



CHAPEL HILL TRANSIT
Town of Chapel Hill
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CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE

NOTICE OF COMMITTEE MEETING AND AGENDA

MAY 23, 2017 – 11:00 A.M. to 1:00 P.M.

CHAPEL HILL TRANSIT – FIRST FLOOR CONFERENCE ROOM

	PAGE #
1. Approval of April 25, 2017 Meeting Summary	1
2. Employee Recognition	
3. Consent Items	
A. April 2017 Financial Report	3
4. Discussion Items	
A. FY2017-18 Transit Budget Development Update	5
B. EZ Rider Advisory Committee Policies and Procedures	7
C. Short-Range Transit Plan Committee Appointments	12
D. Disposition of Fixed Route Buses	13
5. Information Items	
A. Grant Application and Project Updates	14
B. Triennial Review Update	18
C. Summer Construction Project Update	19
D. Legislative Update	20
6. Departmental Monthly Reports	
A. Operations	21
B. Director	24
7. Future Meeting Items	25
8. Partner Items	26
9. Next Meeting – June 27, 2017 (11:00 a.m. – 1:00 p.m.)	
10. Adjourn	

**MEETING SUMMARY OF A REGULAR MEETING OF THE PUBLIC TRANSIT COMMITTEE
1ST FLOOR TRAINING ROOM, CHAPEL HILL TRANSIT**

Tuesday, April 25, 2017 at 11:00 AM

Present: Ed Harrison, Chapel Hill Town Council
Michael Parker, Chapel Hill Town Council
Julie Eckenrode, Assistant to Town Manager, Carrboro
George Cianciolo, Chapel Hill Town Council
Cheryl Stout, UNC Transportation and Parking
Than Austin, UNC Transportation & Parking
Brad Ives, UNC Associate Vice Chancellor for Campus Enterprises
Damon Seils, Carrboro Alderman

Absent: Bethany Chaney, Carrboro Alderman

Staff present: Brian Litchfield, Transit Director, Flo Miller, Deputy Town Manager, Rick Shreve, Budget Manager, Nick Pittman, Transit Planner, Mila Vega, Transit Planner, Tim Schwarzauer, Grants Coordinator, Bergen Watterson, Transportation Planning Mgr., Tina Moon, Carrboro Planner

Guests: Fred Lampe, Todd Wiggins

1. The Meeting Summary of March 28, 2017 was received and approved as amended.
2. **Employee Recognition** – None
3. **Consent Items**
 - A. March Financial Report – Rick reviewed the information for the Partners.
4. **Discussion Items**
 - A. North South BRT Project – Environmental and Design RFQs – Mila reviewed the item and explained the draft 2 RFQs provided to the Partners. The Partners asked if CHT had the staff to handle the extra work. Brian said yes, Mila will be managing and coordinating and other Town departments will also be involved. Technical and Policy committees will be set up as well. A representative(s) from the Partners Committee will be included in the selection process for the consultants. The draft RFQ's were approved. It was noted that the first phase of this will be covered by funds from the Orange County Transit Plan.
 - B. Public Transit Committee Future Meeting Schedule – Brian reviewed the dates for the upcoming year asking for the Partners wishes on whether the November meeting

should be the 21st or the 28th. It was decided to meeting November 28th and the group approved the schedule.

- C. FY 2017-18 Transit Budget Development Update – Brian reviewed the schedule for adoption of the budget and the item in general. Rick reviewed the Key Issues including the Capital Plan. He also noted the estimated Partner contributions. Brian, then went over the Orange County Transit Plan funds, \$1.8M is anticipated, and how it will be used. It was noted that \$2.65M is expected for the NS Study Environmental and Design phase. Nick reviewed the service adjustments that are planned as well as service expansion.
- D. Short Range Transit Plan Committee Appointments – Damon Seils and Ed Harrison volunteered for the Policy Committee. UNC will email Brian with the name of their representative.
- E. Summer Construction Projects – Provided for the Partners information. There were no questions.
- F. Draft Orange County Plan – Brian reviewed this for the Partners.

5. Information Items

- A. Project Update – Provided for the Partner’s information.
- B. Federal Legislative Update – Provided for the Partner’s information.

6. Departmental Monthly Reports

- A. Operations – This item was provided for the Partners information.
- B. Director – This item was provided for the Partners information. Brian noted that the EZ Rider Advisory Committee has a draft of their Bylaws which will be provided to the Partners next month for their review.

7. Future Meeting Items

8. Partner Items

9. Next Meeting – May 23, 2017

10. Adjourn

The Partners set a next meeting date for May 23, 2017

3A. April Financial Report

Prepared by: Rick Shreve, Budget Manager

April 2017

- Expenses for the month of April were \$1,470,482. Along with the encumbrances, which are heavily weighted towards the beginning of the fiscal year, approximately 86.15% of our budget has been expended or reserved for designated purchase (e.g. purchase orders created for vehicle maintenance inventory supplies encumber those funds, and show them as unavailable for other uses).
 - This month's data includes the funds for the installment financing, and that will appear on our books until the expenses are realized for the incoming buses.
 - This is also somewhat skewed by the encumbrance of \$967,000 for the financing of buses. That money appears in these numbers as budgeted funds that are encumbered, which affects the totality of the available budget.
 - Overall, looking at individual divisions, one can see that we are in line with monthly expenditures for operating purposes.

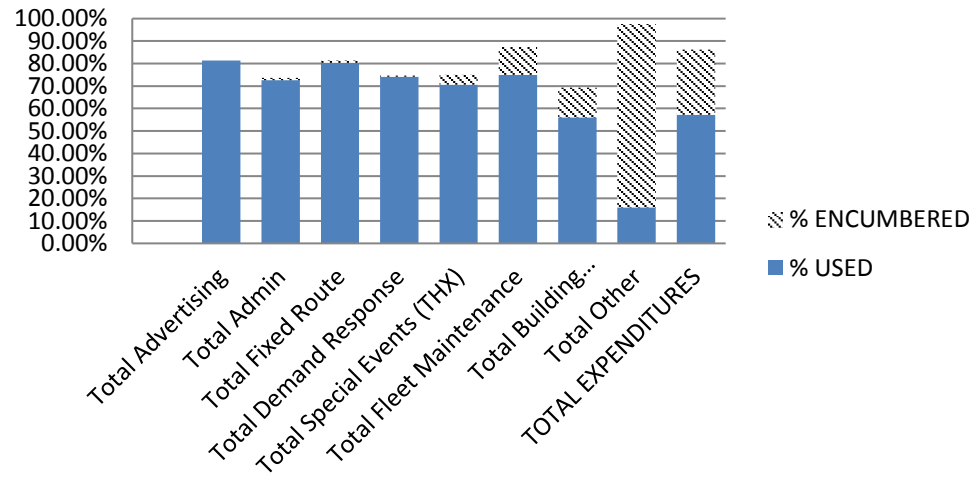
Highlights

- This data reflects the first nine months of this fiscal year, and follows expected trends, with the caveats stated above. This aggregation of expenses and encumbrances is consistent with years past, and is perfectly in line with what we would expect at this point in the year.
- The attached data exhibits the financial information by division within CHT, should be a useful tool in monitoring our patterns as the year progresses, and is a high-level representation of the data used by our division heads.
 - It is worth noting that the "Special Events" line is mostly comprised of Tar Heel Express expenses, and the line labeled "Other" is comprised primarily of special grant-funded expense lines that are not permanent fixtures in the division budgets.

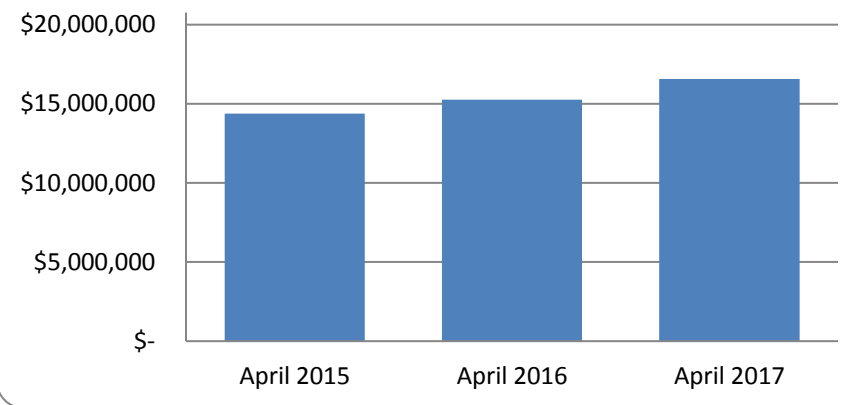
Transit 640 Fund Budget to Actual at end of April 2017

	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL MONTH EXPENSES	ACTUAL YTD EXPENSES	CURRENT ENCUMBRANCES	BALANCE AVAILABLE	% USED OR ENCUMBERED April = 83.33%
Total Advertising	\$ 95,337	\$ 93,937	\$ 6,768	\$ 76,351	\$ -	\$ 17,586	81.28%
Total Admin	1,607,297	1,632,697	112,355	1,185,331	16,999	430,367	73.64%
Total Fixed Route	10,143,298	10,185,926	748,737	8,191,400	93,016	1,901,510	81.33%
Total Demand Response	2,091,043	2,092,543	155,309	1,552,076	10,465	530,002	74.67%
Total Special Events (THX)	327,601	327,601	8	231,271	14,586	81,744	75.05%
Total Fleet Maintenance	4,149,481	4,471,481	338,340	3,349,222	556,395	565,864	87.35%
Total Building Maintenance	800,533	845,018	28,349	473,574	112,329	259,115	69.34%
Total Other	1,160,640	9,325,105	80,614	1,499,428	7,599,039	226,638	97.57%
TOTAL EXPENDITURES	\$ 20,375,230	\$ 28,974,308	\$ 1,470,482	\$ 16,558,653	\$ 8,402,829	\$ 4,012,826	86.15%

CHT April 2017 YTD Expenses as % of Budget



CHT Total YTD Expenses - Previous Years Comparison



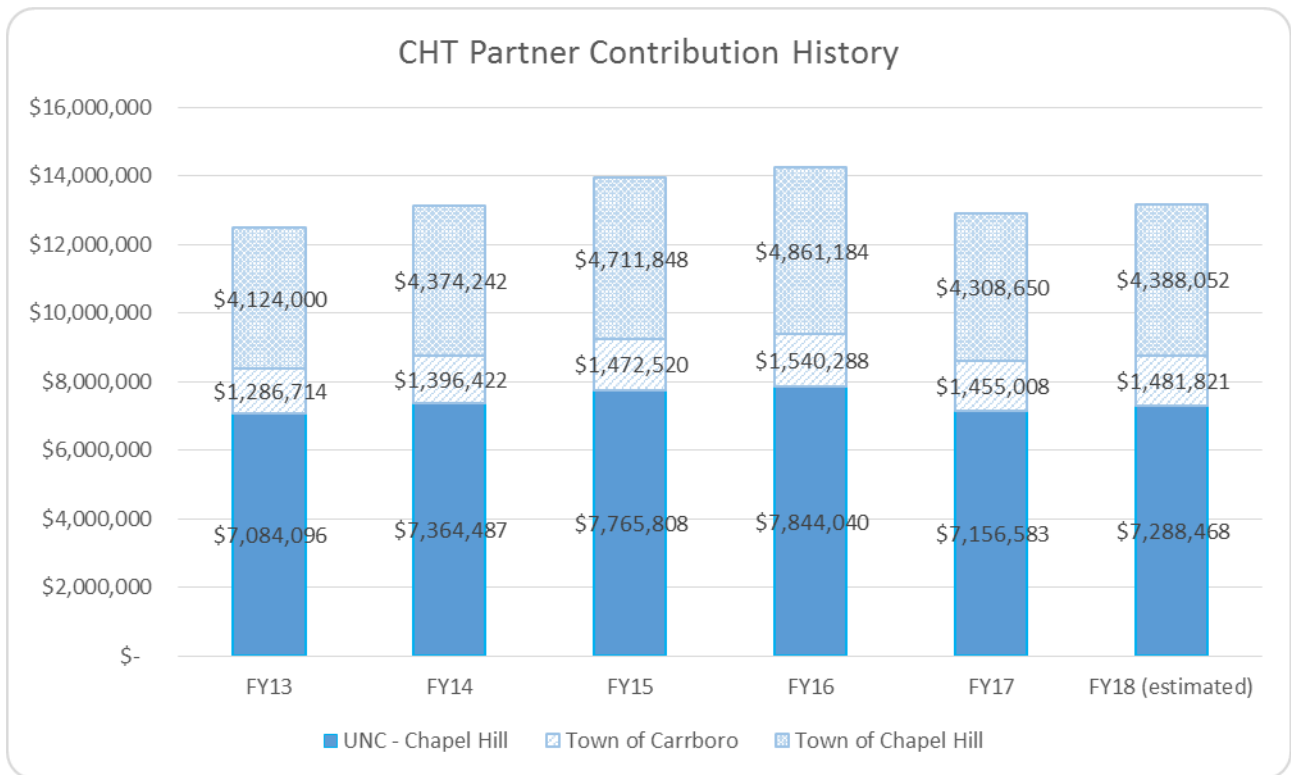
4A: FY17-18 Chapel Hill Transit Budget Development

Action: 1. Receive information and provide staff with feedback.

Staff Resource: Rick Shreve, Budget Manager
 Brian Litchfield, Director

Chapel Hill Transit (CHT) staff continue to work internally and with the Town’s Business Management Department (BMD) towards finalizing our FY17-18 budget. The Town Manager has submitted his Recommended Budget to Council, and any changes at this point would likely come from any service adjustments, changes in particular revenue expectations for the next year, or other issues that vary from our approximations. A presentation will be provided at the meeting.

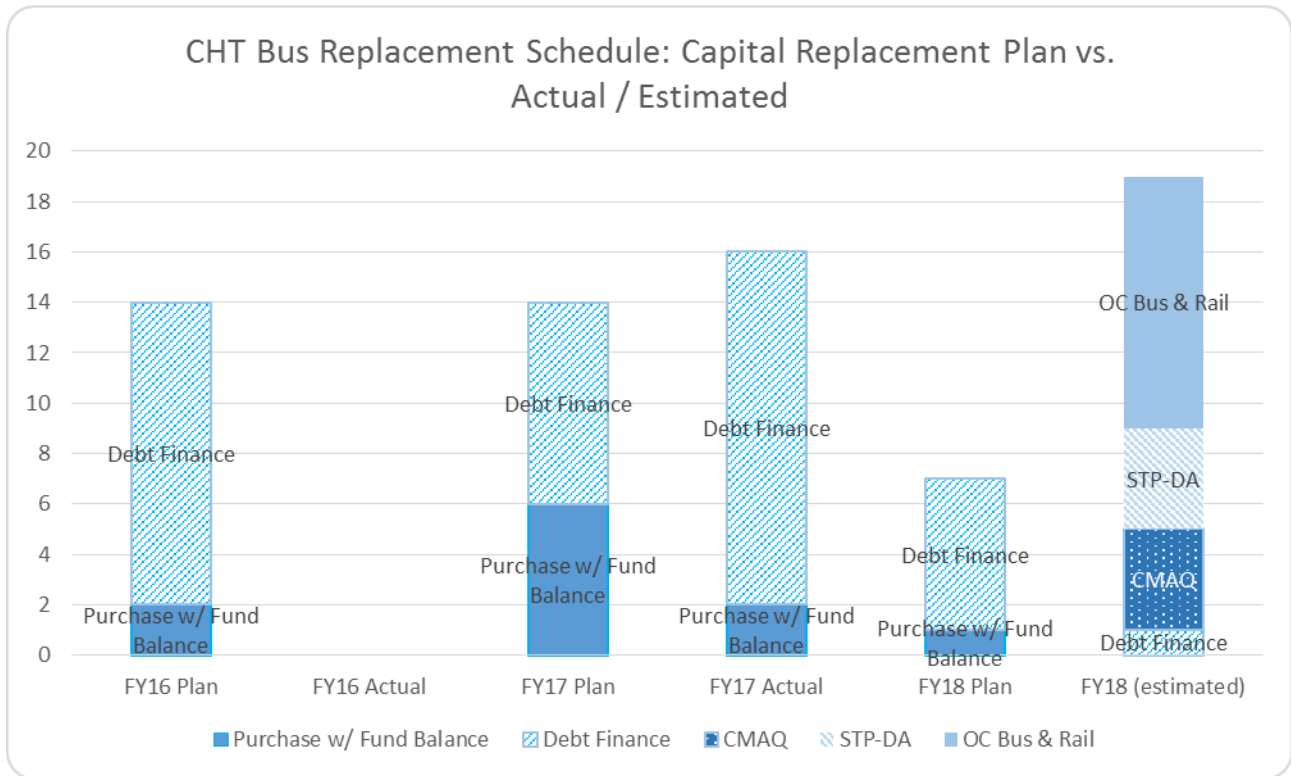
We currently see only modest changes in key areas of operating expenditures, but we still face some potential volatility on the revenue side, particularly related to our State assistance. The budget that the Manager has recommended to Council reflects the same Partner contributions for next year as relayed in the April Partners’ meeting, as follows:



	FY13	FY14	FY15	FY16	FY17	FY18 (estimated)
UNC - Chapel Hill	\$ 7,084,096	\$ 7,364,487	\$ 7,765,808	\$ 7,844,040	\$ 7,156,583	\$ 7,288,468
Town of Carrboro	\$ 1,286,714	\$ 1,396,422	\$ 1,472,520	\$ 1,540,288	\$ 1,455,008	\$ 1,481,821
Town of Chapel Hill	\$ 4,124,000	\$ 4,374,242	\$ 4,711,848	\$ 4,861,184	\$ 4,308,650	\$ 4,388,052

Capital Replacement

The bulk of the increases for the next year come from continued funding of the debt financing of vehicles, and other sources of rolling stock replacement. These other bus purchases come with additional funding (Orange County Transit Plan, STP-DA, CMAQ) and reflect our commitment to following the Partner-approved Capital Replacement Plan as follows:



The Capital plan calls for ordering replacements for 35 buses through the end of FY18.

- We have been able to order 16 buses so far, which should all be operating by the end of this fiscal year.
- We have funding to order 3 more using CMAQ funds, 3 additional using STP-DA funds, and in FY18 will have additional CMAQ funds for another 3 buses.
- OC Bus and Rail Plan has funding for the purchase of 5 buses in FY17 and up to 5 more in FY18.
- We have grant funding for 7 Demand Response Vehicles.
- We replaced service vehicles and made park and ride repairs with State funding.
- FY18 Budget includes funding to lease an electric bus.

Upcoming Dates for Town of Chapel Hill budget process

- May 31, Budget Work Session (If needed)
- June 5, Budget Work Session (if needed)
- June 12, Adoption of 2017-18 Budget

Recommendation

- Partners discuss the information provided and provide staff with feedback and direction.

4B. EZ Rider Advisory Committee Policies and Procedures

Action: 1. Receive information and adopt guidelines and schedule as presented.

Staff Resource: Don Willis, Operations Manager - Demand Response
Brian Litchfield, Director

Background

The EZ Rider Advisory Committee (EZRAC) has been meeting with Chapel Hill Transit EZ Rider staff on a monthly basis for several years to discuss service concerns, policies and procedures and provide input on updates to EZ Rider documents and plans and fixed-route services when applicable. The committee currently consists of seven (7) members from throughout our service area. The current, long-serving members generally volunteered to serve based on their interest and use of the service. In April 2016, the Mayor's Office received a request from representatives of the EZRAC to formalize the committee and process for selecting and appointing members. During the May 24, 2016 Partners Meeting the Committee asked staff to develop formal policies and procedures for the EZRAC committee, consistent with the following objectives:

- EZRAC would serve as a subcommittee to the Partners.
- Developing changes to procedures or policies related to EZ Rider and Fixed Route Services (in order to ensure our system is serving the needs of persons with disabilities within our service area).
- Reviewing budgets and grant applications
- Providing input on updates to EZ Rider documents
- Outreach to people with disabilities who need to know about EZ Rider and/or accessible Fixed-Route Services
- Offer a forum for the community to bring their comments or concerns about EZ Rider and/or Fixed-Route service issues.

The Committee guidelines and ethics guidelines are consistent with those developed for Town of Chapel Hill Advisory Boards and Commissions.

Meeting Dates

The EZ Rider Advisory Committee meets the second Wednesday of every month (except – **insert months without meetings if any**) at 4 p.m. in a **meeting room** at the Chapel Hill Public Library at 100 Library Drive, Chapel Hill, North Carolina, unless otherwise posted. All meetings are open to the public. No person shall be denied access to any meeting of the EZ Rider Advisory Committee unless that person is disruptive or otherwise prevents or impedes the business of the Committee.

Committee Members

The Chapel Hill Transit Partners Committee will appoint all members of the EZ Rider Advisory Committee in accordance with the following guidelines:

- **Membership:**
 - Any person interested in membership on the EZ Rider Advisory Committee shall contact the Advisory Committee Chair, Committee Staff liaison, or any member of the Chapel Hill Transit Partners Committee to request consideration for membership. The Advisory Committee may also recommend to the Chairperson of the Partners Committee, a person or persons to be considered for membership. Interested persons will send their request in typed or written format regarding their background and qualifications for membership. No formal application shall be required, and the Partners Committee will make its appointments based upon the information provided by the prospective member and any other sources it deems appropriate.
 - A list of open seats on the Advisory Committee and the expiration of the terms of the current members shall be maintained by Chapel Hill Transit staff, with assistance from the EZ Rider Advisory Committee, and shall be made available to the public or to the Advisory Committee (or any member thereof) upon written request.
- **Length of Term:**
 - Members serve staggered three-year terms which shall expire on June 30. However, members may serve until their successors have been appointed.
 - Please note that members who are appointed by the Chapel Hill Transit Partners Committee may be removed at any time by a vote of the Committee.
- **Consecutive Terms:**
 - No one shall serve on the EZ Rider Advisory Committee for more than two consecutive full terms. Following a one-year absence, an individual is eligible to serve again on the Committee. The Partners Committee may reappoint an individual for an additional one-year term following two consecutive terms, by resolution for the purpose of completing ongoing projects.
 - Additionally, when a vacancy occurs before the scheduled end of a term, the person appointed to such a vacancy shall complete the term of the seat. This is considered a partial term and the individual will be eligible for two additional full-terms on the board.
- **Attendance:**
 - In order to be considered a member in good standing and to be eligible for reappointment to the EZ Rider Advisory Committee, members must have attended 80% of scheduled meetings and trainings during their previous term. The Committee Chair and Chapel Hill Transit staff shall report to the Transit Partners Committee any members who are not meeting attendance requirements.

- Such a report should be included as part of the EZ Rider Advisory Committee's recommendation for reappointment, but may also be submitted to the Transit Partners Committee as part of a request for member removal.
- **Leave of Absence:**
 - Leaves of absence from boards shall be approved by the Transit Partners Committee and shall not exceed five months. No interim appointments will be made.
- **Resignations:**
 - Resignations shall be submitted in writing via hardcopy or email to the Chair of the Transit Partners Committee or to the Transit Partners Committee, who shall forward the original written resignation to Chapel Hill Transit staff for notification.
- **Composition:**
 - The EZ Rider Advisory Committee shall be made up of seven (7) members. Each Chapel Hill Transit funding partner (Town of Chapel Hill, Town of Carrboro and University of North Carolina at Chapel Hill) will have one (1) representative. Four (4) representatives will be EZ Rider customers, from organizations involved in issues that concern persons with disabilities or private citizens who advocate for the needs of persons with disabilities.

Quorum and Voting

- Quorum is a majority of members excluding any vacant seats. Unless otherwise specified herein, a majority vote of those voting members in attendance, a quorum being present, shall be required to approve any motion or action of the EZ Rider Advisory Committee.

Chapel Hill Transit Support and Responsibilities

- As authorized by the Transit Partners Committee, and as assigned or delegated by the Town Manager or Transit Director, Chapel Hill Transit staff, is responsible for the day-to-day operations of the transit and paratransit (EZ Rider) systems.
- The Chapel Hill Transit Director shall designate staff responsible to support the EZ Rider Advisory Committee's functions, meetings and records. The EZ Rider Advisory Committee shall be informed of any changes in such assignment(s).

Advisory Committee Records and Meeting Materials

- Chapel Hill Transit staff shall prepare records and a summary of EZ Rider Advisory Committee meetings in draft form and shall maintain these as approved by the EZ Rider Advisory Committee. Chapel Hill Transit staff shall be responsible for preparing materials in advance of EZ Rider Advisory Committee meetings and ensuring their delivery to EZ Rider Advisory Committee members in a timely manner. Upon request, materials will be provided in an accessible format. If information relating to the EZ Rider Advisory Committee is requested by a member of the public, Chapel Hill Transit staff shall be responsible for providing it in a manner consistent with applicable law(s).

Officers

- The officers of the EZ Rider Advisory Committee shall consist of a Chairperson and a Vice-Chairperson. The officers shall be voting members. The Chairperson and the Vice-Chairperson shall be elected annually by the EZ Rider Advisory Committee and approved by Chapel Hill Transit Partners Committee. Officers can serve no longer than (2) two consecutive (1) one-year terms in each position. In the event an officer is unable to complete a term, the vacant office shall be filled in the same manner as it was originally filled.
 - **Duties of Chairperson**
 - Develop meeting agenda and packet with Staff Liaison
 - Facilitate discussion
 - Ensure interests of the Chapel Hill Transit funding partners are met
 - Sign documents and represent Committee as appropriate
 - Call special meetings in accordance with the North Carolina Open Meetings Law, with Chapel Hill Transit staff assistance.
 - **Vice-Chair's Responsibilities**
 - To fulfill the Chair's responsibilities in his/her absence.

Ethics Guidelines

All advisory board and commission members and applicants shall agree to comply with the following ethics guidelines adopted by the Council on March 1, 1999:

Ethics Guidelines for Town Advisory Boards and Commissions

Members of advisory boards and commissions shall not discuss, advocate, or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private, or monetary interest, either direct or indirect, in any issue or transaction under consideration. Any member who violates this provision may be subject to removal from the board or commission.

If the advisory board or commission member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or commission should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area.

Any advisory board or commission member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory

board or commission member should excuse himself/herself from voting. The advisory board or commission member may request the Town Attorney respond in writing.

Next Steps

- Review by Town of Chapel Hill Attorney.
- Issue call for membership on June 1, 2017 with applications due by June 21 (tentative).
- Final review and implementation by EZRAC during June 14, 2017 meeting (July 1, 2017 target date).
- Partners Committee review applications and make selection during June 27, 2017 meeting.

4C. Short-Range Transit Plan Committee Appointments

Action: 1. Each funding Partner identify a representative for both the Technical Advisory Committee and Policy Committee.

Staff Resource: Rick Shreve, Budget Manager
Nick Pittman, Transit Planning Coordinator
Brian Litchfield, Director

Overview

The Partners' approved the scope of work for the Strategic and Financial Sustainability Study – Service Planning Phase at their March 28, 2017 meeting. The Technical Advisory Committee (TAC) will meet on a regular basis and work with the consultant team to develop work products and recommendations for the Partners Committee consideration. The TAC should include at least one staff representative from each funding Partner. The Policy Committee will meet much less frequently and will provide strategic direction along with reviewing final work products and recommendations prior to presentation to the Partners Committee. The Policy Committee should consist of one representative from each funding Partner.

The following representatives have been identified:

Town of Chapel Hill

Policy: Ed Harrison
Technical: Nick Pittman

University of North Carolina at Chapel Hill

Policy: Cheryl Stout
Technical: Than Austin

Transit staff will follow up with Town of Carrboro Manager to determine the appropriate representatives for the Town of Carrboro.

Staff is working with Nelson/Nygaard to establish a set of dates in July for the consultant team to meet with the Technical and Policy committees and other key stakeholders. The goal is to establish a path that allows for public engagement to begin in August following the start of the University's fall semester.

Recommendation

- Each funding Partner identify a representative for both the Technical Advisory Committee and Policy Committee.

4D. Disposition of Fixed Route Buses

Action: 1. Approve staff request to move forward with disposition of identified buses, consistent with local, state and federal requirements.

Staff Resource: Peter Aube, Maintenance Manager
Tim Schwarzauer, Grants Coordinator
Brian Litchfield, Director

Overview

Per Federal Transit Administration (FTA) Circular 5010.1e, recipients of grant funds are required to maintain an Asset Management plan and include in the plan a disposition schedule. As part of Chapel Hill Transit's ongoing effort to review and replace rolling stock, which has reached the end of its useful life, staff have identified the following vehicles for disposition:

- Bus # 742 2001 Nova
- Bus # 744 2001 RTS
- Bus # 745 2001 Nova
- Bus # 749 2001 Nova
- Bus # 766 1995 Gillig Phantom
- Bus # 771 1996 Gillig Phantom
- Bus # 774 1996 Gillig Phantom
- Bus # 775 1996 Gillig Phantom
- Bus # 777 1996 Gillig Phantom
- Bus # 779 1998 RTS
- Bus # 780 1998 RTS
- Bus # 781 1998 RTS
- Bus # 784 1998 RTS
- Bus # 786 1998 RTS
- Bus # 800 2002 Nova
- Bus # 806 2002 Nova

All vehicles listed are beyond their federally defined "useful life" of 12 years or an accumulation of at least 500,000 miles and have been selected for replacement following a review of their maintenance records.

Recommendation

- Approve staff request to move forward with disposition of identified buses, consistent with local, state and federal requirements.

5A. Grant Application and Project Update

Staff Resource: Nick Pittman, Transit Planning Coordinator
 Tim Schwarzauer, Grants Coordinator

Bike Rack Demonstration and Fix-it Station Project

The Town of Chapel Hill’s Bike/Ped Champion’s Team in coordination with the Chapel Hill Downtown Partnership have collaborated to add new bicycle amenities on Franklin Street near the Carolina Coffee Shop bus stop.

The new amenities will include a bicycle fixit station along with a bus bike rack demo station. The fixit station includes all of the necessary tools to perform basic bike repairs and maintenance, from changing a flat to adjusting brakes and derailleurs. Our bus bike rack demo will allow bicycle users to “practice” placing a bike on the front of a bus utilizing the same bike rack that all Chapel Hill Transit buses are equipped with. This station will include instructions and pictures to help the users.

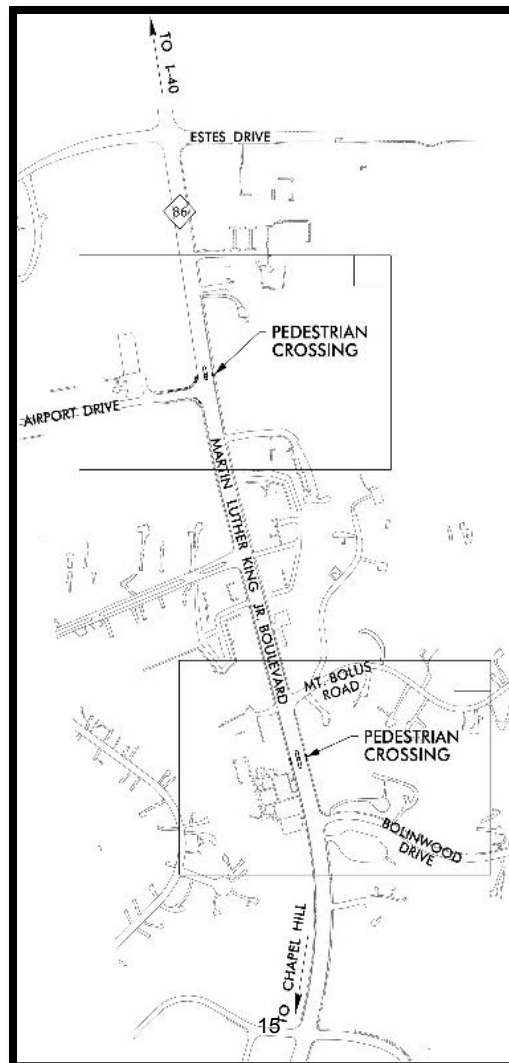
It is expected that installation of these amenities will occur in June. Trainings, workshops and promotions will be provided through the town’s Go Chapel Hill Transportation Demand Management program, in both general public outreach activity and events, as well as through the Transportation Management Annual Training Conferences. Social Media outreach will include FB, Twitter, Instagram and the Go CH Website.



New Pedestrian Islands

To improve pedestrian safety and access to Chapel Hill Transit stops, the Town of Chapel Hill, in coordination with North Carolina Department of Transportation and Transit staff, are installing two (2) new crosswalks with pedestrian refuge islands on Martin Luther King Jr. Boulevard. The northern-most refuge island is located between Airport Drive and the Chapel Hill-Carrboro YMCA (south of Estes Drive), also improving access to University offices located on Airport Drive. In addition to the crosswalk and refuge island, sidewalk improvements will be made along the north side of Airport Drive to complete the sidewalk out to the Chapel Hill Transit bus stop at the corner of Airport Drive and Martin Luther King Jr. Boulevard. The southern-most refuge island is located north of Bolinwood Drive in front of the Airport Gardens Apartments (north of the Chapel Hill Police Department).

The project is estimated to have a June 30th, 2017 completion date. As part of the project, there will be minor bus stop adjustments. Currently, there are two (2) bus stops located between Estes Drive Extension and Airport Drive: Martin Luther King Jr. Boulevard at YMCA Southbound (#3445) and Martin Luther King Jr. Boulevard at Airport Drive (#3444). These will be combined into one (1) bus stop, which will be located closer to the new crosswalk: Martin Luther King Jr Boulevard at Airport Drive (#3444). Notice will be posted on impacted stops.



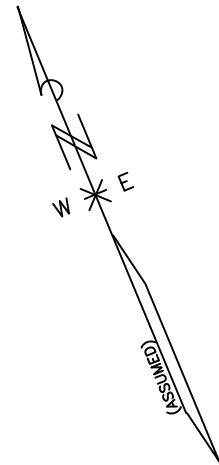
Grants

- *FTA 5339(c) Low/No Emission*: Transit staff are working to submit an application to the Federal Transit Administration for the purchase of up to four (4) electric buses, as well as funds for associated infrastructure upgrades, including overnight charging stations.
- *LTVs*: Staff are working to finalize an order for seven (7) Light-Duty Transit Vehicles (LTVs) to replace EZ Rider vehicles, with grant funds, that are beyond their useful life.

PRELIMINARY PLAT
 NOT FOR RECORDING, SALES
 OR CONVEYANCE.
 THIS DOCUMENT WAS PREPARED FOR
 ILLUSTRATION PURPOSES ONLY.
 FOR FURTHER INFORMATION:
 CONTACT THE ENGINEER/SURVEYOR
 AS NOTED.

PROPOSED BIKE RACK DEMONSTRATION
 STATION MOUNTED TO EXISTING PLANTER.
 DIMENSIONS WHEN EXTENDED: 5.5' X 2.8'

PROPOSED 3'x3' CONCRETE PAD
 WITH FIXIT MOUNTED ON CENTER



FRANKLIN STREET
 (100' PUBLIC R/W)

BUS SHELTER

PAPER STAND

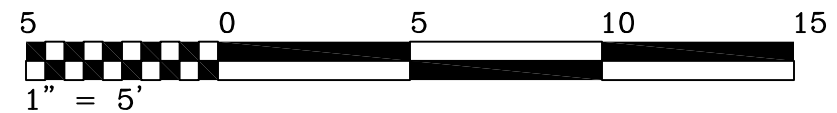
EXISTING CONCRETE SIDEWALK

PLANTER

N/F
 UNIVERSITY UNITED METHODIST
 CHURCH OF CHAPEL HILL
 9788-47-0228
 DB 45/468

LEGEND

- ⊕ - BENCHMARK
- ⊙ - SIGN
- ⊕ - LIGHT POLE
- ⊗ - FIBER OPTIC BOX
- ⊙ - TRASH CAN
- ⊕ - CLEANOUT
- == - CURB LINE



Town of
Chapel Hill
 ENGINEERING AND DESIGN SERVICES



No.	Revision/Issue	Date

TOWN OF CHAPEL HILL
 PUBLIC WORKS DEPARTMENT
 ENGINEERING AND DESIGN SERVICES DIVISION
 405 MARTIN LUTHER KING JR BLVD
 CHAPEL HILL, NC 27514

Project Name and Address
 FRANKLIN STREET -
 BIKE REPAIR STATION
 Chapel Hill, NC 27514

Project RepairStation.DWG	Sheet 1
Date 3/29/2017	
Scale 1" = 5'	

5B. Triennial Review Update

Staff Resource: Tim Schwarzauer, Grants Coordinator

Background

- The Federal Transit Administration (FTA) will be conducting a Triennial Review of Chapel Hill Transit July 13-14th, 2017. The review determines whether an FTA grantee is administering its FTA funded programs in accordance with federal transit law provisions (49 U.S.C. Chapter 53), regulations (49 CFR 601 to 665) and relevant guidance Circulars.
- The review is being conducted by the Calyptus Consulting Group, in coordination with the FTA, and will focus on 17 areas, including: technical capacity, procurement, Title VI, Disadvantaged Business Enterprise program, Drug-Free Workplace, Drug and Alcohol Program, Equal Employment Opportunity, and Americans with Disabilities Act, etc.
- Staff has provided the FTA Review Team with all the required advance materials, along with responding to a small number of follow up questions.
- Rick Shreve and Timothy Schwarzauer are the lead staff on the Triennial Review and are being supported by Transit and Town staff. Preparation for the review requires countless hours and a significant amount of coordination.

Next Steps

- Staff will provide the Partners with an update on the Triennial Review at the August 22, 2017 Partners Meeting.

5C. Summer Construction Projects Update

Staff Resource: Nick Pittman, Transit Planning Coordinator

South Road Underground Steam Tunnel

On May 15, 2017, South Road was closed between Fetzer Gym and Stadium Drive to repair an underground steam tunnel. This closure required detours on nine weekday routes. The following routes will be effected: A, CCX, DX, FCX, G, NU, S, U, and V. Individual route detours and maps have been posted.

This project is expected to last two (2) months.

Hillsborough Street

In June, Hillsborough Street will be reduced to one (1) lane of travel from Martin Luther King Junior Boulevard to Franklin Street due to OWASA's Waterline Installation project. The construction project will affect all northbound vehicular traffic on Hillsborough Street and will cause detours to the A and Saturday T routes.

This project is expected to last six (6) months.

Staff will be finalizing detour routes and schedules as the dates for the OWASA project are finalized. We will continue to work with our Partners to share information as widely as possible, similar to the efforts that we have undertaken during previous summer construction seasons.

5D. Legislative Update

Staff Resource: Mila Vega, Manager of Transit Development

NC Legislative Day 2017

NCPTA Legislative Committee participated in a joint NC Legislative Day on April 5, 2017 organized by the American Institute of Architects North Carolina (AIA NC), the Professional Engineers of North Carolina (PENC), the American Council of Engineering Companies North Carolina (ACEC NC), and the Carolinas Associated General Contractors (CAGC).

NCPTA Legislative Committee members met with their legislative representatives and discussed state-wide transit needs such as fleet replacement and increased transit participation in the Strategic Transportation Investment (STI) process and SPOT working group.

Committee members were successful in securing the following appointments:

10:30 am - Rep. Richardson (lead: Randy Hume & Kelly Blazey)

11:00 am - Rep. Faircloth (lead: Scott Rhine)

12:30 pm - Rep. Insko (lead: Mila Vega and Brian Litchfield)

1:00 pm - Rep. Ross (lead: Scott Rhine); Sen. Meredith (lead: Randy Hume and Kelly Blazey)

1:30 pm - Senator Chad Barefoot – meeting with Holden McLemore (lead: Carmalee Scarpitti)

1:45 pm - Rep. Harrison (lead: Scott Rhine); Rep. Myers (lead: Mila Vega and Brian Litchfield)

Overall, it was a successful event that allowed us to promote transit and educate about the industry needs.

Legislative Committee is also working on trying to secure a meeting with Secretary Trogdon to discuss transit needs and legislative priorities.

6A. Operations

Staff Resource: Maribeth Lewis-Baker, Fixed Route Operations Manager
Don Willis, Demand Response Operations Manager
Peter Aube, Maintenance Manager
Katy Luecken, Training Coordinator

Fixed Route Operations Manager – Maribeth Lewis-Baker

- Perfect Attendance – April 2017 – 36% or 41 Fixed Route Operators had perfect attendance for the month
- On time Performance (OTP) – April 2017 – 80%
- Routes performing **80%** and above – on time: CCX (92%), CM (82%), CPX (85%), Sat D (80%), F (82%), FCX (84%), HU (80%), 420 (80%), Sat JN (84%), N (88%), NU (86%), RU (82%), S (86%), U (84%), V (88%)
- April Operations/Safety Meetings – Training Coordinator Katy Luecken presented a training on the Americans with Disabilities Act and wheelchair securement procedures. Safety Officer Mark Lowry discussed information related to the national Sleep Awareness Week April 23-29 and Sleep Apnea.
- On 4/1/17, we provided shuttle service for officers and EMS personnel for the Final Four celebration downtown
- On 4/3/17, we provided shuttle service for officers and EMS personnel for the NCAA Championship celebration downtown
- For both events, we provided buses that were used as security barriers.
- Operator Monica Richard participated in the Town’s ‘Touch a Truck’ event representing Chapel Hill Transit.

Catch us at our Best:

On 4/11/17, we received the following email from customer Jandi Keum about Operator Deborah Yancey: “I was almost at the bus stop when the A bus to Southern Human Services arrived at South Road, but I wouldn't have been able to make it on time because my leg was hurt. I signaled with my hand for the bus driver to wait for me after they had closed the door, even though I expected to be ignored. To my surprise, the bus driver stopped and re-opened the door and waited for me to walk the last 10 feet to reach the bus. The bus driver's name is Deborah and I would just like to thank her again for her kindness - everyone should be more like Deborah.”

On 4/12/17, Assistant Operations Manager Joe McMiller and Operator Robert Earhart helped our Demand Response team make sure a customer got a critical trip to dialysis. The customer had changed their home address and as a result, we went to the old address for the trip. The customer no-showed because of the address change. When the customer's relative called very upset, there was no way to fit the customer into the schedule. Fixed Route stepped in to help Demand Response facilitate the customer's trip.

On 4/25/17, customer Mollie McGuire sent out a tweet thanking @chttransit for going above and beyond. Transit Supervisor Deborah Davis had delivered the customer's lost cell phone to their home.

Demand Response Operations Manager – Don Willis

EZ Rider services have traveled 297 service days (and counting) without a preventable accident!

EZ Rider Committee is reviewing Sunday service level demands and proposed by-laws for the group.

Two Operators (Tasha Harrington a& Marcus Parker) will compete at the state ROADeo on Sunday June 4, 2017

Service Metrics

- Average Statistics for April:
- 227 Trips per Weekday; 91 Trips on Saturday; 28 Trips on Sunday
- Provided a total of 5,141 Trips & traveled 20,663 passenger miles with no missed trips and 92.62% On Time Performance
- 21% of trips were work related
- 30% of trips were Medical/Dialysis
- 49% were personal business and shopping

Safety Officer – Mark Lowry

- Preparing for State Rodeo in Concord.
- Vehicle Accidents Summary:

TOTAL ACCIDENTS	April 16	April 17	Year to Date
Fixed Route			
Preventable	5	2	20
Non-Preventable	4	2	35
Demand Response			

Preventable	0	0	1
Non-Preventable	0	0	1
Maintenance			
Preventable	0	0	0
Non-Preventable	0	0	0
		Total YTD	57

Training Coordinator – Katy Luecken

1. Training Classes:
 - a. Fixed Route
 - i. 3/6/2017: Three trainees completed training
 - ii. 4/3/2017: Two trainees in behind the wheel training
 - iii. 5/1/2017: One trainee in skills training
 - iv. 6/26/2017: Next class
 - b. Demand Response
 - i. No recent classes
 - c. Maintenance
 - i. One trainee completed training
2. Coordinating recruitment initiatives
3. Coordinating refresher training initiative

Maintenance Manager – Peter Aube

- Fixed route ran 170,489 miles in April
- Demand response ran 33,613 miles in April
- Non-revenue vehicles ran 25,425 miles in April
- Completed in-house defensive driving training
- Completed Vendor supplied New Bus familiarization training
- Registered, Inspected and prepared four new Gillig buses for service
- Maintenance performed 32 Preventive Maintenance Inspections in April (100% on-time)
- Five (5) Maintenance Employees completed the Month of April with Perfect attendance
- Maintenance performed twelve (12) road calls in April (14,207) miles per road call for fixed route
- Maintenance performed 1 road call in April (33,613) miles per road call for demand response

6B. Director

Staff Resource: Brian Litchfield

- The Director's Report will be provided at the meeting on May 23, 2017.



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**CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE
 FUTURE MEETING ITEMS**

May 23, 2017

June 27, 2017	
Action Items	Informational Items
FY18 Budget Update	Short Range Transit Plan Update
July, 2017 – No Meeting	
Action Items	Informational Items
August 22, 2017	
Actions Items	Informational Items

<u>Key Meetings/Dates</u>
NCPTA Annual Conference and Rodeo – June 2-7, 2017, Embassy Suites, Concord, NC
MPO Board – June 14, 2017, 9-11AM Committee Room, Durham City Hall
TCC Meeting – June 28, 2017, 9-11AM Committee Room, Durham City Hall
APTA Annual Meeting and Expo – October 8-11, 2017, Georgia World Congress Center, Atlanta, GA

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Administration to release 'principles' of infrastructure plan in coming weeks

By **BRIANNA GURCIULLO** and **TANYA SNYDER** | 05/15/17 10:18 AM EDT

With help from Stephanie Beasley

INFRASTRUCTURE 'PRINCIPLES'? The Trump administration will unveil a statement of "principles" within a month on a \$1 trillion infrastructure plan, Transportation Secretary Elaine Chao said. In an interview with Fox News' Bret Baier that aired Sunday, Chao said the administration will then expect lawmakers to work on a package during the third quarter of this year. "We've been hard at work at this, and so we'll be releasing principles in about two to three weeks and then the legislative proposal will probably be tackled by the Congress in the third quarter," she said.

Our heads hurt: The timeline for the release of Trump's infrastructure plan has been a bit murky, though Chao has singled out the third quarter in the past. But last month, Chao said the Trump administration was "working on a legislative package that will probably be in May, or late May."

The funding/financing mix: On the "Special Report with Bret Baier," Chao reiterated that pay-fors "will include \$200 billion of direct federal funding, some kind of public-private partnerships, perhaps something from the tax reform bill — we don't know yet — and probably, maybe some sale of government assets as well."

DIY: Baier also asked Chao about the recent spate of viral customer service incidents that have dealt a blow to U.S. airlines' reputations. "I'm obviously very concerned about the rights of the passenger," Chao said. "But I think the most important thing is that the airlines themselves need to address this problem and they should," she added.

IT'S MONDAY: Thanks for tuning in to POLITICO's Morning Transportation, your daily tipsheet on all things trains, planes, automobiles and ports. We are your MT hosts today, so please send tips, feedback and lyrics to tsnyder@politico.com or @TSnyderDC and bgurciullo@politico.com or @brigurciullo.

"There's a train on a track / Painted silver, blue and black / Heading to Massachusetts / And then it's coming back / And it's entertaining by New Haven / Once you've had yourself a drink or two." (h/t Larry Higgs at NJ Advance Media)

Want to keep up with MT's song picks? Follow our Spotify playlist.

WELCOME TO INFRASTRUCTURE WEEK: Things will kick off with probably the most anticipated speaker of the week: Chao, who will address the U.S. Chamber of Commerce beginning at 9:15 a.m. today. She'll be joined by a long list of other speakers, too.

Infrastructure week, growing like a weed: "We're up to over 250 organizations," Tom Trotter, a legislative affairs representative for the AFL-CIO, told MT. One newcomer this year is Business Roundtable, attracted by how "incredibly effective" the effort has been "at marshaling together disparate interests on a common theme and helping elevate it so that policymakers are paying attention," said Matt Sonnesyn, a vice president at BRT. His group isn't doing a big fly-in, but its leaders are holding strategic sessions with some key members of Congress.

What's new: "Each infrastructure week has had a different energy to it," said Robyn Boerstling, the vice president of infrastructure, innovation and human resources policy at the National Association of Manufacturers. Of course this year, much of the energy is being generated by the Trump administration. Ed Mortimer, the U.S. Chamber of Commerce's executive director of transportation infrastructure, said that this year: "The big difference is we have an administration who's talking about doing a major infrastructure package." Both Mortimer and Boerstling said their organizations want to see investment in all kinds of infrastructure — not just transportation. And both want President Donald Trump's administration to consider a wide range of ways to pay for addressing aging infrastructure.

So far: Trump and Chao have talked about general goals: creating a \$1 trillion mix of public and private investment in infrastructure, making the permitting process simpler, etc. But the Trump administration hasn't laid out all the details and Congress is caught up in health care and a

possible tax overhaul at the moment. "People are still very optimistic about getting it done this year," Mortimer said. "Obviously, there's a lot we can't control." So what's the message of infrastructure week? "This is as good a time as any," Mortimer said, but he added that Trump needs to be the one out in front of the charge.

Go big — and go long: Like NAM and the Chamber, BRT and the AFL-CIO are bullish on an infrastructure plan. Sonnesyn from BRT said he'd rather see a long-term fix for the Highway Trust Fund than one-time cash. "If you just do a big surge of funding and then you cut it back down quickly, you won't create the right incentives to build the projects that take years to build that our country needs," like the Gateway Program in New York and New Jersey, Sonnesyn said. And Trotter of the AFL-CIO said that turning "things around is going to take a significant investment of public funds — I don't see any way around that." He added that public-private partnerships can be a useful supplement, "if they have the right labor and public interest protections," but only when there's a funding source like tolls.

And start soon: "Shovel-ready" had become a laugh line by the end of President Barack Obama's stimulus. But the term has enjoyed a bit of a renaissance considering Trump has promised that no project will get funding if it'll take more than a few months to get moving. Trotter isn't bothered by the emphasis on speed. "There are immediate needs and projects that could be done immediately," he said, noting that there are plenty of projects that are "permitted and ready" but held up by reviews or lack of funding. "We'd like to set the stage for a transformational investment in our infrastructure."

REMINDER: The Senate is expected to hold a cloture vote today on Jeffrey Rosen nomination to be deputy secretary at DOT.

WE NEED TO TALK: DHS Secretary John Kelly had a conference call Friday with European leaders to talk about potentially expanding the number of airports where passengers can't carry large electronics inside the cabins of flights bound for the United States. Reports have indicated that DHS may extend the ban to at least some of Europe's airports, but so far officials in Europe say communications from the Trump administration have been inadequate. "Should something of this magnitude be planned, we of course want to do this in very good cooperation from the very start and then want to be informed," said Anna-Kaisa Itkonen, a spokeswoman for the European Commission. Our Kathryn A. Wolfe along with POLITICO Europe's Joshua Posaner and David M. Herszenhorn had the full rundown for Pros.

More to come: U.S. and EU officials will meet in person in Brussels on Wednesday, Joshua and David report. Dimitris Avramopoulos, the European commissioner for home affairs, told Kelly during the conference call that "the threat affects the EU and the U.S. in the same way, that

information should be shared, and that the responses should be common," according to a European Commission readout.

I'LL HAVE WHAT THEY'RE HAVING: EU officials aren't the only ones who want some additional face time with DHS before the agency rolls out any changes to the electronics ban, our Stephanie Beasley reports for Pros. U.S. airports also want an in-depth meeting with the agency to discuss the prospect of expanding the ban, a source familiar with the issue told POLITICO. Despite DHS briefing airline executives on May 11, the industry still lacks clarity about what information DHS is using to assess current threats or if there might be other incremental measures that could be taken.

Expanded ban would mean more work for airports, airlines: Fourteen U.S. airports were affected by the initial DHS directive. The agency required airports receiving flights from the 10 Middle Eastern and African airports on the list to enhance their screening of checked baggage for those flights — a responsibility that has historically belonged to TSA. Adding more airports to the electronics restriction list would increase the burden for airports and could prompt some airlines to reduce the number of flights they operate between the United States and Europe, the source said.

A4A CAUTIONS IRELAND OVER BREXIT: An Airlines for America official had a warning late last week for an Irish committee focused on the United Kingdom's effort to exit the European Union, our colleagues in Europe report. "When the U.K. formally leaves the EU in March 2019, they will no longer be part of the U.S.-EU Open Skies agreement or the European single aviation market," Sean Kennedy, A4A's senior vice president for global government affairs, said in Dublin. "So on the first day of Brexit, U.S. airlines will no longer have the authority to fly to the U.K., or fly through the U.K. to the EU27. And the same will hold true for Irish airlines." He added: "As an island nation with a critical air bridge to the United Kingdom, Ireland is uniquely exposed."

Open skies would start to close: Kennedy said that if no new agreement is reached, it will "wreak havoc for all sides." The parties would have to revert to decades-old deals, which he said would lead to "limitations on [the] number of flights." Kennedy said that, following Brexit, the United Kingdom will have to establish separate Open Skies agreements with the United States and the European Union. He called for the parties to figure out a temporary agreement that would fill the gap between the United Kingdom's departure and the signing of new deals.

AMTRAK ENGINEER CHARGED: The Pennsylvania attorney general on Friday charged the engineer who was at the controls in a deadly 2015 Amtrak derailment. Brandon Bostian was charged with involuntary manslaughter and other crimes. Earlier last week, the Philadelphia District Attorney's Office said it wouldn't charge Bostian. But then attorneys for the families of a

number of the victims of the crash filed a private criminal complaint with the Philadelphia Municipal Court. A judge then instructed the DA's office to charge Bostian. The office — citing a conflict of interest — handed off the case to the Pennsylvania AG. The New York Times has more.

BUDGETING THE INFRASTRUCTURE PACKAGE: With an aim to balance the budget, the House Budget Committee is expected to propose cuts to mandatory spending in its fiscal 2018 budget blueprint, POLITICO's Rachael Bade and Sarah Ferris report. The White House is also pushing GOP lawmakers to put more of the president's requests in the budget outline. "House Budget Republicans hope to incorporate those wishes and are expected, for example, to budget for Trump's infrastructure plan," Rachael and Sarah write.

PLEASE SAY YES: California Gov. Jerry Brown sent a letter to Trump on Friday asking him to continue allowing California to carry out environmental reviews in place of the federal government, and asking that this authority be expanded to apply to a pending high-speed rail project. Brown also asked Trump to help expedite reviews of 10 high-priority California projects, in accordance with an executive order Trump signed during his first week in office. You can see the list here.

NO NO MPO: Trump signed into law Friday a measure (S. 496) nullifying the DOT's attempt, undertaken during the Obama administration, to consolidate metropolitan planning organizations to encourage regional planning. Some lawmakers from both parties had worried that larger MPOs would mean that individual towns and cities would have their interests drowned out.

**** A message from Delta Air Lines:** Our daily briefing: At Delta we're constantly innovating to make your travel smoother. We tapped RFID technology to keep your bags in check at all times. Giving you more peace of mind from check-in to baggage claim. Learn more: delta.com/dca **

THIS WEEK:

Tuesday — The American Road and Transportation Builders Association begins a three-day conference. Bloomberg holds discussions on "the future of smart cities." The Coalition for America's Gateways and Trade Corridors holds a yearly meeting. The Atlantic holds an event on "mapping the future of mobility." The Alliance for Transportation Innovation holds a forum on "the role of state and local governments in advancing AVs." The Committee on the Marine Transportation System hosts speakers to discuss the "maritime infrastructure needs of the nation." The Senate EPW transportation and infrastructure subcommittee holds a hearing on "leveraging federal funding" and "innovative solutions for infrastructure." The Alliance for Innovation and Infrastructure holds a cocktail reception.

Wednesday — Reps. Bill Shuster (R-Pa.), Peter DeFazio (D-Ore.) and Earl Blumenauer (D-Ore.) as well as Sen. John Barrasso (R-Wyo.) speak to members of the Transportation Construction Coalition. The Motor & Equipment Manufacturers Association begins a two-day legislative summit. The U.S. Chamber of Commerce holds an annual summit on “the critical issues influencing supply chains.” The Grassroots Professional Network hosts a panel that will talk about infrastructure and transportation. The House Transportation Committee holds a hearing on air traffic control. The Senate EPW Committee holds a hearing on transportation infrastructure. The Senate Homeland Security and Governmental Affairs Committee holds a markup.

More Wednesday! — Transurban and 1776 hold a discussion about “how startups, governments, and institutions can work together to solve our nation’s infrastructure challenges.” AECOM holds an event on “the future of energy infrastructure in the D.C. metro region.” The Congressional PORTS Caucus and others hold a briefing on provisions concerning multimodal freight in the FAST Act. Public Works Financing holds discussions on infrastructure financing and funding. Reuters Breakingviews holds a discussion on infrastructure investment. Women's Transportation Seminar International begins a yearly conference in New York.

Thursday — In Michigan, the American Society of Civil Engineers Michigan Section and the American Council of Engineering Companies of Michigan hold a conference. The House Appropriations homeland security subcommittee holds a hearing on “Coast Guard requirements, priorities and future acquisition plans.” In Indiana, the American Association of Port Authorities and the Ports of Indiana hold an “Influencer’s Roundtable” on freight. The House Appropriations THUD subcommittee holds a hearing on “emerging transportation technologies.” The House Transportation water resources subcommittee holds a hearing on “improving water quality through integrated planning.” The House Ways and Means Committee holds a hearing on a tax code overhaul.

More Thursday! — The Bipartisan Policy Center holds a discussion on “balancing public and private sources” for infrastructure funding. Treasury Secretary Steven Mnuchin testifies at a Senate Banking Committee hearing. The Senate Commerce Committee holds a markup. The Eno Center for Transportation holds a webinar on tolling interstate highways. The House Homeland Security oversight and management efficiency subcommittee holds a hearing on canine teams. The Japan International Transport Institute, USA holds a seminar on air traffic. The Grassroots Professional Network and Cassidy & Associates hold a rooftop party.

Friday — The National League of Cities and the National Association of Regional Councils hold a discussion on “the current landscape of autonomous vehicle research and technology development.” DOT holds a roundtable on the Build America Bureau.

MT MAILBAG: The Aerospace Industries Association wrote to the heads of the House and Senate budget committees asking them to increase or nix the Budget Control Act's restrictions on spending on defense along with "closely related infrastructure and innovation programs."

The argument: "Repealing or raising the current caps will better enable the aerospace industry to support servicemen and women, explore the frontiers of space with confidence, and ensure a safe and efficient commercial air transportation system," the AIA officials say. "Lifting these arbitrary spending limits also will boost American manufacturing and drive overall economic growth." AIA wants to see such a change in the fiscal 2018 federal budget outlines that the panels will release later this year.

REPORT ROUNDUP: The Brookings Metropolitan Policy Program looked into how Trump's promised \$1 trillion infrastructure package would compare to past national infrastructure initiatives. ... Securing America's Future Energy published graphics on the statuses of state bills to regulate self-driving vehicles, national growth in vehicle miles traveled and light-duty truck sales, anticipated increases in yearly freight tonnage, and the statuses of state infrastructure funding bills.

ICYMI: Trump on Friday proclaimed this week "National Transportation Week" and May 19 "National Defense Transportation Day." Congress designated the day and week in 1957 and 1962, respectively.

THE AUTOBAHN:

- "Lyft and Waymo reach deal to collaborate on self-driving cars." The New York Times.
- "More disruptions feared from cyber attack." Reuters.
- "Uber's driverless cars are clouded by possible federal probe." The Wall Street Journal.
- "New York eyes 'textalyzer' to combat distracted driving." The Associated Press.
- "Passenger says JetBlue booted his family from flight over a birthday cake." The Washington Post.
- "Trucking industry's tale of woe: too many big rigs." The Wall Street Journal.
- "Nevada joins handful of states with spans of 80 mph driving." The Associated Press.
- "Judge approves fact-gathering in Trump travel ban lawsuit." POLITICO.
- "Federal rail agency agrees Penn Station work urgently needed." The Associated Press.

— "United's cockpit door security codes inadvertently revealed." The Wall Street Journal.

THE COUNTDOWN: DOT appropriations run out in 138 days. The FAA reauthorization expires in 138 days. Highway and transit policy is up for renewal in 1,235 days.

**** A message from Delta Air Lines:** Our daily briefing: At Delta we're constantly innovating to make your travel smoother. We tapped into RFID technology to keep your bags in check at all times. Giving you more peace of mind from check-in to baggage claim.

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