
The Cape Fear Rural Transportation Planning Organization exists to serve as the intergovernmental organization for local elected officials, the North Carolina Department of Transportation, and residents of Brunswick, Columbus and Pender Counties to work cooperatively to address transportation issues.

**Rural Transportation Coordinating Committee (RTCC)
Meeting Agenda**

November 2, 2022 • 10:00 AM

Cape Fear Council of Governments • Wilmington, NC

[Join meeting](#)

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Meeting ID: 815 9716 2314

Meeting passcode: 854270

I. INTRODUCTORY BUSINESS

- 1. Call to Order**
- 2. Roll Call**
- 3. Additions or Corrections to the Agenda**
- 4. Approval of Minutes:** September 7, 2022 (*attached*)
- 5. Public Comment**
- 6. Vacancies and Appointments** (roster *attached*)

II. PRESENTATIONS

No Additional Presentations for this meeting.

III. REGULAR BUSINESS

7. **2023 CFRPO Meeting Schedule** – Proposed dates for the 2023 CFRPO RTCC meetings. *Staff requests a motion to recommend approval of the attached 2023 meeting schedule.*
8. **Draft FY 2023-2024 PWP** – The draft Planning Work Program (PWP) for the upcoming fiscal year is due to NCDOT by February 28. *Staff requests a motion to recommend approval of the attached draft FY 2022-2023 PWP for submittal to NCDOT for their approval.*
9. **Reports/Updates**
- Cape Fear RPO
 - NC 210 ECG Feasibility Study
 - CTP updates
 - STIP amendments and revisions
 - NC Ports (Port of Wilmington)
 - NC Ferry (Fort Fisher to Southport)
 - NCDOT Division 3 (Brunswick & Pender)
 - NCDOT Division 6 (Columbus)
 - NCDOT Transportation Planning Division (TPD)
 - NCDOT Integrated Mobility Division (IMD)
 - Wilmington Area MPO (WMPO)
 - Grand Strand MPO (GSATS)

IV. OTHER

10.Open discussion: General questions, comments, and other discussions

11.Adjourn

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Rural Transportation Coordinating Committee (RTCC)

****DRAFT** Meeting Minutes**

September 7, 2022 • 10:00 AM

Held virtually via Zoom

Voting Members Present

Helen Bunch, Brunswick County

Jeff Repp, St. James

Mark Bloomer, Boiling Spring
Lakes

Gary Lanier, Columbus County

Robert Lewis, Whiteville

Vanessa Lacer, Pender County

Jessica Gray, Burgaw

Amy Kimes, Surf City

Adrienne Cox, NCDOT Division 3

Bill Hammond, NCDOT Division
6

Nazia Sarder, NCDOT TPD

Rachel McIntyre, WMPO

Yvonne Hatcher, BTS

Joy Jacobs, Columbus County
Transit

Stephanie Ayers, NC Ports

Patrick Flanagan, Cape Fear RPO

Others Present

Dylan Bowen, Columbus County

Doug Shipley, Topsail Beach

Cat Peele, NCDOT Ferry

Tony Sumter, NCDOT IMD

Brayton Willis, GGHT

Jane Marston, Bolivia

Laurence Bergman, Wallace

I. INTRODUCTORY BUSINESS

- 1. Call to Order** – The meeting was held via video conference on Zoom. Having reached a quorum, Patrick Flanagan called the meeting to order at 10:00 AM
- 2. Roll Call** – A roll call was taken of attendees.
- 3. Additions or corrections to the agenda** – There were no changes to the agenda.
- 4. Approval of minutes** – The minutes were presented.

Gary Lanier made a motion to approve the minutes with one spelling correction. Helen Bunch seconded the motion. A roll call vote was taken.

*Helen Bunch, Yes
Jeff Repp, Yes
Mark Bloomer, Yes
Gary Lanier, Yes
Robert Lewis, Yes
Vanessa Lacer, Yes
Jessica Gray, Yes
Amy Kimes, Yes*

*Adrienne Cox, Yes
Bill Hammond, Yes
Nazia Sarder, Yes
Rachel McIntyre, Yes
Yvonne Hatcher, Yes
Joy Jacobs, Yes
Stephanie Ayers, Yes
Patrick Flanagan, Yes*

The motion passed.

5. Public Comment – There were no comments from the public.

II. PRESENTATIONS

There were no additional presentations during this meeting.

III. REGULAR BUSINESS

- 6. DRAFT 2024-2033 STIP** – Patrick Flanagan presented the updated draft 2024-2033 STIP. Changes between the updated STIP, and the original draft were highlighted. The group discussed the priority projects for each county.
No action was taken at this time.

- 7. FY 2022-2023 PWP Amendment** – Patrick Flanagan presented the amendment and explained to reasoning behind the change.
Vanessa Lacer made a motion to recommend approval of this amendment to the RTAC. Robert Lewis seconded the motion. A roll call vote was taken.

*Helen Bunch, Yes
Jeff Repp, Yes
Mark Bloomer, Yes
Gary Lanier, Yes
Robert Lewis, Yes
Vanessa Lacer, Yes
Jessica Gray, Yes
Amy Kimes, Yes*

*Adrienne Cox, Yes
Bill Hammond, Yes
Nazia Sarder, Yes
Rachel McIntyre, Yes
Yvonne Hatcher, Yes
Joy Jacobs, Yes
Stephanie Ayers, Yes
Patrick Flanagan, Yes*

The motion passed.

8. Reports/Updates

- Cape Fear RPO
 - NC 210 ECG Feasibility Study: Staff gave an update on the survey results and the recent steering committee meeting.
 - Columbus County CTP: Staff gave an update on the public meetings held in August
 - STIP amendments and revisions: One schedule delay was noted.
- NC Ports (Port of Wilmington): Stephanie Ayers gave an update on the RAISE grant award for an intermodal yard at the port.
- NC Ferry (Fort Fisher to Southport): Cat Peele gave an update on the Fort Fisher will be dredging slated for this Fall. Southport dredging was completed earlier this year.
- NCDOT Division 3 (Brunswick & Pender): Adrienne Cox gave an update on Division 3 projects.
- NCDOT Division 6 (Columbus): Bill Hammond gave an update on Division 6 projects. The new report format was highlighted.
- NCDOT Transportation Planning Division (TPD): Nazia Sarder gave an update on the Brunswick County CTP.
- NCDOT Integrated Mobility Division (IMD): Tony Sumter gave an update on the IMD Transit Visioning Workshops. Here is the link:
<https://connect.ncdot.gov/business/Transit/Pages/Transit-Communication-Hub.aspx>
- Wilmington Area MPO (WMPO): The Navassa Collector Street Plan has been adopted. The CMP biannual report is underway. Work is continuing on the Walk Wilmington Plan update. The Pender Co Bike and Pedestrian plan is being scoped right now. The second annual Brunswick Heritage Riverside Ride will be on September 24th. Sign ups are open now.
- Grand Strand MPO (GSATS): There was no update from GSATS.

IV. OTHER

9. Open discussion – There was no further discussion.

10. Adjourn – *The meeting was adjourned at 10:46 AM.*

SEAT	TERM	NAME	POSITION	MAILING ADDRESS	TELEPHONE	EMAIL
Brunswick County		Helen Bunch	Zoning Admin.	PO Box 249 Bolivia, NC 28422	910-253-2035	hbunch@brunsco.net
Brunswick County Alt.		Marc Pagès	Land Planner	PO Box 249 Bolivia, NC 28422	910-253-2056	mpages@brunsco.net
Brunswick Municipal 1		Thomas Lloyd	Southport Planner	1029 N. Howe Street Southport, NC 28461	910-457-7961	thomas_lloyd@southportnc.org
Brunswick Municipal 2	2021-2022	Jeff Repp	St. James Town Manager	4140 A Southport-Supply Rd. St. James, NC 28461	910-253-4730	jrepp@stjames.town
Brunswick Municipal Alt.		Nicole Morgan	Boiling Spring Lakes Planner	9 East Boiling Spring Rd. Southport, NC 28461	910-294-0996	nmorgan@cityofbsl.org
Brunswick Municipal Alt.		VACANT				
Columbus County		Gary Lanier	Economic Development Commission Director	111 Washington St. Whiteville, NC 28472	910-640-6608	glanier@columbusco.org
Columbus County Alt.		Dylan Bowen	Economic Development Commission Director	111 Washington St. Whiteville, NC 28472	910-640-6608	dbowen@columbusco.org
Columbus Municipal 1	2020-2021	Robert Lewis	Whiteville Planning Director	26 Hill Plaza Whiteville, NC 28472	910-640-1380	rlewis@ci.whiteville.nc.us
Columbus Municipal 2		Jerome Chestnut	Chadbourn Town Manager	602 N Brown Street Chadbourn, NC 28431	910-654-4118	manager@townofchadbourn.com
Columbus Municipal Alt.	2021-2022	Damon Kempinski	Lake Waccamaw Town Manager	205 Flemington Dr. Lake Waccamaw, NC 28450	910-646-3700	lwtownmanager@embarqmail.com
Columbus Municipal Alt.	2022-2023	Madison Ward	Whiteville Economic Development	317 S. Madison St. Whiteville, NC 28472	910-640-1380	mward@ci.whiteville.nc.us
Pender County		Vanessa Lacer	Long Range Planner	805 S. Walker St. Burgaw, NC 28425	910-259-1274	vlacer@pendercountync.gov
Pender County Alt.		Travis Henley	Planning & Community Dev. Director	805 S. Walker St. Burgaw, NC 28425	910-259-2110	thenley@pendercountync.gov
Pender Municipal 1		Michael Rose	Topsail Beach Town Manager	820 S Anderson Blvd. Topsail Beach, NC 28445	910-328-5841	townmanager@topsailbeach.org
Pender Municipal 2		Andrea Correll	Town of Burgaw Planning Director	109 N Walker Street Burgaw, NC 28425	910-663-3451	acorrell@burgawnc.gov
Pender Municipal Alt.	2020-2021	Amy Kimes	Surf City Planning Director	116 S. Topsail Dr. Surf City, NC 28445	910-328-4131	akimes@surfcitync.gov
Pender Municipal Alt.	2022-2023	Gage King	Henderson Field Airport Manager	250 Skydive Ln. Wallace, NC 28466	910-285-6642	gking@wallacenc.gov



Cape Fear RPO
Brunswick County • Columbus County
Pender County

MEMORANDUM

DATE: October 24, 2022
TO: Cape Fear RPO RTCC
FROM: Patrick Flanagan
RE: Draft 2023 Meeting Calendar

RTCC	RTAC	Deadlines/Important Dates
Wed 2/1/23	Fri 2/10/23	Draft FY 23-24 PWP 2/28; New Appointments/Elections
Wed 4/5/23	Fri 4/14/23	Final FY 23-24 PWP 5/31; RTAC Ethics Paperwork due 4/15
Wed 6/7/23	Fri 6/16/23	Bike/Ped Planning Grant Letters of Support; Final FY 22-23 PWP amendment 6/30:
Wed 09/6/23	Fri 09/15/23	5310 Letter of Support; Enter Projects in SPOT Online for P7.0
Wed 11/1/23	Thur 11/9/23	Draft FY 24-25 PWP 2/28; Expiring Positions/New Appointments;

RTCC (staff) typically meets at 10 AM via Zoom

RTAC (elected officials) typically meets at 9 AM at the Cape Fear Council of Governments and via Zoom

FY 2024 (July 1, 2023-June 30, 2024)
PLANNING WORK PROGRAM
ANNUAL FUNDING SOURCES TABLE
Cape Fear RPO

TASK CODE	WORK CATEGORY	RPO PROGRAM FUNDS			
		LOCAL 20%	State 0%	FEDERAL 80%	TOTAL
I. DATA COLLECTION AND ASSESSMENT					
I-1	DATA COLLECTION AND ASSESSMENT	\$ 1,700	\$ -	\$ 6,800	\$ 8,500
I-1.1	Highway				
I-1.2	Other Modes				
I-1.3	Socioeconomic				
I-1.4	Title VI				
II. TRANSPORTATION PLANNING					
II-1	COMPREHENSIVE TRANSPORTATION PLAN (CTP)	\$ 2,000	\$ -	\$ 8,000	\$ 10,000
II-1.1	Develop CTP Vision				
II-1.2	Conduct CTP Needs Assessment				
II-1.3	Analyze Alternatives and Environmental Screening				
II-1.4	Develop Final Plan				
II-1.5	Adopt Plan				
II-2	PRIORITIZATION	\$ 2,200	\$ -	\$ 8,800	\$ 11,000
II-2.1	Project Prioritization				
II-3	PROGRAM AND PROJECT DEVELOPMENT	\$ 700	\$ -	\$ 2,800	\$ 3,500
II-3.1	STIP Participation				
II-3.2	Merger / Project Development				
II-4	GENERAL TRANSPORTATION PLANNING	\$ 5,400	\$ -	\$ 21,600	\$ 27,000
II-4.1	Regional and Statewide Planning				
II-4.2	Special Studies, Projects and Other Trainings				
III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES					
III-1	ADMINISTRATIVE ACTIVITIES	\$ 5,600	\$ -	\$ 22,400	\$ 28,000
III-1.1	Administrative Documents				
III-1.2	TCC / TAC Work Facilitation; Ethics Compliance				
III-1.3	Program Administration				
IV. DIRECT COSTS					
IV-1	PROGRAMMATIC DIRECT CHARGES	\$ 2,100	\$ -	\$ 8,400	\$ 10,500
IV-1.1	Program-wide Direct Costs				
IV-2	ADVERTISING	\$ 20	\$ -	\$ 80	\$ 100
IV-2.1	News Media Ads				
IV-3	LODGING, MEALS, INCIDENTALS	\$ 200	\$ -	\$ 800	\$ 1,000
IV-3.1	Hotel Costs				
IV-3.2	Meal Costs				
IV-3.3	Incidentals				
IV-4	POSTAGE	\$ 20	\$ -	\$ 80	\$ 100
IV-4.1	Mailings				
IV-5	REGISTRATION / TRAINING	\$ 60	\$ -	\$ 240	\$ 300
IV-5.1	Conference Registration				
IV-5.2	Meeting / Workshop / Training Fees				
IV-6	TRAVEL	\$ 700	\$ -	\$ 2,800	\$ 3,500
IV-6.1	Mileage Reimbursement				
IV-6.2	Car Rental Costs				
IV-6.3	Other Travel Expenses				
V. INDIRECT COSTS					
V-1	INDIRECT COSTS	\$ 5,894	\$ -	\$ 23,575	\$ 29,469
V-1.1	Incurred Indirect Costs				
RPO OPERATIONAL EXPENSE TOTAL		\$ 26,594	\$ -	\$ 106,375	\$ 132,969

FY 2024 (July 1, 2023-June 30, 2024)
PLANNING WORK PROGRAM
Narrative
Cape Fear RPO

I. DATA COLLECTION AND ASSESSMENT

I-1 DATA COLLECTION AND ASSESSMENT \$ 8,500.00

I-1.1 Highway

Collection, analysis, and mapping of highway- and vehicle-related data, including the CFRPO traffic counting program, signalized intersections, etc.

I-1.2 Other Modes

Collection, analysis, and mapping of non-highway-related data, etc.

I-1.3 Socioeconomic

Collection, analysis, and mapping of demographic, socioeconomic, land use, and environmental data, including existing and future land use, zoning, employment, commuting, travel preference data; etc.

I-1.4 Title VI

Collection, analysis, and mapping of demographic data related to Title VI compliance, including minority, poverty, age 65+, English proficiency, vehicle access; etc.

II. TRANSPORTATION PLANNING

II-1 COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT \$ 10,000.00

II-1.1 Develop CTP Vision

Study setup and coordination for the Pender Co. CTP, including Community Understanding Report, meeting coordination, developing CTP vision/goals/objectives, public engagement prior to final adoption, etc.

II-1.2 Conduct CTP Needs Assessment

Review and analyze Pender Co. CTP data and transportation deficiencies; develop project and program alternatives and recommendations; ensure recommendations are developed to achieve all components of CTP vision/goals/objectives; etc.

II-1.3 Analyze Alternatives and Environmental Screening

Review and analyze project and program alternatives against community vision/goals/objectives, natural and human environmental constraints, fiscal reality, funding and maintenance concerns, etc.

II-1.4 Develop Final Plan

Develop and review final written, graphic, and mapping products for the Brunswick and Pender Co. CTPs

II-1.5 Adopt Plan

Coordinate meetings, develop and review presentations, attend public hearings and other meetings, etc. related to final Brunswick Co. CTP adoption

II-2 PRIORITIZATION \$ 11,000.00

II-2.1 Project Prioritization

Duties and responsibilities related to implementing STI and other local project prioritization activities

II-3 PROGRAM AND PROJECT DEVELOPMENT \$ 3,500.00

II-3.1 STIP Participation

Duties and responsibilities related to reviewing and commenting on STIP additions, modifications, deletions, and drafts; other correspondence with STIP unit; etc.

II-3.2 Merger / Project Development

Review and comment on Merger and other project development documents and attend Merger and other project development meetings

FY 2024 (July 1, 2023-June 30, 2024)

PLANNING WORK PROGRAM

Narrative

Cape Fear RPO

II-4 GENERAL TRANSPORTATION PLANNING

\$ 27,000.00

II-4.1 Regional and Statewide Planning

Participate in a regional and statewide planning activities, including Wilmington MPO TCC and MTP, GSATS TCC and MTP, Brunswick Transit TAB, Columbus County Transportation TAB, PAS-TRAN TAB, East Coast Greenway Alliance, Mountains-to-Sea Trail, NCARPO, APA-NC, NCDOT committees, etc.; conduct TRC reviews; review local/regional/statewide news related to transportation, land use, demographics, socioeconomics, and economic activity

II-4.2 Special Studies, Projects and Other Trainings

Assist member jurisdictions with transportation, land use, environment, demographic/socio-economic, and mapping components of land use plans and ordinances; develop local bicycle and pedestrian plans; develop corridor studies; develop parking inventories and plans; update transit LCPs (as needed); participate in other special studies or plans as requested or approved by the RTAC; transportation- and GIS- related training, including NCAMPO conference, APA-NC conference, NCAUG fall conference, NCPTA conference NCDOT PTD training conference, NC Transportation Summit, etc.

III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES

III-1 ADMINISTRATIVE ACTIVITIES

\$ 28,000.00

III-1.1 Administrative Documents

Preparation of Planning Work Plan, PWP amendments, indirect cost allocation plan, quarterly invoices and reimbursement documentation; update of RTCC/RTAC bylaws, RPO MOU, or LPA funding agreement, as necessary

III-1.2 TCC / TAC Work Facilitation; Ethics Compliance

Conduct/attend RTCC/RTAC meetings, including preparation of meeting announcements, agendas, packets, minutes, etc.; coordinate RTCC/RTAC appointments/elections; develop RTCC/RTAC rosters and meeting schedules; ensure RTAC ethics compliance; etc.

III-1.3 Program Administration

Update and implement Public Involvement Plan, Title VI Plan, etc.; maintain and update website and public notice distribution lists; collect and review public comments; ensure program compliance; respond to inquiries from the general public and correspond with other transportation stakeholders on items not otherwise addressed above; staff meetings; general program administration

FY 2024 (July 1, 2023-June 30, 2024)
PLANNING WORK PROGRAM
Narrative
Cape Fear RPO

IV. DIRECT COSTS

IV-1 PROGRAMMATIC DIRECT CHARGES \$ 10,500.00

IV-1.1 Program-wide Direct Costs

Direct costs including audit, phone and internet, copies and printing, dues and subscriptions, equipment and supplies, insurance, building rent and maintenance, professional services, computer and information technology, etc.

IV-2 ADVERTISING \$ 100.00

IV-2.1 News Media Ads

Public notice and Public Involvement advertisements

IV-3 LODGING, MEALS, INCIDENTALS \$ 1,000.00

IV-3.1 Hotel Costs

Lodging costs for overnight program and training activities, including NCAMPO conference, APA-NC conference, NCAUG fall conference, NCPTA conference NCDOT PTD training conference, NC Transportation Summit, NCARPO quarterly meetings, etc.

IV-3.2 Meal Costs

Overnight travel-related meal per-diems

IV-3.3 Incidentals

Overnight travel-related incidentals, including tips

IV-4 POSTAGE \$ 100.00

IV-4.1 Mailings

Postage for RTAC packets and other mailings

IV-5 REGISTRATION / TRAINING \$ 300.00

IV-5.1 Conference Registration

Registration fees for NCAMPO conference, APA-NC conference, NCAUG fall conference, NCPTA conference NCDOT PTD training conference, NC Transportation Summit, and other approved conferences

IV-5.2 Meeting / Workshop / Training Fees

Meeting, workshop, and training fees, etc.

IV-6 TRAVEL \$ 3,500.00

IV-6.1 Mileage Reimbursement

Mileage reimbursement

IV-6.2 Car Rental Costs

Car rental costs

IV-6.3 Other Travel Expenses

Parking costs and other transportation expenses

V. INDIRECT COSTS

V-1 INDIRECT COSTS APPROVED BY COGNIZANT AGENCY \$ 29,469.00

V-1.1 Incurred Indirect Costs

Indirect costs per NCDOT-approved indirect cost allocation plan

RPO OPERATIONAL EXPENSE TOTAL \$ 132,969.00