

**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 Office, Melfa, Virginia, on Tuesday, September 3, 2024, at 5:30 p.m.

Present:

Donald L. Hart, Jr., Chairman
John R. Coker, Vice Chairman
C. Reneta Major, Secretary-Treasurer
Ernest L. Smith, Jr.
Oliver H. Bennett
Jackie Phillips

Ex-Officio member absent:

Linda Balderson

Nonmembers present:

George Mapp, Eastern Shore Rail Trail Foundation
Bill Moore, STAR Transit
Bruce Simms, Virginia Regional Transit
Jason Olivio, Virginia Regional Transit
Jim Outland, Canonie Atlantic Co.
H. Spencer Murray, Canonie Atlantic Co.
Ron Wolff, Canonie Atlantic Co.
Joe Walder, Delmarva Central Railroad
Shamika Lewis, ANPDC
Anne Doyle, ANPDC
Sid Camden, BBRR
Chris Isdell, Virginia Department of Transportation
J. D. Sharpley, Canonie Atlantic Co.

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 Ms. Major.

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 August 30 of \$72,586.09.

In Re: Minutes of August 6, 2024.

Motion was made by Ms. Major, seconded by Mr. Coker, that the minutes of the meeting of August 6, 2024, be approved as presented. All members were present with the exception of Ms. Balderson and voted "yes." The motion was unanimously passed.

In Re: Public Transportation Report

The following Management Report was distributed:



**STAR Transit Management Report
September 3rd, 2024**

Operations

- Due to the timing of month end, August 2024 ridership numbers will be delivered at the September 2nd ANTDC meeting.

Human Resources

- STAR Transit welcomed one new hire during the month of August 2024. This fully endorsed operator began route training on August 19th.
- STAR Transit continues actively recruiting for one additional vehicle operator to provide passenger service to the residents and guests of the Eastern Shore of VA.

Marketing and Outreach

- STAR Transit management was delayed in route map finalization for the Onancock, Onley and Daugherty route. We anticipate maps to be printed during the month of September for the October launch date. During the week of September 2nd STAR Transit’s management team will be meeting with the Town Managers of Onley and Onancock, as well as meeting with local church leaders to distribute schedules and posters to promote the expansion of passenger service.

Training

- As mentioned during the August ANTDC meeting, August STAR Transit training was titled “The Psychology of Driving” through Safety First and assisted vehicle operators with situational awareness of passenger behavior as well as preventing distracted driving. Additional training was provided from our STAR Transit TAPTCO training program to all STAR Transit employees.

Transit Capital and Infrastructure

- As presented at the August meeting, a copy of the FY25 STAR Transit budget is available for review and awaits formal adoption at the September 3rd meeting. The operating budget is in alignment with FY25 local match contribution levels previously provided to and approved by each funding partner and in line with FY25 operating grant submissions to the Department of Rail and Public Transportation which also were approved by the CTB.

Motion was made by Ms. Major, seconded by Mr. Coker, that the FY 25 be approved as presented last month. All members were present with the exception of Ms. Balderson and voted “yes.” The motion was unanimously passed.

- STAR Transit’s Title VI program is currently under review through DRPT’s bench contracting group KFH. VRT is working through the document with the consultants with an anticipated ANTDC board adoption date of October 1st 2024.
- On August 22nd STAR Transit’s RFQ #42022-48 has been reissued with a revised scope of service for Phase 3 parking area upgrades. DRPT approved STAR Transit’s grant extension request allowing additional time for the project to be completed. The deadline for responses is October 1st 2024.
- On August 19th STAR Transit’s RFQ #42025-02 was issued for phase 2 of the stormwater retention pond repairs and modifications. The deadline for responses is October 1st 2024.
- During the month of July STAR Transit sold Bus #38 (2017 Ford E450) and Bus #42 (2018 Ford E450) at public auction. Additionally, STAR Transit sold bus # 45

(2019 Ford E450) at public auction during the month of August 2024. All three vehicles had met their useful life requirements as defined by FTA Circular 5010.1d and had been replaced.

Monthly Ridership Statistics

| | | | |
|-------------|-------|-------------|---------|
| May 2023 | 8,880 | May 2024 | 9,331 |
| June 2023 | 7,801 | June 2024 | 8,435 |
| July 2023 | 7,332 | July 2024 | 9,208 |
| August 2023 | 8,644 | August 2024 | 9,172 * |

800 = Perdue

Mr. Simms noted that the ridership for last year was 94,454 and we are already approaching that total, even in August.

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| STAR TRANSIT 2023-2024 | | | | 31-Jul-24 | | | | |
|--|-----------------------|-----------------------|--------------------|---|---------------|-----------------|------------|-----|
| | | | | Passengers | | | | |
| Month | Total Revenue | Total Expenses | Surplus/Deficit | Month | 2023-2024 | 2022-2023 Trips | Total Cost | |
| Oct. | \$115,850.96 | \$95,960.85 | \$19,890.11 | Oct. | 9,323 | 7,206 | \$10.29 | |
| Nov. | \$137,304.35 | \$141,870.26 | -\$4,565.91 | Nov. | 8,701 | 7,538 | \$16.31 | |
| Dec. | \$119,276.11 | \$104,535.78 | \$14,740.33 | Dec. | 7,672 | 7,462 | \$13.63 | |
| Jan. | \$123,502.19 | \$113,925.93 | \$9,576.26 | Jan. | 8,479 | 7,992 | \$13.44 | |
| Feb. | \$124,619.80 | \$140,561.69 | -\$15,941.89 | Feb. | 8,409 | 7,408 | \$16.72 | |
| Mar. | \$127,509.76 | \$112,170.25 | \$15,339.51 | Mar. | 8,160 | 8,009 | \$14.01 | |
| Apr. | \$120,180.00 | \$119,689.38 | \$490.62 | Apr. | 8,924 | 7,691 | \$15.56 | |
| May | \$136,516.98 | \$139,955.76 | -\$3,438.78 | May | 9,331 | 8,880 | \$15.76 | |
| June | \$125,043.55 | \$117,012.14 | \$8,031.41 | June | 8,435 | 7,801 | \$15.00 | |
| July | \$122,411.55 | \$111,701.50 | \$10,710.05 | July | 9,208 | 7,332 | \$15.23 | |
| Aug. | | | \$0.00 | Aug. | | 8,644 | \$0.00 | |
| Sept. | | | \$0.00 | Sept. | | 8,491 | \$0.00 | |
| TOTAL | \$1,252,215.25 | \$1,197,383.54 | \$54,831.71 | | 86,642 | 94,454 | | |
| | | | | AVERAGE COST PER PASSENGER -> | | | | |
| | | | | \$13.82 | | | | |
| | | | | AVERAGE PASSENGERS PER MONTH -> | | | | |
| | | | | 8,664 | | | | |
| Passengers per Mile | | | | Cost per Mile | | | | |
| Oct. | 0.21 | April | 0.19 | Oct. | \$2.14 | April | \$2.60 | |
| Nov. | 0.20 | May | 0.20 | Nov. | \$3.32 | May | \$3.02 | |
| Dec. | 0.18 | June | 0.20 | Dec. | \$2.42 | June | \$2.79 | |
| Jan. | 0.18 | July | 0.20 | Jan. | \$2.36 | July | \$2.44 | |
| Feb. | 0.19 | Aug. | #DIV/0! | Feb. | \$3.19 | Aug. | #DIV/0! | |
| Mar. | 0.19 | Sept. | #DIV/0! | Mar. | \$2.54 | Sept. | #DIV/0! | |
| TOTAL | | | | TOTAL | | | | |
| AVERAGE MONTHLY PASSENGERS PER MILE | | | | AVERAGE COST PER MI | | | | |
| 0.19 | | | | \$2.68 | | | | |
| Hourly Cost | | | | Passengers per Hour | | | | |
| Oct | \$54.90 | April | \$68.69 | Oct | 5.3 | April | 5.1 | |
| Nov. | \$85.30 | May | \$80.32 | Nov. | 5.2 | May | 5.4 | |
| Dec. | \$66.75 | June | \$73.87 | Dec. | 1 | 4.9 | June | 5.3 |
| Jan. | \$65.38 | July | \$64.11 | Jan. | 1 | 4.9 | July | 5.3 |
| Feb. | \$84.51 | Aug | #DIV/0! | Feb. | 5.1 | Aug | #DIV/0! | |
| March | \$67.44 | Sept | #DIV/0! | March | 4.9 | Sept. | #DIV/0! | |
| TOTAL | | | | TOTAL | | | | |
| AVERAGE TOTAL HOURLY COST | | | | AVERAGE PASSENGERS PER HOUR | | | | |
| \$71.03 | | | | 5.1 | | | | |
| Budget CPH \$ 60.00 | | | | | | | | |
| Location | | Totals | Hours | Mileage | | | | |
| Red | | 1,303 | 231.00 | 6,462 | | | | |
| Purple | | 1,366 | 225.50 | 6,234 | | | | |
| Gold | | 1,034 | 110.00 | 2,976 | | | | |
| Gold H2Expan | | 1,130 | 132.00 | 4,050 | | | | |
| Blue | | 669 | 137.50 | 3,102 | | | | |
| Blue H2Expan | | 711 | 121.00 | 3,940 | | | | |
| Silver | | 763 | 264.00 | 6,893 | | | | |
| Yellow | | 1,447 | 231.00 | 5,423 | | | | |
| Rt.13 Express | | 346 | 92.40 | 3,017 | | | | |
| Accomack On | | 439 | 198.00 | 3,679 | | | | |
| | | 9,208 | 1,742.40 | 45,776 | | | | |
| Month | Hrs. of Oper. | Mileage | Budget Hrs | | | | | |
| Oct. | 1,747.90 | 44,946 | | | | | | |
| Nov. | 1,663.20 | 42,721 | | | | | | |
| Dec. | 1,566.00 | 43,280 | | | | | | |
| Jan. | 1,742.40 | 48,195 | | | | | | |
| Feb. | 1,663.20 | 44,035 | | | | | | |
| Mar. | 1,663.20 | 44,090 | | | | | | |
| Apr. | 1,742.40 | 46,113 | | | | | | |
| May | 1,742.40 | 46,358 | | | | | | |
| June | 1,584.00 | 41,879 | | | | | | |
| July | 1,742.40 | 45,776 | | | | | | |
| Aug. | | | | | | | | |
| Sept. | | | | | | | | |
| | | 16,857.10 | 447,393 | 0 | | | | |

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In Re: State's Comments

Ms. Balderson was absent.

In Re: Melfa Airport Update

Mr. Hart provided no report.

In Re: Wallops Update

Mr. Wolff said Rocket Lab is approaching completion of its new launch pad.

In Re: Railroad Comments

No car count was available from DCR; however, it was noted that Coastal Chemical did receive a grant which will allow its double-track to be in place by the end of the year.

Mr. Sid Camden of BBRR noted that things are moving well and traffic is on-budget in Little Creek.

In Re: VDOT Report

Mr. Chris Isdell, Residency Administrator of VDOT, updated the Commission on several projects including:

- (a) Saxis bulkhead – will be done this year
- (b) Paving and Surface Treatment schedules have been outlined
- (c) The asphalt and surface treatment portions of the Cemetery Road project have been done. Final project completion is scheduled for February 2025.
- (d) Search for VDOT salt dome location. Mr. Isdell asked if anyone was aware of property (3-6 acres) that could be acquired by VDOT for construction of a salt dome facility in the neighborhood of the Accomack-Northampton county line.

In Re: Consider proceeding with siting of a new bus shelter and amenities on CAC property at Birdsnest to enhance both STAR Transit routing and the E. S. Rail Trail

Following a review of an aerial map and other documentation, it was the consensus of the group that additional research was needed prior to committing to a specific site for placement of a bus shelter and Rail Trail amenities.

In Re: Recess

Motion was made Mr. Phillips, seconded by Ms. Major, that the meeting be recessed until after the meeting of the Board of Directors of Canonie Atlantic Co. All members were present with the exception of Ms. Balderson and voted "yes." The motion was unanimously passed. The meeting was recessed.

Following the meeting of the Board of Directors of Canonie Atlantic Co., the Chairman reconvened the meeting.

In Re: Adjourn

Motion was made by Mr. Phillips, seconded by Ms. Major, that the meeting be adjourned. All members were present with the exception of Ms. Balderson and voted "yes." The motion was unanimously passed. The meeting was adjourned.