

# NOTICE OF REGULAR MEETING

Pursuant to Section 54954.2 of the Government Code of the State of California, a Regular meeting of the **TRANSPORTATION ADVISORY COMMISSION** is hereby called for:

**Date/Time:** Thursday, May 12, 2022, 7:00 p.m.  
(or as soon thereafter as possible)

**Location:** City Hall, Council Chambers  
333 Civic Center Plaza, Tracy  
**\*\*PLEASE NOTE LOCATION CHANGE FOR THIS MEETING\*\***

**IN ACCORDANCE WITH THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
GUIDELINES, UNIVERSAL MASKING INDOORS IS RECOMMENDED FOR ALL PERSONS  
REGARDLESS OF VACCINATION STATUS**

Government Code Section 54954.3 states that every public meeting shall provide an opportunity for the public to address the Commission on any item, before or during consideration of the item, however, no action shall be taken on any item not on the agenda.

## **MEETING AGENDA**

1. Call to Order
2. Roll Call
3. Items from the Audience – *In accordance with Procedures for Preparation, Posting and Distribution of Agendas and the Conduct of Public Meetings, adopted by Resolution 2015-052, any item not on the agenda brought up by the public at a meeting shall be automatically referred to staff. If staff is not able to resolve the matter satisfactorily, the member of the public may request a Commission Member to sponsor the item for discussion at a future meeting.*
4. Approval of Minutes from the Regular Meeting on April 14, 2022.
5. New Business
  - a. Receive Quarterly Budget Update for the Airport Fund
  - b. Review and Provide Updates on Commission Goals and Objectives for FY21/22
6. Items from the Commission
7. Items from Staff
  - a. Airport Projects Update
  - b. Transit Ridership and Performance Update
  - c. Bikeways Update
8. Items from the Audience
9. Adjournment

## **POSTED: May 5, 2022**

The City of Tracy complies with the Americans with Disabilities Act and makes all reasonable accommodations for the disabled to participate in public meetings. Persons requiring assistance or auxiliary aids in order to participate should call City Hall at (209) 831-6000 at least 24 hours prior to the meeting.

Any materials distributed to the majority of the Transportation Advisory Commission regarding any item on this agenda will be made available for public inspection at City Hall located at 333 Civic Center Plaza, Tracy, during normal business hours.

APRIL 14, 2022

1. **CALL TO ORDER:** Commissioner Cooper called the meeting to order at 7:00 p.m.
2. **ROLL CALL:**
  - a. **Present:** Gary Cooper, Sharanjit Dhillon, Tim Silva, Rajnish Khanna
  - b. **Absent:** Alvin Vaughn
  - c. **Staff Present:** Ed Lovell, Transit Manager; Paula Jessup, Airport Manager; Jayne Pramod, Transit Coordinator
  - d. **Recorded By:** Jayne Pramod, Transit Coordinator
3. **ITEMS FROM THE AUDIENCE:** None
4. **APPROVAL OF MEETING MINUTES OF MARCH 10, 2022**
  - a) **Motion to Approve:** Commissioner Silva
  - b) **Second:** Commissioner Khanna
  - c) **Abstain:** None
  - d) **Vote:** Approved by unanimous vote
5. **NEW BUSINESS:**
  - a. **Receive Information on 2022 IAC Open West Championships to be held at Tracy Municipal Airport:**

Paula Jessup, Airport Manager, introduced David Watson to present about the IAC Open West Championship to be held at the Tracy Municipal Airport. Mr. Watson explained about the Championship and the reason to bring it to Tracy. This will be an amateur competition that consists of six to fifteen sequential performances that will be judged. This is a joint effort with the City of Tracy and planning to be a successful event. Commission questions and discussion followed.
  - b. **Provide Recommendation to City Council on Charging Station Fees:**

The staff requested the Item to be moved to a future meeting.
  - c. **Review and Provide Updates on Commission Goals and Objectives for FY 21/22:**

Staff provided information on the upcoming events and requested Commission to participate in the Earth Day and Bike Month awareness events in conjunction with the Farmers Market. Staff also provided status on the bike survey and public outreach for the Bikeway Masterplan. Commission comments followed.
6. **ITEMS FROM THE COMMISSION:**

Commissioner Silva: Referred to the IAC Championship and asked if Commission needs to participate in the event for outreach. Staff suggested Commission attend but due to safety concerns, public access is limited as outlined in the Safety Plan. Commissioner Silva also commented on the upgraded airport website.

Commissioner Khanna: Referred to the IAC Championship and asked David Watson if there were any safety concerns or incidents and how they managed viewers at other locations. Mr. Watson commented there were no safety incidents and they had large followers that encourage such shows.

Commissioner Dhillon: Referred to the IAC event and asked if there will be a map to guide the public to where they have access during the event, staff mentioned there will be posters and signs to guide attendees.

**7. ITEMS FROM STAFF:**

- a. Airport Projects Update:** Paula Jessup, Airport Manager, provided airport updates on FAA Compliance Review, the Airport Layout Plan (ALP) submitted to FAA, and Council acceptance of Fixed Based Operator and Leased Facility Agreement contract with Riyas Enterprise, LLC at the Tracy Airport, and May 7<sup>th</sup>, Dream Flights event at the Tracy Airport, free plane rides for veterans. Commission questions and comments followed.
- b. Transit Ridership and Performance Update:** Ed Lovell, Transit Manager, provided status on the completion of the FTA Triennial Review, and update on the Transit Station Renovation and transit ridership. Commission comments and questions followed. Commissioner Silva enquired about the missing OTP. Commissioner Cooper suggested after the Station renovation to have a walk-thru for Commission.

**8. ITEMS FROM THE AUDIENCE:**

Richard Ortenheim, Skyview Aviation, referred to the IAC Championship and asked why spectators cannot use the park at the airport during the event. David Watson agreed with Mr. Ortenheim and commented it will be an ideal venue for spectators to gather. Mr. Ortenheim commented having more events at the airport gets the exposure the airport needs and will increase the interest and support of the public. He also commented on the lack of advertising and public awareness.

John Moore, President of TAA, informed Commission that TAA will be supporting David Watson's event and will be providing the about the sound system that will be instructing people during the event for safety, and event information and assist with keeping things organized. He commented on the access to information from the City and requested all the copies of documents filed with FAA. Staff recommended he make a formal request via the City Clerk. He also addressed concerns regarding ALP limiting aircraft to the Tracy Airport when airport users are supporting and paying taxes. He commented on the ongoing support TAA provides at the airport and promotes the airport.

David Watson requested City's support to store, a shipping container with items of the contest, at the airport free of charge.

**9. ADJOURNMENT TO NEXT REGULAR MEETING ON MAY 12, 2022**

- a. Motion to Adjourn:** Commissioner Silva  
**b. Second:** Commissioner Dhillon  
**c. Vote:** Approved by unanimous vote  
**d. Time:** 8:17 p.m.

The above agenda was posted at Tracy City Hall on April 7, 2022. The above are action minutes. A full recording of the meeting is available by contacting the City Clerk's Office.

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Ed Lovell, Staff Liaison

**CITY OF TRACY  
TRANSPORTATION ADVISORY COMMISSION  
May 12, 2022**

**AGENDA ITEM 5.a.**

**REQUEST**

**RECEIVE QUARTERLY BUDGET UPDATE FOR THE AIRPORT FUND**

**DISCUSSION**

In order to provide more information to the Transportation Advisory Commission (TAC), as well as the public, on the financial status of the Airport Fund, quarterly budget updates will be provided at the TAC regular meetings. The budget updates will be broken into three parts: Revenues, Expenditures, and a Net income at the bottom.

This quarterly budget update covers the time period of July 1, 2022 through March 31, 2022.

As of March 31, 2022 the total revenue for the Airport Fund was \$627,655. This encompasses FAA grant funds received as well as invoiced hangar rentals and leases, fuel sales, and sale of equipment. Expenditures for this same time period equal \$712,659. This includes payroll, operations and maintenance items, and Internal Service Fund charges. The airport currently receives a General Fund subsidy of \$156,045 each fiscal year to offset any negative balance the airport fund may have. As of March 31, 2022 the Net Income for the airport fund is \$71,051

**FISCAL IMPACT**

There is no fiscal impact to the General Fund or Airport Fund for this item at this time.

**RECOMMENDED ACTION**

That the Commission receive the quarterly budget update for the Airport Fund.

**ATTACHMENTS**

Attachment A – Airport Operating Fund as of March 31, 2022

**Airport Operating Fund  
As of March 31, 2021**

|   |                   |
|---|-------------------|
| <b>Revenues</b>                             |                   |
| Federal Grants                              | \$27,473          |
| Hangar Rental                               | \$184,181         |
| Fuel Sales                                  | \$324,671         |
| New Jerusalem Lease                         | \$90,000          |
| Sale of Equipment                           | \$3,104           |
| Cash Over/Short                             | (\$1,763)         |
| <b>Total Revenues</b>                       | <b>\$627,665</b>  |
| <b>Expenses</b>                             |                   |
| Salary & Benefits                           | \$242,662         |
| Operations & Maintenance                    | \$377,720         |
| Internal Service Fund Charges               | \$92,277          |
| <b>Total Expenses</b>                       | <b>\$712,659</b>  |
| <b>Net Income / (Loss) before Transfers</b> | <b>(\$84,994)</b> |
| <b>FY22 General Fund Transfer In</b>        | <b>\$156,045</b>  |
| <b>Net Income / (Loss), March 31, 2022</b>  | <b>\$71,051</b>   |

**CITY OF TRACY**  
**TRANSPORTATION ADVISORY COMMISSION MEETING**  
**May 12, 2022**

**AGENDA ITEM 5.b.**

REQUEST

**REVIEW AND PROVIDE UPDATES ON COMMISSION GOALS AND OBJECTIVES  
FOR FY 2021/22**

DISCUSSION

At the July 8, 2021 regular Transportation Advisory Commission (TAC) meeting, the commission held discussion on their goals for the current fiscal year 2021/2022.

Below are the commission recommended goals for FY 21/22 with recommended timelines.

**FY21/22 Transportation Commission Goals**

|                 | <b>GOAL</b>  | <b>TIMELINE</b>                                 | <b>SUB-COMMITTEE</b>  |
|-----------------|--|---|---|
| <b>OUTREACH</b> | Public Outreach at Farmer's Market                               | Each month in conjunction with the City booth   | Assignments made each commission meeting<br>Next Dates:<br>May 14, 2022 |
|                 | Public Outreach at Block Party Events                            | As scheduled in conjunction with the City booth | Assignments made each commission meeting<br>Next Dates:<br>Spring 2022  |
|                 | Participate in City Sponsored Airport events                     | October 2021                                    | COMPLETE  |
|                 | Participate in Bike Rodeo Event sponsored by Tracy Earth Project | October 2021                                    | COMPLETE  |
| <b>TRANSIT</b>  | Provide Input on Short Range Transit Plan Implementation         | April 2022                                      | All   |
|                 | Provide Fare Policy Recommendation to City Council               | TBD   | All   |
|                 | Provide Input on Transit App Implementation                      | December 2021                                   | COMPLETE  |

|                  |  |                          |  |
|------------------|--|--------------------------|--|
| <b>BIKEWAYS</b>  | Provide Input on Updated Bikeways Master Plan  | October 2021<br>May 2022 | COMPLETE   |
| <b>EDUCATION</b> | Receive presentations on areas related to the purpose of the commission (funding, bus contractor, SJCOG, bike safety, etc) | Ongoing                  | Sep – Aerobatic Box<br>Oct – Airport Funding<br>Dec – SJCOG<br>Vamos App |

In order to successfully complete each of these goals, the commissioners will form ad-hoc subcommittees to address each of these items by the timeline specified. It is suggested that each committee be comprised of no more than 2 commissioners.

**FISCAL IMPACT**

There is no fiscal impact to the General Fund, Transportation Fund or Airport Fund for this item at this time.

**RECOMENDATION**

That the Commission provide updates on the commission goals and objectives for FY 2021/22.

**CITY OF TRACY  
TRANSPORTATION ADVISORY COMMISSION MEETING  
MAY 12, 2022**

**AGENDA ITEM 7**

**Staff Items**

Annual Commission Items:

- Election of Chair/Vice-Chair (June)
- Commission Goals Update (June/July)
- Unmet Transit Needs (October/November)
- CIP Review (November/December)

**Airport Update**

**By Paula Jessup**

**Airport Improvement Items:**

| <b>Project</b>        | <b>Current Status</b>   | <b>Next Steps</b>                                    |
|-----------------------|---|--|
| FAA Compliance Review | Providing clarification responses to FAA  | Receive determination from FAA and corrective action |
| Airport Layout Plan   | Updating forecasting recommendations of future needs and re-submitting to FAA for approval. | Draw ALP<br>Public outreach meetings                 |

**Transit Update**

**By Jayne Pramod**

**Transit Projects Update:**

| <b>Project</b>                   | <b>Current Status</b>         | <b>Next Steps</b>              |
|----------------------------------|-------------------------------|--------------------------------|
| FTA Triennial Review             | Review complete               | Awaiting final report from FTA |
| Transit Station Lobby Renovation | Construction began on 3/7/22. | Estimated completion 6/2022.   |



**TRACER Ridership:** A year-to-date comparison of current ridership compared to the same period in the previous year is shown below. Fixed route ridership is up 18,796 riders compared to the year-to-date ridership in March FY20/21, an increase of approximately 48%. Paratransit ridership is up 107 riders compared to the same time in March FY20/21, an increase of approximately 1%. Overall the Tracer system ridership has increased by 19,105 riders over the same period last year, an overall increase of approximately 40%

**March Year To Date Ridership Comparison**

|  | FY 20/21      | FY 21/22      |
|--|---------------|---------------|
| <b>Fixed Route Ridership</b>                         |               |               |
| Regular  | 13,192        | 12,179        |
| Student (Students Ride Free Promo effective FY20/21) | 0             | 0             |
| Senior   | 6,217         | 5,569         |
| Disabled   | 1,087         | 1,116         |
| Free (Personal Care Attendant)                       | 1,703         | 1,600         |
| Promo Passengers                                     | 6,174         | 29,533        |
| <i>Promo Regular</i>                                 | <i>1,501</i>  | <i>5,400</i>  |
| <i>Promo Student</i>                                 | <i>3,853</i>  | <i>20,711</i> |
| <i>Promo Senior</i>                                  | <i>534</i>    | <i>2,300</i>  |
| <i>Promo ADA</i>                                     | <i>174</i>    | <i>645</i>    |
| <i>Promo Free</i>                                    | <i>63</i>     | <i>477</i>    |
| <i>Promo Warming Center</i>                          | <i>49</i>     | <i>0</i>      |
| Passengers w/tickets                                 | 8,268         | 6,283         |
| Passengers w/transfers                               | 2,619         | 1,778         |
| <b>Total</b>   | <b>39,260</b> | <b>58,058</b> |
| <b>Paratransit Ridership</b>                         |               |               |
| Regular (Guest)                                      | 36            | 23            |
| Senior   | 2,380         | 1,512         |
| Disabled   | 4,636         | 5,659         |
| Free   | 908           | 873           |
| <b>Total</b>   | <b>7,960</b>  | <b>8,067</b>  |
| <b>All Systems Ridership</b>                         | <b>47,220</b> | <b>66,325</b> |

**Fixed Route On-Time Performance FY21/22:**

|                | Jul        | Aug        | Sep        | Oct        | Nov        | Dec        | Jan | Feb | Mar | Apr | May | Jun |
|----------------|------------|------------|------------|------------|------------|------------|-----|-----|-----|-----|-----|-----|
| A Route        | 96%        | 87%        | 96%        | 98%        | 97%        | 98%        |     |     |     |     |     |     |
| B Route        | 92%        | 84%        | 83%        | 90%        | 88%        | 90%        |     |     |     |     |     |     |
| C Route        | 92%        | 88%        | 87%        | 90%        | 94%        | 91%        |     |     |     |     |     |     |
| D Route        | 92%        | 92%        | 90%        | 94%        | 94%        | 95%        |     |     |     |     |     |     |
| E Route        | N/A        | 91%        | 84%        | 89%        | 94%        | 92%        |     |     |     |     |     |     |
| F Route        | N/A        | 98%        | 96%        | 98%        | 97%        | 98%        |     |     |     |     |     |     |
| G Route        | N/A        | 95%        | 88%        | 97%        | 100%       | 83%        |     |     |     |     |     |     |
| <b>OVERALL</b> | <b>93%</b> | <b>90%</b> | <b>89%</b> | <b>94%</b> | <b>95%</b> | <b>92%</b> |     |     |     |     |     |     |