

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, June 13, 2013, 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 May 9, 2013
5. Presentation on Categories of Airports
6. Correspondence
7. New Business
 - a. Discuss Update on Transportation Advisory Commission Goals
8. Items from the Commission
9. Items from Staff
 - a. Airport Update
 - b. Transit Update
10. Items from the Audience
11. Adjournment

POSTED: June 10, 2013

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 the City of Tracy Transit Station located at 50 E. Sixth Street, Tracy, during normal business hours.

MAY 9, 2013

1. **CALL TO ORDER:** Commissioner Frankel called the meeting to order at 7:00 p.m.
2. **ROLL CALL :**
 - a. **Present:** Ameni Alexander, Michael Carter, John Favors, Christina Frankel, Mark Gainor, Shane O'Neill, Alvin Vaughn
 - b. **Absent:** Daniel Ramey
 - c. **Staff Present:** 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 APRIL 11, 2013:**
 - a) **Motion to Approve:** Commissioner O'Neill
 - b) **Second:** Commissioner Alexander
 - c) **Abstain:** Commissioner Gainor
 - d) **Vote** Approved with a revision to item # 4.
Approval of Regular Meeting:
Second: Commissioner O'Neill
5. **ELECTION OF CHAIR AND VICE-CHAIR:** Commissioner Frankel was nominated as elected Chair and Commissioner Favors was nominated as elected Vice-Chair.
6. **CORRESPONDENCE:** Ed Lovell informed Commission there is still recruitment for a vacancy on the commission taking place. The deadline for applications is May 23rd.
7. **NEW BUSINESS:**
 - a. Discuss City Council "Procedures for Preparation, Posting and Distribution of Agenda and the Conduct of Public Meetings" and Guidelines on items from the Commission: Ed Lovell explained to the Commission the procedures and guidelines for preparing, posting and distributing Commission Meeting Agenda. He also explained how Commission can request an item to be brought on the Agenda.
 - b. Endorsement of Proposed Ground Lease Rent Increase at the Tracy Municipal Airport: Item has been postponed.
 - c. **Discuss Update on Transportation Advisory Commission Goals:**
 - 2.1 Commissioners Vaughn and Gainor gave an update on the vendors that they have contacted. Event Task List Sign sheet was provided to the new Commissioners. Commission discussed with Staff about the cost of marketing and other potential event costs.
 - 2.2 Commissioner O'Neill and Commissioner Duran emailed Staff the interview response from the transit agency they contacted.

- 2.3 Commissioner Frankel suggested that Commission do a site visit at the Tracy Airport as a special meeting. Commissioner Frankel discussed Airport visits to be an ongoing goal of the Commission.
- 2.4 Staff will arrange for a presentation on the City's planning aspects regarding bikeways throughout Tracy to take place in the next month or two.

8. ITEMS FROM THE COMMISSION:

Commission agreed to Commissioner Favors presenting to the Commission on different airports and what category. Commission also agreed to hold a Special Meeting at the Tracy Airport in July, prior to the regular TAC Meeting at the Transit Station.

Commissioners Carter and Alexander: Introduced themselves and talked about their interest in serving as a Commissioner.

Commissioner Favors: handed out info and updated Commission on the upcoming Tracy Airport 2013 Open House, Saturday, June 29, 2013. He encouraged City's and Commission's participation during the event. He also informed about the Hayward Airport Open House on May 10, 2013.

9. ITEMS FROM STAFF:

- a. **Staff Report:** Ed Lovell informed the Commission regarding the Bike to Work Week encouraged them to ride their bike to work during the Bike to Work Week, May 13 - 17, 2013.
- b. **Airport Updates:** Ed Lovell referred the commission to the airport updates.
- c. **Transit Updates:** Transit Update on Year to Date Ridership for February was at 97,049 up 13,527 riders compared to Year to Date Ridership in February of FY11-12, an increase of approximately 16 %.

Commissioner Vaughn requested information on the April Free Ride ridership count.

10. ITEMS FROM THE AUDIENCE: None

11. ADJOURNMENT TO NEXT REGULAR MEETING THURSDAY, JUNE 13, 2013

- a. **Motion to Approve:** Commissioner Favors
- b. **Second:** Commissioner Gainor
- c. **Vote:** Approved by unanimous vote
- d. **Time:** 8:19 p.m.

CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
June 13, 2013

AGENDA ITEM 7.a.

REQUEST

DISCUSS UPDATE ON TRANSPORTATION ADVISORY COMMISSION GOALS

DISCUSSION

At the Transportation Advisory Commission (TAC) regular meetings on July 12, 2012 and August 9, 2012, 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. These goals were ultimately realigned into two main goals of Community Outreach and Commission Education.

Key focus areas, objectives, actions steps, 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 key focus areas, objectives, action steps, timelines and assignments that will be updated.

FISCAL IMPACT

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

RECOMENDATION

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

ATTACHMENT

Exhibit "A": Transportation Advisory Commission Goals

TRANSPORTATION COMMISSION GOALS ~ FISCAL YEAR 2012/2013 & 2013/2014

Item	Goal	Key Focus Area	Objective	Action Steps	Completion Date	Status (Assignment)				
1	<p>COMMUNITY OUTREACH</p> <p>-----</p> <p>Educate the community on various transportation opportunities</p>	1.1. HOLD COMMISSION SPONSORED ACTIVITIES	1.1.A. Hold a Transportation Fair	1.1.A.1. Determine logistics of the Transportation Fair						
				1.1.A.2. Determine the scope of the fair	COMPLETED					
				1.1.A.3. Create a subcommittee to work on development of the fair	COMPLETED	Commissioners Ramey, Vaughn and Gainor				
				1.1.A.4. Develop a list of vendors to include at the fair, keeping in mind the scope		Commissioners Ramey, Vaughn and Gainor				
				1.1.A.5. Assign commissioners to contact vendors		Commissioners Ramey, Vaughn and Gainor				
				1.1.A.6. Work with City staff to secure event location	COMPLETED	Transit Station reserved for Sept 7 & 8th				
						1.1.B.1. Develop a list of potential activities for which funds will be needed				
						1.1.B.2. Determine rough costs for activities for which funds will be needed				
						1.1.B.3. Work with City staff to determine availability of funds to support commission sponsored activities				
						1.2. REGIONAL TRANSPORTATION	1.2.A. Develop a regional transportation E- guide	1.2.A.1. Develop a subcommittee to gather regional information	COMPLETED	Commissioners Favors, Duran and Frankel
								1.2.A.2. Determine information to be distributed		
								1.2.A.3. Investigate methods to be distributed		
			1.2.A.4. Make recommendations to the commission							

TRANSPORTATION COMMISSION GOALS ~ FISCAL YEAR 2012/2013 & 2013/2014

Item	Goal	Key Focus Area	Objective	Action Steps	Completion Date	Status (Assignment)
				1.2.A.5. Determine budget cost if any to publish regional connectivity guide		
				1.2.A.6. Distribute regional information		

TRANSPORTATION COMMISSION GOALS ~ FISCAL YEAR 2012/2013 & 2013/2014

Item	Goal	Key Focus Area	Objective	Action Steps	Completion Date	Status (Assignment)
2	<p>COMMISSION EDUCATION</p> <p>-----</p> <p>Increase the knowledge base in various areas under the purview of the commission</p>	2.1. TRANSIT	2.1.A. Determine best practices at other transit agencies	2.1.A.1. Develop a list of transit agencies to gather information	COMPLETED	Staff
				2.1.A.2. Develop a list of questions to ask each transit agency	COMPLETED	Commissioners Frankel and Vaughn
				2.1.A.3. Assign commissioners transit agencies to contact/visit	COMPLETED	Jayne has the list of assignments.
				2.1.A.4. Report back to commission on findings		
		2.2.A. Look at other airports for ideas to incorporate at Tracy Airport	2.2.A.1. Identify general aviation airports to look at			
			2.2.A.2. Develop list of questions to ask at each airport			
			2.2.A.3. Determine rough costs for activities for which funds will be needed			
			2.2.A.4. Assign airports to commissioners to visit			
			2.2.A.5. Report back to commission on findings			
			2.2.B. Evaluate the feasibility of ideas from other airports	2.2.B.1. Compile list of ideas from other airports		
2.2.B.2. Gather data on each idea (cost, space needed, etc.)						
2.2.B.3. Discuss feasibility of each idea in relation to data collected						
2.2.B.4. Determine which ideas can be incorporated to the CIP list						

TRANSPORTATION COMMISSION GOALS ~ FISCAL YEAR 2012/2013 & 2013/2014

Item	Goal	Key Focus Area	Objective	Action Steps	Completion Date	Status (Assignment)
		2.3. BIKEWAYS	2.3.A. Learn about the bikeway system in Tracy	2.3.A.1. Receive a presentation at a regular meeting on the bikeway system and the City of Tracy Bikeways Master Plan	COMPLETED	December 13, 2012 TAC Meeting
			2.3.B. Learn about the various City ordinances that pertain to bicycles	2.3.B.1. Receive a presentation at a regular meeting on the various City ordinances that pertain to bicycles	COMPLETED	April 11, 2013 TAC Meeting
				2.3.B.2. Receive a presentation at a regular meeting on the various aspects of the City regarding the planning of bikeways.		Staff To be held in June or July

**CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
JUNE 13, 2013**

AGENDA ITEM 9

Staff Items

Annual Commission Items:

- Airport Improvement Items Update (January/April/July/October)
- Ground Lease Rate Increase (April/May)
- Election of Chair/Vice-Chair (June)
- FTA Grant (August)
- Unmet Transit Needs (October)
- CIP Review (October/November)

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:	Since the pavement at the airport is a high priority, the construction of this project will be put on hold until after the pavement project is complete and additional funding is secured.	<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 received a draft conceptual design from Tracy Air Center and discussed potential lease terms.	<ul style="list-style-type: none"> • Staff to begin drafting a lease agreement • Finalize lease agreement • Lease approved by Council
S-17	Seal Coat on Runways and Taxiways* *See below for current project action steps	Design work in process. Runway 12/30 and associated taxiways will be designed first.	<ul style="list-style-type: none"> • Complete design work for the project • Issue an RFP for construction
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 an airport study • Staff is beginning to negotiate terms for the renewal of the SASO lease
N/A	FBO Building Repairs	Bid has been awarded.	<ul style="list-style-type: none"> • Complete construction

PAVEMENT PROJECT ACTION STEPS	TIMELINE
Hire Airport Consultant	COMPLETED
Pavement Evaluation Management Study	COMPLETED
Categorical Exclusion for Environmental Approved	COMPLETED
Submit ACIP to FAA	COMPLETED
Submit Grant Application for Pavement to FAA	COMPLETED
FAA Approval to Design Pavement Project	COMPLETED
Design Pavement Project	Mar/Apr. 2013
FAA Approval to Bid Pavement Project	May. 2013
Bid Pavement Project	May. 2013
FAA Approval to Award Project	Jun. 2013
Start Project	Jun/Jul 2013
Project Completed	Aug. 2013

Transit Update

By Jayne Pramod

TRACER Ridership: As shown below, year to date ridership is at 106,282 up 11,046 riders compared to year to date ridership in April of FY11-12, an increase of approximately 12%

April Year To Date Ridership Comparison

	FY 10/11	FY 11/12	FY 12/13
FIXED ROUTE			
Regular	18,542	19,585	32,799
Student	15,740	17,511	27,583
Senior	4,821	6,188	11,128
Disabled	3,169	3,335	5,777
Free	25,529	21,791	7,457
Passengers w/tickets	10,087	11,650	8,256
Total	77,888	80,060	93,000
PARATRANSIT			
Regular	167	110	115
Senior	11,175	5,370	4,566
Disabled	5,198	9,262	8,247
Free	800	434	354
Total	17,340	15,176	13,282
ALL SYSTEMS			
Regular	18,709	19,695	32,914
Student	15,740	17,511	27,583
Senior	15,996	11,558	15,694
Disabled	8,367	12,597	14,024
Free	26,329	22,225	7,811
Passengers w/tickets	10,087	11,650	8,256
TOTAL	95,228	95,236	106,282

Greyhound Ridership:

MONTH	PASSENGERS	AVG/DAY
November (2011)	353	11.76
December	326	10.51
January (2012)	277	8.93
February	299	10.31
March	334	10.77
April	326	10.86
May	281	9.06
June	263	8.77
July	310	10
August	270	8.71
September	211	7.03
October	216	6.97
November	220	7.33
December	229	7.39
TOTAL	3,915	9.17