

**Meeting Minutes**  
**Wilmington Urban Area Metropolitan Planning Organization**  
**Transportation Advisory Committee**  
**Date: September 26, 2012**

**Members Present:**

Dean Lambeth, Vice-Chair, Town of Kure Beach  
Joe Breault, Town of Belville  
Pat Batleman, Town of Leland  
Steve Shuttleworth, Town of Carolina Beach  
Bill Sisson, Town of Wrightsville Beach  
Jonathan Barfield, Cape Fear Public Transportation Authority  
Earl Sheridan, City of Wilmington  
Bill Sue, Brunswick County

**Staff Present:**

Mike Kozlosky, Executive Director  
Tara Murphy, Associate Transportation Planner  
Suraiya Rashid, Associate Transportation Planner

**1. Call to Order**

Mr. Lambeth called the meeting to order at 4:03 PM.

**2. Approval of Minutes:**

The minutes from the August 29, 2012 meeting were approved unanimously.

**3. Public Comment Period**

No one wished to speak during the Public Comment Period

Mr. Lambeth told members that Staff is requesting to make two changes to the meeting agenda. He noted that item 7b is to be moved ahead and an additional item would be introduced later in the agenda. Mr. Sue made the motion to alter the meeting agenda and Mr. Barfield seconded the motion. The motion to amend the meeting agenda carried unanimously.

**4. Presentations**

**7.b. Wilmington MPO Transportation Management Area Designation**

**Direct Appropriation Funding – Local Prioritization Process**

Ms. Suraiya Rashid gave a presentation on the STP – DA Funds. She told members that staff reviewed three TMAs for benchmarking in establishing a Local Prioritization Process for programming Direct Attributable (DA) funds. The benchmark MPOs were Winston Salem, Capital Area and Durham-Chapel Hill. After reviewing the information, staff recommended using a process similar to the Capital Area MPO (CAMPO) because it offers greater opportunity for the regional needs of the MPO.

Ms. Rashid told members that staff recommended that Wilmington MPO follow the CAMPO model by taking funds off the top to supplement the UPWP and the remaining monies divided between roadway, transit, bicycle/pedestrian and intersection projects for the local prioritization process. The next step is to determine the percentages of the funds to be allocated in each category or “bucket” every year as identified by the TAC.

Following Ms. Rashid's presentation, Mr. Shuttleworth said he has concerns regarding the reserve funds being set aside. He would like to see a cap placed on the amount. Mr. Breault agreed.

Mr. Kozlosky explained that the Federal Highway Administration will be conducting a mock-certification process the first week in October to help staff with establishing the process for distribution of funds received.

Mr. Sisson told members that he has concerns and believes the process should be fluid and flexible. Mr. Barfield suggested that the TCC help with developing strategies for establishing the process.

Mr. Kozlosky told members the first step in this process is for TAC members to decide on whether to pursue a modal mix or non-competitive local distribution for the DA funds. He noted that the TCC established a sub-committee at their last meeting for development of the process. They will begin working on strategies once the TAC decides the direction desired for programming the DA funds.

Mr. Sisson said he feels that the modal mix is the best choice because it will offer options in making changes as we move forward. Mr. Shuttleworth said he agreed that using the modal mix option will offer flexibility to be built into the process. Mr. Kozlosky told members that staff will bring back a modal mix process for review at the October meeting.

#### **a. Congestion Management Process**

Mr. Geigle, from FHWA gave a presentation on the Congestion Management Process (CMP) for the Wilmington region. He told members that the CMP is a systematic and regionally-accepted approach for managing congestion based on accurate, up-to-date information on system performance and an assessment of strategies to address local/regional congestion needs. He noted that the one important difference is the change from an "8-step" model to a model that recognizes 8 necessary actions or elements. It allows flexibility in how the actions or elements are ordered/grouped and/or integrated into other processes such as the LRTP or TIP.

### **5. Old Business**

#### **a. Resolution supporting naming US 17 in Pender, New Hanover and Brunswick Counties as "The Colonial Highway"**

Mr. Kozlosky told members the US 17 Association has not yet completed their economic study and he recommended that the item be tabled until the completion of the study. The item can be brought forward at that time.

Mr. Breault made the motion to table the resolution until the study is complete. Mr. Sheridan seconded the motion and it carried unanimously.

### **6. New Business**

#### **a. Opening of a 30-day Public Comment Period for the STIP/MTIP Amendment**

Mr. Sue made the motion to open the 30-day public comment period for the STIP/MTIP Amendment. Mr. Sisson seconded the motion and it carried unanimously.

#### **b. Resolution supporting participation in the Eastern Carolina Coalition**

Mr. Kozlosky told members the 14 MPOs and RPOs east of I- 95 met to discuss forming a Coalition to address on-going transportation issues that impact eastern North Carolina. The group will be discussing emerging issues and work to develop a collaborative approach to transportation

planning in the eastern part of the state. Each of these 14 MPOs and RPOs are being asked to adopt a resolution supporting participation in the Coalition.

Mr. Sisson made the motion to support participation in the Eastern Carolina Coalition. Mr. Sheridan seconded the motion and it carried unanimously.

## **7. Discussion**

### **a. Wilmington MPO Boundary Expansion**

Mr. Kozlosky told members he received a letter from the Town of Surf City stating that they are not interested in being included in the MPO boundary. Without the addition of Surf City, to include Topsail Beach within the boundary is no longer geographically feasible. He said he also received correspondence from the Town of Southport and they are requesting to be included as a member of the MPO.

Mr. Kozlosky stated that staff's recommendation is that the MPO either do nothing regarding expansion, or expand to the northeast to include where the urban cluster stops. He said he does not recommend looking to Southport and that area of Brunswick County because there is a significant amount of rural area between here and there.

Mr. Sisson told Mr. Kozlosky he would like to have a list of pros and cons of each one. Mr. Shuttleworth said he would also like to see a pros and cons list. Mr. Kozlosky said he will bring the information to the next meeting.

### **c. State Ethics Policy for MPOs and RPOs**

Mr. Kozlosky told members that in 2012 the General Assembly enacted legislation covering all MPOs and RPOs that states that all members of their TCCs and TACs are covered by the State Ethics Act beginning January 1, 2013. Members must complete a Statement of Economic Interest (SEI) by April 15, 2013. He noted that local government ethics education does not satisfy the Ethics Act education requirement. June 30, 2013 is the deadline for completing ethics education.

### **d. Wilmington MPO "Draft 2013-2023 STIP/MTIP**

Mr. Kozlosky told members that the first draft of the 2013-2023 STIP/MTIP has just been released. It is the first step in disseminating funds from the prioritization 2.0.

### **e. October Meeting Date Change**

Mr. Kozlosky noted that the next meeting will fall on Halloween and asked if members wished to change the meeting date. The consensus of the committee was to leave the meeting as scheduled.

## **8. Updates**

Project updates for the Wilmington MPO/City of Wilmington and NCDOT are included in the agenda packet.

### **Added Agenda Item**

Mr. Shuttleworth made the motion to add the consideration of a resolution supporting the Transit in the Park Grant application to the agenda. Mr. Sue seconded the motion and it carried unanimously

Ms. Harrington told members that the Towns of Kure Beach and Carolina Beach are seeking to apply for a grant offered by the Federal Transit Authority. If awarded, the grant will provide funding to alternative transportation projects in the vicinity of federally owned land. She said that the submittal date for the grant application is September 28, 2012 and if awarded the grant money will be used to

construct a transportation network that will help provide a safer, more convenient option for citizens, improve mobility, reduce traffic congestion and improve recreational opportunities.

Mr. Barfield made the motion to support the Transit in Parks Grant application for the Towns of Kure and Carolina Beach. Mr. Sue seconded the motion and it carried unanimously.

#### **9. Announcements**

#### **10. Adjournment**

With no further business, the meeting was adjourned at 5:18 PM

Respectfully submitted  
Mike Kozlosky  
Executive Director  
Wilmington Urban Area Metropolitan Planning Organization

**THE ABOVE MINUTES ARE NOT A VERBATIM RECORD OF THE PROCEEDINGS.  
THE ENTIRE PROCEEDINGS ARE RECORDED ON A COMPACT DISC AS PART OF THIS RECORD.**