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## **BATS MEETING MINUTES**

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### **Brunswick Area Transportation Study Policy Committee (PC) Meeting**

Monday December 13, 2021 – 1:30 p.m.

Via Teleconference

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#### **AGENDA**

1. Welcome and Opening Remarks (Mayor Cornell Harvey)
2. Approval of Meeting Minutes – Action Item
  - a. Minutes from PC meeting held on October 18, 2021.
3. BATS FY 2023 Unified Planning Work Program (UPWP) – Action Item
4. GAMPO Special PL Funding Application – Action Item
5. BATS 2022 Meeting Calendar Schedule – Action Item
6. Calendar Year 2021 Performance Measures – Action Item
7. BATS Administrative Updates
8. 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
9. Adjourn

**Brunswick Area Transportation Study**  
**Policy Committee Meeting Minutes**

Monday December 13, 2021 - 1:30 p.m.  
Via Teleconference

**ATTENDEES**

Committee Members

Cornell Harvey, Mayor, City of Brunswick (BATS PC Chairman)  
Walter Rafolski, Glynn County Board of Commissioners (BATS PC Vice Chairman)  
C. Jones Hooks, Jekyll Island Authority  
Julie Martin, City of Brunswick  
Robert Burr, Glynn County Airport Commission  
Jim Gilligan, BATS CAC Chairman  
Cassius Edwards, GDOT  
Radney Simpson, GDOT Planning  
Regina McDuffie, City of Brunswick  
Ned Green, GDOT Planning  
Tom Caiafa, GDOT Planning

Others

Justin Dammons, Transportation Planner, RS&H  
Vishanya Forbes, Transportation Planner, RS&H  
Katie Proctor, GDOT District 5  
Terra Winslett, Glynn County Airport  
Garrow Alberson, City of Brunswick  
Stefanie Lief, Glynn County Planning & Zoning  
Melissa Phillips, Glynn County Engineering

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

The meeting was called to order at approximately 1:30 P.M. by Mayor Cornell Harvey, Chairman of the BATS Policy Committee. Mr. Harvey gave a brief welcome. Ms. Forbes performed a roll call.

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

#### **a. Minutes from PC meeting held on October 18, 2021**

Chairman Harvey called for a motion to approve the meeting minutes from the Policy Committee meeting held on October 18, 2021. Requested changes to the minutes included:

- Mr. Rafolski to Vice-Chairman from Chairman
- Numbered pages
- HAMPO be changed to GAMPO
- Agency Updates - Glynn County Airport Commission to change from The Georgia State Legislature has had four meetings, to change to “have scheduled four meetings”

Ms. Forbes stated that prior to sending to Chairman Harvey for signature these changes will be made. A motion was made to accept the minutes with the reflected changes by Mr. Rafolski, with a second by Ms. Martin. The motion unanimously passed.

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

Ms. Forbes explained that BATS is in compliance with the federal 3C process and highlighted activities done for the UPWP earlier this year. The draft document was developed with feedback from all three committees, presented to the TCC and CAC for review and recommendation, and it is now being presented to the PC for review before release for the 30-day public comment period.

Ms. Forbes stated that in FY 2023 BATS staff will be monitoring the release of the 2020 U.S. Census data to update relevant BATS documents, as the data becomes available. BATS staff will also be preparing for self-certification to ensure compliance with federal regulations, which occurs every four years with FTA and FHWA to certify that MPOs are in adherence with federal statutes and regulations. The last certification review was performed was in FY 2019.

Ms. Forbes added that BATS staff will also be prioritizing equity in transportation planning. She reminded those on the call that this was discussed in the previous meeting. Depending on census

data for 2020 and once it is available, BATS staff will incorporate it to create new propensity and environmental justice analyses. She highlighted the BATS MTP as another item for FY 2023 as it is required to be updated every five years and is a two-year process. She mentioned that this is to ensure there is an updated and adopted plan for 2050.

Ms. Forbes explained BATS staff will also continue monitoring and completing the MLK-Altama Bicycle Corridor Special PL funding project awarded to the MPO in previous fiscal year. She highlighted that BATS staff will further continue implementation of the 2045 MTP, FY 2021-2024 TIP and other special PL funding projects recently completed to ensure that the goals and objectives from these documents align with the focus areas of the UPWP. In addition, BATS staff will continue to support all federal state and local initiatives of the performance-based planning programs as well as state performance targets each year.

Ms. Forbes showed the budget table that will summarize anticipated spending by phase and task for each year. The budget table was adjusted by how much was spent in FY 2021. She reminded the committee that the PL amount will be the same as FY 2022 since BATS staff haven't received allocated funds from oversight agencies yet. These numbers will be updated slightly to show the overall federal amount receiving. She stated that based on amount received last year BATS staff has updated the phase and task to represent how much BATS anticipates spending in FY 2023.

Included in the draft document is the anticipated funds from the FTA 5303 grant with an estimation of around \$56,000 for BATS for FY 2024. Ms. Forbes stated that following the previous CAC meeting, there was feedback to create a small fact sheet for the UPWP to assist the public in quickly understanding that document. She mentioned that alongside the comment period opening today, a fact sheet was created to pull out the important points, figures, and numbers needed to focus on to provide meaningful impact for the public. She reviewed the fact sheet and stated that it will be released with the comment form for the 30-day public comment form, since the UPWP document may be too much information and too long for the public to review and provide feedback. She said that it is available on the MPO website and staff will be posting a link in the Brunswick News when the ad is released for the public comment period.

Ms. Forbes stated that the next steps for the draft UPWP is to release the document for a 30-day public comment period, and to allow oversight agencies to review the draft UPWP once it is revised to incorporate comments. BATS staff anticipates presenting and adoption of the FY 2023 UPWP in Spring 2022.

Ms. McDuffie asked if the quick facts information can be made available to be sent out to MPAs. Ms. Forbes responded that this can be sent out via an attachment in an email after this meeting, and that it is already on the MPO's website.

Mr. Harvey mentioned the fact sheet will be very helpful as opposed to reading the entire UPWP document and asked for any other questions or comments. There were no additional questions or comments.

Mr. Rafolski made a motion to recommend release of the draft FY 2023 UPWP for a 30-day public comment period. The motion was seconded by Ms. Martin. The motion passed unanimously.

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

Ms. Forbes presented this agenda item. She stated that this agenda item has been discussed since the start of FY 2022. The next GAMPO Special PL Committee meeting will be the last Monday in March 2022. She reminded the committee that a study was proposed by Glynn County for Sea Island Road in conjunction with #0014914: CR 583/Sea Island Road @ Dunbar Creek Bridge Replacement. This means that the Glynn County will be the local sponsor and put up the 20% local match. An application packet has been put together and provided to committee members as part of meeting materials for upcoming meeting.

Ms. Forbes stated that project screening was completed to address the needs of the transportation study and how to support the current 2045 MTP that has been developed. She showed the project map with the project length of Sea Island Road in the current TIP project, as well as the project extent of the study proposal looking at the end of Sea Island Road down to Demere Road and to Frederica Road.

Ms. Forbes explained that the anticipated fee is \$120,000 with an 80% federal match of \$96,000 and local match of \$24,000. She mentioned that BATS staff hopes to get alternatives for roadway widening and bridge widening that would support the current project programmed in the TIP as well as cost estimates and drawings showing widening for the bridge with bicycle pedestrian infrastructure if warranted. She added that BATS staff would like for consultants to provide updates at milestones throughout the study.

She showed an overview of the timeline of the project. BATS is on schedule with the study, and that this meeting is when it is being presented to the PC for the second time. She added that BATS staff presented to the TCC and CAC and both committees recommended that the Sea Island Road @ Dunbar Creek Corridor Study be considered for approval and submittal to the GAMPO committee in the Spring. Mr. Harvey called for a motion. Ms. McDuffie made a motion to approve and submit the Sea Island Road @ Dunbar Creek Corridor Study application to the GAMPO committee. Mr. Rafolski seconded. The motion passed unanimously.

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

Ms. Forbes stated that the calendar is typically presented at the committee's final meeting of the calendar year. The draft date for the meeting schedule for the next calendar year is complete, but with one conflict being that October 10, 2022, is Columbus Day. She reminded the committee that in the past, the meeting was pushed back to one week later. She added that there is an option to push it up one week earlier as well since there are no conflicts with other committees and said that all meetings will remain virtual until further notice per most recently updated BATS Committee Bylaws. She discussed that once more direction from the MPO director is received, there is a chance for hybrid or completely in-person meetings.

Ms. Forbes asked for questions or comments and asked for preferences on moving the October 10<sup>th</sup> meeting date one week forward or one week back. Mr. Rafolski mentioned it would be helpful, if he is still on the Finance Committee, to have it on October 3<sup>rd</sup>. Vice Chairman Rafolski confirmed, and asked if the date of October 3<sup>rd</sup> would be okay with everyone else.

Ms. Martin asked for this calendar as a single page attachment. Ms. Forbes mentioned it is also posted on the website but would provide a link after the meeting. Mr. Hooks made a motion to approve the 2022 BATS Committee Calendar with PC meeting date change. Seconded by Ms. Martin. The motion passed unanimously.

#### **6. Calendar Year 2021 Performance Measures – Action Item**

Ms. Forbes stated that this has been an agenda item being discussed since start of FY 2022. GDOT recently provided the BATS MPO with updated performance targets. In 2017, at the joint committee meeting it was decided that BATS would use GDOTs targets as opposed to developing their own. These guide the input, the development and implementation of highway safety improvement programs for BATS's documentation and if the state has met or made advances towards meeting these performance targets. The data is typically taken from Georgia Electronic Accident Reporting System (GEARS) and the Fatality Analysis Reporting System (FARS).

The new targets for CY 2022 for number of fatalities is 1,671, serious injuries are 8,443, fatality rate is 1.21, serious injuries rate is 4.61 and total number of non-motorized fatalities and serious injuries is 793. Ms. Forbes showed an overview of what the targets have been and what actual measures have been and that BATS has been performing below targets which is good.

Ms. McDuffie asked if the serious injury target at 24,094 is on the previous slide. Ms. Forbes responded that only the serious injury rate was shown on the previous slide as opposed to the integer.

Ms. McDuffie asked if this is based on population and Ms. Forbes replied that this number is derived from the number of accidents that are resulting in serious injuries that are on roadways. Further discussion continued over the target numbers.

Ms. Forbes stated that GDOT sets the targets based on the data made available at the time of the reporting. Ms. Forbes reminded the committee that the actual document has been posted on the website under the performance targets measures tab.

Mr. Rafolski made a motion to adopt by resolution the Calendar year 2022 Safety Performance Management Targets as approved by GDOT. It was seconded by Ms. Martin.

Mr. Burr asked since the targets went down, what the implication will be if BATS exceeds the targets next year. Ms. Forbes responded that there would not be implications, and that the targets for 2023 would change and measures to reduce the targets would occur. He asked if BATS could become more eligible for funding if those targets are exceeded. Ms. Forbes responded in the positive and stated that technically BATS would be eligible to get more safety funding if there is an issue identified in the safety area. The motion passed unanimously.

## **7. BATS Administrative Updates**

### **a. BATS In-kind forms**

Ms. Forbes reminded those on the call to submit the in-kind forms following each meeting. These are used as justification to cover the 20% local match. These are available on the website for download. She stated she will also resend the link to the form for those on the call to download, fill in, and then send back to her. This will also be needed for upcoming certification.

Ms. McDuffie asked how far back she will need to go, and Ms. Forbes responded that perhaps it would be July, because this is already closed out for FY 2022 and BATS have just submitted the first reimbursement for October.

Mr. Harvey asked that because this is the last meeting he is attending as Mayor if he will stay on the committee as a citizen. Ms. Forbes stated that since he was selected for a 2-year term he can fulfill his term and then roll-out after and could apply for the Citizens Advisory Committee.

Ms. Martin asked if a form must be filled out for each monthly meeting. Ms. Forbes responded that it must be monthly based on how it is submitted to GDOT based on the amount of funds spent each month.

Mr. Rafolski asked where these forms are to be found and Ms. Forbes stated that these are right above where the meeting minutes are found, and there is a section above those meeting materials on the BATS website for the in-kind forms. Ms. Forbes added that she will be sending out the fact sheet, link to the calendar, link to the in-kind form in an email following the meeting.



## **8. Agency Updates**

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

Mr. Burr provided the update for the Glynn County Airport Commission. He stated that the Golden Isles and St. Simons Island airports just submitted to the federal and state governments the updated capital improvement program. He added that he is a member of the legislative joint committee on airport infrastructure for the state and they had their fourth hearing this last week. He recalled presentations from the Florida and North Carolina programs. North Carolina has airport infrastructure of \$170,000,000 per year, Florida has over \$300,000,000 and GA is only between \$13-17,000,000 per year. Mr. Burr mentioned that he is trying to get the state legislature to reinvest in the airports, and shared that in North Carolina shared for every dollar spent on the airport, the state receives about \$30 back in investment. He stated the final report from that committee is due at the end of this month.

### **b. Glynn County School Board**

There were no members present and there have been no updates from the school board at the most recent TCC meeting as well.

### **c. Glynn County**

Ms. Forbes showed the updated project sheet from the previous meeting and announced that this project sheet is also located on the BATS website. She added that if anyone has any questions, they can be sent to either herself or Ms. Thompson.

### **d. City of Brunswick**

Mr. Alberson provided the updates for the city. Magnolia Park has finished Phase I construction and is moving into Phase II with a tentative completion date of July 2023 for the entire project. For the MLK Altama bike corridor project, the contract is in place and the city held a kickoff meeting with the consultant last week. He mentioned that the steering committee and preliminary information is forthcoming with this project. The next city project is the boardwalk trail along 17<sup>th</sup> between Overlook and the Causeway, and that the consultant and subconsultant agreements are in place. Mr. Alberson reported that survey and environmental work will be getting kicked off in January. He shared that the

Fourth Avenue trail which is the segment of the MLK trail between 4<sup>th</sup> and highway 17 will be getting this project out to bid in early January with a spring completion date in March or April. Ms. Forbes asked if Mr. Alberson has a schedule for MLK Altama to know when the presentations will be for the other committees. The contractor is pulling this together and he should get this in the next week or so. Commissioner Martin also asked for them to be notified regarding the Altama MLK bike corridor. Mr. Alberson mentioned he will. Hearing no other questions, the meeting moved to GDOT District 5.

**e. GDOT District 5**

Ms. Proctor provided the update for GDOT District 5. The preconstruction project of Mackay River Bridge is revising the PCRf. The second project SR 25 FM CR 372/Yacht RD to CR 415/Harry Driggers was scheduled for re-let in February but this has been pulled back and now let in November and awarded this month. The SR 25 FRM CR 415/Harry Driggers to SR 99 – PH II is anticipated to let to shelf in February. The fourth preconstruction project is the CR 583/Sea Island Rd @ Dunbar Creek on St Simons Island and is in concept development. The fifth project, the bridge replacement at SR 32 @ Little Buffalo Creek 3 MI W of SR 27, had the notice to proceed received on November 4 and design kickoff on December 7. The sixth project, the roundabout for SR 25@SR99, is working towards FFPR plans that are due on December 17<sup>th</sup> with an anticipated April let. The seventh project, SR 25 @ Darien River in Darien, has its next milestone at pre-let schedule development.

The first active project update is the resurfacing of Gloucester and that has been postponed. Construction is working out an extension for a new completion date for June 2022. Resurfacing on SR 25 from north of SR 303 is reporting at 72%. The resurfacing on SR 32 is reporting and finishing up at 96%. The marking upgrades is reporting at 93% complete, and the bridge rehab over Yellow Bluff and Burnett creek is anticipated to start construction in January.

Ms. Forbes asked about NEPA coordination regarding the Humpback Road at Little Satilla River project which is not located in Glynn County. According to the NEPA Office, GDOT District 5 has been handling this project, Ms. Forbes asked for clarification on county in which this project is located.

Ms. Proctor was unaware of this and asked Mr. Edwards if he has heard of this and he mentioned he has not. Mr. Edwards said he would check the PI number and figure out the project manager from there.

Ms. McDuffie asked for a new updated active construction project list with updated percentage completions. Ms. Proctor responded in the positive. There were no further questions.

**f. Jekyll Island Authority**

Mr. Hooks had technical difficulties and could not present his updates for the Jekyll Island Authority. Ms. Harvey mentioned he could submit his updates to Ms. Forbes to post the Jekyll Island Authority's updates on his behalf.

**g. Transit Agencies**

There were no transit agency representatives present. Ms. Forbes stated that they gave a great presentation at the previous CAC meeting, with CAC members able to provide feedback on new routes and alignments.

**h. Other Items**

Ms. Forbes showed Mr. Burr how he can access existing projects in the area on an interactive map on the Glynn County website. Mr. Edwards mentioned that the project of discussion earlier from Arepa is in Brantley County and not a part of Glynn County and provided the name of the project manager.

**i. Public Comment**

There was no public comment at this meeting. Ms. Martin did mention a big thank you to Chairman Harvey for his generous \$200,000 donation to the public squares when TSPLOST funds were not available and for his role in being the Chairman of the Policy Committee.

## 9. Adjourn

The next meeting will be February 14, 2022. Chairman Harvey wished everyone a happy holiday and adjourned the meeting.

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BATS PC Chairman

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Date