

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
1362 Rutan Court, Suite 100
Livermore, CA 94551

PROJECTS and SERVICES COMMITTEE MEETING / COMMITTEE OF THE
WHOLE

COMMITTEE MEMBERS

SCOTT HAGGERTY
DAVID HAUBERT – CHAIR

KARLA BROWN
STEVEN SPEDOWFSKI – VICE CHAIR

DATE: Tuesday, May 29, 2018

PLACE: Diana Lauterbach Room LAVTA Offices
1362 Rutan Court, Suite 100, Livermore

TIME: 3:00p.m.

AGENDA

1. Call to Order and Pledge of Allegiance

2. Roll Call of Members

3. Meeting Open to Public

- Members of the audience may address the Committee on any matter within the general subject matter jurisdiction of the LAVTA Board of Directors.
- Members of the audience may address the Committee on items on the Agenda at the time the Chair calls for the particular Agenda item.
- Public comments should not exceed three (3) minutes.
- Agendas are published 72 hours prior to the meeting.
- No action may be taken on matters raised that are not on the Agenda.

4. Minutes of the April 23, 2018 Meeting of the P&S Committee.

Recommendation: Approval

5. Review of LAVTA's Organizational Structure

Recommendation: None – information only.

6. Management Action Plan

Recommendation: None –information only.

7. Preview of Upcoming P&S Committee Agenda Items

8. Matters Initiated by Committee Members

9. Next Meeting Date is Scheduled for: June 25, 2018

10. Adjourn

Please refrain from wearing scented products (perfume, cologne, after-shave, etc.) to these meetings, as there may be people in attendance susceptible to environmental illnesses.

In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.

I hereby certify that this agenda was posted 72 hours in advance of the noted meeting.

<i>/s/ Jennifer Suda</i>	<i>5/24/18</i>
<i>LAVTA Administrative Services Department</i>	<i>Date</i>

On request, the Livermore Amador Valley Transit Authority will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. A written request, including name of the person, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service should be sent at least seven (7) days before the meeting. Requests should be sent to:

*Executive Director
Livermore Amador Valley Transit Authority
1362 Rutan Court, Suite 100
Livermore, CA 94551
Fax: 925.443.1375
Email : frontdesk@lavta.org*

AGENDA

ITEM 4



MINUTES OF THE APRIL 23, 2018
LAVTA PROJECTS AND SERVICES COMMITTEE MEETING

1. Call to Order and Pledge of Allegiance

Committee Member Karla Brown called the meeting to order at 4:00pm.

2. Roll Call of Members

Members Present

Scott Haggerty, Supervisor, Alameda County
Karla Brown, Councilmember, City of Pleasanton
Bob Coomber, Councilmember, City of Livermore
David Haubert, Mayor, City of Dublin

Members Absent

Steven Spedowfski, Councilmember, City of Livermore

3. Meeting Open to Public

Robert S. Allen

Robert Allen observed that, as per the minutes from the Projects and Services Committee meeting on February 26, 2018, he had requested a bus pick-up at BART's Dublin-Pleasanton station where all buses had to stop for the crosswalk.

Robert Allen referred then to item 12 of the minutes. Even if all of the south bound buses ran on the current north bound lane, they still would need to stop for the crosswalk. Robert Allen urged LAVTA to open the doors and pick up passengers at the stop sign.

Robert Allen agrees that LAVTA's TIRCP project is important and he supports Supervisor Haggerty. But at 1/10th of the cost of that \$34,000,000 proposal (about \$85,000 per space), \$3,256,000 (\$6,512 per space) would enlarge the Airway Park and Ride to 500 spaces - enough to justify a freeway express bus meeting every daytime weekday train. Both projects are important, he said.

4. Minutes of the February 26, 2018 Meeting of the P&S Committee.

Approved: Brown/Haggerty

Aye: Haubert, Brown, Haggerty, Coomber

No: None

Abstain: None

Absent: Spedowfski

5. Las Positas College Memorandum of Understanding

The Projects and Services Committee forwarded a recommendation to the Board of Directors to approve a Memorandum of Understanding with Las Positas College for the Las Positas College Student Mobility Initiative.

Approved: Brown/Haggerty
Aye: Haubert, Brown, Haggerty, Coomber
No: None
Abstain: None
Absent: Spedowfski

6. Dublin Student Transit Service Study – Update

Staff provided the Projects and Services Committee an update on the Dublin Student Transit Service Study. Nelson\Nygaard & Associates (consultant) conducted a small-scale LAVTA study to develop a proactive short term plan for the school oriented Dublin routes. Staff requested that the Consultant conduct outreach to gather information from stakeholders, an online survey, and ridership projection data from the school district. Staff provided a summary of the existing service and a preview the conceptual service plan.

Committee Chair David Haubert requested that LAVTA consider having the extra bus start at a different point to finish up the 501 route for the Fall 2018 Conceptual Service Plan. Staff responded that there have been discussions with the Consultant to have a couple of the buses express to the High School, but LAVTA can refine that further and see if we can truncate one or two buses.

Committee Member Scott Haggerty asked how much articulating buses cost and asked if LAVTA could possibly use one to see how they work prior to purchasing one. Executive Director Michael Tree informed that LAVTA has never purchased an articulating bus, but there was a staff report that can be presented when LAVTA used one in 2008. The LAVTA staff report detailed the maintenance and impressions of the bus. Executive Director Michael Tree noted that he will bring the staff report back and place it on the next agenda and in the meantime staff will research this possibility further. Committee Member Karla Brown brought up the concern of tight turns and being able to manipulate a regular size bus in these type of areas safely, especially with young students.

Committee Member Karla Brown asked if there is some way to have a bus leave twenty minutes later, after students are released for the day, to assist students that may be busy at school. LAVTA currently has an early morning and late afternoon bus. LAVTA found that the early morning bus does not have many students, but the late afternoon bus has about twelve students.

Staff suggested that for the Medium-term component LAVTA can provide another column in the table to illustrate the difference in vehicle requirements if we have articulating buses. Committee Member Karla Brown also asked to have the maintenance costs included and what type of bus driver would be needed.

Committee Chair David Haubert acknowledged that LAVTA is doing a great job serving the school population and knows it is appreciated by the students and parents.

This was informational only.

7. Executive Director's Report

Executive Director Michael Tree provided information on Recruitment of Director of Planning and Operations, FY2019 Budget, Shared Autonomous Vehicle (SAV) Project, Paratransit Study, Go Dublin Study, Individualized Marketing Starting in May, Chabot-Las Positas College District Approves Student Fee, and LAVTA Receives \$435,000 Grant to Improve Livermore Transit Center.

Executive Director Michael Tree informed that May 4, 2018 is the next deadline for the recruitment of Director of Planning and Operations and he has four very good applications. Executive Director Michael Tree plans on conducting interviews the following week.

Executive Director Michael Tree stated that currently LAVTA is balancing the budget and it has been challenging with the cost increases from the Operations and Maintenance contract and other things. The plan is for the Finance and Administration Committee to preview the budget in May and Board of Director consideration will be in June.

Executive Director Michael Tree announced that the kick-off media event for the SAV project will be June 22, 2018 at 10am.

Executive Director Michael Tree noted that the Paratransit Study is on-going and that the City of Pleasanton is slowly reviewing data and want to create a proposal for recommendations in the Paratransit Study. Staff hope to have the study finished by the end of the fiscal year. Executive Director Michael Tree also explained that the Go Dublin Study is also delayed and that the Projects and Services Committee will preview the results of the study in May and the final work will be presented at the June Board of Directors meeting. There will also be a couple of options brought to the Committee for discussion: pulsing micro transit out of the BART station also a fixed route option. Committee Chair David Haubert notified staff that he did not receive a Go Dublin discount and was charged \$11.00 going from the BART Station to his destination in Dublin.

Executive Director Michael Tree informed that LAVTA received an FTA grant for \$435,000 that will allow LAVTA to modernize the Livermore Transit Center.

This was informational only.

8. Preview of Upcoming P&S Committee Agenda Items

9. Matters Initiated by Committee Members

None.

10. Next Meeting Date is Scheduled for: May 28, 2018

11. Adjourn

Meeting adjourned at 4:28pm.

AGENDA

ITEM 5



S T A F F R E P O R T

SUBJECT: Review of LAVTA's Organizational Structure

FROM: Michael Tree, Executive Director

DATE: May 29, 2018

Action Requested

This is an informational item.

Discussion

At the meeting Michael Tree, Executive Director will present information on the current organizational structure and discuss ideas on possible improvements

Recommendation

None – information only.

AGENDA

ITEM 6



FY2018 Goals, Strategies and Projects

Last Updated – January May 20, 2018

MANAGEMENT ACTION PLAN (MAP)

Goal: Service Development						
Strategies (those highlighted in bold indicate highest Board priority)						
<ol style="list-style-type: none"> 1. Provide routes and services to meet current and future demand for timely/reliable transit service 2. Increase accessibility to community, services, senior centers, medical facilities and jobs 3. Optimize existing routes/services to increase productivity and response to MTC projects and studies 4. Improve connectivity with regional transit systems and participate in BART to Livermore project 5. Explore innovative fare policies and pricing options 6. Provide routes and services to promote mode shift from personal car to public transit 						
Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Long Range Transit Plan (Agency's 30 Year Plan)	<ul style="list-style-type: none"> • Receive draft Long Range Plan from Nelson/Nygaard • Present final draft to Board • Approval 	DP	Projects/ Services	Apr 2018 May 2018 Jun 2018	→ Staff studying park and ride report, shared mobility and shared autonomous vehicle strategy. Strategic Planning Workshop for Board being planned for later 2018 after new Director of Planning is hired.	
Comprehensive Paratransit Assessment	<ul style="list-style-type: none"> • Award of Contract • Public Outreach • Approval of Recommendations 	DP	Projects/ Services	Nov 2016 Jun 2017 Jun 2018	→ Nelson/Nygaard awarded contract. Public meetings held in June. LAVTA Board presentation made in September. Currently developing alternatives. Second round of workshops completed in November. City of Pleasanton analyzing data with near future meeting set on May 11th. <u>City cancelled meeting. Awaiting new date to meet.</u>	X X
Fare Study	<ul style="list-style-type: none"> • Draft Fare Study • Public Hearing (proposed changes on fixed route) • Board Approval 	DP	Projects/ Services	May 2017 Jun 2018 Jul	→ Draft Fare Study for fixed route complete. F&A reviewed in May. Decision made to hold study results to see ridership trends on fixed route and paratransit study fare recommendations. <u>Nelson/Nygaard updated Fare Study w/more conservative model. Staff analyzing.</u>	X

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
				2018		
Three Queue Jumps On Dublin Blvd	<ul style="list-style-type: none"> Award contract for queue jump Finish project 	DP	Projects/ Services	Jul 2016 Oct 2017	→ Board awarded contract queue jump project in March. Some delays in project. Currently 75% completed. Queue jumps are operational.	X X
Transit Signal Priority Project in Rapid 10R Corridor	<ul style="list-style-type: none"> Engineering Work Finish Project 	DP	Projects/ Services	Oct 2017 Dec 2018	→ Grant by TVTAC approved. Board approved MOU with Pleasanton. Board approved engineering contract with Kimley Horn. Project currently in design phase. Equipment to be ordered in summer for fall/winter install.	
Go Dublin Discount Program	<ul style="list-style-type: none"> Get clearance from FTA Implement Results of Program 	DP	Projects/ Services	Nov 2016 Dec 2016 May 2018	→ Program providing approximately 1,000 rides/month. Two mailings to residents accomplished. Study of program behind schedule due to data sharing delays. Fehr & Peers to present final findings in June. <u>Board provided direction to staff to include Go Dublin in FY 2019 budget.</u>	X X

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
O&M Contract Request for Proposals	<ul style="list-style-type: none"> • Develop RFP • Award Contract 	DP	Project/ Services	Oct 2017	→ Three proposals received. Interviews conducted on 25 th . Best and final proposals submitted. Board awarded in March. Legal reviewed contract. Contract signed.	X
				Mar 2018		X
Dublin Service Plan	<ul style="list-style-type: none"> • RFP advertised • Contractor Award • Recommendations 	DP	Projects/ Services	Nov 2017	→ Several proposals received. Nelson/Nygaard awarded contract. Data collection being performed. Project workshop held in March. Over 600 surveys completed. <u>Plan reviewed in committee in April. Board to consider in June.</u>	X
				Jan 2018		X
				June 2018		
<p><i>Goal:</i> Marketing and Public Awareness</p> <p><i>Strategies (those highlighted in bold indicate highest Board priority)</i></p> <ol style="list-style-type: none"> 1. Continue to build the Wheels brand image, identity and value for customers 2. Improve the public image and awareness of Wheels 3. Increase two-way communication between Wheels and its customers 4. Increase ridership, particularly on the Rapid, to fully attain benefits achieved through optimum utilization of our transit system 5. Promote Wheels to New Businesses and residents 						
<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Website Upgrades	<ul style="list-style-type: none"> • Place easy to access Commuter Info on homepage 	MKT MGR	Projects/ Services	Nov 2017	→ Better way to BART info landing page and button to be installed on website in November. Working on informative maps and info for this section.	X
				Jun 2016		
	<ul style="list-style-type: none"> • Selection by LAVTA Board 	MKT MGR		Jun 2016		

Underlined text indicates changes since last report.

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
LAVTA Rebranding Project	<ul style="list-style-type: none"> of name/rebranding Event to unveil rebranding. 		Projects/ Services	Feb 2018	→ New design for buses approved. New logo approved. Buses being wrapped and logos applied. Several stories from media printed.	X X
Individualized Marketing	<ul style="list-style-type: none"> Award Contract Review of results 	MKT MGR	Projects/ Services	Mar 2018 Jun 2018	→ SDG awarded contract. Collateral developed and distributed. Program completed. Post program surveys completed. Project report to LAVTA Board made in December. SmartTrips In Dublin and parts of Livermore approved by Board in March. <u>Project underway. Ends in June.</u>	X X
N Canyons Parkway Rapid Bus Stop Project	<ul style="list-style-type: none"> Engineering work Improvements to site Relocation of shelters 	DP	Projects/ Services	May 2017 Aug 2017 Jun 2018	→ FTA grant to upgrade stops in this corridor to Rapid style. Engineering work done. Bids came in high. Board rejected all bids. Bid re-advertised. Board awarded project in November. <u>Permits obtained. Working on final details before releasing Notice to Proceed.</u>	X
Pleasanton SmartTrips Corridor Rapid Bus Stop Project	<ul style="list-style-type: none"> Engineering work Award of construction contract Finish project 	DP	Projects/ Services	Nov 2017 Apr 2018 Jun 2018	→ ACTC grant received to upgrade stops in this corridor to Rapid style. Board awarded engineering to Kimley Horn in November. Bus shelter type is next step. Project award in April. <u>City reviewing Rapid bus shelters. Engineer has completed 35% design of bus stops.</u>	
	<ul style="list-style-type: none"> Identify new locations for shelters 	ED		Sept 2016	→ Five locations with high ridership identified. Kimley Horn performing engineering. <u>First shelter installed in</u>	X

Underlined text indicates changes since last report.

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Dublin School Tripper Bus Shelter Project	<ul style="list-style-type: none"> • Install new shelters 		Projects/ Services	Dec 2017	December. Other four shelters will require significant site work. Budgeting for next FY.	
Replace Shelters Past Useful Life That Are On Livermore Routes	<ul style="list-style-type: none"> • Identify shelters • Install 	ED	Projects/ Services	Nov 2016 Apr 2018	→ Shelters identified. 10 shelters delivered. No bids for install received. Rebid. Board approved contract with Hammercraft Construction in March. Contract signed. <u>Negotiating task order.</u>	X

Goal: Community and Economic Development

Strategies (those highlighted in bold indicate highest Board priority)

1. Integrate transit into local economic development plans
2. Advocate for increased TOD from member agencies and MTC
- 3. Partner with employers in the use of transit to meet TDM goals & requirements**

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
ACTC: Measure BB Transit Student Pass Program	<ul style="list-style-type: none"> • Assist ACTC in promoting the student passes • Monitor effectiveness of the program and capacity issues 	DP	Projects/ Services	Ongoing Ongoing	→ Four schools in Livermore to have free pass via Clipper for Wheels access. Planning/Marketing Departments working with ACTC and school district to market Clipper Cards/bus system. Approximately 200 trips per day. ACTC allocated STA for the project, which will impact funding for Route 14.	X
Las Positas College Student, Faculty, Staff Pass Program	<ul style="list-style-type: none"> • Marketing campaign on campus • Student Vote to retain Transit Pass on campus 	MKT MGR	Projects/ Services	Ongoing Nov 2017	→ Transit pass/marketing efforts ongoing. Students have voted. 90% "yes". <u>Board of Trustees approved student fee.</u>	X X

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Historic Train Depot Relocation at Livermore Transit Center	<ul style="list-style-type: none"> • City Award of Project • Demo of TC Customers Service Buildings • Finish Relocation/Renovation 	DP	Projects/ Services	Jan 2017 Jul 2017 <u>Jun 2018</u>	→ FTA clearance given to demo current building. City Council awarded contract. Temporary facility installed. Demo of LAVTA buildings done. Depot moved onto cement foundation. Project extend into April 2018. Board received update in February. <u>Project likely to be completed in August.</u>	X X
Rehab of Shade Structure and Replacement of Furniture at Livermore Transit Center. Rehab of Custom Shelter adjacent to Livermore TC next to Parking Garage.	<ul style="list-style-type: none"> • Bid Project • Project Completion 	DP	Projects/ Services	Nov 2017 Jun 2018	→ Bid spec being developed for painting and purchase of furniture. Exterior furniture on order. Current plan is to install furniture for Historic Depot ribbon cutting and paint during transit center remodel with FTA funds.	
<p><i>Goal: Regional Leadership</i></p> <p><i>Strategies (those highlighted in bold indicate highest Board priority)</i></p> <ol style="list-style-type: none"> 1. Advocate for local, regional, state, and federal policies that support mission of Wheels 2. Support staff involvement in leadership roles representing regional, state, and federal forums 3. Promote transit priority initiatives with member agencies 4. Support regional initiatives that support mobility convenience 						
<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Alameda – San Joaquin Regional Rail Working Group	<ul style="list-style-type: none"> • AB 758 	ED	Projects/ Services	Oct 2017	→ Approved. Legislation became effective January 2018.	X
2018 Legislative Plan	<ul style="list-style-type: none"> • Creation of 2018 Legislative Plan and review/approval by the Board and provide support for key legislation. 	ED	Finance/ Admin	Feb 2018	→ F&A committee looked at draft legislative plan in January 2018. Board approved 2018 Legislative Plan in February.	X
State Legislation to Approve SAV Project in Dublin	<ul style="list-style-type: none"> • Introduce SAV legislation 	ED	Finance/ Admin	Feb 2017	→ Approved. Legislation became effective January 2018.	X
<p>Goal: Organizational Effectiveness</p> <p>Strategies (those highlighted in bold indicate highest Board priority)</p> <ol style="list-style-type: none"> 1. Promote system wide continuous quality improvement initiatives 2. Continue to expand the partnership with contract staff to strengthen teamwork and morale and enhance the quality of service 3. Establish performance based metrics with action plans for improvement; monitor, improve, and report on-time performance and productivity 4. HR development with focus on employee quality of life and strengthening of technical resources 5. Enhance and improve organizational structures, processes and procedures to increase system effectiveness 6. Develop policies that hold Board and staff accountable, providing clear direction through sound policy making decisions 						
<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Performance Metrics Improvement	<ul style="list-style-type: none"> • Staff setting up aggressive monitoring of key performance metrics: on-time performance, accidents and customer service. 	DP	Projects/ Services	Ongoing	→ Daily and weekly meeting to discuss key metrics at staff level. Presentation on performance of routes provided to the P&S Committee in October.	X

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
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Goal: Financial Management

Strategies (those highlighted in bold indicate highest Board priority)

- 1. Develop budget in accordance with strategic Plan, integrating fiscal review processes into all decisions**
2. Explore and develop revenue generating opportunities
3. Maintain fiscally responsible long range capital and operating plans

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
FY17 Comprehensive Annual Financial Report	<ul style="list-style-type: none"> Complete financial audit and all required reporting to Board, local, regional and state agencies. 	DF	Finance/ Admin	Nov 2017	→ Audit ongoing in September. Review of audit at F&A in October. Presentation to LAVTA Board in November. No findings.	X

Other:

Transit Center Bus Driving Isle Improvement Project	<ul style="list-style-type: none"> Perform demo of asphalt and construction new base and asphalt in driving isle. 	PD	Projects/ Services	Jun 2018	→ Utilizing City pavement contract. Asphalt to be removed and construction completed after the Transit Center cement work is completed. This project to tie in closely with Historic Depot Relocation project. Project will be final phase of Depot project in June.	
SAV Project	<ul style="list-style-type: none"> Acquire funding to begin project Approve legislation to test SAVs. Enter into MOUs for testing. 	ED	Projects/ Services	Oct 2016 Dec 2017 Feb 2018	→ AQMD awarded LAVTA approx. \$1 million over 3 years in funding in exchange for advertising. LAVTA Board received a presentation on this project and next steps at Feb meeting. AB 1444 approved and effective January 2018. MOU with County Connection approved in November. MOU with GoMentum approved by Board in February. Site preparation in process. <u>Kick-off w/media being scheduled for June 22nd.</u>	X X X

Underlined text indicates changes since last report.

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Triennial Audit	<ul style="list-style-type: none"> • Preparation for audit • Audit and report to board 	DF	Finance/ Adm	Ongoing Jul 2018	→Comprehensive audit on LAVTA from FTA to be conducted in July 2018.	

AGENDA

ITEM 7



LAVTA COMMITTEE ITEMS - May 2018 - September 2018

Projects & Services Committee

	Action	Info
May		
Minutes	X	
June		
Minutes	X	
Quarterly Operations		X
Go Dublin Evaluation (DRAFT)		X
WAAC Appointments	X	
Fare Policy Draft Recommendation	X	
Mobility Forward Draft Recommendation	X	
Marketing Work Plan	X	
July		
Minutes	X	
Mobility Forward Final Recommendation	X	
Fare Policy Final Recommendation	X	
Go Dublin Evaluation (FINAL)	X	
*Typically July committee meetings are cancelled		
August		
Minutes	X	
Quarterly Operations Report		X
DAR Customer Satisfaction Survey		X
September		
Minutes	X	
Passenger Surveys	X	