
BATS MEETING MINUTES

Brunswick Area Transportation Study Citizens Advisory Committee (CAC) Meeting

Monday September 13, 2021 – 4:00 p.m.

Via Teleconference
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AGENDA

1. Welcome and Opening Remarks (James Gilligan)
2. Approval of Meeting Minutes – Action Item
 - a. Minutes from CAC meeting held on July 12, 2021.
3. 5303 Transit Planning Grant Application – Action item
4. BATS FY 2023 Unified Planning Work Program (UPWP) – Information
5. GAMPO Special PL Funding Applications
6. BATS Administrative Updates
7. 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
8. Adjourn

Brunswick Area Transportation Study
Citizens Advisory Committee Meeting Minutes

Monday September 13, 2021 – 4:00 P.M.
Via Teleconference

ATTENDEES

Committee Members

James Gilligan (Chairperson)

Melissa Ennis-Roughton

Neil Ligon

Ed Farley

Margie Harris

Myrna Scott-Amos

Lance Sabbe

Jamaal Brown

Dylan Lukitsch

Roxanne George

Others

Rachel Hatcher, Senior Planner, RS&H

Vishanya Forbes, Transportation Planner, RS&H

Chris Cary, Glynn County

Ian Newman, Transportation Planner, RS&H

1. Welcome and Opening Remarks.

The meeting was called to order at 4:00 PM by Mr. James Gilligan, Chairman of the BATS CAC. Mr. Gilligan began by reviewing the meeting schedule. He stated that there were new committee members who did not attend the previous CAC meeting. Ms. Forbes was asked to introduce the committee members who were not able to attend the last CAC Committee Meeting. She mentioned that Ms. George notified her prior to the last meeting that she would not be able to attend, and that Mr. Brown noted that he had difficulty opening the link to attend the prior meeting.

Ms. Forbes introduced Mr. Cary, who is a new planner with Glynn County Planning Commission. Mr. Cary spoke briefly about his background. He has been with Glynn County for a little over one month after finishing his master's Program at Valdosta State University and worked in supply chain for ten years prior. He is a self-described lover of transportation and is particularly interested in bike transportation and bike lanes and alternative vehicles.

Ms. George introduced herself, and apologized for missing the last meeting and said that she is very passionate about racial equity and conservation. She sees transportation planning as a way of hitting goals regarding these topics and is primarily interested in transit, alternative vehicles, and employment opportunities without having to drive their own car.

Mr. Brown stated that he is originally from New York, Newark and Philadelphia and comes from many backgrounds. He has an MBA, has been a higher education educator for the last 15 years and has also worked in politics and corporate America. He added that transit was on every item in the political sphere in New York and is excited to bring the perspective of having lived in the city with the largest transportation system in the country.

There were no members of the public present at the meeting. Mr. Gilligan reminded committee members that BATS is still hosting meetings virtually due to a significant number of Covid-19 cases in the county and that BATS meetings will be virtual for at least the remainder of calendar year 2021. He added that Ms. Forbes will send an email one week before meetings are scheduled to remind members of the committee of the upcoming meeting. Mr. Gilligan mentioned that the committee keeps these meetings consistent from 4-5 PM but will sometimes go over that time and on the county website there is the meeting agenda and meeting minutes from the previous meeting.

Mr. Gilligan asked the committee members to review the meeting agenda and minutes from the previous meeting before each CAC meeting as approving the meeting minutes is the first action item of each meeting. He stated that at the end of the meetings there is time to discuss interesting transportation topics.

2. Approval of Meeting Minutes – Action Item

a. Minutes from CAC meeting held on July 12, 2021.

Mr. Gilligan asked for a make a motion to approve the minutes from the meeting prior. Mr. Farley made a motion, and this motion was seconded by Mr. Sabbe. The motion passed unanimously.

3. 5303 Transit Planning Grant Application – Action Item

Ms. Forbes addressed this agenda item. She gave a quick refresher of what the transit grant application entails for the BATS MPO. She stated that we are now in the FY 2023 UPWP which has the approved funding amount for FY 2023. This operates slightly different than the UPWP PL Funding because it provides funding for two years as opposed to one year. She explained that the application is due on November 1, but BATS must act prior to the CAC November 8th meeting. She reviewed the different activity line items that are already approved by the committee and added that the resolution must be signed by the PC chairman so that we can put the application packet together and submit by the deadline. She mentioned that the activity line items are the ones that BATS typically support the City of Brunswick and Glynn County with throughout the fiscal year.

Ms. Forbes reviewed the typical timeline for the 5303 funding application, with the application period from September 10 to November 1. Funding allocations are complete (typically from GDOT Intermodal) in March 2022 and the Notice of Intent to award, and FTA application is submitted, with funds awarded to recipient on July 1.

Ms. Forbes highlighted the FY 2023 FTA 5303 estimates with their funding sources and amount of estimated dollars. She stated that this is included in the FY 2022 UPWP and that BATS is estimated to receive a little over \$56,000 in 5303 Transit Planning Grant Application for the upcoming fiscal year (FY 2023).

There were no questions or comments.

Mr. Gilligan reminded the committee that they can ask what acronyms mean and that in transportation there are numerous acronyms. He stated that FTA stood for the Federal Transit Administration and that this agency is the funding source for all transit projects in the country. He called for a motion to recommend that the BATS Policy Committee approve the FY 2023 5303 grant application resolution and authorize the Policy Committee Chair to fully execute the grant funding application. Mr. Ligon made the motion. Mr. Farley seconded the motion, and the motion was passed unanimously.

4. BATS FY 2023 Unified Planning Work Program (UPWP) - Information

Ms. Forbes stated that the FY 2023 Unified Planning Work Program (UPWP) is underway and that there is a draft document that is being reviewed by MPO staff. After the July 12 CAC meeting a form was circulated for members to provide input regarding planning priorities for the draft FY 2023 UPWP to incorporate comments and feedback regarding the FY 2023 planning priorities. She added that BATS staff received minimal feedback from the CAC as of August 30, 2021, but the feedback staff did receive was incorporated into the draft UPWP.

Ms. Forbes reviewed the FY 2023 UPWP Calendar of Activities. She mentioned that BATS staff is in the process of developing the UPWP, and that at the November meeting we will be presenting to the policy committee for a 30-day release of public comment period. She stated that there will be ample time provided for mark-up by oversight agencies before it is available for a 30-day public comment period.

Ms. George asked if the date at which committee members would receive this draft would be the beginning of November and Ms. Forbes confirmed and responded that it would be one week prior the next CAC meeting which is on November 8. Ms. George asked if at that point if it would be okay to share the draft with other folks in the community and Ms. Forbes said it would not be. She stated that this would not be shared with the general public until the 30-day public comment period in December. Members of the general public will have 30 days to send a comment form to BATS staff to provide input. Ms. Forbes explained that when the CAC receives the draft document prior to the meeting on November 8, it is only for their feedback and the public review it.

Ms. George asked that if there are substantial changes to enact, what the process would be.

Ms. Forbes replied that pending those changes, BATS staff will make those adjustments before bringing the draft document to the Policy Committee before their next meeting.

5. GAMPO Special PL Funding Application

Ms. Forbes reminded the committee that BATS has missed the September round of Special PL Funding and that the next round of GAMPO Special PL funding applications are due in March 2022. These are planning funds only and cannot be used for PE, ROW, UTL or CST phases of projects. Funding is at an 80% federal and 20% local match/split with no minimum or maximum award size.

Mr. Gilligan added that GAMPO stood for the Georgia Association of Metropolitan Planning Organizations, and that BATS is a member of this association.

Ms. Forbes mentioned that BATS staff have been in coordination with the MPO director and are actively working on a proposal for the March 2022 submittal concerning the study that has been proposed by the County for Sea Island Road in conjunction with the CR 583/Sea Island Road @ Dunbar Creek Bridge Replacement project which is in the FY 2021-2024 TIP. Glynn County would be the local project sponsor. She continued that a prerequisite for a study to be considered by GAMPO it must be present in the UPWP, support the BATS 2045 MTP, and go through two cycles of MPO meetings prior to submittal.

Ms. Forbes went on stating that during the development of 2045 MTP that was adopted in August 2020 data indicated that the Sea Island Rd. to Demere Rd. corridor has a Level of Service (LOS) D and with a 2045 "Do Nothing" scenario projection of LOS F. Between coordination with the MPO and oversight agencies, it was recommended that BATS staff complete a GAMPO application to study additional needs for this roadway. BATS staff is developing an application packet for submittal to get funding to further study this corridor.

Ms. Forbes showed the map of Sea Island Road @ Dunbar Creek with the project limits highlighted in purple. She highlighted snippets from the BATS 2045 MTP with the data that showed that the roadway was at LOS D and that the future year projection was at LOS F, and its Volume to Capacity ratio exceeding 1.00 (1.01).

Ms. Hatcher explained Level of Service (LOS) to committee members. She stated that the last score considered acceptable is D by GDOT. She mentioned that corridors with a Level of Service F have reached failure. She stated that this corridor is operating at a level of service D, but by 2045, based on the volume to capacity analysis, it would be operating at a failing (F) level of service if a do-nothing scenario is implemented. She added that there is a bridge replacement project that needs to occur because of the bridge rating, but the current project is a lane-to-lane replacement. Glynn County Commissioners met with the GDOT staff, board members, state reps, and the discussion concluded that the BATS MPO needs to reevaluate if the bridge needs to be widened, and what that phasing and staging should look like to not close off this major corridor.

Ms. Hatcher stated that there was considerable discussion, and a request was made to put this forward as a study, and to complete deliverables concerning the scoping of an additional project.

Ms. Forbes continued by reminding committee members that BATS staff is developing this application with the project fee at an estimated \$120,000, and the study deliverables expected are:

- Alternatives for roadway widening and bridge widening that would support the current project #0014914 in the TIP

- Schematics showing widened roadway and bridge alignments with bicycle and pedestrian infrastructure (if warranted) and integration with signalized intersections
- Cost estimates for these recommendations
- Public and stakeholder engagement as well as presentations made to the BATS committees and Glynn County during different milestones of the project, like the MTP and Bay Street Corridor project done as a GAMPO Special PL funding project

Ms. Forbes showed the overview of the current GAMPO/Special PL Funding schedule and currently BATS staff is presenting the updated scope and fee to the CAC and TCC. She stated that it would be presented to the PC in October and built to reflect the required two cycles of MPO meetings. She added that it will be presented to the Policy Committee and incorporated into the UPWP before sending the application packet to GAMPO.

Ms. George asked if the current usage was measured against the modeling prior to 2015.

Ms. Hatcher responded that BATS staff did evaluate the year over year transportation volumes and Volume to Capacity along the corridor and that from 2015 to 2018 a year over year increase of 16% was observed in the volumes which would further degrade the capacities. It was shown in 2019 this increase continued, and in 2020 there was a decrease in volumes to traffic, but this was an anomaly. She mentioned that monitoring of these numbers is going to continue, but there is an expectation that this increasing trend will continue.

Ms. George asked if other projects were considered in the application and Ms. Forbes replied not in this timeline and that there were a few considerations from the county but that they are not eligible.

There were no additional questions or comments.

6. BATS Administrative Updates

a. FY 2021-2024 TIP Amendment/Modifications

Ms. Forbes stated that BATS staff received a notice from the GDOT Office of Planning on September 10, 2021 to perform an amendment and administrative modification to the FY 2021-2024 TIP. She mentioned that for the Sea Island Rd at Dunbar Creek Bridge Replacement project, an administrative modification for the program year of 2021 be moved out to 2024 for the ROW phase, and for the CST phase from FY 2024 to Long Term was requested. The funding amount will stay the same. There is a request to move out the ROW from FY 2021 to FY 2022 for the SR 25 Spur East at Mackay River project. This project has increased from \$382,867 to \$390,524. The program year for the UTL phase has stayed the same at FY 2024, but the funding amount changed from \$1,785,000 to \$2,247,108, which requires an amendment to the FY 2021-2024 TIP. The amendment will be presented to the

Policy Committee for action so the updated TIP document will be released for a 30-day public comment period. The amendment has been changed on pages 25 and 32 on the TIP document. She added that the TCC acted earlier that day to recommend approval by the Policy Committee.

Mr. Gilligan asked for a motion to be made to recommend that the BATS Policy Committee approve the FY 2021-2024 TIP Amendment per GDOT's request and release for a 30-day public comment period. Mr. Sabbe made a motion to approve and Ms. Ennis-Roughton seconded. The motion passed unanimously.

b. GA FLAP Call For Projects Alert (FY 2023-2026)

BATS staff received an update from FHWA that they are doing a call for projects for the FLAP Grant which will be open from FY 2023 to FY 2026. The call for projects application period opens on November 1, 2021 and runs through February 1, 2022. Ms. Forbes stated that an estimated total of \$11.3 million dollars that will be available for programming in the state of Georgia. She reminded the committee that BATS did act in FY 2018 to support a FLAP grant application for the Frederica Rd. at Christchurch realignment project that took place. The MPO did write a letter supporting the Frederica Rd. application. She explained the purpose of the FLAP grant, what it could be used for, where projects can be located, and that materials that were sent to BATS staff were included as part of the meeting packet and are available on the MPO website. Detailed information can be downloaded from the FHWA.

There were no questions or comments.

c. GAMPO Fall Meeting

Ms. Forbes spoke briefly on this agenda item. She stated that the GAMPO Fall Meeting is scheduled for September 27, 2021. She added that BATS staff has received many questions on when the MPO will be returning to in-person committee meetings, which was addressed per a notice in the Georgia Open Meetings Act. BATS staff is in coordination with peer MPOs and this item will be further discussed at the upcoming Fall GAMPO meeting. BATS staff will provide updates following this meeting.

d. Annual Title VI Questionnaire

Ms. Forbes stated that the Annual Title VI Report for BATS has successfully been completed and submitted to GDOT on behalf of the MPO. She mentioned that this is essentially all the work that has been done over the past FY to ensure that minority groups and disadvantaged members of the planning area have been receiving materials when they are being published and that persons with Limited English Proficiency (LEP) groups have meaningful access to the programs, services and

information that BATS provides. BATS staff have successfully filled out the Title VI Questionnaire documenting all the activities BATS does to support Title VI in its planning efforts.

Ms. George asked if this report is something committee members will have access to, and Ms. Forbes responded that she believes BATS staff can provide access and that she will coordinate with GDOT to see if it can be made available.

e. GDOT Transit Subrecipient Workshop 2021

Ms. Forbes stated that the GDOT Transit Subrecipient Workshop was held last week. This workshop features different transit highlights around the state. One highlight that was included is the Transit Development Plan Guidebook which is essentially a step-by-step guide for transit agencies around the state on how to develop long-term transit plans. She mentioned that discussed at this workshop was the Let's Ride Campaign & Let's Ride app that is being rolled out, which promotes greater awareness of rural transit services. There were spotlights on the new transit services that were started in the current fiscal year, including a service in Valdosta, the City of Gainesville and the Southern GA Regional Commission.

Ms. George asked if any new place that implemented new transit services used fixed route or all on-demand.

Ms. Forbes responded that Valdosta and Gainesville were considered small urban and have decided to move forward with on-demand system.

Mr. Brown asked if minority status includes people with disabilities.

Ms. Forbes replied that it does and that all Title VI accommodations include populations with disabilities.

There were no additional questions or comments.

7. Agency Updates

a. Glynn County Airport Commission

Ms. Forbes stated that the compass calibration pad is finished at the airport and Seaboard is working on the asphalt taxiway at the airport. The parking lot is complete and finished, and that Topsy McFly will be the café that operates at the airport.

b. Glynn County School Board

Ms. Forbes stated that there were no major updates, but that the school district has moved to the new Altama Elementary School, and a temporary location for Golden Isles Elementary School has no problems with traffic.

c. Glynn County

Ms. Forbes mentioned that there is a project sheet that lists the ongoing projects in the county and if members have questions on county projects, to email herself or Mr. Cary.

d. City of Brunswick

Ms. Forbes briefly provided City of Brunswick updates. Phase I of Magnolia Park project is complete and the city has received bids for Phase II and will be taking this to their commission in October to get this project approved for Phase II. The city will also take bids for a contract on the boardwalk trail between Overlook Park and the St. Simons Causeway . Ms. Forbes mentioned that special planning funds are out for the MLK-Altama Bike Study with the completed RFP packet and that hopefully by the next meeting a consulting firm will be selected.

e. GDOT District 5

Ms. Forbes mentioned that there are 7 projects in preconstruction from GDOT presented at the TCC meeting. Ms. Forbes added that SR 25 FM CR 372/Yacht Rd. to CR 415/Harry Driggers was set to let in August but both bids were rejected, based on additional comments from Mr. Pittman, and that they have been put back out and are looking for a let date in late November. She stated that Ms. Thompson asked that the district office work with the City on the resurfacing projects on SR 25 Conn (Gloucester) from SR 27 to SR 25 and the resurfacing on SR 25 from N of SR 303 extending S of Sidney Lanier Bridge. There are major events going on in the downtown so they wanted to coordinate to make sure it would not be an issue with these events.

f. Jekyll Island Authority

Ms. Forbes stated that they are finishing up an approximately \$700,000.00 bike path revitalization project and taking some of the asphalt bike paths and milling them and placing concrete wider bike paths in their place. Jekyll Island Authority is also working with the GDOT Office of Programming to deliver an atlas to try and get a design financed to take the bike path from 17th and the Jekyll Island

Causeway (SR 520) to the tollbooth/guest information welcome center. The Authority is trying to get this design so that When funds are available they can go with the design.

g. Transit Agencies

Ms. Forbes stated that there were no updates from the Coastal Region Commission. Mr. Hunter from the City of Brunswick is working on designing public outreach information and getting out to the public on what has been done so far in transit planning in late September and into early October, and then going back to the city commission by the end of the year with a presentation on the plan on how our transit will take shape. She added that once there is a date, it will be sent to BATS staff and then committee members will be alerted to when this presentation will be.

h. Other Items

Ms. Forbes stated that action was taken to keep the threshold at 50,000 for the MSA alert that BATS staff put together a letter to submit on behalf of the MPO. She added that new census data is coming in which is based on FTA and are expecting to get these numbers by May 2022 to start looking at where urban boundaries in the counties have shifted. FHWA will provide a schedule of when this data will be released as they have received some requests from GDOT on this 2020 Census data.

Mr. Gilligan stated that MSA stood for Metropolitan Statistical Area and that this is important because in the county there is a potential change from 50,000 residents to 100,000 residents and Glynn County falls under the 100k residents. He added that had that change occurred BATS would have been disbanded as they would not be considered an urbanized area. He shared that there were many questions on the city's transportation planning effort and that he attends the Policy Committee meetings. He mentioned that during the last PC meeting, he explained that members of the CAC want to be engaged in the process of this initiative. He asked committee members to think of questions and comments as the members of the CAC are considered the community resident members.

Ms. Ennis-Roughton then asked if the county's role could contribute to this project, and Ms. Forbes confirmed that the county could contribute and or be part of this project but the city took the initiative and adopted the responsibility of being the local sponsor.

Ms. Forbes stated that there has not been an official vote, but the city identified themselves as the local sponsor.

Mr. Gilligan added that Ms. Thompson mentioned that she would approach county commissioners to have internal discussions with them to open the discussions about transit in the county again and will keep the CAC Chairman in the loop.

Ms. George stated the importance of the County as three times as many people go into the city for work versus commuting from the city to the county.

Ms. Ennis-Roughton pointed out that the CRC can provide limited services to non-residents of Brunswick, and that the city is excluded from this as being part of the urban core.

Mr. Gilligan stated that this is rural transportation, and that the demographic of people that use the CRC are elderly people for doctor's appointments. Mr. Gilligan mentioned that the investment for transit is significant, and that the citizens voices being heard is a critical component in the process before initiatives get through.

i. Public Comment

Ms. George asked if she could have a recording of this meeting and Ms. Forbes answered that that is not allowed as recordings are used for internal purposes to write the meeting minutes, which are made available to committee members. She added that presentation slides will be made available and detailed discussions are documented in the meeting minutes.

Mr. Gilligan asked if Ms. Forbes can send the link to where meeting minutes are hosted on the BATS website and Ms. Forbes agreed to do so.

Ms. Forbes stated that the next meeting will be November 8, 2021. She mentioned that she noticed that several members aren't present and asked committee members to let BATS staff or Mr. Gilligan know if there is a better meeting time. She asked Mr. Gilligan if any member reaches out to him directly to please let her know. She committee members that if they miss two meetings without an emailed note of absence they will be placed on a list and BATS staff will reach out to them, but if not, then the seat is forfeited.

Mr. Gilligan added that proxies are also an option but to let him know prior to the meeting.

Ms. Harris asked for a form to be sent to her to ask for a different time for the meetings due to a conflict she has.

Mr. Gilligan responded that the day of the week is fixed but the time is flexible. Ms. Forbes said that once forms are submitted it can be acted upon as an action item, and Mr. Gilligan mentioned that the committee members need to keep BATS staff in mind when making the meeting times as well.

8. Adjourn

Mr. Gilligan called for a motion to adjourn. Mr. Farley made the motion to adjourn and Ms. Ennis-Roughton seconded. The motion passed unanimously and the meeting was adjourned.

BATS CAC Chairman

Date