C O M M E N T R E S O L U T I O N W O R K S H O P M I N U T E S

MEETING DATE: April 2, 2008

MEETING TIME: 9:00 AM

MEETING LOCATION: Kingsport Renaissance Center

ATTENDEES:

Bristol Region

Deborah Fleming*, TDOT
Don Gedge*, FHWA
David Metzger, City of Bristol TN
Angie Midgett*, TDOT
Rex Montgomery, Bristol MPO
Joseph Roach*, TDOT
Danny Talley*, Tennessee Highway Patrol
Tom Fowler, Kimley-Horn and Associates
Amy Lewis, Kimley-Horn and Associates

Kingsport Region

Bill Albright, Kingsport MPO
Scott Boyd, Kingsport Fire Department
Chris Campbell, Kingsport MPO
Deborah Fleming*, TDOT
Don Gedge*, FHWA
Jeff Jackson, Mt Carmel Police Department
Angie Midgett*, TDOT
Jack Qualls, Kingsport MPO
Joseph Roach*, TDOT
Danny Talley*, Tennessee Highway Patrol
Tom Fowler, Kimley-Horn and Associates
Amy Lewis, Kimley-Horn and Associates

* Stakeholder is part of both the Bristol and Kingsport Regions

SUBJECT: Bristol and Kingsport Regional ITS Architectures and Deployment Plans Comment Resolution Workshop

1. Introductions

Tom Fowler welcomed the attendees and thanked them for their continued participation in the development of the Bristol and Kingsport Regional ITS Architectures and Deployment Plans. Tom provided a brief overview of the status of the project as well as the agenda and purpose of the workshop. The Comment Resolution Workshop is the fourth and final in the series of four workshops scheduled for the Regions to develop their Regional ITS Architectures and Deployment Plans.

2. Regional ITS Deployment Plan Discussion

Tom presented an overview of the Draft Regional ITS Deployment Plan reports that were made available on the project website on March 26, 2008. The Regional ITS Deployment Plan for each Region documents the priority ITS projects and meets the US Department of Transportation (USDOT) requirements for a Regional ITS Architecture that a sequence of projects be included. The Regional ITS Deployment Plan also shows which ITS market packages each project supports and establishes the project conformity that is required by the USDOT in order to receive federal funding on ITS projects.

Tom encouraged stakeholders to review the Draft Regional ITS Deployment Plan report and provide any comments to Kimley-Horn. The project recommendation tables in Section 3 of the report were identified as the most critical part of the Draft Regional ITS Deployment Plan for stakeholder review.

3. Discussion of Comments Received

The majority of comments submitted by stakeholders prior to the workshop were for text changes in the document or modifications to element or stakeholder descriptions and were addressed prior to the workshop. Comments requiring additional discussion were presented to the group and resolved during the workshop. Key discussion points included:

- Overlapping area of Bristol and Kingsport MPO boundaries is to be included in the Kingsport Region, this conflict was recently resolved by the MPOs;
- VDOT has been included in the group of market packages that are included in both Regions; and
- Added several market package instances (ATMS13 – Standard Railroad Grade Crossing, ATMS19 – Speed Monitoring, and APTS09 – Transit Signal Priority) to the Kingsport Regional ITS Architecture to accommodate projects in the ITS Deployment Plan.

Several additional elements were added to the maps showing ITS field element deployments in the Draft Regional ITS Deployment Plan reports. These changes along with the ones previously mentioned and any received during the remaining comment period will be incorporated into the Final Draft Regional ITS Architectures and Deployment Plans.

4. ITS Architecture Use and Maintenance Discussion

A discussion was held with stakeholders on how the Regional ITS Architecture and Deployment Plan can be used in future project development. The Regional ITS Architecture and Deployment Plan can also be used to identify projects for implementation during the planning process, facilitate regional coordination and resource sharing during project development and design, and meet FHWA and FTA ITS architecture conformance requirements. The Regional ITS Architecture is also a valuable resource when developing a project using a systems engineering analysis approach, which is required by the USDOT for projects including ITS. Systems engineering analysis components such as concepts of operations, high level designs, and ITS standards can all be developed directly from the Regional ITS Architecture.

A maintenance process for the Regional ITS Architecture and Deployment Plan was also discussed by the stakeholders. Stakeholders selected a goal of updating the Regional ITS Architecture and Deployment Plan approximately every five years in the year prior to the Long Range Transportation Update. Between updates any changes to the Regional ITS Architecture will be documented using an Architecture Maintenance Documentation Form. Stakeholders also selected a goal of meeting once per year to review the Regional ITS Deployment Plan and update each other on any ITS deployments that are planned or being deployed.

The respective MPOs will collect the change forms between updates.

5. Next Steps

Next steps in the project were identified as follows:

- Kimley-Horn will develop a Revised Draft Regional ITS Architecture and Deployment Plan and send notification of their availability for review to stakeholders;
    - Bristol Final Draft documents available 4/30/08
    - Kingsport Final Draft documents available 5/14/08
- Stakeholders will provide final comments within three weeks after documents are sent out for review;
- Kimley-Horn will develop the final Regional ITS Architecture and Deployment Plan documents and executive summary brochures and send to stakeholders in both Regions in June.

Each stakeholder that has participated in the process will receive a CD with PDF files of all of the documents for their Region(s). TDOT and the MPOs will also receive copies of the MS Word files and Turbo Architecture Databases.