

OCTOBER 11, 2012

1. **CALL TO ORDER:** Chairman Maynard called the meeting to order at 7:00 p.m.
2. **ROLL CALL :**
  - a. **Present:** Mark Gainor, Mark Maynard, Shane O'Neill, Joseph Orcutt, Daniel Ramey, Alvin Vaughn
  - b. **Absent:** Adam Duran, John Favors, Christina Frankel
  - c. **Staff Present:** Ed Lovell, Management Analyst II; Jayne Pramod, Transportation Coordinator.
  - d. **Recorded By:** Jayne Pramod, Transportation Coordinator
3. **ITEMS FROM THE AUDIENCE:** Dave Anderson, Tracy, requested to bring an item regarding Airport Runway 8/26 to the agenda for discussion. Commissioner Orcutt agreed to sponsor the item to be on the agenda for discussion and requested an aerial map of the Tracy Airport to be made available during the discussion. Commissioner Maynard requested Rod Buchanan to be present at the meeting for discussion.
4. **APPROVAL OF REGULAR MEETING MINUTES OF SEPTEMBER 13, 2012:**
  - a) **Motion to Approve:** Commissioner Gainor
  - b) **Second:** Commissioner O'Neill
  - c) **Abstain:** None
  - d) **Vote** Approved
5. **CORRESPONDENCE:** None
6. **NEW BUSINESS:**

**Receive Update on Airport Improvement Items:** Ed Lovell gave an overview of the Airport Item 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 further reviewing and approvals. Only the items that are being 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. Each item shows a range of time that the project may be started and completed depending on other factors such as funding availability or the completion of other projects. The items are (S-1) Installation of T-hangars, (S-12) Construction of a Restaurant/Café, (S-14) Runway Repairs and Fencing at New Jerusalem Airport, (S-15) FAA to Survey Runway Ends on Runway 8/26, (S-17) Seal Coat on Runways and Taxiways, (S-22) Balance Airport Operating Budget. Mr. Lovell also addressed the following items - the runway length on runway 12/30, previously marked as 3,996 ft. is now repaired and remarked to 4,000 ft, balancing the Airport Budget is as planned and the Service Reconciliation task is completed, FTE evaluation is conducted on an ongoing basis during each budget cycle, hangar development is on hold, repairs to FBO building are still ongoing, roof repairs have been completed, and the completion of the future projects listed will be dependent on the availability of the funding.

Commissioner Maynard referred to Airport Item S-17 and requested for a copy of the Pavement Evaluation Management Study be made available to the Commission upon completion, so Commission can give their input. Commissioner Orcutt mentioned the time

frame listed for S-17 project completion looks reasonable but expect additional time for project completion. He asked if any changes to FTE due to Rod Buchanan's new position as the Public Works Director. Commissioner Vaughn asked if there will be a joint meeting with the Council to discuss the Airport Items. Staff responded Council has already given direction and project completion dates are listed, so there is no anticipation on another joint meeting unless Council requests so.

Audience Comments: Dave Anderson, Tracy, commented that City has not listed any plans or mitigation on how to resolve the current runway pavement issues that is causing problems to the airport users and destroying their planes. He requested that the City takes care of it immediately. He also stated that he has several times addressed the Council regarding the problems and nothing has been done. Referring to S-19, he mentioned is the item he has requested Commission to add to the agenda for discussion. Commission asked Staff if the runway sweeping is still conducted, when the last sweeping was done and if there is a fixed schedule for sweeping the runways. Staff agreed to check on the sweeping schedule. Trina Anderson, Tracy, requested runway length clarification, from 3,996ft is it 4,000ft or is it original 4,002 ft. Staff responded the largest rectangle available is 4,000ft and that is the piece that is repaired and remarked as 4,000ft.

Commissioner Orcutt suggested when funding is available for the future project S-5: Install Taxiway reflectors or light, to make sure it is the correct size reflectors and lights. In the past reflectors installed at the Oakland Airport were the wrong sizes. He also recommended to buy extra reflectors for replacements. Trina Anderson mentioned that other airports when upgrading their taxiway lights and reflectors, they could make the used reflectors and lights available free of charge. She recommended City look into that option and save money on purchasing new reflectors and lights. Only cost will be the labor charges.

a. **Discuss Update on Transportation Advisory Commission Goals:**

- 1.1 Subcommittee addressed the idea of meeting with the Chamber of Commerce to discuss possibility of advertising the Transportation Fair in 2013 in conjunction with the Tracy Bean Festival. Requested if Staff can provide a list of transportation fairs held by other agencies in the neighboring cities. Staff agreed to contact Chamber of Commerce for information on Bean Festival planning schedule and also agreed to provide information on transportation fairs held by other transit agencies. Commission discussed about better marketing ways to make it a successful event by utilizing different channels including advertising in the City utility bills. Commission brainstormed on what modes of transportation to be included in the Fair.
- 1.2 Commission will gather information regarding different transportation service and create an informational promotional flyer with different transportation services website addresses or an E-guide with information regarding transportation services available from and to Tracy surrounding areas. Commissioner Favors, Duran and Frankel will oversee the work and provide a time line on the task completion.
- 2.1 Staff provided a list of transit agencies for Commission to determine the agencies they want to compare. Commission will draft questions to ask other transit agencies similar to Tracy. Staff will compile the draft questions to create a final list of questions. These questions will help determine the best operational practices at other transit agencies in providing better service and compare ridership. Commission will use the same contact list to get information regarding transportation fair.

- 2.2 Commissioner Orcutt and Maynard volunteered to meet with Staff to discuss the future plans for airport development and come back with questions.
- 2.3 Staff will present to the Commission on Bikeways and the Bikeway Master plan. .  
Bikeway presentation will be held on December 13, 2012. Commission will invite bike groups to attend the presentation.

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

**8. ITEMS FROM STAFF:**

a. **Staff Report:** None.

b. **Airport Updates:** Ed Lovell referred to the updates listed in the Airport Improvement.

c. **Transit Updates:** Year to Date ridership was at 19,970 up 4,555 riders compared to Year to date ridership in August of FY11-12, an increase of approximately 29 %. Staff has noticed an increase in the Fixed route ridership especially with regular, senior and student riders. There is a slight decrease in the Paratransit. Commission asked if Staff received any feedbacks on the new route and service and the status on the bus stop improvement. Staff responded all the feed backs received are positive and the completion of the bus stop improvement will be in another four weeks as per schedule.

**9. ITEMS FROM THE AUDIENCE:** Trina Anderson, Tracy, mentioned about the City of Livermore Airport Open House that was held in October. It is a whole day event featuring various Aerobatic performances by various groups, Classic automobile display and the Fire Fighters Association providing breakfast.

**10. ADJOURNMENT TO NEXT REGULAR MEETING THURSDAY, NOVEMBER 8, 2012**

- a. **Motion to Approve:** Commissioner Orcutt
- b. **Second:** Commissioner Vaughn
- c. **Vote:** Approved by unanimous vote
- d. **Time:** 7:47 p.m.