

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, August 8, 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 Special Meeting on July 11, 2013
5. Approval of Minutes from the Regular Meeting on July 11, 2013
6. Presentation on Planning Aspects of Bikeways in Tracy
7. Correspondence
8. New Business
 - a. Discuss Update on Current Transportation Advisory Commission Goals
 - b. Provide Input to Staff on Items to Be Addressed by the Commission Over the Next Two Years
9. Items from the Commission
10. Items from Staff
 - a. Airport Update
 - b. Transit Update
11. Items from the Audience
12. Adjournment

POSTED: August 5, 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.

**TRANSPORTATION ADVISORY COMMISSION
SPECIAL MEETING MINUTES
Thursday, July 11, 2013**

1. **CALL TO ORDER:** Commissioner Favors called the meeting to order at 6:00 p.m.
2. **ROLL CALL:**
 - a. **Present:** Ameni Alexander, John Favors, Bruce George
Daniel Ramey, Alvin Vaughn
 - b. **Absent:** Michael Carter, Christina Frankel, Mark Gainor, Shane O'Neill,
 - c. **Staff Present:** Ed Lovell, Management Analyst II; Bruce Ludeman, Airport Coordinator; Jayne Pramod, Transit Coordinator
 - d. **Recorded By:** Jayne Pramod, Transit Coordinator
3. **ITEMS FROM THE AUDIENCE:** None
4. **TOUR OF TRACY MUNICIPAL AIRPORT:** Bruce Ludeman welcomed the Commission and gave an insight on the services the airport provides including flight training, hangar rentals, and fueling. Mr. Ludeman provided the Commission an overview of the past and current activities at Tracy Municipal Airport. He addressed the relocated thresholds as per FTA recommendation and the reconstruction project to fix the runway. He also addressed the airport boundaries, fueling system, runways and taxiways, hangars and tie downs and the aerobatic box location.
5. **ADJOURNMENT TO NEXT REGULAR MEETING ON JULY 11, 2013**
 - a. **Motion to approve:** Commissioner George
 - b. **Second:** Commissioner Ramey
 - c. **Vote:** Unanimous
 - d. **Time:** 6:26p.m.

JULY 11, 2013

1. **CALL TO ORDER:** Commissioner Frankel called the meeting to order at 7:00 p.m.
2. **ROLL CALL :**
 - a. **Present:** Ameni Alexander, John Favors, Christina Frankel, Bruce George, Alvin Vaughn, Daniel Ramey
 - b. **Absent:** Michael Carter, Mark Gainor, Shane O'Neill
 - c. **Staff Present:** Ed Lovell, Management Analyst II; Jayne Pramod, Transportation Coordinator.
 - d. **Recorded By:** Jayne Pramod, Transportation Coordinator
3. **ITEMS FROM THE AUDIENCE:** Cindy Gustafson, Tracy Senior Advocacy Association, informed the Commission regarding the Sutter Hospital's Community Health Fair on Saturday, September 28, 2013. Many seniors are planning to attend the free screening and health service. Ms. Gustafson suggested that City should provide free bus service to the event.
4. **APPROVAL OF REGULAR MEETING MINUTES OF JUNE 13, 2013:**
 - a) **Motion to Approve:** Commissioner Vaughn
 - b) **Second:** Commissioner Favors
 - c) **Abstain:** None
 - d) **Vote** Approved by unanimous vote
5. **PRESENTATION ON PLANNING ASPECTS OF BIKEWAYS IN TRACY:** Staff requested this item to be moved to the next month's meeting due to the presenter being unable to attend.
6. **CORRESPONDENCE:** Ed Lovell announced the hiring of the new Public Works Director Mr. David Ferguson. He is currently Assistant Public Works Director for the City of Oakland and has been in public works management since 1988 between the cities of Hayward and Oakland, and has nearly 30 years overall experience. Interim Public Work's Director Mr. Rod Buchanan has accepted the Director position for the Parks and Recreation Department in Gilbert, Arizona.
7. **NEW BUSINESS:**
 - a. **Receive and Discuss Information on Transportation for County Residents:** Ed Lovell went over the information discussed in the staff report. Diane Narez, of Tracy Volunteer Caregivers, addressed her concern on behalf of the county area seniors, regarding the TRACER Paratransit bus service discontinuing service to outlying county areas around Tracy. She requested that Commission look into this matter to resolve the issue and continue service to the county senior residents. Cindy Gustafson, Tracy Senior Advocacy Association, also addressed the same concerns and thanked Commission for the opportunity to address their concerns. Commission thanked the public for expressing their concerns. Commission and Staff discussed about the current service that is provided to the county residents by RTD. Commissioner Frankel stated that although this is a concern, the

area which is being discussed is outside of the purview of the commission since it resides outside of the Tracy city limits.

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

2.1 Commissioner Vaughn mentioned RTD, SJCOG, TRACER and Greyhound have confirmed their participation. Staff suggested Commission bring back the sign-up sheet to verify the task assignment.

2.2 Commission will be contacting the Agencies they are assigned to.

2.3 Commission discussed about the special meeting at the Tracy Airport prior to the regular meeting.

2.4 Staff from the Planning Division will be presenting to the Commission on the City's planning aspects regarding bikeways throughout Tracy.

8. **ITEMS FROM THE COMMISSION:**

Commissioner Favors : informed that almost 2,000 supporters participated in celebrating the Tracy Municipal Airport during an open house and early Independence Day celebration on Saturday, June 29. The event included the national anthem and a skydiver, Rex Pemberton, who leaped from a small plane carrying a 1,000-square-foot American flag. The event was a success and sponsors were happy.

Commissioner Frankel: referred to the article in the newspaper regarding officials at San Francisco International Airport hired a herd of goats to toil on the airport property and engage in an environmentally friendly form of fire prevention.

9. **ITEMS FROM STAFF:**

a. **Staff Report:** Ed Lovell informed that FAA notified City regarding the first round of Grant money to be issued shortly.

b. **Airport Updates:** Ed Lovell referred the commission to the airport updates.

c. **Transit Updates:** Transit Update on Year to Date Ridership for May was at 119,145 up 26,650 riders compared to Year to Date Ridership in May of FY11-12, an increase of approximately 28 %.

Commission asked regarding the installation of security camera. Ed Lovell responded the preconstruction meeting is on July 17, 2013. Installation will be in three or four months. He also mentioned the plans to install the charging station during the security camera installation. The charging station will be able to accommodate two vehicles.

10. **ITEMS FROM THE AUDIENCE:** None

11. **ADJOURNMENT TO NEXT REGULAR MEETING THURSDAY, AUGUST 8, 2013**

- a. **Motion to Approve:** Commissioner Ramey
- b. **Second:** Commissioner Gainor
- c. **Vote:** Approved by unanimous vote
- d. **Time:** 8:08 p.m.

**CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
August 8, 2013**

AGENDA ITEM 8.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	COMPLETED	Commissioners Ramey, Vaughn and Gainor
				1.1.A.5. Assign commissioners to contact vendors	COMPLETED	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
		1.2. REGIONAL TRANSPORTATION	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.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
August 8, 2013**

AGENDA ITEM 8.b.

REQUEST

**PROVIDE INPUT TO STAFF ON ITEMS TO BE ADDRESSED BY THE COMMISSION
OVER THE NEXT TWO YEARS**

DISCUSSION

At the Transportation Advisory Commission (TAC) Regular Meeting on July 12, 2012, the Commission provided staff with 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.

Due to the recent changes in the appointed members of the commission, staff feels that now would be a good time to revisit the prior goals of the commission and determine if that is the direction the commission would like to take. This is also an opportunity to clarify and/or revise any of the existing goals that the commissioners are currently working on.

This new work plan for the commission will need to be in line with the purpose and the bylaws of the TAC.

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 input to staff on items to be addressed by the commission over the next two years.

**CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
AUGUST 8, 2013**

AGENDA ITEM 10

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 • Complete Updated ALP • Issue 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 128,717 up 19,153 riders compared to year to date ridership in June of FY11-12, an increase of approximately 17.48%

June Year To Date Ridership Comparison

	FY 10/11	FY 11/12	FY 12/13
FIXED ROUTE			
Regular	17,672	27,790	38,795
Student	15,246	24,041	32,610
Senior	4,635	8,538	13,436
Disabled	3,328	4,855	6,824
Free	14,722	9,407	9,606
Passengers w/tickets	23,903	13,788	12,438
Total	79,506	91,703	113,709
PARATRANSIT			
Regular	192	128	117
Senior	6,095	6,334	5,297
Disabled	13,185	10,888	9,207
Free	940	602	387
Total	20,412	17,860	15,008
ALL SYSTEMS			
Regular	17,864	27,912	38,912
Student	15,246	24,041	32,610
Senior	10,730	14,872	18,733
Disabled	16,513	15,743	16,031
Free	14,722	9,923	9,993
Passengers w/tickets	24,843	13,788	12,438
TOTAL	99,918	109,563	128,717

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