
BATS MEETING MINUTES

Brunswick Area Transportation Study Policy Committee (PC) Meeting

Monday February 8, 2021 - 1:30 p.m.
Via Teleconference

AGENDA

1. Welcome and Opening Remarks (Mayor Cornell Harvey)
2. BATS Committee Elections- Action Item
3. Approval of Meeting Minutes- Action Item
 - a. Minutes from PC meeting held on December 14, 2020
4. GAMPO Special PL Funding – Spring 2021 – Action Item
5. Metropolitan/Micropolitan Statistical Area (MSA) Standard– Action Item
6. BATS 2021 Safety Performance Targets – Action Item
7. BATS Draft FY 2021-2024 Transportation Improvement Program (TIP) – Informational Item
8. BATS Draft FY 2022 Unified Planning Work Program (UPWP) – Informational Item
9. BATS Administrative Updates
 - a. Citizens Advisory Committee (CAC) Membership Drive - 2021
 - b. Proxy Assignment for PC Members
10. 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
 - i. Public Comment
11. Adjourn

Brunswick Area Transportation Study
Policy Committee Meeting Minutes

Monday February 8, 2021 - 1:30 p.m.
Via Teleconference

ATTENDEES

Committee Members

Mayor Cornell Harvey, BATS PC Chairman
Pamela Thompson Glynn County Community Development
Jones Hooks, Jekyll Island Authority
Regina McDuffie, City Manager, City of Brunswick
Tanet Myers, City of Brunswick
Julie Martin, City of Brunswick
Terra Winslett, Glynn County Airport Commission
Jim Gilligan, BATS CAC Chairman
Garrow Alberson, City of Brunswick
Cassius Edwards, GDOT
Ansley Grantham, GDOT Intermodal
Melissa Phillips
Troy Pittman, GDOT District 5
Katie Proctor, GDOT
Radney Simpson, GDOT
Walter Rafolski, Glynn County Board of Commissioners

Others

Rachel Hatcher, Senior Planner, RS&H
Vishanya Forbes, Transportation Planner, RS&H
Justin Dammons, Transportation Planner, RS&H
Ann-Marie Day, FHWA
John Hunter, Planning & Zoning, City of Brunswick

1. Welcome and Introductions

The meeting was called to order at approximately 1:35 pm by Mayor Cornell Harvey, Vice Chairman of the BATS Policy Committee. Mr. Harvey gave a brief welcome and Ms. Forbes did the roll call of committee members. Ms. Forbes introduced the three new committee members, Mr. Rafolski, Mr. Simpson, and Mr. Gilligan.

2. BATS Committee Elections – Action Item

Ms. Forbes presented on this agenda item. She opened the floor for nominations for PC Chairman and Vice-Chairman. Mr. Rafolski nominated Mayor Harvey for Chairman of the BATS Policy Committee, and that was seconded by Ms. Martin. There were no dissenting votes.

Mr. Harvey opened the floor for nominations for PC Vice-Chairman. He then nominated Mr. Rafolski for the position of Vice-Chairman of the BATS Policy Committee. This motion was seconded by Ms. Martin. There were no additional nominations, and Mr. Rafolski was named Vice-Chairman.

Mr. Harvey gave a brief refresher on committee chairperson bylaws, including term limitations and election policies.

3. Approval of Minutes – Action Item

- a) Minutes from PC meeting held on December 14, 2020.

Mr. Harvey addressed this item. He stated that minutes from the Policy Committee meeting held on December 14, 2020 were ready for approval. There were no comments on the meeting minutes. A motion was made by Mr. Hooks to approve the meeting minutes from December 14, 2020 as presented. Ms. Martin seconded the motion. The motion was passed unanimously.

4. GAMPO Special PL Funding – Spring 2021 – Action Item

Ms. Forbes gave a brief refresher on this agenda item. She stated that at the November CAC meeting the MLK Altama Corridor Study was discussed and added to the agenda as an action item. She added that after the December 2020 PC meeting and January 2021 City Commissioners meeting the City of Brunswick was identified as a 20% local match for the study. The TCC voted on January 11, 2021 to recommend to the Policy Committee submittal of an application for the March 2021 GAMPO Special PL Committee. She briefly highlighted the study corridor, the funding timeline, and screening factors for the study.

Mr. Hooks asked for the total cost of the corridor study. Ms. Forbes responded that it was \$80,000 for the overall budget, with a \$16,000 local match.

There were no additional questions or comments.

Mr. Harvey called for a motion. Ms. Martin made a motion to recommend submittal of the MLK – Altama Bicycle Corridor Study application to the GAMPO Committee with an authorizing resolution for the 20% local matching funds. The motion was seconded by Mr. Rafolski. The motion was passed unanimously.

5. Metropolitan/Micropolitan Statistical Area (MSA) Standard – Action Item

Ms. Forbes addressed this agenda item. She stated that on January 19, 2021, the Office of Management and Budget (OMB) posted in the Federal Register a notion and request for comment on recommendations from the Metropolitan and Micropolitan Statistical Area (MSA) Standards Review Committee. She added that the recommendations include changing the minimum urban area population to qualify as a metropolitan statistical area from 50,000 to 100,000. She explained how this change would affect the BATS MPO, including BATS being declassified as an MPO, losing all local MPO funding, and the state dictating what transportation projects happen at the local level.

Ms. Forbes stated that BATS staff drafted a letter to respond to this recommendation, and peer MPOs have wrote letters and provided comments as well.

Ms. McDuffie asked if there were additional actions that could be undertaken because of the importance of maintaining BATS' MPO status. Ms. Forbes stated that submitting the letter would be the first action towards responding to this recommendation.

Mrs. Hatcher stated that a unified voice under the MPO carries both the weight of the city of Brunswick and the County Commissioners and all other participating agencies. She added this does not preclude local governments from also submitting letters that also have the same reaction, as more comments and feedback will make feedback and comments from BATS stronger. She stated that BATS staff will supply an editable letter and a link to the original call for comment for individual partners if they want to provide comments.

Ms. McDuffie suggested that all partnering agencies and entities submit a letter for comment. She added that if they should notify state representatives as well.

Mrs. Hatcher stated that coordination with state representatives by copying and forwarding the letters to elected officials would show a coordinated effort and that all partnering agencies with BATS is against changing the minimum population threshold.

Mr. Hooks asked if there was a state agency in Georgia that was spearheading a response to the OMB proposed change.

Mrs. Hatcher stated that there are several agencies that are organizing comments, including the AAMPO and GAMPO.

Mr. Harvey asked if larger MSAs are in support of this proposed recommendation. Mrs. Hatcher responded that larger MSAs are supportive of smaller and mid-sized MSAs remaining as MPOs.

Ms. Martin made a motion to recommend the Chairman authorize submittal of letter to the Metropolitan and Micropolitan Statistical Area Standards Review Committee opposing to the recommendation made by the committee to raise the population thresholds for MSAs. Mr. Rafolski seconded the motion. The motion passed unanimously.

Mr. Harvey implored additional local government entities to write a resolution opposing this proposed OMB recommendation.

6. BATS 2021 Safety Performance Targets – Action Item

Ms. Forbes presented this agenda item. She provided a brief refresher on GDOT’s Safety Performance Targets and their intended purposes. She reminded the committee that in 2017, the Policy Committee took action to support Georgia’s performance targets. She highlighted the calendar year 2021 targets for GDOT/BATS, and stated that once approved, will be used to update the BATS planning documents and the safety performance report. All documents will be published to the MPO website for reference.

Committee members had no questions or comments.

Mr. Rafolski made a motion to adopt by resolution the calendar year 2021 Safety Performance Management Targets as approved by GDOT. Ms. Martin seconded the motion. The motion was passed unanimously.

7. BATS FY 2021-2024 Transportation Improvement Program (TIP) – Informational Item

Ms. Forbes spoke on this agenda item. She reminded the committee that the current TIP document expires on June 30, 2021 and that BATS staff has been creating a new FY 2021 -2024 TIP. The TIP was released for a 30-day public comment period that ended on January 13, 2021, with comments received from oversight agencies that are being incorporated into the final draft. She added that no public comments were received. She stated that the next steps for the draft FY 2021 – 2024 TIP is to update the TIP to address comments, present the updated document to the TCC and CAC for review and action, and the Policy Committee adopts the TIP in April 2021.

Ms. McDuffie asked how the public was given access during the 30-day public comment period. Ms. Forbes stated that there was an advertisement in the Brunswick News and on the MPO website, the Glynn County Community Development office had a hard copy at their office, and links were emailed to committee members showing where they were located on the BATS website.

There were no additional questions or comments.

8. BATS Draft FY 2022 Unified Planning Work Program (UPWP) – Informational Item

Ms. Forbes presented this agenda item. She gave a brief update on the draft FY 2022 UPWP, including the schedule of activities and current status of the document. She stated that the 30-day public comment period for the draft UPWP started on December 14, 2020 and ended on January 13, 2021. Comments from oversight agencies were received and are being incorporated into the final draft, with no comments received from the public. She reminded the committee of next steps for the UPWP

adoption process, including reviewing and incorporating public agency comments, presenting a final draft to the CAC and TCC for recommendation, and adoption by the Policy Committee in April 2021.

There were no additional comments or questions.

9. BATS Administrative Updates

a. Citizens Advisory Committee (CAC) Membership Drive - 2021

Ms. Forbes provided the committee with the administrative updates. She stated that BATS staff is currently hosting a CAC Membership Drive in 2021 to help replace inactive seats on the BATS CAC committee and fill open slots, per staff observation and additional feedback received from current CAC members. She provided a brief reminder of the CAC Bylaws, which allow for no more than 18 committee members and no less than five members. The CAC has 13 slots for regular membership and five at-large membership slots with three for Glynn County and two for the city of Brunswick. She explained how the CAC functions and how input is received from the CAC.

Ms. Martin asked who is the contact point for anyone who wants more information regarding the CAC. Ms. Forbes stated that she was the point of contact.

Mr. Harvey asked how many seats were vacant on the CAC. Ms. Forbes stated that there are ten current members on the CAC, but only five are active. She added that there are 13 slots are open to fill, and current CAC members have to fill out an additional application if their membership expires in 2021.

Ms. Thompson stated that CAC members appointed from the City or the County follows their appointment procedures, and that while Ms. Forbes can provide information to prospective members, Ms. Thompson works with the clerks of the City and County to get these applicants on the agenda.

Ms. Martin asked if there was any feedback regarding the loss in participating members in the CAC.

Mr. Gilligan responded that the CAC had more members, but due to jobs, moving, members stopped participating in the CAC. He stated that the current CAC membership is leaning more towards St. Simons Island residents, but they are looking towards getting participation from all over the BATS region.

Ms. Martin asked if the Brunswick News could do an editorial in recruiting more members to the CAC.

Ms. Hatcher stated that some confusion occurred with potential members during the first CAC Membership Drive, and that the potential applicants thought that BATS only focused on public transportation.

Ms. McDuffie stated that BATS staff should reach out to the business community as transportation projects affect their businesses as well.

Ms. Forbes added that there is an active list of business stakeholders and BATS staff will send out a letter to those stakeholders as well.

Ms. Winslett asked if social media was used, and if there are thoughts to use that medium in the future.

Ms. Forbes stated that it was not used in the initial membership drive, but for the upcoming drive, the City and County government Facebook pages and other social media sites will be used to recruit members to the CAC.

Ms. Forbes stated that the demographic fact sheets for the City of Brunswick and Glynn County were updated and highlighted certain statistics. She reviewed actions taken by BATS staff, and that two applications have been received and are currently being reviewed. She added next steps, which include sending the application to past and current BATS CAC members, advertising the membership drive on City and County social medias, and reaching out to PC and TCC members and stakeholders for distribution.

There were no additional questions or comments.

b. Proxy Assignment for PC Members

Ms. Forbes presented this agenda item. She reminded the committee of the Policy Committee bylaws, and how each voting member is allowed a proxy representative from their respective agency or local government. She stated that each voting member will be required to submit an official letter designating a permanent proxy and will be kept on file with BATS. She added that PC members received a copy of this letter in the meeting materials.

Ms. Winslett asked if the letter needed to be updated annually, or only if the proxy is changed.

Mrs. Hatcher stated that the letter does not need to be updated annually if the proxy has not changed.

There were no additional questions or comments.

10. Agency Updates

a. Glynn County Airport Commission

Ms. Winslett provided updates on Airport projects. She stated the parking lot expansion project is underway at the Golden Isles airport, and the project should be completed within 120 days. She added that the compass calibration project is moving forward, and that federal multi-year grant funding is being solicited, with local funding coming from the local SPLOST list.

b. Update on School Board Projects

There were no school board project updates presented at this meeting. Ms. McDuffie stated that she spoke with the transportation director for the school board and asked for his participation during the PC meetings. She added that BATS staff may have to send reminders to them.

c. Glynn County

Ms. Thompson spoke on this agenda item. She stated that the County project update sheet is listed on the MPO website and if committee members had any questions, she can answer those questions.

Ms. Martin asked that as projects are moving forward, is the amount of runoff and stormwater drainage that needs to happen on Spur 25 is being taken into consideration.

Ms. Thompson stated that BATS staff can present at the next PC meeting and show where the drainage basins are and how the designs are accounting for that.

Ms. Martin stated that both the City and the County are expending money to correct issues and problems with runoff and drainage.

d. Update on City Projects

Mr. Alberson briefly spoke on this agenda item. He stated that the Magnolia Park project is going well, and he provided updates on upcoming projects as well.

Mr. Harvey asked if there was going to be a trail on the east or west side of SR 17.

Mr. Alberson stated that it was on the east side of SR 17.

e. Update on GDOT Projects

Mr. Pittman spoke on this agenda item. He introduced the new planning and programming liaison, Ms. Katie Proctor. He stated that she is replacing Byron Cowart and will be working closely with Mr. Simpson and the planning office. He provided brief updates on GDOT projects and highlighted various projects on the project update sheet.

f. Jekyll Island Authority

Mr. Hooks stated there were no new updates with Jekyll Island Authority.

g. Transit Agencies

There were no transit agency updates presented at this meeting.

11. Public Comment

There were no public comments received at this meeting.

12. Adjourn

Mr. Harvey reminded everyone of the next regularly Policy Committee on April 12, 2021.

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



BATS PC Chairman

Date