

AGENDA ITEM #7: MINUTES

Summary minutes of the TTAC meeting held on August 1, 2018 are attached.

Attachment 7

RECOMMENDED ACTION:

Approve the minutes.

**Summary Minutes of the HRTPO Transportation
Technical Advisory Committee (TTAC) Meeting
August 1, 2018**

The HRTPO Transportation Technical Advisory Committee (TTAC) Meeting was called to order at 9:33 a.m. in the Regional Building Boardroom, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

TTAC Voting Members in Attendance:

Paul Holt (Chair, JC)	Christine Armstrong (NO)	Katie Shannon (Alternate, VB)
Sherry Earley (Vice Chair, SU)	John Stevenson (NO)	Brian Solis (VB)
Benjamin Camras (CH)	Jackie Kassel (NN)	Phil Pullen (VB)
Troy Eisenberger (CH)	Bridjette Parker (Alternate, NN)	Carolyn Murphy (WM)
Earl Sorey (CH)	Bryan Stilley (NN)	Tim Cross (YK)
Carol Rizzio (GL)	Frank Brown (PO)	Tiffany Dubinsky (DRPT)
John Yorks (HA)	Carl Jackson (PO)	Jamie Jackson (HRT)
Mike Hayes (HA)	Dannan O'Connell (PQ)	Sonya Hallums-Ponton (VDOT)
Angela Rico (Alternate, HA)	Beth Lewis (SH)	Dawn Odom (VDOT)
Jamie Oliver (IW)	Robert Lewis (SU)	Josh Moore (WATA)
Robert Brown (NO)	LJ Hansen (SU)	Zac Canody (VPA)

TTAC Voting Members Absent:

Donald Goodwin (FR)	Tammy Rosario (JC)	Dan Clayton III (WM)
Randy Martin (FR)	Ellen Roberts (PQ)	Aaron Small (WM)
Anne Ducey-Ortiz (GL)	Debbie Vest (PQ)	Earl Anderson (YK)
Belinda Harper (GL)	James Wright (PO)	J. Mark Carter (YK)
Richard Rudnicki (IW)	Michael Johnson (SH)	Eric Stringfield (VDOT)
Benjamin Sullivan (IW)	Lynette Lowe (SH)	

TTAC Nonvoting Members in Attendance:

Rhonda Murray (NAVY)

TTAC Nonvoting Members Absent:

Melissa McGill (FTA)	Ivan Rucker (FHWA)
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HRTPO Staff:

Sam Belfield	Steve Lambert	Joe Paulus
Theresa Brooks	John Mihaly	Jeff Raliski
Shirley Core	Kendall Miller	Dale Stith
Kathlene Grauberger	Keith Nichols	
Mike Kimbrel	Leonardo Pineda	

Others Recorded Attending:

Kevin Crum (South Norfolk Jordan Bridge); Caleb Brooks, Naquana Jenkins, Christopher Voigt, Jim Ponticello (VDOT); Sonya Lewis-Cheatham, Tom Ballco (VADEQ); Karen McPherson (McPherson Consulting); Jim Long (RK&K); Samuel Hayes (M&N); Bill Eshbaugh (FHWA); Mike Long, Chris Vaigneur (HRPDC Staff).

Introductions

Mr. Robert Brown introduced Ms. Christine Armstrong and Mr. John Stevenson noting they would be serving as voting members representing the City of Norfolk on the TTAC.

Mr. Mike Kimbrel introduced Mr. Jeff Raliski, HRTPO Transportation Analyst II.

Public Comment Period

There were no public comments.

Submitted Public Comments

Chair Holt noted HRTPO staff received one written public comment and that a handout was provided at each committee member's seat.

Comments and Updates from State and Federal Agencies and the Military

There were no comments from the Federal Highway Administration.

Ms. Dawn Odom announced the VDOT District Office would be relocating effective August 13, 2018 to 7511 Burbage Drive, Suffolk VA 23435. She also noted that VDOT staff members would be receiving new office numbers and reported her direct line is 757-956-3010. There will be no change to staff cell phone numbers.

There were no comments from the Virginia Port Authority.

There were no comments from the US Navy.

Ms. Tiffany Dubinsky, announced DRPT held a Webinar on July 31, 2018 on Transit Reforms. She noted a copy of the recording is available to committee members.

Approval of Agenda

Chair Holt asked for additions or deletions to the TTAC Agenda hearing none, Mr. Moore Moved to approve the Agenda as written; seconded by Mr. Pullen. The Motion Carried.

Summary Minutes

Chair Holt reported that the TTAC summary minutes from July 11, 2018 meeting were included in the August 1, 2018 TTAC Agenda Packet. Chair Holt asked for any additions or corrections to the minutes. Hearing none, Ms. Murphy Moved to approve the minutes; seconded by Mr. Moore. The Motion Carried.

2040 LRTP and FY 2018-2021 TIP Transportation Conformity Analysis: Draft Report

Mr. Chris Voigt, VDOT Senior Environmental Engineer, provided a brief overview of the results of the conformity analysis. He reviewed a table that was updated from the version presented at the June 6, 2018 Interagency Consultation Group (ICG) meeting to include the results of the conformity emission budget tests completed since then. The table showed specific criteria from the Environmental Protection Agency (EPA) conformity rule to achieve a finding of conformity. He stated all criteria has been demonstrated by the Hampton Roads 2040 Long-Range Transportation Plan (LRTP) and FY 2018-2021 Transportation Improvement Program (TIP). Mr. Voigt presented charts on the emission budget tests results for Nitrogen Oxides (NOx) and Volatile Organic Compounds (VOC). He stated that forecast emissions are less than the budgets for both NOx and VOC, and therefore a finding of conformity is supported. He did note that the fiscal constraint criterion is NOT assessed in conformity analyses, which are limited to modeling emissions (not finance); fiscal constraint is instead determined by the MPO (TPO for Hampton Roads) and is implicit in the projects lists provided by planning staff for the conformity analysis. As all EPA conformity criteria were met for the 2040 LRTP and FY 18-21 TIP, a finding of conformity is supported.

Next steps include:

- August 2, 2018
 - 14-day Public Review of the draft conformity analysis and finding
- HRTPO board approval on August 29, 2018.
- August 30, 2018
 - TPO approval letter issued and signed copy emailed to VDOT
 - VDOT emails the Final Conformity Analysis with the TPO letter to FHWA Division Office to initiate the federal review and approval process
 - VDOT sends Final Report with TPO approval letter to printing
 - Federal review period (typically 45 days) begins upon receipt of the final report by email by FHWA Division Office, which coordinates the review with FTA and consults with EPA.

- September 12, 2018
 - Target date for VDOT to transmit print copies of the Final Conformity Analysis and TPO letter to FHWA for their records.
- October 15, 2018
 - Target date for US DOT Finding of Conformity (letter from FHWA)

Mr. Lewis Moved to approve the initiation of a public review of the draft transportation conformity analysis and finding of conformity for the 2040 LRTP and FY 2018-2021 TIP. He also moved to recommend HRTPO Board approval of the draft transportation conformity analysis and finding of conformity for the 2040 LRTP and FY 2018-2021 TIP subject to no adverse comments received during the public review period; seconded by Mr. Moore. The Motion Carried.

2045 LRTP: Hampton Roads 2045 Socioeconomic Data by Transportation Analysis Zone-Allocation Process

Mr. Leonardo Pineda II, HRTPO Transportation Planner II, stated that at the July 2017 HRTPO Board meeting the 2045 Socioeconomic Data Control totals were approved. The data will be used as input into the travel demand model and project prioritization tool. He reported staff has created tools to assist the allocation process which include, an electronic spreadsheet, updated TAZ shapefiles and maps by request. He noted TAZ data allocation will be calculated for households and total employment. From this information, HRTPO staff will calculate other model inputs such as population, vehicles and workers.

Mr. Pineda requested localities allocate the 2045 socioeconomic data to TAZs and return the completed electronic Excel spreadsheet via email to lpineda@hrtpo.org by Wednesday, August 29, 2018.

Transportation Programming Subcommittee Report

Mr. John Mihaly, HRTPO Senior Transportation Planner, provided an overview of actions taken by the Transportation Programming Subcommittee (TPS) at the July 20, 2018 meeting. He noted the amount of CMAQ and RSTP reserves through FY 2024 are as follows: CMAQ \$3.6 million and RSTP \$9 million. TPO staff received request from three localities for CMAQ/RSTP Reserve account funds for cost overruns totaling \$7.3 million.

The second item on the TPS agenda was an update to the (CMAQ/RSTP Project Selection Process guide). TPO staff was contacted by the Colonial National Historical Park regarding significant roadway, bridge, and drainage needs that exists on Colonial Parkway. According to Federal Code (23 USC 132), the Parkway, a National Park Service facility, is eligible for and may receive sub-allocated CMAQ/RSTP funds. The guide to the HRTPO CMAQ/RSTP Project Selection Process has been updated to clarify the eligibility of the National Park Service (NSP) as an applicant for funding.

The third item discussed at the TPS meeting was the 2018 CMAQ and RSTP Project selection process. Updated project application forms, the Guide to the HRTPO CMAQ/RSTP Project Selection

Process, and other resources may be accessed on the HRTPO website at www.hrtpo.org/page/cmaq-and-rstp/. The deadline for project applications is August 15, 2018.

TTAC Quorum

Mr. John Mihaly, reminded the committee that at the June 6, 2018 TTAC meeting a member asked if the August 1, 2018 meeting could be held electronically. Following up at the July TTAC meeting, TPO Staff briefed the committee on FOIA rules regarding electronic participation.

Mr. Mihaly explained TTAC bylaws currently state, “A majority of the voting members of the TTAC or their alternates shall constitute a quorum for the transactions of business”. TTAC membership includes three members and two alternates per locality, three members from VODT, and one member each from HRT, WATA, DRPT and VPA for a total of fifty-two voting members and a quorum is achieved with twenty-seven members in attendance.

The TPS proposed the following to achieve a TTAC Quorum: representatives from eleven of the fifteen localities and three of the five agencies must be present along with a minimum of twenty total TTAC members in attendance.

If approved, a TTAC voting member must propose amendments in writing before the TTAC meeting. In adherence to TTAC bylaws there will also be a public comment period. No vote would be taken at the meeting where the member provides a written request to amend the bylaws. The vote would occur at the next meeting. Approval of the amendment shall require an affirmative vote of two-thirds of the voting members or their alternates present. In addition, any proposed revisions to the TTAC bylaws must be approved by the HRTPO Board.

Mr. Stillely MOVED to recommend HRTPO staff publish the language as presented for public review; seconded by Mr. Moore. The Motion Carried.

Linking Hampton Roads: A Regional Active Transportation Plan: Update

Mr. Steve Lambert, HRTPO Transportation Planner II provided an update on the Linking Hampton Roads Regional Active Transportation Plan. A draft of the first chapter of the plan was made available for AT Subcommittee member comments from May 4, 2018 through May 18, 2018. All comments received have been incorporated into the plan. Chapter one of the plan is scheduled for approval at the October 2018 Active Transportation Subcommittee meeting.

I-564 Intermodal Connector Project: Update

Ms. Rhonda Murray, Intergovernmental Liaison, Navy Region Mid-Atlantic and Mr. Bill Eshbaugh, FHWA Project Manager, Eastern Federal Lands Highway Division, provided an update on the I-564 intermodal connector from I-564 to the Norfolk Naval Base/Norfolk International Terminal.

Ms. Murray provided the TTAC a brief overview of the history of the project. She noted in the early 1990s the Port of Virginia, Navy and VDOT entered into a partnership to identify a better way to

move materials and personnel. She announced to date the relocation of Navy Park and the Hampton Boulevard. grade separation has been completed. The I-564 intermodal connector will be complete in the fall of 2018. She provided an update on the Hampton Boulevard / Terminal Boulevard Grade Separated Interchange noting it is unfunded and that Patriots Crossing is part of the Vision Plan.

Mr. Eshbaush introduced Federal Lands Highway as the road-building arm of the FHWA. They provide program stewardship, transportation engineering services for planning, and design, construction and rehabilitation of the highways and bridges that provide access to and through federally owned lands. Funding for the I-564 Intermodal Connector is \$199 million (\$162 million in state funds and \$37 million in federal funds). Project outcomes include: relocated utilities, improved traffic flow with direct interstate access to NIT, direct connection to Gate 6 and a new Navy truck inspection facility. He noted traffic pattern changes included opening Ramp C to Port access, which was completed in December of 2017, and the opening of Ramp C to Gate 6. The Hampton Boulevard Connector and Navy truck inspection station are projected to be complete in the fall of 2018. He concluded his presentation with current pictures of the projects.

Three-Month Tentative Schedule

Chair Holt outlined the Three-Month Tentative Schedule in the Agenda Packet.

For Your Information

Chair Holt reviewed the items in the For Your Information section of the Agenda Packet.

Announcements

Mr. Robert Lewis requested the TTAC nominating committee meet briefly after the conclusion of the TTAC meeting.

Mr. John Yorks announced his retirement effective September 2018.

Mr. Mike Kimbrel announced Hampton University has paid internship positions available in the fields of transportation, engineering, and logistics. The internship would be for 10-20 hours per week. Interns are available for both fall and spring semesters.

Old/New Business

There was no old or new business.

Adjournment

With no further business to come before the Hampton Roads Transportation Technical Advisory Committee, the meeting adjourned at 10:31 a.m.