



Jacksonville Urban Area
Metropolitan Planning Organization

MEMORANDUM

TO: Transportation Advisory Committee Members

FROM: Anthony Prinz, Transportation Services Director

DATE: July 7, 2016

RE: TAC Meeting – July 14, 2016

A Transportation Advisory Committee meeting will be held at **3:30 PM** on **Thursday, July 14**, in the **Airport Board Room** (2nd floor) of the **Albert J. Ellis Passenger Terminal** (264 Albert Ellis Airport Road). The purpose of this meeting is to consider adoption of the TCC-recommended P4.0 Regional Impact local input point distribution and to discuss other regional transportation initiatives. An agenda for the meeting is attached.



AGENDA
TRANSPORTATION ADVISORY COMMITTEE
July 14, 2016 – 3:30 PM
Albert J. Ellis Airport, Airport Board Room (Second Floor)

- | | | |
|------|---------------------------|------------------|
| I. | Call to Order | Chairman Lazzara |
| II. | Welcome and Introductions | Chairman Lazzara |
| III. | Adoption of the Agenda | Chairman Lazzara |
| IV. | Public Comment | Chairman Lazzara |

Action Items

Consent Chairman Lazzara

- | | | |
|------|---|--|
| V. | Draft March 24, 2016 Meeting Minutes (Attachment 1)
<i>Recommended Action: Approval of draft meeting minutes</i> | |
| VI. | I-95 Coalition Traffic Flow Data Program (Attachment 2)
<i>Recommended Action: Authorize TAC Secretary to execute the data use agreement</i> | |
| VII. | TAC Bylaw Update (Attachment 3)
<i>Recommended Action: Approval of updates to TAC Bylaws</i> | |

Non-Consent

- | | | |
|-------|--|------------------|
| VIII. | Election of Officers | Chairman Lazzara |
| IX. | Draft P4.0 Regional Impact Local Input Points (Attachment 4)
<i>TCC Recommended Action: Approval of the P4.0 local input point assignment</i> | Anthony Prinz |

Discussion Items

- | | | |
|------|---|---------------|
| X. | BlueTOAD (Bluetooth Travel-time Origin and Destination) | Anthony Prinz |
| XI. | Piney Green Road Project Update | Anthony Prinz |
| XII. | TIP Projects Update | Anthony Prinz |

Reports/Comments

- | | | |
|-------|--|----------------|
| XIII. | Report from TAC Secretary | Anthony Prinz |
| XIV. | Report from NCDOT Division 3 | Patrick Riddle |
| XV. | Report from NCDOT Transportation Planning Branch | Nazia Sarder |
| XVI. | Report from FHWA Field Officer | Ron Lucas |
| XVII. | Closing Comments | Chairman |



Attachment: 1

Transportation Advisory Committee Consent - Action Required

To: Transportation Advisory Committee
From: Anthony Prinz, Transportation Services Director
Subject: Draft March 24, 2016 Meeting Minutes

7/14/2016

Recommended Action: Approval of draft meeting minutes

Attachments: Draft March 24, 2016 meeting minutes

**TRANSPORTATION ADVISORY COMMITTEE
REGULAR MEETING AGENDA
March 24, 2016 3:30 P.M.**

**NEW BRIDGE STREET CONFERENCE ROOM
JACKSONVILLE CITY HALL**

Present: Mr. Michael Lazzara, Mr. Bob Warden, and Ms. Sandra Fountain

Absent: Mr. Jack Bright, and Mr. Paul Buchanan

Others Present: Mr. Anthony Prinz, Ms. Peggy Holland, Cpl M. Frazier, Mr. Patrick Riddle,
Mr. Roy Bredahl, Ms. Debbie Jefferson, Mr. Ron Lucas, Ms. Nazia Sarder,
Mr. Ron Massey, Mr. Tim McCurry

I. [Call to Order](#)

Mr. Michael Lazzara called the Jacksonville Area MPO Transportation Advisory Committee Meeting to order at 3:37 pm on Thursday, March 24, 2016 in the New Bridge Street Conference Room of Jacksonville City Hall.

II. [Welcome and Introductions](#)

Mr. Lazzara welcomed everyone to the TAC Meeting. Mr. Lazzara started at the discussion items due to not enough voting members present.

III. [Adoption of the Agenda](#)

Mr. Lazzara asked for a motion to accept the Agenda as written.

Mr. Bob Warden mad a motion to adopt the Agenda along with the amendments. Ms. Sandra Fountain seconded the motion.

The Agenda was accepted unanimously by the Committee Members present.

IV. [Public Comment](#)

No Public Comment was made.

Action Items:

Consent:

V. [Draft December 10, 2015 Meeting Mionutes](#)

Adopted in concurrence with the adoption of the agenda.

VI. [FY 2016-2017 Self-Certification](#)

Adopted in concurrence with the adoption of the agenda.

VII. [Draft Prioritization 4.0 Local Input Methodology](#)

Adopted in concurrence with the adoption of the agenda.

Non-Consent:

VIII. [Election of Officers](#)

A motion was made by Mr. Warden to forgo the election of officers and seconded by Ms. Sandra Fountain due to the absence of the two County Committee Members.

IX. [FY 2017 UPWP](#)

Mr. Prinz explained the work program for the next fiscal year, stating there is a slight increase in the projected budget to accommodate the acquisition of traffic counting equipment.

Mr. Bob Warden mad a motion to adopt the FY 2017 UPWP. Ms. Sandra Fountain seconded the motion.

The motion was accepted unanimously by the Committee Members present.

X. [FY 2016-2025 TIP Amendment 2](#)

Mr. Prinz identified the changes to the Transportation Improvement Program that have been included in this amendment. The additional projects included were the result of additional funding becoming available.

Mr. Bob Warden mad a motion to adopt the FY 2016-2025 TIP Amendment 2. Ms. Sandra Fountain seconded the motion.

The motion was accepted unanimously by the Committee Members present.

Discussion Items:

XI. [Prioritization 4.0 Update](#)

Mr. Prinz began the discussion by explaining where we are in the process. Statewide Mobility projects identified for the FY 2018-2027 STIP and the quantitative scores for all projects are due to be released no later than the end of the month. We will then evaluate the projects and scores and have the local input point assignment at the next TAC meeting.

XII. [Gum Branch Road Improvements – Status Report](#)

Mr. Prinz discussed the two TIP projects on Gum Branch Rd and that the earlier project, U-4906 has once again slipped. It is now projected to add shoulders, turn lanes and improve geometry in FY 2019. This project has slipped from FY 2015. The other project is U-5793 and will be a major widening to a 4 lane median divided configuration in FY 2025. There was discussion of combining the projects and moving them forward.

XIII. [Permanent License Plates for Public Transportation Vehicles](#)

Mr. Prinz discussed the advantages for permanent license plates for the Onslow United Transit System vehicles.

Reports/Comments:

XIV. [Report from MPO Administrator](#)

Mr. Prinz gave an update of Lejeune Railroad Study. He said it was going along very well. We have been approached by the NCDOT Rail Division about contributing funding for the study. The MPO is carrying an excess balance in its PL104 and could contribute \$50,000 of this fund balance to the Rail Division with TAC consent. The issue was discussed with the TAC members agreeing that this should be pursued.

XV. [Report from NCDOT Division 3](#)

Mr. Patrick Riddle gave his status report.

XVI. [Report from NCDOT Transportation Planning Branch](#)

Ms. Nazia Sarder gave her report on the Onslow County CTP.

XVII. [Report from FHWA Field Officer](#)

Mr. Ron Lucas was present and mentioned the FAST Act and potential changes.

XVIII. [Questions, Closing Comments](#)

Mr. Lazzara asked for a motion to adjourn. Ms. Sandra Fountain made a motion to adjourn. Mr. Bob Warden seconded the motion. Mr. Lazzara called the meeting adjourned at 5:05pm.



Attachment: 2 Transportation Advisory Committee Consent - Action Required

To: Transportation Advisory Committee
From: Anthony Prinz, Transportation Services Director
Subject: I-95 Coalition Traffic Flow Data Program

7/14/2016

Earlier this year the NCDOT Transportation Planning Branch formalized a statewide agreement with the I-95 Corridor Coalition that allows MPOs and RPOs to access INRIX GPS-based traffic flow data free-of-charge; however, to access the INRIX system, each MPO and RPO is first required to execute an agreement that establishes conditions of using the proprietary data. INRIX data is a valuable tool for planning purposes as it provides corridor-based travel time data on all primary roadway corridors.

While a majority of the agreement is standard inter-agency contract language, below is a summary of key provisions of the agreement related to data use:

1. INRIX users are not authorized to sell or transfer rights to the data without written permission;
2. Access to the system is limited to a discrete number of approved employees;
3. Broadcasting data to the general public is permitted under certain conditions;
4. Use of the data for regional planning purposes is acceptable and encouraged - display of the data for this purpose is in no way restricted.

A majority of MPOs and RPOs within North Carolina are in the process of accessing INRIX as a valuable planning tool. Common practice is for the TAC to authorize agreement execution by the Secretary.

Recommended Action: Authorize TAC Secretary to execute the data use agreement

Attachments: I-95 Corridor Coalition Traffic Flow Data Program – Agreement for Use of Data

**I-95 Corridor Coalition Traffic Flow Data Program
R009
Agreement for Use of Data**

- 1.0 This Agreement for Use of Data (“Agreement” or “Data Use Agreement”) is entered into, by and among INRIX, Inc., a corporation organized under the laws of the State of Delaware and having a primary business address set forth in Section 8 below, HERE North America, a limited liability company organized under the laws of the State of Delaware and having a primary business address set forth in Section 8 below, and TomTom North America, Inc., a corporation organized under the laws of the State of California and having a primary business address set forth in Section 8 below (collectively referred to hereinafter as the “Data Vendors”) and

Jacksonville Urban Area MPO

(hereinafter “Data Licensee”), having an address as set forth on the signature page below. Data Vendors and Data Licensee together are hereinafter referred to as the “Parties”.

- 2.0 **Background:** I-95 Corridor Coalition (hereinafter “Coalition”), an unincorporated coalition of members and affiliate members (collectively referred to herein after as “Coalition Members” or “Coalition Member” in singular), has authorized the University of Maryland (hereinafter “UMD”), an agency and instrumentality of the State of Maryland, to act on behalf of the Coalition to enable the Coalition to continue to serve as a valuable knowledgeable collaborative resource throughout the I-95 Corridor. Acting on behalf of the Coalition, UMD has executed agreements with the Data Vendors under which they have agreed to license real-time traffic data, including travel time, speed, complimentary metrics and associated products provided pursuant to task orders (hereinafter referred to as “Licensed Data”) to Coalition Members and their subcontractors under the following agreements: UMD and INRIX have executed contract # 83794N-1-INRIX; UMD and HERE North America have executed contract # 83794N-2-HERE; and UMD and TomTom North America have executed contract # 83794N-3-TomTom (collectively hereinafter referred to as the “Contracts”).

This Agreement, to be executed by all Data Vendors and Data Licensees, sets forth the terms and conditions under which Coalition Members and their subcontractors may access and use any Licensed Data purchased through the Contracts, irrespective of geography or time; for appropriate use of and liability for misuse of Licensed Data; and warranties regarding Licensed Data.

For the avoidance of doubt, Data Licensee acknowledges that Data Vendors’ obligation to deliver the Licensed Data to Data Licensee is limited to the duration and the terms of active task orders under the applicable Contracts. The foregoing shall be without prejudice to Data Licensee’s right to use the Licensed Data that it has received as set forth in clause 4.0 below.

- 3.0 **Certification:** Data Licensee certifies that it is a member or affiliate member of the Coalition in good standing or an entity under contract to a Data Licensee (that may include universities) that directly supports a Coalition Member in good standing via a written agreement (hereinafter

referred to as 'Subcontractor'), and requires and is authorized to access/use the Licensed Data procured under the Contracts.

If Data Licensee is a Subcontractor, it shall complete Attachment A to this Agreement, which shall be incorporated as part of this Agreement. Coalition Members shall notify all Data Vendors and UMD upon the termination of its written agreement with any Subcontractor.

Data Vendors agree that Data Licensee is entitled to access and use Licensed Data under the terms of this Data Use Agreement. Notwithstanding whether Data Licensee elects to purchase or not purchase Licensed Data for its particular jurisdiction, Data Vendors agree that Data Licensee is entitled to access and use, at no cost, Licensed Data purchased by any Coalition Member, subject to the terms of this Data Use Agreement.

- 4.0 Grant of License: Data Vendors hereby grant Data Licensee a nonexclusive, fully paid up right and license to reproduce, use, distribute, make derivative works based on, and archive Licensed Data consistent with Data Licensee's traffic management, operations and planning responsibilities. Data Licensee is entitled to receive all Licensed Data purchased by any Coalition Member regardless of geographical or political boundaries of Data Licensee's respective jurisdiction.
- 5.0 Rights and Limitations of License: The license granted under this Agreement is subject to the following restrictions:
- (a) Data Licensee shall not have the right to sell or otherwise transfer or disclose Licensed Data either to public or private entities that are not licensed to receive such data without prior written authorization from Data Vendors unless Data Licensee is required by applicable laws or regulations or pursuant to an order of a court of competent jurisdiction or a valid administrative or congressional subpoena to disclose Licensed Data. In that event, Data Licensee shall provide the affected Data Vendors prompt notice of the demand, unless prohibited by law, so they may take appropriate action to prevent disclosure, if they wish. Data Licensee shall provide a copy of any such notice to UMD. Nothing herein shall be deemed to authorize Data Licensee not to comply with any lawful order pending action by Data Vendors.
 - (b) Data Licensee shall limit access to Licensed Data to those of its employees and subcontractors who have a need to access and use Licensed Data in order to fulfill their contractual duties and shall require all such persons authorized to access and use Licensed Data to agree to abide by the terms of this Data Use Agreement. Any Data Licensee that desires access to Licensed Data for purposes not authorized by this Agreement must negotiate directly with Data Vendors to acquire such additional access and rights.
 - (c) Data Licensee may disseminate real-time traffic data delivered by Data Vendors to the public, subject to the following restrictions:
 - i. Licensed Data may only be disseminated to the public using dynamic message signs (also known as variable message signs), portable message signs, highway advisory

radio, 511 information systems, and Coalition Members' supported websites, web services, social media, and smart phone applications; and

ii. Licensed Data disseminated to the public shall be restricted solely to travel times and speeds only that is disseminated via dynamic message signs (also known as variable message signs), portable message signs, highway advisory radio, telephone-based 511 information systems; and

iii. This Agreement does not place any restrictions on dissemination of data to the public through Coalition Members' supported websites, web services, social media, and smart phone applications, including web-based 511 information systems.

(d) The license granted by Data Vendors to Data Licensee authorizes Data Licensee to create visualizations and summary statistics of the archived traffic data (i.e., maps, graphs, charts, tables, etc.) for presentation and distribution to the general public ("Derivative Works"). Data Licensee shall own all copyrights in all such Derivative Works to the extent those works are protected by copyright.

(e) Nothing in this Agreement shall preclude Data Licensee from distributing, displaying or otherwise presenting any traffic data or derivative works deemed essential to the safety of the traveling public.

6.0 Right to Acquire Non-Licensed Data: Nothing in this Agreement shall prohibit Data Licensee from acquiring, displaying or otherwise presenting or sharing information that Data Licensee has obtained from sources other than Data Vendors.

7.0 Prevention of Unauthorized Use: Data Licensee will cooperate with Data Vendors to protect the commercial value of Licensed Data by taking such measures as:

(a) retaining all proprietary or restricted use notices included on Licensed Data as received; and

(b) not obstructing or modifying proprietary or restricted use notices included on Licensed Data as received; and

(c) ensuring that all copies of Licensed Data include all proprietary or restricted use notices included on Licensed Data as received . To the extent Data Vendors do not include any proprietary or restricted use notices on Licensed Data as delivered to Data Licensee, Data Licensee shall insert, at a minimum, the following notice on any copies of Licensed Data that Data Licensee makes: "PROPRIETARY INFORMATION OF DATA VENDOR. USE BY ENTITIES OTHER THAN AUTHORIZED, LICENSED USERS PROHIBITED"; and

(d) storing and disseminating Licensed Data using methods, communication mediums and technologies that provide reasonable protections against their unlawful copying and unauthorized access and use.

8.0 Notice of Unauthorized Use: In the event Data Licensee becomes aware of an inappropriate use or unauthorized disclosure of Licensed Data, Data Licensee shall provide immediate verbal

notice as soon as practicable and subsequent written notice within 24 hours of its verbal notice to UMD and to the Data Vendor(s) whose data are the subject of inappropriate use or unauthorized disclosure as follows:

University of Maryland Program Managers
Dr. Stanley Young Kathleen Frankle (or designee)
301-405-3096, 410-414-2925
seyoung@umd.edu, kfrankle@umd.edu
Department of Civil and Environmental Engineering
University of Maryland
2200 Technology Ventures Building
College Park, Maryland 20742-3021

INRIX Inc.
Mr. Rick Schuman- Program Manager
407-298-4346 Rick@inrix.com
10210 NE Points Dr., Suite 300
Kirkland, WA 98033

HERE North America LLC
Mr. Keith Hangland, Account Representative
408-789-8264 keith.hangland@here.com
425 West Randolph Street
Chicago, IL 60606

TomTom North America, Inc.
Attn: Legal Department
11 Lafayette Street
Lebanon, NH 03766-1445 USA
Telephone: (800) 331-7881
Facsimile: (603) 653-0249
Email: aeglegal@tomtom.com

Subject to the above paragraph, all notices and approvals required to be made under this Agreement shall be made in writing and delivered (i) in person; (ii) by facsimile, with confirmation of transmission, (iii) by electronic mail (email) with return confirmation of delivery, or (iv) by first class mail, postage prepaid and addressed to the contact for each party specified above or such other person and address as each party may hereafter designate in writing. Notice shall be deemed effective upon receipt.

- 9.0 **Indemnification**: Data Vendors hereby indemnify and agree to hold harmless UMD, Data Licensees and their respective officers, employees and agents from and against any and all claims, actions, costs, judgments or damages of any type arising out of an allegation that Licensed Data infringes the intellectual property or proprietary rights of any third party or a breach of the representations and warranties of Data Vendors.
- (a) Upon becoming aware of an allegation of infringement or a breach of a Data Vendor's representations and warranties, Data Licensee shall promptly notify the affected Data Vendor(s) and UMD.
- (b) Data Vendors' duty to indemnify is conditioned upon (i) Data Vendors having sole control of the defense and settlement of the claim (provided that Data Vendors may not settle or compromise or defend any claim unless they unconditionally release all other parties from all liability, and further provided that Data Vendors must obtain prior approval of any such settlement or compromise from counsel for UMD and the Data Licensee which shall not be unreasonably withheld or delayed); (ii) Data Licensee provides, at Data Vendors' expense, information and reasonable assistance upon Data Vendors' request; and (iii) Data Licensee has not already compromised or settled the claim.
- 10.0 **Liability**: Under no circumstance will Data Licensee be responsible for another Data Licensee's breach of its duties under this Data Use Agreement. Each Data Licensee shall be liable for its

own violations of this Agreement.. IN NO EVENT WILL ANY PARTY OR ITS OFFICERS, AGENTS, OR EMPLOYEES BE LIABLE TO THE OTHER PARTIES FOR ANY INCIDENTAL, SPECIAL, INDIRECT, EXEMPLARY OR CONSEQUENTIAL DAMAGES OF ANY KIND, INCLUDING BUSINESS EXPENSE, MACHINE DOWN TIME, LOSS OF PROFITS, OR DAMAGE OR INJURY TO PROPERTY FOR ANY CLAIMS, DEMANDS OR DAMAGES ARISING OUT OF OR RELATED TO THE PERFORMANCE OR ITS OBLIGATIONS UNDER THIS AGREEMENT OR THE USE OF LICENSED DATA BY ANYONE EVEN IF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

11.0 Term and Termination

- (a) This Agreement will commence with respect to an individual Data Licensee as of the last date of execution by each Data Vendor, the Data Licensee, and the UMD representative affirming the good standing of the Data Licensee.
- (b) This Agreement will terminate upon the occurrence of any of the following:
 - (i) One or more Data Vendors or UMD gives written notice to Data Licensee of its breach of one or more obligations under this Agreement and Data Licensee's failure to cure its breach within thirty (30) days of receipt of notice of breach; or
 - (ii) UMD notifies Data Vendors and Data Licensee that Data Licensee is not a member or affiliate member in good standing of the I-95 Corridor Coalition and Data Licensee fails to restore its good standing within thirty (30) days of receipt of notice; or
 - (iii) A Coalition Member or its Subcontractor gives written notice to the Data Vendors and UMD that Subcontractor no longer has a need to access/use Licensed Data in which case this Agreement will terminate only with respect to the Subcontractor; or
 - (iv) Data Licensee gives written notice to Data Vendors and UMD that it wishes to terminate this Agreement.

Notices shall be provided to the addresses listed in Section 8.0 above.

Except for the reasons stated above, this Agreement will remain in effect and will not terminate.

- (c) Termination under section 11.0(b) (i) and (ii) will become effective upon expiration of the 30-day period if the breach has not been cured. Termination under Section 11.0(b) (iii) and (iv) will become effective immediately upon receipt of notice.
- (d) In the event of termination of this Agreement:
 - (i) Data Vendor will cease to provide Licensed Data to Data Licensee; and
 - (ii) Data Licensee will no longer be able to access Licensed Data maintained in archives and analysis tools at UMD; and
 - (iii) Data Licensee must destroy any and all Licensed Data in its possession and certify their destruction to UMD within thirty (30) days of the effective date of termination

12.0 Representations and Warranties

- (a) Data Vendors represent and warrant that all Licensed Data shall be original and unencumbered.
- (b) Data Vendors represent and warrant that they either own the Licensed Data or are authorized by the owner(s) of Licensed Data to grant licenses to Data Licensees under this Agreement or that Licensed Data are in the public domain.

13.0 General

- (a) The validity, interpretation and effect of this Agreement shall be governed by the laws of the state where Data Licensee is located without regard to its conflicts of laws rules when Data Licensee is an agency or instrumentality of state government.
- (b) No Party may assign its rights or obligations under this Agreement, except with the prior written approval of the other Parties. Such approval will not be unreasonably withheld.
- (c) This Agreement may be modified only by written agreement of authorized representatives of all Parties.
- (d) This Agreement supersedes any previously executed agreement between Data Licensee and Data Vendor/s with respect to Licensed Data.
- (e) Nothing herein shall be construed to create a partnership, joint venture, or teaming agreement between or among the Parties and nothing herein shall be construed to imply that any Party's employees are employees of another Party.
- (f) The Parties shall use their best efforts to resolve any disagreement that arises out of this Agreement amicably.
- (g) No provision of this Agreement shall be waived unless in writing and signed by all Parties to this Agreement. The waiver of any provision of this Agreement shall not be deemed to be a continuing waiver or the waiver of any other provision of this Agreement.
- (h) If any one or more of the provisions contained in this Agreement is held to be invalid, illegal, or unenforceable in any respect for any reason, then such invalidity, illegality, or unenforceability shall not affect any other provision hereof or any other application of the affected provision.
- (i) This Agreement, together with Attachment A (if applicable), embodies the entire understanding between and among the Parties. There are no contracts, understandings, conditions, warranties or representations, oral or written, express or implied, with reference to the subject matter hereof which are not merged herein.
- (j) This Agreement may be executed in counterparts, all of which when taken together

will be deemed one original. The Parties agree to accept digital delivery of this executed Agreement.

Signature page follows

By signing below, the Parties certify that they agree to the above terms and are duly authorized to bind their respective entities.

Data Licensee (agency, affiliate, subcontractor)

By: Anthony Prinz
Name:

Date June 28, 2016


Transportation Services Director
Title

PO Box 128, Jacksonville, NC 28541
Address

Peggy Holland, Senior Transportation Planner
Name and Title of Primary Contact:

P: 910-938-5073 Fax: 910-938-5031 email: pholland@jacksonvillenc.gov
Telephone/Facsimile/E-mail

INREX, Inc. Signed by:


By: 47C01DE5D04541B...
Name:

Date 18 November 2014

General Counsel
Title


HERE North America, LLC

By: 
Name: **Lori Bellows**
Director

Date 11/20/14

Title

TomTom North America, Inc.

By: 

Date 21 November 2014

Name: Eszter Paltanyus

SVP, Maps

Title

UNIVERSITY OF MARYLAND CERTIFICATION

University of Maryland hereby certifies that as of the date below, Data Licensee is a Coalition Member or affiliate in good standing, or a Subcontractor of a Coalition Member or affiliate in good standing.

By: _____
Kathleen Frankle
Program Manager
I-95 Corridor Coalition

Date _____

ATTACHMENT A
Any Data Licensee that is
a Subcontractor must provide the following information
About its Contract with a Member/Affiliate to "Establish Need to Know"

1. Name and Address of Subcontractor/Data Licensee:

2. Contractor from whom data is requested (check all that apply)
 ___ INRIX ___ Here North America ___ TomTom

3. Explain why You Need Access to Licensed Data:

4. Prime Contract/Subcontract Source _____

5. Contract/Agreement Number _____

6. Contract/Agreement Period-of-Performance:
From: _____ to: _____

7. Contact Information from Contracting Agency (Coalition Member/Affiliate):
Name: _____ Phone: _____
E-mail Address: _____

Subcontractor's authorized official certifies that the information provided above is current and accurate.

By: _____ Date _____

Name and Title: _____



Attachment: 3 Transportation Advisory Committee Consent - Action Required

To: Transportation Advisory Committee
From: Anthony Prinz, Transportation Services Director
Subject: TAC Bylaw Update

7/14/2016

An update to the TAC Bylaws is necessary to align written procedures with current practice. Edits to the current bylaws are highlighted in red or shown as strikethrough (attached). In summary the following adjustments are proposed:

1. Article V, Section 1 – Staff to the TAC resides within the City's Transportation Services Department, not the Planning Department.
2. Article VI, Section 1 – The MPO meeting schedule was amended last year for meetings to occur every two months, versus three.
3. Article VI, Section 1 – Meeting agendas are no longer distributed by U.S. Mail. Current practice is for initial distribution to occur electronically with printed copies delivered by staff prior to the meeting.
4. Article VI, Section 5 – For the past two years, common practice has been for routine uncontroversial action items to be approved by the TAC with a consent agenda. An addition to the TAC Bylaws is proposed to formalize the consent agenda process.

Recommended Action: Approval of updates to TAC Bylaws

Attachments: Draft TAC Bylaws



Jacksonville Urban Area
Metropolitan Planning Organization

BYLAWS

**JACKSONVILLE URBAN AREA METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION ADVISORY COMMITTEE**

ARTICLE I - NAME

The name of this organization shall be the Jacksonville Urban Area Metropolitan Planning Organization Transportation Advisory Committee, hereinafter referred to as the "TAC".

ARTICLE II - PURPOSE

As specified in the Memorandum of Understanding (Agreement No. 3-24-82), the purpose and goals of the TAC shall be:

- To serve as a forum for cooperative transportation planning decision-making for the Metropolitan Planning Organization.
- To keep the policy boards informed of the status and requirements of the transportation planning process.
- To assist in the dissemination and clarification of the decisions, inclinations, and policies of the policy boards.
- To ensure meaningful citizen participation in the transportation planning process.

ARTICLE III – RESPONSIBILITIES

As specified in the Memorandum of Understanding (Agreement No. 3-24-82), the responsibilities of this committee shall include:

- Review and approval of the transportation planning work program.
- Review and approval of the Transportation Improvement Program for multimodal capital and operating expenditures and to insure coordination between local and State capital and operating improvement programs.
- Endorsement, review and approval of changes to the adopted Transportation Plan. As required by General Statutes Section 136-66.2 revisions to the Thoroughfare Plan must be jointly approved by the local governing boards and the North Carolina Department of Transportation.

- Endorsement, review, and approval of changes to the Federal-Aid Highway System and Federal-Aid Urbanized Area Boundary.
- Endorsement, review, and approval of a Prospectus for transportation planning which defines work tasks and responsibilities for the various agencies participating in the transportation planning process. And,
- Establishment of goals and objectives for the transportation planning process.

ARTICLE IV – MEMBERS

Section 1 – Number and Qualifications:

As specified in the Memorandum of Understanding (Agreement No. 3-24-82), the Transportation Advisory Committee shall include as voting members:

- Two members of the Jacksonville City Council;
- Two members of the Onslow County Board of Commissioners; and
- One member of the North Carolina Board of Transportation.

It is anticipated that the Division Administrator, Federal Highway Administration, or his representative; Assistant Chief of Staff, Facilities, MCB, Camp Lejeune; Assistant Chief of Staff, Logistics, MCB, Camp Lejeune; S-4 Officer, Marine Corps Air Station (H), New River; and several community leaders will serve as consulting non-voting members to the TAC.

Section 2 – Terms of Office:

Members of the TAC shall be designated by the governing boards that they represent. Members shall remain in office until; (1), their designation has been rescinded by their respective governing board; (2), their governing board has designated a duly qualified replacement member, or; (3), their membership in their respective governing board has ceased.

Section 3 – Alternates:

Each member government policy board may appoint an alternate to its representative provided each alternate also meets the same qualifications of membership. That alternate member may serve as a full voting member during any meeting where that board's representative is not in attendance. Proxy and absentee voting are not permitted.

ARTICLE V – OFFICERS

Section 1 – Officers Defined:

The officers of the TAC shall consist of a Chairman and Vice-Chairman, to be elected by the members of the TAC. A member of the staff of the Jacksonville Planning **Transportation Services** Department shall serve as Secretary to the Committee. The Secretary shall maintain a current copy of these Bylaws as an addendum to the Memorandum of Understanding, to be distributed to the public upon request.

Section 2 – Elections:

The Chairman and Vice-Chairman shall be elected annually at the first regularly scheduled meeting of the calendar year. The Chairman shall be a representative from the Jacksonville City Council, and the Vice-Chairman shall be a representative from the Onslow County Board of Commissioners. The newly elected Chairman and Vice-Chairman shall take office immediately following the election. Additional elections may be held if either the Chairman or Vice-Chairman cannot carry out his/her duties nor complete the remainder of their appointed term.

Section 3 – Terms of Office:

The term of office for officers shall be one year. Officers may serve successive terms. Each officer shall hold office until his/her successor have been duly elected or until his/her earlier death, resignation, disqualification, incapacity to serve, or removal in accordance with the law.

Section 4 – Duties of Officers:

The Chairman shall call and preside at meetings and appoint committees. In the absence of the Chairman, the Vice-Chairman shall preside and complete all other duties of the Chairman.

ARTICLE VI – MEETINGS

Section 1 – Regular Meetings:

Meetings will be held once every ~~three~~ **two** months or when it is deemed appropriate and advisable. Meeting notices and agendas are to be ~~mailed~~ **distributed** in sufficient time for them to have been received by each committee member no later than seven (7) days prior to the meeting date. If there is insufficient business for a regularly scheduled meeting, as determined by the Chairman, the Secretary will notify the TAC members of the meeting's cancellation.

Section 2 – Special Meetings:

Special meetings may be called by the Chairman with 48 hours notice, or at the request of the majority of the eligible voting members. Whenever possible, at least seven (7) days notice shall be given.

Section 3 – Quorums:

A quorum is constituted by the presence of at least fifty percent (50%) of the eligible voting members at the beginning of the meeting.

Section 4 – Attendance:

Each member shall be expected to attend each regular meeting and each special meeting in accordance with Article VI, Sections 1 and 2. For members not attending three (3) consecutive TAC meetings, the Chairman will send to the chief elected officer of the jurisdiction of the member in question, a letter indicating the number of absences and requesting reaffirmation or redesignation of the jurisdiction's representative.

Section 5 – Agenda:

The agenda is a list of considerations for discussion at a meeting. Items on the agenda originate as a carryover from previous TAC meetings, or are placed on the agenda prior to its distribution by any member of the TAC, by request from any jurisdiction party to the Memorandum of Understanding, or by the request of the Chairman of the Technical Coordinating Committee (TCC). Additional items may be placed on the regular agenda following discussion of the last item on the regular agenda, as long as a majority concurrence of the present and eligible voting members is received.

As part of a Consent Agenda, the TAC may act on routine administrative items or items deemed by the TCC as non-controversial in one motion if no member or the public wishes an item be removed and discussed on the regular agenda. Members of the TAC may raise questions, seek clarification or add directions to Consent Agenda items without removing the item from the Consent Agenda as long as no other member objects to the change.

Section 6 – Voting Procedures:

The Chairman and any member may call for a vote on any issue provided that it is seconded and within the purposes set forth in the Memorandum of Understanding. Non-voting members and unauthorized alternates are not permitted to vote. Each voting member of the TAC shall have one vote, and a majority vote of those present and voting shall constitute approval of any motion. By approval of the TAC, a member may withdraw from voting on an issue. Abstentions shall be considered affirmative votes. Motions to reconsider shall be in accordance with Robert's Rules of Order. In the absence of any direction from these Bylaws or other duly adopted voting procedures pursuant to certain approval actions, Robert's Rules of Order will designate procedures governing voting.

ARTICLE VII – AMENDMENTS TO BYLAWS

Amendments to these Bylaws of the TAC shall require the affirmative vote of at least two thirds (2/3) of the eligible voting members, provided that written notice of the proposed amendment has been received by each member at least seven (7) days prior to the meeting at which the item is to be considered and provided that such amendment does not conflict with the letter or fundamental intent of the Memorandum of Understanding governing this document. In the event of any conflict, the Memorandum of Understanding shall carry precedence over these Bylaws.

Adopted

Date

Michael A. Lazzara
TAC Chair

Anthony Prinz
Secretary



Attachment: 4 Transportation Advisory Committee Action Required

To: Transportation Advisory Committee
From: Anthony Prinz, Transportation Services Director
Subject: Draft P4.0 Regional Impact Local Input Points

7/14/2016

The Prioritization 4.0 (P4.0) process allows MPOs and RPOs to assign local input points at the Regional Impact and Division Needs funding levels to voice their preference regarding transportation projects. Ultimately local input points influence final project scores helping to determine which are funded for implementation. Regional Impact projects receive 15% of their final score from the MPO/RPO local point assignment, with another 15% assigned by local input points from the Division Engineer. Point assignment must be based on an adopted methodology and a 30-day public comment period is required prior to final submittal to NCDOT.

The attached spreadsheet reflects P4.0 scores for each Regional Impact eligible project along with the TCC-recommended local input point assignment. The "Regional Impact Quantitative Score" accounts for 70% of a project's total score and is the General Assembly mandated data-driven element of the "Total Regional Score". "MPO Local Input Points" (100 maximum per project, 1,300 total) is the TCC-recommended local point assignment. "Division Local Input Points" reflects the Division Engineer's point assignment and "Total Regional Score" illustrates the projected final prioritization score for each project.

While local point assignments have been recommended by the TCC, ultimately the TAC has final approval authority over the distribution. Regardless of the data-driven aspects of our local input methodology (attached for reference), the TAC may allocate local points to projects at its discretion.

TCC Recommended Action: Adoption of the draft P4.0 local input point assignment

Attachments: Draft P4.0 local input point assignment
Local Input Methodology

JUMPO - REGIONAL IMPACT

SPOT ID	Mode	TIP	Project Category	Route / Facility Name	From / Cross Street	To / Cross Street	Description	Specific Improvement Type	Cost To NCDOT	Regional Impact Quantitative Score (Out of 70)	Community Importance (40 max)	Project Readiness (30 max)	P4.0 Qscore (30 max)	Raw Score Total	MPO Local Input Points (15%)	Division Local Input Points (15%)	Total Regional Score
A150605	Aviation		Regional Impact	OAJ - Albert J. Ellis			Acquire land for roadway relocation, RPZ and runway extension	0500 - Runway Length/Width	\$ 300,000	65.44	20	30	30	80	100	100	95.44
A150604	Aviation		Regional Impact	OAJ - Albert J. Ellis			Acquire land for runway extension and roadway relocation	0500 - Runway Length/Width	\$ 300,000	65.41	20	30	30	80	100	100	95.41
A150610	Aviation		Regional Impact	OAJ - Albert J. Ellis			Extend runway 23 and taxiway A 900' (construction)	0500 - Runway Length/Width	\$ 300,000	57.07	20	30	30	80	100	100	87.07
H150377	Highway		Regional Impact	US 17 BUS (Marine Blvd)	SR 1336 (Henderson Dr)		Improve intersection/coordination with SR 1718 (Onslow Dr)	10 - Improve Intersection	\$ 500,000	45.29	40	20	20	80	100	100	75.29
H140365	Highway	U-5733	Regional Impact	NC 111 (Catherine Lake Rd)	US 258 (Richlands Hwy)	SR 1308 (Gum Branch Rd)	Construct continuation of NC 111 on new alignment to SR 1308 at existing SR 1324 intersection	5 - Construct Roadway on New Location	\$ 40,183,000	39.04	40	30	10	80	100	100	69.04
A130298	Aviation		Regional Impact	OAJ - Albert J. Ellis			Realign and extend the access roadway into the airport.	1320 - General Aviation Terminal Building: Construct Terminal Access Road	\$ 300,000	44.48	30	30	20	80	100		59.48
H150368	Highway		Statewide Mobility	US 17	US 17B (Marine Blvd)		Upgrade at-grade signalized intersection to partial interchange. Northbound Marine Blvd would grade separate from US 17 with ramps going to NB US 17 and WB SR 2714	7 - Upgrade At-grade Intersection to Interchange or Grade Separation	\$ 17,000,000	44.57	30	20	20	70	100	100	74.57
H150380	Highway		Regional Impact	NC 53 (Western Blvd)	SR 1308 (Gum Branch Rd)	US 17 (Marine Blvd)	Construct additional through lane; offset left turn lanes; extend length of turn lanes	1 - Widen Existing Roadway	\$ 20,200,000	37.13	40	20	10	70	100	100	67.13
H111205-A	Highway		Regional Impact	NC 210	US 17	North of NC 172	Widen to a Multi-Lane Facility with Greenway	1 - Widen Existing Roadway	\$ 33,612,000	50.24	10	20	30	60	100		65.24
H150382	Highway		Regional Impact	NC 111 (Catherine Lake Rd)	SR 1230 (Haw Branch Rd)	SR 1265 (Airport Rd)	Realign roadway to comply with FAA requirements	5 - Construct Roadway on New Location	\$ 9,300,000	28.25	30	30	0	60	100		43.25
A130299	Aviation		Regional Impact	OAJ - Albert J. Ellis			Improve and expand the existing airfield lighting system. To be funded by FAA, NCDOT and local funds.	3005 - Other: Not otherwise defined in system plan objectives	\$ 300,000	23.23	30	30	0	60	100		38.23
H111205-B	Highway		Regional Impact	NC 210	North of NC 172	South of SR 1518 (Old Folkstone Rd)	Widen to a Multi-Lane Facility with Greenway and Sidewalk	1 - Widen Existing Roadway	\$ 13,186,000	44.37	10	20	20	50	100	100	74.37
H140357	Highway	U-5915	Regional Impact	NC 111 (Catherine Lake Rd)	US 258 (Richlands Hwy)	SR 1265 (Airport Road)	Widen roadway to 3 lanes	1 - Widen Existing Roadway	\$ 38,200,000	31.39	10	20	10	40	100		46.39
H150966	Highway		Statewide Mobility	US 17	NC 172 (Sneads Ferry Rd), SR 1518 (Old Folkstone Rd)		Install "super-street" on US 17 with a "Green-T" for NC 172 & connecting SR 1518 (Old Folkstone Road) to NC 172 on new location.	21 - Realign Multiple Intersections	\$ 2,500,000	45.28	0	20	20	40			45.28
H111205-C	Highway		Regional Impact	NC 210	South of SR 1518 (Old Folkstone Rd)	SR 1568 (New River Inlet Rd)	Add turn lanes, shoulders and greenway	16 - Modernize Roadway	\$ 47,300,000	26.22	10	30	0	40			26.22
H111199	Highway		Regional Impact	US 17 BUS	NC 24 Ramp	US 17 (Wilmington Highway)	Add one Additional Southbound On-Ramp Lane from US 17 Business (Marine Boulevard) to US 17 (Wilmington Highway); Create median break crossing for EB NC 24 to NB US 17 B; Realign left turn lanes at NC 24 ramp	22 - Construct Auxiliary Lanes or Other Operational Improvements	\$ 17,657,700	21.40	20	20	0	40			21.40
H090774	Highway		Regional Impact	NC 172	NC 210	US 17	Widen to 3 lanes	1 - Widen Existing Roadway	\$ 17,900,000	35.34	0	20	10	30			35.34
H150827	Highway		Statewide Mobility	US 17 (Wilmington Hwy)	SR 1119 (High Hill Rd)	SR 1130 (Old Maplehurst Rd)	Upgrade to superstreet	4 - Upgrade Arterial to Superstreet	\$ 80,700,000	35.30	0	20	10	30			35.30
H150373	Highway		Statewide Mobility	NC 172	SR 1515 (Sneads Ferry Rd)		Improve intersection alignment between NC 172/SR 1515/SR 1516	21 - Realign Multiple Intersections	\$ 7,150,000	26.85	0	20	0	20			26.85
									\$ 346,888,700						1,300	800	



Jacksonville Urban Area
Metropolitan Planning Organization

Jacksonville Urban Area MPO

P4.0 Local Prioritization Input Methodology

The State Transportation Improvement Program (STIP) and the Metropolitan Transportation Improvement Program (TIP) are federally required programming documents that depict phases (preliminary engineering, right-of-way acquisition, construction) of transportation projects by fiscal year and funding source. The project selection process is governed by the North Carolina Strategic Transportation Investments bill which was signed into law on June 26, 2013. The law provides a new way to fund and prioritize transportation projects to ensure the maximum benefit to our state. The FY 18-27 STIP/TIP prioritization process, known as P4.0, is driven by data and local input, with all modes competing for funding. The formula breaks projects into three categories: Statewide Mobility (Interstate, National Highway System, Strategic Highway Network, Major Airports), Regional Impact (All other US and NC Routes, Regional Airports) and Division Needs (All other state roadways, General Aviation Airports, Bicycle & Pedestrian, Transit). Highway projects not funded in their primary category are eligible to cascade to a lower level to compete for funding. Additional information on Strategic Transportation Investments is available at www.ncdot.gov/strategictransportationinvestments/.

State Law 2012-84 requires the North Carolina Department of Transportation (NCDOT) approval of MPO local prioritization input methodologies. Session Law 2013-183 requires these methodologies to include both qualitative and quantitative measures. Guidance from NCDOT dictates that no one measure shall determine more than 50% or less than 10% of the local prioritization input score. The MPO will use the same criteria for assigning local prioritization input points for all modes.

As part of the P4.0 transportation prioritization process, local prioritization input points at the Regional Impact and Division Needs levels are split evenly between the MPO and the Division Engineer. The Jacksonville Urban Area MPO (JUMPO) will assign local points for Regional (15% of total score) and Division (25% of total score) project categories once the final data-driven P4.0 quantitative scores are generated. The MPO has 1,300 points to assign to projects within each respective category (Regional Impact and Division Needs) and will use the following methodology and the merits of the projects to assign points. The points assigned in each category cover all modes: aviation, bicycle & pedestrian, highway, transit. A maximum of 100 points may be assigned to any one project.

The JUMPO P4.0 Local Prioritization Input Methodology is based upon guidance from NCDOT and dialogue with the MPO's Technical Coordinating Committee (TCC) Prioritization Subcommittee. Public comment will be solicited on this methodology in accordance with the adopted JUMPO Public Participation Plan prior to adoption by the MPO Transportation Advisory Committee (TAC) in March 2016.

All final project rankings, points assigned per project and any rationale/justification for point adjustments which deviate from this methodology will be available on the MPO website in May 2016 for the Regional Impact category and in September 2016 for the Division Needs category. NCDOT final project scores will be released in fall 2016 and the draft FY 2018-2027 STIP will be available for public review and comment prior to end of 2016.

Local Prioritization Input Methodology

Criteria

Community Importance Assessment – 40 points maximum

This criterion allows local discretion, based upon public comment and TAC concurrence, to determine the relative importance of proposed projects to the community and categorize them accordingly. Local knowledge of the merits of proposed projects has been deemed to carry considerable weight in the distribution of preliminary points.

- In accordance with the metropolitan planning process, input on proposed transportation projects will be solicited by following outreach strategies contained within the adopted JUMPO Public Participation Plan. These include the use of the MPO website (www.jump-onc.gov), social media, newspaper advertising and a public forum.
 - Project listings of all modes will be published in spring (potentially April-May) 2016 on the MPO website, along with a survey to allow the public to comment on and categorize submitted projects
 - The survey will ask respondents to rate projects on a 1 to 5 scale based on their level of support
 - Final survey compilation will provide a score from 1 to 5 for each project
 - Comments may also be received from the public by writing, telephone, social media, or in person, either at the public forum or in the MPO office
- All modes will be combined and project scores will be stratified into quintiles. Points will be awarded as follows:
 - Fifth quintile - 40 points
 - Fourth quintile - 30 points
 - Third quintile - 20 points
 - Second quintile - 10 points
 - First quintile - 0 points
- Feedback from the public, including the public prioritization categorizations, will be provided to the TCC and TAC for consideration.

Project Readiness – 30 points maximum

This criterion encourages local preference scoring based on the ability to construct or implement the project in a timely fashion. All modes are evaluated using the same criteria. In order to compare the different processes, the basis for point distribution will be on the project's readiness for construction or implementation.

- Projects are assigned points based upon status within the project development process
 - A project's readiness for construction/implementation will be reflected in the points it will receive (completion of design, environmental reviews, right-of-way, etc.)
 - The project sponsor will provide current status, project timeline, and an anticipated implementation date
 - If unavailable, planning level dates from the current TIP or LRTP will be used
 - Projects that are conceptual will not receive points

- Projects will be listed in descending order by date of readiness
 - Projects within 8 years of construction/implementation - 30 points
 - Projects within 9-12 years of construction/implementation - 15 points
 - Projects beyond 12 years of construction/implementation - 0 points

P4.0 Quantitative Score – 30 points maximum

This criterion encourages local prioritization scores that work with, not against, P4.0 quantitative results. The P4.0 quantitative score accounts for 70% of Regional Impact and 50% of Division Needs project scores and represents a significant portion of the prioritization process. Local prioritization scores that do not align with P4.0 quantitative results could be counterproductive for funding projects.

- The P4.0 data driven score will determine the number of points assigned
- All modes will be combined and projects will be listed in descending order of P4.0 scores
- Points will be assigned proportionally
 - Fourth quartile - 30 points
 - Third quartile - 20 points
 - Second quartile - 10 points
 - First quartile - 0 points

Point Assignment Process

Preliminary Local Prioritization Input Points

The criteria scores will be calculated for each project and become the basis for the TAC to assign the local prioritization input points to the top projects. These top scoring projects will each receive 100 local prioritization input points.

- The prioritized listing with preliminary local prioritization input point assignment (including raw scores) will be publicized using the JUMPO Public Participation Plan to obtain public comment
 - Regional Impact category in April - May 2016
 - Division Needs category in August - September 2016
- The P4.0 scores and Division Engineer assigned local prioritization input points will also be available to the public at the same times for their review through NCDOT's websites.

Final Local Prioritization Input Points

The local prioritization input points for each project will be finalized after public comments have been received and coordination with the Division Engineer. The TAC will direct the final award of local prioritization input points into the P4.0 prioritization process and may, at the board's discretion, award less than 100 points on a project in order to increase the number of projects receiving local prioritization input points. A total of 1,300 points to projects in the Regional Impact category will be submitted no later than the end of May 2016 or as directed by NCDOT. A total of 1,300 points to projects in the Division Needs category will be submitted no later than the end of September 2016 or as directed by NCDOT.



Jacksonville Urban Area
Metropolitan Planning Organization

RESOLUTION ADOPTING THE JACKSONVILLE URBAN AREA METROPOLITAN PLANNING ORGANIZATION PRIORITIZATION 4.0 LOCAL INPUT POINT ASSIGNMENT

A motion was made by TAC Member Bob Warden and seconded by TAC Member Sandra Fountain for adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, a new method of funding and prioritizing transportation projects to ensure maximum benefit to our state was enacted when the Strategic Transportation Investments program was signed into law on June 26, 2013; and

WHEREAS, prioritization (also known as Prioritization 4.0, or P4.0) is primarily a data-driven process, involving local assignment of points for projects in the Regional Impact and Division Needs funding categories by the Jacksonville MPO; and

WHEREAS, the Jacksonville MPO developed a P4.0 Local Prioritization Input Methodology, which complies with state law and NCDOT guidance; and

WHEREAS, the preliminary P4.0 Local Input Points for all projects were published for public comment on January 29, 2016; and

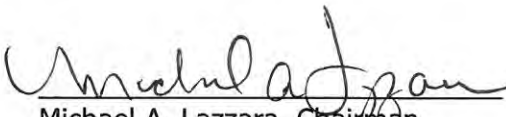
WHEREAS, all public comments were duly considered and prioritization was coordinated with Division 3; and

WHEREAS, the final assignment of P4.0 Local Input Points (Exhibit A) has been made to enhance the greatest likelihood of future funding in the State Transportation Improvement Program for projects that improve the mobility of our region.

NOW, THEREFORE, BE IT RESOLVED by the Jacksonville Urban Area Transportation Advisory Committee that the final assignment of Local Input Points is compliant with the Jacksonville MPO Local Prioritization Input Methodology and hereby adopted, this the 24th day of March, 2016.



Anthony Prinz, TAC Secretary



Michael A. Lazzara, Chairman