January 30, 2013

Memorandum #2013-19

TO: HRTPO Transportation Technical Advisory Committee

BY: Camelia Ravanbakht, Deputy Executive Director

RE: Transportation Technical Advisory Committee Meeting – February 6, 2013

The next HRTPO Transportation Technical Advisory Committee meeting will be held at 9:30 a.m., Wednesday, February 6, 2013, in the Regional Building Board Room, 723 Woodlake Drive, Chesapeake.

MK/kg

Voting Members:
Kevin Abt, VPA
Lynn Allsbrook, HA
Keisha Branch, HRT
Robert R. Brown, NO
W. Keith Cannady, HA
J. Mark Carter, YK
Dan G. Clayton III, WM
Timothy C. Cross, YK
Kevan Danker, WATA
Anne Ducey-Ortiz, GL
Sherry Earley, SU
Robert K. Gey, VB
Emily Gibson, GL
Paul Holt, III, JC
Jacqueline Kassel, NN
Michael S. King, NN
Robert E. Lewis, SU
Tripp Little, GL
Albert M. Maddalena, Jr., YK
Scott Mills, SU
Allen J. Murphy, Jr., JC
Reed T. Nester, WM
Jamie Oliver, IW
Jim Ponticello, VDOT
Phil Pullen, VB
Jeffrey K. Raliski, NO
Ellen Roberts, PQ
Tamara Rosario, JC
Steve Rowan, VDOT
Mark Schnaufer, VB
Mark Shea, CH
Thomas M. Slaughter, NN
C. Earl Sorey, Jr., CH
Michael Stallings, WINDSOR
Peter M. Stephenson, SM
Emily Stock, DRPT
Eric Stringfield, VDOT
Debbie Vest, PQ
Gary E. Walton, CH
Susan Wilson, PO
James Wright, PO
Kevin Wyne, PQ
John Yorks, HA
### Voting Alternates:

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<tr>
<td>Toni Alger</td>
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<td>Earl Anderson</td>
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<td>Fred Brusso</td>
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<td>Barbara Creel</td>
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<td>Garrey W. Curry, Jr.</td>
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<td>Jeffrey A. Florin</td>
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<td>Steve Froncillo</td>
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<td>Tony Gibson</td>
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<td>Robert P. Goumas</td>
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<td>Frank Haltom</td>
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<td>John M. Keifer</td>
<td>NO</td>
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<td>Youssef Khalil</td>
<td>PO</td>
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<td>Ric Lowman</td>
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<td>Amanda Lutke</td>
<td>NO</td>
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<td>Eric J. Martin</td>
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<td>Carolyn Murphy</td>
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<td>Terry P. O’Neill</td>
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<td>Amy Parker</td>
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<td>Bryant Porter</td>
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<td>Rodney S. Rhodes</td>
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<td>Julie Timm</td>
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<td>David Wilkinson</td>
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<td>Martin Willson</td>
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<td>Edwin Wrightson</td>
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### Nonvoting Members:

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<tr>
<td>P. Clifford Burnette, Jr.</td>
<td>VDOA</td>
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<td>Tony Cho</td>
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<td>Ivan P. Rucker</td>
<td>FHWA</td>
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<tr>
<td>Wendy Vachet</td>
<td>NAVY</td>
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Agenda
HRTPO
Transportation Technical Advisory Committee Meeting
February 6, 2013

The Regional Board Room, 723 Woodlake Drive, Chesapeake, Virginia

9:30 am 1. CALL TO ORDER
2. PUBLIC COMMENT PERIOD (Limit 3 minutes per individual)
3. SUBMITTED PUBLIC COMMENTS
4. APPROVAL OF AGENDA

AGENDA:

9:40 am 5. Minutes
9:45 am 6. Transportation Programming Subcommittee Report
9:55 am 7. Historical Analysis of Census Transportation Data: Draft
10:05 am 8. Revising Functional Class Designations
10:15 am 9. TRAFFIX Annual Report: HRT
10:35 am 11. Three-Month Tentative Schedule
12. For Your Information
13. Announcements
10:45 am 14. Old/New Business

ADJOURNMENT
AGENDA ITEM #1: CALL TO ORDER

The meeting will be called to order by the Chair at approximately 9:30 a.m.

AGENDA ITEM #2: PUBLIC COMMENT PERIOD

Members of the public are invited to address the TTAC. Each speaker is limited to three minutes.

AGENDA ITEM #3: SUBMITTED PUBLIC COMMENTS

There were no submitted public comments.

AGENDA ITEM #4: APPROVAL OF AGENDA

Members are provided an opportunity to add or delete items from the agenda. Any item for which a member desires an action from the TTAC should be submitted at this time, as opposed to under “Old/New Business”.
AGENDA ITEM #5: MINUTES

SUBJECT:
Minutes of the previous TTAC meeting.

BACKGROUND:
Minutes of the TTAC meeting held on January 2, 2013.

Attachment 5

RECOMMENDED ACTION:
Approve the minutes.
Summary Minutes of the HRTPO Transportation Technical Advisory Committee (TTAC) Meeting
January 2, 2013

The HRTPO Transportation Technical Advisory Committee (TTAC) Meeting was called to order at 9:31 a.m. in the Regional Boardroom, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

**TTAC Voting Members in Attendance:**

- Michael King (Chair, NN)
- Robert Gey (Vice Chair, VB)
- Steve Froncillo (Alternate, CH)
- Mark Shea (CH)
- Anne Ducey-Ortiz (GL)
- Tom Slaughter (NN)
- Robert Brown (NO)
- Jeff Raliski (NO)
- Paul Holt (JC)
- Tammy Rosario (Alternate, JC)
- Jackie Kassel (NN)
- Lynn Allsbrook (HA)
- Keith Cannady (HA)
- Jamie Oliver (IW)
- Scott Mills (SU)
- Phil Pullen (VB)
- Mark Schnaufer (VB)
- Tom Slaughter (NN)
- Tim Cross (YK)
- Kevin Wyne (PQ)
- Kevan Danker (WATA)

**TTAC Voting Members Absent:**

- Earl Sorey (CH)
- Gary Walton (CH)
- Emily Gibson (GL)
- Michael Stallings (IW)
- Peter Stephenson (IW)
- Allen J. Murphy, Jr. (JC)
- Ellen Roberts (PQ)
- Christopher Perez (GL)
- Debbie Vest (PQ)
- John Yorks (HA)
- Sherry Earley (SU)
- Michael King (Chair, NN)
- Robert Brown (NO)
- Christopher Perez (GL)
- Robert Lewis (SU)
- Ivan Rucker (FHWA)
- Wendy Vachet (Navy)
- Tony Cho (FTA)
- Clifford Burnette (VDOA)

**HRTPO Staff:**

- Sam Belfield
- Rob Case
- Brian Chenault
- Dwight Farmer
- Kathlene Grauberger
- Theresa Jones
- Mike Kimbrel
- Kendall Miller
- Jessica Nappi
- Keith Nichols
- Pavithra Parthasarathi
- Joe Paulus
- Camelia Ravanbakht
- Dale Stith

**Others Recorded Attending:**

- Alexis Baker (CH), LJ Hansen (SU); Bob Matthias (VB); Rich Clifton (RK&K); Karen McPherson (Kimley-Horn); Julie Timm (HRT); Mitzi Crystal, Angel Deem, Tony Gibson, Sonya Hallums-Ponton, Hakazi Htlabati, Carl Jackson, Darryll Lewis, Bryant Porter, Christopher Voigt, VDOT; Chris Vaigneur (HRPDC Staff)

**Public Comment Period**

There was no public comment.
Submitted Public Comments

There were submitted public comments in the agenda packet.

Approval of Agenda

Chair Michael King asked for additions or deletions to the TTAC Agenda. Hearing none, Mr. Lynn Allsbrook Moved to approve the agenda as written; seconded by Mr. Eric Stringfield. The Motion Carried.

Summary Minutes

Chair King indicated the TTAC Summary Minutes of November 7, 2012 were included in the January TTAC Agenda. He asked for corrections or amendments to the minutes. Hearing none, Mr. Tim Cross Moved to approve the minutes as written; seconded by Ms. Tammy Rosario. The Motion Carried.

FY 2013 Unified Planning Work Program Amendment: WATA

Mr. Mike Kimbrel, HRTPO Principal Transportation Engineer, reported that Williamsburg Area Transit Authority (WATA) has requested to amend the 2013 Unified Planning Work Program (UPWP) to cancel one task with the understanding the task will be included and funded in the FY 2014 UPWP.

The affected task is:

- WATA Comprehensive Operations Analysis, Task# 10.8

The proposed UPWP amendment has been made available for public review and comment. The public review and comment period for this amendment request began on December 19, 2012 and runs through January 2, 2013.

Mr. Tom Slaughter Moved to amend the FY 2013 UPWP to cancel the affected WATA task and include it in the FY 2014 UPWP; seconded by Mr. Allsbrook. The Motion Carried.

FY 2012-2015 Transportation Improvement Program Amendment: HRTPO

Mr. Kimbrel reported that as a result of the recent review of projects in the 2034 Long-Range Transportation Plan (LRTP), FY 2012-2015 Transportation Improvement Program (TIP), and FY 2013-2018 Six-Year Improvement Program (SYIP), HRTPO staff has determined the following two bridge projects should be added to the TIP:

- UPC 98813 – Route 189 Bridge over the Blackwater River. This project is listed as being in Southampton County in the VDOT database, but since one end of the bridge makes landfall in the City of Suffolk, HRTPO staff believes the project should be included in the HRTPO TIP. Project cost estimate and funding information:
  - Phase Cost Estimates:
    - PE = $715,869
RW = $150,000
CN = $6,052,684

Total Allocations = $6,918,553 (Fully Funded)

- UPC 102715 – Churchland Bridge Replacement in Portsmouth (High Street, from Grayson Street to Sea Grove Road/Carney Street). This project has not been included in the TIP or Statewide TIP because there are no federal funds allocated to the project. HRTPO staff believes, however, that the project is regionally-significant and, therefore, should be included in the HRTPO TIP. Project cost estimate and funding information:
  - Phase Cost Estimates:
    - PE = $2,500,000
    - RW = $2,000,000
    - CN = $25,000,000
  - Total Allocations = $2,500,000 (PE Phase Funded)

The proposed TIP amendment has been made available for public review and comment. The public review and comment period for this amendment request began on December 19, 2012 and runs through January 2, 2013.

Mr. Kevin Abt Moved to amend the FY 2012-2015 TIP to add the two bridge projects; seconded by Mr. Scott Mills. The Motion Carried.

**FY 2012-2015 Transportation Improvement Program Amendment: York County**

Mr. Cross reported that York County has requested to amend the HRTPO FY 2012-2015 Transportation Improvement Program (TIP) to cancel three projects funded in part with Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds and to return the CMAQ funds remaining on those projects to the HRTPO CMAQ reserve account.

The affected projects are:

- UPC T4316 – Yorktown 225th Transportation System
  - Transfer $45,500 FY 07 CMAQ allocation to HRTPO CMAQ reserve.

- UPC 16316 – Cook Road (Route 704) Bikeway
  - Transfer $226,082 FY 99 CMAQ allocation to HRTPO CMAQ reserve.
  - Transfer $613,417 FY 01 CMAQ allocation to HRTPO CMAQ reserve.

- UPC 84482 – Lightfoot Road (Route 646) Bikeway
  - Transfer $106,400 FY 08 CMAQ allocation and $26,600 state match to HRTPO CMAQ reserve.

The proposed TIP amendment has been made available for public review and comment. The public review and comment period for this amendment request began on December 19, 2012 and runs through January 2, 2013.
Mr. Cross Moved to amend the FY 2012-2015 TIP to cancel three CMAQ projects and return the CMAQ funds to the CMAQ reserve account; seconded by Mr. Kevan Danker. The Motion Carried.

2012 Public Participation Plan: Final Document

Ms. Kendall Miller, HRTPO Public Involvement & Title VI Administrator, reported that the draft 2012 Public Participation Plan (PPP) was presented to TTAC at its September 2012 meeting. The Plan was updated and made available for public review and comment from September 20, 2012 to December 5, 2012. Two comments were received and incorporated into the final document.

Mr. Allsbrook Moved to approve the 2012 Public Participation Plan: Final Document; seconded by Mr. Slaughter. The Motion Carried.

FY 2014 – 2019 SYIP Development: HRTPO Priority Projects

Mr. Kimbrel reported that in anticipation of VDOT’s request for regional funding priorities for the Commonwealth Transportation Board’s (CTB) FY 2014-2019 Six-Year Improvement Program (SYIP), the Transportation Programming Subcommittee (TPS) met on October 19, 2012 to initiate discussion on this topic. Following that meeting, the staffs of both the HRTPO and VDOT worked to confirm the latest status of affected projects.

In order to determine the HRTPO Priority Projects, staff:

- Reviewed the CTB priorities for the SYIP
- Reviewed the 2034 Long-Range Transportation Plan (LRTP)
- Requested the assistance of VDOT staff to confirm the current cost estimate and allocation information for certain projects
- Listed projects in order by HRTPO Prioritization Score per Prioritization Category
- Requested comments from the TPS

Mr. Abt asked whether a project could be added to the priority list. Ms. Camelia Ravanbakht replied the project must currently be included in the 2034 LRTP in order to be considered. It was determined the referenced project was not in the 2034 LRTP; therefore it could not be added to the priority list at this time.

Mr. Allsbrook Moved to approve the HRTPO Priority Projects as shown in the attachment for submittal during the development of the FY 2014 – 2019 SYIP; seconded by Mr. Cross. The Motion Carried.

Interstate 64 Hampton Roads Bridge-Tunnel Study: Draft EIS

Ms. Angel Deem, VDOT Environmental Division, reported that VDOT, in conjunction with the Federal Highway Administration (FHWA), is studying the environmental consequences of transportation improvements along Interstate 64 (I-64), including the Hampton Roads Bridge-Tunnel (HRBT), in the Cities of Hampton and Norfolk. The study area extends approximately 12 miles along I-64 from the I-664 interchange in Hampton to the I-564
interchange in Norfolk. The study arose from a need to address inadequate capacity and geometric deficiencies of the existing facilities of I-64 and the HRBT in the study corridor.

The Draft EIS is a tool for VDOT and FHWA to make informed decisions regarding the study alternatives. The document includes the review of a reasonable range of alternatives, their ability to meet the needs of the study, and their likely impacts to the social, cultural, and natural environment. The evaluated alternatives include:

- No-Build Alternative
- Build-8 Alternative – 8 total lanes in Hampton, the HRBT, and in Norfolk
- Build-8 Managed Alternative – same as Build-8 Alternative, but would also include traffic management solutions such as HOV lanes, HOT lanes, or all toll lanes
- Build-10 Alternative – 10 total lanes in Hampton, the HRBT, and in Norfolk

Ms. Deem stated that two public meetings were held in 2011 and 2012, with more to follow in 2013. The final EIS is expected in Spring 2014 and a Record of Decision (ROD) in the Summer of 2014.

FY 2014 Unified Planning Work Program – Planning Priorities: Draft

Ms. Camelia Ravanbakht, HRTPO Deputy Executive Director, reported that in addition to detailing the work associated with HRTPO core functions – the Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), the Congestion Management Process (CMP), and Public Participation – federal regulations state the Unified Planning Work Program (UPWP) shall include a discussion of the planning priorities facing the Metropolitan Planning Area (MPA). It is in the determination of these planning priorities that the HRTPO Board ensures its vision and goals are carried forward in the UPWP. Establishing clear direction from the HRTPO Board regarding its priorities allows HRTPO staff to ensure that limited resources are properly allocated in the UPWP.

The HRTPO staff recommends consideration of the following in setting planning priorities for the Hampton Roads MPA for FY 2014:

- Transportation Programming
- Passenger Rail and Public Transit
- Regional Freight Planning
- Active Transportation Planning
- Alternatives for Funding Transportation Projects

Ms. Ravanbakht requested input from TTAC members regarding the staff recommendations.

Mr. Stringfield stated the TTAC had a previous discussion pertaining to the major water crossings in the region and inquired as to whether this subject would be included in the UPWP. Ms. Ravanbakht requested VDOT transmit a letter to staff to include it as a task in the UPWP.
Mr. Robert Gey asked whether Emergency Management (EM) Planning was considered by staff in its discussion of priorities. Mr. Rob Case replied the HRPDC has an excellent EM Department and HRTPO staff is working with them. He indicated he was involved with a recent research project in Charlottesville sponsored by The Research Council. He also attends the monthly HRPDC EM meetings and is involved with several Federal EM efforts.

Ms. Ravanbakht noted that Emergency Management factors were also considered within the HRTPO Prioritization Tool.

Ms. Jamie Oliver stated the last proposed priority, Alternatives for Funding Transportation Projects, should remain on the list and indicated that not only should the impact of tolls be studied, but the development of alternatives to tolls should also be researched.

Chair King agreed with Ms. Oliver’s comments.

Mr. Stringfield asked whether the research would include only current tolled facilities or encompass those facilities that may also be tolled. Ms. Ravanbakht replied the scope of the study would have to be determined.

Ms. Ravanbakht requested TTAC members review the planning priorities and submit comments to Mr. Kimbrel by January 16, 2013. The item will be brought back to TTAC in February.

**FY 2012-2015 Transportation Improvement Program: Quarterly Snapshot**

Mr. Kimbrel reported there were 10 projects completed during the past quarter. He also noted that 14 TIP projects had significant expenditures (over $1 million).

In the past three months, approximately $28 million was spent on Construction, $11 million on Right of Way Acquisition, and $10.5 million on Preliminary Engineering.

Mr. Kimbrel stated 15 CMAQ and RSTP projects showed no expenditures during the past quarter, and 12 of the 15 projects showed no expenditures over the past two quarters, and remarked that a lack of expenditures is an indication that progress on a project may have stalled. Noting the state-imposed time limits associated with CMAQ and RSTP funds, Mr. Kimbrel commented that HRTPO staff will coordinate with VDOT and affected localities and agencies to determine reasons for the apparent lack of progress on these projects. He stated the TPS will discuss establishing procedures for reallocating funds from stalled projects.

**2040 LRTP Transportation Analysis Zone Data Allocation**

Ms. Dale Stith, HRTPO Senior Transportation Planner, reported the 2040 Socioeconomic Forecast had been approved by the HRTPO Board and the next step in the planning process for the 2040 Long-Range Transportation Plan (LRTP) is for localities to allocate data among their respective Transportation Analysis Zones (TAZs).
Electronic spreadsheets for each locality showing current base year (2009) TAZ data, along with the previous 2034 TAZ data for reference, is available on the HRTPO website. Each locality is responsible for inputting data for sections referring to Households, Total Employment, Retail Employment, Industrial, Office, and Other Non-Retail Employment for 2040. She indicated HRTPO staff will be available to provide assistance as needed.

Ms. Stith stated the TAZ Allocations are due from the localities by COB Tuesday, February 5, 2013.

**Revising Functional Class Designations for MAP-21**

Mr. Rob Case, HRTPO Principal Transportation Engineer, reported HRTPO staff received a CD from VDOT on December 28, 2012 illustrating its proposed changes to the entire functional class system. He planned to review the information and then place the data on the HRTPO FTP website for access by the localities. He requested TTAC members submit their comments to him by January 25, 2013. The item will be brought back to TTAC at the February 2013 meeting.

Ms. Ravanbakht asked Mr. Stringfield as to VDOT’s plan once the HRTPO submitted its comments. Mr. Stringfield replied all comments will be sent to the FHWA in early April.

**Three-Month Tentative Schedule**

Chair King outlined the Three-Month Tentative Schedule for TTAC.

**For Your Information**

Chair King highlighted the items in the For Your Information section of the agenda packet.

**Announcements**

Chair King acknowledged the written announcements in the agenda packet and indicated the LRTP Subcommittee will meet immediately following the TTAC meeting in the Boardroom.

Mr. Kimbrel stated the next meeting of the Transportation Programming Subcommittee (TPS) will be held on January 11, 2013 at 9:30 a.m.

Ms. Ravanbakht noted the next meeting of the Citizen Transportation Advisory Committee (CTAC) will be held on January 10, 2013 at 12:00 p.m.

**Old/New Business**

Mr. Phil Pullen asked whether the staff of the HRTPO or VDOT had more information regarding the proposed 1% sales tax increase for the region. Ms. Ravanbakht replied that HRTPO staff plans to discuss it internally with Mr. Dwight Farmer, HRTPO Executive Director, in terms of having projects ready.
Mr. Bob Matthias stated that Delegate Christopher P. Stolle and Senator Jeffrey L. McWaters have filed legislation for the 2013 General Assembly session that, if approved, would put a referendum on the November 2013 ballot asking voters whether they support enacting an extra 1% sales and use tax in Hampton Roads to generate revenue to be used solely for regional transportation improvement projects identified by the Hampton Roads Transportation Planning Organization. It is estimated the special tax would generate $175 to $195 million annually for Hampton Roads projects.

Adjournment

With no further business to come before the Hampton Roads Transportation Technical Advisory Committee, the meeting adjourned at 10:36 a.m.
AGENDA ITEM #6: TRANSPORTATION PROGRAMMING SUBCOMMITTEE REPORT

SUBJECT:
HRTPO staff will brief the TTAC on transportation programming issues and updates.

BACKGROUND:
The Transportation Programming Subcommittee (TPS) met on January 11, 2013 to discuss the following agenda items:

A. Update on Available CMAQ/RSTP Funds
B. Out of Cycle CMAQ Request: James City County
C. Federal Certification Review Recommendations: Status Report
D. Discussion on “Stalled” CMAQ/RSTP Projects
E. Discussion on Signal Timing Improvement Projects

A. The TPS discussed the availability of $1,000,187 in older CMAQ funds that were returned to the CMAQ reserves by York County.

After some discussion, the TPS unanimously approved a motion to allocate the funds as follows:

- $875,187 to UPC 102734, Amtrak Station Relocation in Newport News
- $50,000 to UPC 99108, ATMS Citywide Traffic Signal Upgrade in Norfolk
- $75,000 to UPC 99107, ATMS Citywide Communication Upgrade in Norfolk

B. The TPS discussed a request from James City County to make a current RSTP project eligible to receive CMAQ funds. The subject project is UPC 102980, Pocahontas Trail (Route 60) Multimodal Corridor.

The TPS unanimously approved a motion to make UPC 102980 eligible to receive CMAQ allocations.

C. HRTPO staff briefed the TPS on the status of addressing eight programmatic recommendations associated with transportation programming that were included in the most recent federal certification review of the HRTPO.

This item was for informational purposes and the TPS took no action on it.

D. The TPS briefly discussed projects identified in the TIP quarterly reviews as appearing to be stalled. VDOT staff stated that the updating of expenditure information in the VDOT database is based on reimbursement requests and that it can take 60 – 90 days for such updates to be recorded. HRTPO staff will continue to coordinate with VDOT and locality/agency staffs on projects that show up on the list of possibly stalled projects to determine the actual status of the projects.

This item was for discussion purposes and the TPS took no action on it.
E. The TPS discussed issues associated with signal timing improvement projects. Items of note mentioned during the discussion included:

- The life of such projects is approximately 3 – 5 years
- Localities may need to change their “business model” for operations and maintenance of traffic signal equipment
- A recent FHWA review recommended the development of locality signal timing coordination plans, which identify the locality’s philosophy regarding signal timing. Such plans are useful for explaining the locality’s goals to citizens and City Council.

There was consensus among TPS members that this topic should be included on the agenda of the next Hampton Roads Transportation Operations (HRTO) Subcommittee and that the HRTO should provide recommendations for consideration by the TTAC.

The minutes of the January 11, 2013 TPS meeting are attached.

Mr. Mike Kimbrel, Principal Transportation Engineer, will brief the TTAC on this item.

Attachment 6

RECOMMENDED ACTIONS:
A. Approve the CMAQ allocations as recommended by the TPS.
B. Approve UPC 102980 eligible to receive CMAQ allocations.
Summary Minutes of the
Hampton Roads Transportation Programming Subcommittee (TPS)
Meeting
January 11, 2013

The Hampton Roads Transportation Programming Subcommittee (TPS) Meeting was called to order at 9:34 a.m. in the Regional Boardroom, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

TPS Voting Members:
Kevin Abt, VPA
Keisha Branch, HRT
Robert R. Brown, NO
Timothy C. Cross, YK
Kevan Danker, WATA
Anne Ducey-Ortiz, GL
Paul Holt, JC
Jacqueline Kassel, NN

Robert E. Lewis, SU
Reed T. Nester, WM
Jamie Oliver, IW
Phil Pullen, VB
Steve Rowan, VDOT
Eric Stringfield, VDOT
John Yorks, HA

TPS Voting Members Absent:
C. Earl Sorey, Jr., CH
Ivan P. Rucker, FHWA
Emily Stock, DRPT

Wendy Vachet, NAVY
Susan Wilson, PO
Kevin Wyne, PQ

HRTPO Staff:
Robert B. Case
Mike Kimbrel

Jessica M. Nappi
Camelia Ravanbakht

Other Participants:
Toni Alger, VB
Mitzi Crystal, VDOT
Sherry Earley, SU
Brian Fowler, NO
Robert K. Gey, VB
Sonya Hallums-Ponton, VDOT
Franklin Hickman, VB

Karen McPherson, Kimley-Horn
Tammy Rosario, JC
Daniel Rydzewski, NO
Chris Swartz, HA
Julie Timm, HRT
Chris Wichman

1. CALL TO ORDER
Chairman King, in lieu of his position, appointed TTAC Vice-Chair, Robert K. Gey, to chair the TPS meeting. Chairman Gey chaired the TPS meeting and called the meeting to order at 9:34 a.m.

2. PUBLIC COMMENT PERIOD
There were no public comments.
3. **APPROVAL OF AGENDA**  
Chairman Gey asked for additions or deletions to the agenda. Mr. Cross moved to approve the agenda, seconded by Ms. Kassel. The Motion Carried.

4. **UPDATE ON AVAILABLE CMAQ/RSTP FUNDS**  
Mr. Kimbrel briefed the TPS on the $1,017,999 in CMAQ funds made available after York County canceled three CMAQ projects and requested members to announce their need for these funds. Mr. Kimbrel noted that some of the available funds will require a 20% local match unless those funds are allocated to projects that qualify for 100% federal funding.

The City of Newport News expressed that they could utilize all of the available funds for the Amtrak Station Relocation project (UPC# 102734); the City of Norfolk stated they needed $50,000 and $200,000 for the Norfolk Signal System Improvements projects (UPC# 99108 and UPC# 99107, respectively); HRT stated the agency could utilize all of the available funds to purchase two replacement buses; and Virginia Beach expressed a need for $50,000 for the Rosemont Road and Lynnhaven Parkway Intersection Improvements project (UPC# 84335).

Following a brief discussion, the City of Virginia Beach removed their request for funds for their intersection improvements project, and the TPS agreed to make projects “whole” as much as possible through these available funds in order to allow them to progress. As such, the TPS decided to make the following allocations (with the understanding that the HRT bus replacement project would receive favorable consideration when additional funds become available):

- $50,000 Norfolk Signal System Improvements project (UPC# 99108)
- $75,000 Norfolk Signal System Improvements project (UPC# 99107)
- $892,999 Newport News Amtrak Station Relocation project (UPC# 102734)

Mr. Kimbrel indicated that the HRTO staff and City staffs would coordinate to determine the allocation years of these funds.

Mr. Lewis Moved to approve the CMAQ allocations as specified above, and “the committee endorse the idea that we would try to find funding as soon as possible to shift to HRT to fund the buses.” Ms. Kassel seconded the motion and the Motion Carried.

**Note:** Following the TPS meeting, the HRTO staff discovered a discrepancy in the amount of CMAQ funds available to transfer as a result of the York County request to return funds to the CMAQ reserve. The amount of FY 1999 funds available to transfer was actually $208,270, not $226,082 as indicated in the agenda note – a difference of $17,812. The HRTO staff coordinated with Newport News and Norfolk staffs, recommending that the amount allocated to the Newport News Amtrak Station project (UPC# 102734) be reduced by $17,812 to account for the difference. Newport News and Norfolk staffs concurred with the HRTO staff recommendation.
5. **“OUT OF CYCLE” CMAQ/RSTP REQUEST: JAMES CITY COUNTY**

Mr. Kimbrel briefed the TPS on the James City County request to consider making a current RSTP project eligible to receive CMAQ funds and on the current guidelines of how to handle out of cycle requests, per the *Guide to the HRTPO CMAQ/RSTPR Project Selection Process*. Ms. Rosario stated that James City County currently has available CMAQ funds they would like to transfer to the Pocahontas Trail (Route 60) Multimodal Corridor (UPC# 102980) project should this project be made eligible for CMAQ funds, and would submit a request for a TIP amendment subsequently.

Following a brief discussion, Mr. Pullen *Moved* to recommend to the TTAC and HRTPO Board that UPC# 102980 be made eligible to receive CMAQ allocations, seconded by Mr. Yorks. *The Motion Carried.*

6. **FEDERAL CERTIFICATION REVIEW RECOMMENDATIONS: STATUS REPORT**

Mr. Kimbrel briefed the TPS on the most recent Federal certification review of the HRTPO and the FHWA/FTA final report of its evaluation. Mr. Kimbrel stated that although the November 14, 2012 report does not include any corrective actions, the report includes a number of programmatic recommendations the HRTPO staff should “give serious consideration to full implementation of the recommendations for improvement” before the next certification review. Mr. Kimbrel noted the current status on addressing each of those recommendations.

This item was for discussion and informational purposes. No action taken on this item.

7. **DISCUSSION ON “STALLED” CMAQ/RSTP PROJECTS**

Mr. Kimbrel briefed the TPS on the TIP performance measures and indicated that the TIP Quarterly Snapshot shows a number of CMAQ/RSTP project with no expenditures. Mr. Kimbrel and Mr. Rowan explained that there are several reasons for why these projects show no expenditures over the previous quarters even though they are technically not “stalled”. For those projects that are truly not making expenditures and are stalling, Mr. Kimbrel expressed that efforts should be made to move these projects forward or reallocate the funds to a project that can utilize these funds immediately.

Mr. Stringfield referred to the VDOT Standard of Reasonable Progress document that the TPS previously reviewed. Ms. Ravanbakht asked if the document had been updated to reflect the TPS comments from the October 19, 2012 meeting. Mr. Stringfield replied that it had not. Ms. Ravanbakht reminded Mr. Stringfield that he had agreed to redistribute the document to the TPS once the comments have been addressed.

This item was for discussion and informational purposes. No action taken on this item.

8. **DISCUSSION ON SIGNAL TIMING PROJECTS**

Ms. Ravanbakht initiated the discussion on the effectiveness of signal timing improvement projects. Since these projects have received a substantial portion of CMAQ funds since FY 1993, Ms. Ravanbakht requested members with experience in large-scale signal retiming projects to provide feedback on the effectiveness. Several members indicated that CMAQ funds provide localities an opportunity to fund these
types of projects as localities are faced with limited financial and human resources for this work.

Following a brief discussion, including references to a recent FHWA recommendation on the development of locality signal timing coordination plans to identify a locality’s philosophy regarding signal timing, there was consensus among TPS members that this topic should be included on the agenda of the next Hampton Roads Transportation Operations (HRTO) Subcommittee and that the HRTO should provide recommendations for consideration by the TTAC.

This item was for discussion and informational purposes. No action taken on this item.

9. OLD/NEW BUSINESS
Mr. Pullen indicated that the City of Virginia Beach is considering submitting an out of cycle CMAQ/RSTP request to transfer funds from a “stalled” Virginia Beach project to another Virginia Beach project that could utilize the funds. Mr. Kimbrel stated if there is no urgency to transfer the funds, the City could wait until the HRTPO CMAQ/RSTP Project Selection Process begins this summer and submit the project for evaluation under the standard process rather than as an out of cycle request. Mr. Pullen stated the City will review the project needs and determine whether an out of cycle request will be necessary.

ADJOURNMENT

There being no more business before the Hampton Roads Transportation Programming Subcommittee, the meeting was adjourned at 11:25 a.m.
AGENDA ITEM #7:  HISTORICAL ANALYSIS OF CENSUS TRANSPORTATION DATA: DRAFT

SUBJECT:
The HRTPO staff has prepared a report containing and analyzing transportation data from the U.S. Censuses of 1970 through 2010 for Hampton Roads and area localities.

BACKGROUND:
This document contains transportation-related data from the U.S. Census Bureau for Hampton Roads for 1970 through 2010. The 1970 through 2000 data comes from the respective decennial censuses. The 2010 data comes from both the 2010 decennial census and a three-year 2009-2011 sample from the Bureau's American Community Survey (ACS), as noted.

The data is presented individually by locality and collectively for the region. Regional data is presented for both the Hampton Roads Metropolitan Planning Area and the 2010 Metropolitan Statistical Area (MSA). Using 2010 MSA data, Hampton Roads is compared to other MSAs of similar size. Locality data is presented for each of the 18 localities that fall into at least one of the Hampton Roads regional definitions.

The draft report will be made available for review on the HRTPO website on Wednesday, February 6, 2013.

Mr. Rob Case, Principal Transportation Engineer, will present the findings to the TTAC.

RECOMMENDED ACTION:
Review the draft document and send comments to Rob Case, rcase@hrtpo.org, on or before Wednesday, February 20, 2013.
AGENDA ITEM #8: REVISING FUNCTIONAL CLASS DESIGNATIONS

SUBJECT:
The HRTPO staff has compiled comments on VDOT’s December 27, 2012 draft revision to all functional class (FC) systems.

BACKGROUND:

September 2012:
- VDOT submitted Principal Arterial (PA) system changes to FHWA
- FHWA released NHS maps reflecting the PA changes submitted by state DOTs

October 2012 TTAC meeting, HRTPO staff:
- Reviewed FHWA FC guidelines and FC recommendations HRTPO staff made in 2006
- Examined high-volume Minor Arterials and existing classification maps for gaps
- Prepared recommended additions to region’s PA system and presented to TTAC
- Following the October 2012 TTAC meeting, HRTPO staff reviewed VDOT’s September 20, 2012 changes to the Principal Arterial system

November 2012 TTAC meeting:
- Ben Mannell (VDOT) gave a functional class presentation to TTAC
- HRTPO staff recommended:
  1. Upgrades to PA status (for Warwick Boulevard and First Colonial Road)
  2. Restoration of PA status (for Virginia Beach Boulevard/Laskin Road and Military Highway)
  3. Additional minor changes to NHS maps

December 2012:
- VDOT submitted draft changes to all functional class systems to HRTPO staff
- HRTPO staff prepared VDOT’s files for easy consumption by TTAC, e.g. adding “From” and “To” for certain segments

January 2013:
- HRTPO staff distributed VDOT’s December 27, 2012 draft changes to TTAC members for review
- HRTPO staff compiled comments from TTAC members

TTAC members are asked to review the three electronic enclosures and one attachment associated with this agenda item prior to the meeting. The three electronic enclosures are Excel files that include comments by TTAC members and HRTPO staff organized, per VDOT, as follows:

- LRS Events – The original Linear Referencing System (LRS) layer provided to the VDOT consultants
- Missing FC – Roads identified by VDOT consultants as not previously classified and therefore, not included in the LRS file originally provided to the VDOT consultants
- New Roads – New facilities or roads that were otherwise not inventoried in the above two files
The one attachment identifies the impacts of recommendations submitted by Newport News staff on the adjacent localities of James City County, York County, and Hampton.

Mr. Robert Case, Principal Transportation Engineer, will summarize for TTAC the compilation of comments on VDOT’s December 27, 2012 draft functional class designations.

Electronic Enclosure – LRS Events Comments
Electronic Enclosure – Missing FC Comments
Electronic Enclosure – New Roads Comments
Attachment 8 – Cross-Border Consistency

RECOMMENDED ACTION:

Approve attached compilation of HRTPO staff and TTAC comments for HRTPO Board consideration and submittal to VDOT.
Cross-Border Consistency-
Response to NN Recommendations

• **US 60 (JCC and York)**
  – From: Newport News (NN) corporate limit (CL)
  – To: Rte 199
  – Upgrade from Minor Arterial to Principal Arterial?

• **Rte 238 (York)**
  – From: NN CL
  – To: US 17
  – Downgrade from Minor Arterial to Major Collector?

• **39th St / Pembroke Ave and Briarfield Rd (Hamp)**
  – From: NN CL
  – To: Aberdeen Rd
  – Downgrade from Minor Arterial to Major Collector?
Cross-Border Consistency-
Response to NN Recommendations

• Victory Blvd (York)
  – From: NN CL
  – To: US 17
  – Upgrade from Minor Arterial to Principal Arterial?

• Hampton Roads Center Pkwy (Hamp)
  – From: NN CL
  – To: I-64
  – Downgrade from Other Freeway or Expressway to Minor Arterial?

• Orcutt Ave (Hamp)
  – From: NN CL
  – To: Todds Ln
  – Downgrade from (existing) Major Collector / (VDOT proposal) Minor Collector to Local?
Cross-Border Consistency-Response to NN Recommendations

• 25th St / Kecoughtan Rd (Hamp)
  – From: NN CL
  – To: LaSalle Ave
  – Downgrade from Minor Arterial to Major Collector?

• Kiln Creek Pkwy (York)- two segments
  – From: NN CL
  – To: Victory Blvd
  – Upgrade from Local to Minor Collector (instead upgrading to Major Collector as proposed by VDOT)?
AGENDA ITEM #9: TRAFFIX ANNUAL REPORT: HRT

SUBJECT:
TRAFFIX Annual Report for Fiscal Year 2012.

BACKGROUND:
The HRTPO has supported TRAFFIX as the regional travel demand management (TDM) task with both CMAQ and RSTP funding since the program’s inception. While the performance of TRAFFIX has been monitored by the TRAFFIX Oversight Subcommittee (TOS), a consistent set of performance measures was needed to improve oversight.

In July 2012, the HRTPO Board approved a report produced by HRTPO staff that defined and tabulated a comprehensive set of performance measures for TRAFFIX, covering the actions of TRAFFIX, outcomes of the TRAFFIX programs, and the annual TRAFFIX budget. That report established a baseline of previous performance with data from Fiscal Years 2007 through 2011, analyzed the baseline data, and provided a template for future annual reports expected to be produced by TRAFFIX. TRAFFIX has agreed to update this document on an annual basis.

Mr. Ron Hodges, TRAFFIX Director, will brief the TTAC on the FY 2012 findings. TRAFFIX will produce a new annual report with FY 2012 data this upcoming year.

RECOMMENDED ACTIONS:
For discussion and informational purposes.
AGENDA ITEM #10: VIRGINIA STRATEGIC HIGHWAY SAFETY PLAN: VDOT

SUBJECT:
Overview of Virginia's SHSP and related MAP-21 federal transportation legislation.

BACKGROUND:
Federal transportation funding for the Highway Safety Improvement Program (HSIP) that is promulgated by MAP-21 requires each state update its Strategic Highway Safety Plan (SHSP). Although initiated prior to MAP-21, Virginia now has an updated SHSP that meets the requirements.

Mr. Stephen Read, VDOT Highway Safety Improvement Program (HSIP) Manager, will brief the TTAC on the Virginia SHSP vision, goals, and elements with implementation through the HSIP. MAP-21 requirements and reporting will be highlighted.

RECOMMENDED ACTION:
For discussion and informational purposes.
AGENDA ITEM #11: THREE-MONTH TENTATIVE SCHEDULE

March 2013
Wednesday, March 6, 2013

- FY 2012 Annual Obligation Report: HRTPO Staff Review
- Historical Analysis of Census Transportation Data: Final
- FY 2014 Unified Planning Work Program: Draft
- Hampton Roads Regional Safety Study: Draft
- Hampton Roads Bridge-Tunnel and Patriots Crossing Draft EIS
- I-64 Peninsula Draft EIS

April 2013
Wednesday, April 3, 2013

- FY 2014 Unified Planning Work Program: Final
- Hampton Roads Regional Safety Study: Final
- 2034 Congestion Experienced by Trucks: Draft
- State of Transportation: Draft
- FY 2012-2015 Transportation Improvement Program: Quarterly Snapshot

May 2013
Wednesday, May 1, 2013

- 2034 Congestion Experienced by Trucks: Final
- State of Transportation: Final
- 2040 LRTP Transportation Analysis Zone Data Allocation
- Recent Volumes and Congestion on CMP Network: Draft
AGENDA ITEM #12: FOR YOUR INFORMATION

A. HAMPTON ROADS 2034 LONG-RANGE TRANSPORTATION PLAN MARKETING BROCHURE

The HRTPO has developed a marketing brochure to highlight elements from the Hampton Roads 2034 Long-Range Transportation Plan (LRTP). The LRTP was adopted by the HRTPO Board in January 2012 and will remain the official regional transportation plan for the next four years until 2016. This brochure, to be distributed during the meeting, will be used to disseminate information about the 2034 LRTP as well as to enhance public involvement.

Handout

B. HRTPO TO HOST ACTIVE TRANSPORTATION WORKSHOP

The HRTPO, along with Tidewater Bicycle Association (TBA), has been selected to host a one-day “Navigating MAP-21 Workshop” in 2013 focused on Active Transportation. The workshop will be held in the Regional Boardroom on August 8, 2013.

This workshop is facilitated by Advocacy Alliance. The focus of the workshop is to teach participants how to maximize funding in the new Transportation Alternatives (TA) program under MAP-21 for bike/pedestrian projects at the state and local levels. The workshop will be open to bicycle and pedestrian advocates, government agency staff, and elected officials at the local, regional, and state level.

The HRTPO staff will provide additional details as the planning for the workshop gets underway. For more information on Advocacy Advance, visit its website at http://www.advocacyadvance.org.

C. THANK YOU LETTER FROM TRB MILITARY TRANSPORTATION COMMITTEE

Attached is a letter from the Chair of the Transportation Research Board (TRB) Military Transportation Committee, expressing his appreciation to Mr. Sam Belfield, HRTPO Senior Transportation Engineer, for presenting his paper, Integrating the Military into the Metropolitan Transportation Planning Process: The Hampton Roads, Virginia Experience, to the Committee during the Annual Meeting in January 2013.

Attachment 12-C
D. **THANK YOU LETTER FROM KIWANIS CLUB**

Attached is a letter from the President of the Kiwanis Club of Colonial Capital, expressing his appreciation to Dr. Pavithra Parthasarathi, HRTPO Principal Transportation Engineer, for providing a presentation on the region’s transportation issues.

Attachment 12-D
19 January 2013

Transportation Research Institute
University of Kansas
M2SEC Building
1536 West 15th Street, Suite G520B
Lawrence, KS 66045

Mr. Sam Belfield
Senior Transportation Engineer
Hampton Roads Transportation Planning Organization
The Regional Building
723 Woodlake Drive
Chesapeake, VA 23320

Dear Mr. Belfield:

I am writing to thank you on behalf of the Transportation Research Board Military Transportation Committee (AT035) for your presentation of the paper “Integrating the Military into the Metropolitan Transportation Planning Process: The Hampton Roads, Virginia Experience” at our committee meeting. The paper and presentation identified an important issue for military bases and the communities that surround them. The outreach of your TPO to the military community to collaborate on regional transportation planning is a model for other locations to follow.

The presentation of your paper in the Military Transportation Committee and the Metropolitan Policy, Planning, and Processes Committee (ADA20) sparked discussion on the establishment of a subcommittee to address research issues on this topic. This will potentially lead to additional funded research and a session at the 2014 TRB meeting on this topic.

Thank you again for a great presentation on a very important topic. I hope you will stay engaged with the Military Transportation Committee. We would welcome your input and involvement.

Sincerely,

Glen Harrison, Chair
Military Transportation Committee
Kiwanis Club of Colonial Capital  
Post Office Box 612  
Williamsburg, VA 23187-0612  

January 9, 2013  

Pavithra Parthasarathi, PhD, PE  
Principal Transportation Engineer  
Hampton Roads Transportation Planning Organization  
The Regional Building  
723 Woodlake Drive  
Chesapeake Virginia  23320  

Dear Dr. Parthasarathi:  

On behalf of the Kiwanis Club of Colonial Capital, thank you for taking the time to educate us on the region’s transportation issues. Your presentation was insightful and very helpful, and our membership gained a greater appreciation for the complexities of transportation planning. It would seem that you have a challenging assignment to reconcile the many needs with the limited resources.  

Please pass along our best wishes to Theresa, and thanks again to both of you for making the trip.  

Sincerely,  

[Signature]  

Chris Snyder, President  

Kiwanis is a global organization of volunteers dedicated to changing the world one child and one community at a time.
AGENDA ITEM #13: ANNOUNCEMENTS

Announcements of interest to the TTAC may be made at this time.

A. TRAFFIX OVERSIGHT SUBCOMMITTEE MEETING

The TRAFFIX Oversight Subcommittee (TOS) will meet immediately following the TTAC meeting on Wednesday, February 6, 2013, in Conference Room D in the Regional Building.

B. HAMPTON ROADS TRANSPORTATION OPERATIONS SUBCOMMITTEE MEETING

The Hampton Roads Transportation Operations Subcommittee (HRTO) will meet on Tuesday, February 12, 2013, in the Regional Boardroom. The meeting begins at 9:30 a.m.

C. FREIGHT TRANSPORTATION ADVISORY COMMITTEE

The Freight Transportation Advisory Committee (FTAC) will meet on Thursday, February 21, 2013, at the World Trade Center in Norfolk. The meeting begins at 9:00 a.m. in the Virginia Port Authority Conference Room.

D. HRTPO BOARD MEETING

The Hampton Roads Transportation Planning Organization (HRTPO) Board is not scheduled to meet in February.
AGENDA ITEM #14:  OLD/NEW BUSINESS