

**Wilmington Urban Area  
Technical Coordinating Committee  
Wednesday, January 16, 2019  
Meeting Minutes**

**Members Present**

Mike Kozlosky, Wilmington MPO

Don Bennett, City of Wilmington

Nick Cannon, Wilmington MPO

Rebekah Roth, New Hanover County

Stephanie Ayers, NC State Ports Authority

Ashli Barefoot, Town of Leland

Barnes Sutton, Town of Navassa

Helen Bunch, Brunswick County

Travis Henley, Pender County

Allen Serkin, Cape Fear Council of  
Governments

Caitlin Marks, NCDOT Division of Highways

Nazia Sarder, NCDOT Planning

Megan Matheny, Cape Fear Public  
Transportation Authority

**1. Call to Order**

Mr. Kozlosky called the meeting to order at 10:00 a.m.

**2. Approval of the Agenda**

Mr. Bennett made a motion to approve the agenda as presented, seconded by Ms. Ayers, and the motion carried unanimously.

**3. Election of Officers**

Mr. Kozlosky opened the floor to nominations for Chairman and Vice Chairman.

Mr. Bennett nominated Mr. Kozlosky for Chairman. Mr. Serkin nominated Mr. Bennett for Vice Chairman.

There being no other nominations on the floor, Mr. Bennett made a motion to approve the nominations. Ms. Matheny seconded the motion, and it carried unanimously.

**4. Presentations**

**a. Wilmington Urban Area MPO 2045 Travel Demand Model**

Ms. Nazia Sarder, Transportation Engineer III, NCDOT Transportation Planning, gave an overview of the Wilmington Urban Area MPO 2045 Travel Demand Model. She stated that the 2015 model was calibrated from socio economic Census data (population and employment), which was verified by the jurisdictions. For the 2045 model, control totals from the Office of the State Budget and Planning were combined with assessments of high, medium and low growth rates for the Transportation Analysis Zones (TAZ) by MPO staff and member jurisdictions. She noted that the Travel Demand Model will be used as a tool to rank projects for the 2045 Metropolitan Transportation Plan.

**b. WAVE Transit's Short Range Transit Plan**

Ms. Megan Matheny, Deputy Director, Cape Fear Public Transportation Authority, gave an overview of the Short Range Transit Plan. She stated that Nelson\Nygaard oversaw the 14-month planning process at a cost of \$150,000. Representatives from the local jurisdictions and partner organizations, such as the Housing Authority and the Community Resource Center, served on the steering committee consisting of representatives from the local jurisdictions. The

process also included public engagement, market analysis, existing conditions assessment, and peer review of other transit agencies within the region.

Ms. Matheny gave an overview of findings. She stated that the existing service is stretched thin and reallocating resources would be a challenge. However, Wave Transit is running efficiently considering available resources, and that scheduled routes are located in the appropriate corridors. She noted that results from analysis were congruent with public input. Needs and priorities include securing local match contributions to leverage state and federal dollars, increasing service frequency, and attracting choice riders (frequency and convenience). She added that the majority of routes operate on an hour headway with the exception of the downtown trolley. One of the fixed routes with the largest ridership has a 30-minute frequency. A mobile app is available and an electronic payment option may be available by the end of the year. Also, amenity upgrades such as bus shelters that have transpired over the last two years will continue.

Ms. Matheny stated that the cost neutral recommendations for the five-year planning horizon, FY19-23, assume no additional resources and may include route tweaks and realignments. Independent of this study, the downtown transfer station of the Multi-modal Transportation Center (MMTC) would require realignment of 50% of the fixed routes that serve the downtown station. Recommendations that would require additional funds include providing services to areas of need identified in comprehensive plans such as Porters Neck. In addition to future recommendations, other areas discussed included Kure Beach and River Road.

Mr. Albert Eby, Executive Director, Cape Fear Public Transportation Authority, gave a brief overview of the Authority and some of its challenges including the upcoming loss of rural transit funding and some other funds, increased operation costs for the new MMTC facility, specialized workforce, and questionable reimbursements as a result of services during Hurricane Florence and the federal government shut-down. He pointed out that the biggest challenge to transportation in the region is the availability of a dedicated funding source. He encouraged members to review the Short Range Transit Plan and the Short Term Efficiencies and Long Term Governing Model, both of which can be found online at <https://www.wavetransit.com/documents-and-plans/>.

**c. North Carolina Department of Transportation Project Development and Merger Process**

Mr. Trace Howell, Project Manager, NCDOT Division 3, gave an overview of the NCDOT Project Development and Merger Process. He stated that key factors include purpose and need, environmental and property impacts, traffic data, local agencies and public input, benefit versus cost, development of an area, and constructability of the project. Stakeholders throughout the process include DOT, MPOs, RPOs, cities, counties, environmental agencies, design firms and public input.

Mr. Howell stated that NCDOT considers projects for prioritization from MPO and RPO long-range plans. Projects are scored and tiered into Statewide, Regional or Division Needs. Forty percent of funds go to the Statewide Tier, 30% to Regional Impact and 30% to Division Needs. Once

a project is in the draft STIP, project managers can begin scoping it. Alternatives are selected at about 15% of design; right-of-way purchasing happens at about 75%; and construction begins at 100%.

Mr. Howell stated that environmental and planning documents are a large part of the process that can greatly impact right-of-way purchases and permits. Signed documents are required for both non-merger projects (12 or fewer months) and merger projects (three or more years). Merger projects apply to all new location projects and those that require a permit under Section 404 of the Clean Water Act (mainly wetland and stream impacts; but also environmental justice and threatened and endangered species). Once other data is collected, a concept review meeting is held. Regardless of the project type, a public input meeting is held sometime between scope and 15% with at least two weeks advance notice. At least two alternatives are considered and projected impacts (3-D visuals or video) based on level of design are considered, followed by a 30-day public comment period.

Mr. Howell stated that past the public meeting, an alternative selection meeting is held with the same stakeholders as the concept review meeting to consider public comment, any revised maps and matrix changes, and reaffirm the purpose and need statement. He gave examples of processes for projects that were revised due to public input including Military Cutoff Road Extension, Surf City Bridge, and Hampstead Bypass.

In response to an inquiry by Ms. Roth, Ms. Marks stated that the relevant stakeholders are contacted from an internal list. She noted that Ms. Roth should be included and requested an e-mail from her to help confirm it.

In the absence of Mr. Kozlosky, Mr. Bennett presided over the remainder of the meeting.

## 5. Consent Agenda

- a. Approval of TCC Meeting Minutes – November 14, 2018
- b. Resolution adopting WAVE Transit's Short-range Transit Plan
- c. Resolution approving 2018-2027 STIP/MPO TIP Administrative Modification #18-9

Mr. Serkin made a motion to approve the Consent Agenda, Items 5a through 5c, and to forward the Items to the MPO Board for consideration. Ms. Bunch seconded the motion, and it carried unanimously.

## 6. Regular Agenda

- a. Resolution approving the Cape Fear Moving Forward 2045 Proposed Modal Project Lists for Aviation, Ferry and Water Transportation, Freight Rail, Public Transportation, and Roadway

Ms. Lorenzo stated that the modal subcommittees under the auspices of the Citizens Advisory Committee (CAC) have compiled project lists to be sent to the consultant for a high-level planning cost estimate. Meanwhile, scoring criteria is currently under development by the modal subcommittees, and will be applied to rank the projects for the 2045 Metropolitan Transportation Plan.

Ms. Lorenzo stated that the Bicycle-Pedestrian list was not included due to some concerns raised by the CAC. The modal subcommittee is in the process of addressing these concerns in the form of a letter, and the list will be brought forward for consideration next month.

Ms. Lorenzo stated that staff has reviewed roadway projects in coordination with Division 3.

Following further consideration, Ms. Matheny made a motion to approve the Resolution approving the Cape Fear Moving Forward 2045 Proposed Modal Project Lists for Aviation, Ferry and Water Transportation, Freight Rail, Public Transportation, and Roadway. Ms. Barefoot seconded the motion, and it carried unanimously.

7. **Discussion**

a. **Draft FY20 Unified Planning Work Program**

Ms. Lorenzo stated that there are no major changes to the Unified Planning Work Program (UPWP) from last year – only a minimal increase in the TDM Grant. She noted that Letters will be sent to member jurisdictions with their estimated contributions. She added that the resolution will open the public comment period.

b. **TASA Call for Projects**

Ms. Kimes stated that one application has been received, and that two other applicants have expressed an interest in the TASA call for projects. She reminded members that projects must be in the long-range plan to be considered for funding. She suggested that members submit projects to their representatives on the Bike-Ped Committee for inclusion. She noted that staff will encourage Bike-Ped members to contact TCC members. She requested that TCC members share information with parks and recreation staff as well.

In response to an inquiry by Mr. Cannon, Ms. Kimes stated that the application deadline remains January 25<sup>th</sup>.

c. **Wilmington Urban Area MPO 2019 Legislative Agenda**

Ms. Lorenzo stated that there are no major changes to the legislative agenda. She noted that some language has been added to support e-scooters.

A lengthy question/answer and discussion period was held regarding e-scooters. Mr. Cannon stated that staff expects the state legislature to take the lead in drafting policy.

d. **2018-2027 STIP/MPO TIP Administrative Modification #19-1**

Ms. Lorenzo stated that the remaining items are for informational purposes only and will be brought back at the next meeting for action.

e. **Draft 2020-2029 State/Metropolitan Transportation Improvement Program**

Ms. Ayers expressed concerns regarding changes in the STIP/MPO TIP, particularly to South Front Street and Carolina Beach Road.

Ms. Marks responded that project shifts are caused by increasing costs, and that she would look into the particular projects further. She noted that the public comment period is currently open until June, including a week-long drop-in period, of which she would inform members. She pointed out that the addition of the Gordon Road and Cape Fear Crossing projects are great achievements, not to mention the Wilmington traffic signal upgrades.

Mr. Bennett stated that the city currently monitors 217 signals, which will increase to 240 with the new projects. He noted that super streets multiply the number of signals at intersections.

A lengthy question/answer and discussion period was held regarding projects.

Mr. Serkin suggested advanced right-of-way acquisition for larger projects such as the Cape Fear Crossing.

Mr. Bennett pointed out that the value of right-of-way increases exponentially once a corridor is identified.

8. **Updates**

Mr. Bennett reminded members that the updates are included in the agenda packet.

9. **Announcements**

Ms. Lorenzo stated that NCDOT is currently working on an update to its transportation plan and distributed flyers to members. In addition, she encouraged members to attend the Bike-Ped meeting on February 13<sup>th</sup> at 2:00 p.m. at 320 Chestnut Street.

Mr. Bennett stated that the next TCC Meeting is scheduled for February 13<sup>th</sup>.

10. **Adjournment**

With no further items, the meeting was adjourned at 11:47 a.m.

**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.**