
BATS MEETING MINUTES

Brunswick Area Transportation Study Policy Committee (PC) Meeting

Monday June 8, 2020 - 1:30 PM
Via Teleconference

AGENDA

1. Welcome and Opening Remarks (Michael Browning)
2. Approval of Meeting Minutes- Action Item
 - a. Minutes from PC meeting held on April 20, 2020
 - b. Minutes from Special Called PC meeting held on May 28, 2020
3. Public Participation Plan (PPP) – Action Item
4. 2045 Metropolitan Transportation Plan (MTP) Update – Information
5. BATS Administrative Updates
6. 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
7. Public Comment
8. Adjourn

Next Policy Committee Meeting: Monday, August 10, 2020

Brunswick Area Transportation Study
Policy Committee Meeting Minutes

Monday June 8, 2020 - 1:30 PM
Via Teleconference

ATTENDEES

Committee Members

Michael Browning, Chairman of BATS Policy Committee
Ben Slade, Chairman of BATS Citizens Advisory Committee
Byron Cowart, GDOT Planning Representative
Garrow Alberson, Brunswick City Engineer
Jones Hooks, Jekyll Island Authority
Cornell Harvey, Mayor, City of Brunswick
Tom McQueen, GDOT
Regina McDuffie, City Manager, City of Brunswick
Tanet Myers, Assistant City Manager, City of Brunswick
Robert Burr, Director of Glynn County Airport Commission
Julie Martin, City of Brunswick

Others

Vishanya Forbes, Transportation Planner, RS&H
Rachel Hatcher, Senior Planner, RS&H
Vivian Canizares-Delgadillo, GDOT Planning
Jennifer Humphreys, CDM Smith
Adam Ivory, CDM Smith
Melissa Phillips
Michael Plagens, CDM Smith
Sean Thomas, GDOT Planning

1. Welcome and Introductions

The meeting was called to order at approximately 1:30 pm by Mr. Michael Browning, Chairman of the BATS Policy Committee. Mr. Browning gave the welcome and handed the meeting over to Mrs. Hatcher.

2. Approval of Minutes – Action Item

- a) Minutes from PC meeting held on April 20, 2020
- b) Minutes from Special called PC meeting held on May 28, 2020

Mr. Browning addressed this agenda item. He stated that there were two sets of meetings for review from previously held Policy Committee meetings on April 20, 2020, and May 28, 2020. He asked if committee members had any questions/comments. There were no questions or comments. Mr. Browning called for a motion to approve the minutes from the PC meeting held on April 20, 2020. Mr. Harvey made a motion to approve the meeting minutes from April 20, 2020 as presented. Mr. Burr seconded the motion. The motion was passed unanimously. Mr. Browning then called for a motion to approve the minutes from the special called PC meeting held on May 28, 2020. Mr. Slade made a motion to approve the meeting minutes from the PC meeting held on May 28, 2020. Mr. Harvey seconded the motion. The motion was passed unanimously.

3. Public Participation Plan (PPP) – Action Item

Mrs. Hatcher spoke on this agenda item. She stated that the comment period for the Public Participation Plan closed on March 26, 2020, and there were no comments received from the public. She added that comments received from both oversight agencies (FHWA and GDOT) have been incorporated into the final draft of the PPP. She stated that the final draft of the PPP was made available on the BATS website, flyers were circulated and ads published in the local paper. Mrs. Hatcher then briefly highlighted the comments received from FHWA and GDOT that were incorporated into the final draft of the PPP.

Mrs. Hatcher stated that the TCC and CAC recommended that the BATS Policy Committee adopt the BATS Updated Public Participation Plan (PPP). She then stated that the next step would be for the PC to take action on this agenda item. She then asked if there were any questions or comments. There were no questions or comments.

Mr. Browning called for a motion for the PC to adopt the BATS Updated Public Participation Plan. Ms. Martin made a motion. The motion was seconded by Mr. Harvey. The motion was passed unanimously.

4. 2045 Metropolitan Transportation Plan (MTP) Update

Mrs. Hatcher spoke on this agenda item. She stated that at the previously held special-called Policy Committee meeting, the PC took action to release the draft 2045 MTP for oversight agencies review and comment period. She added that the document has been transmitted to FHWA, GDOT, and FTA for a 30-day comment period. She stated that at the end of this comment period, comments received

from oversight agencies will be incorporated into the draft MTP. The draft MTP will be released for a legislatively required 30-day public comment period. She added that following the 30-day public comment period, the document will be reviewed based on feedback received after which a final draft of the 2045 MTP will be brought before the Policy Committee for adoption. She stated the importance of having a quorum at the August 10, 2020 Policy Committee meeting for the adoption of the draft 2045 MTP document.

There were no questions or comments on this agenda item.

5. BATS Administrative Updates

a. Approval of FY 2021 UPWP

Mrs. Hatcher provided the committee with the administrative updates. She reminded the committee that Fiscal Year (FY) 2021 begins on July 1, 2020, and that the Policy Committee took action at the April 20, 2020 meeting to approve the FY 2021 Unified Planning Work Program (UPWP). She explained the purpose of the UPWP in creating a guide for the BATS MPO in FY 2021. She stated that BATS received an FHWA approval letter for incorporation into the FY 2021 UPWP on April 28, 2020. She briefly highlighted the FY 2021 Planning Priorities, reiterating the upcoming efforts centered around the adoption of the BATS 2045 MTP. She added that BATS will be additionally focusing on monitoring and completing all special PL funding projects awarded in the previous fiscal year. She went on to highlight BATS's track record and success with special PL projects.

Mrs. Hatcher stated that another planning priority would be supporting the 2020 U.S. Census, which helps determine the urbanized area boundaries. She explained the difference between the MPO boundaries, which is all of Glynn County, and the urbanized area boundary, which is the City of Brunswick and the urbanized portions of Glynn County. She stated that result from the 2020 Census would also determine the s changes the Policy Committee would experience, and if new agencies or organizations would join the BATS PC.

Ms. Martin mentioned that on July 3, 2020, a 'First Friday' event was going to be held with social distancing measures in place, and this gives BATS staff the opportunity to solicit public comment and feedback regarding the draft 2045 MTP and other BATS planning documents currently out for review.

Mrs. Hatcher continued expressing the purpose of maintaining administrative documents and standard operating procedures for the BATS MPO. She stated that because of the agreement signed between BATS, FHWA and FTA for BATS MPO to receive federal funding, there must be compliance with annual self-certification requirements. She added that there is going to be an update of the current FY 2018-2021 Transportation Improvement Program (TIP), to keep the TIP consistent and updated with active projects in the BATS region. She stated that once the BATS TIP is completed, that information is added to the Statewide TIP, which lists all active projects across the state.

Mrs. Hatcher went on to speak about the Bay Street Corridor Improvements Study as another focus for BATS in FY 2021. She stated that BATS staff will be working with the consultant team to keep this

project on track. She stated that MPO staff will continue to implement the State and Federal performance targets and measures, which includes updating documents and getting committee approval and adoption for those updates.

Ms. Martin asked if there will be an opportunity for public input on the Bay Street Corridor Improvements Study.

Mrs. Hatcher responded that the solicitation package included public input, but because the firm has not been selected yet for that project, a final decision has not been made. She added that including public engagement was a part of the initial RFP.

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

b. Status of Staff Extension Selection/Award

Mrs. Hatcher presented on this agenda item. She stated that on June 4, 2020, RS&H was approved by the Glynn County Board of Commissioners to continue supporting the BATS MPO as staff extension. She briefly explained the funding source and how RS&H operates as staff extension under the BATS MPO.

c. Special PL Studies Status

Mrs. Hatcher presented on this agenda item. She stated that the procurement window for the Bay Street Corridor Improvements Plan closed on May 29, 2020, and that staff received proposals from four different firms: Pond and Company, Thomas & Hutton, Kimley Horn, and Coastal Engineering. She stated that no selection has been made at this time, however, staff is making recommendations. She added that contract approval is scheduled to take place on June 18, 2020 at the Board of Commissioners meeting.

Mrs. Hatcher briefly outlined the remaining funds and budget for the 2045 MTP with the SSI Sector Study. She stated that the Lanier Gloucester Improvement Project has been completed and the contract has been billed at 100%.

6. Agency Updates

a. Glynn County Airport Commission

Mr. Burr provided updates on Airport projects. He stated that they received federal funding for projects for the current fiscal year. He added that these projects are currently underway, including planning projects on St. Simons Island.

b. Update on School Board Projects

There were no school board project updates presented at this meeting.

c. Glynn County

Mrs. Hatcher provide updates on County projects. She told the committee that there was a project update sheet provided as part of the meeting packet.

There were no questions/discussions on the County projects.

d. Update on City Projects

Mr. Alberson provided updates on City Projects. He stated that work on the L Street project is almost completed, as well as the Bay Street Corridor has proposals currently under review. He added that the study portion of the Lanier Gloucester project is completed, and pricing is underway to determine if this project will fit into GDOT's resurfacing projects in August.

e. Update on GDOT Projects

Mr. Cowart provided brief updates on GDOT District 5 projects that were listed on the GDOT Project Sheets.

Mr. Slade asked about the status of a request sent by the County to GDOT regarding bike lanes along the US 17 Widening projects.

Mr. Cowart said that he would check with the project managers regarding this request and coordinate with Mr. Slade to get him that information.

Mr. Slade added that at the CAC meeting, they received the Coastal Regional Commission Bike Ped Plan for Coastal Georgia and that it is a long-needed update from the previous 2016 plan.

f. Jekyll Island Authority

There were no Jekyll Island updates presented at this meeting.

g. Transit Agencies

There were no Transit Agencies updates presented at this meeting.

7. Public Comment

No comment from the public.

8. Adjourn

Mr. Browning reminded everyone of the next regularly Policy Committee on August 10, 2020. Mr. Browning reiterated the importance of having a quorum at this meeting.

Mr. Burr asked if this upcoming meeting would be via teleconference.

Mrs. Hatcher explained that future meetings will be set via teleconference, and travel restrictions for BATS Staff Extension changes staff will coordinate with Chairman Browning.

Mr. Browning stated that the governor's orders were used as a factor for determining meetings.

He thanked everyone for their participation and the meeting was adjourned at approximately 2:05 pm.

BATS PC Chairman

Date