

**MINUTES**  
**Henderson County**  
**TRANSPORTATION ADVISORY COMMITTEE**  
**June 22, 2006**

The Henderson County Transportation Advisory Committee met for its monthly meeting on Thursday, June 22, 2006 at 3:00 pm in the Commissioners' Meeting Room of the County Office Building.

TAC members in attendance were Bill Crisp, Chair Jim Crafton, Terry Hicks, Vice-Chair Renee Kumor, Keith Maddox, John Manners, Hunter Marks, Matt Matteson, Gary Mintz, and Tedd Pearce. TAC members Chip Gould, Eddie Henderson, Lee King, Jon Laughter, Virgle McClure, Jack Summey, John Thorpe and Terri Wallace were absent.

Also in attendance was Dan Baechtold, AICP, MPO Coordinator of the French Broad River MPO.

**CALL TO ORDER**

Chair Crafton called the meeting to order. Mr. Crafton announced that at each meeting under adjustment of agenda an opportunity would be given to each member to add items to the agenda that they want to be discussed.

**MINUTES**

Chair Crafton presented the minutes of the 4-27-06 meeting for approval. A motion was made and carried unanimously to approve the minutes as presented.

**INTRODUCTION OF NEW MEMBERS**

Mr. Crafton informed the TAC of new appointees to the TAC, Hunter Marks, John Thorpe and Terri Wallace.

**SUBCOMMITTEE ASSIGNMENTS**

Mr. Crafton informed the TAC he had received responses from most TAC members regarding their preferences for the subcommittee on which they wished to serve. Chairs of three of four subcommittees had been selected. Previously five subcommittees had been suggested: Safety, maintenance and improvements; Comprehensive Transportation Planning, T.I.P, Alternative Transportation and MPO. Mr. Crafton recommended that the MPO subcommittee be combined with the Comprehensive Transportation Planning subcommittee since most of that work was being done in the MPO. The Chair of the fourth subcommittee would be announced at a future TAC meeting along with the subcommittee member assignments. Renee Kumor will Chair the Comprehensive Transportation Planning and MPO subcommittee. The role of that subcommittee will be to follow up on anything that the County needs to be doing to assure that the MPO has the information needed and help facilitate feedback and communication to the TAC on what transpires at the MPO. Chip Gould is the Chair of the T.I.P. subcommittee. Matt Matteson will chair the Alternative Transportation subcommittee which will deal with all the transportation modes outside of highways, i.e., public transit, greenways, bi-ped, pedestrians, rail, etc. The subcommittees will report to the TAC on their activities as deemed necessary and appropriate.

The TAC engaged in discussion about proper protocol regarding conducting meetings of the subcommittees. Amy Brantley, Deputy Clerk to the Board, explained to the TAC that subcommittee meetings must also be open to the public and be conducted in accordance with the Open Meetings Laws. Ms. Brantley read from North Carolina General Statute 143.318(9) regarding official meetings of public bodies subject to the public. The G.S. defines public body as meaning any elected or appointed authority, board, commission, council or other body of the state consisting of at least two members. Thereby the Open Meeting laws apply to the TAC subcommittees. Ms. Brantley further explained that the County treats subcommittees as a public body. The Institute of Government's interpretation regarding notice of subcommittee meetings is better safe than sorry and recommends proper notice be given of such meetings. Based upon that information, Mr. Crafton directed subcommittee chairs or their designees to give Ms. Merrill, the secretary, at least 72 hours notice of their subcommittee meetings so she can generate 48 hours notice to the media stating the location, date and time of such subcommittee meetings.

**REVIEW OF BYLAWS AND CHARTER**

On behalf of the newly appointed members, Mr. Crafton reviewed the bylaws and charter for the TAC. He reminded the TAC it is an advisory body to the Board of Commissioners. He noted the charter states the TAC's purpose is to advise the Commissioners on matters related to transportation within Henderson County, assess the transportation needs of the County and suggest methods to address those issues. The Committee is to work with the NCDOT on such projects as transportation planning, major and minor street/road improvement projects, road and bridge safety and alternative forms of transportation.

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Mr. Crafton also noted the meeting schedule was originally slated to occur on the fourth Thursday of each month. However in recent months the TAC did not have adequate transportation matters to warrant meeting every month. So about six months ago, the TAC voted unanimously to meet every other month on even-numbered months. Additional meetings could be called as deemed necessary and appropriate.

The TAC is an 18-member advisory committee, 5 members of which are appointed by each municipality. Terms are for two years. A quorum of the committee is 10.

Mr. Crafton also emphasized that the bylaws state that every member has a duty to vote. If a TAC member has a conflict of interest, the member may abstain from voting on that issue and would be excused from voting. However, if any member abstains from voting who has not been excused, that abstention counts as an affirmative vote. According to the bylaws, motions do not require a second to be put to a vote.

The TAC reports annually or as deemed appropriate to the Board of Commissioners on its activities and likewise to the Local Government Committee for Cooperative Action (LGCCA) when requested to do so.

Mr. Crafton reminded the TAC of the administrative procedures emphasizing the need to be conservative in copying quantities and to utilize email rather than hard copy as much as feasible.

**MPO PROCESS**

Dan Baechtold, Coordinator for the French Broad River Metropolitan Planning Organization (FBRMPO), provided an overview on the MPO process. Mr. Baechtold is on staff with the City of Asheville which is the designated lead planning agency for the MPO. Daniel Holt, who works for the NCDOT in their transportation planning branch, is also housed at the MPO offices.

Mr. Baechtold distributed a handout which details the function and activities of the French Broad River Metropolitan Planning Organization (MPO). MPO areas are established by federal legislation based on the U.S. Census. The MPO membership consists of all the local governments, counties and municipalities, in Buncombe, Haywood and Henderson Counties. The FBRMPO manages transportation planning for the urbanized areas of Buncombe, Haywood and Henderson Counties.

The MPO is comprised of two committees, the Transportation Advisory Committee (TAC) and the Technical Coordinating Committee (TCC). The TAC is the Committee that makes the final decisions. The TAC has 18 members comprised of elected officials. The towns have one representative, the City of Asheville plus the county governments have two representatives to the TAC and there are two representatives from the NC Board of Transportation, Conrad Burrell from Division 14 and Alan Thornburg from Division 13. The TCC also is an 18 member committee with representatives from each of the local governments, staff from NCDOT and other agencies that are involved with transportation like the transit providers and several non-voting members, i.e., the regional airport and Land-of-Sky Regional Council. Chuck McGrady and Bill Moyer are Henderson County's representatives on the TAC. Chuck McGrady is the Chair of the TAC. Other representatives are Jon Laughter from the City of Hendersonville, Keith Maddox from Laurel Park, and Eddie Henderson from Fletcher. The County's representative on the TCC has been Planner Autum Radcliff. David White is the Apple Country Transit TCC representative. Mostly the town managers are the TCC representatives.

The MPO receives federal funds to conduct transportation planning. These funds require a 20% local match which is shared by the six largest local governments.

The MPO is responsible for the long-range transportation plans. The LRTP is a federally required document that looks 20 years into the future and sets transportation priorities based on growth projections and realistic funding expectations over that 20 year period. The MPO completed the latest long-range transportation plan in September 2005.

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The Comprehensive Transportation Plan is a state document that came out of state legislation and it is a replacement for the old state thoroughfare plan. The CTP must be multi-modal and based on land use plans. It is a series of maps for highway, public transportation, rail, bicycle and pedestrian transportation. It is an agreement between NCDOT and the local area of the long-term vision for the transportation system. The CPT is not finically constrained. The MPO is participating and is assisting the NCDOT Transportation Planning group with the regional CTP. But the MPO TAC is the body that approves that regional CTP at the local level and then it goes to the NCDOT Board. CTP's in the rural areas are still done on a local basis.

The MPO also prepares the T.I.P. and Priority Needs List. The Transportation Improvement Program document is jointly developed by the MPO and the NCDOT through a cooperative process. The T.I.P. lists transportation projects to be implemented in the next seven years and identifies funding sources. The T.I.P. process is set up so that the local area actually has a say in approving what projects get implemented in our area. The state as the manager of the money actually publishes the T.I.P. and the gets the MPO to review it. The Priority Needs List is the regional list of high priority projects and are projects that the MPO would like to see programmed in the T.I.P.

**REPORTS FROM REPRESENTATIVES FROM MUNICIPALITIES**

Mr. Crafton requested that municipality representatives keep the TAC apprised of transportation issues, not for the TAC to deliberate those issues, but just to keep informed and supportive of the municipalities' efforts.

Keith Maddox, the Laurel Park rep., informed the TAC of a safety concern with White Pine Drive which goes from Laurel Park town hall all the way around to Highway 64 past Shaw's Creek Road. White Pine Drive is a narrow road that has several sharp dangerous curves. One of the major obstacles is right-of-way and Laurel Park intends to work with NCDOT to find funding to assist with this project.

John Manners noted the there are safety issues with Blue Ridge Drive in the Town of Flat Rock. Flat Rock Council is also working with NCDOT to find funding to address those safety issues.

**PUBLIC INPUT**

Mr. Crafton informed the TAC that at each meeting a public input session will be held at the end of the meeting to allow any citizen or TAC member to present transportation matters of concern.

**ADJOURNMENT**

Mr. Crafton adjourned the meeting at 4:30 pm. The next TAC meeting is scheduled for Thursday, 8-24-06 at 3:00 pm in the Commissioners' Meeting Room of the County Office Building.

**APPROVED BY:**

**ATTEST:**

**JIM CRAFTON, CHAIR**

**AVALINA B. MERRILL, SECRETARY**