
BATS MEETING MINUTES

Brunswick Area Transportation Study Citizens Advisory Committee (CAC) Meeting

Monday January 11, 2021 - 4:00 p.m.

Via Teleconference

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AGENDA

1. Welcome and Opening Remarks (Ben Slade)
2. Approval of Meeting Minutes- Action Item
 - a. Minutes from CAC meeting held on November 9, 2020.
3. BATS Committee Elections – Action Item
4. BATS Draft FY 2021-2024 Transportation Improvement Program (TIP) – Action Item
5. BATS Draft FY 2022 Unified Planning Work Program (UPWP) – Action Item
6. GAMPO Special PL Funding – Spring 2021 – Information
7. BATS Administrative Updates
 - a. BATS FY 2018-2021 Transportation Improvement Program (TIP) Admin Mod
 - b. CAC Membership Drive
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
 - i. Public Comment
9. Adjourn

Next Citizens Committee Meeting: Monday, March 8, 2021

Brunswick Area Transportation Study
Citizens Advisory Committee Meeting Minutes

Monday January 11, 2021 - 4:00 p.m.

Via Teleconference

ATTENDEES

Committee Members

Melissa Ennis-Roughton

Ed Ellis

Ben Slade

Ed Farley

James Gilligan

Melissa Phillips

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 4:10 p.m. by Mr. Ben Slade, Chairman of the BATS Citizens Advisory Committee. Mr. Slade gave a brief welcome and moved on to the next agenda item.

2. Approval of Minutes – Action Item

- a. Minutes from CAC meeting held on November 9, 2020.

Mr. Slade addressed this agenda item. He stated that there were meeting minutes from the November 9, 2020 CAC meeting for approval. He added that the minutes were sent out prior to the meeting and asked if there were any questions or comments. There were no questions or comments on the meeting minutes.

Mr. Slade then called for a motion to approve the minutes from the CAC meetings held on November 9, 2020. Mr. Farley made a motion to approve the meeting minutes as presented. Mr. Gilligan seconded the motion. The motion was passed unanimously.

3. BATS Committee Elections – Action Item

Mr. Slade spoke on this agenda item. He stated that annually, the BATS committees elect officers. He asked if Mr. Gilligan would be willing to become the new CAC Chairman.

Mr. Gilligan stated that he would.

Mr. Slade then nominated Mr. Gilligan to become the CAC Chairman. Mr. Farley seconded the motion. The motion passed unanimously.

Mr. Slade opened the floor for recommendations to the Vice-Chair position. Mr. Farley stated that he could serve. Mr. Slade nominated Mr. Farley to become the CAC Vice-Chairman. Mr. Gilligan seconded the motion. The motion passed unanimously.

Mrs. Hatcher stated that BATS staff would send additional information to the newly elected chairpersons about their roles and responsibilities. She added that a reapplication packet will also be distributed to committee members, as most of the committee is due for a new session.

Mr. Slade asked if this meeting is going to discuss the membership drive.

Mrs. Hatcher stated that yes, it will be discussed later in the meeting.

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

Ms. Forbes spoke on this agenda item. She gave a brief refresher of the current TIP reiterating that the FY 2018-2021 TIP expires on June 30, 2021. She stated that BATS staff is in the process of updating the new TIP, which is for FY 2021 -2024. She added that the draft FY 2021-24 TIP is currently out for

a 30-day public comment period, which will end on January 13, 2021. She told the committee that the only comments received thus far were from oversight agencies. She then explained next steps for finalization and adoption of the update TIP document, which include getting all comments addressed and incorporated, before bringing the final draft to the committees for review and action.

Mrs. Hatcher stated that this agenda item was not listed as an action item because of comments received from oversight agencies.

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

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

Ms. Forbes spoke on this agenda item. She reminded the committee that the draft FY 2022 UPWP was also released for public comment on December 14, 2020 and is currently in the 30-day public comment period. She stated that once the comment period is closes, all comments will be incorporated into the final draft document and then presented to the committee for review and action. She added that the budget for FY 2022 is slightly smaller than it was for FY 2021 by approximately \$450 and highlighted that in the budget table for FY 2022. She wrapped up on this agenda item reiterating that a draft of the final document will be presented for review and action in the spring.

There were no questions or comments on this agenda item.

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

Ms. Forbes presented on this agenda item. She reminded the committee that at the November 2020 CAC meeting, the draft materials for the MLK/Altama Corridor Project were recommended to be presented to the Policy Committee for consideration. She stated that at the December 14, 2020PC meeting, extensive discussion was held regarding this recommendation, the City of Brunswick identified as a potential local sponsor to cover the 20% local match required to move this application process along. She stated that this project was presented to the Brunswick City Council meeting earlier this month, and the request for the required 20% local match of \$16,000 was approved. She added that at the TCC meeting held earlier today, the committee unanimously recommended that the project be presented to the Policy Committee for action at their next meeting in February.

Ms. Forbes briefly highlighted the schedule and timeline for the project application and presentation to GAMPO at the spring meeting in March 2021.

Mr. Slade stated that this project will potentially help serve a very underserved community, including a new housing development along MLK. He asked for update on the timeline for the completion of the Bay Street Corridor Project.

Ms. Forbes stated that there was a contract deadline, and from the city updates presented at the TCC meeting, the project is progressing well.

Mrs. Hatcher elaborated on the project, explaining that because the project is a special PL project, oversight staff requires that this project be completed no longer than 18 months from the time the contract was initiated. The consultant had 12 months from the time they were selected and are currently three to four months into that timeline. She added that recommendations should be presented starting in early spring, and some stakeholders have reached out to the city to set up appointments and meetings to discuss potential alignments and amenities for incorporation along the corridor. She stated that staff can put in a request that a CAC presentation be done as well.

Mr. Slade stated that himself and Mr. Farley a part of an organization called Forward Brunswick and that this project has surfaced as one of the most important projects for the revitalization of Brunswick. He added that he wanted to know when the organization would get an opportunity to provide some input into the project.

Mrs. Hatcher stated that BATS staff will coordinate with Mr. Alberson form the City on receiving more information and if they can get an audience at the next meeting if there are recommendations to be shared.

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

7. BATS Administrative Updates

a. BATS FY 2018-2021 (TIP) and 2045 MTP Admin Mod

Ms. Forbes provided the committee with the administrative updates. She reminded the committee that GDOT requested on November 2, 2020 for BATS to carry out an administrative modification to the BATS FY 2018-21 TIP and 2045 MTP. She stated that the administrative modification reflects changes for PI #0016985, which is the SR 25 project. Funding for the construction and utilities phases was moved from FY 2026 to FY 2021. She added that the administrative modifications are available on the BATS website for reference.

Mrs. Hatcher explained the funding codes for this project, and the importance of this project for state mobility.

b. CAC Membership Drive

Ms. Forbes spoke on this agenda item.

Mr. Slade asked for a matrix of membership qualifications.

Ms. Forbes explained the CAC bylaws state that there are 18 committee member seats available, with 13 regular membership that will be considered for selection by the PC, and five at large that will be appointed by Glynn County and The City of Brunswick.

Mrs. Hatcher stated that the only requirements for the 13 regular members is that they must reside within Glynn County. She added that BATS staff would try to select a diverse group of individuals that would mirror the demographics of the community that they are representing.

Mr. Slade stated that it is important to look at the geography and to have people represent all parts of the city and county.

Ms. Forbes continued providing updates on this agenda item, she shared a graphic with the committee highlighting an overview of how the process works with input from the TCC and the CAC to the PC, which makes the final decision on all MPO documents/materials.

Mr. Slade asked about the next steps in this CAC membership drive process.

Ms. Forbes stated that those steps will be explained later in the presentation.

Ms. Forbes went over the CAC member list and explained which members will need to submit an application if they are interested in serving in the upcoming fiscal year. She then explained the process of how CAC members can apply to be re-selected to participate on the CAC, as well as the anticipated membership drive and its corresponding timelines.

Mr. Gilligan stated that the application was only posted on the county website when he applied in 2018. He asked what different outreach methods the MPO will use to reach the community beyond the county website for this upcoming membership drive.

Ms. Forbes stated that BATS staff plan to advertise on County and City social media platforms, websites, and in the local newspaper Brunswick News, and to mail materials to members of the current stakeholders list so they can circulate that information.

Mr. Slade stated that there is a current PR employee for the County who could help facilitate this project.

Mr. Gilligan mentioned a Facebook page for a local neighborhood group that is active, and that local Facebook groups may be a great place to spread the word.

Mr. Yokley-Zarka stated that the Chamber of Commerce has newsletters that go out to local businesses and community leaders that would be a good place to advertise as well.

Ms. Forbes stated that staff can follow up with the chairman of that organization to send out an eblast.

Further discussion continued over ways of advertising and networking to distribute the CAC membership drive.

Mr. Gilligan stated that since the BATS region is water based, it would be interesting to get some marine perspective from the boating community.

Ms. Ennis-Roughton stated that she could forward this information to her Family Connection organization which works with over 400 community leader organizations.

8. 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 the parking lot project is currently underway and making good progress.

b. Update on School Board Projects

The new elementary school on Altama is moving along and on schedule.

c. Glynn County

Ms. Forbes stated that there is a project sheet available, and there was new funding received for the roundabout project.

d. Update on City Projects

She stated that the L Street project is wrapping up, and the Bay Street corridor is underway and progressing well.

e. Update on GDOT Projects

Ms. Forbes stated that the GDOT project sheet is available for review, and if there are any comments or feedback on any of the projects, committee members can email them to BATS staff and those will be sent over to the District Five representative for questions and answers.

f. Jekyll Island Authority

There are SPLOST funding projects that are being wrapped up.

g. Transit Agencies

Ms. Forbes stated that there was a new CRC transit planner introduced at the TCC meeting that will now be attending all BATS committee meetings. She added that the City of Brunswick is finalizing transit routes outside the proposed routes from study recommendations in the past, and the City should have a finalized system operating cost budget by next week prior to scheduling public hearings for feedback on current issues and needs.

9. Public Comment

There were no public comments presented at this meeting.

10. Adjourn

Mr. Slade asked if there any questions or comments.

Mr. Farley thanked Mr. Slade for his leadership over the previous year.

Mr. Slade thanked Mrs. Hatcher and Ms. Forbes for their professional work throughout the year.

There were no additional questions or comments from committee members.

Mr. Farley 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 4:45 PM.



BATS CAC Chairman

Date