

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

Minutes of the Transportation Technical Committee meeting held June 3, 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
Jay Earp, ODOT Division VII Engineer
Ryan Landers, LATS Director
Devon Westbrook, ODOT, MPO Coordinator
Barbara McNally, Lawton-Fort Sill Regional Airport Manager
Cindy Bateman, Ft. Sill Public Works **
Cliff Haggenmiller, City of Lawton Deputy Director Public Works
Ronald Peel, ASCOG

MEMBERS ABSENT: Mike Jones, City of Lawton City Engineer
John Michael Montgomery, Lawton-Ft Sill Chamber of Commerce
Viplav Reddy, FHWA*
Marc Oliphant, 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

** Arrived at 10:05 am

UNFINISHED BUSINESS

1. **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:

- Award contract and monitor consultant for Micro-Transit Study;
- 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. 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 \$137,328 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 \$65,616 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 \$352,944. Tables 3 and 4 illustrate the source of funding.

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

Changes since first presented:

- Change to the PL grant amount increasing to \$137,328. On page 5 of the UPWP.
- Change to the 5303 grant amount increasing to \$65,616. On page 5 of the UPWP.
- Remove FY23 from the CMAQ Project Budget summary. On page 5 of the UPWP.
- Adding “award contract and monitor” to element 3 task 1d. On page 11 of UPWP.
- Adding additional context for work needed to prepare a RFP for the management of LATS. On page 11 of UPWP.

Motion by Westbrook, Second by McNally 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 amendment with the change of the CMAQ amount **Aye:** Woodhams, Earp, Landers, Westbrook, McNally, Haggenmiller, Peel, James **Nay:** None **Motion Passed 8-0**

CONSENT

The following items are considered to be routine by the 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.

Christine James pulled Item # 5 from the Consent Agenda to discuss and vote on separately.

- 2. Consider recommending to the Transportation Policy Board approval of the Memorandum of Understanding between the City of Lawton and the Lawton Metropolitan Planning Organization for metropolitan transportation planning for Fiscal Year 2026, 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.

The PL grant amount has been revised from \$136,253 to \$137,328.

- 3. 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, 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.

The 5303 grant amount has been revised from \$65,427 to \$65,616.

- 4. Consider recommending to the Transportation Policy Board approval of the Annual Agreement between the Oklahoma Department of Transportation and the Lawton Metropolitan Planning Organization for transportation planning, pending legal review and allowing floor amendments as necessary.**

The intent of this Agreement is to provide funding for the metropolitan transportation planning process within the Lawton Metropolitan Area (LMA) as identified in the Fiscal Year 2026 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 is compatible with community goals and at minimum expense.

Funding of the transportation planning process for the LMA is from three sources: FHWA PL fund, FTA Section 5303 fund, and the local match. These federal funds will

reimburse up to 80% of the work effort identified in the Unified Planning Work Program, and the remaining 20% of the work effort is provided by the City of Lawton. The FY 2026 PL apportionment is \$160,758 plus available carryover in the amount of \$40,000. The FY 2025 UPWP identifies \$137,328 in PL funding for projects.

There is an additional \$4,018 set aside for Safe and Accessible Transportation options that do not require a local match. It is Staff's recommendation that these funds be combined with the funds from FY 24 and 25 for a total of \$11,812 in funding for staff for identifying gaps in active transportation networks.

The Transportation Policy Board will consider approving the agreement at its June 17, 2025 meeting.

5. **Consider recommending to the Transportation Policy Board approval of the annual Congestion Mitigation and Air Quality (CMAQ) Agreement between the Oklahoma Department of Transportation and the Lawton Metropolitan Planning Organization for air quality planning, pending legal review and allowing floor amendments as necessary.**

The purpose of the CMAQ grant is to continue the ongoing public awareness campaign about the public health and environmental benefits of air pollution prevention. These funds will reimburse up to 80% of the work effort, and the remaining 20% is the local funding match to be provided by the City of Lawton. Fiscal Year 2026 CMAQ fund allocation is \$150,000.

The Policy Board will consider approving the agreement at its June 17, 2024, meeting.

Motion by Landers. Second by Westbrook to recommend the Transportation Policy Board approval of the annual Congestion Mitigation and Air Quality (CMAQ) Agreement between the Oklahoma Department of Transportation and the Lawton Metropolitan Planning Organization for air quality planning, pending legal review and updated amount **Aye:** McNally, Haggemiller, Peel, Woodhams, James, Earp, Landers, Westbrook **Nay:** None **Motion Passed 8-0**

6. **Consider recommending the Policy Board authorize the Chairman to sign the No Cost Time Extension request for Congestion Mitigation and Air Quality FY24 funding, pending legal review and allowing floor amendments as necessary.**

The majority (\$54,487 remaining) of the \$150,000 Congestion Mitigation and Air Quality funds that the LMPO received in FY 2024 were designated for a study aimed at improving traffic flow on Gore Boulevard, as well as for implementing improvements identified by the study. These funds normally do not roll over from one fiscal year to

another. Unfortunately, due to the time required for the study, the changes recommended by the study cannot be implemented before June 30, 2025. Under these circumstances it is possible to request an extension for the use of these funds.

7. **Consider recommending the Policy Board authorize the Chairman to sign the No Cost Time Extension request for Congestion Mitigation and Air Quality FY25 funding, pending legal review and allowing floor amendments as necessary.**

The majority (\$54,487 remaining) of the \$150,000 Congestion Mitigation and Air Quality funds that the LMPO received in FY 2024 were designated for a study aimed at improving traffic flow on Gore Boulevard, as well as for implementing improvements identified by the study. These funds normally do not roll over from one fiscal year to another. Unfortunately, due to the time required for the study, the changes recommended by the study cannot be implemented before June 30, 2025. Under these circumstances it is possible to request an extension for the use of these funds.

Motion by McNally, Second by Haggenmiller to approve all items on the consent agenda except Item # 5 that was pulled for discussion and voted on separately **Aye:** Earp, Landers, Westbrook, McNally, Bateman, Haggenmiller, Peel, Woodhams, James **Nay:** None **Motion Passed 9-0**

Reports and Comments

Lawson gave updates on Rogers Lane contractors are back out on that project for final inspections and Punchlist completion . Also, the 11th Bridge, I-44 and Quinnett Road, contractors are also going back out with their Punchlist over the next couple of weeks.

Earp added also Gore Boulevard from 82nd to 67th Street is very near completion and our Media and Public Relations is working with the City of Lawton planning of a ribbon cutting ceremony possibly.

James asked after on that project after it is considered done how quickly do you think the batch plant will be removed?

Earp responded I don't know, that is between the property owner and the contractor. I will get you a date.

Haggenmiller updated on the construction on the 2 bridges on 11th Street is underway with about a 270 day completion is the contract time. The Kick-off meeting is today.

Woodhams reported prior to previously ODOT had planned on having the 2nd Supplemental 5303 funds reflecting both FY 2025 and FY 2026 but in order to coordinate with Planning and to have those numbers reflecting in the new UPWP

we have decided to do single year Supplemental and not combined. We will have a single year agreement so it will always be a year in the rears but it will give you a number that you can have on your UPWP.

Machuca added the agreement is going to come out with the PL Funds and will run July through June, the UPWP reflects the actual amounts. The goal is to have FTA and PL Funds in sync. If there are any changes then the amendment can reflect the UPWP. This coming year they will do an agreement to get back on track.

Landers reported the new bus routes started yesterday.

McNally stated that the end of June is the projected date for the completion of the Terminal.

Peel wanted an update from Staff on the EDA Grant that covered the Lee Boulevard project.

James responded that has been done.

Peel also asked about the TAPP Grant project.

Davis stated that Engineering is the point of contact for that sidewalk project.

Peel stated that ASCOG would help with a support letter for the SS4A. Staff reported that Public Works is the applicant for the SS4A letter and their Department has drafted the letter for approval and submission.

Bateman reported the contractor is still working on the Key Gate security upgrade and should be done in early fall. And then they will move to 52nd Street.

James stated that a review of the By-laws to be able to establish an Alternate per every member. We will put together a draft for an amendment to the By-laws to actually establish Alternates for each Member. Also look at the membership number for this Committee.

Earp reported that a new District VII ODOT Transportation Commissioner has been appointed, Paul Scott. That position has historically been on the Policy Board. It might be a good idea for the Policy Board to send that new Commissioner a letter of invitation to join the Board.

James responded yes we will.

Audience Participation

None


Adjournment.

**Motion by McNally Second by Westbrook to adjourn the meeting Aye: Landers, Westbrook, McNally, Bateman, Haggemiller, Peel, Woodhams; James, Earp Nay: None
Motion Passed 9-0**

With no further business meeting was adjourned at 10:53 am.

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

8-5-2025.



**Christine James
Chairman**