

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

A regular meeting of the Accomack-Northampton Transportation District Commission was held at the Accomack Airport Conference Room, Melfa, Virginia, on Tuesday, October 2, 2012 at 5:30 p.m.

Present:

Oliver H. Bennett, Chairman  
Wanda Thornton, Vice Chairman  
Donald L. Hart, Jr., Secretary-Treasurer  
Willie C. Randall  
Laurence J. Trala

Absent:

Ron Wolff

Ex-Officio member present:

Jeremy Latimer for Kevin Page

Nonmembers present:

Larry LeMond, Bay Coast Railroad  
J. T. Holland, Bay Coast Railroad  
Mark McGregor, Virginia Regional Transit  
Darrel Feasel, Virginia Regional Transit  
Maria Ptakowski, Virginia Regional Transit

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. Trala.

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 September 28th of \$9,222.05.

In Re: Minutes of September 4, 2012

Motion was made by Mr. Hart, seconded by Mr. Randall, that minutes of the meeting of September 4, 2012 be approved. All members were present with the exception of Mr. Wolff and voted "yes". Motion was unanimously passed.

In Re: Public Transportation Report

Mr. McGregor, Mr. Feasel and Ms. Ptakowski distributed the following Management Report for September 2012:



**Management Report for Star Transit  
October 2012**

**Operations**

- ***STAR Transit New Freedom Route*** – The new route continues to run smoothly. There were a total of 427 passengers for the month of September; this is 170 less passengers than the month of August. This decrease can most likely be attributed to the ending of seasonal work in Chincoteague.
- ***STAR Transit FY2013 New Freedom Funding*** – VRT Management staff participated in a conference call on September 28<sup>th</sup> with DRPT concerning a request by STAR Transit to DRPT to provide additional funding to make up a shortfall of funds and eliminate the need for STAR Transit to eliminate 2,560 annual hours of service. The conference call was very productive. DRPT requested that Kathy Finniff, VRT Chief Financial Officer, submit a New Freedom Grant application for additional funding to assist in meeting the funding shortfall. *[A copy of this application was distributed to the members.]* DRPT did not commit any funds to the service but did indicate that they would do the best they could to assist STAR Transit with this issue. STAR Transit will continue to operate the

existing New Freedom service but will continue to look at options to save costs by possibly reducing some unproductive hours of service.

*Mr. Latimer indicated that he would have an answer by the December meeting as far as the amount of additional funding which may be available. At the request of the Commission, Mr. McGregor agreed to provide several funding scenarios by the next meeting. He also invited the Commission members to attend a General Assembly “legislative day” event on February 5<sup>th</sup>.*

### **Transit Capital**

- ***STAR Transit FY2013 Capital Vehicle Program*** – VRT staff hosted a Pre Bid Meeting on Thursday, September 27<sup>th</sup> at the VRT Purcellville facility for the procurement of STAR Transit’s BOC Vans.
- ***STAR Transit Bus Shelter Program*** – STAR Transit staff continues to work with the Eastern Shore Community College and the Cape Charles Food Lion to install bus stop shelters.
- ***New Telephone Service*** – VRT’ technical staff continues to work on integrating the new phone system. STAR Transit staff can now use an intercom system to access all VRT staff in Purcellville using a four digit number.

### **Human Resources**

- ***VRT Manager’s Monthly Training Seminar*** – Maria attend VRT’s annual Management Retreat in Virginia Beach on September 25<sup>th</sup> and 26<sup>th</sup>. A number of issues were discussed and plans were made for the upcoming fiscal year.

### **Marketing and Outreach**

- ***General Assembly Outreach*** - VRT Management staff continue to meet with Virginia Delegates and Senators to discuss VRT’s view on SJ297, DRPT’s Financial Compliance Process, Dulles Rail and its affect on future State Aid Operating Funds and VRT’s rural transit operations.

### **Transit Maintenance**

- ***Preventive Maintenance Program*** - All STAR Transit vehicles have been serviced for the month of September and all vehicle records are up to date.

### **Ridership Statistics for September 2012**

- ***Ridership Statistics*** -STAR Transit carried approximately 6357 passengers in September as compared to 6339 passengers this time last year. This is a .0029% increase in ridership. This limited increase in ridership can be attributed to fewer days of service in September 2012 and to STAR Transit providing transportation for a special event in September 2011 for 310 passengers.

In Re: Closed Session

Motion was made by Mr. Hart, seconded by Mr. Randall, that the Commission enter Closed Session in accordance with Section 2.2-3711 of the Code of Virginia of 1950, as amended:

Paragraph 1: Discussion or consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees or employees of any public body.

All members were present with the exception of Mr. Wolff and voted “yes.” The motion was unanimously passed.

After Closed Session, the Chairman reconvened the meeting and said that the Commission had entered the closed session for that purpose as set out in paragraph 1 of Section 2.1-3711 of the Code of Virginia of 1950, as amended. Upon being polled individually, each member confirmed that this was the only matter of discussion during the closed session

In Re: State’s Comments

There were no comments from Mr. Latimer.

In Re: Airport Update

The following update was read into the record by Mr. Hart from Barbara Haxter of the Accomack Airport Authority:

“The Army Corps of Engineers conducted their jurisdictional determination on the wetlands delineation at the end of August and the Virginia Department of Forestry approved the Forest Stewardship Management Plan. The Environmental Assessment is being prepared and will be forwarded to the FAA and DOAV for their review.

“The Airport insurance carrier does not require additional insurance for Virginia Hang Gliding operations as long as VHG obtains all the insurance requirements in the Airport’s Minimum Standards. VHG is developing a site risk assessment and mitigation plan to be reviewed by the Airport Commission and will provide a demonstration prior to the Commission’s September meeting. A Voluntary Release of Rights and Waiver of Liability form is being reviewed by the County Attorney. The Airport’s Minimum Standards will be revised to address safety measures and other operational requirements prior to VDG operating from the airport.

“The crack seal and runway re-marking projects have been completed. DOAV grant reimbursements have been submitted. The local share is 20% of total project costs.

“Two separate lightning events damaged the REILS on Rwy 03, the AWOS visibility card and thermostat, a computer, the photocopier and the access control system. All the equipment had surge suppressors and although they were still working, they did not prevent damage to the equipment. Insurance claims have been filed and the DOAV has provided grants for the insurance deductibles.

“Three thousand six hundred seventy gallons of fuel were sold as well as 1,381 gallons of Jet-A fuel.”

In Re: Railroad Comments

Mr. LeMond reported on the following items:

1. Update on the rocket cores going to Wallops:
  - \* At the request of Orbital, the entire scenario has changed from bringing the ship into NIT to now coming into Newport News Marine Terminal.
  - \* And, instead of using the Samson crane at NIT or one of the traveling cranes at NNMT, Orbital wants to use 2 mobile cranes to handle the unloading from the ship to the pier and then onto our barge. (They simply do not want the rocket core to travel with a crane or to travel with a crane over water.)
  - \* So, now I am working with Lockwood Bros. for pricing this scenario.
  - \* This is going to be more expensive than our original scenario.

**HERE’S THE NEW SCENARIO:**

- \* In March or April, 2013, the ship will come in and tie up at Newport News Marine Terminal. Instead of one core, we are now talking about shipping two cores at one time.
  - \* Lockwood Bros. will outfit the flat cars at Little Creek and we will place the cores on the carfloat and tow to NNMT for loading.
  - \* At NNMT, the stevedore crew will lash onto the core(s) for lifting.
  - \* The ship will pull away and our carfloat will be positioned at the pier for loading.
  - \* The rigging company, Lockwood Bros., will place the cores on the flatcars on the barge and will tie them down on the cars for a safe trip across the water to Cape Charles and then up to Makemie where they will be unloaded by Orbital.
2. I am continuing to work on the estimated cost for the proposed Makemie Transload Facility. (The Air Force has asked for a much larger ramp to handle their equipment.)
  3. We re-habed the crossing surface at County Line Road in Belle Haven on September 12<sup>th</sup>.

**NEW BUSINESS**

In Re: Amendment in Bylaws – Change in Meeting Frequency

The following proposed amendment was discussed:

**EXISTING TEXT –**

**ARTICLE III – MEETINGS**

**SECTION 1. REGULAR MEETINGS**

*Regular bi-monthly meetings of the Commission shall be held at 5:30 p.m. on the first Tuesday of January, March, May, July, September and November, at the Eastern Shore Chamber of Commerce or such other location as the Commission may from time to time designate. The Commission may change the date and time of any regular meeting at any prior meeting and may adjourn any meeting from time to time or to another place. The March meeting shall be the annual meeting of the Commission.*

**PROPOSED TEXT –**

**ARTICLE III – MEETINGS**

**SECTION 1. REGULAR MEETINGS**

*Regular monthly meetings of the Commission shall be held at 5:30 p.m. at the Eastern Shore Chamber of Commerce or such other location as the Commission may from time to time designate. The Commission may change the date and time of any regular meeting at any prior meeting and may adjourn any meeting from time to time or to another place. The March meeting shall be the annual meeting of the Commission.*

\* \* \* \* \*

Mr. Hart reiterated his comments from last month that he disliked the new “bi-monthly” meeting schedule, finding a lack of continuity in only meeting every other month. Mrs. Thornton thought that it would be an inconvenience to have representatives from the state and VRT attend monthly meetings when many times, the meetings only lasted 45 minutes. After further discussion, motion was made by Mr. Hart, seconded by Mr. Randall, that the Bylaws be changed to reflect *monthly* meetings of the Commission instead of every-other-month as outlined above. All members were present with the exception of Mr. Wolff and voted “yes”, with the exception of Mrs. Thornton who voted “no.” The motion was passed.

In Re: Adjourn

Motion was made by Mr. Randall, seconded by Mr. Hart, that the meeting be adjourned. All members were present with the exception of Mr. Wolff and voted “yes.” The motion was passed. The meeting was adjourned.