



**Citizens Advisory Committee**  
**4<sup>th</sup> Floor Technology Conference Room, 305 Chestnut Street**  
**Wednesday, November 8, 2017**  
**Meeting Minutes**

**Members Present:**

Valorie Hatten, Town of Navassa  
Tom Campbell, Town of Carolina Beach  
Stuart Smith, Town of Belville  
John Cawthorne, Town of Kure Beach  
Harold King, Town of Wrightsville Beach  
Terry Obrock, Town of Leland  
Sallie Rochelle, Pender County  
David Hollis, Brunswick County  
Vanessa Lacer, Cape Fear Public  
Transportation Authority  
Jason Windham, City of Wilmington  
Laura Padgett, City of Wilmington  
Web Bostic, New Hanover County

**Others Present:**

John Ellen, Town of Kure Beach  
Nazia Sarder, NCDOT Planning  
Mike Kozlosky, Executive Director, WMPO  
Brittany Strait, WMPO  
Adrienne Harrington, WMPO  
Amy Kimes, WMPO  
Abigail Lorenzo, WMPO  
Jason O'Brien, WMPO  
Zoe Leonard, WMPO

**1. Call to Order**

Mr. Kozlosky called the meeting to order at 3:00 p.m. He welcomed committee members and noted that this meeting would be organizational in nature. He stated that the development of the Metropolitan Transportation Plan (MTP) is important to the region's growth and transportation infrastructure that will be built over the course of the next 20 to 25 years. He expressed appreciation to members for their participation in advance of this undertaking.

**2. Introductions**

Mr. Kozlosky stated that he or the Senior Transportation Planner, who has yet to be named, will serve as lead staff to the committee. He acknowledged the presence of Nadia Sarder, NCDOT Transportation Planning Division, who will be a valuable resource for the committee.

Members and staff introduced themselves to the group.

Mr. Kozlosky stated that the NCDOT's 2045 Travel Demand Model, currently in progress, will be a tool for project selection. He noted that members should expect some discussion on socio-economic data in the next month or two.

**3. Election of Chair and Vice Chair**

Mr. Kozlosky requested that the committee consider the selection of a Chair and Vice Chair.

Members considered those with leadership experience and past experience on the committee. Several of these members expressed appreciation and concerns regarding adequately managing the role in addition to current commitments.

In response to an inquiry about the role of Chair, Mr. Kozlosky stated that the Chair would lead the meetings and meet with staff in advance to review the agenda and materials. He added

that staff would be responsible for any administrative tasks. He pointed out that everyone at the table has something different to offer this leadership role.

Following further discussion, Mr. Kozlosky proposed to move this item (Election of Chair and Vice Chair) until after presentations on the MPO, the MTP, and review of the draft schedule.

**4. Overview of the Wilmington Urban Area Metropolitan Planning Organization**

Mr. Kozlosky stated that the MPO was established in the Federal Highway Act of 1962 and later defined in the Federal Highway Act of 1965. He noted that MPOs were created to provide continuous, cooperative and comprehensive transportation planning for urbanized areas with populations greater than 50,000. Two tiers exist based on population:

- 50,000 to 199,999 – regular MPOs (19 in North Carolina);
- 200,000 and greater – Transportation Management Areas (10 in North Carolina).

Mr. Kozlosky stated that the Wilmington Urban Area MPO was created in 1978. He noted that it conducts transportation planning for 494 square miles and serves a population of about 254,000 people, which increases daily due to the influx of people relocating to the area. He added that the Wilmington Urban Area MPO represents seven municipalities and three counties, and partners in planning efforts with the Cape Fear Public Transportation Authority (WAVE Transit) and the NCDOT.

Mr. Kozlosky gave an overview of the MPO Board and its 13 members, two of whom will be replaced due to last night's municipal elections. He noted that Mr. Zimmer, who represents the Board of Transportation at the discretion of the Governor, is the only appointed member.

Mr. Kozlosky gave an overview of the MPO's organizational structure and the Technical Coordinating Committee (TCC), which is comprised of staff from the various member municipalities and counties, and provides recommendations to the Board. He noted that the Bicycle and Pedestrian Committee focuses on specific modal issues; the Transportation Demand Management Committee promotes alternative forms of transportation; and the Citizens Advisory Committee (CAC) guides and develops the long-range plan.

Mr. Kozlosky stated that the MPO currently has two staff vacancies, with a new GIS Analyst, Michael Madsen, to start at the end of November. He expressed appreciation to staff and encouraged the committee to rely on them to provide information necessary to make informed decisions during the development of the plan, and in working with stakeholders and the public.

Mr. Kozlosky gave an overview of the organization's responsibilities as a Transportation Management Area. He noted that the MPO is required to update its long-range transportation plan every five years. Since 2013, the MPO has administered STBGP (Surface Transportation Block Grant) and TASA (Transportation Alternative Set Aside) Direct Attributable funds of about \$3 million annually at the discretion of the Board. He noted that a process exists to score and rank those projects, and encourage their inclusion in the long-range plan. He reported that the disbursements are focused primarily on bicycle and pedestrian improvements and that some shortfalls in the program due to the initial learning curve are being addressed. He added that 24 projects are currently funded and are in some phase of design or ready to be constructed; one of which is under construction.

Mr. Kozlosky stated that the MPO is required to update its Congestion Management process every two years. He noted that the results of the first process were adopted in 2016, and data collection is in progress for the update required to be completed in 2018. He added that the committee will reference this document during the prioritization of projects and policies in this plan. He noted that further materials will be provided to members at a later date since members already have much to review.

Mr. Kozlosky reminded members that the long-range plan must be fiscally constrained and that any wish list items will require financial analysis. He pointed out that any project that the DOT or the MPO wants to fund with federal money must be in this plan. Any additions will require sacrificing some other project or projects in the plan.

In response to an inquiry by Ms. Lacer, Mr. Kozlosky stated that the plan is updated as needed; although, the goal is to adhere to it as much as possible.

Mr. Kozlosky stated that the MPO adopts the Federal Functional Classification System. He gave a brief overview of some of the MPO's other long-range plans and additional responsibilities.

He anticipated that the dollars associated with the MPO's Unified Planning Work Program (UPWP) will go towards this effort due to its importance.

Mr. Kozlosky displayed a diagram illustrating the progress of a project from concept to completion. He noted that the Comprehensive Transportation Plan (CTP) is a wish list of the MPO and the DOT, which folds into the development of the fiscally constrained long-range plan (the MTP). He explained that the MTP feeds into the SPOT evaluation by NCDOT that allocates funding on the Statewide, Regional and Division tiers, which further funnel down into the projects that are programmed in the DOT's 10-year State and Metropolitan Transportation Improvement Program (STIP/MTIP).

Mr. Kozlosky stated that the first five years of the STIP/MTIP contain committed projects, exempt from reprioritization. The second five years of projects in the STIP/MTIP constitute the DOT work plan; however, these are uncommitted and subject to reprioritization depending on funding availability. He noted that the STIP/MTIP is updated every two years, and was most recently adopted in August. Currently Prioritization 5.0 is in progress for the 2019-2028 program. Once funded in the program, projects undergo planning, environmental analysis, design, construction and then completion. The entire process from concept to completion averages 10 to 15 years. One of the Transportation Secretary's initiatives is to speed up this process.

Mr. Kozlosky noted that the Cape Fear Transportation 2040 Plan was adopted November 18, 2015, and the next is due on November 18, 2020. Highlights of the 2040 Plan include 15 aviation projects, 2 ferry projects, 134 mass transit projects (many of which were transit shelters), 100 bicycle and pedestrian projects, 14 freight and rail projects and 58 roadway projects. He noted that for the 2040 Plan, the Bicycle and Pedestrian Committee evaluated about 970 projects and worked diligently to narrow them down to 100.

Mr. Kozlosky stated that members have been provided the MPO's Strategic Business Plan for 2017-2021 that lists six priorities, in no particular order, and strategies and objectives to achieve them, as follows:

- Cape Fear Crossing,
- Hampstead Bypass,
- Independence Boulevard Extension,
- Wilmington Rail Realignment,
- Reestablishing Wallace to Castle Hayne, and
- Bringing in more flights to Wilmington International Airport (ILM).

Mr. Kozlosky stated that members have been provided with copies of the MPO's annual report that demonstrates accomplishments of the last fiscal year. Also included in the materials distributed to members a pamphlet that gives a brief summary of the MPO and what it does for the area.

Ms. Padgett requested a copy of the organizational chart with staff names and contact information for committee members.

#### **5. Presentation on "What is a Metropolitan Transportation Plan?"**

Mr. O'Brien gave an overview of the Metropolitan Transportation Plan (MTP). He stated that MTPs are similar across the country because they arise from the same federal requirements. He noted that the MTP is the core planning document of the MPO and is the origin of most everything that the MPO does. He commented that the MTP is a massive undertaking that takes many hours and a few years to complete.

Mr. O'Brien reminded the committee that the current adopted plan will expire in November of 2020. He read of the Code of Federal Regulations (CFR) regarding the metropolitan transportation planning process. He noted that the FAST Act, the most recent transportation authorization law, is equally important as it makes it possible for Congress to distribute federal funds to spend on transportation projects. He added that the previous law, MAP-21, or Moving Ahead for Progress-21, was effective during the development of the Cape Fear Transportation 2040 Plan. Although some continuity exists between the laws, staff will help explain the differences.

Mr. O'Brien gave a brief overview of member jurisdictions and agencies, the relationship between the various MPO planning documents, and the federally required planning factors relevant to the MTP. He noted that two new factors include:

- Improve system resiliency (to disaster) and reliability (consistency), and
- Enhance travel and tourism.

Mr. O'Brien gave an overview of important high-level considerations including an emphasis on direct public input into the plan; setting objective numerical targets and describing how the plan will help reach those targets; and describing the benefits of the burdens of the plan to vulnerable populations. He noted that ultimately the MTP guides and provides the framework for prioritizing projects for funding. He added that participants include member jurisdiction representatives, the NCDOT, NC State Ports Authority, WAVE Transit, ILM, CSX and other freight shippers, and the general public.

Mr. O'Brien stated that the MTP must be approved by the MPO Board, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). He recommended that upcoming plan be structured similar to the current plan, which includes a profile of the region, survey responses and other public input, financial and environmental analysis, discussion of conditions and trends, goals/objectives/and policies to rank proposed projects within transportation modes.

Mr. Kozlosky assured members that each of the elements of the plan will be reviewed and discussed in more detail during future meetings.

Mr. O'Brien gave an overview of the organizational structure regarding plan development, review and approval. A lengthy question/answer and discussion period was held regarding the scope and changeability of the plan.

Mr. Obrock pointed out that the plan focuses more on intermodal transportation than on cars, and members would serve on modal subcommittees. He commented that it will be necessary to pick the most important projects to the region due to the limited funding. He advised that the projects selected by the last group should not be tossed out; and cooperation will be necessary to move forward those projects with maximum benefit to the region.

**6. Review of the Draft Schedule**

Mr. O'Brien displayed a high-level view of the timeline for plan development through the end of 2019. A question/answer and discussion period was held regarding the economic impact and environmental justice factors.

**7. Election of Chair and Vice Chair**

Ms. Padgett volunteered to be considered for the role of Chair if she could be excused from serving on the subcommittees. She also requested the support of a strong Vice Chair.

Mr. Ellen pointed out that although Mr. Cawthorne is new to the area, he offers a wealth of experience. Mr. Cawthorne responded that he would be honored to serve as Vice Chair.

Following further consideration, Mr. Obrock made a motion to elect Ms. Padgett as Chair and Mr. Cawthorne as Vice Chair. Mr. King seconded the motion and it carried unanimously.

**8. Schedule of Next and Future Meetings**

It was the consensus of members to meet on the second Wednesday of the month from 2:00 p.m. to 4:00 p.m. until December of 2019.

Mr. Kozlosky stated that staff can validate parking at the 2<sup>nd</sup> Street Parking Deck, which can be accessed from 3<sup>rd</sup> Street between the current and former BB&T bank buildings.

Mr. Cawthorne requested a contact list of committee members and their jurisdictions.

Ms. Padgett requested nameplates for members for at least the next few meetings.

Mr. Kozlosky stated that staff would search for a larger venue for future meetings. He noted that only one member, Mr. Neal Andrew, was unable to attend today's meeting due to a prior commitment; but is expected at future meetings.

Mr. Kozlosky expressed appreciation to the committee members and staff.

**9. Adjournment**

With no further business, the meeting was adjourned at 4:11 p.m.

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.**