

MINUTES
LAWTON METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION TECHNICAL COMMITTEE
REGULAR MEETING
3RD Floor Conference Room
May 6, 2025

Minutes of the Transportation Technical Committee meeting held May 6, 2025 in the 3RD Floor Conference Room, 212 SW 9th Street, Lawton, Oklahoma 73501.

The agenda for the meeting was posted on the bulletin board in City Hall in compliance with the Oklahoma Open Meeting Act.

The meeting was called to order at 10:00 am by Christine James.

ROLL CALL

MEMBERS PRESENT: Christine James, City of Lawton Planning Director
Mike Woodhams, ODOT Transit Programs Division
Ryan Landers, LATS Director
Devon Westbrook, ODOT, MPO Coordinator
Cliff Haggenmiller, City of Lawton Deputy Director Public Works
Julie Sanders, ASCOG & SORTPO

MEMBERS ABSENT: Jay Earp, ODOT Division VII Engineer
Mike Jones, City of Lawton City Engineer
Barbara McNally, Lawton-Fort Sill Regional Airport Manager
Debra Porter, Director of Public Works Fort Sill
John Michael Montgomery, Lawton-Ft Sill Chamber of Commerce
Isaac Akem, FHWA*
FTA Region VI*
Comanche Tribe, Transportation Director*
Apache Tribe, Transportation Director*
Kiowa Tribe, Transportation Director*

ALSO PRESENT: Christina Ryans-Huffer, Recording Secretary
Jonathan Stone, Transportation Planner
Hope Davis, Transportation Planner
Eduardo Machuca, ODOT

*Nonvoting member

Verify posting of meeting.

The meeting was posted on April 30, 2025 at 10:25 am by Ashton Wall, City Clerk's Office.

- 1. Consider approving minutes from the regular scheduled meeting held on February 4, 2025.**

Motion by Sanders. Second by Watrous to approve minutes from the regular scheduled meeting held on February 4, 2025 with floor amendment **Aye:** Woodhams, Landers, Westbrook, Haggemiller, Sanders, James **Nay:** None
Motion Passed 6-0

BUSINESS

- 2. Consider recommending that the Transportation Policy Board, support the City's application for the Safe Streets and Roads for All (SS4A) grant program.**

The Safe Streets and Roads for All (SS4A) Grant Program, administered by the U.S. Department of Transportation, provides funding to support local initiatives aimed at preventing roadway fatalities and serious injuries. The City of Lawton seeks to apply for SS4A funding to advance its Vision Zero efforts and enhance transportation safety for all users, including pedestrians, cyclists, motorists, and transit riders.

The SS4A grant would support the development and implementation of a comprehensive safety action plan, and open use up for future implementation funds for infrastructure improvements. By applying for SS4A funding, the City aims to create safer, more accessible streets which aligns with the LMPO's goals of equitable, sustainable, and inclusive transportation systems.

LMPO's support is crucial to demonstrate broad community commitment to roadway safety and to strengthen the City's grant application.

Motion by Haggenmiller, Second by Westbrook to recommend that the Transportation Policy Board support the City's application for the Safe Streets and Roads for All (SS4A) grant program **Aye** Landers, Westbrook, Haggenmiller, Sanders, Woodhams, James **Nay: None Motion Passed 6-0**

3. Consider recommending the Transportation Policy Board approve the Supplemental 5303 Agreement in the amount of \$105,959 with the Oklahoma Department of Transportation.

This Supplemental Agreement specifically pertains to a one-time allocation of 5303 transit planning funds, totaling \$105,959, with a required local match of \$26,490, for a combined total of \$132,448. This funding is made available through FFY28 and is in addition to the LMPO's regular annual 5303 allocation. The purpose of this additional funding is to support larger-scale planning projects that exceed the scope of what can typically be accomplished with annual funding alone. In essence, this grant functions as a form of back payment resulting from an increase in 5303 funds, delivered in a lump sum to maximize its impact on long-term planning initiatives.

The intent of this Supplemental Agreement is to provide one-time grant funding for the metropolitan transportation planning process within the Lawton Metropolitan Area (LMA), as identified in the LMPO's Unified Planning Work Program. This Agreement confirms that the LMPO will continue to maintain the "3 Cs" (comprehensive, continuing, and cooperative) transportation planning process in order to provide the most desirable multi-modal transportation system that aligns with community goals and is achieved at minimal expense.

Funding of the transportation planning process for the LMA comes from three sources: FHWA PL funds, FTA Section 5303 funds, and a local match. These federal funds will reimburse up to 80% of the work effort identified in the Unified Planning Work Program, with the remaining 20% provided by the City of Lawton.

Motion by Woodhams, Second by Sanders to recommend the Transportation Policy Board approve the Supplemental 5303 Agreement in the amount of \$105,959 with the Oklahoma Department of Transportation **Aye: Landers, Westbrook, Haggenmiller, Sanders, Woodhams, James Nay: None Motion Passed 6-0**

4. Consider recommending the Transportation Policy Board direct staff to issue a request for proposals for a microtransit study to accompany the completed Transit Master Plan for Lawton.

In April of 2021, Hendrickson Transportation Group (HTG) began work on the Transit Master Plan, which is a multi-year strategy that outlines future transit improvements aimed at enhancing transportation services over time. The Transit Master Plan involved significant public involvement and public surveys conducted over multiple years. In November of 2023, the Policy Board approved an amendment to the Transit Master Plan contract to add a study on microtransit pending final negotiations with HTG. Unfortunately, the contract amendment was not signed before the completion and acceptance of the Transit Master Plan by the Policy Board in April of 2024. Once the original contract was concluded an amendment could not be added. The study on microtransit is still needed by the Lawton Area Transit System (LATS), therefore staff is recommending moving forward with this RFP.

The scope of services for the RFP includes:

1. Needs Assessment and Feasibility Analysis
2. Stakeholder and Public engagement
3. Development of a Microtransit Vision and Pilot Concept
4. Integration with the Transit Master Plan

Motion by Sanders, Second by Woodhams to recommend the Transportation Policy Board direct staff to issue a request for proposals for a microtransit study to accompany the completed Transit Master Plan for Lawton with floor amendments **Aye:** Westbrook, Haggemiller, Sanders, Woodhams, James **Nay:** None **Abstain:** Landers **Motion Passed 5-0**

- Landers abstained he is an employee of HTG.

5. Consider recommending the Transportation Policy Board approve a resolution adopting the Fiscal Year 2026 Unified Planning Work Program (UPWP) for the Lawton Metropolitan Transportation Planning Process.

Title 23 C.F.R., Section 450.314, requires the Metropolitan Planning Organization to annually develop a Unified Planning Work Program (UPWP). The purpose of the UPWP is to provide the Lawton Metropolitan Transportation Study Area (Study Area) with a work allocation plan that defines transportation planning and related tasks to be accomplished during the Fiscal Year 2026. The UPWP outlines the objectives to be achieved and the products resulting from each transportation planning work task, as well as anticipated task funding.

Work products include:

- Monitor consultant for Micro-Transit Plan;
- Continue coordination with LATS General Manager, consultant, and City Transit Trust on the design concept for the transit center;

- Analyze pedestrian facilities especially near schools;
- Monitor performance measure targets;
- Continue the public awareness campaign for air quality;
- Continue the bicycle safety education campaign;
- Review and update the 2010 Bicycle and Pedestrian Plan.

The 2050 Metropolitan Transportation Plan (MTP) was approved in November of 2024. To comply with MAP-21 and FAST Act requirements, performance measure targets were established and included in the MTP. The LMPO has made its report on the performance measures.

Funding of the transportation planning process for the Lawton Study Area is from three sources: FHWA PL grant, FTA Section 5303 grant, and the local match. There is an additional grant that is not a planning grant, the Congestion Mitigation and Air Quality (CMAQ) grant funds the air quality awareness campaign and projects that help reduce congestion. Federal funds will reimburse up to 80% of eligible work effort (identified in the UPWP) and the remaining 20% of the funding is provided by the City of Lawton. Through FHWA, ODOT receives federal State Planning and Research (SPR) funds in the amount of \$40,000 for the Lawton Study Area. Based on an agreed distribution formula involving all Oklahoma MPOs and ODOT, the LMPO Fiscal Year 2026 PL funds are \$160,758. For FY 2026 the LMPO is applying for \$136,253 in PL funds, the remaining funds will be carried over and used for the 2055 MTP in FY29 and 30. Current funding for Section 5303 transit planning is \$105,959, and the LMPO has budgeted \$65,427 for FY 2026, the remaining funds must be spent by the end of FFY28. The LMPO anticipates more Section 5303 funding before that date. The CMAQ grant available to the LMPO is \$150,000. The LMPO has applied for \$150,000 in CMAQ funds. Total federal funds applied for is \$351,646. Tables 3 and 4 illustrate the source of funding. There are Memoranda of Understanding (MOU) between the LMPO and the City of Lawton detailing the amount of local match and responsibilities.

There are three Memoranda of Understanding (MOU) between the LMPO and the City of Lawton: one detailing the financial responsibilities of each entity for transportation planning, one detailing the financial responsibilities of each entity for transit planning, and one detailing the financial responsibilities of each entity for CMAQ funding.

Motion by Westbrook. Second by Sanders to recommend the Transportation Policy Board approve a resolution adopting the Fiscal Year 2026 Unified Planning Work Program (UPWP) for the Lawton Metropolitan Transportation Planning Process with floor amendments and with follow up with ODOT prior to the Transportation Policy Board meeting **Aye:** Haggemiller, Sanders, Woodhams, James, Landers, Westbrook **Nay:** None **Motion Passed 6-0**

CONSENT

The following items are considered to be routine by the Transportation Technical Committee Transportation Technical Committee and will be enacted with one motion. Should discussion be desired on an item, that item will be removed from the Consent Agenda prior to action and considered separately.

6. **Consider recommending the Transportation Policy Board approve the Memorandum of Understanding between the City of Lawton and the Lawton Metropolitan Planning Organization for metropolitan transportation planning for Fiscal Year 2026, pending legal review and allowing for floor amendments as necessary.**

This Memorandum of Understanding (MOU) between the Lawton Metropolitan Planning Organization (LMPO) and the City of Lawton (COL) sets out the process of filing claims against the Oklahoma Department of Transportation (ODOT) Transportation Planning (PL) grant and providing reimbursement to the City of Lawton. The initial costs for transportation planning will be funded by the COL on behalf of the LMPO, then 80% of the expenses will be reimbursed by ODOT to the LMPO.

This MOU sets out the agreement wherein the COL provides initial funding for transportation planning administration and activities on behalf of the LMPO with reimbursement from ODOT for 80% of costs. The LMPO will then reimburse the COL in the amount received minus expenses paid by the LMPO.

7. **Consider recommending the Transportation Policy Board approve the Memorandum of Understanding between the City of Lawton and the Lawton Metropolitan Planning Organization for Congestion Mitigation and Air Quality programs and projects during Fiscal Year 2026, pending legal review and allowing for floor amendments as necessary.**

This Memorandum of Understanding (MOU) between the Lawton Metropolitan Planning Organization (LMPO) and City of Lawton sets out the process of filing claims against the Congestion Mitigation and Air Quality (CMAQ) grant and providing reimbursement to the City of Lawton. These funds are provided on a reimbursement basis; therefore, the initial cost will be funded by the City of Lawton and/or the LMPO and will then be reimbursed by the Oklahoma Department of Transportation (ODOT). The LMPO will reimburse the City of Lawton the amount received minus expenses paid by the LMPO. The total amount of grant applied for in FY 2026 is \$150,000.

The LMPO through this MOU agrees to the following:

1. Provide the initial funding for meeting rooms, meeting supplies, publication, office supplies, media, equipment and any other expenses necessary to facilitate air quality planning and air quality public awareness efforts as identified in the FY 2026 UPWP.

The City of Lawton through this MOU agrees to the following:

1. Provide initial funds for salaries and overhead for those planners with designated air quality planning duties and provide the local matching funds for all expenses necessary to facilitate air quality planning and air quality public awareness efforts as identified in the FY 2026 UPWP.

Expenses for this project incurred by the LMPO will be subtracted from the grant prior to reimbursement to the City of Lawton.

- 8. Consider recommending the Transportation Policy Board approve the Memorandum of Understanding between the City of Lawton and the Lawton Metropolitan Planning Organization for transit planning for Fiscal Year 2026, pending legal review and allowing for floor amendments as necessary.**

This Memorandum of Understanding (MOU) between the LMPO and the City of Lawton sets out the process of filing claims against the transit planning (Section 5303) grant and providing reimbursement to the City of Lawton. The initial costs will be funded by the City of Lawton and/or the LMPO, then 80% of the costs will be reimbursed by the Oklahoma Department of Transportation to the LMPO. The LMPO will reimburse the City of Lawton the amount received minus expenses paid by the LMPO.

The LMPO through this MOU agrees to provide the initial funding for transit planning administration and activities.

The City of Lawton through this MOU agrees to provide the local matching funds.

- 9. Consider recommending the Transportation Policy Board approve the annual Joint Certification Statement for the Lawton Metropolitan Transportation Planning Process, pending legal review and allowing for floor amendments as necessary.**

Code of Federal Regulations 23, Section 450.334 requires the State and the MPO to annually certify to the Federal Highway Administration and the Federal Transit

Administration that the planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable requirements.

- 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
- Sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity.
- Section 1101(b) of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) (Pub. L 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises (DBEs) in USDOT funded projects;
- 23 CFR part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et. seq.) and 49 CFR parts 27, 37 and 38;
- The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- Section 324 of Title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

10. Consider recommending the Transportation Policy Board approve the Federal Transit Administration Certifications and Assurances for Federal Fiscal Year 2026, pending legal review and allowing for floor amendments as necessary.

This document is associated with the grant application for FTA Section 5303 funding. The LMPO, by approving this document, agrees to comply with all Federal Statutes, regulations, executive orders, and administrative guidance required for each application it makes to the FTA in FFY 2026. The items marked on the Certifications and Assurances are only those that specifically apply to the Section 5303 program and are the only categories the LMPO is certifying. This document must be signed by the appropriate officials and submitted to ODOT as part of the application for Section 5303 funding.

11. Consider recommending the Transportation Policy Board approve a bus wrap advertising agreement with LATS-HTG Management LLC for the Air Quality Campaign to continue leasing the space.

In 2018, as part of the Air Quality awareness campaign a bus wrap was purchased on a LATS vehicle. The LMPO has renewed this bus wrap every year and as it is still in good condition Staff is recommending approving this agreement with an optional one year extension. The fee for renewal is \$11,000 for 12 months, one month is free if the full amount is paid at once, otherwise the fee is \$1,000 per month.

12. **Consider recommending the Transportation Policy Board approve a bus wrap advertising agreement with LATS-HTG Management LLC for the Bicycle Safety campaign to continue leasing the space on bus unit #1702.**

In 2020 as part of the Bicycle Safety awareness campaign a bus wrap was purchased on a LATS vehicle. The LMPO has renewed this bus wrap every year and as it is still in good condition Staff is recommending approving this agreement with an optional one year extension. The fee for renewal is \$11,000 for 12 months, one month is free if the full amount is paid at once, otherwise the fee is \$1,000 per month.

13. **Consider recommending the Transportation Policy Board approve a bus wrap advertising agreement with LATS-HTG Management LLC for the Bicycle Safety campaign to continue leasing the space on bus unit #1701.**

In 2023 as part of the Bicycle Safety awareness campaign a bus wrap was purchased on a LATS vehicle. The LMPO has renewed this bus wrap every year and as it is still in good condition Staff is recommending approving this agreement with an optional one year extension. The fee for renewal is \$11,000 for 12 months, one month is free if the full amount is paid at once, otherwise the fee is \$1,000 per month.

Motion by Westbrook. Second by Haggemiller to approve all items on the consent agenda with pending changes **Aye:** James, Woodhams, Westbrook, Haggemiller, Sanders **Nay:** None **Abstain:** Landers **Motion Passed 5-0**

- Landers abstained he is an employee of HTG

Reports or Comments.

Westbrook stated I would like to give Eddie the opportunity to introduce himself.

Machuca gave his professional background and added that Devon will be assisting him and feel free to reach out to both of us until I take over.

Comments from the Public.

None

Adjournment.

Motion by Haggenmiller, Second by Sanders to adjourn the meeting **Aye:
Woodhams, Landers, Westbrook, Haggenmiller, Sanders, James **Nay: None Motion
Passed 6-0****

With no further business meeting was adjourned at 11:41 am.

These meeting minutes were approved by TTC members at their meeting on

8-5-2025



**Christine James
Chairman**