

MINUTES
TRANSPORTATION TECHNICAL COMMITTEE REGULAR MEETING
3RD Floor Conference Room
June 4, 2024

Minutes of the Transportation Technical Committee meeting held June 4, 2024 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
Tony Hansley, LATS Marketing Director
Devon Westbrook, ODOT, MPO Coordinator
Joseph Painter, City of Lawton City Engineer
David Dold, Fort Sill Public Works Department
Tom Zigler, ASCOG
Barbara McNally, Lawton-Fort Sill Regional Airport Manager
John Michael Montgomery, Lawton-Ft Sill Chamber of Commerce

MEMBERS ABSENT: Larry Wolcott, City of Lawton Public Works Director
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
Candace Smith, Transportation Planner
Bryce Lawson, ODOT Division VII
Julie Sanders, SORTPO
Debbie Dollarhite, LMPO Administrative Consultant
Jonathan Whitehurst, Kimley-Horn Consultants
Tim Padgett, Kimley-Horn Consultants

*Nonvoting member

2. Verify posting of meeting.

The meeting was posted on May 29, 2024 at 12:03 pm by Kobe Humble.

3. Introductions.

All attendees introduced themselves.

4. Approval of minutes of the May 7, 2024 meeting.

Motion by Montgomery, Second by Zigler to approve the May 7, 2024 minutes as written **Aye:** Woodhams, Earp, Hansley, Westbrook, McNally, Dold, Montgomery, Zigler, James **Nay:** None. **Motion Passed 9-0**

BUSINESS

5. Receive 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 final recommendation 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 was present at the meeting to provide a more detailed update including a project timeline and to receive feedback on the proposed goals and objectives.

Recommendations on proposed goals and objectives from the Technical Committee will be provided to the Policy Board at its meeting on June 18, 2024.

Whitehurst stated the Existing Conditions report handout is the updated information that has been gathered, to include the online survey results, draft goals, priorities, and the next steps. The Travel Demand Model is up to date. The data is based on 2022 information for the projections for 2050. There will be another online survey and the draft recommendations will be done by June 30th. Another upcoming information and data gathering is the Open Streets. There will be a virtual meeting on June 18th and MTP Steering Committee and public workshops on June 20th and 21st. Kimley-Horn was

pleased that over 350 participants responded to the first online survey. The demographics information concerns with the questions MetroQuest had on the online surveys was due to the fact that the specific questions were more on the concerns and the future visions. There were concerns voiced on roads and pavement deterioration and pedestrian facilities. The pinpointing of the congestion areas were mainly on Gore and Sheridan.

Sanders asked how do you know that your survey reached key segments of the population if you don't have the demographics? You don't know if the survey responses represented all one segment of a population or if you've reached out to non-English population. We don't know how to compare if you're actually reaching a wide variety of people in this survey.

Painter asked do you know if they at least live in Lawton?

Whitehurst responded 83% identified as they live in Lawton. As additional engagements are launched, the demographics will be asked.

Westbrook asked if there was an additional spot for additional information?

Whitehurst responded we did ask for email address. A third to a half gave that information. The June 20th & 21st public workshops will give more information to the report and the emails on file will be contacted to participate with further questions and workshops.

Stone stated the MTP website also has an option to give email addresses.

Hansley responded about a year ago community events were done and we had similar maps with pin drops for the Transit Master Plan. The Industrial Park and the Airport were big points. The previous pin maps with the transit ones are in line with the recent maps. New community events will be held and looking forward to new routes.

Whitehurst stated a long term recommendation is to have an updated pedestrian plan and bicycle plan. Also, we asked the participants on funding, and roads were on the top of the list of priorities. We want to correlate between the Federal Planning Factors and the Directions 2050 MTP Goals. This is a guide to development. Kimley-Horn is seeking comments from this Committee to bring to the Policy Board also.

The goals are as follow:

- Accessibility & Mobility
- Economic Vitality
- Environmental Stewardship
- Land Use & Transportation Integration
- Livability
- Safety & Security
- System Preservation & Preparedness

Westbrook asked if projects identified in this Plan have a preference or correlation to these objectives and goals.

Whitehurst stated yes, the project criteria is tied to these goals and objectives.

Westbrook asked is there a scoring or a weighting metric incorporated into that?

Whitehurst stated there is flexibility with the prioritization. In the past it was less quantitative. We would like to push more into quantitative direction. There will be a scoring metric.

Sanders asked under Safety and Security why is the predictable travel time listed.

Whitehurst responded travel time could be a factor in that category.

Sanders asked how does this tie back into Federal Highway operations?

Whitehurst stated with intersection recommendations and crash data.

James stated we are going to have Staff meetings to compare how this list compares to Engineering's list.

Painter responded we have more data, the IMS Study.

Westbrook asked does the MPO have a larger priority list?

Painter stated we have more projects than we have money.

Westbrook stated if the Metropolitan Transportation Plan has more projects than the City's list, we have to make sure we prioritize the list.

Sanders asked how do you model the Council's list?

Whitehurst stated we have our different modeling lists. That's where the draft comes into play along with the objectives and priority lists. The plan is to have draft recommendations ready on June 20th and 21st and make those available on line and to finalize the project lists in July with the transit and bicycle recommendations and project prioritization to follow. Kimley-Horn will be prepared to have the final presentation in the fall for the Boards approval. Our goal is to simplify and streamline the report to make it more appealing.

Sanders asked when you say finish the MTP, does that mean we get the draft back for the bodies to review it and when do you anticipate for review?

Whitehurst stated we haven't talked with Staff about that yet. One of your benefits is that your deadline to adopt isn't until December and so there will be plenty of time for the review. There is time built into the process.

Westbrook asked is there an analysis of Census data overall of the City demographics, i.e. household, travel, etc.? Is that part of the appendix?

Whitehurst responded yes. Some of that information will be in Chapter 2. A big part of the Travel Demand Model is to take the most recent census and incorporate into the base year model for 2022 and project that up to 2050.

Westbrook stated I think that data would be valuable in the LEP population and Title VI Plans. So, does Staff have a recommendation in terms as when you would like any comments on the Goal and Objectives?

James responded Staff would like to give everyone to June 13th to email comments to Jonathan or Christy.

6. Consider recommending the Policy Board authorize the Chairman to sign the No Cost Time Extension request for Congestion Mitigation and Air Quality Projects.

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.

Motion by Montgomery. Second by Hansley to recommend approval to the Policy Board to authorize the Chairman to sign the No Cost Time Extension request for Congestion Mitigation and Air Quality Projects **Aye:** Hansley, Westbrook, McNally, Painter, Dold, Montgomery, Zigler, Woodhams, James, Earp **Nay:** None. **Motion Passed 10-0**

7. Consider recommending to the Transportation Policy Board approval of 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 Policy Board will consider approving the FY 2025 UPWP at its June 18, 2024, meeting.

Motion by Montgomery, Second by Westbrook to recommend to the Transportation Policy Board approval of a resolution adopting the Fiscal Year 2025 Unified Planning Work Program for the Lawton Metropolitan Transportation Planning Process **Aye:** Westbrook, McNally, Painter, Dold, Montgomery, Zigler, Woodhams,

James, Earp, Hansley Nay: None. **Motion Passed 10-0**

CONSENT

8. 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.

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 Policy Board will consider approving the agreement at its June 18, 2024 meeting.

9. 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.

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.

10. 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 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 Policy Board will consider approving this MOU at its June 18, 2024, meeting.

11. 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 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 Policy Board will consider approving this MOU at its June 18, 2024, meeting.

12. Consider recommending to the Transportation Policy Board approval of 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 Policy Board will consider approving the Joint Certification Statement at its June 18, 2024, meeting.

13. Consider recommending to the Transportation Policy Board approval of 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 Policy Board will consider approving the FTA Certifications and Assurances at its June 18, 2024, meeting.

Motion by McNally, Second by Montgomery, to approve all items on the consent agenda
Aye: McNally, Painter, Dold, Montgomery, Zigler, Woodhams, James, Earp, Hansley, Westbrook **Nay:** None. **Motion Passed 10-0**

14. Reports or Comments.

Montgomery stated that the improvements being made at the Airport are exciting.

McNally stated thank you everyone for coming to the Airport Terminal Gate and Boarding Bridge opening. It opens up the 24th of this month and TSA will be putting in their screening in that area and on the 25th we will have our first flight out.

Earp stated Gore Boulevard, 67th to 82nd Street is under construction for a year. Pedestrian Bridge at Gore Boulevard over I-44 will start in Mid-July. Rogers Lane Safety Project is underway with upgrades with limiting the ability to turn left as you are facing north on Rogers Lane.

Sanders stated we are still working with our consultants with the Regional Transportation Plan and Public Engagement meetings across 16 counties over the next six to eight months.

Dold stated Scott Gate which is Ft. Sill Boulevard was opened on May 15th and Apache Gate did close on the 2nd. So Key Gate is experiencing a lot of congestion and also all truck traffic will be re-routed to Scott Gate.

Painter stated Goodyear Boulevard from the railroad tracks to Cache Road is fixing to start and we are closing that road completely. We have lots of residential roads that are being milled and overlaid. Mike Jones from our Engineering office will be my alternate.

Hansley stated Trip Spark Program, an interface map for bus locations in real time, should be interfacing for the public in the next month. We will be rolling out a cashless app. LATS Go-Pass cards will be introduced in August. We will be at Open Streets.

15. Adjournment.

Motion by McNally, Second by Earp to adjourn the meeting **Aye:** Woodhams, Earp, Hansley, Westbrook, McNally, Painter, Dold, Montgomery, Zigler, James, **Nay:** None. **Motion Passed 10-0**

With no further business meeting was adjourned.



Christine James
Chairman