

**MINUTES OF THE  
ACCOMACK-NORTHAMPTON  
TRANSPORTATION DISTRICT COMMISSION**

A regular meeting of the Accomack-Northampton Transportation District Commission was held at the Eastern Shore Chamber of Commerce, Melfa, Virginia, on Tuesday, May 1, 2012 at 5:30 p.m.

Present:

Oliver H. Bennett, Chairman  
Wanda Thornton, Vice Chairman  
Donald L. Hart, Jr., Secretary-Treasurer  
Ron Wolff  
Willie C. Randall

Absent:

Laurence J. Trala

Ex-Officio member present:

Jeremy Latimer for Kevin Page

Nonmembers present:

Larry LeMond, Bay Coast Railroad  
Kirk Miles, STAR Transit  
J. T. Holland, Bay Coast Railroad  
Darrel Feasel, Virginia Regional Transit  
Maria Ptakowski, Virginia Regional Transit  
Jack Van Dame, Town of Chincoteague

In Re: Call to Order

The Chairman called the meeting to order and indicated that a quorum was present.

In Re: Invocation

The invocation was given by Mr. Hart.

In Re: Statements from the Public

There were no statements from the public.

In Re: Account Balances

The monthly Assistant Secretary-Treasurer's report showed an ending balance at April 30th of \$10,407.63.

In Re: Minutes of April 3, 2012

Motion was made by Mr. Hart, seconded by Mr. Wolff, that minutes of the meeting of April 3, 2012 be approved. All members were present with the exception of Mr. Trala and voted "yes", with the exception of Mrs. Thornton who abstained. Motion was passed.

In Re: Public Transportation Report

Mr. Kirk Miles and Mr. Darrel Feasel distributed the following Management Report for April 2012:



**Management Report for Star Transit  
May 1, 2012**

**Operations**

- ***STAR Transit Bus Stop Shelters*** – Eve Belote of the Eastern Shore Community College advised that they were still working on obtaining their permits to install the bus shelter. She will advise STAR as soon as she has made progress on the installation.
- ***STAR Transit Bus #21 Incident*** – On Wednesday, April 18, 2012, there was an electrical fire involving Bus #21 during the pre trip check. There were no passengers on the bus & no injuries occurred. The incident was reported to Sonny Merryman and the Supreme Corporation. On Wednesday the Supreme Corporation sent a representative to investigate the fire and they determined that it was caused by a factory installation design flaw.
- ***STAR Transit New Freedom Route*** – VRT has provided STAR Transit with a temporary spare BOC/Van, so that this route can start on May 7<sup>th</sup>. Hopefully the new BOC/Van will be delivered in late May. This new route will be funded using 2012 FTA New Freedom funds and local match funds from the Town of Chincoteague and Accomack County. GAM printing has advised that they hope to have the new system wide brochures to us the week prior to the May 7<sup>th</sup> route start up.

*VRT was asked to research the possibility of establishing a route to service lower Northampton County at the first available grant cycle.*

- **STAR Transit FY2013 Operating Program** - DRPT announced the draft FY 2012-13 program of projects on April 18<sup>th</sup> and the following operating projects were tentatively recommended to the Commonwealth Transportation Board. The Commonwealth Transportation Board will make their final review and approval at the June 2012 meeting. These funds will become available in October 2012:

<i>FTA Section 5311 Operating Assistance</i>	<i>\$244,479</i>
<i>State Aid for Transportation Assistance</i>	<i>\$79,912</i>
<i>Estimated Passenger Fares</i>	<i>\$35,000</i>
<i>Total Estimated Local Match Required</i>	<i><u>\$164,567</u></i>
<i>Total Estimated Operating Expenses</i>	<i>\$523,958</i>

<i>FTA New Freedom Operating Assistance</i>	<i>\$74,838</i>
<i>State Aid for Transportation Assistance</i>	<i>\$71,095</i>
<i>Estimated Passenger Fares</i>	<i>\$2,500</i>
<i>Total Estimated Local Match Required</i>	<i><u>\$3,742</u></i>
<i>Total Estimated Operating Expenses</i>	<i>\$152,175</i>

### **Transit Capital**

- **STAR Transit FY2012 Capital Vehicle Program** - The two (2) Body on Chassis Vans ordered in September will not be off the Supreme production line until the middle of April so delivery is not expected until sometime in late May 2012.
- **STAR Transit FY2012 Capital Program** – DRPT has approved the purchase of two additional GPS units, including data fees and installation costs for the two new STAR Transit BOC Vans that STAR will be delivered in late May.
- **STAR Transit FY2013 Capital Program** – DRPT announced the draft FY 2012-13 program of projects on April 18<sup>th</sup> and the following capital projects were tentatively recommended to the Commonwealth Transportation Board. The Commonwealth Transportation Board will make their final review and approval at the June 2012 meeting. These funds will become available in October 2012:

<i>Purchase 3 Passengers Shelters</i>	<i>\$18,000</i>
<i>Purchase Spare Parts, ACM Items</i>	<i>\$70,000</i>
<i>Purchase Replacements Buses (3)</i>	<i>\$239,043</i>
<i>Purchase Shop Equipment</i>	<i>\$45,000</i>
<i>Purchase Bus Stop Signs</i>	<i>\$4,800</i>
<i>Purchase Bike Racks</i>	<i><u>\$4,000</u></i>
<i>Total Capital Costs</i>	<i>\$380,843</i>

<i>Total Federal Funds</i>	<i>\$280,770</i>
<i>Total State Funds</i>	<i>\$71,550</i>
<i>Total Estimated Local Match Required</i>	<i>\$28,523</i>

**Transit Maintenance**

- ***Preventive Maintenance Program*** - All STAR Transit vehicles have been serviced for the month of April and all vehicle records are up to date.
- ***STAR Transit Vehicle Maintenance RFP*** – VRT’s is in the process of contract negotiations with Shore Tire & Auto for the provision of vehicle maintenance services and for the lease of the STAR Transit maintenance bay. It is anticipated that the contracts should be executed and Shore Tire & Auto will be on board in May.

**Ridership Statistics for April 2012**

- ***Ridership Statistics*** -STAR Transit carried approximately 5,695 passengers in April as compared to 5,021 passengers this time last year. This is a 13.4% increase in ridership.

**Other Information**

- ***STAR Transit Management*** – As reported by VRT management at the April Board meeting, Ms. Maria Ptakowski has taken over the day to day responsibilities for the management of Star Transit as of May 1<sup>st</sup>. Maria also manages VRT’s operations in the City of Suffolk. Maria is a graduate of James Madison University and has a number of years of transit experience. Kirk Miles will continue on in an expanded Operations Supervisor management role. Maria will have an office at the Transit Facility and will be spending Thursday of each week at STAR.

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**In Re: State’s Comments**

Mr. Latimer reported that two grants have been carried forward from previous years for Bay Coast Railroad. Additionally, correspondence was distributed which indicated that the ex-officio member of the ANTDC will be Kevin Page with Mr. Latimer serving as alternate.

**In Re: Airport Update**

Mr. Wolff reported on the NASA/Navy landings noting that the Navy wants to do a demonstration at NASA which will be unannounced.

**In Re: Railroad Comments**

Mr. LeMond reported that he continues to work with Orbital on the transloading of rocket cores from the RO-RO ships to our carfloat. A conference call was held with VPA this date and Mr. LeMond and Mr. Latimer are finding answers to the questions as posed.

Mr. LeMond also reported that a seasonal user of the carfloat has been found – nitrogen solutions out of Chesapeake. Last week, ten cars were floated with four more due this week. This activity should continue through May. Operations will then cease until the September-November time frame.

Mr. Hart thanked Mr. LeMond for the new Melfa crossing and asked him to take a look at the Wachapreague and 84 Lumber areas.

In Re: Adjourn

Noting that the Commission was again comfortable with a bi-monthly meeting schedule, motion was made by Mrs. Thornton, seconded by Mr. Wolff, that the meeting be adjourned until 5:30 p.m., Tuesday, July 3, 2012 at the Eastern Shore Chamber of Commerce, Melfa, Virginia. All members were present with the exception of Mr. Trala and voted “yes.” The motion was passed.

The meeting was adjourned.