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## **BATS MEETING MINUTES**

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### **Brunswick Area Transportation Study Citizens Advisory Committee (CAC) Meeting**

Monday November 8, 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 September 13, 2021.
3. BATS FY 2023 Unified Planning Work Program (UPWP) – Action Item
4. GAMPO Special PL Funding Applications – Action Item
5. BATS 2022 Meeting Calendar Schedule – Action Item
6. Calendar Year 2021 Performance Measures – Action Item
7. Transit Service and Implementation Workshop – City of Brunswick
8. BATS Administrative Updates
9. 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
10. 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 (Chairman)  
Melinda Ennis-Roughton  
Neil Ligon  
Ed Farley  
Myrna Scott-Amos  
Lance Sabbe  
Jamaal Brown  
Dylan Lukitsch  
Roxanne George  
Darren West

Others

Vishanya Forbes, Transportation Planner, RS&H  
Chris Cary, Glynn County  
John Hunter, City of Brunswick  
Ian Newman, Transportation Planner, RS&H  
James Ritchey, Whitman, Requardt & Associates, LLP

## **1. Welcome and Opening Remarks (James Gilligan)**

The meeting was called to order at 4:00 PM by Mr. James Gilligan, Chairman of the BATS CAC.

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

### **a. Minutes from CAC meeting held on September 13, 2021**

Mr. Gilligan asked for a motion to approve the minutes from CAC meeting held on September 13, 2021. Mr. Farley made a motion to approve the minutes from the CAC meeting held on September 13, 2021. The motion was seconded by Mr. Sabbe. The motion passed unanimously.

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

Ms. Forbes reminded those on the call that the FY 2023 UPWP has been a topic of discussion since the start of the fiscal year and that the BATS staff has been circulating the feedback form on each of the planning phases and tasks in the UPWP. The feedback form will be used to create planning priorities for FY 2023. The BATS MPO is currently in fiscal year 2022 but as of July 1, 2022 will be operating in the 2023 fiscal year UPWP. BATS staff presented this document to the TCC earlier and are now being presented for review and then recommendation to the Policy Committee to release the draft document for public review and comment.

Ms. Forbes stated that the draft document was included in the meeting materials packet uploaded to the MPO's website. She highlighted the draft FY 2023 planning priorities that were developed based on input provided from committees and coordination with oversight agencies. These priorities include:

- Continue supporting the 2020 US Census count and all related activities within the MPO area
- Preparing for annual self-certification review through maintenance of administrative documents
- Prioritization of equity in the transportation planning process
- 2050 MTP
- Monitoring and completing of the MLK-Altama Bicycle Corridor Special PL funding project
- Updating and aligning goals from the 2045 MTP and FY 2021-2024 TIP with the yearly UPWP document
- Continue to support federal, state, and local initiatives of the performance-based planning and programming framework

Mr. Gilligan stated that this is an important part of the MPO planning process. He reminded the committee that they are asked to approve annually to make sure there are no opportunities lost out on for the next fiscal year when the MPO goes to apply for the projects supported in the county. Mr. Gilligan reiterated how the CAC is anticipating the results of the 2020 census to try to understand if St. Simons Island will be in the defined Urbanized Area (UA) as it currently is not. He expressed his support of the island being included in the UA since if it is - it would change the way BATS would view St. Simons Island for future planning projects.

Ms. Forbes continued to share the anticipated costs of planning activities discussed. These numbers will change as BATS staff has not received the allocated funding for the MPO for FY 2023 from oversight agencies. The budget by task and by phase is the same total for FY 2022 and the line-item amount changed where BATS staff will be doing more work in FY 2023. She mentioned that last year the MPO lost some funding due to the events of FY 2021.

Ms. Forbes presented the FY 2024 FTA 5303 Estimated Funding table and added that the GDOT Intermodal Office works on a different schedule than the GDOT Planning Office. She showed the next steps to finalize the draft UPWP, including presenting to the PC for review and action, oversight agencies review, release for a 30-day public comment period and then adoption by the Policy Committee in the spring in 2022. She stated that the TCC unanimously recommended to the Policy Committee to release the draft FY 2023 UPWP for a 30-day public comment period.

Ms. George stated that 30 days was not enough time given the length and complexity of the document, especially for those who have heavy demands on their time. She asked how staff will make sure that the UPWP draft is commented on in a meaningful way in just 30 days.

Ms. Forbes responded that staff saw this comment in the feedback forms. Releasing this document for 30 days is a courtesy and not a federal requirement. She mentioned that BATS can't expand this period longer. She added that there is not much BATS staff can do but they want to take advantage of the public comment period.

Ms. George asked if staff could provide any materials, or fact sheets and Ms. Forbes replied that what is usually done is that BATS staff prints out a copy of the budget table, planning priorities and a comment form and the Glynn County Community Development office usually prints hard copies to high-volume locations like the libraries. There has been minimal feedback on these hardcopies and she reiterated the MPO's dependency on the committee to get the document distributed.

Ms. George mentioned that she will do her best to get the word out on the draft UPWP to the community. Ms. Forbes added that committee members can always invite members of the public to CAC meetings.

Ms. Ennis-Roughton stated that if one is not a part of this process it is complicated to understand the UPWP.

Ms. Forbes stated that BATS staff can attempt to develop a one-page brief for more digestible information to staple along with the hard materials. Ms. Ennis-Roughton mentioned that this would be helpful.

There were no additional questions or comments.

Ms. Ennis-Roughton made a motion to recommend the Policy Committee release draft FY 2023 UPWP for a 30-day public comment period and that staff creates a one-page narrative brief document of digestible information for the public. This was seconded by Mr. Sabbe. The motion passed unanimously.

#### **4. GAMPO Special PL Funding Applications – Action Item**

Ms. Forbes spoke on this agenda item. She stated that this is funding received in addition to UPWP funds and the GAMPO funding pot is comprised of every MPO in Georgia that does not use every UPWP fund that they are allocated. MPOs can go through a competitive process to apply and if all requirements are filled, then funding is awarded. She then gave some background on the Sea Island Road at Dunbar Creek Bridge Replacement that is programmed in the TIP. Based on feedback from the St. Simons Sector Island Study – this roadway was noted at a Level of Service (LOS) D and for a

2045 projection it would be at a LOS F. A GAMPO application was put together to see if a widening in conjunction with the bridge replacement would be feasible. The estimated fee for the project is \$124,000 with the local government paying \$24,000 and the federal government paying \$96,000.

The deliverables include:

- Alternatives for roadway widening and bridge widening that support Project #0014914
- Schematics showing widened roadway and bridge alignments with bicycle and pedestrian infrastructure (if warranted) and integration with signalized intersections
- Cost estimates
- Public and Stakeholder engagement, and presentations to BATS and Glynn County at project milestones

Ms. Forbes showed the GAMPO/Special PL Funding Timeline and how BATS is currently in the present updated scope and fee to the CAC and TCC, before presenting to the PC in December.

Mr. Sabbe asked what the anticipated timeline would be to complete the study once the RFP is placed. Ms. Forbes responded with the study requiring 12 months, but in total it would be 18 months with the GAMPO contracting, and so once this is approved from GAMPO then there would be a 12-month turnaround. She added that the bridge replacement is not on hold until the study is completed. She mentioned that she believes that they are in the utility phase of that project and that the bridge is anticipated to be replaced by FY 2024 and so this study would be completed before the bridge is replaced.

Mr. Sabbe made a motion to recommend to the Policy Committee that Sea Island Road at Dunbar Creek Corridor Study be considered for approval and submittal to the GAMPO committee. Mr. Farley seconded the motion. Hearing no opposition, the motion carried.

##### **5. BATS 2022 Meeting Calendar Schedule – Action Item**

Ms. Forbes then showed that there are no conflicts with meeting times with the TCC for calendar year 2022 and that the committee will continue meeting virtually until further notice per the most recently updated BATS Committee Bylaws. She reiterated the Doodle Poll sent to committee members and that based on feedback the majority of participants would still like to meet at 4:00 PM on the second Monday of every other month.

Mr. Farley made a motion to recommend that the Policy Committee approve the 2022 BATS Committee Calendar with all CAC meeting dates as presented. The motion was seconded by Ms. George. Hearing no opposition, the motion carried.

#### **6. Calendar Year 2022 Performance Measures – Action Item**

Ms. Forbes mentioned that this was discussed during the CAC onboarding orientation. The DOT along with MPOs are required federally to provide transportation planning performance management approach along with planning documents. Every project put forth is put through a priority screening to consider these measures. The project that scores the highest will be prioritized when funding becomes available. In 2017, BATS took the option to develop targets along with the state targets (GDOT targets). GDOT uses the available data source including the Fatality Analysis Reporting System (FARS) and the Georgia Electronic Accident Reporting System (GEARS) to determine what a reasonable target is for each measure. GDOT has rolled out their 2022 data to BATS MPO.

Ms. Forbes listed the 2022 data and that the number of fatalities is currently at 1,671 and GDOT is hoping to maintain traffic fatalities under the projected 1,696 (2018-2022 rolling average) by 2022. The number of serious injuries is at 8,443 and GDOT wishes to maintain serious injuries in traffic crashes under the projected 8,443 (2018-2022 rolling average) by 2022. She stated the fatality rate is at 1.21 and that there is a goal to maintain traffic fatalities per 100M VMT under the projected 1.21 (2018-2022 rolling average) by 2022. The 5-year rolling average traffic fatalities per 100M VMT has steadily increased yet the rate decreased from 1.27 fatalities/100M VMT in 2016 to 1.12 in 2019. She added that the serious injury rate is currently at 4.61 well below 6.08 and BATS is doing well in this category. For total number of non-motorized fatalities and serious injuries at 793 to maintain pedestrian fatalities under the projected 281 (2018-2022 rolling average) by 2022 and maintain bicyclist fatalities under the projected 25 (2018-2022 rolling average) by 2022.

The BATS MPO is meeting or performing below these targets, and these planning targets will be incorporated into planning documents once there is a signed resolution from the policy committee. She reminded those on the call that the TCC took action to unanimously recommend that the PC Chairman adopt by resolution the CY 2022 Safety Performance Management Targets as approved

by GDOT. Ms. Ennis-Roughton made a motion to adopt by resolution the Calendar Year 2022 Safety Performance Management Targets as approved by GDOT. The motion passed unanimously.

### **7. Transit Service and Implementation Workshop – City of Brunswick**

Mr. Ritchie spoke on this agenda item. He stated that this is the second briefing to the MPO Committee, and that the first one was in July.

He explained the analysis areas for commuting patterns in the Brunswick area. Trips from Brunswick to Brunswick is not enough to just serve a Brunswick transit market, due to the fact that many people travel from outside Brunswick to come work in the city.

Mr. Ritchie highlighted information on different transit modes and provided examples from around Georgia with higher performing and lower performing transit with passenger trips per hour data from Georgia Small Urban Transit – 2019 data. He also highlighted the differentiation in local share cost and mentioned that the local share for Hinesville is over \$350,000 and is a very small transit service.

Ms. Ennis-Roughton asked why there is a comparison of Brunswick to Macon or Gainesville and if there are other markets closer to Brunswick's size. Mr. Ritchie responded, saying that this is a comparison across urbanized areas which are 50,000 population and above.

She asked if those that are coming into Brunswick are using Coastal Coaches. Mr. Ritchie replied that the commute trip matrix is almost entirely people that are driving automobiles.

Ms. Ennis-Roughton asked about the data sources. Mr. Ritchie discussed the origins of the LEHD data on tax filing from each employer that is used for commute trip data. Further discussion continued on the lack of transportation options for citizens in Brunswick.

Mr. Ritchie discussed the public engagement processes and transit planning surveys and encouraged members of the CAC to view the introductory video on the Brunswick Transit Implementation Plan. He developed a 9-question survey on the Brunswick Transit Service Survey and highlighted two questions on this survey:

- Do you, or a member of your household, ever have difficulty getting where you need to go because of a lack of transportation?



- Are you aware of other people in Brunswick who miss trips because of a lack of transportation?

He asked those on the call to take the survey and to help distribute the survey and stated that it is on [brunswickga.org](http://brunswickga.org).

He highlighted the seven focus groups with interviews to date with 12 participants and what key themes that they've heard have been. Broad need for public transportation within the county and across the county that service the destinations within the county and across the city. Lack of transportation is a major workforce barrier for hospitality workers on the islands. Many in the community have trouble getting to healthcare appointments. He mentioned that as of November 5<sup>th</sup> he has received 179 responses. He added that 80% of the 179 responses said that they are aware of other people in Brunswick who miss trips because of a lack of transportation. He added that 69% of respondents felt that it was "Very Important" that Brunswick offers public transit service to its residents and visitors. Getting to jobs was the highest priority for transit according to the survey as well.

Mr. Ritchie reviewed the four public transit alternatives including the City/County Fixed Route Bus, the Microtransit, the Demand Taxi, and the City Only Fixed Route Bus. He shared that the city manager shared four criteria that are essential for the city:

- Productive
- Sustainable
- Infrastructure
- Partnerships

He mentioned that the plan is now being considered, and there was a city council briefing on August 4, 2021. He added that they had community and stakeholder meetings in August and September 2021. He then mentioned that the City of Brunswick is hoping to begin service implementation in FY 2023.

Mr. Gilligan then asked if fares are being considered for all modes. Mr. Ritchie responded in the affirmative, though he added that it costs more to collect fares than the revenue generated, and some modes are easier to collect fares than others. He said that a person can collect fares through an app for the micro transit and demand taxi and that these options are much easier to collect fares than the city/county fixed route bus and city only fixed route bus.

Mr. Gilligan asked for clarification on cost per rider as a subsidy per passenger that public funding would go against and not the cost to use the service. It is what the public will fund based on a ridership projection. He asked Mr. Ritchie to talk service span for each mode option.

Mr. Ritchie explained the proposed service options for the transit service, including service time and days of the week. Mr. Gilligan asked if there are any transit operating funds from GDOT with their more recent initiatives to fund small public transit in the state. Mr. Ritchie responded that there are not at this time, and that this is a locally funded initiative with federal assistance, which is maxed out at the amount of money the UA brings in, which is roughly \$700,000 per year.

Mr. Brown asked that with the passing of the new infrastructure bill in Washington, if Brunswick is eligible for any of the funding passed. Mr. Ritchie replied that this bill is a reauthorization of the FAST Act. Ms. Forbes mentioned that we currently advertise the Transportation Alternative Program (TAP) funding for bike/ped projects.

Ms. George asked if the per rider cost in different places in Georgia, that utilize multiple various different systems, is much lower in these areas. Mr. Ritchie mentioned that Ms. George is correct. He estimated how many riders he is able to achieve for the fixed route service which is 10 trips/riders per hour based on his assessment of regional neighborhoods. He mentioned that there were 20 riders per hour in the Albany System which is achieving twice as well in what he believes can be achieved in Brunswick. Ms. Forbes added that given that this would be three proposed fixed routes, it is important to consider that Albany has thirteen fixed routes. Mr. Ritchie stated that this is why a per hour basis is important and why it is utilized. Ms. George then asked why there were a lot of variables that came into play such as marketing and education which was done for these systems. Mr. Ritchie responded with a discussion on the four areas of the National Transit Database.

Mr. Ritchie mentioned he does not have other direct information on how marketing played into effect. He reiterated marketing as an important piece of the plan and how important branding is to the transit service. Ms. George stated that she believes marketing will need to be more intense if the on-demand option is chosen.

Ms. Scott-Amos stated when it came to survey responses that there were almost 200 responses, and she wanted to know what the ideal number of responses would be that would impact funding.

She also wanted to know if there was another way to receive responses for this survey besides accessing the survey through the website.

Mr. Ritchie responded that in order to be statistically significant at a 95% confidence interval, for the population we need between 300-400 responses, and that there is no funding involved with the number of responses received. Mr. Hunter explained that in all stakeholder groups they have asked participants to send the survey out to their group participants which includes the housing authority, hospital, colleges (to send to the student and staff populations) and to all leadership in the MPAs in the neighborhoods. Ms. Forbes added that it is also on the city's Facebook page.

Ms. Ennis-Roughton asked if the survey has been shared with large employers. Mr. Hunter responded that he has asked many of the businesses to send them out, including the Jekyll Island Authority, Jekyll Island Club, Georgia Pacific, and King and Prince.

She mentioned to send it to Ralph Staffins at the Chamber of Commerce and Golden Isles CBD. She asked if the county commission has been briefed on this survey. Mr. Hunter responded not yet, but hopefully will be scheduled shortly.

Ms. Ennis-Roughton reiterated her desire to see this survey at 1,000 respondents and county-wide. She asked if there can be a marketing or media campaign along with signage to promote the survey. Mr. Hunter mentioned that this will be discussed, and that media outreach is definitely something they can do on the city's end. She listed IHeartMedia and Golden Isles Broadcasting as potential media outlets with the City's request to run the PSA as an option to try.

Mr. West asked what elements constituted the ridership estimates for the four transit alternatives. Mr. Ritchie answered that the net cost line in the table in his presentation is his own estimate to the operating cost minus revenues will be. The estimate is based on having a transit supervisor and assistant that would work at the city and employing drivers, mechanics, fuel, and insurance. It is just the operating cost. He mentioned other infrastructure needed is the sidewalks, crosswalks, bike/ped facilities are not included in the cost but are community investments that need to be made. He added that for city/county fixed route bus and city only fixed route bus he assumed \$0 passenger revenues, and for microtransit a \$3.00 per ride fare, and for the demand taxi he assumed a \$10 subsidy per taxi ride with the customer paying the first \$3.

Mr. West asked if the estimate would include the busses used. Mr. Ritchie said the busses are funded with a 10% GDOT and 80% Federal split and that the city has grants approved for \$600,000 for the busses. Mr. Hunter mentioned that they are required to spend 10% of their grant money on security features.

Ms. George asked if it is known what the difference is in carbon emissions are for the four alternatives. Mr. Ritchie responded that the most important piece of addressing the climate is getting people on the busses and assumes all modes use diesel or gasoline, but in the future, he thinks they may be able to do electric vehicles. She asked if the busses would be ADA compliant and if they would have bike racks. Mr. Ritchie responded yes and mentioned that bike racks are an essential piece of this system.

Mr. Gilligan asked if on options city/county fixed route bus and city only fixed route bus if there is another ADA service requirement.

Mr. Ritchie responded in the affirmative. He stated that bus stops need to be ADA compliant, with a 5x8 hard surface that a wheelchair can board and alight from.

Mr. Brown asked if they have reached out to the college to see if a student can do an independent study or an internship to promote the survey, in addition to promoting the social media campaign. He asked if there is a way to work with faith leaders on board in the community. Mr. Hunter stated that interns are always welcome but is not sure if he can get them involved immediately, but the survey itself is going out to the entire student population. He mentioned that he will work with the interns they currently have to get the word out. Mr. Ritchie added that there is a class with a professor working on this as well. The class did a good amount of research for the city to gain internal information on the student population about how they would use transit as well.

Mr. Gilligan stated that if there are any additional questions, they should direct them to Mr. Hunter.

## **8. Administrative Updates**

### **a. GAMPO Fall Meeting**

Ms. Forbes stated that BATS staff attended GAMPO Fall meeting on September 28, 2021. They talked extensively on updating the Georgia Freight and Logistics Plan. This plan is required to be updated every five years. This will be updated soon as the last one was updated in 2017. She

showed the types of projects shared with BATS currently recommended that would support the freight and logistics movement in the state. Ms. Forbes mentioned that GAMPO is conducting a statewide air cargo study to project future activities on identifying future activities, cost estimates, and analyses.

An additional update is the status reports on all GAMPO contracts and peer MPOs. She stated that for BATS, the Bay Street Corridor Study adoption was presented as well as the Special PL MLK-Altama Bike Route Study. BATS is tracking along/keeping up with the other MPOs in Georgia, according to Ms. Forbes. The next GAMPO meeting will be in March 2022.

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

Ms. Forbes reminded those on the call that BATS participated in a freight assessment workshop with FHWA in October and during the assessment, it was discussed to have a stand-alone freight plan. This idea was presented to the PC, and they were not interested at the time due to scheduling conflicts. The stand-alone freight plan will be in the unfunded section in the UPWP for the last three years and is a possibility to be brought back up for discussion in the future. She added that in order to put a GAMPO application together there will need to be a local 20% match and an identified sponsor.

#### **c. 5303 Transit Planning Grant Application**

Ms. Forbes stated that the Policy Committee took action to approve the FY 2023 5303 application resolution and authorized the Chair to fully execute the grant funding application at PC meeting held on October 18, 2021. This application was completed and submitted on November 1<sup>st</sup>.

### **9. BATS Agency Updates**

#### **a. Glynn County Airport Commission**

Ms. Forbes stated that Seaboard Construction Co. will start tomorrow to pave the Taxi Lane to the calibration pad. She mentioned that the pad is complete and in the next three days it will be

complete and paved. He added that the fire station would be a new station and a joint station between the County and the airport.

**b. Glynn County School Board**

No representative from the school board was on the call at the TCC meeting.

**c. Glynn County**

Ms. Forbes stated that Glynn County project sheets are on the website. There was discussion on Fredericka Road, which is moving forward, and they are working on the sidewalk past Palm Dr. There is current pedestrian movement on Sea Island Road which is completed and the Spur 25/Altama has been awarded, and Pennick Road is now under construction.

**d. City of Brunswick**

Ms. Forbes stated that the City of Brunswick is finishing Phase I of the Magnolia Park project. The City is expected to complete construction goals in Phase II, with a completion in July or August of 2022. The go ahead was given to DRMP, Inc. for design of boardwalk trail between Overlook Park and the causeway. They are also waiting on buffer variance along 4th Avenue to install the final leg of MLK bike and pedestrian trail between MLK and 17th street.

**e. GDOT District 5**

Ms. Forbes stated that GDOT provided their sheet of preconstruction and active projects which is on the website and available to download. She mentioned that if any member has questions, the committee member can send them to her directly, and she will coordinate with Ms. Proctor who provided these updates during the TCC meeting.

**f. Jekyll Island Authority**

Ms. Forbes stated that there were no major updates except for finished rehabbing and adding about three miles worth of bike paths on Jekyll and that the loop on the south side of the island is complete. The lights will turn on during the Wednesday before Thanksgiving.

**g. Transit Agencies**

Ms. Forbes stated that the City of Brunswick transit is wrapping up stakeholder feedback including feedback from this current meeting.. The Georgia Transit Association conference will be in

December on Jekyll Island from the 8th through the 10<sup>th</sup> and staff has the link if anyone is interested.

**h. Other Items**

All community development office has relocated to its new address in Jesup due to the trial occurring, and so all hard-copy materials is located in the Jesup office.

**I. Public Comment**

There was no public comment during this meeting.

**9. Adjourn**

There were no additional questions or comments. Ms. Forbes wished those on the call a happy holiday, and the meeting was adjourned.

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BATS CAC Chairman

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Date