

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**  
**April 12, 2024 • 9:00 AM**  
**Cape Fear Council of Governments • Wilmington, NC**

**Voting Members Present**

Frank Williams, Brunswick County  
Mike Forte, Brunswick County  
Mark Martin, Oak Island  
Dave DeLong, St. James  
Terry Mann, Whiteville

Garry Keaton, Sandyfield  
Jerry Groves, Pender County  
Hugh Cannady, Surf City  
William Rivenbark, Burgaw

**Others Present**

Jeff Winecoff, Boiling Spring Lakes  
Sheila Grady, Northwest  
Steve Smith, Topsail Beach  
Olivia Dawson, Burgaw  
Tricell Merrit, PAS-TRAN  
Chad Kimes, NCDOT Div. 3  
Adrienne Cox, NCDOT Div. 3  
Kirsten Spirakis, NCDOT D3, District 1

Lee Jernigan, NCDOT Div. 6  
Bill Hammond, NCDOT Div. 6  
Ken Clark, NCDOT D6, District 3  
Nazia Sarder, NCDOT TPD  
Hemal Shah, NCDOT TPD  
Allen Serkin, Cape Fear COG  
Sam Boswell, Cape Fear RPO

**I. START-UP**

- 1. Call to Order** – RTAC Chair Frank Williams called the meeting to order at 9:00 AM.
- 2. Invocation/Pledge of Allegiance** – Mr. Terry Mann led the group in an invocation and the Pledge of Allegiance.
- 3. Roll Call** – RPO Staff 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. Mr. Terry Mann seconded the motion. A roll call vote was taken.*

*Frank Williams, Yes  
Mike Forte, Yes  
Mark Martin, Yes  
Dave DeLong, Yes  
Terry Mann, Yes*

*Garry Keaton, Yes  
Jerry Groves, Yes  
Hugh Cannady, Yes  
William Rivenbark, Yes*

*The motion passed unanimously.*

- 6. Approval of Minutes** – The March 15, 2024 meeting minutes were considered. *Mr. Terry Mann made a motion to approve the minutes. Mr. William Rivenbark seconded the motion. A roll call vote was taken.*

*Frank Williams, Yes  
Mike Forte, Yes  
Mark Martin, Yes  
Dave DeLong, Yes  
Terry Mann, Yes*

*Garry Keaton, Yes  
Jerry Groves, Yes  
Hugh Cannady, Yes  
William Rivenbark, Yes*

*The motion passed unanimously.*

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

## **II. PRESENTATIONS**

There were no scheduled presentations for this meeting.

## **III. NEW BUSINESS**

- 8. CFRPO P7.0 Local Input Point Methodology** – The Cape Fear RPO is required by state law to develop a local input methodology for prioritizing all transportation projects within the RPO boundary that compete for state and federal funding and submit that methodology to NCDOT for approval.

RPO staff provided a presentation which included the following: a review of the P7.0 cycle to date, an explanation of the purpose of local input the Prioritization process, and a step-by-step overview of the methodology the RPO will follow for assigning local input points in both the Regional Impact and Division Needs tiers later this year. The presentation concluded with an outline of the remaining P7.0 schedule. RPO staff reminded the group that additional training on NCDOT's Prioritization process is available to anyone upon request.

*Mr. Terry Mann made a motion to approve the P7.0 Local Input Point Methodology. Mr. Mike Forte seconded the motion. A roll call vote was taken.*

*Frank Williams, Yes  
Mike Forte, Yes  
Mark Martin, Yes  
Dave DeLong, Yes  
Terry Mann, Yes*

*Garry Keaton, Yes  
Jerry Groves, Yes  
Hugh Cannady, Yes  
William Rivenbark, Yes*

*The motion passed unanimously.*

9. **CFRPO FY24-25 Planning Work Program** – RPO staff presented the Planning Work Program (PWP) for FY24-25 which summarizes the RPO’s budget and planning activities for the upcoming fiscal year. The RPO’s overall budget for FY24-25 will remain the same as it is for FY23-24.

*Mr. William Rivenbark made a motion to approve the FY24-25 PWP, and Mr. Terry Mann seconded the motion. A roll call vote was taken.*

*Frank Williams, Yes  
Mike Forte, Yes  
Mark Martin, Yes  
Dave DeLong, Yes  
Terry Mann, Yes*

*Garry Keaton, Yes  
Jerry Groves, Yes  
Hugh Cannady, Yes  
William Rivenbark, Yes*

*The motion passed unanimously.*

10. **Resolution of Support: IMD Multimodal Planning Grant Applications** – The Cape Fear RPO has been asked by both the Town of Oak Island and the City of Southport to submit resolutions of support for their applications to NCDOT’s Multimodal Planning Grant Program, which were prepared with assistance from RPO staff. Oak Island is pursuing funds for an update to their bicycle transportation plan, and Southport is pursuing funds for a project acceleration plan to complement their existing pedestrian transportation plan.

*Mr. Mark Martin made a motion to approve the resolutions of support, and Mr. Terry Mann seconded the motion. A roll call vote was taken.*

*Frank Williams, Yes  
Mike Forte, Yes  
Mark Martin, Yes  
Dave DeLong, Yes  
Terry Mann, Yes*

*Garry Keaton, Yes  
Jerry Groves, Yes  
Hugh Cannady, Yes  
William Rivenbark, Yes*

*The motion passed unanimously.*

**Resolution of Support: EPA Clean Ports Program** – NC Ports has requested a resolution of support from the Cape Fear RPO for their application to the EPA’s Clean Ports Program. Members of the committee expressed mild concern, specifically voicing that they hope efforts to achieve zero emissions will not negatively impact the operations and efficiency of the Port at Wilmington. Staff responded saying efficiency of operations is always at the forefront of the Port’s decisions but added that staff will reach out to the Port and request they come speak to the RTAC at an upcoming meeting.

*Mr. Terry Mann made a motion to approve the resolution provided that NC Ports is aware of and prepared for all additional requirements that may be included with any awarded funding, and Mr. William Rivenbark seconded the motion. A roll call vote was taken.*

*Frank Williams, Yes  
Mike Forte, Yes  
Mark Martin, Yes  
Dave DeLong, Yes  
Terry Mann, Yes*

*Garry Keaton, Yes  
Jerry Groves, Yes  
Hugh Cannady, Yes  
William Rivenbark, Yes*

*The motion passed unanimously.*

11. **Resolution of Support: Defense Community Infrastructure Program** – The City of Boiling Spring Lakes has requested a resolution of support from the Cape Fear RPO for their application to the Defense Community Infrastructure Program, which is designed to address deficiencies in community infrastructure supportive of a military installation. The City is seeking funding to pave West Dam Road, which will improve transportation access and emergency response by providing an alternative route in the event of bridge failure along NC 87 (Mitchell Prince Bridge).

Staff provided a modified resolution to the committee (from the one provided in the agenda packet) which removed direct reference to the Military Ocean Terminal at Sunny Point (MOTSU). This came at the request of MOTSU staff, who contacted the RPO and asked for the revision ahead of the RTAC’s meeting since MOTSU had yet to fully review the full application materials. This revision was requested so that reference to MOTSU would not be misinterpreted as a premature endorsement of the application before full review of the application materials was completed.

*Mr. Mike Forte made a motion to approve the resolution, and Mr. Dave DeLong seconded the motion. A roll call vote was taken.*

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.

*Frank Williams, Yes*  
*Mike Forte, Yes*  
*Mark Martin, Yes*  
*Dave DeLong, Yes*  
*Terry Mann, Yes*

*Garry Keaton, Yes*  
*Jerry Groves, Yes*  
*Hugh Cannady, Yes*  
*William Rivenbark, Yes*

*The motion passed unanimously.*

## IV. REPORTS/UPDATES

### 12. Reports/Updates

- **Cape Fear RPO** – RPO Staff provided updates on the following:
  - Staff provided an update on the STIP/Prioritization training prepared for RTAC members, which was optional and offered in small group settings on April 8<sup>th</sup> and 9<sup>th</sup>. Some 1-on-1 discussions have been scheduled for members who wanted to attend but were unable. Staff reminded RTAC members that these services are always available upon request.
  - State Ethics Filings for all RTAC Voting Members and Alternates – annual Ethics filings for returning RTAC members are due Monday, April 15<sup>th</sup>. All Ethics filings for new RTAC members have been completed.
  - Carbon Reduction Program (CRP) Updates – In the coming weeks, NCDOT will be awarding all eligible CRP projects. Last year, the Cape Fear RPO submitted 5 projects for funding consideration through the Carbon Reduction Program. 1 was already approved for funding (Burgaw), 1 was removed from the applicant pool at the municipality's request (Sandy Creek), and the other 3 are awaiting NCDOT funding decisions (Columbus County, St. James, and Surf City). Once NCDOT determines funding for existing applications, they will announce what CRP funding, if any, remains for new applications.
- **NC Ports (Port of Wilmington)** – There was no update by the Port.
- **NCDOT Ferry Division** – There was no additional update by the Ferry Division.
- **NCDOT Integrated Mobility Division (IMD)** – There was no update by IMD.
- **NCDOT Division 3 (Brunswick & Pender)** – Adrienne Cox gave an update on Division 3 projects, as included in the agenda packet.
- **NCDOT Division 6 (Columbus)** – Bill Hammond gave an update on Division 6 projects, as included in the agenda packet.
- **NCDOT Transportation Planning Division (TPD)** – Nazia Sarder provided TPD updates for CTPs across the RPO area, as included in the agenda packet.
- **NC Board of Transportation** – There was no update by the Board member.

## VI. OTHER

**13. Open discussion** – Commissioner Williams shared updates with the group regarding the health of Glen Marshall, former mayor of Sandy Creek and RTAC member.

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

---

Approved by the RTAC at a regular meeting on Friday, June 14, 2024.

Signed:

  
\_\_\_\_\_  
Frank Williams, RTAC Chair

Attest:

  
\_\_\_\_\_  
Sam Boswell, Secretary