



## **TRB Urban Freight Transportation Committee (AT025)**

### **Agenda for Pre-TRB Business Meeting**

December 1, 2017

11:00 am – 1:00 pm (Eastern Time)

Dial-In: 866-528-2256; Access Code: 4753125

#### **1) Welcome, Roll-call and Agenda Review (Bill Eisele) (10 minutes)**

- Bill Eisele explained his rationale behind having a shorter meeting at TRB, and noted he wanted to address various committee needs at this meeting.
- Roll-call was taken, and Bill reviewed the agenda.

#### **2) TRB Staff Report (Scott Babcock) (10 minutes)**

- Annual meeting preparations are on-track.
- The printed program has been finalized.
- Any meeting changes cannot be made in the printed program but can be made in the interactive program and in the mobile app. The mobile app should be released shortly (on 12/1/17).
- A new contract to publish the Transportation Research Record has been signed. The new contract includes some changes relative to what was done previously, in terms of author editing. The TRR will be available both in printed form and on-line, though the focus will be on the electronic versions.
- Scott noted the Urban Freight Transportation Committee is easy to work with.

#### **3) International Urban Freight Conference (I-NUF) Update (Bill Eisele) (5 minutes)**

- Bill provided a brief overview of the I-NUF Conference, and noted the Urban Freight Transportation Committee had two dedicated sessions at the conference, briefly describing the presentations given at those two sessions.
  - Special Session 1: Advancing and Applying New Sources of Data for Urban Freight Decision-Making: International and U.S. Examples and Practice Jointly Sponsored by Federal Highway Administration, European Commission, and TRB Urban Freight Committee.
  - Special Session 3: Freight Impacts on Economic Development, the Environment, and Society
- An Urban Freight Transportation Committee meeting was also held at the meeting.

#### 4) 2018 Annual Meeting (*Transportation: Moving the Economy of the Future*) (20 minutes)

- Sessions (Barb Ivanov & Peter Plumeau)
  - There are two podium sessions planned.
  - One of the sessions will be focused on e-commerce related deliveries, in particular curbside delivery needs.
    - The session will be led by Tom Madrieke (UPS), and other speakers include Laura Richards (DC DOT), Jude Wilcher (Seattle DOT), and Barb Ivanov (University of Washington)
  - The Urban Freight Transportation Committee will be the lead or co-lead **on nine sessions or workshops**
    - There are five Sunday workshops (Barb Ivanov lead on one workshop, committee co-sponsor on other four workshops)
    - Monday poster session – 24 papers presented as posters
    - Monday podium session – e-commerce (Eulois Cleckley lead)
    - Monday committee meeting
    - Tuesday podium session
  - See the TRB on-line Interactive Program for more details on all sessions
    - <https://annualmeeting.mytrb.org/interactiveprogram/>
- Workshops (Bill Eisele)
  - Bill Eisele will create a meeting line-up card that shows all of the Urban Transportation Committee-related sessions or workshops.
- Committee Meeting (Bill Eisele)
  - Planned agenda
    - Old Business
    - Recognitions
    - Research paper discussion
    - AASHTO update on reorganization of their freight office
    - Have chair from Access Management Committee speak to the group (may drop due to lack of time)
    - Tom Madrieke from UPS will speak to the committee
    - Announcements
  - The committee meeting will only be held during ONE session period during the TRB Annual Meeting; it will be held on Monday 1/8/18 from 1:30 PM to 3:15 PM ET
- Recognitions (Best Paper, Innovative Application of Research) (Erica Wygonik)
  - Plan to continue to do recognitions
- Line-up Card, Dinner Monday Night, Freight Day (Tuesday), Other (Bill Eisele)

#### 5) New Website (Bill Eisele) (10 minutes)

- <http://urbanfreight.tti.tamu.edu>
- Bill believes the new website provides increased functionality relative to the old website.

## **6) Research Subcommittee Update (Erica Wygonik) (15 minutes)**

- Erica expressed appreciation for the committee members' research paper reviews; she noted each committee member is requested to review a minimum of two papers per year.
- The number of papers submitted to the committee continues to increase; in 2017 a total of 48 papers were submitted, which is more than twice the number that were submitted in 2015.
- Erika said she would like a third person to help shepherd the paper review process.
- It is beneficial if members can review papers, but if they cannot, letting the subcommittee chairs know early is helpful.
- There may be a need to identify additional reviewers in the future, or have reviewers read more papers.
- Bill thanked Erika and Mike Browne for their leadership in reviewing the submitted research proposals.

## **7) Communications Subcommittee Update (Fatemeh Ranaiefar) (10 minutes)**

- Mike Ruane discussed an effort discussed at the committee meeting in Irvine to create a video that describes the importance of urban freight transportation and the committee's role.
  - There was discussion about who the audience is for a video.
  - It was suggested the video should be of interest to a wide audience.
  - It was suggested that the video could be posted on the committee's website and promoted and further distributed through social media.
  - The importance of really understanding the audience(s) and distribution strategy was emphasized.

## **8) Problem Statement Development & Submittal (John Tompkins) (10 minutes)**

- Bill discussed some of the problem statements that have been identified
  - Broadening stakeholder involvement was one of the problems identified; FHWA is examining the same problem and plans to have a VOLPE Center publication ready for the 2018 TRB Meeting.
  - Commercial delivery parking needs for loading and unloading was another problem identified – the plan is to develop a guidebook.
    - Bill plans to distribute the developed problem statement to the committee.

## **9) Membership Rotation (Bill Eisele) (5 minutes)**

- Akiko Yamagami (Membership Coordinator) created a survey earlier in 2017 to determine who may have interest in serving on the committee.
- A third of the committee needs to rotate off every 3 years.
- Bill noted many people have interest in participating on the committee.

## 10) Other Business (15 minutes)

- Bill noted the 2018 mid-year meeting could be tied to the Committee on the Marine Transportation System (CMTS) (and related research roadmap) meeting that is planned for June 19-21, 2018 in DC
- The CMTS is looking to examine marine needs in a more multimodal matter, which is consistent with the Urban Freight Transportation Committee goals.
- In this scenario, the Urban Freight mid-year committee meeting would likely be held on June 18th, the day before the CMTS meeting.
- Bill noted that the Intermodal Freight Transportation Committee (chaired by Richard Easley) is planning to examine Panama Canal issues in Panama, and the mid-year meeting could be tied to that and allow our committee to coordinate with another, freight-focused committee.
  - *Bill update (12-13-2017): I have learned (via Scott Brotemarkle) "...that the 'Panama Canal Summer Meeting idea' cannot be authorized or sanctioned by TRB. This means that using the names of any TRB committees, including Intermodal Freight Transport Committee (AT045), TRB itself or the National Academies of Sciences, Engineering, and Medicine cannot be used as part of this event should you decide to approach colleagues and proceed outside of TRB. That includes in booking the logistics (hotel blocks or transportation), or in any promotions, representations or documents generated." Therefore, our best option for an official mid-year meeting appears to be prior to the CMTS meeting in June. I will continue to update the committee as I learn more about the Panama Canal workshop, which may still occur as an event completely removed from TRB, as it is a unique opportunity.*

## 11) Member Updates (10 minutes)

- Chip Millard mentioned the December Talking Freight webinar focused on Good Practices in MPO Freight Planning.
- Barb Ivanov asked what the deadline was for submitting electronic copies of the TRB presentations; Scott Babcock said they can be uploaded up to the time of a given session.

## 12) Adjourn (by 1:00 pm Eastern Time)

- In closing, Bill thanked the entire team for their hard work, dedicated volunteer service and invaluable input to make the committee so successful, and then he adjourned the meeting.