
6. Lanier-Gloucester Improvements Study Update – Information
7. BATS Administrative Updates
  - a. Draft FY 2021 Unified Planning Work Program (UPWP)
8. 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
9. Public Comment
10. Adjourn

***Next Citizens Advisory Committee Meeting: Monday, March 9, 2020***

**Brunswick Area Transportation Study**  
**Citizens Advisory Committee Meeting Minutes**

Monday, January 13, 2020 – 4:00 p.m.  
2<sup>nd</sup> Floor Conference Room  
W. Harold Pate Building  
1725 Reynolds Street, Brunswick, GA 31520

**ATTENDEES**

Committee Members

Ed Ellis  
James Gilligan  
Ben Slade  
Ed Farley  
Steve Holt  
Wally Orrel  
Melinda Ennis-Roughton

Others

Rachel Hatcher, Senior Planner, RS&H  
Vishanya Forbes, Transportation Planner, RS&H  
Julie Martin  
Cap Fending

### **1. Welcome and Introductions**

The meeting was called to order at approximately 4:04 pm by CAC Chairman Ben Slade. Mr. Slade gave the welcome and asked everyone to introduce themselves. He then continued to the next agenda item to approve the meeting minutes from the last CAC meeting held in November.

### **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 November 18, 2019. There were no comments or questions, he then called for a motion to approve the CAC meeting minutes. Mr. Farley made a motion to approve the meeting minutes as presented. Mr. Ellis seconded the motion. The motion was passed unanimously.

### **3. BATS Public Participation Plan (PPP) – Action Item**

Mrs. Hatcher spoke on this agenda item giving the committee a refresher on the BATS PPP. She stated that following the certification review and audit that took place in FY 19 updates to the PPP included the following element:

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

She added that since the MPO is in a performance-based planning environment due to the FAST Act, they must demonstrate existing target and goals and how they are being reached.

Mrs. Hatcher stated that the PPP was circulated to all BATS Committees and that there were no comments received. She indicated that staff is asking for action on this agenda item to recommend that the Policy Committee release the draft PPP update for a 45-day public comment period.

There were no comments/ discussion on this agenda item.

Mr. Slade called for a motion to recommend to the Policy Committee release of the BATS Public Participation Plan for a 45-day public comment period. Mr. Farley made a motion. The motion was seconded by Mr. Gilligan. The motion passed unanimously.

### **4. Memorandum of Understanding – Action Item**

Mrs. Hatcher spoke on this agenda item. She explained the purpose of the MOU to the committee, stating that the document forms the MPO and is signed by local government officials from the City of Brunswick, the Glynn County Board of Commissioners, and GDOT. She stated that this MOU was last updated in 1995, and after numerous legislative cycles was recommended for update. She continued and stated that the document was submitted to GDOT, FHWA, and the Glynn County Attorney for

review, and that staff received the document back with editorial comments that were addressed. Mrs. Hatcher stated that the final draft of the MOU is ready for endorsement and signatures, and that the staff is asking for the CAC to recommend that the Policy Committee endorse the updated BATS MOU. She then asked if there were any questions or comments.

The Citizens Advisory committee members reached a consensus that this updated MOU should be forwarded to the BATS Policy Committee for endorsement.

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

Mrs. Hatcher provided the committee with a quick refresher on this item. She reminded the committee that the MTP is the most important document for an MPO, and if a project is not in the MTP, it is not eligible to receive federal funding. She stated that the MPO adopted the BATS Travel Demand Model prepared by GDOT with two results: 2015 Base Year and 2045 Do Nothing model. Mrs. Hatcher further elaborated on the meaning of both results, which were presented at a Joint PC/TCC meeting in December.

She added that the Travel Demand Model was adopted by the committee, and now the consultant can conduct more in-depth scenarios that include access to St. Simon's Island. She further explained the function and capabilities of the TDM, including its limitations regarding context-sensitive scenarios. She mentioned there were two MTP public workshops held in December, one on St. Simon's Island and the other in Downtown Brunswick.

Mrs. Hatcher explained the Citizen Survey 2020 which is being conducted by the Glynn County Board of Commissioners. She stated that the Citizen Survey is different than the 2045 MTP Survey, and that some citizens may confuse the two surveys. She added that the findings from the Citizen Survey can be incorporated into the 2045 MTP where appropriate.

Ms. Ennis-Roughton asked how the survey was communicated to the public and made recommendations regarding effective methods. Committee members discussed the differing methods of publicizing surveys and planning information. Mr. Gilligan pointed out that the transportation survey published on social media was misconstrued as only being focused on transportation on St. Simon's Island. BATS staff committed to forwarding their comments and suggestions to the MTP communications consultant for consideration.

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

#### **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 late February/early March.

She reminded the committee of previous discussion regarding the removal of the west leg of Lanier intersection, and dual left-turn lanes from Gloucester on to northbound 17 to reduce the congestion that backs up on Gloucester. She stated that there will be a presentation of findings from this study at the Policy Committee meeting on February 10th and that all members of the CAC are encouraged to attend.

Mr. Slade asked about an update on the St. Simon's Island study, and Mrs. Hatcher explained that the update/study was a subsection of the MTP, which made it eligible for federal funds. She further explained the process and the timeline on the St. Simon's Island Sector Study.

Committee members continued discussing transportation issues on St. Simon's Island.

## **7. BATS Administrative Updates**

Mrs. Hatcher provided the committee with the administrative updates.

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

Mrs. Hatcher reminded the committee of the responsibility to review the work program. She stated that the UPWP was released for a 30-day public comment period during which staff received comments from GDOT and FHWA. She added that comments were mostly editorial. She also mentioned that those comments were incorporated into the new draft UPWP, and there were no actions needed to be taken regarding this agenda item. She explained next steps in the UPWP process and encouraged the committee to be on the lookout for the updated UPWP, which will be presented at the March CAC meeting.

### **b. 5303 Draft Transit Technical Memo**

Mrs. Hatcher presented on this agenda item. She explained that the technical memo was presented to City of Brunswick City Council members in November. She stated that the intent of the memo was to update information acquired from three previous transit studies. She added that there will be a copy provided to the BATS CAC for review and feedback.

### **c. Other Items**

There were no other items discussed.

## **8. Agency Updates**

### **a. Glynn County Airport Commission**

Mrs. Hatcher shared the Airport update provided by Mr. Robert Burr:

- i. Runway 422 (St. Simon's Island Airport): 10-day closure for crack sealing, sealcoating, and marking beginning Jan 6. This runway will be the only one closed for the next ten days, and that flights have been rerouted to Brunswick Airport.
- ii. Calibration pad is currently being designed by the consulting team.

- iii. Parking lot expansion at the Brunswick Airport is underway.
- iv. New flights to Brunswick Airport beginning in May.

**b. Glynn County School Board**

Mrs. Hatcher shared that the School Board representative stated that the Board was exploring bus monitoring cameras, and there was a study conducted to validate findings. She stated that the study showed there were 72 violations observed in three different areas over a seven-day period. She added that the Altama School project was going well, with an anticipated open date in 2021.

**c. Glynn County**

Mrs. Hatcher indicated that there is a project list provided for County projects. She stated that the County representative highlighted the following:

- Several bids received for the East Beach/Demere roundabouts, and the Frederica at Christ Church project.

**d. City of Brunswick**

Mrs. Hatcher shared updates provided by the City of Brunswick

- L Street Project Phase 1 has an anticipated completion date of April 2020.
- Brunswick is accepting bids for the Magnolia Park reconstruction project.
- MLK sidewalk and trail project will begin in late January.

**e. GDOT District 5**

Mrs. Hatcher stated that there was a GDOT Project sheet available for committee members to review. Mr. Farley asked about updates to the Dunbar Creek bridge project, and Mrs. Hatcher responded that the project is in the preliminary engineering stage.

**f. Jekyll Island Authority**

Mrs. Hatcher stated that there were no Jekyll Island Authority representatives present at the TCC meeting.

**g. Transit Agencies**

Mrs. Hatcher added that there were no transit agency updates provided at the TCC and opened the floor for Ms. Martin to give the CAC an update. Ms. Martin stated that the City was working on an application for operations and capital funding. She then fielded questions and queries from fellow committee members regarding funding for establishing a transit agency in Brunswick.

**9. Public Comment**

There were no comments from the public.

**10. Adjourn**

Mr. Slade reminded everyone of the upcoming meeting scheduled on March 9, 2020 for the Citizen Advisory Committee and thanked everyone for their participation. The meeting was adjourned at approximately 5:15 pm.



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BATS CAC Chairman

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Date