

**Wilmington Urban Area  
Technical Coordinating Committee  
Wednesday, February 12, 2020  
Meeting Minutes**

**Members Present**

Abby Lorenzo, Wilmington MPO

Don Bennett, City of Wilmington

Nick Cannon, Wilmington MPO

Robert O'Quinn, Town of  
Wrightsville Beach

Rebekah Roth, New Hanover County

Granseur Dick, Wilmington International Airport

Stephanie Ayers, North Carolina

Ports Authority

Cheryl Page, Town of Belville

Ashli Barefoot, Town of Leland

Helen Bunch, Brunswick County

Caitlin Marks, NCDOT Division of Highways

Nazia Sarder, NCDOT Planning

Megan Matheny, Cape Fear Public Transportation

**1) Call to Order**

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

**2) Approval of the Agenda**

Ms. Lorenzo requested to add discussion Item 5e regarding a potential registration fee to limit participation in the River to Sea Bike Ride in May.

Ms. Lorenzo made a motion to approve the agenda as amended. Ms. Bunch seconded the motion and it carried unanimously.

**3) Consent Agenda**

- a. Approval of TCC Meeting Minutes- January 15, 2020
- b. Resolution approving 2018-2027 and 2020-2029 STIP/MPO Transportation Improvement Program Administrative Modification #20-1
- c. Resolution supporting the WAVE Connect Advisory Committee's recommendations for the Award of the Section 5310 Community Grant Project Funds
- d. Resolution authorizing the Executive Director to enter into an Inter-local Software Usage Agreement for the Rideshare Matching, Commute Calendar & Incentive Software Contract

Ms. Matheny made a motion to approve the Consent Agenda, Items 4a through 4d, and to forward these items to the MPO Board for consideration. Mr. Cannon seconded the motion, and it carried unanimously.

**4) Regular Agenda**

- a. Resolution authorizing the Wilmington Urban Area Metropolitan Planning Organization to apply for FY 2021 Transportation Demand Management Program (TDM) Funding and Provide the Local Match

Mr. Cannon stated that every year the North Carolina Department of Transportation (NCDOT) releases an application for grants for Transportation Demand Management (TDM) programs across the state. He noted that 2015 was the first year that the TDM program was approved for the Wilmington Urban Area. He added that the program requires a 50% match with half from NCDOT and rest from member jurisdictions.

Ms. Ayers made a motion to approve the Resolution authorizing the Wilmington Urban Area Metropolitan Planning Organization to apply for FY 2021 Transportation Demand Management

Program (TDM) Funding and Provide the Local Match. Ms. Barefoot seconded the motion, and it carried unanimously.

**b. Resolution approving the Wilmington Urban Area Metropolitan Planning Organization's FY 2021 Unified Planning Work Program**

Ms. Lorenzo stated that the Unified Planning Work Program (UPWP) for FY 2021 has been included in the agenda packet. She noted that the draft underwent the appropriate public comment period.

Ms. Ayers made a motion to approve the Wilmington Urban Area Metropolitan Planning Organization's FY 2021 Unified Planning Work Program. Ms. Lorenzo seconded the motion, and it carried unanimously.

**c. Resolution certifying the Transportation Planning Process for the Wilmington Urban Area Metropolitan Planning Organization**

Ms. Lorenzo stated that this item is the annual certification of the WMPO's Transportation Planning Process.

Ms. Bunch made a motion to approve the Resolution certifying the Transportation Planning Process for the Wilmington Urban Area Metropolitan Planning Organization. Ms. Roth seconded the motion, and it carried unanimously.

**5) Discussion**

**a. STIP/Locally Administered Projects**

Ms. Lorenzo stated that Mr. Kozlosky and Ms. Hopkins met with MPO member jurisdictions regarding schedules for Locally Administered Projects in the Direct Attributable program. She noted that the schedules have been submitted to NCDOT. She expressed appreciation to members for their assistance. She added that NCDOT will inform the MPO regarding the projects to be released next.

**b. 2018-2027 and 2020-2029 STIP/MPO Transportation Improvement Program Administrative Modification #20-2**

Ms. Lorenzo stated that this amendment has been included in the agenda packet and is for informational purposes only.

**c. Cape Fear Moving Forward 2045 Plan**

Ms. Lorenzo gave a brief update on the Cape Fear Moving Forward 2045 Plan. She stated that the draft plan will be released in March for a 30-day of public comment period. She noted that the draft will be presented to the MPO Board at its meeting on February 26<sup>th</sup>. She expressed appreciation to staff for their time and efforts to remain on schedule in order for the Board to consider the final plan in October. She added that staff will review comments at the end of March and make any changes directed by the Board.

In response to an inquiry by Ms. Roth, Ms. Lorenzo stated that staff would summarize the comments and forward them to the TCC and then to the MPO Board. She noted that the Citizens Advisory Committee has completed its work and will be recognized at the MPO Board meeting on February 26<sup>th</sup>.

**d. Prioritization 6.0 Project Submittals**

Ms. Lorenzo stated that five memos have been included in the agenda packet regarding draft Prioritization 6.0 project submittals. She explained that the ferry mode has been omitted because the two projects are either programmed or will automatically carry over. She reminded the group that she sent an e-mail to member jurisdictions inquiring about submitting bicycle and pedestrian projects from the Metropolitan Transportation Improvement Program (MTIP). She pointed out that ranking of these projects is less straight forward since they require a 20% local match. She stated that two responses were received. She noted that New Hanover County opted not to submit any projects and the Town of Leland requested to submit four projects.

Ms. Lorenzo stated that staff worked with planning partners at Wilmington International Airport and Wave Transit to develop the aviation and public transportation lists. She added that the freight rail list is directly from the remaining rail projects included in the Cape Fear Transportation 2040 Plan.

Ms. Ayers expressed concerns regarding the gap in the number of projects allowed for each mode (19). Ms. Lorenzo responded that those projects from Cape Fear 2040 must be included in Prioritization 6.0. And since bicycle and pedestrian projects require a 20% local match, member jurisdictions must agree that they be included in the STIP.

Ms. Marks pointed out that NCDOT receives bicycle pedestrian submissions as well. She recommended that members coordinate with her to see if NCDOT has any available slots for their projects.

**e. River to Sea Bike Ride Proposed Registration**

Mr. Cannon gave an overview of the River to Sea event registration proposal. He stated that for the last ride, about 600 participants registered online, with an additional 40 to 50 cyclists appearing on the day of the event. He noted that MPO staff and the police who provide support during the ride have expressed safety concerns regarding participants more numerous than 450. He added that the committee met yesterday for the first time and discussed ways to cap participation.

Mr. Cannon stated that the ride has traditionally been free of charge. He noted the following potential options:

- 1. Free participation for everyone; online registration only; ride cap at 495 (considering that 10-15% are no-shows); unregistered participants to be turned away**
- 2. Free participation for pre-registration for up to 450 registrants online; unregistered cyclists may participant for a small cash fee (\$2-\$5)**

In response to an inquiry by Mr. Bennett, Mr. Cannon stated that the second option could potentially exceed the cap. He noted that staff would take note and consider other options for future events.

Mr. Cannon stated that that in the past, about one-fourth of participants purchased a t-shirt for \$10-\$15. He noted that for the third option, everyone would receive a t-shirt and pay a registration fee, as follows:

3. **\$15 t-shirt/registration fee; 495 online cap (packet pick-up at locations throughout the community the day before the event: WMPO Office, Two Wheeler Dealer or Bike Cycles)**

In response to an inquiry by Mr. Bennett, Mr. Cannon stated that participants will not be required to wear the t-shirt. However, bibs will be handed out this year.

In response to an inquiry by Mr. O'Quinn, Mr. Cannon stated that the fee would go towards expenses such as the Porta Johns at the half-way mark at Wrightsville Beach, and event insurance (about \$450 each year).

A lengthy question/answer and discussion period was held regarding event participation and the options.

Ms. Roth made a motion to recommend the second option to the MPO Board, with the small fee being set at \$5. Mr. O'Quinn seconded the motion, and it carried unanimously.

**6) Updates**

- a. **Wilmington Urban Area MPO**
- b. **Cape Fear Public Transportation Authority**
- c. **NCDOT Division**
- d. **NCDOT Transportation Planning Division**

Bennett stated that updates are included in the agenda packet.

Ms. Ayers inquired about any road closure associated with the sewage spill and the culvert project on River Road. Mr. Bennett responded that although no road closure is anticipated; the bike lane on River Road crossing the Barnards Creek Bridge likely will be closed.

**7) Announcements**

- a. **Bike/Pedestrian Committee Meeting – April 14<sup>th</sup> at 2:00 p.m.**

In response to an inquiry by Ms. Roth, Mr. Cannon stated that an update on the Safe Routes to School program would be given.

- b. **Next TCC meeting - March 11, 2020**

**8) Adjournment**

With no further items, the meeting was adjourned at 10:34 p.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.**