

Transportation Border Working Group: 2016 Spring Plenary Summary

May 17-18, 2016

Alexandria Bay, New York, USA

June 2016

Prepared for:

Transportation Border Working Group

2016 Spring Plenary Overview

On May 17-18, 2016 the United States-Canada Transportation Border Working Group (TBWG) held their biannual plenary in Alexandria Bay, New York. This plenary included presentations and discussions on a wide variety of border related topics, as TBWG brings together organizations, including multiple transportation and border affiliated agencies, to coordinate planning, policy implementation, and the deployment of technology that can enhance border infrastructure and operations. Presentations are available upon request. Please email FHWABorderPlanning@dot.gov for further assistance.

Day I-2016 Spring Plenary

Call to Order/Welcoming Remarks

Tricia Harr (Team Leader-Federal Highway Administration (FHWA) and Tom Oommen (Director, Highway, Border & Motor Carrier Policy-Transport Canada (TC) welcomed plenary participants and provided opening remarks. After Mr. Oommen's comments, a local welcome from New York State was provided by Matthew Driscoll (Commissioner-New York State Department of Transportation), as well as Mike Canavan (Chief Operating Officer-New York Division, FHWA). Greg Nadeau (Administrator-FHWA) then addressed participants, noting the strong and storied relationship between the U.S. and Canada, before taking a handful of questions.

Great Lakes-St. Lawrence Seaway System

St. Lawrence Seaway Development Corporation (SLSDC)

Thomas Lavigne (Associate Administrator-SLSDC)

Thomas Lavigne provided an overview of the U.S.-Canadian Great Lakes-St. Lawrence Seaway System, and its role as an intermodal freight connector. The presentation provided a review of the seaway's organizational structure, discussing in detail the binational management of the system by the SLSDC and its Canadian counterpart, the St. Lawrence Seaway Management Corporation (SLSMC). Also included was information on recent infrastructure improvements, the regional economic impact of the seaway, and technological enhancements currently being incorporated to enhance safety and efficiency.

Policy Session

Co-Chairs-Hugh Conroy (Director of Planning- Whatcom Council of Governments) & Tom Oommen (Director, Highway, Border & Motor Carrier Policy-TC)

Canada-U.S. Land, Rail, Marine, and Air Preclearance Agreement

Giovanni Matrisciano (Manager, Preclearance-Public Safety Canada) & Deborah Meyers (Director, Canadian Affairs and Senior Advisor on North America-Department of Homeland Security)

Giovanni Matrisciano and Deborah Meyers provided an update on the issue of preclearance. It was noted that in March 2015, the U.S. Secretary of Homeland Security and the Minister of Public Safety

signed the Agreement on Land, Rail, Marine and Air Transport Preclearance (LRMA). In the United States, legislation has been introduced to Congress, and it is expected that corresponding legislation will be introduced in Canada in the near future. This new agreement reaffirms the United States and Canada's commitment to enhancing security while facilitating lawful travel and trade, and once it enters into force, it will supersede the existing U.S.-Canada Air Preclearance agreement signed in 2001. When responding to questions, both Giovanni and Deborah encouraged port of entry and border facility operators to make their desire to incorporate preclearance facilities known to relevant officials. The implementation of preclearance is market driven, and officials are looking to stakeholders to help gauge next steps. Design and operation standards are currently being developed for application beyond the pilot project. Realistically, this is a process that could take years, as much needs to happen in terms of design standards and infrastructure, but that the LRMA lays the foundation, and provides the legal framework for these conversations.

Energy Intelligence-“Generating Electricity from the Motion of Vehicles”

Daniel Shani (Founder & CEO-Energy Intelligence)

Daniel Shani provided an overview of his company, which has developed technology that generates renewable energy at high-traffic locations. The patented energy harvesting system is an ultra-compact mat that lays flat on the road surface in areas where vehicles are required to slow down. When driven over, hydraulic channels within the mat generate electricity to power nearby equipment. The system is intended for use at slowdown points, like parking garages, toll plazas, and border crossings, and can power onsite equipment to reduce electricity expenses. Daniel discussed a pilot project, currently being undertaken at the Peace Bridge, where installation of this system is expected to help offset the bridge's current electricity costs.

Site Visits: Thousand Island Bridge & Local Ports of Entry

Thousand Island Bridge System

Robert Horr (General Manager-Thousand Island Bridge Authority)

Robert Horr provided a guided tour and overview of the history, engineering, and economic impact of the Thousand Island Bridge system. The Thousand Islands Bridge system extends from Collins Landing near Alexandria Bay, New York to Ivy Lea near Gananoque, Ontario, providing a direct connection between the US and Canada. Featuring a binational Board of Directors, the bridge is managed under a joint agreement between the Thousand Islands Bridge Authority (TIBA) and the Federal Bridge Corporation Limited (FBCL) of Canada. Dedicated in 1938, annual crossings now exceed 2,000,000 vehicles.

Alexandria Bay and Lansdowne Ports of Entry

Participants were also afforded the opportunity to tour the Alexandria Bay Port of Entry. Due to security and safety issues, participants were allowed to view the Lansdowne Port of Entry from a distance on the U.S. side of the border. Prior to departing, Glenn Hewus (Senior Vice President of Engineering and Construction-Federal Bridge Corporation) provided an overview of the future improvements for the Lansdowne facility. During the tour, General Service Administration (GSA) personnel briefed participants about the planned replacement of the existing land port of entry (LPOE) in Alexandria Bay, including a

review of the sustainable features that will be incorporated into the new facility. The project will be split into two phases. The first phase of construction includes replacing and adding both commercial and non-commercial inspection lanes, a redeveloped plaza, as well as a new administration building. The project will include new technologies, including a closed-loop geothermal system, to help offset expected heating and cooling costs for the new facility. Phase I construction of \$105.5M is scheduled for award in February 2017 and for completion by 2019.

Day 2-2016 Spring Plenary

Border Crossing Infrastructure

Border Crossing Infrastructure Prioritization Council

Matt Stack (Management and Program Analyst-U.S. Customs and Border Protection) & Kristen Spaker (Management Consultant-U.S. Customs and Border Protection)

Matt Stack and Kirsten Spaker presented on the Border Crossing Infrastructure Prioritization Council (BIPC), which seeks to develop a unified government investment process for improving the country's Land Ports of Entry (LPOE), as well as identify new funding pathways to help create and maintain these facilities. Matt began by providing an overview of the LPOE portfolio, and indicated the majority of facilities are currently owned or leased by the GSA and CBP. This prioritization process helps to inform the development of a revolving five-year plan. However, given the current funding environment, CBP is forced to focus funds on facilities and infrastructure, which is based on its robust priority evaluation process discussed in detail during this presentation.

Joint Working Committee (JWC)

Recap 2016 U.S.-Mexico Joint Working Committee (JWC) Meeting

David Kim (Deputy Administrator-FHWA) & Tricia Harr (Team Lead-FHWA)

Tricia Harr and David Kim discussed the most recent meeting of the Joint Working Committee (JWC) held in Monterrey, Nuevo Leon, Mexico on April 7-8, 2016. At the meeting, participants engaged in a number of important dialogues, including border wait time studies, data collection procedures, and border master planning. At this meeting, the JWC approved the New Mexico--Chihuahua Border Master Plan, and committed to developing and conducting a Border Wait time peer exchange in San Diego to share best practices on how to use, standardize, and obtain data for planning purposes.

Technology Session

Co-Chairs Tiffany Julien (Freight Transportation Specialist-FHWA) and Julie Irvine (Senior Program Policy Analyst-TC)

Canadian Border Services Agency (CBSA) - Mobile Wait Time Application

Mathieu Pouliotte (Senior Program Advisor)

Mathieu Pouliotte described CBSA's new mobile Border Wait Time (BWT) application that was released on May 18, 2016. The new mobile application displays BWT in real time and was developed using Google

technology to allow for mapping options and geolocation assistance. This new platform is supporting the CBSA's goal to move towards a better border experience. The data featured in the application is drawn from their existing website, which is one of the most visited web pages of the Government of Canada. Once the agency database is updated, CBSA will look to include lane openings and closures, along with other information in the mobile application.

BlueFax Web-New Capability: License Plate Reader Support

Scott Melby (Owner-Fast Lane Software)

Scott Melby discussed software and technology opportunities that provides users with a customizable web-based interface for real-time situation monitoring. Much of the presentation was oriented towards the calculation of border wait times, but it was made clear that there are a variety of potential uses for this technology in other transportation related undertakings. Scott Melby provided context by utilizing overviews of the Peace Bridge, as well as the Queenston-Lewiston Bridge, and indicated that the a similar system will be expanding at the Rainbow Bridge later this year.

Infrastructure Session

Co-Chairs Tom Oommen (Director, Highway, Border & Motor Carrier Policy-TC) and David Franklin (U.S. Canadian Border Coordinator-FHWA)

Northern Border Update-General Services Administration (GSA)

Donald Melcher (Program/Project Manager-GSA)

Donald Melcher provided an update regarding GSA infrastructure investments along the Canadian border. Projects under design include, Derby line, VT, Madawaska, ME, and the facility at Alexandria Bay, NY, which was visited earlier in the plenary. At the same time, the GSA is working with partners on other projects, including a bridge replacement in Baudette, MN, expansion of A-35 near Highgate Springs, VT, and improvements for inspection facilities in Lewiston, NY. Donald noted that while funding levels for LPOEs are not expected to increase much in the immediate future, if funding is received in FY 2017 for previously designated projects as expected, the funding log jam would be significantly reduced, thus creating opportunity for new projects moving forward.

Border Project Updates-Public Border Operators Association (PBOA)

Lew Holloway (President-PBOA)

Lew Holloway gave an overview of recent, ongoing, and planned improvements for bridges, tunnels and adjacent facilities that fall under the PBOA, which is a binational membership organization representing the publicly owned and operated international bridge and tunnel crossings between the Province of Ontario and the States of Michigan and New York. Member projects of the PBOA featured in Lew's presentation included the: Blue Water Bridge Authority, Buffalo and Fort Erie Public Bridge Authority, Detroit Windsor Tunnel LLC, Niagara Falls Bridge Commission, Ogdensburg Bridge and Port Authority, Sault Ste. Marie Bridge Authority, Seaway International Bridge Corporation, and the Thousand Islands Bridge Authority. Additional attention was given to upgrades made to the Lewiston Plaza, due to the extensive and needed rehabilitation of the facility, and the strengthening of community partnerships with local organizations and businesses.

Trade and Traffic Data Session

Co-Chairs Rob Tardif (Team Leader- Ministry of Transportation of Ontario) and David Franklin (U.S. Canadian Border Coordinator-FHWA)

Ontario Passenger Vehicle Border Survey

Rob Tardif (Team Leader- Ministry of Transportation of Ontario)

Rob Tardif focused his presentation on the creation of a coordinated approach to bi-national data collection that will support scenario planning and ultimately drive investment decisions. The FHWA/Ontario Passenger Vehicle Border Survey workshop was different from other ad-hoc international border passenger surveys in that it produced a single database with standardized coding across Ontario's fourteen international border crossings. Rob provided an overview of the data and reviewed select trends during his presentation. He also discussed the considerations for participants wanting to conduct similar surveys.

U.S.-Mexico Border Master Planning

Texas Border Master Plans

Eduardo Hagert (International Relations Specialist-Texas Department of Transportation (TXDOT))

Eduardo Hagert provided an overview of the Border Master Planning (BMP) process between the U.S. and Mexico. In Texas, Border Master Plans help decision makers identify binational priorities and facilitate a needed dialogue among stakeholders. BMP along the southern border is primarily driven by anticipated increases in manufacturing. Regions along the border are progressing into more complex economies, as manufacturing and industry are creating new corridors that cut across Mexico. Eduardo gave an overview of the planning process, identified the stakeholders involved and how they were engaged, and discussed how they ensured equal participation via the voting process. During questions, Eduardo noted that convincing stakeholders that the border planning process would be a fair process was the hardest part at the beginning, but later, obtaining usable and unbiased data proved to be the most difficult.

Action Plan Discussion and Dialogue Session

Review of TBWG Action Plan

Tricia Harr (Team Lead-FHWA) & Tom Oommen (Director, Highway, Border & Motor Carrier Policy-TC)

Tricia Harr and Tom Oommen reviewed the existing Action Plan and accomplishments with plenary participants, receiving feedback that was then incorporated into a list of Commitments and Agreements (See Appendix II: Commitments and Agreements). Feedback from this discussion included renewed consideration of the webinar format for the plenary, since not all participants have the funds to travel, and the creation of a new ad-hoc subcommittee regarding TBWG structure. There was additional conversation regarding the need to increase the use of radio frequency identification (RFID) among frequent travelers, such as truck drivers. Much progress has been made on fulfilling action plans over the past six months, and the Action Plan is currently at a 50% completion rate. Overall, the action plan continues to be a living document that has allowed the organization to prioritize and accomplish a great deal over the past few months

Dialogue Session

Chris Dingman (Northern Border Transportation Specialist-FHWA)

In conjunction, Chris Dingman, led an open dialogue with plenary participants on a broad range of topics related to TBWG, including goals, satisfaction with content, and organizational structure. Overall, it appeared that there was a high level of satisfaction with TBWG. Participants noted that the question and answer sessions with presenters were quite useful, and that fewer presentations with more interactive formats should be investigated. Other suggestions included making materials available before the meeting, and identifying mechanisms to advance conversations between scheduled plenaries and workshops. Some of the discussion also focused on making the plenary session 1.5 days or 2.5 days to allow for afternoon travel and to ensure later presenters on the agenda still have a captive audience before people depart. There was some carryover from the discussion of the action plan, including the idea that a calendar of TBWG events be created and posted on TBWG's website. Participants also made it clear during the dialogue session that TBWG needs to better disseminate its message to outside decision makers, and utilize the membership's collective voice to help advance important border policies or investments.

Updates from Regional Border Organizations

Eastern Border Transportation Coalition (EBTC) - *Cathy DeCoste-Whitlock (Executive Director-EBTC)*

EBTC held their most recent workshop and conference on April 19-20, 2016 in Detroit, Michigan, which received a mixture of academic, private businesses, and government representation. The workshop was entitled "Border Crossings of Today and Tomorrow – Gateways to Global Competitiveness" and included perspectives from the US and Canadian Consuls General and border operators as well as an overview market forces at the border. Meeting materials are available on their website (www.ebtc.info).

Inland Border Working Group (IBWG) - *David Lettner (Senior Transportation Planner, Manitoba Infrastructure and Transportation)*

IBWG was formed just over a year ago and includes representation from five western U.S. states and four Canadian provinces. In April 2016, the organization adopted its Governance Terms of Reference by unanimous consent, and recently sent a letter to TBWG requesting the following: 1) Reinstating TBWG Plenary Webinars 2) Support for a more interactive TBWG Plenary format 3) Developing a 5-year conference plan to guide the site selection of future plenary sessions and workshops.

International Mobility and Trade Corridor (IMTC) - *Hugh Conroy (Director of Planning- Whatcom Council of Governments)*

IMTC is different in terms of geographic scope when compared to other regional border organizations, as it focuses on the narrow Cascade Gateway, which consists of only four ports of entry. The organization is planning to host a Regional Border Master Planning Peer Exchange on June 8-9, 2016 which has received good support from local participants. This summer IMTC will be continuing a commercial vehicle operations and border evaluation study with Western Washington University and the Border Policy Research Institute (BPRI). A review of current projects and associated reports is available on IMTC's website (www.theimtc.com)

Rail Session

Co-Chairs Barbara Barr (Director, International Programs Division-Federal Railroad Association (FRA) & Tom Oommen (Director, Highway, Border & Motor Carrier Policy-TC)

International Border Rail Study

Barbara Barr (Director, International Programs Division-FRA)

Barbara Barr discussed in detail a provision of the FAST Act that requires the FRA to produce a study on international border crossings for railroads. By June 2017, FRA will produce a study regarding what standards and protocols are needed to facilitate passenger and freight rail lines between the U.S. and Mexico, and other international land crossings. FRA is currently in the process of determining their list of stakeholders to schedule and conduct interviews, as well as identifying potential site visits to further study crossing locations. The goal is to conduct and transcribe perspectives by the end of 2016 and have the report completed for review in early 2017.

Amtrak Update

Ed Courtemanch (Senior Director, Planning Services-Amtrak)

Ed Courtemanch gave a presentation on improving international rail service provided by Amtrak and began with an overview of international ridership trends, which indicated the continued strength in ridership of the Portland – Seattle – Vancouver Amtrak Cascades route. The recently signed LRMA agreement provides for Vancouver to become a full preclearance facility. However, some additional improvements to the facility will be required by CBSA and CBP before full preclearance services can be achieved.

Summary and Closing Remarks

Closing remarks were provided by Co-Chairs David Kim (FHWA) and Tom Oommen (TC). Both extended their sincere appreciation to Robert Horr and the Thousand Island Bridge Authority for their gracious hospitality in Alexandria Bay. The Fall Plenary in Ottawa will be hosted on November 2-3, 2016.

Appendix I: Agenda

DAY ONE

8:00 – 8:30	Registration and Continental Breakfast
8:30 – 8:50	Call to Order/Housekeeping/Welcoming Remarks <i>TBWG Co-Chairs:</i> <i>David Kim, Federal Highway Administration & Tom Oommen, Transport Canada</i>
8:50 – 9:10	Local Welcome from New York State <i>Matthew J. Driscoll, Commissioner, New York State Department of Transportation</i> <i>Mike Canavan, Chief Operating Officer, New York Division, Federal Highway Administration</i>
9:10 – 9:40	Administrator's Address <i>Greg Nadeau, Federal Highway Administration Administrator</i>
9:40 – 10:10	The Great Lakes-St. Lawrence Seaway System and Intermodal Freight Connectors <i>Thomas Lavigne, Saint Lawrence Seaway Development Corporation</i>
10:10 – 10:20	Networking Break
10:20 – 11:10	Policy Session <i>Co-Chairs-Hugh Conroy, Whatcom Council of Government & Tom Oommen, Transport Canada</i> Canada – U.S. Land, Rail, Marine and Air Preclearance Agreement <i>Giovanni Matrisciano, Public Safety Canada & Deborah Meyers Department of Homeland Security</i>
11:10 – 11:40	Energy Intelligence <i>Ron Rienas, Buffalo & Fort Erie Public Bridge Authority & Daniel Shani, Energy Intelligence</i>
11:40 – 12:00	Bus and Boat Tour of Thousand Island Bridge, Alexandria Bay and Lansdowne Ports of Entry and Boldt Castle Reception <i>Robert Horr, Thousand Island Bridge Authority</i>
12:00 – 1:15	Lunch
1:15 - 1:30	Load Bus for Tour
1:30 – 5:00	Bus and Boat Tour
5:00 – 6:30	Evening Reception at Boldt Castle
6:30	Load on Boat/Transfer to Bus and Return to Hotel

AGENDA – DAY TWO

8:00 - 8:30	Registration and Continental Breakfast (Provided)
8:30 – 8:40	Call to Order <i>David Kim, Federal Highway Administration & Tom Oommen, Transport Canada</i>

8:40 – 9:10	Border Crossing Infrastructure Prioritization Council <i>Matt Stack, Customs and Border Protection</i> <i>Kirsten Spaker, Customs and Border Protection</i>
9:10 – 9:30	Recap of Spring 2016 US-Mexico Joint Working Committee Meeting <i>David Kim & Tricia Harr, Federal Highway Administration</i>
9:30 – 10:00	Technology Session <i>Co-Chairs-Julie Irvine, Transport Canada & Tiffany Julien, Federal Highway Administration</i> Update on CBSA Mobile Wait Time App <i>Mathieu Pouliotte, Canada Border Services Agency</i> BluFaxWeb - New Capability: License Plate Reader Support <i>Scott Melby, Fast Lane Software</i>
10:00 – 10:20	Networking Break
10:20 – 11:00	Infrastructure Session <i>Co-Chairs-David Franklin, Federal Highway Administration & Tom Oommen, Transport Canada</i> Border Project Update <i>Donald Melcher, General Services Administration</i> <i>Lew Holloway, Public Bridge Operators Association</i>
11:00 – 11:30	Trade and Traffic Data Session <i>Co-Chairs-Rob Tardif, Ministry of Transportation of Ontario & David Franklin, Federal Highway Administration</i>
11:30 – 12:00	U.S. – Mexico Border Master Plan Presentation <i>Eduardo Hagert, Texas Department of Transportation</i>
12:00 – 1:30	Lunch
1:30 – 2:00	TBWG Action Plan Discussion <i>Tricia Harr, Federal Highway Administration & Tom Oommen, Transport Canada</i>
2:00 – 2:45	TBWG Dialogue Session <i>Chris Dingman, Federal Highway Administration & Tom Oommen, Transport Canada</i>
2:45 – 3:00	Coffee Break
3:00 – 3:30	Updates from Regional Border Organizations <i>Cathy DeCoste-Whitlock, Eastern Border Transportation Coalition</i> <i>David Lettner, Inland Border Working Group</i> <i>Hugh Conroy, International Mobility and Trade Corridor</i>
3:30 – 4:00	Rail Session <i>Co-Chairs-Barbara Barr, Federal Rail Administration & Tom Oommen, Transport Canada</i> International Border Rail Study <i>Barbara Barr</i> Amtrak Update <i>Ed Courtemanch, Amtrak</i>
4:00 – 4:15	Summary/Closing Remarks/Adjournment <i>David Kim, Federal Highway Administration & Tom Oommen, Transport Canada</i>

Appendix II: Commitments and Agreements

Action 1.2: Facilitate the exchange of information regarding trusted-trader and trusted traveller program policy changes being evaluated under the Beyond the Border (BTB) Action Plan

C&A: None; item in progress

Action 1.3: Facilitate coordination between U.S. and Canadian governments on the topic of freight transportation

C&A: Ongoing activities; status updates at TBWG biannual meetings; item in progress.

Action 2.1: Solicit and consolidate TBWG participant feedback for next versions of the binational Border Infrastructure Investment Plan

C&A: Finalize BIIP 3.0 and circulate for internal TC/USDOT clearance; post document on TBWG website.

Action 2.2: Facilitate the exchange of information on border infrastructure projects

C&A: None; item in progress

Action 2.3: Post existing border master planning and transportation studies to the TBWG Website

C&A: 1) Continue investigating how best to post or link to BMPs/other plans and studies on the TBWG website. 2) Add blurbs on the three regional border organizations to the website.

Action 2.4: Facilitate a Regional Master Planning Peer Exchange

C&A: Delivery of the Peer Exchange in June 2016.

Action 2.5: Disseminate information on potential funding sources currently available to support border projects and research needs

C&A: Item in progress; continue to disseminate information related to funding sources.

Action 2.6: Solicit and provide TBWG participant feedback on the FHWA-Ontario Ministry of Transportation Passenger and Commercial Vehicle Survey Data Collection Efforts & Accompanying Workshops

C&A: MTO/FHWA to host a webinar in Summer 2016 on the Transportation Passenger and Commercial Vehicle Survey Data.

Action 2.7: Solicit and provide TBWG participant feedback on the USDOT-FHWA Scenario Planning of Future Freight and Passenger Traffic Flows Across the U.S.-Mexico and U.S.-Canada Borders research project

C&A: FHWA to host upcoming workshops/webinars in early June to present the traffic data projections.

Action 2.8: Add/create relevant cross-border freight and passenger data for TBWG and post it to the TBWG website

C&A: Steve Beningo will continue to investigate posting/linking data.

Action 2.9: Share reports and information on the North American Transportation Statistics Interchange (NATS Interchange) with TBWG participants

C&A: Steve Beningo will provide an update at the Fall 2016 biannual TBWG meeting regarding the NATS group.

Action 3.1: Binational Automated Border Wait Time (BWT) Measurement Initiative

C&A: Announcements for the BWT awards will be made in late May/early June.

Action 3.2: Integration of Technology and Operations Considerations into the Planning Process

C&A: None; item in progress; ongoing

Action 3.3: Evaluate opportunities to increase the use of radio frequency identification (RFID) among cross-border travelers.

C&A: Presentation on RFID from the technology co-leads at Fall 2016 biannual TBWG meeting.

Action 4.1: Cross-Border Rail Discussion Group that focuses on both passenger and freight rail topics

C&A: None; item in progress; updates as needed at TBWG biannual meetings

Action 5.1: Planning of Upcoming Plenary Meetings

C&A: 1) Create an online calendar for TBWG events and add to TBWG website. 2) NEW action item (Action 5.4) - Create a new ad-hoc subcommittee regarding TBWG structure. David Lettner and David Franklin will be the co-leads. 3) FHWA to continue updating conference planning document and share with TBWG. 4) FHWA to check schedules regarding Fall 2016 dates and report back to TC.

Action 5.2: TBWG Website Updates

C&A: 1) TC will continue to update the TBWG website with relevant border master plans/studies; online calendar; data sources/links 2) FHWA/TC to continue discussions on the responsibility for hosting and maintaining the TBWG website to see if information can be archived to create cost savings.

Action 5.3: Documentation of TBWG Plenary Meetings

C&A: 1) Volpe staff will prepare a 5-10 page meeting summary report. 2) FHWA will prepare a Commitments and Agreements document (C&A). 3) Copies of the presentations from the meeting will be posted on the TBWG website.

Action 5.4: TBWG Structure – NEW

C&A: 1) A sub-committee will be formed and will be led by David Lettner and David Franklin. 2) The sub-committee will develop more specific language to add into the 2016-2018 Action Plan.