

# 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, February 9, 2012, 7:00 p.m.**  
*(or as soon thereafter as possible)*

**Location:** **Tracy Transit Station, Room 103**  
**50 East 6<sup>th</sup> Street, Tracy**

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 2008-140, 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 January 12, 2012
5. Presentation on San Joaquin Council of Governments
6. Correspondence
7. New Business
  - a. Receive and Discuss Update on Transportation Advisory Commission Goals
8. Items from the Commission
9. Items from Staff
  - a. Staff Report
  - b. Airport Update
  - c. Transit Update
10. Items from the Audience
11. Adjournment

## **POSTED: February 3, 2012**

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 in the Parks and Community Services Department located at 333 Civic Center Plaza, Tracy, during normal business hours.

January 12, 2012

1. **CALL TO ORDER:** Vice Chair Frankel called the meeting to order at 7:00 p.m.
2. **ROLL CALL :**
  - a. **Present:** Adam Duran, John Favors, Christina Frankel, Mark Gainor, Shane O'Neill, Joseph Orcutt, Daniel Ramey
  - b. **Absent:** Mark Maynard, Alvin Vaughn
  - c. **Staff Present:** Rod Buchanan, Director of Parks and Community Services; Ed Lovell, Management Analyst II; Jayne Pramod, Transportation Coordinator
  - d. **Recorded By:** Jayne Pramod, Transportation Coordinator
3. **ITEMS FROM THE AUDIENCE:** None
4. **APPROVAL OF REGULAR MEETING MINUTES OF DECEMBER 8, 2011:**
  - a) **Motion to Approve:** Commissioner Gainor
  - b) **Second:** Commissioner Orcutt
  - c) **Abstain:** None
  - d) **Vote** Approved
5. **RECEIVE UPDATE AND PROVIDE INPUT ON AIRPORT IMPROVEMENT OPTIONS:**

Ed Lovell gave an overview of the Airport Improvement Options Update report that will be presented to the Council. All of the items on the Short Term list and the two items from the Medium Term list were to be brought back to Council for status updates and approvals. Only the items worked in the current quarter will be reported. Report consists of the status of the six items that are being worked on the current quarter. Because each of the items has many segments, current status, immediate next steps, and timelines are included in the updates. The items are (S-1) Installation of T-hangars, (S-12) Construction of a Restaurant/Café, (S-14) Runways and Taxiways, (S-21) Confirm Runway Lengths on Runway 12/30 and (S-22) Balance Airport Operating Budget. Mr. Lovell also briefed the Commission on the Airport Fund and the five step fund balance strategy that staff is proposing to bring the operating budget into a position of annual positive cash flow by the end of FY2015/2016.

Commission addressed their concerns on whether the Council will agree on the opportunity to restructure the airport budget by consolidating loans, if all the loans are City loans, will selling the New Jerusalem property result in hangar rate recalculation, and will a restaurant and other business opportunities at the Airport assist with the airport budget. Rod Buchanan addressed the Water Fund loan, funded by tax dollars, being paid off will be a favorable situation for the airport and the City. Staffs goal is to have income and revenue streams from other than hangar rentals or tenants to balance the airport budget.
6. **CORRESPONDENCE:** Ed Lovell informed Commission regarding the Transit Station new business hours to accommodate Greyhound bus service schedule. The new business hours are Monday – Friday 8:00AM to 7:00PM. Saturday hours remain from 10:00AM to 4:00PM.

**7. NEW BUSINESS:**

**a) Receive and Discuss Update on Transportation Advisory Commission Goals :**

- 1.1 Meet with students to try and increase service/ridership:** Commissioner Ramey Gave a brief update regarding the 'Student Ride Free on TRACER' promotional rides that was offered to students from August 15, 2011 – August 31, 2011. Commission and Staff discussed about Youth Advisory Commission (YAC) participating to assist TAC with ideas and input that will improve student ridership and promote TRACER. Ed Lovell informed the Commission regarding the appointment of the new YAC members and suggested Staff will decide the best way to have YAC and TAC meet.
- 2.1 Conduct a Transportation fair:** Commissioner Gainor gave a report on the Transportation Fair Subcommittee meeting. Subcommittee addressed concerns regarding the theme and the purpose of the Fair, vendors and agencies participating, They discussed about the ideal location to hold the Fair, whether it should be held at the Tracy Transit Station, the Tracy Airport or at both location. Commission and Staff discussed the purpose of the event is to bring awareness to public regarding the various transportation options that are available. Commission agreed on inviting various transportation agencies and service providers catering service to Tracy community. Commission discussed about the locations and with a majority vote, the Commission decided to hold the Transportation Fair at the Tracy Transit Station.
- 3.1 Increase Commissioner education on airport operations, amenities, etc.:** Commission requested Staff to provide the compiled reports on the Commission airport visits. Staff agreed to bring the reports at the next meeting.
- 4.1 Give presentation to City Council on TAC activities:** Commission agreed to continue with the goal to present to the City Council on TAC activities. The next report on TAC activities to the Council will be presented on October 2012.
- 5.1 Have regular Commission-sponsored/driven outreach activities:** Commission agreed to have ongoing outreach activities sponsored by Commission on a regular basis.

**8. ITEMS FROM THE COMMISSION: None**

**9. ITEMS FROM STAFF:**

**a. Staff Report:** Ed Lovell informed the Plaza construction will be completed by end of March 2012, Turnaround will be completed by May 2012 and the construction of streets will be completed by June 2102. Ribbon cutting ceremony will be announced when scheduled.

**b. Airport Updates:** Ed Lovell referred to the presentation for the Airport Improvement Items and mentioned it will be going to the Council. Bruce Ludeman briefed on the activities and progress at the Tracy Airport with the new Fuel Sales Operator and Facility Lease Agreement. Commissioner Frankel asked if there are any concerns regarding the fuel truck at the airport. Audience asked if the Fuel Sales Operator's provides sufficient Insurance. Mr. Ludeman commented at the moment there are no concerns regarding the fuel truck and City has retained the insurance covering the fuel service.

**C. Transit Updates:** Year to Date ridership was at 43,051 up 5,793 riders compared to Year to date ridership in November of FY10-11, an increase of approximately 15%.

**10. ITEMS FROM THE AUDIENCE:** Trina Anderson, Tracy, asked if Eagle Scouts can help with other projects at the airport. Staff responded they have to go through the Commission with the project and also consult with the Engineering Department regarding the steps involved with the project. George Riddle, Tracy, suggested theme for Transportation Fair should be connecting various transportation services like buses, trains, auto rentals and taxis, and to include technology related to transportation. He also recommended Transit Station kiosk to display destination schedules and maps for local, regional and national transportation services available at the Station.

**11. ADJOURNMENT TO NEXT REGULAR MEETING THURSDAY, JANUARY 12, 2011**

- a. **Motion to Approve:** Commissioner Orcutt
- b. **Second:** Commissioner Gainor
- c. **Vote:** Approved by unanimous vote
- d. **Time:** 9:13 p.m.

DRAFT

**CITY OF TRACY  
TRANSPORTATION ADVISORY COMMISSION MEETING  
February 9, 2012**

**AGENDA ITEM 7.a.**

REQUEST

**RECEIVE AND DISCUSS UPDATE ON TRANSPORTATION ADVISORY  
COMMISSION GOALS AND OBJECTIVES**

DISCUSSION

At the Transportation Advisory Commission (TAC) Special Meeting on March 25, 2010, and the TAC regular meetings on April 8, 2010 and May 13, 2010, the Commission provided staff with additional goals they would like to work on as a Commission over the next two years. These goals are in line with both the Council approved long-term goals for the TAC as well as the bylaws of the TAC. Those Commissioners present each voted on their top five goals that they would like to achieve as a Commission.

Objectives, outcomes, timelines and assignments were created for each of the Commission developed goals. Attached as Exhibit "A" are each of the goals developed as well as the objectives, outcomes, timelines and assignments that will be updated. Below are the goals to be discussed:

1. Meet with students to try and increase service/ridership.
2. Transportation Fair.
3. Education on airport operations, amenities, etc.
4. Presentation to Council on TAC activities.
5. Regular Commission-sponsored/driven outreach activity.

FISCAL IMPACT

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

RECOMENDATION

That the Commission receive the update of the Transportation Advisory Commission Goals and Objectives.

ATTACHMENT

Exhibit "A": Transportation Advisory Commission Goals

**Exhibit "A"**

**Transportation Advisory Commission Goals**

**Goal #1: Meet with students to try and increase service/ridership.**

<b>Objectives</b>	<b>Task</b>	<b>Who</b>	<b>When</b>
1. Coordinate with schools (both Middle and High Schools)	Establish a contact list	Frankel	June 2010 <b>COMPLETED</b>
2. Track bus system awareness by conducting surveys	Develop survey questionnaire (for riders/non-riders)	Frankel/ Maynard	Jul/Aug 2010 <b>COMPLETED</b>
	Bring survey to TAC	Frankel/ Maynard	August 2010 <b>COMPLETED</b>
	Administer survey		Oct-Dec 2010 <b>COMPLETED</b>
	Report back to TAC on results of the survey		March 2011 <b>COMPLETED</b>
3. Promote TRACER using school website & mass phone communication	Develop outreach strategy	Duran/ Ramey	July 2011
	Contact YAC Chair to invite to TAC Meeting	Maynard	June 2012

*Outcome: Increased student ridership on the TRACER.*

**Goal #2: Conduct a Transportation Fair.**

<b>Objectives</b>	<b>Task</b>	<b>Who</b>	<b>When</b>
1. Establish a subcommittee	Establish subcommittee to develop list of similar events, visit other similar events, and report to the Commission	Pack, Gamino, Antrim	Sep 2010 <b>COMPLETED</b>
2. Develop scope of fair	Create list of topics, vendors, etc.	Pack, Gamino,	Feb 2011 <b>COMPLETED</b>
3. Set Budget	Identify costs	Gainor/ Favors	Dec/Jan 2011
	Develop budget and partnerships	Ramey	TBA
	Involve SJCOG		TBA
4. Hold Transportation Fair	Hold Fair	All	May 12, 2012

*Outcome: Increased public awareness of various transportation options available.*

**Goal #3: Increase Commissioner education on airport operations, amenities, etc.**

Objectives	Task	Who	When
1. Site visit to other airports (meet with Airport Manager)	TAC Special Meeting and Tracy Airport	Staff	July 2010 <b>COMPLETED</b>
	Develop list of areas of interest the TAC would like to know more about	All	August 2010 <b>COMPLETED</b>
	Develop questions to ask when visiting other airports	Anderson, Orcutt	Oct 2010 <b>COMPLETED</b>
	Bring questions to TAC for review	Anderson, Orcutt	Nov 2010 <b>COMPLETED</b>
	Develop list of airports to visit	Anderson	Feb 2011 <b>COMPLETED</b>
	Commission visits to airports	All	Mar/Apr 2011 <b>COMPLETED</b>
2. Report back to TAC on airport visits	Give report on site visits to TAC	All	May 2011

*Outcome: A greater understanding of various aspects of airport operations.*

**Goal #4: Give presentation to City Council on TAC activities.**

Objectives	Task	Who	When
1. Determine accomplishments	Compile a list of past accomplishments to present	Vaughn,	June 2012
	Tie in accomplishments with Council goals for TAC	Vaughn,	June 2012
2. Give presentation to City Council	Determine which month to give presentation to Council	All	July 2012
	Draft presentation due to staff for editing	Maynard	July 2012
	Give a Draft presentation to TAC	Maynard	August 2012
	Give Report to Council	Maynard	Oct 2012

*Outcome: City Council is aware of the Transportation Advisory Commissions achievements over the past 2 years.*

**Goal #5: Have regular Commission-sponsored/driven outreach activities**

<b>Objectives</b>	<b>Task</b>	<b>Who</b>	<b>When</b>
1. Attend various community events to solicit information	Develop a list of community events that would benefit	Hite, Anderson	July 2010 <b>COMPLETED</b>
	Bring list to TAC	Hite, Anderson	July 2010 <b>COMPLETED</b>
	Determine who will attend the events	All	Monthly
	Develop information packets/handouts	Frankel, Anderson, Antrim	August 2010 <b>COMPLETED</b>
	Determine how best to present the information	All	Monthly
	Create a TAC banner	Gamino, Staff	Aug 2011 <b>COMPLETED</b>
2. Provide a series of workshops on transportation from local experts (for the commission and public)	Create a list of potential topics	Gamino, Anderson	July 2010 <b>COMPLETED</b>
	Bring list to TAC for review	Gamino, Anderson	July 2010 <b>COMPLETED</b>
	Find “experts” for each topic	All	Ongoing
	Develop calendar of topics	All	Ongoing
	Contact “experts”	All	Ongoing
	Create Draft Press Release on upcoming topics	Vaughn	Monthly

*Outcome: Increased education for the community on transportation options.*



**CITY OF TRACY  
TRANSPORTATION ADVISORY COMMISSION MEETING  
February 9, 2012**

**AGENDA ITEMS 9.b. and 9.c.**

**Airport Update**

**By Bruce Ludeman**

**Airport Improvement Items as Specified by City Council:**

Item	Project	Status	Notes
S-1	Begin T-Hangar Installation Process:	In Progress	Staff anticipates going out to bid on both phases of the project within the next month. Once both bids have been opened, staff will work with Caltrans and the FAA to secure the funding for construction. Plans are currently in review.
S-12	Construction of a Restaurant/Café	In Progress	Staff will begin meeting with Skyview to start discussions at the end of February.
S-14	Runway Repairs and Fencing at New Jerusalem Airport	In Progress	Final design reviews are being completed between Caltrans and City staff. Once design is finalized, the project will go out to bid.
S-17	Seal Coat on Runways and Taxiways	In Progress	Staff is currently investigating legal options with the City Attorney's Office. Meanwhile, staff has met with the FAA and is starting the process to receive funding for a seal coat on the runways and taxiways.
S-21	Confirm Runway Lengths	Completed	Runway 12/30 has been surveyed. The actual length of the runway under current conditions is 3,996. This length will be considered as the base starting point for future airport multi-phase planning effort as well as defining optimal runway lengths to maximize opportunities for the Airport.
S-22	Balance Airport Operating Budget by FY15/16	In Progress	Council has given staff the ok to proceed with a Five Step Financial Strategy. The first step, Airport Debt Consolidation, was approved by Council on 1/17/12.

**Transit Update**

**By Jayne Pramod**

**TRACER Ridership:** As shown below, year to date overall ridership is at 57,000, up 9,306 riders compared to year to date ridership in December of FY10-11, an increase of approximately 19.5%.

The Fixed Route has seen a year to date increase of approximately 30%, while the Paratransit use has declined by approximately 18.6% during the same time period.

**December Year To Date Ridership Comparison**

	FY 09/10	FY 10/11	FY 11/12
<b>FIXED ROUTE</b>			
Regular	12,028	8,296	13,372
Student	10,115	7,718	11,871
Senior	3,094	1,982	4,476
Disabled	1,509	1,653	1,964
Free	13,814	3,375	9,724
Passengers w/tickets	7,392	14,323	7,174
<b>Total</b>	<b>47,952</b>	<b>37,347</b>	<b>48,581</b>

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PARATRANSIT			
Regular	297	102	67
Senior	4,441	3,336	3,040
Disabled	6,800	6,488	5,137
Free	504	421	175
<b>Total</b>	<b>12,042</b>	<b>10,347</b>	<b>8,419</b>
ALL SYSTEMS			
Regular	12,325	8,398	13,439
Student	10,115	7,718	11,871
Senior	7,535	5,318	7,516
Disabled	8,309	8,141	7,101
Free	14,318	3,796	9,899
Passengers w/tickets	7,392	14,323	7,174
<b>TOTAL</b>	<b>59,994</b>	<b>47,694</b>	<b>57,000</b>