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# **BATS MEETING MINUTES**

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

### **Hybrid Format (In-person/Via Teleconference)**

Monday, November 14, 2022 – 4:00 p.m.

Harold Pate Building, 1725 Reynolds Street, 2nd Floor Conference Room  
Brunswick, GA 31520

### **AGENDA**

1. Welcome and Opening Remarks (Jim Gilligan)
2. Approval of Meeting Minutes – Action Item
  - a. Minutes from CAC meeting held on September 12, 2022.
3. BATS FY 2024 Unified Planning Work Program (UPWP) – Action Item
4. BATS 2023 Meeting Calendar Schedule – Action Item
5. GAMPO Special PL Funding Application -Information
6. BATS Administrative Updates
  - a. Special PL Funding Project (Sea Island Road at Dunbar Creek Bridge Corridor Study)
  - b. 5303 Grant Application
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, November 14, 2022 – 4:00 p.m.  
Hybrid Format (In-person/Via Teleconference)

**ATTENDEES**

Committee Members

Jim Gilligan  
Margie Harris  
Roxane George  
Melinda Ennis Roughton

Others

Chris Cary, Glynn County Community Development  
Tavel Cowan, Executive Director, Bike Walk Golden Isles  
Vishanya Forbes, Transportation Planner, RS&H  
Justin Dammons, Transportation Planner, RS&H

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

The meeting was called to order at 4:00 pm by Jim Gilligan, Chairman of the BATS CAC. He welcomed everyone and took a roll call.

Ms. Forbes explained that since there was no quorum present, the CAC may have to schedule a special-called meeting prior to the Policy Committee meeting in December to address action items on the agenda. All action items were moved to the end of the meeting to allow time for quorum and administrative updates were presented first.

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

Mr. Gilligan asked for all votes to approve the minutes from the CAC meeting held on September 12, 2022. A motion was made by Ms. George and seconded by Mrs. Harris. The Motion passed unanimously.

## **3. BATS FY 2024 Unified Planning Work Program (UPWP) – Action Item**

Ms. Forbes spoke on this agenda item. She provided the committee with a brief refresher of the FY 2024 UPWP development process. She stated that BATS staff circulated a UPWP comment log to the CAC to gather input from committee members. She shared where the MPO is currently in the development schedule, and that the next step including a 30-day public comment period.

Ms. George asked about a detail on the schedule of activities and if it was a 60-day comment period.

Ms. Forbes explained the schedule of activities and what the different color-coded boxes referred to in the schedule and reiterated that the public comment period was only 30 days, starting in the middle of December and extending through to the middle of January.

Ms. George stated that the public comment period being right in the middle of the holiday season is a barrier to participation in the planning process. She asked if there was anything that could be done to change that in the future.

Ms. Forbes explained that the draft UPWP being released for public comment isn't a federal requirement, but the BATS MPO being transparent with the public builds that time into the scheduled while facilitating the federal timeline. She added that even though the adoption of the UPWP by FHWA isn't until June, there has been a push towards moving that adoption date to February or March, and that tightens the timeline for the MPO to conduct public engagement.

Ms. Forbes provided an overview of the FY 2024 Priorities, budget table, and anticipated funding by Federal, State, and local contributions.

Ms. Forbes stated the next steps for the FY 2024 UPWP, included review and action by the Policy Committee, the 30-day public comment period, oversight agency review incorporation of comments received by oversight agencies, the public and committee members and finally the UPWP adoption.

Mr. Gilligan asked for a motion to recommend Policy Committee release draft FY 2024 UPWP for a 30-day public comment period. Ms. Harris made a motion. The motion was seconded by Ms. Ennis-Roughton. The motion passed unanimously.

#### **4. BATS 2023 Meeting Calendar Schedule – Action Item**

Ms. Forbes stated that every year a meeting schedule for the upcoming calendar year is developed. She shared with committee that there were no conflict dates for the proposed 2023 CAC meeting schedule, however, the PC has a conflict with Columbus Day in October 2023. She added that for 2023, meetings will remain hybrid until further notice per the most recently updated BATS Committee Bylaws.

Ms. George made a motion to recommend that the Policy Committee approve the 2023 BATS Committee Calendar with all CAC meeting dates as presented. Ms. Harris seconded the motion. The motion was passed unanimously.

#### **5. GAMPO Special PL Funding Application - Information**

Ms. Forbes spoke on this agenda item. She stated that this agenda item was a reminder for the upcoming action at the next CAC meeting in January, 2023. BATS staff has been coordinating with the MPO director to develop two draft applications for submittal during the GAMPO spring application cycle., one for the upcoming 2050 MTP and for an MPO Freight Study. She shared that BATS staff has completed project screenings on both proposed projects per the GAMPO criteria and discussed the timeline for the submittal of the application packets. The proposed total costs for the 2050 MTP would be \$250,000, with a \$50,000 local match, and \$218,000 for the MPO Freight Study with a \$43,600 local match. She added that once the draft applications have been finalized, they will be sent to committee members for feedback and review, with further action to be taken at the January 2023 CAC meeting.

Mr. Gilligan asked if the scope of the Freight Study was completed, and did it include different modes of transportation.

Ms. Forbes responded that the scope was developed, and it does include different modes of transportation. She stated that BATS staff will release the draft application packet prior to voting on the application at the next CAC meeting. She explained that the Freight Study will build upon the 2050 MTP, but it will be a more in-depth assessment of the freight activity in the region.

Mr. Gilligan asked about specifics of the study and would it include new development in the region.

Ms. Forbes explained that those issues would be reviewed in the MTP, and then the Freight Study would further examine freight-related issues in the region.

Ms. Forbes provided a brief overview of the Special PL funding timeline.

There were no additional questions or comments.

## **6. BATS Administrative Updates**

### **a. Special PL Funding Project (Sea Island Road at Dunbar Creek Bridge Corridor Study)**

Ms. Forbes presented the administrative updates. She reminded the committee that BATS MPO received GAMPO Special PL funds to develop a project for Sea Island Road at Dunbar Creek Bridge. She stated that the Board of Commissioners took action to move forward with Michael Baker International as the consultant firm to complete the Special PL funding project.

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

Ms. Forbes gave an update on this agenda item. She stated that at the previous CAC meeting, a recommendation was made for the Policy Committee to move forward with this grant application. The Policy Committee took action to approve the FY 2024 5303 application resolution and fully execute the grant application at their October PC meeting. She added that the transit team with the City of Brunswick also developed an application to submit for FY 2024 transit funds.

## **7. Agency Updates**

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

Ms. Forbes stated that during the TCC meeting held earlier, Mr. Bessing from the airport commission stated that they were in the middle of finishing up the paving on the airfield runway.

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

Ms. Forbes provide updated on this agenda item. She stated that the School Board representative shared that they are currently transporting between 9,500 and 12,500 students daily at around twenty school locations within the county. They are also using approximately 100 buses daily, covering two routes with daily mileage over 200 miles.

### **c. Glynn County**

Ms. Forbes stated that the County project list was provided to the committee prior to the meeting. She added that committee members should submit questions regarding County projects and she would field them to the appropriate person to get them answered.

**d. City of Brunswick**

Ms. Forbes shared with the committee that there was not a representative from the City of Brunswick at the TCC meeting held earlier.

**e. GDOT District 5**

Ms. Forbes provided a brief refresher of the GDOT updates presented during the TCC meeting held earlier that day. She shared that the project sheet was available in the meeting materials and on the MPO website. She added that the resurfacing project for SR 25 Connector is actually at 52% complete, not 32% as indicated on the project update sheet.

- Next milestone for SR25 Bridge Replacement is PFPR, preliminary layout was submitted September 28<sup>th</sup>. PCRFR was submitted earlier in September and sent to OPC in October.
- Next milestone for SR25 widening is supplemental FFPR, and that request is anticipated in November.
- PFPR of the bridge replacement at Dunbar Creek is anticipated in September 2023.
- Concept development is ongoing for the Little Buffalo Creek project, with concept team meeting expected in July 2023.
- Darien River bridge replacement continues in revised concept, PIOH is anticipated in the fourth quarter.
- Resurfacing project for SR 25 Conn from SR 27 to SR 25 is 52% complete and anticipated to wrap up this month.
- Other active construction projects are ongoing.
- They are waiting for the roundabout at SR25 and SR99 to be re-let, with an anticipated date in April 2023.

**f. Jekyll Island Authority**

Ms. Forbes shared with the committee that there was no representative present from Jekyll Island Authority at the TCC meeting held earlier that day.

**g. Transit Agencies**

There was no representative present from the City of Brunswick Transit at the TCC meeting held earlier that day.

**h. Other Items**

Ms. Forbes reminded the committee that at their January 2023 meeting, the committee will vote on a new Chairman and Vice-Chairman and encouraged committee members to start thinking about possible candidates prior to their next scheduled meeting.

Mr. Gilligan asked about proposed letter of support for transit from the CAC and if the Policy Committee has taken action.

Ms. Forbes responded that at the previous PC meeting, they took action to approve and sign the letter to move it forward. She added that BATS staff was in coordination with the MPO director to get the signature and deliver it to the transit staff at the City of Brunswick, who then will use that letter in their support materials as they seek additional funds for the transit system start up.

Mr. Gilligan asked if there was a need for the CAC to send their own letters of support.

Ms. Forbes stated that the initial letter of support that was developed by the CAC was supported by the Policy Committee, and there was no need for an additional letter since they have the same stance as the CAC. She explained that the letter represents the entire BATS MPO and their collective support for a transit system.

Mr. Gilligan stated that at the November 2<sup>nd</sup> City Commission meeting, the consultant was invited to present on the current transit implementation plan. He added that committee members should listen to the presentation to understand what the implementation plan would look like and the anticipated schedule. He explained some details from that presentation.

Mr. Gilligan asked if Ms. Forbes can send the letter of support to the committee once it has been signed.

Ms. Forbes responded that she would do so.

Ms. George stated that she had concerns with the current iteration of the plan and has expressed those feelings to Mr. Hunter from the City of Brunswick.

Mr. Gilligan agreed with Ms. George, and discussion continued around the potential passenger fares of the proposed system.

Mr. Gilligan asked if the CAC should invite Mr. Hunter to provide another update.

Ms. Forbes responded that he is a current invitee to the CAC, and if the committee wants him to provide a special update, committee members can request that.

#### **i. Public Comment**

Ms. Cowan stated that her organization can help the committee with bringing attention to any of the CAC or BATS MPO needs.

Ms. Ennis-Roughton stated that having a transportation system is an advantage for businesses in the community. She asked if BATS has engaged with the Chamber of Commerce.

Mr. Gilligan responded that they have, and also participating in these coordination meetings were representatives from the College of Coastal Georgia.

Discussion continued regarding public transportation and transportation needs in Coastal Georgia.

**8. Adjourn**

Mr. Gilligan reminded everyone that the next CAC meeting is scheduled for January 9, 2023 and thanked everyone for attending. The meeting was adjourned at approximately 5:00 pm.

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BATS CAC Chair

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Date