

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, September 11, 2014, 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 August 14, 2014
5. Correspondence
6. New Business
 - a. Receive Report on Unmet Transit Needs Process
 - b. Review and Provide Input on Commission Goals and Objectives
7. Items from the Commission
8. Items from Staff
 - a. Airport Update
 - b. Transit Update
9. Items from the Audience
10. Adjournment

POSTED: September 8, 2014

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 East 6th Street, Tracy, during normal business hours.

August 14, 2014

1. **CALL TO ORDER:** Commissioner Favors called the meeting to order at 7:00 p.m.
2. **ROLL CALL :**
 - a. **Present:** Ameni Alexander, Michael Carter, Douglas Alvarez, John Favors, Christina Frankel, Jacy Krogh, Shane O'Neill, Tim Silva, Alvin Vaughn
 - b. **Absent:** None
 - c. **Staff Present:** David Ferguson, Public Works 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 JUNE 12, 2014**
 - a) **Motion to Approve:** Commissioner Vaughn
 - b) **Second:** Commissioner Alvarez
 - c) **Abstain:** Commissioner Frankel
 - d) **Vote** Approved with a revision to the following item:
Item 2.a – Commissioner Alexander present at the meeting.
5. **CORRESPONDENCE:**

Ed Lovell informed the Commission that City of Tracy recently purchased its first all-electric vehicle, a Ford Focus Electric. The car was purchased using grant money the City received from the Federal Transportation Administration (FTA) and the Transportation Development Act (TDA).
6. **NEW BUSINESS:**
 - a. **Review and Provide Input on Commission Goals and Objectives:**
 - 1.1 Commissioner Vaughn provided updates on the confirmed Transportation Fair attendees. He provided a Sign-Up Sheet to Commissioners who agreed to attend.
 - 2.3 Commissioner Silva addressed his idea to organize a bicycle event, depends on the availability of funding. Staff suggested putting together a general outline of the plan and the budget.
 - 2.4 Commissioner Alexander commented on the existing Commission Bylaws, suggested changes to number of absence allowed and extended sick leave. He inquired about Ethics Training. Commissioner Favors suggested revisiting the Bylaws in the future.
7. **ITEMS FROM THE COMMISSION:**

Commissioner Favors: Shared three paragraphs from the FAA Advisory Circular AC NO: 150/5070-6C regarding Airport Master Plan. This Advisory Circular (AC) provides guidance for the preparation of master plans for airports that range in size and function from small general aviation to large commercial service facilities. The intent of this AC is to foster a

flexible approach to master planning that directs attention and resources to critical issues. The scope of each master plan must be tailored to the individual airport under evaluation.

8. ITEMS FROM THE STAFF:

a. Airport Updates: Ed Lovell referred the Commission to airport updates. He provided an update on the Airport Runway Reconstruction Project. Bids were received for the Runway Payment Project and were submitted to the FAA. FAA informed additional funding may be available, so there is potential for both runways to be fixed at the same time. In addition, a permanent surveying bench mark will be placed at the runway ends prior to the runway pavement project. Construction will begin in Spring 2015.

b. Transit Updates: Transit Update on Year to Date Ridership for June was at 130,546 up 11,401 riders compared to Year to Date Ridership in June of FY12-13, an increase of approximately 10%. Staff informed Commission regarding SJCOG's plan to update the Regional Transportation Plan. City of Tracy Short Range Transit Plan will be updated in late FY14/15.

9. ITEMS FROM THE AUDIENCE: George Riddle, Tracy, referred to the Airport Runway Payment Project, lowest bid received, addressed his concerns regarding the quality of the materials used. He requested City Inspectors overseeing the construction have the knowledge to understand what the contractors are doing.

10. ADJOURNMENT TO NEXT REGULAR MEETING THURSDAY, SEPTEMBER 11, 2014

- a. Motion to Approve:** Commissioner Tim Silva
- b. Second:** Commissioner Krogh
- c. Vote:** Approved by unanimous vote
- d. Time:** 7:51 p.m.

CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
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AGENDA ITEM 6.a.

REQUEST

RECEIVE REPORT ON UNMET TRANSIT NEEDS PROCESS

DISCUSSION

In 1978, the Transportation Development Act (TDA) was amended to require an Unmet Transit Needs study be undertaken before the allocation of Local Transportation Funds for other non-transit purposes could be approved. Unmet Transit Needs are defined as transportation services not currently provided to those residents who use or would use public transportation regularly, if available, to meet their life expectations. As the Regional Transportation Agency, San Joaquin Council of Governments (SJCOG) must identify any unmet transit needs that exist in the county each year. If any unmet needs are found, further determinations must be made to determine whether or not these needs are reasonable to meet. As part of this process, SJCOG is required to perform the following:

- Ensure that several factors have been considered in the planning process, including: size and location of groups likely to be dependent on transit, adequacy of existing services, and potential alternative services and service improvements that could meet all or part of the travel demand.
- Hold a public hearing to receive testimony on unmet needs.
- Determine definitions for “unmet transit needs” and “reasonable to meet.”
- Adopt a finding regarding unmet transit needs and allocate funds to address those needs, if necessary, before street and road TDA allocations.

SJCOG requests that each member government agency hold at least one public hearing on unmet transit needs in the area under its jurisdiction. The San Joaquin Regional Transit District is responsible for the Stockton Metropolitan Area intracity, intercity and rural transit services and is thus required to hold public hearings in Stockton and throughout the county. SJCOG must also hold a public hearing before its Social Services Transit Advisory Committee (SSTAC). Letters requesting public hearings have been submitted to each of the jurisdictions. If you have any questions please contact Daniel Meza of SJCOG staff.

FY 15/16 Unmet Transit Needs Schedule

- August through December 2014: Local Jurisdiction Public Hearings
- August through December 2014: SJCOG Public Outreach
- December 3, 2014: SJCOG Public Hearing during SSTAC meeting
- February 2015: Draft UTN Report Available for Review and Public Comment
- April 2015: SSTAC Considers Final UTN Report for Adoption
- April 2015: SJCOG Board Considers Adoption of the Final UTN Report

Additional information regarding the Unmet Transit Needs process can be found at <http://www.sjco.org/index.aspx?nid=182>

RECOMMENDATION

That the Commission receive the report on the Unmet Transit Needs process.

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AGENDA ITEM 6.b.

REQUEST

REVIEW AND PROVIDE INPUT ON COMMISSION GOALS AND OBJECTIVES

DISCUSSION

At the Transportation Advisory Commission (TAC) regular meeting on February 13, 2014, the Commission provided staff with goals they would like to work on as a Commission over the next two years. The goals suggested by the commission are listed below:

- Transportation Fair
- Sponsor/support airport activity
- Sponsor/support bicycle activity
- Commission education
- Review of Bylaws
- Identify ways to increase airport revenue
- Review transit routes
- Annual review of current planning docs (AMP, BMP, SRTP)
- Address senior related issues
- Conduct airport survey

These goals were ultimately realigned into two main goals of Community Outreach and Commission Education. A draft of potential key focus areas, objectives, actions steps, timelines and assignments was presented and approved during the regular meeting for each of the Commission developed goals on March 13, 2014 and are attached as Exhibit A.

This item is meant for the commissioners to report back on the status of the various goals they are working on and provide input to the action items as necessary.

FISCAL IMPACT

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

RECOMENDATION

That the Commission review and provide input on the Transportation Advisory Commission Goals and Objectives.

ATTACHMENT

Exhibit A – Transportation Commission Goals and Objectives

TRANSPORTATION COMMISSION GOALS ~ FISCAL YEAR 2013/2014 & 2014/2015

Item	Goal	Key Focus Area	Objective	Action Steps	Completion Date	Status (Assignment)
1	COMMUNITY OUTREACH ----- Educate the community on various transportation opportunities	1.1. HOLD COMMISSION SPONSORED/SUPPORTED ACTIVITIES	1.1.A. Sponsor/Support a Transportation Fair	1.1.A.1. Create a subcommittee to work on development of the event	COMPLETE	Vaughn, Carter
				1.1.A.2. Determine Scope of the event	COMPLETE	
				1.1.A.3. Determine logisitics of the event	COMPLETE	
				1.1.A.4. Develop a list of vendors to include at the fair, keeping in mind the scope	COMPLETE	
				1.1.A.5. Assign commissioners to contact vendors	COMPLETE	
				1.1.A.6. Work with City staff to secure event location	COMPLETE	Transit Station Reserved for 9/6/14
			1.1.B. Sponsor/Support an Airport Event	1.1.B.1. Create a subcommittee to work on development of the event	COMPLETE	Carter, Frankel
				1.1.B.2. Determine Scope of the event		
				1.1.B.3. Determine logisitics of the event		
			1.1.C. Sponsor/Support a Bicycle Event	1.1.C.1. Create a subcommittee to work on development of the event	COMPLETE	Frankel, Silva
1.1.C.2. Determine Scope of the event						
1.1.C.3. Determine logisitics of the event						
		2.1. TRANSIT	2.1.A. Review Transit realted planning documents	2.1.A.1. Presentation and review of Short Range Transit Plan (SRTP)		City Staff
			2.1.B. Review Transit related issues for various demographics in the Community	2.1.B.1. Review and discuss transit related issues that were brought up during the Senior Community Conversations held in December 2013		Frankel

TRANSPORTATION COMMISSION GOALS ~ FISCAL YEAR 2013/2014 & 2014/2015

Item	Goal	Key Focus Area	Objective	Action Steps	Completion Date	Status (Assignment)
2	COMMISSION EDUCATION ----- Increase the knowledge base in various areas under the purview of the commission	2.2. AIRPORT	2.2.A. Review Airport related planning documents	2.2.A.1. Presentation and review of Airport Master Plan (AMP)		Favors
			2.2.B. Conduct a survey of Tracy Airport users	2.2.B.1. Establish a subcommittee to identify airports to be visited and create a survey	COMPLETE	Carter, Ramey
				2.2.B.2. Create survey to administer to Tracy Airport users		
				2.2.B.3. Administer survey 2.2.B.4. Report back on survey results		
		2.2.C. Identify additional revenue opportunities for the Tracy Airport	2.2.C.1. Establish a subcommittee to identify additional revenue opportunities			
			2.2.C.2. Research ideas for additional revenue opportunities			
			2.2.C.3. Present findings to the Commission			
2.3. BIKEWAYS	2.3.A. Review Bikeways Planning documents	2.3.A.1. Presentation and review of City of Tracy Bikeways Master Plan (BMP) 2.3.A.2. Presentation and review of Regional Bikeways Master Plan (BMP)		Frankel, Silva		
2.4. OTHER	2.4.A. Review Commission Bylaws	2.4.A.1. Presentation and review of Transportation Advisory Commission Bylaws		Frankel, Alexander		

**CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
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AGENDA ITEM 8

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)
- 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	Project is on hold.	<ul style="list-style-type: none"> • Staff to begin drafting a lease agreement
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

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	COMPLETED
Submit Updated ALP to FAA	COMPLETED
FAA Approval to Bid Pavement Project	COMPLETED
Bid Pavement Project	COMPLETED
FAA Approval to Award Project	Aug/Sep 2014
Start Project – Phase 1	Spring 2015
Project Completed – Phase 1	Summer 2015

* Timeline is tentative and may be altered based on feedback from the FAA.

Transit Update

By Jayne Pramod

TRACER Ridership: As shown below, year to date ridership is at 9,783 up 1,174 riders compared to year to date ridership in July of FY13-14, an increase of approximately 12%

July Year To Date Ridership Comparison

	FY 12/13	FY 13/14	FY 14/15
FIXED ROUTE			
Regular	1,897	2,,507	1,806
Student	1,151	1,202	779
Senior	555	1,007	712
Disabled	398	239	291
Free	1,011	1,309	3,933
Passengers w/tickets	642	1,349	898
Total	5,654	7,613	8,419
PARATRANSIT			
Regular	32	5	0
Senior	475	306	129
Disabled	556	664	1,235
Free	53	21	0
Total	1,116	996	1,364
ALL SYSTEMS			
Regular	1,929	2,512	1,806
Student	1,151	1,202	779
Senior	1,030	1,313	841
Disabled	954	903	1,526
Free	1,064	1,330	3,933
Passengers w/tickets	642	1,349	898
TOTAL	6,770	8,609	9,783

	FY 11/12	FY 12/13	FY 13/14
YTD Fare Box Revenue	\$62,916	\$47,637	\$89,451

Greyhound Ridership:

	2011		2012		2013	
	PASSENGERS	AVG/DAY	PASSENGERS	AVG/DAY	PASSENGERS	AVG/DAY
January			277	8.93	171	5.52
February			299	10.31	186	6.64
March			334	10.77	204	6.58
April			326	10.86	213	7.1
May			281	9.06	214	6.9
June			263	8.77	240	8
July			310	10	204	6.58
August			270	8.71	234	7.55
September			211	7.03	166	5.53
October			216	6.97	201	6.48
November	353	11.76	220	7.33	79	2.63
December	326	10.51	229	7.39		
TOTAL	679	11.13	3,236	8.84	2,112	6.32