

Agenda
HRTPO Freight Transportation Advisory Committee
December 18, 2019
The Virginia Port Authority Board Room
10:30 a.m.

- I. Call to Order by Chairman
- II. Public Comment Period
Members of the public are invited to address the FTAC with each speaker limited to three minutes.
- III. Approval of the September 25, 2019 Minutes
- IV. Port Reservation System (20 minutes)
Presented by Mark Higgins, Virginia International Terminals
- V. Hampton Roads Express Lanes Network Update (15 minutes)
Presented by Michael Kimbrel, HRTPO
- VI. FY 2021-2024 Transportation Improvement Program (TIP): Draft Project List (10 minutes)
Presented by John Mihaly, HRTPO
- VII. HRTPO UPWP FY 2021 Freight Planning Tasks (10 minutes)
Presented by Keith Nichols, HRTPO
- VIII. FTAC Bylaws (30 minutes)
Presented by HRTPO Staff
- IX. Future Meeting Topics and Action Items (5 minutes)
 - a. 2045 Long-Range Transportation Plan/Project Prioritization Process
 - b. Regional Connectors Study Update
 - c. Regional Freight Facilities Inventory
 - d. HRTPO Congestion Management Process
 - e. Legislative agendas
- X. Next Meetings:
The 2020 meeting schedule will be discussed at this meeting.
- XI. Adjournment (targeted for 12:00 p.m.)

II. Public Comment Period

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

III. Minutes

Summary minutes of the FTAC meeting held on September 25, 2019 are attached.

Recommended Action: Approve the minutes.

IV. Port Reservation System

Under the leadership of Mark Higgins, The Port of Virginia's Truck Reservation System (TRS) was rolled out in 2018 at NIT and VIG with mandatory hours on weekdays and Saturday. The goal of the TRS is to address fluidity challenges caused by post-Panamax vessels and to improve the trucker experience when calling on the port. The port has routinely been receiving ships carrying more than 14,000 TEU's since May 2017 and these ships can discharge up to several thousand containers at a time. With the introduction of the TRS at The Port of Virginia, truck turn times have been reduced from an average of 2 hours to an average of 30 minutes or less. This has positively impacted the productivity of the terminal and the port's trucking partners, as well as minimized the negative impacts to air quality by reducing extended truck idling times concentrated at the gate or on terminal.

Mr. Mark Higgins, Director, Motor Carrier Experience for Virginia International Terminals, will brief the FTAC on this item.

Recommended Action: For discussion and information purposes at this time.

V. Hampton Roads Express Lanes Network Update

Express Lanes are dedicated lanes that solo drivers may choose to use by paying a toll during operating hours, while drivers with two or more people in their vehicle can use the lanes for free. Outside of operating hours, Express Lanes are free and open to all motorists. The reversible lanes on I-64 between I-564 and I-264 in Norfolk that were previously for High Occupancy Vehicles (HOV) only during peak periods were converted to Express Lanes in January 2018.

Analyses by the HRTPO and VDOT demonstrated that a consistent Express Lanes Network would provide an option for a dependable and reliable trip for High Occupancy Vehicles, public transit vehicles, and non-HOV users willing to pay a toll; and that motorists opting to use the Express Lanes would help ease congestion in the general purpose lanes. Based on this analysis the HRTPO Board adopted a resolution endorsing the Hampton Roads Regional Express Lanes Network as a consistent HOT-2 network beginning on I-64 at Jefferson Avenue in Newport News, proceeding along I-64 through Bowers Hill in Chesapeake and continuing along I-664 to I-64 in the vicinity of the Hampton Coliseum.

Mr. Michael Kimbrel, HRTPO, will brief the FTAC on this item.

Recommended Action: For discussion and information purposes at this time.

VI. HRTPO FY 2021-2024 Transportation Improvement Program (TIP): Draft Project List

The Transportation Improvement Program (TIP) is a multi-year program for the implementation of surface transportation projects within a Metropolitan Planning Area (MPA), developed in cooperation with the State and affected public transportation operators. The TIP contains all federally-funded and/or regionally significant projects that require an action by the Federal Highway Administration or the Federal Transit Administration. Before any such project can be constructed or conducted in the MPA, it must be included in a current TIP.

A full update of the HRTPO TIP is currently underway. The new, FY 2021-2024 TIP will go into effect on October 1, 2020. TIP development steps of note include the following:

- 7/19 – VDOT and HRTPO staff met to kickoff development of the FY 2018-2021 TIP.
- 8/12/19 – VDOT District Planners and HRTPO staff conclude data quality review.
- 11/19 – VDOT prepares planned obligation data for large MPOs.
- 12/9/19 – HRTPO staff received revised TIP data from VDOT.
- 12/20/19 – HRTPO staff posts draft TIP project list on website.
- 12/19 - 1/20 – HRTPO staff produce draft TIP document.
- 2/1/20 – 3/1/20 – Draft TIP document to be made available for public review.
- 3/4/20 – Final FY 2021-2024 TIP presentation to TTAC.
- 3/19/20 – Final FY 2021-2024 TIP presentation to HRTPO Board for approval and then submit to VDOT-FPMD/DRPT for draft Statewide Transportation Improvement Program (STIP) preparation.
- 7/20 – VDOT-FPMD/DRPT compile final STIP and submit to FHWA/FTA for approval.
- 10/1/20 – New FY 2021-2024 TIP goes into effect.

The FY 2021-2024 TIP: Draft Project List will be accessible on the HRTPO website on December 20, 2019.

Mr. John Mihaly, HRTPO, will brief the FTAC on this item.

Recommended Action: FTAC members are asked to review the FY 2021-2024 Transportation Improvement Program: Draft Project List for inclusion in the FY 2021-2024 TIP draft document and submit comments to John Mihaly (jmihaly@hrtpo.org) by COB Friday January 17, 2020.

VII. HRTPO UPWP FY 2021 Freight Planning Tasks

HRTPO staff has begun developing the draft (UPWP) for Fiscal Year (FY) 2021. The Unified Planning Work Program (UPWP) – which is developed by the HRTPO in coordination with Hampton Roads Transit (HRT), Williamsburg Area Transit Authority (WATA), the Virginia Department of Transportation (VDOT), and the Virginia Department of Rail and Public Transportation (DRPT) – describes the transportation planning work and associated funding for the Hampton Roads metropolitan planning area (MPA).

One of the tasks in the UPWP is related to Regional Freight Planning. In recent years this task has included the Hampton Roads Regional Freight Study, obtaining and analyzing freight-related data, and completing special studies related to Highway Gateways Used by Port Trucks, Truck Delay Impacts of Key Planned Highway Projects in Hampton Roads, and Positioning Hampton Roads for Freight Infrastructure Funding. In FY 2020 the UPWP Regional Freight Planning task includes the development of a regional Freight Facilities Inventory.

Mr. Keith Nichols, HRTPO, will brief the FTAC on this item.

Recommended Action: For discussion and information purposes at this time.

VIII. FTAC Bylaws

The Freight Transportation Advisory Committee (FTAC) was created by the HRTPO Board in 2009 to provide an opportunity for the freight industry to participate in and contribute to the regional transportation planning process. FTAC Bylaws were approved by the committee at their first meeting in December 2009. Many changes have occurred both in the freight industry and the regional transportation planning process since the Bylaws were created a decade ago, which will necessitate revisiting and updating the FTAC Bylaws.

A discussion on updating the FTAC Bylaws was initiated at the September 2019 FTAC meeting, and these initial comments were incorporated into a draft updated set of Bylaws.

The draft updated set of FTAC Bylaws are attached.

HRTPO Staff will initiate a discussion with the FTAC on this item.

Recommended Action: For discussion and information purposes at this time.

Freight Transportation Advisory Committee of HRTPO
Meeting Minutes
September 25, 2019

Members in Attendance:

Lawrence Ewan
David White (Virginia Maritime Association)

Members Not Present:

Mike Abbott
Keith Helton (Givens Transportation)
Rick Morris (Canon Virginia)
Chris Stolle (HRTPO)
Marcia Capelli (Huntington Ingalls)

I. CALL TO ORDER and INTRODUCTION

The meeting was called to order by Mr. Larry Ewan at 10:39 a.m. Introductions were made.

II. PUBLIC COMMENT PERIOD

There were no public comments.

III. APPROVAL OF PREVIOUS MEETING'S MINUTES

Mr. Ewan presented the May 14, 2019 minutes and asked for a motion to approve. Mr. White moved to approve the minutes as written; seconded by Mr. Ewan.

IV. I-87 UPDATE

Information item presented by Barbara Nelson, POV: Interstate 87 is planned as a 213-mile limited-access highway connecting the Raleigh-Durham area with Hampton Roads. The proposed corridor – which would connect with I-64 at the I-464/Chesapeake Expressway interchange in Chesapeake – was officially designated as a future interstate in the Fixing America's Surface Transportation Act (FAST Act) in 2015. Portions of the corridor have already been completed in North Carolina, including a 13-mile segment in the Raleigh area.

The port met with representatives of North Carolina in September to discuss options on the alignment options for extending I-87 into Virginia. A contingent from North Carolina met with a member of the Virginia Commonwealth Transportation Board and the Chief Deputy Commissioner to discuss the importance of improving the transportation system for health and safety reasons related to evacuations related to weather events and for economic development opportunities. The port has approached the City of Chesapeake TTAC member to discuss next steps in identifying a regional discussion. An update will be provided to the FTAC as regional discussions develop and are available for reporting out.

V. FTAC BYLAWS

Information item presented by Barbara Nelson, POV: The Freight Transportation Advisory Committee (FTAC) was created by the HRTPO Board in 2009 to provide an opportunity for

the freight industry to participate in and contribute to the regional transportation planning process. FTAC Bylaws were approved by the committee at their first meeting in December 2009 and approved by the HRTPO in January 2010. Many changes have occurred both in the freight industry and the regional transportation planning process since the Bylaws were created a decade ago. Working in coordination with the HRTPO proposed revisions to the bylaws were reviewed with the committee. The committee provided input on possible revisions to the bylaws which will be provided for review at the December FTAC meeting.

VI. STATEWIDE FREIGHT ADVISORY COMMITTEE

Information item presented by Barbara Nelson, POV: coordination is on-going with the Secretary of Transportation's Office of Strategic Innovation to re-establish a statewide freight advisory committee. The goal is to develop the committee's framework and recommend members by spring 2020.

VII. FUTURE MEETING TOPICS AND ACTION ITEMS

- a. **2045 Long-Range Transportation Plan/Project Prioritization Process**
- b. **Regional Connectors Study Update**
- c. **Port Reservation System**
- d. **Freight Facilities Inventory**
- e. **HRTPO UPWP FY2021 freight planning tasks**
- f. **HRTPO Congestion Management Process**
- g. **Legislative agendas**

VIII. NEXT MEETINGS

Next meeting December 18 at the office of Virginia Port Authority, Norfolk

IX. ADJOURNMENT

Mr. Ewan declared the meeting adjourned at 12:10 p.m.

**BYLAWS FOR THE
FREIGHT TRANSPORTATION ADVISORY COMMITTEE
OF THE HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION**

ARTICLES OF ORGANIZATION

WHEREAS, Federal regulations require that urbanized areas throughout the United States have a Metropolitan Planning Organization (MPO) to conduct a continuing, cooperative and comprehensive transportation planning process. Urbanized areas are defined as areas with a population of 200,000 or greater, known as Transportation Management Areas (TMA).

WHEREAS, The Hampton Roads Transportation Planning Organization (HRTPO) is the body created by the Hampton Roads localities and appropriate state and federal agencies to perform the duties of an MPO under the federal regulations; and

WHEREAS, the main functions of this Freight Transportation Advisory Committee will be to influence policy; influence the prioritization and funding of projects; and influence the decision makers and public on the role of freight, its economic benefits, and requirements of the distribution network to achieve those benefits through the promotion of and by bringing attention to the needs of freight.

NOW, THEREFORE, the members of this Committee do with this agree and so with this associate themselves together for the purpose aforesaid, and in consideration of the mutual promises with this made, do agree as follows:

PROPOSED:

WHEREAS, Federal regulations require that urbanized areas throughout the United States have a Metropolitan Planning Organization (MPO) to conduct a continuing, cooperative and comprehensive transportation planning process. Urbanized areas are defined as areas with a population of 50,000 or greater. Transportation Management Areas (TMA) are urbanized areas with a population of 200,000 or greater and designated by the Secretary of Transportation.

WHEREAS, The Hampton Roads Transportation Planning Organization (HRTPO) has been designated by agreement between the Governor and the Hampton Roads localities and appropriate local and state agencies to perform the duties of an MPO under the federal regulations; and

WHEREAS, the main functions of this Freight Transportation Advisory Committee will be to influence policy; influence the prioritization and funding of projects; and influence the decision makers and public on the role of freight, its economic benefits, and requirements of the distribution network to achieve those benefits through the promotion of and by bringing attention to the needs of freight.

NOW, THEREFORE, the members of this Committee do with this agree and so with this associate themselves together for the purpose aforesaid, and in consideration of the mutual promises with this made, do agree as follows:

**ARTICLE I
Name**

1.1 The name of this Committee shall be the Freight Transportation Advisory Committee (FTAC) of the Hampton Roads Transportation Planning Organization (HRTPO).

NO PROPOSED CHANGES

**ARTICLE II Mission
Statement**

2.1 The mission of the Freight Transportation Advisory Committee of the Hampton Roads Transportation Planning Organization is to advocate on behalf of the systematic needs for the transport and movement of freight in the region. The FTAC will act as an advocate for freight issues and bring awareness of those issues to the public, key stakeholders, and policy makers.

NO PROPOSED CHANGES

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ARTICLE III Purpose

3.1 The FTAC shall serve the HRTPO Board on an advisory basis. Its purpose is to advocate on behalf of freight issues to the public and policy makers. The functions and responsibilities of the FTAC shall include, but not be limited to activities in the following major areas:

- A. Freight/Goods Movement Planning and Identification of Systemic Needs
- B. Public Outreach and Education on the importance of freight
- C. Encouragement of Freight Policies
- D. Review of the freight-related portions of the HRTPO's Transportation Improvement Program and Long-Range Transportation Plan.

PROPOSE REMOVING 3.1-D AND MOVING IT TO A NEW ARTICLE 3.2.

PROPOSED 3.2 The FTAC shall provide technical advice and support to the HRTPO staff and shall provide technical review and assistance in regional freight transportation planning, programming, and transportation-related air quality planning.

Specific responsibilities of the FTAC include:

- **Assisting in the development of freight and logistics-related planning studies including the Hampton Roads Regional Freight Study;**
 - **Assisting in the consideration of the types of improvements that should be made with regard to freight safety and efficiency; and**
 - **Reviewing and advising the freight-related portions of the MPO's Unified Planning Work Program (UPWP), Transportation Improvement Program (TIP), Long-Range Transportation Plan (LRTP), and HRTPO Project Prioritization Tool. HRTPO staff will strive to provide timely opportunities for FTAC review, subject to process time constraints, prior to submission of the above documents to the HRTPO Policy Board for approval.**
- There was discussion at the FTAC meeting that 3.1-D was too narrow, since freight is incorporated into not only the TIP and LRTP but many HRTPO planning efforts. It was also recommended that "review" in 3.1-D should be changed to "review and advise". The Port thought it would make sense to split Article 3.1 into two, with one related to advocacy and one related to technical assistance. This discussion is incorporated into the new Article 3.2.

ARTICLE IV
Membership, Composition, Appointment, Qualifications and Terms

4.1 The FTAC shall be composed of nine (9) voting members. Appointment of FTAC members is accomplished through appointment from the HRTPO Board for a term of five (5) years. Each term shall be renewed for a second five (5) year term upon referral from the FTAC to the HRTPO Nominating Committee and approval by the HRTPO Board. The following interest groups should be considered when selecting FTAC members:

- Freight Forwarding
- Ports
- Shipping Company
- Trucking Company
- Warehousing
- Free Trade Zone
- Airport Cargo
- Stevedores
- Trade Associations
- Real Estate
- Towing and Tug Operators
- Rail Cargo

PROPOSED 4.1 - The FTAC shall be composed of **nine (9)** voting members. These voting members will represent the companies or organizations (also referred to as entities in these Bylaws) by which they are employed. While each entity will have an official representative, alternates from the same entity can attend meetings in the place of the official representative throughout their term.

Appointment to the FTAC is accomplished through appointment from the HRTPO Board for a term of three (3) years. Each term can be renewed for a subsequent three (3) year term upon approval by the HRTPO Board. The following interest groups should be considered when selecting FTAC members:

- Freight Forwarding
- Ports
- Shipping Company
- Trucking Company
- Warehousing
- Free Trade Zone
- Airport Cargo
- Stevedores
- Trade Associations
- Real Estate/Economic Development
- Towing and Tug Operators
- Rail Cargo

In addition, the following groups should be considered for non-voting, advisory roles on the committee:

- Virginia Department of Transportation (VDOT)
- Virginia Department of Rail and Public Transportation (DRPT)
- Federal Highway Administration (FHWA)
- Localities that host Port of Virginia facilities
- Educational Institutions involved in freight planning

- There was much discussion at the FTAC meeting about the number of members that should be on the FTAC, although most people in attendance thought that having flexibility would be beneficial. Opinions ranged from “7-10 members” to “9-15 members” to “no less than 9 members”. The Chair mentioned that members should be “active in the industry”. More discussion is necessary in terms of the number of committee members.
- In addition, there was discussion regarding whether positions on the committee should be strictly individuals or should be individuals representing companies/organizations. Individuals representing entities would make it easier to have alternates attend meetings in the place of the individual, and would make it better if the individual can no longer serve on the committee.
- There was also discussion as to whether 5 years was too long of term. This may depend on how the individuals or individuals representing entities issue is resolved.
- The HRTPO Nominating Committee was removed from the process, although this may be impacted by individual members versus individuals representing entities.
- In addition, the Port thought that Economic Development should be an interest group considered for the FTAC, combined with Real Estate. It was also discussed that other members could be asked to serve as non-voting, advisory members, such as VDOT, FHWA, localities that host port facilities, and ODU.

4.2 All members of the FTAC shall be residents and electors of the Hampton Roads region and shall have an outstanding reputation for integrity, and commitment to serving the community.

NO PROPOSED CHANGES

4.3 A member having three or more consecutive un-excused absences or five or more absences during a twelve-month period shall be removed from the FTAC. At a minimum, FTAC member attendance will be reviewed annually during the regularly scheduled December meeting.

PROPOSED 4.3 – An entity having three or more consecutive absences without prior notice may be removed from the FTAC.

4.4 FTAC members serve at the pleasure of the HRTPO Board. FTAC member's terms shall continue until such time as the HRTPO Board designates a new FTAC representative, or until the FTAC member is removed from the Committee per Article IV, Section 4.3 or for a five (5) year term.

PROPOSED 4.4 - FTAC members serve at the pleasure of the HRTPO Board. FTAC member's terms shall continue until such time as the HRTPO Board designates a new FTAC representative, or for a three (3) year term.

- This article would change slightly based on the changes made previously in Article 3.

ARTICLE V Officers and Duties

5.1 The FTAC will have two officers and both shall be known as Co-Chair.

PROPOSED 5.1 - The officers of the FTAC shall consist of a Chair and Vice-Chair.

- There was discussion by the FTAC regarding having co-Chairs versus having a Chair and a Vice-Chair. Having a Chair and Vice-Chair is typical of the other HRTPO Committees and Subcommittees other than the HRTPO Subcommittee.

5.2 The Co-Chairs shall be appointed by the HRTPO Board. Co-Chairs shall hold office for three (3) years or until member resignation.

PROPOSED 5.2 - The Chair and Vice-Chair shall be elected by the FTAC. The Chair and Vice-Chair shall hold office for two (2) years or until member resignation.

- The FTAC thought that three years may be too long of term, and other HRTPO committees and sub-committees typically have terms of two years. Further discussion is needed regarding who will appoint the Chair and Vice-Chair.

5.3 No officer shall hold the same position more than three consecutive terms. No person shall serve as an officer for more than a total of nine (9) years. An officer may be reelected after one term break after serving his or her initial two consecutive terms.

PROPOSED 5.3 - No officer shall hold the same position more than three consecutive terms. No person shall serve as an officer for more than a total of six (6) years. An officer may be reelected after one term break after serving his or her initial two consecutive terms.

5.4 The MPO Chair shall appoint two members of the FTAC to serve as Co-Chairs, one shall be a private sector freight expert and one shall be a voting member from the HRTPO Board. The Co-Chairs shall preside at all meetings and shall be responsible, with the FTAC Coordinator for the Agenda, Minutes, and conduct of all meetings. The Co-Chairs shall approve, with any necessary modifications, the Agenda at least seven (7) days prior to any scheduled meeting. Both Co-Chairs shall be members of the HRTPO Board. The elected Co-Chair shall be a non-voting member as prescribed by the HRTPO Bylaws. Subcommittees of the FTAC may be appointed by either Co-Chair with the approval of the FTAC.

PROPOSED 5.4 - The Chair shall preside at and conduct all FTAC meetings. The Chair shall be a non-voting member of the HRTPO Board as prescribed by the HRTPO Bylaws. Subcommittees of the FTAC may be appointed by the Chair with the approval of the FTAC.

- There was discussion about whether the FTAC should continue having a voting member of the TPO Board as a Co-chair, due to the difficulty of getting this voting member to take part in FTAC meetings. The committee indicated that it was important to have a Chair that is involved with the freight community and shows up to meetings. Further discussion is needed on this item.

5.5 Either Co-Chair shall, during the absence or inability of the other Co-Chair to serve, have, and exercise all the duties and powers of both.

PROPOSED 5.5 - In the event of the absence of the Chair, or of the Chair's inability to perform any of the duties of the office of the Chair or to exercise any of the Chair's powers, the Vice-Chair shall have and exercise all of the duties and responsibilities of the Chair. The Vice-Chair shall also perform such duties as may be assigned by the Chair.

- This would be necessary if the co-chairs were split into a Chair and Vice-Chair.

5.6 If both Co-Chairs are absent from a meeting, a temporary Chair will be selected by a majority vote of the members in attendance.

PROPOSED 5.6 - If both the Chair and Vice-Chair are absent from a meeting, a temporary Chair shall be selected by a majority vote of the members in attendance.

5.7 If, at any time, the FTAC feels that an Officer is not performing the duties of the office in accordance with Article V Section 5.3, the Officer may be removed from office by a two-thirds vote of the members present at a regular meeting, provided that an item to that effect has been scheduled in accordance with Article VI Section 6.2 of these Bylaws.

PROPOSED 5.7 - If, at any time, the FTAC feels that the Chair or Vice-Chair is not performing the duties of the office, they may be removed from office by an affirmative vote of two-thirds of the voting membership of the FTAC. Any vacancy occurring in an office shall be filled for the unexpired term by the FTAC at the next regular meeting following the occurrence of such vacancy.

- This matches the TTAC and CAC bylaws.

ARTICLE VI

Meetings

6.1 The FTAC shall meet at a date, time and place acceptable to a majority of the membership. The date or time may be changed by a majority vote of the regular members if ten (10) day's notice is given to members. Meetings shall be no less than semi-annual. If circumstances warrant, a Co-Chair may cancel or postpone a regular or special meeting and, if necessary, set a new date, time and place for the meeting.

PROPOSED 6.1 - The FTAC shall meet at a date, time and place acceptable to a majority of the membership. Meetings shall be no less than semi-annual. If circumstances warrant, the Chair may cancel or postpone a regular or special meeting and, if necessary, set a new date, time and place for the meeting.

- Requiring a majority vote of the FTAC to change meeting dates does not seem necessary.

6.2 An agenda shall be prepared prior to each meeting and approved by a Co-Chair. The agenda should be distributed with the minutes of the previous meeting approximately seven (7) days prior to all regular meetings. The agenda and any changes to it will be approved by the FTAC at the start of each meeting.

PROPOSED 6.2 - An agenda shall be prepared prior to each meeting and approved by the Chair. The agenda should be distributed with the minutes of the previous meeting approximately seven (7) days prior to all regular meetings. The agenda and any changes to it will be approved by the FTAC at the start of each meeting.

6.3 The Minutes of the prior meeting shall be approved by a majority of the members present and upon such approval become the official Minutes.

NO PROPOSED CHANGES

6.4 A Co-Chair may call special meetings when it is deemed necessary. Special meetings may be called with a minimum of three (3) day's notice, including the meeting agenda and reason for the meeting.

PROPOSED 6.4 – The Chair may call special meetings when it is deemed necessary. Special meetings may be called with a minimum of three (3) day's notice, including the meeting agenda and reason for the meeting.

6.5 Whenever reports are to be given, copies will be prepared for each member of the FTAC. When possible, said copies should be mailed with meeting notices.

PROPOSE ELIMINATING 6.5.

- This article seems unnecessary. Reports will always be included with the agenda or handed out at the meeting.

6.6 Each member shall have an equal vote. The vote on any matter shall be a voice vote, provided that any member may require a roll call vote upon any resolution or motion. In the case of a roll call vote, Co-Chair(s) shall vote last.

PROPOSED 6.6 – Each member shall have an equal vote. The vote on any matter shall be a voice vote, provided that any member may require a roll call vote upon any resolution or motion. In the case of a roll call vote, the Chair shall vote last.

6.7 A quorum shall consist of two-thirds of the voting membership, and shall be required for conduct of all official business. A majority of the quorum shall be necessary to decide an issue before the FTAC.

PROPOSED 6.7 - A quorum shall consist of a majority of the voting membership, and shall be required for conduct of all official business. Two-thirds of the quorum shall be necessary to decide an issue before the FTAC.

- There was concern stated at the FTAC meeting that regularly making a two-thirds standard for quorum could be difficult. However, requiring only a majority for quorum and a majority for voting could lead to votes being approved with a small number of FTAC members. This could be addressed by requiring a majority for quorum but two-thirds for votes. There was also comment reminding everyone that FTAC is an “advisory” committee and does not set policy.
- If the number of members increases from 9 to 10, 6 members would constitute a quorum. Further discussion is needed on this item.

6.8 All meetings are open to the public. Public participation in the FTAC discussion topics shall be allowed at the discretion of the Co-Chair. Members of the public desiring to speak shall address the Co-Chair by raising their hands and upon recognition shall state their name and organization and shall confine themselves to the agenda item under discussion.

PROPOSED 6.8 - In accordance with the provisions of the Virginia Freedom of Information Act, all meetings of the FTAC or any subcommittees established by the FTAC shall be open to the public unless lawfully convened into a closed session in accordance with the Act (ref.: Va. Code § 2.2-3707 and -3712). No meeting during which FTAC or TPO business is discussed shall be conducted through telephonic or electronic means where the members are not physically assembled.

Time shall be allotted for public comment regarding freight-related issues at FTAC meetings. Any person desiring to address the FTAC shall register with TPO staff prior to the opening of the meeting. The time limit for speakers is five (5) minutes per person. Time cannot be pooled or assigned to any person other than the person who registered to speak. A member of the public may submit written comments or other materials to the Executive Director for distribution to the FTAC.

- This article was changed to more closely match the TTAC and CAC bylaws.

**PROPOSED
ARTICLE VII
Amendments**

Any FTAC voting member may propose amendments to these bylaws by placing such proposed amendments in writing before the FTAC at a FTAC meeting. No vote shall be taken on the proposed amendments until the meeting that follows the meeting at which the written amendments were provided to the FTAC. The public shall be provided access to inspect the proposed amendments. Approval of amendments shall require an affirmative vote of two-thirds of the voting members or their alternates present. In addition, any proposed revisions to the FTAC bylaws must be approved by the HRTPO Board.

- This article was added to match the TTAC and CAC bylaws.

**PROPOSED
ARTICLE VIII
Effective Date**

These Bylaws and any amendments to the Bylaws shall become effective upon the approval of the HRTPO Board.

These Bylaws of the Freight Technical Advisory Committee (FTAC) of the Hampton Roads Transportation Planning Organization (HRTPO) were adopted with a quorum present and voting on XXXXXXX X, 202X by the FTAC and subsequently approved by the HRTPO Board on XXXXXXX XX, 202X.

- This article was added to match the TTAC and CAC bylaws.

FTAC Coordinator: Virginia Port Authority