

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, April 12, 2012, 7:00 p.m.**
(or as soon thereafter as possible)

Location: **Tracy Transit Station, Room 103**
50 East 6th 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 March 8, 2012
5. Presentation on Airport Improvement Items Update
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
 1. Response to public comments at 3/20/12 City Council Meeting
 - b. Airport Update
 - c. Transit Update
10. Items from the Audience
11. Adjournment

POSTED: April 5, 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.

March 8, 2012

1. **CALL TO ORDER:** Chairman Maynard called the meeting to order at 7:00 p.m.
2. **ROLL CALL :**
 - a. **Present:** John Favors, Mark Gainor, Mark Maynard, Shane O'Neill, Daniel Ramey, Alvin Vaughn
 - b. **Absent:** Adam Duran, Christina Frankel
 - c. **Staff Present:** Rod Buchanan, Parks and Community Services Director; 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 FEBRUARY 9, 2012:**
 - a) **Motion to Approve:** Commissioner Vaughn
 - b) **Second:** Commissioner Favors
 - c) **Abstain:** None
 - d) **Vote** Approved
5. **PRESENTATION ON GENERAL AVIATION AIRPORTS:**

Commission watched a Caltrans video presentation on California General Aviation Airports. A copy of the video can be viewed at http://msmedia.dot.ca.gov/training/81e_1.asf. Commission asked questions regarding future development projects near the airport and encroachment. Rod Buchanan responded in detail and also offered Commission members to visit his office to discuss any questions regarding the Airport Master Plan and Airport Improvement Items.
6. **CORRESPONDENCE:** Ed Lovell informed Commission the Form 700 should be completed and submitted to City Clerk by April 2012.
7. **NEW BUSINESS:**
 - a) **Receive and Discuss Update on Transportation Advisory Commission Goals :**
 - 1.3 Meet with students to try and increase service/ridership: Commission is in anticipation of meeting with the YAC.
 - 2.1 Conduct a Transportation fair: Commissioner Gainor gave an update on the task list, organizing the Transportation Fair. Commission will handout the City approved invitation and vendor application to vendors interested in having a booth space at the event. Commission reviewed the draft press release created by Commissioner Vaughn and requested Staff for City approval. Commission discussed about the availability of indoor and outdoor booth space, entertainment and food. Staff informed both indoor and outdoor booth spaces will be available, food vendor is required to obtain Health Permit and Insurance prior to the event. City stage is not available.
 - 3.1 Increase Commissioner education on airport operations, amenities, etc.:
Staff will compile a summary report on the airport visits. Staff recommended that if the

Commission wished to visit additional airports to do so.

- 5.1 Have regular Commission-sponsored/driven outreach activities:** Staff suggested if Commission has an idea inform Staff; Staff will arrange and schedule presentations.

8. ITEMS FROM THE COMMISSION:

Commissioner Maynard: inquired about Joseph Krudler, Scout, who expressed his interest in an opportunity to do an Eagle Scout project at the Tracy Airport. Commissioner Gainor responded that Joseph Krudler thanked the Commission for giving him an opportunity to express his interest but he will be unable to do a project at the Tracy Airport for his family is moving. Commissioner Gainor also expressed interest in having a more expedited process for these requests.

Commissioner Vaughn: Asked about the Scout project and the purpose. Commissioner Gainor responded Scouts look for sponsors to approve a project for them to do to obtain an Eagle Scout rank. The Scout usually raises money for the project up to \$3000 and organizes labor to complete the task.

9. ITEMS FROM STAFF:

a. Staff Report: None

b. Airport Updates: Ed Lovell referred to the Airport Improvement Items S-12, construction of a Restaurant/Café. He mentioned Staff met with Skyview Aviation to discuss and negotiate about construction of a restaurant at the Tracy Airport. Skyview responded they are not interested in constructing an airport restaurant. Staff will now start negotiation with the Fuel Service Provider. Commission asked about Runways and Taxiways (S-17), regarding Airport Operating Budget (S-22), whether airport can have an intern and if Staff can provide timelines for the project. Staff responded City is working with FAA with different options. All the projects are short term and there is a well-organized plan in place. He informed the Final Report on the Pavement Study is complete and the signed copy will be available. Regarding Airport Budget the next step is reevaluating the FTE. It will be a process that will happen in the next three years. One of the items, the Site Selection Study, was okayed by FAA to apply for funding. The Request for Qualifications will be out this month. It is a two to three month process to get the grant funding, develop scope of work and select the consultant. Site Study also include plan for New Jerusalem Airport to discuss the best use of the property. Staff will provide and update Commission on each item. Rod Buchanan suggested Commission inform him if an Intern is interested in working at the Tracy Airport.

C. Transit Updates: Year to Date ridership was at 65,556 up 10,080 riders compared to Year to date ridership in January of FY10-11, an increase of approximately 18%.

10. ITEMS FROM THE AUDIENCE: None

11. ADJOURNMENT TO NEXT REGULAR MEETING THURSDAY, APRIL 12, 2012

- a. Motion to Approve:** Commissioner Orcutt
b. Second: Commissioner Ramey
c. Vote: Approved by unanimous vote
d. Time: 7:59 p.m.

CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
April 12, 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.

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

Outcome: Increased student ridership on the TRACER.

Goal #2: Conduct a Transportation Fair.

Objectives	Task	Who	When
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 COMPLETED
2. Develop scope of fair	Create list of topics, vendors, etc.	Pack, Gamino,	Feb 2011 COMPLETED
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 COMPLETED
	Develop list of areas of interest the TAC would like to know more about	All	August 2010 COMPLETED
	Develop questions to ask when visiting other airports	Anderson, Orcutt	Oct 2010 COMPLETED
	Bring questions to TAC for review	Anderson, Orcutt	Nov 2010 COMPLETED
	Develop list of airports to visit	Anderson	Feb 2011 COMPLETED
	Commission visits to airports	All	Mar/Apr 2011 COMPLETED
2. Report back to TAC on airport visits	Give report on site visits to TAC	All	May 2011 COMPLETED

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

Objectives	Task	Who	When
1. Attend various community events to solicit information	Develop a list of community events that would benefit	Hite, Anderson	July 2010 COMPLETED
	Bring list to TAC	Hite, Anderson	July 2010 COMPLETED
	Determine who will attend the events	All	Monthly
	Develop information packets/handouts	Frankel, Anderson, Antrim	August 2010 COMPLETED
	Determine how best to present the information	All	Monthly
	Create a TAC banner	Gamino, Staff	Aug 2011 COMPLETED
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 COMPLETED
	Bring list to TAC for review	Gamino, Anderson	July 2010 COMPLETED
	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
April 12, 2012

AGENDA ITEMS 9.b. and 9.c.

Airport Update

By Bruce Ludeman

Airport Improvement Items as Specified by City Council:

Item:	Project:	Current Status:	Next Steps:
S-1	Begin T-Hangar Installation Process:	Staff has learned that in order for the pavement to be a priority, fund originally to be used for the hangars must be first used for the pavement instead.	<ul style="list-style-type: none"> • Final design to be completed by consultant • Project will be put on hold until runway items are complete and funds are available.
S-12	Construction of a Restaurant/Café	Staff has met with Tracy Air Center to start discussions.	<ul style="list-style-type: none"> • Conceptual design to be completed by Tracy Air Center by end of April • Staff to begin drafting a lease agreement
S-14	Runway Repairs and Fencing at New Jerusalem Airport	Project is currently being advertised for construction.	<ul style="list-style-type: none"> • Bid opening on April 26, 2012 • Award contract at June 5, 2012 Council Meeting • Begin construction on June 11, 2012
S-17	Seal Coat on Runways and Taxiways	The pavement study has been completed. 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.	<ul style="list-style-type: none"> • Finalize legal remedies • Staff is investigating the ability to do test samples of different materials on the pavement • Staff is in talks with original contractor for possible remediation
S-21	Confirm Runway Lengths	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.	COMPLETED
S-22	Balance Airport Operating Budget by FY15/16	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.	<ul style="list-style-type: none"> • Staff is seeking funding to begin a site selection study • Staff is beginning to negotiate terms for the renewal of the SASO lease
N/A	FBO Building Repairs	Council has approved the use of up to \$80,000 to fix the roof and add a drainage channel to the FBO building. Contractors have inspected the roof and submitted proposals for repair.	<ul style="list-style-type: none"> • Final selection of contractor to make the repairs to the roof. • Go through the process to obtain proposals for a drainage channel.

Transit Update

By Jayne Pramod

TRACER Ridership: As shown below, year to date overall ridership is at 74,344 up 3,573 riders compared to year to date ridership in February of FY10-11, an increase of approximately 5%.

February Year To Date Ridership Comparison

	FY 09/10	FY 10/11	FY 11/12
FIXED ROUTE			
Regular	15,544	11,607	17,426
Student	14,109	10,496	15,718
Senior	4,011	2,956	5,672
Disabled	2,287	2,314	2,723
Free	15,046	12,624	10,992
Passengers w/tickets	10,366	17,024	10,158
Total	61,363	57,021	62,689
PARATRANSIT			
Regular	371	147	86
Senior	5,702	4,229	4,194
Disabled	8,981	8,774	7,099
Free	688	600	276
Total	15,742	13,750	11,655
ALL SYSTEMS			
Regular	15,915	11,754	17,512
Student	14,109	10,496	15,718
Senior	9,713	7,185	9,866
Disabled	9,759	11,088	9,822
Free	15,734	13,224	11,268
Passengers w/tickets	10,366	17,024	10,158
TOTAL	77,105	70,771	74,344