



Minutes of the  
Oahu Metropolitan Planning Organization

**TECHNICAL ADVISORY COMMITTEE**

January 12, 2018 9:00 a.m.

Honolulu Authority for Rapid Transportation (HART) Board Room #150  
1099 Alakea Street, Honolulu, Hawaii

**Members Present:**

HART Ryan Tam, Chair	DPP Caterine Picardo Diaz
DBEDT Joseph Roos	DTS Virginia Sosh
DPP Lori Arakaki	DTS Eileen Mark
OP Rodney Funikoshi	FAA Kimberly Evans (non-voting)
HDOT Robert Miyasaki	

**Members Absent:** Whitney Birch (HART), Liz Fischer (FHWA), Ken Tatsuguchi, Ted Matley (non-voting) (FTA), Kyle Oyasato (non-voting) (DFM), Gareth Sakakida (non-voting) (HTA), and Tim Trang (non-voting) (DDC)

**Guests Present:** Lisa Leonardo, Strather Ing, Ben Trevino

**OahuMPO Staff Present:** Alvin Au, Roni Schack, Joel Vincent, Kiana Otsuka, and Lena Phomsouvanh

The meeting was properly noticed in accordance with State law.

**I. CALL TO ORDER**

It was determined that there was quorum and Chair Ryan Tam called the meeting to order at 9:04 a.m.

**II. ROLL CALL**

Technical Advisory Committee (TAC) Members and members of the audience introduced themselves.

**III. APPROVAL OF NOVEMBER 10, 2017 MEETING MINUTES**

Chair Tam called for members to review the minutes which were included in the meeting packets mailed to TAC members in advance of the meeting.

There being no further edits or discussion, Chair Tam announced the minutes were approved as presented.

**IV. REPORTS**

**A. EXECUTIVE DIRECTOR**

Executive Director, Alvin Au discussed his written Interim Executive Director's report which was distributed to members prior to the start of the meeting. He provided status on the annual State

single audit, the Overall Work Program (OWP), the annual report to the Legislature which was also submitted to the Federal Highway Administration (FHWA), the 2018 Federal Certification Review, and the Comprehensive Data Management and Sharing Study. He noted that the Planning Analyst position is currently vacant, so Transportation Improvement Program (TIP) duties have been delegated to Transportation Planner, Kiana Otsuka.

To the question regarding the hiring of a consultant for the upcoming certification review, it was noted that the consultant would be developing an accounting plan and working with OahuMPO on creating accounting policies and procedures.

There was discussion on the Comprehensive Data Management Agreement, a request for a summary of the kick-off meeting held, and what agencies are participating in this process.

The Executive Director's Report may be viewed at: [http://www.oahumpo.org/?wpfb\\_dl=1264](http://www.oahumpo.org/?wpfb_dl=1264)

#### **V. OLD BUSINESS**

There was no Old Business.

#### **VI. NEW BUSINESS**

##### **A. ELECTION OF NEW TAC CHAIR AND VICE CHAIR**

There was discussion on the rotation of the Chair as dictated in the TAC Bylaws and a motion was made to table the election of a new Chair and Vice Chair to the next meeting.

##### **B. TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FFY'S 2015-2018 REVISION #20**

Transportation Planner Kiana Otsuka presented background on TIP FFYs 2015-2018 Revision #20. She also noted that Revision #20 is an Amendment rather than an Administrative version.

A motion was made by Virginia Sosh and seconded by Robert Miyasaki to recommend the Policy Board approve the FFYs 2015-2018 TIP Revision #20. There was no further discussion, abstentions, or opposition, and the motion passed unanimously.

##### **C. POLICIES AND PROCEDURES UPDATE**

Executive Director Alvin Au discussed the PowerPoint summarizing the timeline and status of the revision of policies and procedures. There was discussion on the timeline presented and a request for clarification on the schedule and inclusion of more specific task information, such as when drafts could be expected to be brought to the TAC, and a summary of meetings held for each of the policies and procedures.

#### **VII. INVITATION TO INTERESTED MEMBERS OF THE PUBLIC TO BE HEARD ON MATTERS NOT INCLUDED ON THE AGENDA**

There were no comments and the meeting moved on to Announcements.

#### **VIII. ANNOUNCEMENTS**

Chair Tam announced that the next meeting is scheduled for February 9, 2018.

Ms. Evans of the Federal Aviation Administration announced that Gordon Wong has been named the Honolulu Airport District Office Manager.

Executive Director Au announced that Elizabeth Fischer is retiring from the Federal Highway Administration on January 19, 2018 and Richelle Takara, Assistant Division Administrator will be assuming many of Ms. Fischer's responsibilities until a permanent replacement is hired. Chair Tam expressed gratitude for the years of service Ms. Fischer has provided to the TAC and to OahuMPO.

**IX. ADJOURNMENT**

Chair Tam adjourned the meeting at 10:01 a.m.

  
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TAC Chair Ryan Tam

2/9/18  
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Date

  
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TAC Secretary Veronica Schack

2/9/18  
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Date