
BATS MEETING MINUTES

Brunswick Area Transportation Study Policy Committee (PC) Meeting

Monday October 19, 2020 - 1:30 p.m.
Via Teleconference

AGENDA

1. Welcome and Opening Remarks (Michael Browning)
2. Approval of Meeting Minutes- Action Item
 - a. Minutes from PC meeting held on August 10, 2020
3. BATS FY 2018-2021 Transportation Improvement Program (TIP) Amendment – Action Item
4. BATS FY 2021-2024 Transportation Improvement Program (TIP) – Information
5. BATS 2045 Metropolitan Transportation Plan (MTP) Update Adoption – Information
6. FY 2022 Unified Planning Work Program (UPWP) – Information
7. BATS Administrative Updates
 - a. Upcoming BATS Committee Elections
 - b. Highlights from GAMPO Fall Meeting
 - c. Calendar Year 2021 Performance Measures
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

Brunswick Area Transportation Study
Policy Committee Meeting Minutes

Monday October 19, 2020 - 1:30 p.m.
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ATTENDEES

Committee Members

Michael Browning, Chairman of BATS Policy Committee
Ben Slade, Chairman of BATS Citizens Advisory Committee
Maurice Postal, Glynn County Community Development
Cornell Harvey, Mayor of Brunswick
Jones Hooks, Jekyll Island Authority
Tom McQueen, GDOT
Regina McDuffie, City Manager, City of Brunswick
Robert Burr, Director of Glynn County Airport Commission
Julie Martin, City of Brunswick
Allen Ours, Glynn County
Ralph Staffins, Glynn County Chambers of Commerce
Terra Winslett, Glynn County Airport Commission

Others

Vishanya Forbes, Transportation Planner, RS&H
Rachel Hatcher, Senior Planner, RS&H
Vivian Canizares-Delgadillo, GDOT Planning
Ann-Marie Day, FHWA
Sean Thomas, GDOT Planning
John Hunter, Planning & Zoning, City of Brunswick

1. Welcome and Introductions

The meeting was called to order at approximately 1:45 pm by Mr. Michael Browning, Chairman of the BATS Policy Committee. Mr. Browning gave the welcome and Ms. Forbes did the roll call of committee members.

2. Approval of Minutes – Action Item

a) Minutes from PC meeting held on August 10, 2020

Mr. Browning spoke on this agenda item. He stated that the minutes from the August 10, 2020 Policy Committee meeting were made available for committee members to review prior to the meeting and asked for comments on the published meeting minutes. There were no comments on the meeting minutes. Mr. Browning called for a motion to approve the minutes from the PC meeting held on August 10, 2020. A motion was made by Ms. Martin to approve the meeting minutes from August 10, 2020 as presented. Mr. Hooks seconded the motion. The motion was passed unanimously.

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

Mrs. Hatcher spoke on this agenda item. She gave a brief refresher on this agenda item. She stated that BATS staff received a request from GDOT to carry out an amendment to the BATS FY 2018-2021 TIP on June 11, 2020. The requested amendment is to add a proposed new project, PI# 0017411 (I-95 FM Florida State Line to S Carolina State Line – ITS Exp) to the FY 2018-21 TIP. She added that 16.68 miles of the project falls within the BATS MPO region. She reminded the committee that the amendment is available on the MPO's website for review.

Mrs. Hatcher stated that the Policy Committee released the TIP amendment on August 10, 2020 for a 30-day public comment period. She added that no comments were received prior to the closing of the comment period. She also stated that both the TCC and CAC recommended that the PC approve of the FY 2018-2021 TIP amendment.

Mr. Browning called for a motion for the PC to approve of the FY 2018 -2021 TIP amendment per GDOT's request. Ms. Martin made a motion. The motion was seconded by Mr. Hooks. The motion was passed unanimously.

4. BATS FY 2021-2024 Transportation Improvement Program (TIP) – Information

Mrs. Hatcher spoke on this agenda item. She stated that the current TIP expires on June 30, 2021. She explained the purpose of a TIP and highlighted the schedule of activities and tasks in the development of the TIP. BATS staff held a kickoff meeting with GDOT on October 7, 2020. She added that draft materials were provided to BATS staff from GDOT, including authorized projects, total expected highway STIP funds, lump sum projects, and project cost summary and detail. These materials were circulated to technical committee officers in advance for feedback. She stated that the draft FY 2021 – 2024 TIP is under development and will be presented at the next committee meeting.

There were no questions or comments on this agenda item.

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

Mrs. Hatcher presented this agenda item. She reminded the committee that the 2045 MTP was adopted on August 10, 2020 by the Policy Committee. She stated that the consultant team completed the final draft of the SSI Sector Study, which was submitted to oversight agencies for review. She added that all comments were received by September 24, 2020, and all comments and feedback are currently being incorporated by the consultant team and will be available on the BATS website.

Committee members had no questions or comments.

6. FY 2022 Unified Planning Work Program (UPWP)

Mrs. Hatcher spoke on this agenda item. She explained to the committee that the UPWP under development is for the upcoming fiscal year, and the UPWP will go into effect on July 1, 2021. She stated the UPWP is a financial document and activities list, detailing BATS activities and funding for the fiscal year. She reminded committee members that a feedback log was circulated on August 20, 2020 and a reminder was circulated on September 29, 2020. The feedback log was for committee members to provide input regarding planning priorities for the draft FY 2022 UPWP. She added that comments were received from CAC and PC members that will be logged in the draft FY 2022 UPWP. She thanked committee members for providing feedback as it helps identify priority areas for BATS to focus on in the upcoming fiscal year.

She briefly highlighted the UPWP schedule of activities, explaining key dates to committee members. There were no questions or comments.

7. BATS Administrative Updates

a. Upcoming BATS Committee Elections

Mrs. Hatcher provided the committee with the administrative updates. She stated that the Policy Committee elects a chairman and a vice-chairman during the first meeting of the calendar year. She added that a selection or recommendation committee can be formed, or committee members can independently come up with who they would like to see as chairman or vice-chairman.

Mr. Browning stated that he would not be returning to the committee in 2021, so a new chairman is going to be elected. He asked if committee members had any feedback regarding the upcoming elections.

Ms. Martin stated that new county commissioners begin their term in January. She asked if they would need to be appointed to the BATS committee.

Mrs. Hatcher explained that commissioners are placed on the BATS committee by their title, and its not an open commissioner position. She stated the chairman of the county commissioners is by default a member of the Policy Committee. An additional seat is for a county commissioner who is selected by a vote from the Board of Commissioners. She added that the Policy Committee meets in February, which allows for some time for that appointment to be made.

Mr. Browning stated that the Board of Commissioners votes for their own chairman of the board, who then selects a commissioner to represent the board of commissioners on the BATS Policy Committee.

Mr. Harvey agreed with Ms. Martin and stated that this gives the committee members time to think about the chairman election process and potential candidates.

Mrs. Hatcher stated that BATS staff will remind committee members at the December 2020 PC meeting of this upcoming election, and a call for action will be made at the February 2021 PC meeting.

There were no additional questions or comments.

b. Highlights from the GAMPO Fall Meeting

Mrs. Hatcher spoke on this agenda item. She stated the fall GAMPO meeting was held virtually on September 28, 2020 and was attended by BATS staff. She explained the information presented at the GAMPO meeting, including federal requirements for MPOs, performance measures, and the schedules that are a part of the performance-based planning process. She reminded the committee that BATS joined the state's performance measures in 2020 and how the performance targets work. BATS committees took action in December 2017 to support the state's targets.

She stated that GDOT's 2021 targets will be incorporated into BATS planning documents once received, and that should be no later than October 31, 2020.

There were no questions or comments.

c. BATS FY 2018-21 TIP and 2045 Admin Mod

Mrs. Hatcher addressed this agenda item. She stated that GDOT's office of planning gave a request to BATS staff to carry out an administrative modification to the BATS FY 2018 – 2021 TIP and 2045 TIP. The administrative modification includes updating the year of funding for the construction and utilities phases to FY 2021 for PI 0016985 (SR 25 FM CR 372/Yacht Rd to CR 415/Harry Driggers Blvd). She added that the administrative modifications are located on the MPO website.

There were no questions or comments.

8. Agency Updates

a. Glynn County Airport Commission

Mr. Burr provided updates on Airport projects. He stated that fire station replacement project did not receive funding and is being moved back a year or two in their capital funding plan. He added that the calibration pad project still needs federal funding.

b. Update on School Board Projects

There were no school board project updates presented at this meeting.

c. Glynn County

Mrs. Hatcher spoke on this agenda item. She briefly reviewed over the projects on the county project update sheet provided to committee members.

There were no questions/discussions on the County projects.

d. Update on City Projects

Ms. McDuffie briefly spoke on this agenda item. She stated that the city of Brunswick met with GDOT regarding the Gloucester St. resurfacing project, and there were delays on that project due to the contractor. She added that they were still waiting on cost estimates for the modifications at Lanier.

e. Update on GDOT Projects

Mr. McQueen presented brief updates on GDOT projects and highlighted various projects on the project update sheet.

f. Jekyll Island Authority

Mr. Hooks stated that most of the road resurfacing projects have been completed, through SPLOST funding. He added that at the October 20, 2020 Jekyll Island Authority's board meeting, there will be discussion regarding bike path paving projects.

Mr. Browning asked if the resurfacing projects are 100% completed.

Mr. Hooks stated that they are very close, and are preparing for the final bid, with plans to complete the projects on time and on budget.

g. Transit Agencies

Mrs. Hatcher stated that there was a contractor selected to support Brunswick during their implementation efforts, with a contract employee working with the city. Further updates will be presented at the next Citizens Advisory Committee meeting.

Mr. Harvey added that more updates will be provided once the consultant and the stakeholders are able to coordinate and work towards implementing transit service.

Ms. Martin stated that they are working towards making sure the scale of the transit service fits the community and can be sustained.

Ms. McDuffie added that a kickoff meeting with the consultant was held, and they will provide budget information while staying consistent with the set timeline towards implementation.

9. Public Comment

No comment from the public.

10. Adjourn

Mr. Browning reminded everyone of the next regularly Policy Committee on December 14, 2020.

He thanked everyone for their participation and the meeting was adjourned at approximately 2:30 pm.


BATS PC Chairman

Date