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## **BATS MEETING MINUTES**

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### **Brunswick Area Transportation Study Policy Committee (PC) Meeting**

Monday December 14, 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 October 19, 2020.
3. BATS Draft FY 2022 Unified Planning Work Program (UPWP) – Action Item
4. BATS Draft FY 2021-2024 Transportation Improvement Program (TIP) – Action Item
5. BATS 2021 Meeting Calendar Schedule - Action Item
6. GAMPO Special PL Funding – Spring 2021 – Action Item
7. BATS Public Participation Plan (PPP) and By-laws Update
8. BATS Administrative Updates
  - a. BATS FY 2018-2021 Transportation Improvement Program (TIP) Admin Mod
9. 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
10. Public Comment
11. Adjourn

**Brunswick Area Transportation Study**  
**Policy Committee Meeting Minutes**

Monday December 14, 2020 - 1:30 p.m.  
Via Teleconference

**ATTENDEES**

**Committee Members**

Michael Browning, Chairman of BATS Policy 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  
Stefanie Lief

**Others**

Vishanya Forbes, Transportation Planner, RS&H  
Justin Dammons, Transportation 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 1:36 pm by Mayor Cornell Harvey, Vice Chairman of the BATS Policy Committee. Mr. Harvey 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 October 19, 2020.**

Mr. Harvey briefly addressed this item. He stated that minutes from the Policy Committee meeting held on October 19, 2020 were sent to committee members for review. There were no comments on the meeting minutes. Mr. Harvey called for a motion to approve the minutes from the PC meeting held on October 19, 2020. A motion was made by Ms. Martin to approve the meeting minutes from October 19, 2020 as presented. Mr. Hooks seconded the motion. The motion was passed unanimously.

## **3. BATS Draft FY 2022 Unified Planning Work Program (UPWP) – Action Item**

Ms. Forbes gave a brief refresher on this agenda item. She reminded the committee of the purpose of the UPWP and explained how the UPWP is an annual document that contains the planning priorities and activities of the MPO. She reviewed the FY 2022 Schedule of Activities and previous actions taken towards developing the Draft FY 2022 UPWP. She discussed the draft budget table and funding totals with the committee. She added that the FY 2022 PL budget is slightly less than the FY 2021 PL allocation.

Ms. Forbes explained the next steps for completing the draft FY 2022 UPWP document. She stated that the TCC and CAC unanimously recommended that the PC release the draft FY 2022 for a 30-day public comment period.

There were no questions or comments on this agenda item.

Mr. Browning called for a motion for the PC to recommend release of the draft FY 2022 UPWP for a 30-day public comment period. Mr. Harvey made a motion. The motion was seconded by Ms. Martin. The motion was passed unanimously.

## **4. BATS Draft FY 2021-2024 Transportation Improvement Program (TIP) – Action Item**

Ms. Forbes addressed this agenda item. She reminded the committee that the current TIP expires on June 30, 2021. She stated that the TIP is the conduit through which Federal and State funding flows to Glynn County for transportation planning and capital investments. She briefly highlighted past scheduled tasks and actions taken towards the development of this document. She stated that BATS staff held a kickoff meeting on October 7, 2020 with GDOT. Draft materials provided by GDOT to BATS staff included the 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 reviewed the next steps for completing the draft TIP, which include a 30-

day public comment period and addressing comments received during this period, presenting the updated TIP for the TCC and CAC to review and recommend approval, and the PC adopts the completed FY 2021 – 2024 TIP.

There were no questions or comments on this agenda item.

Mr. Hooks made a motion to for the BATS PC to recommend approval of the draft FY 2021-2024 Transportation Improvement Program (TIP) and release for a 30-day public comment period. Ms. Martin seconded the motion. The motion was passed unanimously.

#### **5. BATS 2021 Meeting Calendar Schedule – Action Item**

Ms. Forbes presented this agenda item. She stated that the upcoming meeting schedule presented no conflicts for the TCC or CAC, but there was a conflict with Columbus Day occurring on the scheduled October 11, 2021 Policy Committee meeting date. The recommended adjustment is for the PC meeting to be on held the following week on October 18, 2021.

Committee members had no questions or comments.

Mr. Harvey made a motion to recommend approval of the 2021 BATS Committee Calendar with PC meeting date change. Mr. Hooks seconded that motion. The motion was passed unanimously.

#### **6. GAMPO Special PL Funding – Spring 2021 – Action Item**

Ms. Forbes spoke on this agenda item. She reminded the committee of the cycle for special GAMPO planning projects, and the success BATS has had in the past with submitting applications. She stated that there is a draft application that has not been submitted for the MLK/Altama Bicycle Corridor Study. The CAC at their November 2020 meeting decided to add this to their agenda as an action item, and unanimously recommended that the PC submit this application at the March GAMPO Special PL Committee meeting. She added that coordination between Glynn County and Brunswick has occurred to make start the discuss on this application process.

Ms. Martin stated that she would like to see BATS move forward with this application. She asked if this needed to be made into a motion for an action item.

Ms. Forbes responded that this was a discussion item, and that the County and City would need to identify who will be the local sponsor providing that 20% local match for this project before a motion can be made on submitting this application.

Ms. Martin asked about the process and how to get the City of Brunswick onboard for this project.

Ms. Forbes stated that representatives for Brunswick would have to agree to the match before a resolution can be drafted. She asked Ms. McDuffie if this was a project the city would like to see move forward.

Mr. Harvey stated that there would have to be another PC meeting since this project has not been brought before the entire City Council.

Ms. Forbes stated that there would need to be a commitment for the 20% local match made before the January 2021 TCC meeting, and she would coordinate with the respective representatives for this project.

Ms. McDuffie stated that this application can be put on the agenda for the January 2021 City Council meeting to vote and decide on before bringing it back to the BATS committees.

Mr. McQueen reminded the committee that the GAMPO funding call for projects occur twice a year, so if they miss the spring cycle, they can always submit in the Fall

Ms. Forbes stated that if this project does not move forward by March, the CAC will be briefed that this project will be brought before the GAMPO committee in September.

Mr. Alberson explained previous conversations regarding having multiple projects submitted at the same time for GAMPO Special PL funding.

Ms. Martin asked if the study work was complete for the Lanier-Gloucester intersection.

Ms. Forbes responded that the work was finished for that intersection study.

Mr. Alberson stated that the Bay Street Corridor Study was the only special funded project BATS has ongoing work currently on.

Ms. Martin asked about the possibility of the application not being approved for funding by GAMPO.

Ms. Forbes stated that BATS would just have to reapply for the funding again.

Ms. McDuffie asked about the 20% local match funding and the timeline in which that funding would need to be paid.

Ms. Forbes explained that the 20% match is \$16,000, and the funding would not have to be available until after the application is approved by GAMPO.

Mr. Browning recommended that the City of Brunswick pay the local match upfront and see if the new Board of Commissioners wanted to pitch in as well for funding this project.

Mr. Harvey agreed, and stated that he would be following up with an additional meeting.

There were no additional questions or comments.

## **7. BATS Public Participation Plan (PPP) and By-laws Update**

Ms. Forbes presented this agenda item. She reminded the committee that BATS staff were completing an update to the PPP and committee by-laws as requested by oversight agencies. The updates are to give official guidance for operating during a public emergency and virtual meeting policies. She stated that the draft PPP and by-laws will be presented to oversight agencies for review before being brought to the BATS committees for action and a 45-day public comment period. She briefly explained some of the changes to these documents and added that FHWA requested the development of a Continuation of Operations (COO) plan, which staff is currently working on.

Mr. Harvey asked for more information regarding the Action Item Documentation form.

Ms. Forbes explained the purpose of the Action Item Documentation form and how it is to be used during virtual meetings.

Mr. Harvey asked for additional information about the process for when there is not a quorum present at a meeting.

Ms. Forbes stated that this form is going to be sent to committee members who were not present at the meeting since a quorum is needed for action items and that quorum was not present.

Ms. McDuffie asked if the language should be changed from only occurring during a Public Health Emergency to other Public Emergencies.

Ms. Forbes stated that feedback is what the TCC provided as well, and that BATS staff is working on making the document more coherent.

There were no additional comments or questions.

## **8. BATS Administrative Updates**

### **a. BATS FY 2018-2021 Transportation Improvement Program (TIP) Admin Mod**

Ms. Forbes provided the committee with the administrative updates. She stated that BATS staff received a request from GDOT Office of Planning on November 2, 2020 to carry out an additional administrative modification to the BATS FY 2018-2021 TIP and 2045 MTP. The administrative modification is to move the year of funding from FY 2026 to FY 2021, and to change the amount of construction funding. She added that these changes have been made and published on the MPO website for reference.

There were no questions or comments.

## **9. Agency Updates**

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

Mr. Burr provided updates on Airport projects. He stated that the calibration pad still needs funding and will have to be broken up over several funding years. He stated that there are projects that will be occurring over the next few years at St. Simons Island Airport to update the design standards.

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

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

### **c. Glynn County**

Ms. Forbes 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 get those questions answered for them.

There were no questions/discussions on the County projects.

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

Mr. Alberson briefly spoke on this agenda item. He stated that the Bay Street Corridor Study is ongoing, with a stakeholder committee meeting anticipated in January 2021, and that they are attempting to complete the L St. project. He provided brief updates on the Magnolia Park project and the MLK Trail, which are both currently ongoing.

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

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

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

Mr. Hooks stated that the Jekyll Island Causeway Multiuse Trail project is going to be changed from a multiuse trail to a bike path due to having to cross Cedar Creek.

### **g. Transit Agencies**

Ms. McDuffie stated that the consultant is working towards building a budget and is working forward in building a transit system, including preliminary operating plans and budgets.

Mr. Harvey stated that the City Council has decided to move forward with the application and the consultant team in building the transit system.

**10. Public Comment**

Mr. Hooks thanked Commissioner Browning for his hard work over the years working for the Policy Committee.

Mr. Harvey thanked Commissioner Browning for the way he led the Policy Committee and how he has been open and inclusive in making things happen in the City of Brunswick.

**11. Adjourn**

Mr. Browning reminded everyone of the next regularly Policy Committee on February 8, 2021.

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



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BATS PC Chairman

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Date