

The Cape Fear Rural Transportation Planning Organization serves 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 Advisory Committee (RTAC)

Meeting Minutes

June 16, 2023 • 9:00 AM

Cape Fear Council of Governments • Wilmington, NC

Voting Members Present

Frank Williams, Brunswick County
Mike Forte, Brunswick County
Dave DeLong, St. James
Glenn Marshall, Sandy Creek

Terry Mann, Whiteville
Jackie Williams-Rowland, Brunswick
Jerry Groves, Pender County
Vernon Harrell, Burgaw

Others Present

Mark Martin, Oak Island
James Gantt, Burgaw
Adrienne Cox, NCDOT Div. 3
Caitlin Melvin, NCDOT Div. 3
Chad Kimes, NCDOT Div. 3
Kirsten Spirakis, NCDOT Div. 3
Drew Cox, NCDOT Div. 6

Darius Sturdivant, NCDOT Div. 6
Bill Hammond, NCDOT Div. 6
Ken Clark, NCDOT Div. 6
Nazia Sarder, NCDOT TPD
Allen Serkin, Cape Fear COG
Sam Boswell, Cape Fear RPO

I. START-UP

- 1. Call to Order** – RTAC Chair, Mr. Frank Williams, called the meeting to order at 9:05 A.M.
- 2. Invocation/Pledge of Allegiance** – Mr. Frank Williams led the group in an invocation and the Pledge of Allegiance.
- 3. Roll Call** – Sam Boswell took a roll call of all attendees.
- 4. Ethics Awareness & Conflict of Interest Statement** – Mr. Frank Williams read the ethics awareness statement.
- 5. Additions or Corrections to the Agenda** – RPO Staff requested the addition of an agenda item to provide a Letter of Support to the Ferry Division as new Agenda Item #12. *Mr. Mike Forte made a motion to adopt the agenda with the*

requested amendment. Mr. Terry Mann seconded the motion. A roll call vote was taken.

*Frank Williams, Yes
Mike Forte, Yes
Dave DeLong, Yes
Glenn Marshall, Yes*

*Terry Mann, Yes
Jackie Williams-Rowland, Yes
Jerry Groves, Yes
Vernon Harrell, Yes*

The motion passed unanimously.

- 6. Approval of Minutes** – The April 21, 2023 meeting minutes were considered. *Mr. Terry Mann made a motion to approve the minutes. Mr. Vernon Harrell seconded the motion. A roll call vote was taken.*

*Frank Williams, Yes
Mike Forte, Yes
Dave DeLong, Yes
Glenn Marshall, Yes*

*Terry Mann, Yes
Jackie Williams-Rowland, Yes
Jerry Groves, Yes
Vernon Harrell, Yes*

The motion passed unanimously.

- 7. Public Comment** – There were no comments from the public at this meeting.

II. PRESENTATIONS

- 8. Prioritization 101** – RPO Staff presented an overview of NCDOT's Prioritization process as well as a introduction into the current P7.0 cycle.

III. NEW BUSINESS

- 9. Prioritization 7.0 Discussion** – Following the presentation by RPO Staff, the RTAC discussed preparations for P7.0 project submittals. RPO Staff will coordinate with each RPO County to hold a P7.0 Discussion meeting, wherein both staff and elected officials can discuss project needs across the RPO planning area. The meetings will help determine a draft list of project submittals, which will be presented at the August RTAC meeting for further discussion.
- 10. FY 2022-23 Planning Work Program Amendment** – RPO Staff presented an amendment to the FY 22-23 PWP which accounted for final adjustments to be

made in the fiscal year. The overall budget was not changed; there was only a need to shift allocations between PWP line items. *Mr. Terry Mann made a motion to approve the amendment. Mr. Mike Forte seconded the motion. A roll call vote was taken.*

*Frank Williams, Yes
Mike Forte, Yes
Dave DeLong, Yes
Glenn Marshall, Yes*

*Terry Mann, Yes
Jackie Williams-Rowland, Yes
Jerry Groves, Yes
Vernon Harrell, Yes*

The motion passed unanimously.

- 11. PAS-TRAN FY 2025 Section 5310 Grant Funds Resolution** – PAS-TRAN has requested a resolution in support for their application for FTA 5310 grant funds. *Mr. Jerry Groves made a motion to approve the resolution of support. Mr. Vernon Harrell seconded the motion. A roll call vote was taken.*

*Frank Williams, Yes
Mike Forte, Yes
Dave DeLong, Yes
Glenn Marshall, Yes*

*Terry Mann, Yes
Jackie Williams-Rowland, Yes
Jerry Groves, Yes
Vernon Harrell, Yes*

The motion passed unanimously.

- 12. NCDOT Ferry Division Rural Ferry Program Grant Letter of Support** – The Ferry Division has requested a letter of support for their application to plan for improvements at the Cherry Branch terminal, including conceptual site design for a depot-level maintenance facility. *Mr. Terry Mann made a motion to approve the letter of support. Mr. Glenn Marshall seconded the motion. A roll call vote was taken.*

*Frank Williams, Yes
Mike Forte, Yes
Dave DeLong, Yes
Glenn Marshall, Yes*

*Terry Mann, Yes
Jackie Williams-Rowland, Yes
Jerry Groves, Yes
Vernon Harrell, Yes*

The motion passed unanimously.

IV. REPORTS/UPDATES

- **Cape Fear RPO** – RPO Staff provided updates on funding for FY 23-24, the RPO’s Title VI Plan, traffic counts performed by RPO Staff, and the Carbon Reduction Program.
- **NC Ports (Port of Wilmington)** – There was no update from the Port.
- **NCDOT Ferry Division** – There was no update from the Ferry Division.
- **NCDOT Division 3 (Brunswick & Pender)** – Adrienne Cox gave an update Division 3 projects.
- **NCDOT Division 6 (Columbus)** – Darius Sturdivant gave an update on Division 6 projects.
- **NCDOT Transportation Planning Division (TPD)** – Nazia Sarder gave details on the status of the Brunswick County CTP as well as the Columbus County CTP. The Pender County CTP is also expected to kick off in late 2023 / early 2024.
- **NCDOT Integrated Mobility Division (IMD)** – There was no update from IMD.
- **NC Board of Transportation** – There was no update from the Board member.

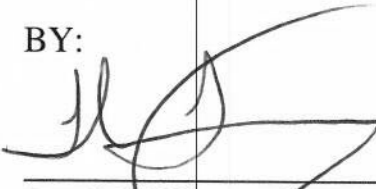
VI. OTHER

13. **Open discussion** – There was no additional discussion.

14. **Adjourn** – *The meeting was adjourned at 10:26 AM.*

Meeting Minutes approved by the RTAC on August 11, 2023.

BY:



Frank Williams, RTAC Chair

ATTEST:



Sam Boswell, Secretary