

The Cape Fear Rural Transportation Planning Organization serves as the intergovernmental organization for local elected officials, the North Carolina Department of Transportation, and residents of Brunswick, Columbus, and Pender Counties to work cooperatively to address transportation issues.

Rural Transportation Advisory Committee (RTAC)

Meeting Minutes

March 15, 2024 • 9:00 AM

Cape Fear Council of Governments • Wilmington, NC

Voting Members Present

Frank Williams, Brunswick County
Mike Forte, Brunswick County
Mark Martin, Oak Island
Dave DeLong, St. James

Lavern Coleman, Columbus County
Terry Mann, Whiteville
William Rivenbark, Burgaw

Others Present

Rich Alt, Southport
Garry Keaton, Sandyfield
Steve Smith, Topsail Beach
Chad Kimes, NCDOT Div. 3
Michelle Howes, NCDOT Div. 3

Kirsten Spirakis, NCDOT Div. 3
Darius Sturdivant, NCDOT Div. 6
Nazia Sarder, NCDOT TPD
Allen Serkin, Cape Fear COG
Sam Boswell, Cape Fear RPO

I. START-UP

- 1. Call to Order** – RTAC Chair Frank Williams called the meeting to order at 9:05 AM.
- 2. Invocation/Pledge of Allegiance** – Mr. Lavern Coleman led the group in an invocation and the Pledge of Allegiance.
- 3. Roll Call** – RPO Staff took a roll call of all attendees.
- 4. Ethics Awareness & Conflict of Interest Statement** – Mr. Frank Williams read the ethics awareness statement.
- 5. Additions or Corrections to the Agenda** – There were no changes to the agenda. *Mr. Mike Forte made a motion to adopt the agenda. Mr. Lavern Coleman seconded the motion. A roll call vote was taken.*

*Frank Williams, Yes
Mike Forte, Yes*

*Mark Martin, Yes
Dave DeLong, Yes*

Lavern Coleman, Yes
Terry Mann, Yes

William Rivenbark, Yes

The motion passed unanimously.

6. **Approval of Minutes** – The November 20, 2023 meeting minutes were considered. Mr. Terry Mann made a motion to approve the minutes. Mr. Lavern Coleman seconded the motion. A roll call vote was taken.

Frank Williams, Yes
Mike Forte, Yes
Mark Martin, Yes
Dave DeLong, Yes

Lavern Coleman, Yes
Terry Mann, Yes
William Rivenbark, Yes

The motion passed unanimously.

7. **Public Comment** – There were no comments from the public at this meeting.

8. **Vacancies and Appointments** – RPO Staff reviewed RTAC appointments in three categories: renewed appointments, new appointments, and new alternates. Appointments for voting members and alternates were decided in county meetings in January. RPO Staff also reviewed the procedure for alternates' participation.

9. **Election of Officers** – In the first meeting of each year, the RTAC must select a Chair and Vice Chair. Mr. Mike Forte made a motion to appoint Mr. Frank Williams as Chair and Mr. Terry Mann as Vice Chair. Mr. Lavern Coleman seconded the motion. A roll call vote was taken.

Frank Williams, Yes
Mike Forte, Yes
Mark Martin, Yes
Dave DeLong, Yes

Lavern Coleman, Yes
Terry Mann, Yes
William Rivenbark, Yes

The motion passed unanimously.

II. PUBLIC HEARING

10. **Brunswick County Comprehensive Transportation Plan** – RPO Staff (Sam Boswell) and NCDOT TPD (Nazia Sarder) presented the Brunswick County CTP, including multi-modal project maps and recommendations, a review of the planning process and relevant public involvement, and a timeline of the adoption process.

11. **Public Comment: Brunswick County CTP** – There were no comments from members of the public on the Brunswick County CTP. Mr. Frank Williams expressed a desire to attend the NCDOT Board of Transportation meeting in Raleigh when the Brunswick County CTP is presented for adoption, mostly likely in May.

III. NEW BUSINESS

12. **Brunswick County CTP Endorsement** – NCDOT has requested a Resolution of Support from the Cape Fear RPO endorsing the Brunswick County CTP. *Mr. Mike Forte made a motion to approve the resolution, and Mr. William Rivenbark seconded the motion. A roll call vote was taken.*

*Frank Williams, Yes
Mike Forte, Yes
Mark Martin, Yes
Dave DeLong, Yes*

*Lavern Coleman, Yes
Terry Mann, Yes
William Rivenbark, Yes*

The motion passed unanimously.

13. **Title VI Nondiscrimination Plan Adoption** – As a subrecipient of federal funds, the Cape Fear RPO is required to maintain a Title VI Nondiscrimination Plan. RPO Staff presented the plan, containing updated demographic data for the RPO region. No policies or procedures were changed as part of this plan update. *Mr. Lavern Coleman made a motion to approve the updated plan, and Mr. Terry Mann seconded the motion. A roll call vote was taken.*

*Frank Williams, Yes
Mike Forte, Yes
Mark Martin, Yes
Dave DeLong, Yes*

*Lavern Coleman, Yes
Terry Mann, Yes
William Rivenbark, Yes*

The motion passed unanimously.

14. **2024 Cape Fear RPO Meeting Schedule** – To align with the updated P7.0 schedule, RPO Staff recommended moving the RTAC's December 13 meeting to November 15. *Mr. Terry Mann made a motion to approve the meeting schedule change, and Mr. William Rivenbark seconded the motion. A roll call vote was taken.*

*Frank Williams, Yes
Mike Forte, Yes
Mark Martin, Yes
Dave DeLong, Yes*

*Lavern Coleman, Yes
Terry Mann, Yes
William Rivenbark, Yes*

The motion passed unanimously.

IV. REPORTS/UPDATES

15. Reports/Updates

- **Cape Fear RPO** – RPO Staff provided updates on the following:
 - State Ethics Filings for all RTAC Voting Members and Alternates
 - 2024-2033 STIP Revisions
 - NCDOT Rail Division’s Corridor Identification and Development program
 - Draft FY25 Planning Work Program
 - Draft P7.0 Local Input Point Methodology
- **NC Ports (Port of Wilmington)** – There was no update by the Port.
- **NCDOT Ferry Division** – There was no additional update by the Ferry Division.
- **NCDOT Integrated Mobility Division (IMD)** – There was no update by IMD.
- **NCDOT Division 3 (Brunswick & Pender)** – Michelle Howes gave an update Division 3 projects.
- **NCDOT Division 6 (Columbus)** – Darius Sturdivant gave an update on Division 6 projects.
- **NCDOT Transportation Planning Division (TPD)** – Sam Boswell provided TPD updates on behalf of Nazia Sarder regarding the status of CTPs across the RPO area.
- **NC Board of Transportation** – There was no update by the Board member.

VI. OTHER

16. **Open discussion** – Darius Sturdivant announced that he will be retiring from NCDOT at the end of this month.

17. **Adjourn** – *The meeting was adjourned at 10:15 AM.*

Approved by the RTAC at a regular meeting on Friday, April 12, 2024.

Signed:


Frank Williams, RTAC Chair

Attest:


Sam Boswell, Secretary