

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**

**August 11, 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  
Don Helms, Surf City

### **Others Present**

Mark Martin, Oak Island  
Michelle Howes, NCDOT Div. 3  
Caitlin Melvin, NCDOT Div. 3  
Chad Kimes, NCDOT Div. 3  
Kirsten Spirakis, NCDOT Div. 3  
Darius Sturdivant, NCDOT Div. 6

Bill Hammond, NCDOT Div. 6  
Nazia Sarder, NCDOT TPD  
Kim Nguyen, NCDOT IMD  
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 9:00 A.M.
2. **Invocation/Pledge of Allegiance** – Mr. Mike Forte 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** – There were no changes to the agenda. *Mr. Mike Forte made a motion to adopt the agenda with the requested amendment. Mr. Don Helms seconded the motion. A roll call vote was taken.*

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

*Terry Mann, Yes*  
*Jackie Williams-Rowland, Yes*  
*Jerry Groves, Yes*  
*Don Helms, Yes*

*The motion passed unanimously.*

6. **Approval of Minutes** – The June 16, 2023 meeting minutes were considered. *Mr. Don Helms made a motion to approve the minutes. Ms. Jackie Williams-Rowland 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*  
*Don Helms, Yes*

*The motion passed unanimously.*

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

## II. PRESENTATIONS

*There were no presentations for this meeting.*

## III. NEW BUSINESS

8. **FY 2023-24 Planning Work Program Amendment** – RPO Staff presented an amendment to the FY 23-24 PWP which accounted for a 15% increase in planning funds. *Mr. Don Helms made a motion to approve the 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*  
*Don Helms, Yes*

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*The motion passed unanimously.*

9. **Monarch FY 2025 Section 5310 Grant Funds Resolution** – Monarch has requested a resolution in support for their application for FTA 5310 grant funds. *Mr. Mike Forte made a motion to approve the resolution of support. 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  
Don Helms, Yes*

*The motion passed unanimously.*

10. **Wilmington MPO PROTECT Grant Resolution of Support** – WMPO has requested a resolution of support for their application to USDOT's PROTECT Discretionary Grant. They are seeking funds for a Resilience Improvement Plan. *Mr. Don Helms made a motion to approve the resolution of support. Ms. Jackie Williams-Rowland 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  
Don Helms, Yes*

*The motion passed unanimously.*

11. **P7.0 Draft Project List & Discussion** – RPO presented a draft version of the P7.0 project submittal lists along with a projection of available funding in this round of Prioritization. Staff will continue to develop projects that will be competitive for scoring and potential funding. There was no action taken; approval of the project lists is scheduled for September's RTAC meeting.

#### IV. REPORTS/UPDATES

- **Cape Fear RPO** – RPO Staff provided updates on 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 Integrated Mobility Division (IMD)** – Kim Nguyen gave an update on IMD planning initiatives.
- **NCDOT Division 3 (Brunswick & Pender)** – Michelle Howes 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.
- **NC Board of Transportation** – There was no update from the Board member.

#### VI. OTHER

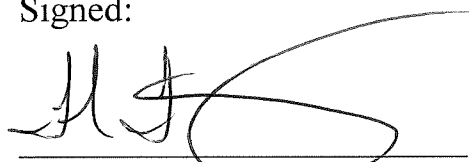
12. **Open discussion** – There was no additional discussion.

13. **Adjourn** – *The meeting was adjourned at 9:53 AM.*

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Approved by the RTAC at a regular meeting on Friday, September 15, 2023.

Signed:

  
Frank Williams, RTAC Chair

Attest:

  
Sam Boswell, Secretary