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## **BATS MEETING MINUTES**

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

Monday September 14, 2020 - 4:00 p.m.  
Via Teleconference

#### **AGENDA**

1. Welcome and Opening Remarks (Ben Slade)
2. Approval of Meeting Minutes- Action Item
  - a. Minutes from CAC meeting held on July 13, 2020
  - b. Minutes from Special Called CAC meeting held on August 10, 2020
3. BATS FY 2018-2021 Transportation Improvement Program (TIP) Amendment – Action Item
4. FY 2022 Unified Planning Work Program (UPWP) - Information
5. BATS 2045 Metropolitan Transportation Plan (MTP) Update Adoption – Information
6. BATS Administrative Updates
7. 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
8. Public Comment
9. Adjourn

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

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

Monday, September 14, 2020 – 4:00 p.m.  
Via Teleconference

**ATTENDEES**

**Committee Members**

Melissa Ennis-Roughton  
Ed Ellis  
Ben Slade  
Ed Farley  
James Gilligan

**Others**

Ely Yokley-Zarka (Proxy for Pamela Thompson)  
Vishanya Forbes, Transportation Planner, RS&H  
Rachel Hatcher, Senior Planner, RS&H

## **1. Welcome and Introductions**

The meeting was called to order at approximately 4:00 p.m. by Mr. Ben Slade, Chairman of the BATS Citizens Advisory Committee. Mr. Slade gave the welcome and did a brief roll call.

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

- a. Minutes from CAC meeting held on July 13, 2020
- b. Minutes from Special Called CAC meeting held on August 10, 2020

Mr. Slade addressed this agenda item. He stated that there are two sets of meeting minutes from the CAC meetings held on July 13, 2020 and August 10, 2020 for approval. He added that the minutes were sent out prior to the meeting and asked if there were any questions or comments.

Mr. Slade then called for a motion to approve the minutes from the CAC meetings held on July 13, 2020 and August 10, 2020. Mr. Farley made a motion to approve the meeting minutes as presented. Mrs. Ennis-Roughton seconded the motion. The motion was passed unanimously.

## **3. BATS FY 2018-2021 Transportation Improvement Program (TIP) Amendment – Action Item**

Ms. Forbes spoke on this agenda item. She gave the committee a brief reminder that BATS staff received a request from GDOT's Planning Office on June 11, 2020 to carry out an amendment to the BATS FY 2018-2021 TIP. She stated that the amendment was to add a new Intelligent Transportation System (ITS) project to the TIP, and at the CAC meeting on July 13, 2020, the CAC recommended to the Policy Committee approval of this amendment for a 30-day public comment period. No comments were received. She added that today's suggested motion is to recommend the BATS PC approve of the FY 2018 – 2021 TIP Amendment per GDOT's request.

There were no questions or comments.

Mr. Slade called for a motion for the CAC to recommend to the Policy Committee approve the BATS FY 2018 -2021 TIP Amendment per GDOT's request. Mrs. Ennis-Roughton made a motion. The motion was seconded by Mr. Gilligan. The motion was passed unanimously.

## **4. FY 2022 Unified Planning Work Program (UPWP)**

Ms. Forbes spoke on this agenda item. She stated that BATS staff is currently developing the draft FY 2022 Unified Planning Work Program. She reminded the committee that a feedback log was circulated to committee members on August 20, 2020 for members to provide input regarding planning priorities for the draft FY 2022 UPWP. Several comments were received from CAC members. She added that staff is encouraging committee members to share their feedback to guide the development of the draft FY 2022 UPWP.

Mrs. Hatcher stated that feedback received from committee members including rail planning and railroad crossings. She added that BATS staff has logged all the rail crossings in the MPO region with photographs and descriptions of their conditions and sent a letter to GDOT requesting coordination with rail companies to correct the problematic rail crossings. She stated that BATS staff will send out this log and letter to committee members.

Mr. Slade asked how many CAC members responded and filled out the feedback log. Ms. Forbes stated only Mr. Gilligan provided feedback.

Mrs. Ennis-Roughton asked what type of feedback was being solicited for the draft FY 2022 UPWP.

Ms. Forbes responded and explained how the feedback and insight received from committee members can help focus BATS staff on planning priorities for the upcoming fiscal year. Ms. Forbes added that staff will email again the feedback log but explain what type of feedback and comments are being requested from committee members.

Mrs. Hatcher explained how looking at the previous UPWP can help committee members formulate thoughts regarding feedback for the draft FY 2022 UPWP.

Mr. Gilligan added he can coordinate and discuss with committee members who are still unsure of the feedback process.

Discussion continued regarding delivery and reception of the feedback log, with committee members discussing how they provided BATS staff with their comments and feedback.

Ms. Forbes briefly explained the FY 2022 UPWP Schedule of Activities and important deadlines.

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

Ms. Forbes spoke on this agenda item. She stated that the Policy Committee took action on August 10, 2020 to adopt the 2045 MTP, and the consultant team completed the final draft of the St. Simons Island Sector Study. The final draft has been submitted to oversight agencies for review. She added that all comments and feedback received will be incorporated into the final report, which will then be published to the BATS website. She stated that BATS staff will email the committee when the final report is published to the MPO website and ready to be viewed.

## **6. BATS Administrative Updates**

### **a. BATS Planning Documents and By-laws Update**

Ms. Forbes provided the committee with the administrative updates. She stated that BATS staff is currently updating the BATS Public Participation Plan (PPP) and committee by-laws to include policies regarding current transportation planning process during the COVID-19 Pandemic. She added that FHWA provided information from AMPO and templates from peer MPOs which are

being used to finalize BATS PPP and by-laws updates. These will have to be released for a 45-day public comment period, during which time committee members can provide feedback and review the document before being finalized.

**b. GDOT Transit Subrecipient Workshop**

Ms. Forbes spoke on this agenda item. She stated that BATS staff participated in the GDOT 2020 Transit subrecipient workshop on September 1-2, 2020. She added that a representative from Glynn County and from the City of Brunswick also participated. She briefly highlighted some takeaways from the workshop, including:

- Brunswick preparing for FY 21 urban service.
- Statewide Transit Plan Complete

She stated that BATS staff will forward the completed statewide transit plan to committee members.

**c. GAMPO Fall Meeting**

Ms. Forbes briefly spoke on this agenda item. She stated that BATS staff will be participating in the upcoming GAMPO meeting on September 28, 2020. She added that feedback from the meeting will be provided to committee members during the next CAC meeting.

Mrs. Hatcher stated that the GAMPO meeting is where funding for special PL projects are awarded. She elaborated that this is only for highway funding, and not transit or intermodal funding. She added that BATS missed the fall deadline for submitting any proposals for Glynn County, due to the ongoing Bay St. Corridor Study being a sizeable project that has a 20% local match. The spring GAMPO meeting is in March 2021, when BATS can prepare an application for funding.

Mr. Slade asked if the previous recommendation was putting the MLK-Altama Bike Study up for consideration for special PL funding.

Mrs. Hatcher stated that it was considered, but there must be sponsorship by a local government. The MPO makes the recommendation, but the local government has to sponsor the project by providing a 20% local match.

Mr. Slade asked if the city or the county government that has to vote for a project.

Mrs. Hatcher stated that it takes three votes, including the city which signs a resolution, the county, which is the project sponsor, and the MPO Policy Committee which has to take action. She added that the MLK-Altama Bike Study project would take coordination between Brunswick and Glynn County because of the location of the project is in both jurisdictions. She explained that the process usually starts three months in advance of the actual meeting because of the coordination between government agencies.

## **7. Agency Updates**

Ms. Forbes provided the committee with a brief overview of the agency updates provided during the TCC meeting.

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

She stated that Mr. Bessing provided updates on Airport projects during the TCC meeting. She stated that according to the updates, the terminal security project will begin work on November 2, 2020.

Mrs. Hatcher stated that the airport commission shared that the airport is operating at maximum COVID capacity, with approximately 30 passengers twice a day.

### **b. Update on School Board Projects**

There were no Glynn County School Board updates presented at the previous TCC meeting.

### **c. Glynn County**

She told the CAC that a county project sheet was provided to the committee and available on the BATS website. She added that if any committee members have any comments or questions, they can provide them to BATS staff who will then get in contact with the public works department and forward their response to the committee.

### **d. Update on City Projects**

There were no City project updates presented during the TCC meeting.

### **e. Update on GDOT Projects**

Ms. Forbes told the committee that a GDOT project list that will be placed on the BATS website and forwarded to the committee members once received.

### **f. Jekyll Island Authority**

Ms. Forbes stated that Mr. Jensen provided updates for Jekyll Island Authority. She stated that out of the \$2.3 million SPLOST funding initially received, they have around \$600,000 remaining for usage. She added that notes will be provided once the minutes from the TCC meeting have been transcribed.

Mr. Gilligan asked about the status of the transit proposal from the City of Brunswick.

Mrs. Hatcher stated that BATS staff has been trying to get in contact with the new consultant for this proposal but has been unsuccessful. She added that they will have an update for the committee at the November 9, 2020 CAC meeting, and will work towards getting the consultant to speak at an upcoming CAC meeting to answer any questions or concerns from committee members.

Mr. Gilligan asked about a private ferry proposal on both Jekyll Island and St. Simons Village.

Mrs. Hatcher responded that this proposal has been brought up over the past few years, and that BATS staff has seen possible alignments for docking, but no specifics when it came to funding sources for this proposal. She stated that staff will mention this to the consultant and see how this can tie into the transit proposal.

Mr. Gilligan asked about a transit agency bus recently spotted in Brunswick.

Mrs. Hatcher replied that it is the regional rural transit service, providing service between rural areas and Downtown Brunswick. She mentioned that there was some discussion around Coastal Regional Coaches partnering with other rural agencies to provide additional service in rural areas.

Mr. Gilligan stated that he witnessed a passenger get off a regional coach onto a Greyhound.

#### **g. Transit Agencies**

Mrs. Forbes shared with the committee that there were no transit updates provided.

#### **8. Public Comment**

Mr. Slade provided some comments from the Coastal Regional Commission (CRC). He stated that the CRC has completed their update of the Bike/Ped Plan, which was adopted by the CRC in August 2020. He asked if there plan or protocol in getting that information to the city/county and to the general public.

Mrs. Hatcher stated that BATS has not received any documentation on that and was not sure if the city or county has received any information as well.

Mr. Slade asked if Glynn County could inquire about the Bike/Ped plan, with regards to the future of bike/ped planning and cyclist and pedestrian safety.

Ms. Forbes stated that staff will reach out to Mr. Dantzler of the CRC and update committee members accordingly.

#### **9. Adjourn**

Mr. Slade asked if there any questions or comments. There were no additional questions or comments from committee members.

Mrs. Ennis-Roughton made a motion to adjourn the meeting. Mr. Gilligan seconded that motion. The meeting was adjourned unanimously.

Mr. Slade thanked everyone for their participation and the meeting was adjourned at approximately 4:30 PM.



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BATS CAC Chairman

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Date