

MINUTES
LAWTON METROPOLITAN PLANNING ORGANIZATION POLICY BOARD
3RD FLOOR CONFERENCE ROOM
June 18, 2024

Minutes of the Lawton Metropolitan Planning Organization Policy Board special meeting held June 18, 2024, in the 3rd Floor Conference Room, City Hall, 212 SW 9th Street, Lawton, Oklahoma.

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 11:00 am by Chairman Stan Booker.

ROLL CALL

MEMBERS PRESENT: Stan Booker, City of Lawton Mayor
David Denham, City Planning Commission, Chairman
Bryce Lawson, ODOT Division VII Engineer
George Gill, City of Lawton, Council
Allan Hampton, City of Lawton Transit Trust
Kelly Harris, City of Lawton, Council
Devon Westbrook, ODOT, MPO Coordinator
David Madigan, Lawton-Ft. Sill Regional Airport Authority

MEMBERS ABSENT: Johnny Owens, Comanche County Commissioner, Central District
Isaac Akem, FHWA *
Oklahoma State Senator *
Oklahoma House of Representative Member *
Marc Oliphant, Federal Transit Administration Region VI *
Fort Sill Commanding General *

ALSO PRESENT: Christina Ryans-Huffer, Recording Secretary
Christine James, Director of Planning
Jonathan Stone, Transportation Planner
Hope Davis, Transportation Planner
Susan Schlecht, Accountant City of Lawton Finance Department
Debbie Dollarhite, LMPO Administrative Consultant
Jonathan Whitehurst, Kimley-Horn Consultant Via Zoom

*Nonvoting Member

Verify posting of meeting.

The meeting was posted on June 17, 2024 at 9:18 am by Kobe Humble.

Introductions.

All attendees gave introductions.

1. Consider approving minutes from the regular scheduled meeting held on May 7, 2024.

Motion by Madigan, Second by Hampton, to approve the minutes as written from the regular scheduled meeting held on May 7, 2024 **Aye:** Lawson, Gill, Hampton, Harris, Westbrook, Madigan, Booker **Nay:** None. **Motion Passed. 7-0**

BUSINESS

2. Receive an update on the status of the 2050 Metropolitan Transportation Plan, results of public involvement efforts to date, and the timeline of the project from Kimley-Horn and provide feedback including comments on the goals and objectives.

The FY 2024 Unified Planning Work Program includes the task to hire and monitor a consultant to develop the Travel Demand Model and prepare the 2050 Metropolitan Transportation Plan. The Transportation Policy Board at their October 3, 2023, meeting selected Kimley-Horn and authorized the Director to negotiate a contract. A contract was signed on January 5, 2024. At the February 6, 2024, meetings of Technical Committee and Policy Board, Kimley-Horn presented their plan for the MTP and public involvement.

At the May 7, 2024, meeting Staff presented an update provided by Kimley-Horn on the status of the MTP and Travel Demand Model and provided the results of public involvement efforts to date. The Technical Committee and the Policy Board requested more information on the results of the online survey that was used for public involvement from February 26 to March 25, 2024, a project timeline, and discussion on proposed goals and objectives. Kimley-Horn presented at the June 4, 2024, Technical Committee meeting and members were requested to provide any feedback on the goals and objectives to Staff by June 13, 2024.

Kimley-Horn joined the meeting via video call to provide a more detailed update including a project timeline and to receive feedback on the proposed goals and objectives.

Whitehurst stated we have the update to the Travel Demand models which is important to the recommendations on the roadway side. We are working on the roadway recommendations and pulling in the recommendations from the Transit Plan as well as the pedestrian and bicycle information. We are working to get a draft set of recommendations by the end of the month to work into prioritization the project list. The upcoming key dates are for the workshops and the launch of the online engagement. The online engagement will be the follow-up to our first on-line survey. We had over 350 initial online responses, 6,000 data points, and 1,200 open ended comments. On the surveys the most common area of improvements is along Cache Road and Gore Boulevard and Lee Boulevard and Sheridan Road. Questions on the pavement quality is a

popular topic for those that participated. Another topic is people would like to walk and bike and take transit more often. The survey respondents, when asked how they would spend their money and how they would prioritize travel modes other than driving, ranked pedestrian facilities at the top. The consistency of the responses from the 7 questions on the survey to rank the top travel concerns were poor pavement conditions, lack of pedestrian facilities, and travel safety. We are developing the recommendations from the surveys.

Booker asked when is the final due on the MTP?

Whitehurst stated the federal deadline is December. The adoption on it will be in the fall.

Booker stated he would like the CIP projects put in the MTP report to reflect the City's addressing the issues stated.

James stated at the request of the Board this presentation will be sent out to the Members.

Booker stated that if there is any feedback get it to staff by the 28th of June.

3. Consider authorizing the Chairman to sign the No Cost Time Extension request for Congestion Mitigation and Air Quality funding.

The majority (\$104,000) of the \$150,000 Congestion Mitigation and Air Quality funds that the LMPO received in FY 2024 were directed to a study on traffic flow improvements for a section of Gore Boulevard between 7th street and Lawrie Tatum Road along with constructing improvements identified in 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, 2024. Under these circumstances it is possible to request an extension for the use of these funds.

The Transportation Technical Committee recommended approval at their June 4, 2024, meeting.

Motion by Denham. Second by Harris to approve authorizing the Chairman to sign the No Cost Time Extension request for Congestion Mitigation and Air Quality funding **Aye:** Gill, Hampton, Harris, Westbrook, Madigan, Booker, Denham, Lawson **Nay:** None **Motion Passed 8-0**

4. Consider approving a resolution adopting the Fiscal Year 2025 Unified Planning Work Program 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 Area Transportation Study (LMATS) area with a work allocation plan that defines transportation planning and related tasks to be accomplished during the Fiscal Year 2025. 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:

- Continue to monitor consultant for the 2050 MTP.
- Review and update the 2010 Bicycle and Pedestrian Plan.
- Monitor consultant for the 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 to include pedestrian crossings.
- Monitor and report performance measure targets.
- Continue the public awareness campaign for air quality.
- Continue the bicycle safety education campaign.
- Develop the Limited English Proficiency Plan.

The 2045 Metropolitan Transportation Plan (MTP) was approved in December 2019. 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. The 2050 MTP is expected to be approved by the end of 2024.

Funding of the transportation planning process for the LMATS is from three sources: FHWA PL fund, FTA Section 5303 fund, and the local match. 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 LMATS area. Based on an agreed distribution formula involving ODOT, ACOG, INCOG, Frontier MPO, and Chisholm Trail MPO, the LMPO Fiscal Year 2025 PL funds are \$153,556. For FY 2025 the LMPO is applying for \$153,484 in PL funds. Funding for Section 5303 transit planning for the FFY21-23 apportionment is \$146,283, and the LMPO has budgeted \$38,778 for FY 2025. The Congestion Mitigation and Air Quality (CMAQ) funds available to the LMPO is \$150,000. The LMPO has budgeted \$40,416 for the air quality campaign, and it is anticipated that additional funding will be needed for a project in the Spring of 2025; therefore, the LMPO is requesting the full \$150,000 in Congestion Mitigation and Air Quality (CMAQ) funds and will amend the UPWP in 2025 to name the specific project. Total federal funds applied for is \$342,262.

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.

The Transportation Technical Committee recommended approval at its June 4, 2024, meeting.

Motion by Harris. Second by Madigan approving a resolution adopting the Fiscal Year 2025 Unified Planning Work Program for the Lawton Metropolitan Transportation Planning Process **Aye:** Hampton, Harris, Westbrook, Madigan, Booker, Denham, Lawson, Gill **Nay:** None **Motion Passed 8-0**

CONSENT

5. Consider approving the Annual Agreement between the Oklahoma Department of Transportation and the Lawton Metropolitan Planning Organization for transportation planning.

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 2025 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 2025 PL apportionment is \$153,556 plus available carryover in the amount of \$9,134. The FY 2025 UPWP identifies \$153,484 in PL funding for projects.

There is an additional \$3,937 set aside for Safe and Accessible Transportation options that do not require a local match. It is Staff’s recommendation that the \$3,937 not be programmed in FY 2025 but be used in FY 2026 to allow for a more substantial project.

The Transportation Technical Committee recommended approval of the agreement at its June 4, 2024, meeting.

6. Consider approving 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.

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 2025 CMAQ fund allocation is \$150,000. The Fiscal Year 2025 Unified Planning Work Program provides \$40,416 from the grant for air quality awareness and \$109,584 for CMAQ qualified project; however, the project will not be programmed until the Spring of 2025.

The Transportation Technical Committee recommended approval of the agreement at its June 4, 2024, meeting.

7. Consider approving the Memorandum of Understanding between the City of Lawton and the Lawton Metropolitan Planning Organization for metropolitan transportation planning for Fiscal Year 2025.

This Memorandum of Understanding (MOU) between the LMPO and the City of Lawton sets out the process of filing claims against the transportation planning (PL) 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 transportation planning administration and activities.

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

The Transportation Technical Committee recommended approval of this MOU at its June 4, 2024, meeting.

8. Consider approving 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 2025.

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 2025 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 2025 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 2025 UPWP.

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

The Transportation Technical Committee recommended approval of the MOU at its June 4, 2024, meeting.

9. Consider approving the annual Joint Certification Statement for the Lawton Metropolitan Transportation Planning Process.

Code of Federal Regulations 23, Section 450.336 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.

The Transportation Technical Committee recommended approval of the Joint Certification Statement at its June 4, 2024, meeting.

10. Consider approving the Federal Transit Administration Certifications and Assurances for Federal Fiscal Year 2025.

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 2025. Appendix A, Roman Numerals I, II and III 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.

The Transportation Technical Committee recommended approval of the FTA Certifications and Assurances at its June 4, 2024, meeting.

Motion by Gill, Second by Hampton to approve all items on the consent agenda
Aye: Harris, Westbrook, Madigan, Booker, Denham, Lawson, Gill, Hampton **Nay:** None
Motion Passed 8-0

Reports or Comments.

Federal Highways

None

ODOT

Lawson stated the Rogers Lane Safety Improvement Project is still on track to start on the first part of September. That will limit if someone is facing north in the westbound turning movement without traffic signals. The Gore Boulevard pedestrian bridge is still on track to start on the first part of July. A pre-construction meeting schedule for next week with the contractor. The Gore Boulevard project between 82nd Street to 67th Street is ongoing. The estimated date of completion is still January 2025.

Fort Sill

None

Lawton Fort Sill Regional Airport

Madigan stated the new Boarding Gate will go live to passengers next week.

LMPO Director

James introduced Hope Davis as a new Transportation Planner for the LMPO.

LMPO Finances

Schlecht stated the financial report through May 31, 2024.

See attached Report.

City of Lawton Engineering

None

Comments from the public.

None

Adjournment.

Motion by Gill, Second by Harris to adjourn the meeting **Aye:** Westbrook, Madigan, Booker, Denham, Lawson, Gill, Hampton, Harris **Nay:** None **Motion Passed**
8-0

With no further business the meeting was adjourned 11:36 am.

LAWTON METROPOLITAN PLANNING ORGANIZATION
as of MAY 31, 2024

BANK DEPOSITS

Claim Type/Month	Claim Date	Amount	Deposit Date
CMAQ SEP23	February 22, 2024	13,482	May 2, 2024
FHWA PL SEP23	February 22, 2024	5,166	May 2, 2024
CMAQ OCT23 (PARTIAL)	May 6, 2024	2,882	May 22, 2024
FHWA PL OCT23 (PARTIAL)	May 6, 2024	8,241	May 22, 2024
CMAQ NOV23 (PARTIAL)	May 6, 2024	-	N/A
FHWA PL NOV23 (PARTIAL)	May 6, 2024	4,626.00	May 22, 2024
Total		<u>\$ 34,397.00</u>	

RECEIVABLES

Claim Type/Month	Claim Date	Amount	
MPO 5303 SEP21	March 25, 2022	13,015	June 17, 2024
CMAQ DEC23 (PARTIAL)	May 14, 2024	120.00	
FHWA PL DEC23 (PARTIAL)	May 14, 2024	4,152.00	
CMAQ JAN24 (PARTIAL)	May 14, 2024	614.00	
FHWA PL JAN24 (PARTIAL)	May 14, 2024	4,326.00	
CMAQ FEB24 (PARTIAL)	May 20, 2024	-	Nothing to Claim
FHWA PL FEB24 (PARTIAL)	May 20, 2024	27,756.00	
CMAQ MAR24 (PARTIAL)	May 22, 2024	331.00	
FHWA PL MAR24 (PARTIAL)	May 22, 2024	4,993.00	
CMAQ APR24 (PARTIAL)	May 24, 2024	1,316.00	
FHWA PL APR24 (PARTIAL)	May 24, 2024	56,433.00	
CMAQ MAY24 (PARTIAL)	June 4, 2024	2,060.00	
FHWA PL MAY24 (PATIAL)	June 4, 2024	6,082.00	
Total		<u>\$ 121,198</u>	

OUTSTANDING CHECKS

Check Number	Invoice Date	Amount	As of Date
1836	May 31, 2024	129.97	June 17, 2024
1837	May 30, 2024	10.99	
1838	June 7, 2024	18.00	

Bank Balance as of 05/31/2024	156,163.01
Minus Outstanding Checks	(158.96)
Adjusted Cash Balance	<u>\$ 156,004.05</u>

Adjusted Cash Balance	\$ 156,004.05
Encumbered Funds-EST	(10,468.00)
Encumbered Funds-Kimley	(100,010.00)
HTG	(30,000.00)
Total Cash Available	<u>\$ 15,526.05</u>

List of Acronyms

MPO 5303	Metropolitan Planning Organization Transit Planning
CMAQ	Congestion Mitigation and Air Quality
FHWA PL	Federal Highway Administration Transportation Planning



Stan Booker

Chairman

Lawton Metropolitan Planning Organization Policy Board