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## **BATS MEETING MINUTES**

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### **Brunswick Area Transportation Study Technical Coordinating (TCC) Meeting**

Monday July 12, 2021 – 1:30 p.m.

Via Teleconference

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#### **AGENDA**

1. Welcome and Opening Remarks (Pamela Thompson)
2. Approval of Meeting Minutes – Action Item
  - a. Minutes from TCC meeting held on May 10, 2021.
  - b. Minutes from special called TCC meeting held on June 14, 2021.
3. BATS FY 2023 Unified Planning Work Program (UPWP) – Information
4. BATS Administrative Updates
  - a. BATS FY 2021 UPWP Administrative Modification
  - b. GAMPO Special PL Funding Applications
  - c. 5303 Transit Planning Grant Application
  - d. Special PL Funding Project (Bay Street Corridor Improvements)
  - e. Citizens Advisory Committee (CAC) Membership Drive - 2021
5. 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
6. Adjourn

**Brunswick Area Transportation Study**  
**Technical Coordinating Committee Meeting Minutes**

Monday July 12, 2021 - 1:30 p.m.

Via Teleconference

**ATTENDEES**

Committee Members

Pamela Thompson, Director, Glynn County Community Development (Chairperson)

Vernon Bessing, Glynn County Airport Commission

Marty Simmons, Glynn County School Board

Garrow Alberson, Glynn County

Paul Andrews, Glynn County Engineering

Maurice Postal, Glynn County Community Development

Katie Proctor, GDOT District 5

Ned Green, GDOT Planning

David Dantzler, Coastal Regional Commission

John Hunter, City of Brunswick

Others

Melissa Phillips, Integrated Science & Eng.

Vishanya Forbes, Transportation Planner, RS&H

Rachel Hatcher, Senior Planner, RS&H

Ian Newman, Transportation Planner, RS&H

## **1. Welcome and Opening Remarks**

The meeting was called to order at approximately 1:30 p.m. by Ms. Pamela Thompson, Chairperson of the BATS Technical Coordinating Committee. Ms. Thompson gave a brief welcome and moved on to the first agenda item.

## **2. Approval of Meeting Minutes – Action Item**

### **a. Minutes from TCC meeting held on May 10, 2021.**

Ms. Thompson addressed this agenda item. She stated that she is happy to entertain a motion to approve the minutes from the May 10<sup>th</sup> Technical Coordinating Committee meeting. Mr. Simmons made a motion to accept the minutes as presented without any necessary corrections. This was seconded by Mr. Dantzer. The motion was passed unanimously.

### **b. Minutes from special called TCC meeting held on June 14, 2021.**

Ms. Thompson addressed this agenda item. She stated that she is happy to entertain a motion to approve the minutes from the June 14 Special Call technical coordinating meeting held June 14, 2021. Mr. Andrews made a motion to approve the minutes. This was seconded by Mr. Simmons. This motion was passed unanimously.

Ms. Thompson asked Ms. Forbes if she would like to introduce RS&H's new team member. Ms. Forbes introduced the new team member that will be helping with project items related to BATS. Ms. Forbes introduced Mr. Ian Newman to the TCC and is on the line today with his camera on. Mr. Newman is located in the Atlanta Office but will be working on planning items related to BATS. Mr. Newman introduced himself to the committee and expressed his interest in working with members of the TCC.

## **3. BATS FY 2023 Unified Planning Work Program (UPWP) – Information**

Ms. Forbes announced that the first agenda item discussed at the meeting is the BATS FY 2023 Unified Planning Work Program. Ms. Forbes mentioned that BATS just closed out their FY 2021 UPWP on June 30 and are now beginning to operate under FY 2022 and will need to start working on developing the UPWP 2023 for next fiscal year. Ms. Forbes mentioned that BATS is currently in the process of finalizing the quarter four package and closeout documentation for FY 2021, so that BATS can submit that to GDOT for review. Ms. Forbes mentioned that staff will provide BATS with a copy of the final annual report of all FY 2021 activities once the process has been completed.

Ms. Forbes mentioned that a few highlights from fiscal year 2021 included that BATS successfully updated the BATS MTP along with St. Simons Island Sector Study (which was a successful PL study project). Further, Ms. Forbes mentioned that BATS successfully completed the Bay Street Corridor Improvement Study and that BATS was successfully awarded the MLK Altama Bicycle Corridor study.

Ms. Forbes mentioned that BATS also successfully updated their TIP and are now operating under the BATS FY 2021-2024 TIP. Ms. Forbes mentioned that BATS updated their Bylaws on their Public

Participation Plan to include that language on how to conduct meetings in a virtual environment going forward. Ms. Forbes further highlighted that BATS also remained consistent with making sure that the MPO was including their oversight agencies on all things BATS prepared in FY 2021 as well as that the MPO continues to make sure that whatever is being considered is brought to the TCC first, and then to the public, to carry out the comprehensive, cooperative, and continuous planning process. Ms. Forbes then mentioned that BATS also successfully carried out another Citizens Advisory Committee Membership Drive for 2021 that the BATS Policy Committee did act on and approve, so now the MPO has an almost fully re-instated Citizens Advisory Committee.

Ms. Forbes then highlighted that the BATS MPO FY 2022 UPWP, which the MPO is now operating under, started on July 1 and the planning priorities are to support the census update once those numbers become available to us. Ms. Forbes then mentioned that staff will also be reviewing all existing multimodal transportation studies within the MPO and that this was a highlight or one of the focus areas for the 2045 MTP. Staff will also continue to work with oversight agencies on expanding the virtual outreach for members not able to participate or would still prefer to stay in a virtual environment. Staff will also be ensuring that all the documents adopted in FY 2021 (MTP and TIP) staff is making sure that those objectives and goals and carry out our maintenance and administrative duties for monthly meetings and update our website and keep members abreast of all the information that passes through the staff level. Ms. Forbes then mentioned that staff will continue to work with the FHWA and GDOT to ensure that staff continue to perform our performance-based planning and relaying safety targets back to the MPO and publishing on the website once made available to us.

Ms. Forbes then showed a calendar for FY 2023 that shows BATS their schedule and that staff are in the July – October timeframe where staff think of priorities and things staff want to focus on, and then do our best during the development process, before being brought to the TCC in November for action. This will be adopted by June which gives BATS time before going into the next fiscal year.

Ms. Forbes then shared that a comment log was prepared following this meeting that can be filled out by the staff and can be published on the MPO website that can be downloaded and sent to Ms. Forbes over email and then take their comments and draft it into the development of the FY 2023 UPWP. Ms. Forbes and will be Ms. Forbes asked for questions on this UPWP update and there were no questions. She then asked Ms. Thompson if she could please continue to the updates, and Ms. Thompson approved.

#### **4. BATS Administrative Updates**

##### **a. BATS FY 2021 UPWP Administrative Modification**

Ms. Forbes mentioned that an administrative modification was carried out to the FY 2021 UPWP. Staff had to move budget around within phases and tasks to fulfil tasks that were completed. Staff had budgeted out different phases and tasks at the beginning out of anticipation and then it was rearranged at the end of the fiscal year to reflect what was spent in each phase and task. What staff had more work was operations and administration, which was reallocated remaining funding into that, but it did not affect the overall amount of funding for that FY 2021.

##### **b. GAMPO Special PL Funding Applications**

Ms. Forbes then mentioned that as a reminder, GAMPO Special PL Funding Application that there will be one due in September and one due in March and that there are no current projects currently being looked

at for submittal in September or March, so if there is a project that wants to put in an application for, please bring to us so that staff can work with you all to get that application submitted. Ms. Forbes then reminded the committee that the PL can only be used for planning and cannot be used for PE, ROW, UTL or CST phases of projects. Ms. Forbes shared that the funding split is 80% / 20%, with 80% being federal and 20% local with no minimum or maximum award size.

Ms. Forbes followed this by saying that the project must be reflected in the BATS UPWP and go through two cycles of MPO meetings prior to submittal. Staff have updated the schedule to reflect this timeline – a full 12 months to get an application submitted. The projects must also support the MTP goals, and projects must be competitively bid through a local, state and federally compliant RFP/FRQ process. This

Ms. Forbes then showed the updated schedule concerning the GAMPO/Special PL Funding Timeline. Now would be the time to start working on that to get a submittal by March to go through MPO cycles twice. Vishanya asked if there were any questions on the timeline. Ms. Thompson asked if staff need to ask the PC in an email separate in their next meeting. Ms. Forbes said staff could. Ms. Thompson felt that their direction would be coming from the Policy Committee. Ms. Forbes agreed.

**c. 5303 Transit Planning Grant Application**

Ms. Forbes then moved on to presenting an update on the 5303 Transit Planning Grant Application. Every year staff apply for PL as well as 5303 funding (which is funding for two fiscal years). Ms. Forbes presented the summary budget table for FY 2022 with line items that are in the grant application which once the cycle opens, staff will begin that application for you all and then submit it.

Ms. Forbes reminded the TCC that this process typically begins in September when applications are due in November, and March of the following year staff know if staff are awarded funds begin on new fiscal year which is typically July 1.

Ms. Forbes then showed the estimated 5303 amount which is a little over \$56,000 dollars this year.

**d. Special PL Funding Project (Bay Street Corridor Improvements)**

Ms. Forbes then mentioned that the Policy Committee acted on their last meeting on June 14 to approve the Bay Street Corridor Improvement study and the final report is now being packaged for publishing.

**e. Citizens Advisory Committee (CAC) Membership Drive - 2021**

The Policy Committee also acted on June 14, to approve the list of Citizen Advisory Committee members pulled together from the 2021 CAC membership drive, and staff hosted the new member orientation and training on July 1, 2021. They will be having their first meeting later that afternoon. Staff now have 12 members on the committee and have six remaining seats available. One member is recurring. Staff will continue the membership drive through August and September to see if staff can fill those remaining seats. Ms. Forbes then handed it back to Ms. Thompson for agency updates.

**5. Agency Updates**

**a. Glynn County Airport Commission**

Mr. Bessing provided the Glynn County Airport Commission's status on finishing up punch list items on parking lot that has been completed, and the other large project that is occurring is the calibration pad which Seaboard is currently working on.

There were no questions or comments for Mr. Bessing.

**b. Glynn County School Board**

Mr. Simmons provided the update on Glynn County School Board Projects mentioning that the School Board is working through plans for the move of Altama Elementary school to its new location further north on Altama Avenue. Mr. Simmons also mentioned that there would be a temporary location of Golden Isles elementary in the old Altama elementary school building. Two schools on Altama Ave. To start the school year August anticipated through January and then Golden Isles should move to its original location. Working through provisions now to make plans for traffic, busses, and additional foot traffic as it relates to the schools and changes in the school zone.

There were no questions or comments for Mr. Simmons. Ms. Thompson asked Mr. Andrews and Mr. Postal if they saw anyone from Public Works because they need to touch base with the school board to get the information on the new school zone locations, communicated. There was nobody from Public Works present. Mr. Postal was asked by Ms. Thompson will follow up after the meeting to ensure this action item would not be dropped. Mr. Postal agreed to do so.

**c. Glynn County BATS Transportation Project Update**

Ms. Thompson presented the county update. She opened the floor to any questions from those attending the meeting while looking at the table of the different transportation projects.

There were no questions or comments for Ms. Thompson concerning the Glynn County BATS Transportation Project Update.

**d. City of Brunswick**

Mr. Alberson provided the update that they are working on the City of Brunswick is working on the Magnolia Park Project and that Phase One of that project will be finishing up late this summer. Mr. Alberson mentioned that the City of Brunswick is working on getting the Phase Two out to bid, ideally finish Phase One and roll right into Phase Two this fall.

Mr. Alberson mentioned that the other project that is being worked on by the City of Brunswick is the Boardwalk Trail along 17<sup>th</sup> between Goodyear and the Causeway. Getting project kicked off, the consultant is working on the proposal on that and should have that by the end of the month. Get that project underway as well.

There was a question for Mr. Alberson on the status of the bus line by Mr. Simmons. John Hunter responded saying it will be updated in the transit agency section. There were no other questions concerning the City of Brunswick.

**e. GDOT District 5**

Ms. Proctor shared the update for GDOT District 5. Ms. Proctor mentioned that there are not many differences since the last time GDOT presented. Mr. Proctor noted that there is a change in the format to standardize the formatting, but otherwise the content is the same, when showing the Preconstruction Status July 21 project table. Ms. Proctor announced that there is a bridge replacement at Mackay River and the next milestone is PFPR. The major widening Project on Harry Driggers, one will let in August and

one will let to shelf in December. The bridge replacement at Dunbar Creek is still in concept development as well as the bridge replacement at Buffalo Creek. The roundabout at SR 25 and 99 will have its next milestone be FFPR and the State Route 25 at Darien River Bridge replacement next milestone will be Roundabout authorization.

Ms. Proctor shared that active construction projects resurfacing staff discussed the resurfacing SR 25 Gloucester between Base Street and Glenn, currently re-negotiating terms with the contractor concerning strapping revisions, but are anticipating that all these projects will be completed by the Fall of 2021. with and anticipate projects to be completed.

There were no questions nor comments for Ms. Proctor.

**f. Jekyll Island Authority**

There was no representative from the Jekyll Island Authority present at this meeting.

**g. Transit Agencies**

Mr. Hunter noted the announcements on behalf of the transit agencies. Mr. Hunter mentioned that they are still working on standup planning mainly focusing on potential routes and budgeting and cost of potential services. Mr. Hunter said that they have made some significant changes to what was originally recommended a few years ago mainly due to the overall cost of the services once gotten into the full planning. Mr. Hunter mentioned that they will be doing a full presentation hopefully during the July 21 city commission meeting to get clarify form commissioners and go forward with activating the service. Mr. Hunter mentioned that Mr. Tim Preece will be on the call later that afternoon (the Citizens Advisory Committee meeting) along with Mr. Hunter.

There were no questions nor comments for Mr. Hunter. Ms. Thompson asked if there were any other transit agencies on the line. Ms. Forbes confirmed for Ms. Thompson that there were no other transit agencies on the line. Mr. Dantzler from Coastal Region Commission then mentioned that there were no updates to report at this time. Ms. Forbes apologized to Mr. Dantzler for not seeing him in the meeting participants. Mr. Dantzler mentioned he arrived late to the meeting.

**h. Other Items**

Ms. Thompson asked if there are any other items for the good of the order. There were none.

**i. Public Comment**

Ms. Thompson then asked if there were any members of the public present at the meeting that wished to make a comment. There was no comment made.

**6. Adjourn**

Ms. Forbes was asked by Ms. Thompson if there was anything else that was needed for the meeting for the good of the order. Ms. Forbes said no and reminded those who attended about the next meeting. Ms. Thompson thanked those that will be at the Citizens Advisory Committee and thanked everyone for taking their time to attend the meeting today.

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BATS TCC Chairman

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Date