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## MEMORANDUM

To: Kingsport MTPO Executive Board  
From: Bill Albright, MTPO Manager  
Date: April 29, 2013  
Subject: MTPO Executive Board Meeting

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Please find enclosed for your review the agenda for the next Kingsport MTPO Executive Board meeting scheduled for **Tuesday May 7, 2013 at 9:00 AM (ET) in the Bob Clear Conference Room, 1st Floor Improvement Building, 201 West Market Street, (downtown) Kingsport, Tennessee.**

The focus of this meeting will be to:

- **Approve Kingsport MPO FY 2014-15 Unified Planning Work Program and Budget – Virginia Edition**
- **Provide an update regarding MTPO initiatives**

If you are unable to attend, you may designate a proxy in writing to represent you. A sample proxy letter is enclosed. The minutes from the last Executive Board meeting are also enclosed.

If you have any questions or need more information, please contact me at 423-224-2677 or email at [BillAlbright@KingsportTN.gov](mailto:BillAlbright@KingsportTN.gov).

Sincerely,

*Bill Albright*

Bill Albright  
Kingsport MTPO Manager  
201 West Market St  
Kingsport, TN 37660  
423.224.2670  
[ChrisCampbell@KingsportTN.gov](mailto:ChrisCampbell@KingsportTN.gov)

*KMTPO is a regional transportation planning agency representing all or portions of:  
Kingsport, Sullivan County, Hawkins County, Washington County, Scott County,  
Church Hill, Mount Carmel, Gate City, Weber City*

## Agenda

### Kingsport MTPO Executive Board

May 7, 2013 @ 9:00 AM (ET)  
Improvement Building – Bob Clear Conference Room  
201 West Market Street, Kingsport, TN 37660



#### 1. Executive Board Welcome

#### 2. Approval of Minutes from November 13, 2012 Meeting:

- Action
- Possible Action
- Discussion
- Information

#### 3. Public Comment on Agenda Items

- Action
- Possible Action
- Discussion
- Information

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 during the end of the meeting in the Public Hearing section.

#### 4. Review and Approve the “Kingsport MPO 2014-15 Unified Planning Work Program and Budget” – Virginia Edition

- Action
- Possible Action
- Discussion
- Information

**Presenter:** Presenter: Bill Albright

**Item Summary:** Each year the Kingsport MTPO is required to submit a Unified Planning Work Program (UPWP) and Budget. This document illustrates the various planning tasks that the Kingsport MTPO will be involved in and the amount of funding that will be set aside for each task. Because the fiscal year begins 3 months earlier in Virginia (July to June), The Virginia Department of Transportation, along with the LENOWISCO PDC, requires that the UPWP be approved at this time in order to authorize funding, process contracts, and prepare for the upcoming fiscal year. As a result, the Virginia Edition is being presented for approval at this meeting. The Tennessee (and final) version will be presented at a later date.

**Recommendation:** Approve the “Kingsport MPO FY 2014-15 Unified planning Work Program and Budget” – Virginia Edition

## 5. Review and Approve Changes to the Virginia Highway Functional Classification System

Action     Possible Action     Discussion     Information

**Presenter:** Bill Albright

**Item Summary:** for the past several months the Virginia Department of Transportation has been working with the Federal Highway Administration, the U.S. Census Bureau, and local MPOs to update the state's "Functional Classification System", with particular focus on MPO areas. From new directives in MAP-21, all major arterials will now be placed on the National Highway System (NHS). For Scott County this would be portions of U.S. 23 and U.S. 58. VDOT has also asked that all MPOs endorse the process utilized in making these change and also the changes themselves. The resolution provides support and endorsement for these actions.

**Recommendation:** Approve the Resolution supporting changes to the Virginia Highway Functional Classification System

## 6. Staff Reports - Projects, Initiatives

Action     Possible Action     Discussion     Information

**Presenter:** Staff

- STP Resurfacing – progress
- State Route 93 – safety improvements
- State Route 126 – funding update
- Interstate 81 / Interstate 26 Interchange improvements – study
- Closed-Loop Signal System – upgrades/expansion
- Stone Drive – Netherland Inn Road "Connector" – TPR
- Virginia – Yuma Road improvements
- Virginia – State Route 224 (Wadlow Gap Road) – funding
- Transit Systems – update
- Bicycle/Pedestrian – update
- Proposed Signalization – locations/studies
- Transportation Alternatives – project updates

## 7. Public Comment

Action     Possible Action     Discussion     Information

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

## 8. Meeting Adjournment



programs and policies that are directed toward improving conditions for walking and biking. A motion was made by Chris Starnes to approve the Regional Bicycle and Pedestrian Plan and was seconded by Deborah Fleming. The motion carried unanimously.

- B. Review and Approve Non-Motorized Transportation TIP Amendment.** Presented by Chris Campbell. The recently approved 2035 LRTP included an active transportation program initiative designed to promote non-motorized transportation solutions. The proposed TIP amendment will provide an implementation mechanism linked to the Bike/Ped Plan for the provision of non-motorized facilities. It will provide funding for programs and projects defined as non-motorized transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, and community improvement activities. A motion was made by Chris Starnes to approve a Non-Motorized Transportation TIP Amendment and was seconded by Donny Necessary. The motion carried unanimously.
- C. Review and Approve a Priority List of State Route Projects.** Presented by Chris Campbell. The priority list of State Route projects is a list to demonstrate regional consensus and the need to address critical concerns about projects in the area. Chris Starnes asked that the type of work for project VA-2 be changed to denote short term safety improvements with long term reconstruction. A motion was made by Donny Necessary to approve a Priority List of State Route Projects and was seconded by Gary Lawson. The motion carried unanimously.
- D. 2013 Meeting Dates.** Presented by Chris Campbell. The MTPO Executive Board typically meets once per quarter. Due to the TIP being updated there may be a need for an additional meeting. The proposed meeting dates in 2013 are: March 5, May 7, August 6, October 1, and December 3 – all meetings begin at 9:00 a.m.

**V. STAFF REPORTS:**

**SR126** – TDOT Public Hearing scheduled for December 11<sup>th</sup>. The first hearing will be held at the Civic Auditorium from 11:30 a.m. – 1:30 p.m. and the second hearing will be held at Central High School from 6:00 p.m. – 8:00 p.m.

**SR93** – Spot safety improvements, design public meeting planned.

**Stone Drive/Netherland Inn Road Connector** – Receiving RFQ 11/20/12 for TPR.

**SR75 Signal at Airport Parkway** – Design is under way and expect bid opening this summer and installation (construction) in the fall.

**Closed Loop Signal Software** – Almost ready to bid.

**Riverfront Seafood Section on Greenbelt** – ROW stage.

**Paratransit Service** – Will be changed to “Dial-A-Ride” to improve image.

**Holiday inn** – 6 year plan – November 14<sup>th</sup> from 6:00 – 8:00 p.m. Commissioner and Commission Board will be present.

**VDOT Bike Maps** – VDOT Bike Maps are available. Please see Chris Campbell for a map.

- VI. PUBLIC HEARING:** John Campbell invited those attending to make comments or ask questions about any and all agenda items, transportation planning issues, activities, and/or projects that pertain to the Kingsport Area Metropolitan Transportation Planning Organization.
- VII. ADJOURNMENT:** There being no other business the meeting was adjourned.

**Sample Proxy Letter**

\_\_\_\_\_

*(Date)*

I, \_\_\_\_\_, of \_\_\_\_\_

*(Name)*

*(Agency)*

Hereby designate \_\_\_\_\_ to vote as my proxy

*(Name of Proxy)*

during the \_\_\_\_\_ meeting of the Kingsport MPO Executive

*(Meeting Date)*

Board.