

Bill Albright  
Transportation Planning Manager

Lesley Phillips  
Transportation Planner



Kingsport MTPO  
415 Broad Street  
Kingsport, TN 37660  
[MTPO@KingsportTN.gov](mailto:MTPO@KingsportTN.gov)  
423.224.2677

## MEMORANDUM

To: Kingsport MTPO Executive Board  
CC: Subscribed Interested Parties  
From: Bill Albright, MPO Coordinator  
Date: August 23, 2021  
Subject: MTPO Executive Board Called Meeting

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Please see the attached agenda for a called meeting of the Kingsport MTPO Executive Board, to be held **Thursday, September 2, 2021 at 1:30 PM, in the Kingsport City Hall Board Room (415 Broad Street, Kingsport, Tennessee).**

There are three action items:

- **Approval of Minutes from August 5, 2021 Meeting**
- **Approval of Amendment No. 1 to FY 20-21 Unified Planning Work Program**
- **Approval of Amendment No. 7 to FY 20-23 Transportation Improvement Program**
- **Presentation and Approval of Kingsport Metropolitan Area Bicycle and Pedestrian Plan**

In addition to the agenda items listed above, time will be allotted for public comments, project updates, state and federal partner updates, and general information items.

The meeting will be in-person and members of the public are welcome to attend. We also plan to offer live public access to the meeting through a Zoom webinar. Members of the public who are interested in attending remotely should send an email to [MTPO@KingsportTN.gov](mailto:MTPO@KingsportTN.gov) to request the log in information for the meeting. In order to allow time to respond, your request must be received by 12:00 pm on September 1, 2021.

Executive Board members who are unable to attend may designate a proxy in writing to represent you. A sample proxy letter is attached.



## **AGENDA**

**Kingsport MTPO Executive Board Called Meeting  
September 2, 2021 at 1:30 PM  
Kingsport City Hall – Board Room  
415 Broad Street, Kingsport, TN 37660**

**Call to Order – Paul Montgomery, Chairman**

**1. General Information and Attendance Roll Call**

**Presenter:** Lesley Phillips

**2. Public Comment on Agenda Items**

Those wishing to make a comment pertaining to any of the agenda items may do so at this time with a five-minute time limitation. Comments not pertaining to a specific agenda item will be heard at the end of the meeting.

**3. Approval of Minutes from August 5, 2021 Meeting (Vote Required) (At end of document)**

**Presenter:** Paul Montgomery

**4. Amendment No.1 to FY 20-21 Unified Planning Work Program (Vote Required)**

**Presenter:** Bill Albright

**Item Summary:**

The Fiscal Years 20-21 Unified Planning Work Program (UPWP) includes funds to cover the cost of a consultant contract to develop the MPO-Area Long-Range Transportation Plan, which is updated every 5 years. The dollar amounts are included in the UPWPs budget tables under “Task E” and also the summary tables. The majority of these funds come from the Federal Highway Administration, with matching dollars from the City of Kingsport and TDOT. Virginia DOT also provides some funding as well. A funding contract with TDOT is executed every 3 to 5 years to provide the aforementioned federal highway dollars for all of the MPO expenses, including staff salaries, non-personnel expenses, and consultant work. Most years a reserve balance is left after expenses are incurred, making these dollars available for additional expenses (if needed). The 2021 UPWP had an estimated amount of funds programmed for LRTP expenses before the consultant contract was established and, therefore, it was anticipated that an amendment may be required to adjust (increase) the funding level. Amendment Number 1 adds dollars from the reserve amount to meet the contractual needs and also provide additional funds for staff time spent on the long-range plan and other tasks.

**Recommendation:** Approve the Resolution amending the 2021 UPWP, as presented.

**RESOLUTION**  
**APPROVING**  
**AMENDMENT NUMBER 1**  
**TO THE**  
**FISCAL YEARS 2020 and 2021 KINGSPORT MTPO UNIFIED PLANNING WORK**  
**PROGRAM**  
**BY**  
**THE EXECUTIVE BOARD**  
**OF**  
**THE KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION**

**WHEREAS**, the U.S. Department of Transportation Planning Regulations require preparation and local endorsement of an annual Unified Planning Work Program (UPWP): and

**WHEREAS**, this work program reaffirms the adopted Transportation Plan and by-products, including multimodal and corridor plans and other research: and

**WHEREAS**, this work program document describes on-going and proposed Transportation Planning Activities for the metropolitan planning area according to task, responsible agency, purpose, previous work, study design (how transportation planning studies are organized and developed), product, and financial summary: and

**WHEREAS**, state and local agencies responsible for Transportation Planning Activities have jointly participated in preparation of a Unified Planning Work Program for Fiscal Years 2020 and 2021

**WHEREAS**, the UPWP includes a listing of federal, state, and local funds that covers various expenses incurred by the MPO, including those for development of a Long-Range Transportation Plan once every five years (federal mandate), and

**WHEREAS**, The MPO, in developing this Unified Planning Work Program, has involved the public and interested stakeholders in an open and transparent process in accordance with the MPOs adopted Public Participation Plan, and

**WHEREAS**, the 20-21 "Work Program" budget is currently in need of adjustments in order to transfer funds into Task F Long-Range Transportation Planning to cover costs associated with development of the Long-Range Plan, specifically consultant and MPO Staff expenses, and

**WHEREAS**, Amendment Number 1 will authorize a shift of reserve funds from the Kingsport MPO's reserve balance to the Long-Range Planning Task F budget. This will result in adequate funding for LRTP expenses that will occur for the remainder of FY 2021, as detailed in the accompanying documents

**NOW, THEREFORE, BE IT RESOLVED** that the Executive Board and Executive Staff of the Kingsport Metropolitan Transportation Planning Organization do hereby approve and endorse **Amendment Number 1 to the "Kingsport Metropolitan Transportation Planning Organization Fiscal Years 2020 and 2021 Unified Planning Work Program"**.

\_\_\_\_\_  
Paul Montgomery, Chairman  
MTPO Executive Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bill Albright  
MTPO Staff

\_\_\_\_\_  
Date

**TASK A (Continued)****BEFORE AMENDMENT NUMBER 1****Funding Sources (TASK A)****Fiscal Year 2020**

Task A. Admin.	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
<b>MTPO / CoKpt</b>							
Federal	\$81,600	\$4,050				\$1,600	\$87,250
State		\$506				\$200	\$706
Local	\$20,400	\$506				\$200	\$21,106
<b>TDOT</b>							
Federal			\$10,544				\$10,544
State			\$2,636				\$2,636
<b>LENOWISCO</b>							
Federal		\$16,000					\$16,000
State		\$2,000					\$2,000
Local		\$2,000					\$2,000
<b>VDOT</b>							
Federal							\$0
State							\$0
<b>TOTAL</b>	<b>\$102,000</b>	<b>\$25,062</b>	<b>\$13,180</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$142,242</b>

**Fiscal Year 2021**

Task A. Admin.	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
<b>MTPO</b>							
Federal	\$81,600	\$4,160				\$1,600	\$87,360
State		\$520				\$200	\$720
Local	\$20,400	\$520				\$200	\$21,120
<b>TDOT</b>							
Federal			\$10,702				\$10,702
State			\$2,636				\$2,636
<b>LENOWISCO</b>							
Federal		\$16,000					\$16,000
State		\$2,000					\$2,000
Local		\$2,000					\$2,000
<b>VDOT</b>							
Federal							\$0
State							\$0
<b>TOTAL</b>	<b>\$102,000</b>	<b>\$25,200</b>	<b>\$13,338</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$142,538</b>

**TASK A (Continued)****AFTER AMENDMENT NUMBER 1****Funding Sources (TASK A)****Fiscal Year 2020**

Task A. Admin.	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
<b>MTPO / CoKpt</b>							
Federal	\$81,600	\$4,050				\$1,600	\$87,250
State		\$506				\$200	\$706
Local	\$20,400	\$506				\$200	\$21,106
<b>TDOT</b>							
Federal			\$10,544				\$10,544
State			\$2,636				\$2,636
<b>LENOWISCO</b>							
Federal		\$16,000					\$16,000
State		\$2,000					\$2,000
Local		\$2,000					\$2,000
<b>VDOT</b>							
Federal							\$0
State							\$0
<b>TOTAL</b>	\$102,000	\$25,062	\$13,180	\$0	\$0	\$2,000	\$142,242

**Fiscal Year 2021**

Task A. Admin.	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
<b>MTPO</b>							
Federal	\$133,600	\$4,160				\$1,600	\$139,360
State		\$520				\$200	\$720
Local	\$33,400	\$520				\$200	\$34,120
<b>TDOT</b>							
Federal			\$10,702				\$10,702
State			\$2,636				\$2,636
<b>LENOWISCO</b>							
Federal		\$16,000					\$16,000
State		\$2,000					\$2,000
Local		\$2,000					\$2,000
<b>VDOT</b>							
Federal							\$0
State							\$0
<b>TOTAL</b>	\$167,000	\$25,200	\$13,338	\$0	\$0	\$2,000	\$207,538

**TASK B (continued)****BEFORE AMENDMENT NUMBER 1****Funding Sources (TASK B)****Fiscal Year 2020**

Task B. Data	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
<b>MTPO</b>							
Federal	\$24,000						\$24,000
State							\$0
Local	\$6,000						\$6,000
<b>TDOT</b>							
Federal			\$12,617				\$12,617
State			\$3,155				\$3,155
<b>LENOWISCO</b>							
Federal		\$12,000					\$12,000
State		\$1,500					\$1,500
Local		\$1,500					\$1,500
<b>VDOT</b>							
Federal							\$0
State							\$0
<b>TOTAL</b>	\$30,000	\$15,000	\$15,772	\$0	\$0	\$0	\$60,772

**Fiscal Year 2021**

Task B. Data	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
<b>MTPO</b>							
Federal	\$24,000						\$24,000
State							\$0
Local	\$6,000						\$6,000
<b>TDOT</b>							
Federal			\$12,807				\$12,807
State			\$3,202				\$3,202
<b>LENOWISCO</b>							
Federal		\$12,000					\$12,000
State		\$1,500					\$1,500
Local		\$1,500					\$1,500
<b>VDOT</b>							
Federal							\$0
State							\$0
<b>TOTAL</b>	\$30,000	\$15,000	\$16,009	\$0	\$0	\$0	\$61,009



**TASK B (continued)****AFTER AMENDMENT NUMBER 1****Funding Sources (TASK B)****Fiscal Year 2020**

Task B. Data	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
<b>MTPO</b>							
Federal	\$24,000						\$24,000
State							\$0
Local	\$6,000						\$6,000
<b>TDOT</b>							
Federal			\$12,617				\$12,617
State			\$3,155				\$3,155
<b>LENOWISCO</b>							
Federal		\$12,000					\$12,000
State		\$1,500					\$1,500
Local		\$1,500					\$1,500
<b>VDOT</b>							
Federal							\$0
State							\$0
<b>TOTAL</b>	\$30,000	\$15,000	\$15,772	\$0	\$0	\$0	\$60,772

**Fiscal Year 2021**

Task B. Data	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
<b>MTPO</b>							
Federal	\$28,000						\$28,000
State							\$0
Local	\$7,000						\$7,000
<b>TDOT</b>							
Federal			\$12,807				\$12,807
State			\$3,202				\$3,202
<b>LENOWISCO</b>							
Federal		\$12,000					\$12,000
State		\$1,500					\$1,500
Local		\$1,500					\$1,500
<b>VDOT</b>							
Federal							\$0
State							\$0
<b>TOTAL</b>	\$35,000	\$15,000	\$16,009	\$0	\$0	\$0	\$66,009

**BEFORE AMENDMENT NUMBER 1**

**TASK F (continued)**

**Funding Sources (TASK F)**

**Fiscal Year 2020**

Task F. LRTP	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
<b>MTPO</b>							
Federal	\$100,000						\$100,000
State							\$0
Local	\$25,000						\$25,000
<b>TDOT</b>							
Federal			\$28,209				\$28,209
State			\$7,052				\$7,052
<b>LENOWISCO</b>							
Federal		\$4,600					\$4,600
State		\$575					\$575
Local		\$575					\$575
<b>VDOT</b>							
Federal							\$0
State				\$0			\$0
<b>TOTAL</b>	\$125,000	\$5,750	\$35,261	\$0	\$0	\$0	\$166,011

a portion of these funds are earmarked for the Bike/Ped Plan

**Fiscal Year 2021**

Task F. LRTP	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
<b>MTPO</b>							
Federal	\$120,000						\$120,000
State							\$0
Local	\$30,000						\$30,000
<b>TDOT</b>							
Federal			\$28,632				\$28,632
State			\$7,158				\$7,158
<b>LENOWISCO</b>							
Federal		\$4,600					\$4,600
State		\$575					\$575
Local		\$575					\$575
<b>VDOT</b>							
Federal							\$0
State				\$0			\$0
<b>TOTAL</b>	\$150,000	\$5,750	\$35,790	\$0	\$0	\$0	\$191,540



**AFTER AMENDMENT NUMBER 1**

**TASK F (continued)**

**Funding Sources (TASK F)**

**Fiscal Year 2020**

Task F. LRTP	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
<b>MTPO</b>							
Federal	\$100,000						\$100,000
State							\$0
Local	\$25,000						\$25,000
<b>TDOT</b>							
Federal			\$28,209				\$28,209
State			\$7,052				\$7,052
<b>LENOWISCO</b>							
Federal		\$4,600					\$4,600
State		\$575					\$575
Local		\$575					\$575
<b>VDOT</b>							
Federal							\$0
State				\$0			\$0
<b>TOTAL</b>	\$125,000	\$5,750	\$35,261	\$0	\$0	\$0	\$166,011

**Fiscal Year 2021**

Task F. LRTP	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
<b>MTPO</b>							
Federal	\$164,000						\$164,000
State							\$0
Local	\$41,000						\$41,000
<b>TDOT</b>							
Federal			\$28,632				\$28,632
State			\$7,158				\$7,158
<b>LENOWISCO</b>							
Federal		\$4,600					\$4,600
State		\$575					\$575
Local		\$575					\$575
<b>VDOT</b>							
Federal							\$0
State				\$0			\$0
<b>TOTAL</b>	\$205,000	\$5,750	\$35,790	\$0	\$0	\$0	\$246,540

**TABLE 2 (BEFORE AMENDMENT NUMBER 1)**  
**KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION**  
**FY 21 FUNDING SOURCE BY TASK**

FEDERAL TRANSIT ADMINISTRATION																	
TASKS BY FUNDING SOURCE	VIRGINIA																
	City of Kingsport		VDOT		City of Kingsport		LENOWISCO		VDOT*		SECTION 5303 - City of Kingsport					TDOT - Section 5303	
	Fed-CPG	LOCAL	Fed-SPR	VDOT	Fed-PL	LOCAL	Fed-PL	LNWSC	VDOT*	TN - Fed CPG	Fed-VA	TDOT	VDOT	LOCAL**	Fed-TN	TDOT	
A. Program Administration	\$81,600	\$20,400			\$4,160	\$520	\$16,000	\$2,000	\$2,520	\$0	\$1,600	\$0	\$200	\$200			
B. Data Collection, Maintenance and Analysis	\$24,000	\$6,000															
C. Air Quality and Congestion Mitigation	\$20,000	\$5,000			\$0	\$0	\$12,000	\$1,500	\$1,500	\$0		\$0		\$0			
D. Transportation Improvement Program	\$30,000	\$7,500	\$25,000	\$6,250			\$4,000	\$500	\$500								
E. Multimodal Planning							\$4,200	\$525	\$525	\$48,000	\$2,240	\$6,000	\$280	\$6,280			
F. Long-Range Transportation Planning	\$120,000	\$30,000					\$4,600	\$575	\$575								
TOTAL	\$275,600	\$68,900	\$25,000	\$6,250	\$4,160	\$520	\$46,000	\$5,750	\$6,270	\$48,000	\$3,840	\$6,000	\$480	\$6,480	\$0	\$0	
				</													

\*Total includes Virginia State Match for Kingsport and LENO-WISCO

\*\*Total includes Local Match for TN and VA Combined

# Includes Section 5303 Carryover funds

**Contributor by Funding Source**

Federal	\$275,600		\$25,000		\$4,160		\$46,000			\$3,840						\$0	\$402,600
TDOT													\$6,000			\$0	\$6,000
VDOT			\$6,250						\$6,270					\$480			\$13,000
LENO-WISCO								\$5,750									\$5,750
Kingsport MTPO		\$68,900				\$520									\$6,480		\$75,900
<b>TOTAL</b>	<b>\$275,600</b>	<b>\$68,900</b>	<b>\$25,000</b>	<b>\$6,250</b>	<b>\$4,160</b>	<b>\$520</b>	<b>\$46,000</b>	<b>\$5,750</b>	<b>\$6,270</b>	<b>\$6,270</b>	<b>\$48,000</b>	<b>\$3,840</b>	<b>\$6,000</b>	<b>\$480</b>	<b>\$6,480</b>	<b>\$0</b>	<b>\$503,250</b>

**TABLE 2 (AFTER AMENDMENT NUMBER 1)**  
**KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION**  
**FY 21 FUNDING SOURCE BY TASK**

TASKS BY FUNDING SOURCE	VIRGINIA										FEDERAL TRANSIT ADMINISTRATION				
	City of Kingsport		VDOT		City of Kingsport		LENOWISCO		VDOT*	SECTION 5303 - City of Kingsport					TOTAL
	Fed-CPG	LOCAL	Fed-SPR	VDOT	Fed-PL	LOCAL	Fed-PL	LNWSC		TN - Fed CPG	Fed-VA	TDOT	VDOT	LOCAL**	TDOT - Section 5303
A. Program Administration	\$133,600	\$33,400			\$4,160	\$520	\$16,000	\$2,000	\$2,520	\$0	\$1,600	\$0	\$200	\$200	\$194,200
B. Data Collection, Maintenance and Analysis	\$28,000	\$7,000			\$0	\$0	\$12,000	\$1,500	\$1,500	\$0		\$0		\$0	\$50,000
C. Air Quality and Congestion Mitigation	\$20,000	\$5,000			\$0	\$0	\$5,200	\$650	\$650						\$31,500
D. Transportation Improvement Program	\$30,000	\$7,500	\$25,000	\$6,250			\$4,000	\$500	\$500						\$73,750
E. Multimodal Planning							\$4,200	\$525	\$525	\$48,000	\$2,240	\$6,000	\$280	\$6,280	\$68,050
F. Long-Range Transportation Planning	\$164,000	\$41,000					\$4,600	\$575	\$575						\$210,750
<b>TOTAL</b>	<b>\$375,600</b>	<b>\$93,900</b>	<b>\$25,000</b>	<b>\$6,250</b>	<b>\$4,160</b>	<b>\$520</b>	<b>\$46,000</b>	<b>\$5,750</b>	<b>\$6,270</b>	<b>\$48,000</b>	<b>\$3,840</b>	<b>\$6,000</b>	<b>\$480</b>	<b>\$6,480</b>	<b>\$628,250</b>

\*Total includes Virginia State Match for Kingsport and LENOWISCO  
 \*\*Total includes Local Match for TN and VA Combined  
 # includes Section 5303 Carryover funds

**Contributor by Funding Source**

<b>Federal</b>	\$375,600		\$25,000		\$4,160		\$46,000			\$48,000	\$3,840				\$0	\$502,600
<b>TDOT</b>												\$6,000			\$0	\$6,000
<b>VDOT</b>				\$6,250					\$6,270				\$480			\$13,000
<b>LENOWISCO</b>								\$5,750								\$5,750
<b>Kingsport MTPO</b>		\$93,900				\$520								\$6,480		\$100,900
<b>TOTAL</b>	<b>\$375,600</b>	<b>\$93,900</b>	<b>\$25,000</b>	<b>\$6,250</b>	<b>\$4,160</b>	<b>\$520</b>	<b>\$46,000</b>	<b>\$5,750</b>	<b>\$6,270</b>	<b>\$48,000</b>	<b>\$3,840</b>	<b>\$6,000</b>	<b>\$480</b>	<b>\$6,480</b>	<b>\$0</b>	<b>\$628,250</b>

**5. Amendment No. 7 to FY 20-23 Transportation Improvement Program**  
**(Vote Required)**

**Presenter:** Lesley Phillips

**Item Summary:**

Amendment No. 7 adds funding for development of the Main Street project in downtown Kingsport. Approximately \$2.3 million has been added for construction activities in FY 22 in local STB-G funds. Also federal "Stimulus" (Covid 19) funding, also identified as "CHRRASA Funds", of approximately \$600,000 has been added to the project, which is being utilized for the total rebuild of Main street from Sullivan Street (eastward) to Revere Street to the west. The total of new dollars programmed for this project, is \$3.4 million. Construction is expected to start on this project sometime in 2022.

**RESOLUTION BY THE EXECUTIVE BOARD  
OF THE KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION  
AMENDING THE KINGSPORT AREA FY 2020-2023 TRANSPORTATION IMPROVEMENT PROGRAM**

**TIP AMENDMENT #7**

**WHEREAS**, the Kingsport Metropolitan Transportation Planning Organization (MTPO) is the designated Metropolitan Planning Organization (MPO) for the Kingsport urbanized area in Tennessee and Virginia and is responsible for carrying out a comprehensive, cooperative, and continuing transportation planning process; and

**WHEREAS**, the Kingsport MTPO is responsible for programming funds for transportation projects in the Transportation Improvement Program (TIP); and

**WHEREAS**, the Kingsport Area FY 2020-2023 TIP is a document that continually evolves and needs amended; and

**WHEREAS**, the Memorandum of Agreement between the Tennessee Department of Transportation and the Kingsport MTPO outlines the requirements to amend the TIP; and

**WHEREAS**, the Executive Board of the Kingsport MTPO wishes to amend the FY 2020-2023 TIP by adding funding to FY21 PE-D phase and moving the CONST phase to FY22 and increasing CONST funding including Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds for TIP project #KPT-2015-002 (Main Street Kingsport) and increasing the total project cost as detailed in the attached TIP pages for Amendment #7; and

**WHEREAS**, TIP amendments comply with the requirements of the Kingsport MTPO's Public Participation Plan; and

**WHEREAS**, the Kingsport MTPO staff used criteria from Federal Metropolitan Transportation Planning regulations found in 23 CFR 450.316 and 450.326 to ensure compliance, and

**WHEREAS**, in accordance with requirements of the U.S. Department of Transportation, amendments to the Transportation Improvement Program are to receive final approval from the Executive Board of the local Metropolitan Transportation Planning Organization.

**NOW THEREFORE BE IT RESOLVED BY THE EXECUTIVE BOARD OF THE KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION AS FOLLOWS:**

The proposed amendment to the Tennessee portion of the Kingsport Metropolitan Transportation Planning Organization FY 2020-2023 Transportation Improvement Program, which shall be known as TIP Amendment #7, is hereby approved as presented.

**RESOLUTION APPROVED:**

Date: \_\_\_\_\_

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Paul Montgomery, Chairman  
Kingsport MTPO Executive Board

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Lesley Phillips  
Kingsport MTPO Staff



## METROPOLITAN TRANSPORTATION PLANNING PROCESS CERTIFICATION

In accordance with 23 CFR 450.336, the Kingsport Metropolitan Transportation Planning Organization and the Tennessee Department of Transportation hereby certify that the metropolitan transportation planning process is addressing major issues facing the Kingsport, TN-VA urbanized area, and is being carried out in accordance with the following requirements:

- I. 23 U.S.C. 134 and 135, 49 U.S.C. 5303 and 5304 (Highways and Transit).
- II. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000 d-1) and 49 CFR part 21.
- III. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity.
- IV. Section 1101 (b) of the FAST-Act (Pub. L 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT-funded projects.
- V. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts.
- VI. Provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq) and 49 CFR parts 27, 37, and 38.
- VII. In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended, 42 U.S.C. 7504, 7506 (c) and (d), and 40 CFR part 93.
- VIII. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.
- IX. Section 324 of Title 23 U.S.C. regarding the prohibition of discrimination based on gender.
- X. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

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Paul Montgomery, Chairman  
Kingsport MTPO Executive Board

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Date

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Lesley Phillips  
Kingsport MTPO Staff

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Date



TIP #	KPT-2015-002	TDOT PIN / VA UPC	123325.00	Priority		Lead Agency	City of Kingsport
County	Sullivan	Length	1.1 miles	LRTP#	Page # 4-6	Conformity Status	NA
Route/Project Name	Main Street Kingsport Rebuild					Total Project Cost	\$6,000,000
Termini or Intersection	Main Street from Sullivan Street to Market Street						
Project Description	Resurfacing, repairing curb, sidewalk, additions of bulbouts, ADA enhancements, removal of rail siding, diamond grinding, specific areas of sub-surface repair and rebuild.						

Fiscal Year	Phase	Funding Type	Total Funds	Fed Funds	State Funds	Local Funds
FY20	PE-D	L-STBG	\$30,000	\$24,000	\$0	\$6,000
FY20	ROW	L-STBG	\$100,000	\$80,000	\$0	\$20,000
FY20	CONST	L-STBG	\$5,192,830	\$4,154,264	\$0	\$1,038,566

Remarks Amendment #  Admin Modification #   
 L-STBG funds obligated previously - PE-N = \$118,400 (FY16) and PE-D = \$423,336 (FY17)





TIP #	KPT-2015-002	TDOT PIN / VA UPC	123325.00	Priority		Lead Agency	City of Kingsport
County	Sullivan	Length	1.1 miles	L RTP#	Page # 4-6	Conformity Status	NA
Route/Project Name	Main Street Kingsport Rebuild					Total Project Cost	\$9,399,160
Termini or Intersection	Main Street from Sullivan Street to Market Street						
Project Description	Resurfacing, repairing curb, sidewalk, additions of bulbouts, ADA enhancements, removal of rail siding, diamond grinding, specific areas of sub-surface repair and rebuild.						

Fiscal Year	Phase	Funding Type	Total Funds	Fed Funds	State Funds	Local Funds
FY20	PE-D	L-STBG	\$30,000	\$24,000	\$0	\$6,000
FY20	ROW	L-STBG	\$100,000	\$80,000	\$0	\$20,000
FY21	PE-D	L-STBG	\$50,000	\$40,000	\$0	\$10,000
FY22	CONST	CRRSAA-HIP	\$611,612	\$611,612	\$0	\$0
FY22	CONST	L-STBG	\$7,888,388	\$6,310,710	\$0	\$1,577,678

  

Remarks	Amendment #	7	Admin Modification #	
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L-STBG funds obligated previously - PE-N = \$118,400 (FY16), PE-D = \$423,336 (FY17) & \$26,240 (FY20), ROW = \$17,200 (FY20)  
This project is subject to the Coronavirus Response and Relief Supplemental Appropriations Act 2021 (CRRSAA), division M, Public Law (Pub. L. No. 116-260), enacted on December 27, 2020, and all applicable regulations and guidance.





Beg. Balance STBG (local): \$8,830,089

Kingsport MTPO FY 2020 - 2023 TIP Highway Funding Summary

Tennessee Highway Totals for FY20

Funding Source	Total Programmed Funds	Programmed Federal Funds	Programmed State Funds	Programmed Local Funds	Surplus / Deficit **	Anticipated Revenue	Available Unprogrammed Balance
HSIP	\$400,000	\$360,000	\$40,000	\$0	\$0	\$400,000	\$0
HSIP-R	\$425	\$383	\$43	\$0	\$0	\$425	\$0
NHPP	\$445,000	\$376,000	\$69,000	\$0	\$0	\$445,000	\$0
R-STBG (State)	\$131,500	\$105,200	\$26,300	\$0	\$0	\$131,500	\$0
STBG (State)	\$12,150,000	\$9,720,000	\$2,430,000	\$0	\$0	\$12,150,000	\$0
STBG (Local)*	\$8,521,830	\$6,834,464	\$80,000	\$1,607,366	\$1,995,625	\$1,553,905	\$3,549,530
O & M (Local)	\$17,560,000	\$0	\$0	\$17,560,000	\$0	\$17,560,000	\$0
<b>Totals:</b>	<b>\$39,208,755</b>	<b>\$17,396,047</b>	<b>\$2,645,343</b>	<b>\$19,167,366</b>	<b>\$0</b>	<b>\$32,240,830</b>	<b>\$3,549,530</b>

\*The State Funds column for this line item refers to projects that may include the State's participation requiring the use of STBG funds

Tennessee Highway Totals for FY21

Funding Source	Total Programmed Funds	Programmed Federal Funds	Programmed State Funds	Programmed Local Funds	Surplus / Deficit **	Anticipated Revenue	Available Unprogrammed Balance
HSIP	\$78,125	\$70,313	\$7,813	\$0	\$0	\$78,125	\$0
HSIP-R	\$350	\$315	\$35	\$0	\$0	\$350	\$0
NHPP	\$8,000,000	\$6,400,000	\$1,600,000	\$0	\$0	\$8,000,000	\$0
STBG (State)	\$2,475,000	\$1,980,000	\$495,000	\$0	\$0	\$2,475,000	\$0
STBG (Local)*	\$1,100,000	\$240,000	\$0	\$860,000	\$3,309,530	\$1,543,424	\$4,852,954
O & M (Local)	\$17,735,600	\$0	\$0	\$17,735,600	\$0	\$17,735,600	\$0
<b>Totals:</b>	<b>\$29,389,075</b>	<b>\$8,690,628</b>	<b>\$2,102,848</b>	<b>\$18,595,600</b>	<b>\$3,309,530</b>	<b>\$29,832,499</b>	<b>\$4,852,954</b>

\*The State Funds column for this line item refers to projects that may include the State's participation requiring the use of STBG funds

Tennessee Highway Totals for FY22

Funding Source	Total Programmed Funds	Programmed Federal Funds	Programmed State Funds	Programmed Local Funds	Surplus / Deficit **	Anticipated Revenue	Available Unprogrammed Balance
HSIP	\$46,875	\$42,188	\$4,688	\$0	\$0	\$46,875	\$0
HSIP-R	\$150	\$135	\$15	\$0	\$0	\$150	\$0
NHPP	\$140,000	\$112,000	\$28,000	\$0	\$0	\$140,000	\$0
STBG (State)	\$3,850,000	\$3,080,000	\$770,000	\$0	\$0	\$3,850,000	\$0
STBG (Local)*	\$1,085,000	\$868,000	\$0	\$217,000	\$3,984,954	\$1,553,905	\$5,538,859
O & M (Local)	\$17,912,956	\$0	\$0	\$17,912,956	\$0	\$17,912,956	\$0
<b>Totals:</b>	<b>\$23,034,981</b>	<b>\$4,102,323</b>	<b>\$802,703</b>	<b>\$18,129,956</b>	<b>\$3,984,954</b>	<b>\$23,503,886</b>	<b>\$5,538,859</b>

\*The State Funds column for this line item refers to projects that may include the State's participation requiring the use of STBG funds

Tennessee Highway Totals for FY23

Funding Source	Total Programmed Funds	Programmed Federal Funds	Programmed State Funds	Programmed Local Funds	Surplus / Deficit **	Anticipated Revenue	Available Unprogrammed Balance
HSIP	\$31,250	\$28,125	\$3,125	\$0	\$0	\$31,250	\$0
HSIP-R	\$75	\$68	\$8	\$0	\$0	\$75	\$0
NHPP	\$2,105,000	\$1,884,000	\$221,000	\$0	\$0	\$2,105,000	\$0
STBG (State)	\$37,500	\$30,000	\$7,500	\$0	\$0	\$37,500	\$0
STBG (Local)*	\$2,500,000	\$2,000,000	\$0	\$500,000	\$3,538,859	\$1,553,905	\$5,092,764
O & M (Local)	\$18,092,085	\$0	\$0	\$18,092,085	\$0	\$18,092,085	\$0
LOCAL	\$3,000,000	\$0	\$0	\$3,000,000	\$0	\$3,000,000	\$0
<b>Totals:</b>	<b>\$22,765,910</b>	<b>\$3,942,193</b>	<b>\$231,633</b>	<b>\$18,592,085</b>	<b>\$3,538,859</b>	<b>\$24,819,815</b>	<b>\$5,092,764</b>

\*The State Funds column for this line item refers to projects that may include the State's participation requiring the use of STBG funds

\*\* surplus or deficit represents the MTPO's objective to maintain fiscal constraint for projects and funding designated within the Kingsport MTPO area

Beg. Balance STBG (local): \$8,830,089

Kingsport MTPO FY 2020 - 2023 TIP Highway Funding Summary

Tennessee Highway Totals for FY20

Funding Source	Total Programmed Funds	Programmed Federal Funds	Programmed State Funds	Programmed Local Funds	Surplus / Deficit **	Anticipated Revenue	Available Unprogrammed Balance
HSIP	\$400,000	\$360,000	\$40,000	\$0	\$0	\$400,000	\$0
HSIP-R	\$425	\$383	\$43	\$0	\$0	\$425	\$0
NHPP	\$445,000	\$376,000	\$69,000	\$0	\$0	\$445,000	\$0
R-STBG (State)	\$131,500	\$105,200	\$26,300	\$0	\$0	\$131,500	\$0
STBG (State)	\$12,150,000	\$9,720,000	\$2,430,000	\$0	\$0	\$12,150,000	\$0
STBG (Local)*	\$3,329,000	\$2,680,200	\$80,000	\$568,800	\$6,149,889	\$1,553,905	\$7,703,794
O & M (Local)	\$17,560,000	\$0	\$0	\$17,560,000	\$0	\$17,560,000	\$0
<b>Totals:</b>	<b>\$34,015,925</b>	<b>\$13,241,783</b>	<b>\$2,645,343</b>	<b>\$18,128,800</b>	<b>\$0</b>	<b>\$32,240,830</b>	<b>\$7,703,794</b>

\*The State Funds column for this line item refers to projects that may include the State's participation requiring the use of STBG funds

Tennessee Highway Totals for FY21

Funding Source	Total Programmed Funds	Programmed Federal Funds	Programmed State Funds	Programmed Local Funds	Surplus / Deficit **	Anticipated Revenue	Available Unprogrammed Balance
HSIP	\$78,125	\$70,313	\$7,813	\$0	\$0	\$78,125	\$0
HSIP-R	\$350	\$315	\$35	\$0	\$0	\$350	\$0
NHPP	\$8,000,000	\$6,400,000	\$1,600,000	\$0	\$0	\$8,000,000	\$0
STBG (State)	\$2,475,000	\$1,980,000	\$495,000	\$0	\$0	\$2,475,000	\$0
STBG (Local)*	\$1,150,000	\$280,000	\$0	\$870,000	\$7,423,794	\$1,543,424	\$8,967,218
O & M (Local)	\$17,735,600	\$0	\$0	\$17,735,600	\$0	\$17,735,600	\$0
<b>Totals:</b>	<b>\$29,439,075</b>	<b>\$8,730,628</b>	<b>\$2,102,848</b>	<b>\$18,605,600</b>	<b>\$7,423,794</b>	<b>\$29,832,499</b>	<b>\$8,967,218</b>

\*The State Funds column for this line item refers to projects that may include the State's participation requiring the use of STBG funds

Tennessee Highway Totals for FY22

Funding Source	Total Programmed Funds	Programmed Federal Funds	Programmed State Funds	Programmed Local Funds	Surplus / Deficit **	Anticipated Revenue	Available Unprogrammed Balance
HSIP	\$46,875	\$42,188	\$4,688	\$0	\$0	\$46,875	\$0
HSIP-R	\$150	\$135	\$15	\$0	\$0	\$150	\$0
NHPP	\$140,000	\$112,000	\$28,000	\$0	\$0	\$140,000	\$0
STBG (State)	\$3,850,000	\$3,080,000	\$770,000	\$0	\$0	\$3,850,000	\$0
STBG (Local)*	\$8,973,388	\$7,178,710	\$0	\$1,794,678	\$1,788,508	\$1,553,905	\$3,342,413
CRRSAA-HIP	\$611,612	\$611,612	\$0	\$0	\$0	\$611,612	\$0
O & M (Local)	\$17,912,956	\$0	\$0	\$17,912,956	\$0	\$17,912,956	\$0
<b>Totals:</b>	<b>\$31,534,981</b>	<b>\$11,024,645</b>	<b>\$802,703</b>	<b>\$19,707,634</b>	<b>\$1,788,508</b>	<b>\$24,115,498</b>	<b>\$3,342,413</b>

\*The State Funds column for this line item refers to projects that may include the State's participation requiring the use of STBG funds

Tennessee Highway Totals for FY23

Funding Source	Total Programmed Funds	Programmed Federal Funds	Programmed State Funds	Programmed Local Funds	Surplus / Deficit **	Anticipated Revenue	Available Unprogrammed Balance
HSIP	\$31,250	\$28,125	\$3,125	\$0	\$0	\$31,250	\$0
HSIP-R	\$75	\$68	\$8	\$0	\$0	\$75	\$0
NHPP	\$2,105,000	\$1,884,000	\$221,000	\$0	\$0	\$2,105,000	\$0
STBG (State)	\$37,500	\$30,000	\$7,500	\$0	\$0	\$37,500	\$0
STBG (Local)*	\$2,500,000	\$2,000,000	\$0	\$500,000	\$1,342,413	\$1,553,905	\$2,896,318
O & M (Local)	\$18,092,085	\$0	\$0	\$18,092,085	\$0	\$18,092,085	\$0
LOCAL	\$3,000,000	\$0	\$0	\$3,000,000	\$0	\$3,000,000	\$0
<b>Totals:</b>	<b>\$22,765,910</b>	<b>\$3,942,193</b>	<b>\$231,633</b>	<b>\$18,592,085</b>	<b>\$1,342,413</b>	<b>\$24,819,815</b>	<b>\$2,896,318</b>

\*The State Funds column for this line item refers to projects that may include the State's participation requiring the use of STBG funds

\*\* surplus or deficit represents the MTPO's objective to maintain fiscal constraint for projects and funding designated within the Kingsport MTPO area



## **6. Presentation and Approval of Kingsport Metropolitan-Area Bicycle and Pedestrian Plan 2021 (Vote Required)**

**Presenters:** Bill Albright and Gresham Smith Consultants

**Item Summary:**

### **Kingsport Metropolitan Area Bicycle and Pedestrian Plan 2021 MPO Staff Summary**

#### **History and Updates**



The Kingsport MPO-Area's first bicycle and pedestrian plan was completed in 2012. It has now been almost 10 years and the plan's recommendations and initiatives have either been completed or need major revisions and /or updates. New ideas and suggested projects have also been developed since 2012. Consequently, approximately one year ago the MPO Staff, with affirmation from the Executive Board, began the process of crafting a new bike/ped plan. TDOT graciously offered to cover the cost of consultant assistance to help with plan development. Thus, the City of Kingsport (host agency), contract consultants, and the MPO were able to begin the process of creating an entirely new bike and ped plan without a cash match. The plan has been in the works for several month and, while it has been slowed a bit by the national pandemic, which required TDOT Staff, MPO staff, and consultant Staff to work from home, the plan is now close to completion. The final draft has been published and the MPO's Staff is asking the Board Members, the "Project Advisory Committee" (PAC), and other metro area representatives to review the Plan closely. In addition, over the past few months several interactive meetings and venues were provided for the public in order to obtain their comments and questions on various needs or "gaps" in the metro area's bid and ped facilities. These have been incorporated into the Plan as well. The Plan and planning process will continue to have available a website to receive additional

comments that can be used to further the focus on improvements in the metro area. Comments or questions can also be submitted to the MPO Staff at the next meeting of the MPO Executive Board – **September 2**. At that meeting a presentation will be made by Gresham Smith consultant Staff members.

## Plan Development

Gresham Smith began the study by establishing goals and objectives guided by the members of the Executive Board and Staff. This immediately set the course for the study and plan, focusing on specific issues, such as safety and connectivity. Safety was (and is) utmost in importance for bicyclists and pedestrians, followed by access from neighborhoods to and from various destinations. Also very important, bike/ped routes and facilities should meet the needs of



community demographics in an equitable manner. Input from the public, using various new methodologies to gain public participation, was applied towards development of the plan. Consultants developed inventories of current bike and ped facilities, including sidewalks, greenbelts, and trails. In terms of user demand, counts were also collected to determine where the most bike and ped traffic might occur. Thus, consideration and selection of potential projects were based upon anticipated

demand, geographic gaps in the current roadway network, current trail network, and location or new facilities dictated by topography and other natural conditions. For example some areas will accommodate (or deter) on or off-road pathways easier than others, i.e. river and creek floodplains or steep slopes. Deficiencies were also determined by identifying areas that lack connection to important destinations i.e. downtown Kingsport/Church Hill, Gate City, Eastman's campus, and Colonial Heights. Discussion on types of facilities, i.e. shared use paths, sidewalks, bike lanes, or buffered lanes allows the public and officials to better understand what options are available to meet these gaps and improve the level of service or tolerance. Project cost estimates were developed for improvements to various segments of existing routes. This included major changes as well as entirely new facilities (separate greenways). Costs were established based upon linear foot by type and project length. The Plan offers a sizeable list of projects from which the Board and Staff can establish priorities. "Cut sheets" were also designed, showing examples of different cross-sections and types of facilities, giving more details in visual terms and design examples. Several jurisdictions within the MPO boundary were included in project listings. In essence, the bike/ped "Master Plan" offers a guide for development of facilities for several years to come.



## Public and Committee Participation

Because this is likely the only face to face meeting that will be offered for the bike/ped plan update and presentation, the MPO Staff is requesting that Board and PAC members make a good effort to attend. If the pandemic issue gets worse, as has been done over the past year-plus, a virtual meeting will be held for the safety and protection of all. Gresham Smith will present the entire plan (final draft) and, because this is a planning document linked to the Kingsport area long-range plan, the Board will be asked to act on it (accept and adopt). Given there may be minor edits transcribed, or no changes made to the scope of work, or no major changes to proposed projects, Staff recommends approval of the 2021 Kingsport Metropolitan Area Bicycle and Pedestrian Plan. Again, please take time to review the Plan and attend the September meeting. Please Note: The Bike/Ped document will be emailed separately and will also be available on the MPOs webpage or through the City of Kingsport's webpage links.

**Recommendation:** Approve the Resolution as presented.

**RESOLUTION**  
**OF THE**  
**KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION**  
**ADOPTING**  
**THE KINGSPORT METROPOLITAN AREA BICYCLE AND PEDESTRIAN PLAN**

**WHEREAS**, the Kingsport Metropolitan Transportation Organization is responsible for carrying out a comprehensive, cooperative, and continuing transportation planning process throughout the Kingsport MTPO Planning area

**WHEREAS**, various state, local, and regional agencies involved with transportation planning for the Kingsport MTPO Planning area have cooperatively developed the Kingsport Metropolitan Area Bicycle and Pedestrian Plan in order to provide documentation on multimodal travel options for citizens and travelers within the planning area in a safe and effective manner, and

**WHEREAS**, the Kingsport Area Bicycle and Pedestrian Plan was developed to support and promote federal state and local initiatives pertaining to bike and ped facilities and also to supplement the multi-modal element included in the Kingsport Area LRTP, and identified in 23 CFR Part 450, and

**WHEREAS** the MTPO has involved the public and interested stakeholders in an open and transparent process in accordance with the MTPOs adopted Public Participation Plan and according to federal and state regulations pertaining to virtual face to face and virtual meetings, and has incorporated public initiated suggestions in the plan, and

**WHEREAS** the plan includes project descriptions by cross-section type, safety features, connectivity with communities, demographic equity, and economic development:

**NOW THEREFORE BE IT RESOLVED BY THE EXECUTIVE BOARD OF THE KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION, AS FOLLOWS:**

The “Kingsport Metropolitan Area Bicycle and Pedestrian Plan” is hereby approved and adopted by the Kingsport Metropolitan Transportation Planning Organization in order to ensure the continued livability, sustainability, and prosperity of the region by serving as the basis for future multi-modal transportation planning and programming decisions, specifically bicycle and pedestrian facilities and programs.

\_\_\_\_\_  
Paul Montgomery

\_\_\_\_\_  
Date

\_\_\_\_\_  
William A. Albright

\_\_\_\_\_  
Date

## **7. Federal & State Partner Updates and Project Updates**

**Presenters:** Federal, State, and Local Representatives

**Item Summary:** Updates will be given by our partners at Federal Highway Administration, Federal Transit Administration, Tennessee, and Virginia. Then, in the interest of time, project updates will only be given if there is a specific request.

## **8. Public Comments**

Members of the public may address the Executive Board with issues related to the region's transportation system. There is a five-minute time limitation per individual and/or topic.

## **9. Meeting Adjournment**



## Sample Proxy Letter

\_\_\_\_\_  
Date

I, \_\_\_\_\_, of \_\_\_\_\_,  
(Print Name) (Agency)

Hereby designate \_\_\_\_\_ to vote as my proxy  
(Name of Proxy)

during the \_\_\_\_\_ meeting of the Kingsport MTPO Executive Board.  
(Meeting Date)

\_\_\_\_\_  
Signature

**KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION  
EXECUTIVE BOARD MEETING  
Meeting Minutes for August 5, 2021  
In-Person Meeting with Optional Live Public Access via Zoom Webinar**

**Members Present:**

Jimmy Adkins, Blake Ailor, Chase Milner, Paul Montgomery, Ronda Sawyer, Ambre Torbett

**Absent:**

Hawkins County/Church Hill/Mount Carmel Representative

**Staff Present:**

Bill Albright, Susan Doran, Lesley Phillips, Candace Sherer, Michael Thompson

**In Person Attendees:**

Thomas Black – Tri-City Airport  
Randy Dodson – Mattern & Craig  
Troy Ebbert – TDOT  
Jason Farmer - TDOT  
Chris Goodwin – Sullivan County  
David Jones – Tri-City Airport  
Dexter Justis - TDOT  
Eric Kerney – Sullivan County  
Jon McCurry – NET Trans  
Cory Osborne - VDOT  
Craig Ramey – Sullivan County

**Online Attendees:**

Theresa Claxton – FHWA-TN  
Mitchell Elliott – MEOC/MET  
Pam Kordenbrock – FHWA-TN  
Taylor Lee - TDOT  
Kathryn McClung - TDOT  
Jim Meyer - AECOM

**Recorder:** Susan Doran

- I. **Call to Order:** Chairman Paul Montgomery called the meeting to order.
- II. **General Information/Attendance Roll Call:**  
The meeting was held in-person with optional live public access available via Zoom Webinar.  
A video/audio recording of the meeting was published online at  
<https://www.kingsporttn.gov/city-services/kmtpo/meetings-notices/agenda-minutes/>  
  
Attendance and all votes were taken by roll call.

- III. **Public Comment:** Paul Montgomery invited members of the public to address comments related to agenda items. No comments.
- IV. **Approval of Minutes:** The minutes of the May 13, 2021 meeting were reviewed. No corrections and/or additions were suggested. A motion was made by Jimmy Adkins to approve the minutes and was seconded by Ronda Sawyer. Passed in a roll call vote: Adkins, Ailor, Milner, Sawyer, and Torbett voting “Aye” and Paul Montgomery abstaining.
- V. **New Business:**
- A. Gate City Transportation Alternatives Application. Presented by Lesley Phillips. The Town of Gate City Virginia is submitting a Transportation Alternatives (TA) application for the installation of pedestrian facilities/sidewalks along the North side of Kane Street leading from the Gate City High School area to the Central Business District. The pre-application has been submitted and is currently going through the VDOT validation process. Once the pre-application is validated, Gate City will be approved to proceed with the full application. One requirement of the full application is to receive an endorsement from the Kingsport Metropolitan Transportation Planning Organization. The deadline for the full application is October 1st. A motion was made by Jimmy Adkins to approve the Gate City Transportation Alternatives Application and was seconded by Blake Ailor. Passed in a roll call vote: Adkins, Ailor, Milner, Montgomery, Sawyer, and Torbett voting “Aye”. The motion carried unanimously.
- B. Adoption of FY22-23 Unified Planning Work Program. Presented by Bill Albright. One of the primary products MTPO Staff is required to develop on an annual or semi-annual basis is the Unified Planning Work Program (UPWP). The “Work Program” is a comprehensive description of the various goals and/or tasks that will be carried out by the MTPO staff and associate members over the next 1 to 2 years. It also includes a fairly complex budget that incorporates allocations from various federal agencies, with matching funds from TDOT, VDOT, LENOWISCO PDC, and the City of Kingsport (the cognizant agency for the MTPO). The document is typically organized in a manner where these tasks or planning functions are detailed in accordance with federal, state, and local standards. The tasks include Program Administration; Travel Data Collection, Maintenance, and Analysis; Short Range Planning; Long Range Planning; Multimodal Planning; and Special Studies. For Tennessee/TDOT the UPWP is recognized over a 2-year period (2-Year Work Program). Whereas, for Virginia/VDOT, an update is required every year. Due to the different fiscal years, the Virginia FY22 UPWP was adopted at the May meeting subject to changes and/or edits made by TDOT. The final document was presented for approval/adoption. A motion was made by Ambre Torbett to adopt the FY22-23 Unified Planning Work Program and was seconded by Ronda Sawyer. Passed in a roll call vote: Adkins, Ailor, Milner, Montgomery, Sawyer, and Torbett voting “Aye”. The motion carried unanimously.
- C. TDOT 3-Year Plan and Project Rankings. Presented by Dexter Justis and Troy Ebbert. TDOT representatives talked about the state’s 3-year Comprehensive Multimodal Program and how annual project rankings fit in with the process. Discussion only. No action required.

**VI. PROJECT UPDATES/STATE AND FEDERAL PARTNER UPDATES**

Staff provided updates on projects. State and Federal updates and information were provided by TDOT, VDOT, and FHWA representatives.

**VII. PUBLIC COMMENTS:** Paul Montgomery invited members of the public to address the Executive Board with issues related to transportation planning issues, activities, and/or projects that pertain to the Kingsport Metropolitan Transportation Planning Organization. No comments.

**VIII. ADJOURNMENT:** There being no other business, a motion was made by Jimmy Adkins to adjourn the meeting and was seconded by Ronda Sawyer. The motion carried unanimously.