



# Cape Fear Public Transportation Authority

**MINUTES OF THE  
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY  
May 27, 2010  
Mr. Don Betz, Chair, Presiding**

## **MEMBERS PRESENT**

Mr. Don Betz, Chairman  
Mr. George Dolan, Vice Chairman  
Mr. Andrew Koepfel, Secretary  
Mr. Henry Adams  
Mr. Jonathan Barfield  
Mr. Chris Hawkins  
Ms. Laura Padgett  
Ms. Linda Pearce  
Mr. Jeff Petroff

## **MEMBERS NOT PRESENT**

Mr. Euran Daniels  
Mr. David Scheu

## **STAFF PRESENT**

Mr. Albert Eby, Executive Director  
Mr. Matthew Kunic, Director of Planning & Development  
Mr. Arthur Cottrill, Director of Finance & Administration  
Ms. Mary Crawford, Accounting Clerk  
Ms. Kathy Williams, Board & Customer Relations Clerk

## **CONTRACT MANAGEMENT STAFF PRESENT**

Mr. Andrew Olsen, Attorney  
Mr. Irving Cure, PTM/Veolia

## **GUESTS PRESENT**

Mr. Bill McDow, City of Wilmington  
Mr. Russia Foster, Citizen

## **CALL TO ORDER**

- Chairman Betz called the meeting to order at 12:10 pm
- Mr. Betz opened the meeting with a moment of silence
- Mr. Betz recognized Mr. Eby, new authority employee, Ms. Mary Crawford, Accounting Clerk
- Mr. Cottrill briefly described duties and qualifications

## **CONSENT AGENDA**

- Mr. Betz presented the May 2010 Consent Agenda
- Mr. Dolan made a motion to accept the consent agenda
- Ms. Pearce seconded and the motion carried unanimously

## **PUBLIC COMMENT**

- Mr. Betz opened the public comment period
- Mr. Foster stated that he was glad that route 205 has begun

- Mr. Foster requested replacing the bus stop sign at 8<sup>th</sup> and Greenfield and placing a bench at 5<sup>th</sup> and Meares
- Mr. Meeks thanked the authority for route 205
- Mr. Meeks requested shelters/benches at the intersection of 17<sup>th</sup> & Canterbury and at the bus stop at the shopping area in Ogden

#### **EXECUTIVE COMMITTEE**

- Mr. Betz stated that the committee had asked Authority Legal Counsel to head up the nominating committee for FY 11

#### **PLANNING COMMITTEE**

- Mr. Betz recognized Mr. Adams to present the planning committee report
- Mr. Adams stated the committee was seeking approval to send an RFI to local advertising agencies regarding bus wraps
- Ms. Padgett stated that years earlier the public had issues regarding the full bus wraps
- Mr. Barfield suggested that a public input be sought regarding bus wraps
- Mr. Betz stated the committee needs more information
- Mr. Adams stated that from April 20<sup>th</sup>-30<sup>th</sup> approximately 1188 people rode route 205, routes 201 & 105 either remained the same or obtained a slight increase
- This minimal data seemed to show that the 205 was attracting new passengers as intended
- Mr. Adams stated that due to design standards of the NCDOT, the stored brown shelters can no longer be installed on public right of way but can be used on private property
- Mr. Adams stated the committee is in the process of trying to work with NCDOT to obtain blanket approval to be able to install shelters/benches as needed in state right of way
- Mr. Adams stated that staff had met with the committee twice in May regarding the public transportation plans of the long range transportation plan
- He referred to the draft comments prepared by the committee
- After discussion regarding the draft comments, the committee was directed to work with staff to incorporate the suggestions of the board and present the comments and resolution to the MPO by the June 4<sup>th</sup> public comment deadline
- Ms. Pearce made a motion to authorize the resolution outlining the authority's comments to the LRTP and present the resolution and the amended comments to the MPO by the June 4<sup>th</sup> deadline as amended
- The motion was seconded by Mr. Koepfel and carried unanimously

#### **FINANCE COMMITTEE**

- Mr. Betz recognized Mr. Dolan to present the committee report
- Mr. Dolan stated that the authority could end FY 2009-10 with a positive balance
- The balance would be attributed to better budget forecasting, ARRA funds for operating assistance and reallocation of funds by the City of Wilmington to create a fund balance
- Mr. Dolan presented the 2010-2011 fiscal year Budget Ordinance
- Mr. Betz made a motion to open a public hearing on the proposed FY 2010-2011 operating budget
- Mr. Meeks requested new bus service to the beaches and more weekend service
- Mr. Foster requested more service
- Hearing no further comments, Mr. Betz closed the public comment period
- A motion to accept the proposed FY 2010-11 operating budget in the amount of \$7,289,413 was made by the Finance & Budget Committee
- No second was required and the motion carried unanimously

#### **FACILITIES COMMITTEE**

- Mr. Betz recognized Ms. Padgett to give the committee report
- Ms. Padgett stated that the Wave Station is still on schedule and within budget
- Ms. Padgett stated that after issuance of a request for qualifications, Jo Tilghman Interior Design was chosen by the committee to assist with furnishings, fixtures and equipment (FF&E)
- The committee recommended staff be authorized to enter into a contract with Jo Tilghman Interior Design for FF&E of Wave station in an amount not to exceed \$25,000
- Funding is provided from the Wave Station capital project budget
- No second was needed and the motion carried unanimously
- Ms. Padgett stated that after issuance of a request for qualifications, TranSystems was chosen to design the Wave Transit Maintenance and Operations Facility
- Funding for design is from the American Recovery and Reinvestment Act (ARRA) of 2009
- The committee recommended staff be authorized to enter into a contract with TranSystems for an amount not to exceed \$425,000
- No second was required and the motion carried unanimously

#### **STAFF REPORT**

- Mr. Betz recognized Mr. Eby to present the staff report
- Mr. Eby stated that if board members wanted to go to the NCPTA Conference on June 7-10 at the Wilmington Hilton to please let him know
- Mr. Eby stated that staff is still in the process of hiring for the Operations Director and PTM has hired a Safety and Training manager
- Mr. Eby stated that the apprentice has been selected and NCDOT will 90% of their salary
- Mr. Eby stated that a non profit organization "Full Belly Project" is requesting to store a double-decked bus at the Castle Street location
- Mr. Betz inquired about liabilities and recommended staff come up with an agreement

#### **NEW/OLD BUSINESS**

- Mr. Hawkins stated that the cleanliness of the buses lasted for about two weeks and now they are dirty again, his question is why can't the buses remain clean
- Mr. Cure stated that he inspects the buses 3-4 times a week and the heavy cleaning is done on the weekends
- Mr. Eby stated that staff would revisit the issue

#### **ADJOURN**

- Mr. Betz made a motion to adjourn
- Mr. Dolan seconded and carried unanimously

#### **SCHEDULING OF NEXT MEETING**

- The Authority's next meeting is scheduled for June 24, 2010 at 12:00 pm in the Castle Street Board Room

Respectfully Submitted,



Albert Eby  
Director  
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