
BATS MEETING MINUTES

Brunswick Area Transportation Study Policy Committee (PC) Meeting

Monday, December 10, 2018 - 1:30 p.m.
Harold Pate Building
1725 Reynolds Street, 2nd Floor Conference Room
Brunswick, GA 31520

AGENDA

1. Welcome and Opening Remarks (Michael Browning)
2. Approval of Meeting Minutes- Action Item
 - a. Minutes from PC meeting held on October 1, 2018
3. 2019 Meeting Calendar Schedule – Action Item
4. Draft FY 2020 Unified Planning Work Program (UPWP) – Action Item
5. BATS Certification Review and Audit - Information
6. BATS 2045 MTP Status Update - Information
7. Transit Planning Update – Information
 - a. FY 2020 5307 Application
8. BATS Administrative Updates
 - a. FY19 UPWP Administrative Modifications
 - b. GAMPO/ Special PL Funding Update
 - c. Citizens Advisory Committee Update
 - d. Public Outreach: Website Redesign
9. Agency Updates
 - a. Update on Airport Projects
 - b. Update on School Board Projects
 - c. Update on County Projects
 - d. Update on City Projects
 - e. Update on GDOT Projects
 - f. Other Items
10. Public Comment
11. Adjourn

Next Policy Committee Meeting: Monday, December 10, 2018

Brunswick Area Transportation Study
Technical Coordinating Committee Meeting Minutes

Monday, October 1st, 1:30 p.m.
2nd Floor Conference Room
W. Harold Pate Building
1725 Reynolds Street, Brunswick, GA 31520

ATTENDEES

Committee Members

Michael Browning, Chairman of BATS Policy Committee
Robert Burr, Director of Glynn County Airport Commission
James Drumm, Brunswick City Manager
Pamela Thompson, Director, Glynn County Community Development Department
Cornell Harvey, Mayor, City of Brunswick
Alan Ours, Glynn County Administrator
Tom McQueen, Georgia Department of Transportation (GDOT)
Woody Woodside, Director of Brunswick/ Golden Isles Chambers of Commerce
Bill Brunson, Chairman of the Board of Commissioners, Glynn County
Julie Martin, City of Brunswick
Jones Hooks, Jekyll Island Authority

Others

Allan Booker, Glynn County Commissioner
Byron Cowart, GDOT District 5
Garrow Alberson, Engineer, City of Brunswick
Rachel Hatcher, Senior Planner, RS&H
Maurice Postal, Glynn County Community Development Planner
Cassius Edward, GDOT
Bren Daiss, City of Brunswick
Ely Zarka, Glynn County Community Development Planner

Teleconference Participants

Matthew Risher, GDOT representative
Vishanya Forbes, Planner, RS&H

1. Welcome and Introductions

The meeting was called to order at approximately 1:30 pm by Commissioner Browning. Commissioner Browning gave the welcome and asked everyone to introduce themselves. He then continued to the next agenda item to approve the meeting minutes from the last PC meeting held in October.

2. Approval of Minutes – Action Item

a. October 1, 2018

Commissioner Browning addressed this agenda item. He stated that once committee members have reviewed the minutes from the BATS meeting held on October 1, 2018 he would call for a motion. The minutes were reviewed and Mr. Robert Burr made a motion to approve the meeting minutes as presented. Mr. Bill Brunson seconded the motion. The motion was passed unanimously.

3. 2019 Meeting Calendar Schedule – Action Item

Commissioner Browning spoke on this agenda item. He asked committee members to review the BATS 2019 meeting calendar and review for action. Mrs. Hatcher stated that there are two dates on the calendar that conflict with national holidays in 2019, Columbus Day, October 14th and Veterans Day November 11th. She added that staff has made recommendations on how to adjust the calendar that follows the frame work of the adjusted 2018 calendar. Mrs. Hatcher stated that the recommended adjustments are to move the October meeting to the 21st and the November meeting to the 18th. She continued stating that the BATS TCC and CAC have reviewed the staff recommendation and recommend approval of the adjusted schedule.

Ms. Julie Martin from the City of Brunswick asked if it would be best for the committee to vote on the matter. Mrs. Heather replied stating that yes, this item required the committee to take action.

Ms. Martin then made a motion to approve the 2019 meeting calendar with the recommended date adjustments. Mr. Jones Hooks seconded the motion. The motion was passed unanimously.

4. Draft FY 2020 Unified Work Planning Program (UPWP) – Action Item

Mrs. Hatcher spoke on this agenda item. She provided the committee with a brief background on the Unified Planning Work Program (UPWP). She stated that each year around the same time staff will bring a draft UPWP before the committee according to the approval schedule. She stated that the draft UPWP is presented to CAC, TCC and PC for approval to be release for a 30 day agency and public comment period. She continued saying that the once the 30 day comment period closes, staff will bring the document back to the committee for action. She irritated that the UPWP highlights the actions that the MPO will be taking for the next fiscal year, an annual statement of work that includes:

- Descriptions of planning activities and products in detail
- Responsible parties
- Timeframe for completing the work
- Cost for each identified effort
- Funding source

In addition, the UPWP describes in great detail tasks that were done in the previous fiscal year. She further added that the frame work of the tasks and phases is adopted by Federal statue in which the MPO is required to work. Mrs. Hatcher then shared the detailed FY 2020 UPWP schedule of activities and

summary budget table with the committee, highlighting the line item special Transportation Studies. She stated that in previous years that line item indicated \$0.00 however, with the BATS recent successful special studies applications, funding for those projects will be reflected in that line item. She reiterated the deadline for adoption and emphasized the importance of having an adopted UPWP before the beginning of the next fiscal year.

Mrs. Hatcher then stated that The TCC and CAC both reviewed the document at their last meeting and unanimously recommended approval for 30 day comment period release. She then presented the suggested motion to the committee and asked if anyone had additional questions regarding the Draft FY 2020 UPWP.

Commissioner Browning thanked Mrs. Hatcher for presenting on that agenda item and proceeded to ask for additional comments and a motion.

Ms. Julie Martin stated that she would like to know if, in addition to the typical public notices that are done for a 30 day public comment period, "is there anything that can be done, whether press release or anything that would make this a news worthy item?" she added that this might generate more awareness that will pull the public to the website to leave there comments.

Mrs. Hatcher responded that staff would explore additional mediums.

Ms. Martin then made a motion to approve the draft FY 2020 UPWP for release for a 30 day public comment period. Mr. Bill Brunson seconded the motion. The motion was unanimously passed.

5. BATS certification Review Audit – Information

Mrs. Hatcher spoke on this agenda item. She stated that staff was very excited to have participated in the triannual certification review and audit with representatives from the Georgia Department of Transportation (GDOT) and Federal Highway Administration (FHWA). She added that during the audit they review all the BATS policies and procedures, along with core documents and requirements for the MPO to ensure that the MPO was meeting all the Federal legislative requirements. Mrs. Hatcher further stated that GDOT will be issuing a report at the end of the calendar year, that the Policy Committee will have the opportunity to review the document after the first of the year and take action at their next meeting to adopt their findings/recommendations.

Mrs. Hatcher added that unofficially she believes they were very pleased with more commentary about the BATS MPO exceeding expectations rather than minimally meeting it. She added that there was also feedback on areas where the MPO could work towards some adjustment to how the MPO operates, such as updating core documents that were established in the early 90's that formed BATS. She then asked Ms. Pamela Thompson, Director of Glynn County Community Development department if there was anything she would like to add.

Ms. Pamela Thompson added that "it is called a certification review and if we don't meet the criteria for appropriately operating our MPO, we would lose the ability to spend those PL funds or access them so it is a big deal that we get certified." She added that BATS had been underperforming as an MPO until Mrs. Hatcher and her team at RS&H came on board. She further stated that the committees have worked really hard with Mrs. Hatcher and her team over the past year to get BATS up and running and certified and she

hopes they will continue to work to improve. Ms. Thompson then thanked the committee members for working with staff in getting all documents signed and approved in a timely manner over the past years.

The committee then engaged in discussions about the certification review and audit process.

6. BATS 2045 MTP Status Update – Information

Mrs. Hatcher spoke on this agenda item. She stated that there has been a lot of discussions about the core requirements of the MPO and the Metropolitan Transportation Plan (MTP) is the most important document that the MPO will produce. She stated that this document is required for an update every 5 years and the last one adopted by BATS was in October of 2015. Mrs. Hatcher added that the 2045 MTP is currently underway. She added that the special funding application that was submitted in September was to expand the scope of the MTP to include a St. Simons island sector study and to incorporate a more robust long range plan.

Mrs. Hatcher stated that since the approval of the special funding by the GAMPO committee staff has been coordinating with GDOT to finalize the terms of funding contract which should be by the end of December or early January. She stated that in anticipation of the contract staff has been putting together a RFP package that will be put out for public bid around March.

She added that the committee will see a lot of activities happening in the spring of 2019 as the MTP sets the framework for any projects to be funded as they must be on the fiscally constrained project list. She continued saying the socioeconomic base year data development will be a staff led effort and will be ready to hand over to consultants coming onboard.

Mr. Hooks asked who if they had an idea who the consultant team might be. Ms. Thompson replied stating that they do not know at the moment but it will not be Mrs. Hatcher's team as they are currently staff support to BATS.

The committee engaged in further discussions about the 2045 MTP update.

7. Transit Planning Update – information

Mrs. Hatcher provided the committee with the ongoing transit planning activities. She stated that staff made a lot of progress in an extremely short timeframe in the past month. She continued saying that in November, the City of Brunswick identified that they wanted to become the transit sponsors for grant funding applications. She added that a resolution as sign by the City of Brunswick on November 7, 2018 authorizing the submittal of the FY 2020 5307 funding application. Mrs. Hatcher told the committee that the application as submitted to the Georgia Department of Transportation Intermodal on November 30, 2018. She stated that staff supported the development of the application and coordinated with oversight agencies to ensure compliance. Mrs. Hatcher added that the only outstanding requirements that are allowed to be submitted after that will come through the Policy Committee is the amendment of the FY 19 UPWP and the FY 2018-2021 TIP to include the anticipated funding task and descriptions.

Mrs. Hatcher further state that this required action does not make BATS responsible for the match but rather that in the planning area these funds will be received and these activities will be ongoing.

Mr. Woodside asked what the funding amount was. Mrs. Hatcher responded stating that the number is a bit influx as they were initially presented with an understated amount. She stated that it was a little under

\$600,000.00 on the first application, however there is an opportunity to apply for the enhanced/higher amount.

The committee engaged in discussions about 5307 funding and transit planning.

Mrs. Hatcher then spoke about the next steps toward transit planning. She added that next important action will be to establish implementation timeline and local match funding source(s). This would be followed by efforts to:

- Finalize details of workshops and peer exchange
- Continue to coordinate with local providers
- Complete update to 2009 Transit Implementation Study

The committee engaged in further discussions pertaining to transit planning implementation timeline. There were no additional comments/ questions. Mrs. Hatcher added that staff will continue to provide updates as they work through the next steps.

8. BATS Administrative Updates

a. FY19 UPWP Administrative Modifications

Mrs. Hatcher spoke on this agenda item. She stated that on October 8, 2018 staff carried out an administrative modification to the FY 2019 BATS Unified Planning Work Program (UPWP). She told the committee that the administrative modification was done for financial balancing purposes to reallocate funds from various phases and tasks needed to support ongoing MPO activities along with incorporating the funding for special transportation studies approved by the Policy Committee on August 13, 2018.

She added that all activities in the UPWP remain the same as detailed in the approved work program with the exception of sub-element 4.13 Special Transportation Studies.

b. GAMPO / Special PL Funding Update

Mrs. Hatcher provided the committee with a brief overview of the GAMPO Special Funding. She stated that the committee has the opportunity every March and September to submit applications. She continued saying that the TCC recommended two projects for submittal in September which were approved however, two were left unfunded as a result of the strategy that was discussed at the time. She added that the:

- MLK Bike Route Study -\$80,000
- Bay Street Corridor Study -\$120,000

Were also considered valid by GDOT/FHWA and are still available for future submittals. Mrs. Hatcher added that the Policy Committee will be asked to take action in February if the decision is to move these projects forward. The projects will be presented to the Technical Committee and Citizens Advisory Committee for review and recommendations. She reminded the committee that 20% of the project cost is required to be a cash match by the locals and cannot be covered with in-kind activities.

The committee engaged in discussion about projects for submittal to GAMPO in March 2019 and 20% local cash match.

c. Citizens Advisory Committee Update

Mrs. Hatcher spoke on this agenda item, she told the committee that staff hosted a make-up session for the BATS Citizens Advisory Committee (CAC) new member orientation and training on November 13, 2018, where 1 of 4 remaining new members were present. She added that staff also hosted the first CAC meeting on November 19th which was really exciting.

Mrs. Hatcher added that to date, approximately 85% of the appointed members have completed the orientation and training. She added that the final orientation session will be offered for remaining members (3) with an opportunity for webinar participation. Remaining seats available are:

- Brunswick At-large - 1
- Glynn County – 3
- Regular members – 1

d. Public Outreach: Website Redesign

Mrs. Hatcher provided the committee with a brief overview of the BATS MPO website redesign and update, including before and after snapshots. She told the committee that this effort was also carried out in preparation for the BATS certification review and audit. Mrs. Hatcher stated that some changes to the MPOs website included:

- More user friendly tabs
- Updated text and content
- Addition of Title VI elements
- Development of interactive story maps featuring all current TIP projects.

She added that the website redesign and update is an ongoing effort for the MPO staff. She also encouraged committee members to visit the website and provide feedback.

9. Agency Updates

a. Update on Airport Projects

Mr. Robert Burr provided update on the airport projects. He used PowerPoint presentation to provide the committee with updates of the Airport Commission Capital Improvement Program. He added that the projects highlighted in the presentation are projects that have been identified as priorities and are seeking funding for over the next two years. These include:

- Brunswick Golden isles Airport –ARFF Facility Evaluation & Replacement (NEPA Clearance \$19,179, and Design & Bid \$542,638)
- Brunswick Golden Isles Airport- Compass Calibration Pad- (Env/Design/DBE \$222,191 and Construction \$2,318,000)
- Passenger security Terminal Improvements - Design & bid \$67,200
- Passenger Terminal Parking lot Expansion and Signage- Design & Bid \$67, 200
- Brunswick Golden Isle Airport – Environmental \$370,406
- Brunswick Golden isle Airport – North Apron - \$3,027,900 – Phase 1, 2, and 3 were recently completed.

- St. Simons Island Airport Runway 4-22 C-II Study, ATCT Feasibility Study and Land Use Plan - \$149, 269
- St. Simons Island Airport Skylane Taxiway Development Phase II (Env/Bid/Construction) – 1,570,187
- St. Simons Island Airport-Taxiway “D” Extension & Connector (Environmental & Design) - \$ 184, 064
- St. Simons Island Airport Air Traffic Control Tower Siting Analysis - \$70, 225

b. Update on County Projects

Ms. Pamela Thompson provided an update on the Glynn County projects. He mentioned that there was a list of current projects provided to committee members prior to their meeting. Ms. Thompson then asked if committee members had any questions regarding the transportation projects. There were no comments or questions. She added that majority of the County projects listed were moving forward or currently underway.

c. Update on City Projects

Mr. Alberson provided an update on City of Brunswick projects. He stated that they recently completed the pedestrian and bike/ped trail on US 17. He added that there \$1.5 M project for resurfacing currently underway. Mr. Alberson told the committee that L Street is not included in this project as it is being treated separately. He stated that the city plans to rebuild L Street between Martin Luther King and US 17 that should kick off in January.

Commissioner Browning asked Mr. Alberson for details on where the L street projects starts and ends. He responded saying the project length is MLK to Stacey Street. He added that the project is divided into three phases to avoid complete closure and minimize rerouting traffic.

d. Update on GDOT Projects

Mr. Cowart provided an update on the GDOT projects. Mr. Cowart stated that there was a GDOT project sheet provided for committee members.

- Concepts were approved for the Mackay River project.
- Right of way acquisitions are ongoing for the SR 25/US 17 project from Yacht Drive to SR 99.
- Project schedule has been approved for the SR 25/US 17 @ SR 99- Roundabout
- SR 32 / SR 99 widening from SR 99 to I-95- Preliminary design and environmental work is ongoing.
- The project at SR 32 at Little Buffalo Creek – Project to be included with SR 99 widening project (P.I. 0001036)
- Railroad signing and marking upgrades at various locations in Brantley, Glynn and Ware Counties are 50% completed. Expected completion in winter of 2019.
- Bridge Rehabilitation at various locations in Glynn County with an anticipated completion in Fall 2019.

e. Other Items

10. Public Comment

There were no comments from the public.

11. Adjourn

Commissioner Browning reminded everyone of the upcoming meeting scheduled on February 11, 2019 for the Policy Committee. He thanked everyone for their participation and the meeting was adjourned at approximately 2:45 pm.



BATS PC Chairman



Date