
BATS MEETING MINUTES

Brunswick Area Transportation Study Citizens Advisory Committee (CAC) Meeting

Monday November 9, 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 September 14, 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. BATS Public Participation Plan (PPP) and By-laws Update
7. BATS Administrative Updates
 - a. BATS FY 2018-2021 Transportation Improvement Program (TIP) Admin Mod
 - b. Upcoming BATS Committee Elections
 - c. Highlights from the GAMPO Fall Meeting
 - d. Calendar Year 2021 Safety Targets
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

Next Citizens Advisory Committee Meeting: Monday, January 11, 2020

Brunswick Area Transportation Study
Citizens Advisory Committee Meeting Minutes

Monday, November 9, 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)
Justin Dammons, Transportation Planner, RS&H
Rachel Hatcher, Senior Planner, RS&H
John Hunter

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 the welcome and did a brief roll call.

2. Approval of Minutes – Action Item

a. Minutes from CAC meeting held on September 14, 2020

Mr. Slade addressed this agenda item. He stated that there is a set of meeting minutes from September 14, 2020 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 September 14, 2020. Mr. Gilligan made a motion to approve the meeting minutes as presented. Mr. Farley seconded the motion. The motion was passed unanimously.

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

Mrs. Hatcher spoke on this agenda item. She reminded the committee of the schedule and purpose of the UPWP document. She stated that the draft document has been sent to committee members for review and will go out for a 30-day public comment period. Following the public comment period in January, all comments received will be incorporated into the final draft which will be brought before the committees for approval. She explained the funding breakdown for PL funds and 5303 funds and added that the Technical Committee unanimously recommended PC approval and release for a 30-day public comment period.

There were no questions or comments.

Mr. Slade called for a motion for the CAC to recommend to the Policy Committee release draft FY 2022 UPWP for a 30-day public comment period. Mr. Farley made a motion. The motion was seconded by Mr. Gilligan. The motion was passed unanimously.

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

Mrs. Hatcher spoke on this agenda item. She provided the committee with a brief reminder of the purpose and timeline of the TIP. The FY 2018 – 2021 TIP expires on June 30, 2021 and is the conduit through which Federal and State funding flows to Glynn County for transportation planning and capital investments. She highlighted important milestones in the TIP development process, including the kickoff meeting with GDOT held on October 7, 2020. She explained the draft TIP materials received from GDOT, which included authorized projects, total expected highway STIP funds, lump sum projects, and project cost summary and detail. Project highlights included the Intelligent Transportation System project on I-95, the Buffalo Creek, Sea Island at Dunbar Creek, and Mackay River Bridge projects. She added that this document is not considered adopted and complete until the statewide TIP (STIP) is complete, and committee members will continue to see updates to the current BATS TIP until the STIP is finalized. She stated that next steps include presenting the draft FY

2021-2024 TIP to the Policy Committee, for review and release for a 30-day public comment period. She added that all comments received during the public comment period will be incorporated into the final draft.

There were no questions or comments on this agenda item.

Mr. Slade called for a motion for the CAC to recommend to the Policy Committee approval of the Draft FY 2021 – 2024 TIP and release for a 30-day public comment period. Mr. Gilligan made a motion. The motion was seconded by Mr. Farley. The motion was passed unanimously.

5. BATS 2021 Meeting Calendar Schedule – Action Item

Mrs. Hatcher spoke on this agenda item. She reminded the committee that in the previous year, the CAC adjusted their meeting time. She stated that there are no conflicts with the proposed meeting dates for 2021, and the CAC will continue to meet at 4:00pm on every other second Monday. There were no adjustments recommended by committee members.

The committee voted unanimously to pass the motion as presented.

6. BATS Public Participation Plan (PPP) and By-laws Update

Mrs. Hatcher presented on this agenda item. She stated that at the request of FHWA, BATS staff is currently updating committee bylaws to include language that supports the virtual meeting platform. She added that the previous bylaws lacked provisions for meeting in another way other than in person. She stated that BATS staff has received feedback and templates from FHWA, AAMPO, and other MPOs who are currently updating their committee bylaws. The draft language is included but will be brought before the BATS committees during the next round of meetings. She added that the TCC recommended to better define what constitutes meetings to go into a virtual space.

Mrs. Hatcher stated that there is to be an update to the Public Participation Plan (PPP) that includes similar language to the draft language in the committee bylaws. These include public outreach efforts to ensure that meeting materials are available to the public.

There were no questions or comments.

7. BATS Administrative Updates

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

Mrs. Hatcher provided the committee with the administrative updates. She reminded the committee that GDOT requested on October 16, 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 US 17 widening project. Funding for the construction and utilities phases was moved from FY 2026 to FY 2021 due to the state viewing this

an important project that needs to advance faster. She mentioned that Administrative Modification #4 will be presented at the next round of meetings.

b. Upcoming BATS Committee Elections

Mrs. Hatcher spoke on this agenda item. She stated that there will be committee elections in the new year, which include elections for Chair and Vice Chair. She added that there needs to be outreach conducted to fill some of the open membership slots for the CAC, and the Policy Committee recommended a delay until the newly elected officials come into office. She mentioned that for committee members who are nearing the termination of their cycle to consider reapplying and sharing information with their friends. She added that this election will take place at the first committee meeting of each calendar year.

c. Highlights from the GAMPO Fall Meeting

Mrs. Hatcher briefly spoke on this agenda item. She stated that BATS staff attended the GAMPO meeting on September 28, 2020. She added that there were city staff and county representatives who participated. She discussed highlights from the meeting with the committee. These highlights included:

- Performance Management
- PM3 Updates
- Transit Planning Updates
- Safety Performance Management Target Setting,
- Status of Metropolitan Planning Funds and PL Fund Status Reports.

She then elaborated on the performance measures and how they are utilized by MPOs.

d. Calendar Year 2021 Performance Measures

Mrs. Hatcher spoke on this agenda item. She stated that BATS as an MPO currently supports the state performance measures She reminded the committee that at a joint TCC/PC meeting in December 2017, BATS adopted the state's targets and agreed to follow them year to year. She added that at the next meeting, the 2021 targets will have been incorporated into the TIP and MTP. She explained how performance measures are used to improve state set targets, and how that influences MPO projects. She shared with the committee that GAMPO awarded the funds for the Bay St project as well as the Lanier Gloucester Study. She stated that the long-range plan and the St. Simons Island Sector Study was also funded through this process.

Mrs. Hatcher explained the process for submitting an application package by March for GAMPO consideration. She reminded the committee that any projects that committee members think could be sponsored by the local government does have to include a 20% local match.

Mr. Slade mentioned that the MLK/Altama Bike Study was previously deferred should be moved up. He asked about the process for getting this project recommended.

Mrs. Hatcher responded that the CAC would have to take action to recommend the project, and staff will present to the information before the Policy Committee at their December 2020 meeting. She added staff will send this information in advance to the City of Brunswick and the County and they can decide as a local government if they are prepared to put up a 20% local match.

Mr. Farley made a motion to recommend to the Policy Committee to put forth an application package for the MLK/Altama Bike Study for the Spring 2021 GAMPO meeting. Mr. Gilligan seconded the motion. The motion passed unanimously.

8. Agency Updates

Mrs. Hatcher provided the committee with a brief overview of the agency updates provided during the TCC meeting.

a. Glynn County Airport Commission

She stated that there was only one ongoing project and that is the parking lot improvements.

b. Update on School Board Projects

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

c. Glynn County

Mrs. Hatcher stated that the only project discussed in detail was the roundabouts on St. Simons Island.

d. Update on City Projects

She stated that the L Street Phase II is under construction with a tentative completion date of November 27, and the Magnolia Park project has a tentative completion of December 2021. She added that for Phase One of the MLK trail is complete to the ROW along 4th Ave and awaiting the DLT permit for the segment along 4th St. She stated that they are awaiting pricing information from the GDOT contractor to include pavement widening for linear velocity intersections. For the Bay St. Corridor, Kimley Horn has completed traffic volume and turning movement counts and is currently analyzing the data to make sure there's enough traffic with COVID-19 to ensure that it's a good count for a project.

e. Update on GDOT Projects

Mrs. Hatcher stated that the GDOT project list is on the BATS website for review.

f. Jekyll Island Authority

There were no Jekyll Island Authority updates presented at this meeting.

g. Transit Agencies

Mr. Hunter presented the Transit Agency updates. He briefly explained the timeline of the creation of a transit service within the city of Brunswick, that began in the tail end of 2018. He stated that

WRA is doing the transit service planning and system startup for the transit service. A kickoff meeting was held about three weeks ago, with Jim Ritchie being the lead consultant. He explained the key goals for the Brunswick Transit Service:

- Implement recommendations of the BATS FY 2019 5303 Planning Technical Memo
- Assist City of Brunswick Establishing Transit Operations

Mr. Hunter explained that the concepts presented include four routes running with five buses, and ADA demand response services as well. He explained the operational area, which is inside of the urbanized area boundary (UZA), and the scope and schedule over the next twelve months. He stated that next steps include getting the internal staff working, setting up a Transit Advisory Committee, working on a Title VI plan, and a Draft Service Plan.

Mrs. Ennis Roughton stated that public transportation is the reason she joined the CAC, and it is a huge issue with the nonprofit and community groups she works with. She explained her background with public transportation and her interest in being involved with the potential transit service. She stated that so much of the low-income community in Downtown Brunswick has no transportation.

Mr. Hunter stated that if there were specific issues, she wanted to share with the transit staff, there are going to be a lot of opportunities moving forward. He added that they are starting to move forward with the process.

Mr. Farley asked about the vehicles to be used for the transit service.

Mr. Hunter stated that the specifics are not there and mentioned 30 to 40 passenger vehicles may be used in the beginning.

Mrs. Ennis Roughton asked if these were similar in size to the Coastal Regional Coaches buses.

Mr. Hunter stated that they would be slightly larger than those vehicles. He added that the determining the ridership is going to influence the size of the vehicles used. He mentioned that they would not be using the larger sized city buses as seen in larger cities like Atlanta.

Mrs. Ennis Roughton stated that those larger buses were used around 20 years ago and did not work as well, and that could be a cause of hindering the development of a transit service. She stated that the CRC-sized buses or slightly bigger would be a good place to start.

Mr. Gilligan asked that with the process ongoing and with a new set of county commissioners beginning at the start of the new year, are there plans to mention this to them and get them engaged about the transit system.

Mr. Hunter responded that this is on their radar.

Further discussion ensued about the potential transit service, including engaging the business community and health community.

Mrs. Hatcher stated that the new US Census data may change the shape of the urbanized area and may pull St. Simons Island into the contiguous urbanized area. She added that the transit service presentation is available on the BATS website. She stated that as the transit service process hits individual milestones, increasingly detailed presentations will be available for committee members to view and enable them to participate in stakeholder engagement with the city of Brunswick.

9. Public Comment

There were no public comments presented at this meeting.

10. Adjourn

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

Mr. Farley made a motion to adjourn the meeting. Mrs. Ennis-Roughton 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