



TRB Urban Freight Transportation Committee (AT025) Conference Call

Tuesday, April 17, 2018

11:00 am – 12:30 pm (Eastern Time)

Conference Call: 1-866-528-2256 / Access Code: 4753125

Welcome, Introductions and Agenda Review (Bill Eisele) (11:00 – 11:15)

Bill Eisele, the Committee Chairperson, welcomed everyone to the call, took roll call of the committee members, and briefly reviewed the agenda. He asked everyone attending the call to think about how they can assist the committee, regardless if they are committee members or friends of the committee. He also mentioned that the “new” committee has just formed, and the new members of the committee are noted on the agenda.

TRB Staff Report (Scott Babcock) (11:15 – 11:25)

Scott Babcock, the TRB’s committee liaison, reviewed various TRB business items. He mentioned the call for papers just opened, and that the call is the first step for the next annual meeting. He noted workshop proposals are due June 15, papers are due on August 1st, and session proposals are required by October 1st.

Committee Rotation Process (Bill Eisele) (11:25 – 11:40)

- **Committee Rotation Process**
- **Membership (see last page)**

Bill recognized Akiko Yamagami’s efforts to assist with the Committee Rotation Process in her role as Membership Coordinator. He also mentioned the need to have a wide variety of people from different backgrounds as committee members, and noted TRB particularly encourages international membership, young membership, and state DOT membership. Committees are allowed to have up to 36 members if “extra” members are achieved, and this committee currently has the maximum 36 members. (The current committee membership is shown on the last page.) Bill also mentioned two former members, Paula Dowell and Ted Dahlburg, have been added to the committee’s “Hall of Fame”; both Paula and Ted have served the maximum 9 years on the committee. Bill expressed appreciation for their exceptional efforts and to the various friends of the committee who also assist the committee.

Research Subcommittee Update (Erica Wygonik) (11:40 – 12:00)

- **Paper Review Team Development – Process, Team Structure and Membership**
- **Timelines**
- **Call for Papers**
- **Problem Statement Status (Bill Eisele and John Tompkins)**

Erica Wygonik, the Research Subcommittee chairperson (Committee Research Coordinator), reviewed the research paper review process. She encouraged both long-time and new members to participate in the paper reviews. A new process is being implemented, where the committee leads oversee the process, a group of about six members coordinate the paper review and work with the actual reviewers.

She noted this process is used by other TRB committees. Erica stated committee members will be asked to review three papers, an increase from the two paper requirement previously, to allow the committee to review all of the papers submitted. She also said the subcommittee plans to send out a survey to gauge members' ability to review papers. Erica mentioned it is beneficial for the reviewers to have a wide variety of perspectives, geographies, and backgrounds to ensure the reviews can be well-rounded.

Erica then discussed the call for papers. She indicated that last year's call for papers will be updated. She discussed how the paper process remains consistent from year-to-year, is that after the papers are submitted by August 1st, papers are assigned in mid-August and the reviews are due by September 15th. There will also be a second round of paper reviews, which will only involve a sub-set of committee members, will take place from mid-November to mid-December. Tamiko Burnell asked for clarification about what will be the top topics for papers in the call for paper; Bill provided some details, and he encouraged Erica to reach out to Tamiko for the topical summary of high-priority research topics from the committee's 2018 workshop (more on this in the last paragraph of this section of the meeting notes). Bill asked members to contact Erica if they are interested in participating on the research subcommittee.

Erica stated the subcommittee membership will be finalized by late April, and she will reach out to those members in May to discuss committee logistics. She also mentioned that there is a need for academia members on the committee. Peter Plumeau asked about TRB's requirements about paper readability, and if that impacted the number of papers submitted. Scott Babcock responded the number of papers remained the same in 2017 as it was in 2016. Erica added that almost all papers submitted were of high quality.

Bill provided a brief explanation on the problem statement process, stating the committee will need to write 2-3 statements in the coming months. The problem statements are finalized in mid-October, and AASHTO reviews the statements from all of the committees (both freight and non-freight). The Urban Freight Committee closely coordinated with Katelyn Dwyer at AASHTO, but she has now moved to Texas DOT. It is unclear who will be the new AASHTO liaison. On a more positive note, there is increased coordination with FHWA via the U.S.-EU Twinning Project. Research needs have come out of that effort, and the collaboration will help reduce research overlap. Bill suggested creating a survey to find out who would be interested in developing various problem statements – this approach will be discussed and finalized at the mid-year meeting in June. Tamiko noted the committee will be able to track what topics have been examined because her FHWA efforts are doing just that. Tamiko noted that her publication (Urban Freight Workshop at the TRB 2018 Annual Meeting: Summary of High-Priority Research Topics) as part of the FHWA-EC Twinning initiative on urban freight should be published soon.

2019 TRB Annual Meeting Plans (12:00 – 12:15)

- **Session Planning and Process (Barb Ivanov and Peter Plumeau)**
- **Freight Day Session Planning and Process (Bill Eisele and Seckin Ozkul)**
- **Workshop(s) (Bill Eisele)**
- **Committee Meeting (Bill Eisele)**

Seckin Ozkul outlined the Freight Day session planning; he is one of the Freight Day co-chairs for the 2019 meeting. The theme is Transformative Technologies. The various TRB freight committee chairs just received a request for feedback on sessions; the initial deadline is May 15th while the final deadline is October 1st. Bill noted Fatemeh sent an e-mail to the committee members yesterday. Barb Ivanov made some suggestions for the sessions; she suggested the morning session could focus on freight vehicle fueling technologies, and include hands-on examples or models. Seckin said he liked the idea. Peter stated some focus on design standards for vehicles operating in urban areas would also be helpful.

Barb stated she'll be the lead on session planning and Peter will take the lead for the poster session. Peter requested feedback on any ideas to improve the poster session content. Scott reiterated the deadline for sessions is October 1st, though TRB would like session content earlier than that.

Bill mentioned, in following up on earlier comments by Tamiko, that a "second annual twinning workshop" will be held at the 2019 meeting to refine and update urban freight high-priority research topics and needs. Bill also noted the committee receives a certain number of credits, called chits, to hold committee-related sessions and workshops. The committee receives 2.3 chits, which can be spread around to different sessions, and can be coordinated with other committees.

Bill mentioned the committee will again hold its committee meeting by conference call in December prior to the TRB meeting in January, allowing the formal committee meeting at the annual meeting to feature an industry presenter, similar to Tom Madrecki with UPS at the 2018 meeting. Bill encouraged that if anyone has a possible speaker to consider, to please let him know.

Future Meetings (Bill Eisele) (12:15 – 12:20)

- **Monday, June 18, 2018, Mid-year Meeting from 3:15 pm – 5:00 pm Eastern Time in Washington, DC (prior to Marine Transportation System Research and Technology Conference)**
- **Friday, September 14, 2018 from 10:00 am – 11:00 am Eastern Time (Conference Call)**
- **Friday, December 7, 2018 from 10:00 am – 12:00 pm Eastern Time (Conference Call)**

Bill identified the next few meetings for the committee. He said the June meeting will be an in-person (mid-year) meeting in Washington, DC. The other two meetings in 2018 will be phone meetings similar to today's meeting. Scott noted the June meeting is at the NAS building on Constitution Avenue, not at the Keck Center.

Bill encouraged members and friends to review the committee website and make sure it is up to date. He also mentioned TRB offers Blue Ribbon Awards for committees conducting innovative research or initiatives, and he indicated that he will be assembling a group of committee members to assist with an application effort when the announcement is made. Bill reemphasized the need for members to volunteer for various committee initiatives.

"30-Second" Announcements (All) (12:20 – 12:30)

- The CIVITAS Urban Freight Conference is being held in Brussels 23-24 April 2018 (*meeting notes update – see this site for a newsletter on the event: http://www.citylab-project.eu/newsletters/Citylab_newsletter6.pdf*).
- There will be a Ghana infrastructure conference from August 5th to August 8th.
- The 3rd VREF Conference on Urban Freight is 17-19 October 2018 in Gottenburg, Sweden.
- The International Urban Freight Peer Exchange will take place later this year in Maryland.
- The I-TED conference will take place in DC in June, and will focus on transportation and economic development.
- The April Talking Freight webinar focused on Alternative Fuel Trucks will take place on Wednesday, April 18th.

Adjourn (by 12:30 pm)

Questions? Want to be more involved? Contact us!
Bill Eisele, Chair, b-eisele@tti.tamu.edu, 979-845-8550

Visit our Website: <https://urbanfreight.tti.tamu.edu/>

AT025 Team Effective April 15, 2018

(**Highlight** indicates new team members; **bold** indicates attended the phone call)

Giorgio Ambrosino, MemEx

Jeff Ang-Olson, ICF

Sean Ardussi, Puget Sound Regional Council

Scott Babcock, TRB Staff Representative

Robyn Bancroft, OKI Regional Council of Governments

Michael Browne, Univ. of Gothenburg, "Deputy" Comm. Res. Coord. (michael.browne@handels.gu.se)

Joe Bryan, WSP, Emeritus Member

Tamiko Burnell, FHWA

Lindsey Callaghan, Rhode Island DOT, Recognition Coordinator

Arun Chatterjee, University of Tennessee, Knoxville, Emeritus Member

Tom Cherrett, University of Southampton

Eulois Cleckley, City of Denver

Alison Conway, City College of New York

Joseph Dack, HDR

Bill Eisele, Texas A&M Transportation Institute, Chair (b-eisele@tti.tamu.edu)

Gabriela Giron, University of Washington

Anne Goodchild, University of Washington, Freight Systems Group Chair

Barb Ivanov, University of Washington, TRB sessions co-chair (ivanovb@uw.edu)

Miguel Jaller, University of California, Davis, Resources Coordinator

Katie Kirk, Cambridge Systematics

Chip Millard, FHWA, Secretary (chip.millard@dot.gov)

Tom Murtha, Chicago Metropolitan Agency for Planning

Tom O'Brien, California State University, Long Beach

Maria Oscott, Lindolmen Science Park AB

Seckin Ozkul, CUTR/Univ. of South Florida, 2019 TRB Freight Day Co-Chair (sozkul@cutr.usf.edu)

Peter Plumeau, Economic Devel. Research Group, TRB sessions co-chair (pplumeau@edrgroup.com)

Fatemeh Ranaiefar, Fehr & Peers, Committee Communications Coord. (f.ranaiefar@fehrandpeers.com)

Matt Roorda, University of Toronto

Mike Ruane, Delaware Valley Regional Planning Commission

Vivek Sakhrani, CPCS

Ivan Sanchez-Diaz, Chalmers University of Technology

Rahul Srivastava, Caltrans

Daniel Studdard, Atlanta Regional Commission

John Tompkins, Minnesota DOT, Problem Statements Coordinator (john.tompkins@state.mn.us)

Ron van Duin, Delft University of Technology

Jason Wallis, Colorado DOT

Casey Wells, Texas DOT

Erica Wygonik, RSG, Committee Research Coordinator (Erica.Wygonik@rsginc.com)

Akiko Yamagami, Los Angeles County Metropolitan Transportation Authority, Membership Coordinator

Hugo Yoshizaki, University of Sao Paulo

Friends attending the call

(there were many more, but the following individuals emailed Bill to tell him they were on the line)

Paul Bingham, EDR Group

Carine Choubassi, Jacobs

Laura Gilmore, Massachusetts Port Authority

Jan-Mou Li, Metropolitan Washington Council of Governments

Evangelos Kaiser, Florida Atlantic University

David Kuehn, FHWA

Sofia Kyle, Arup

Steve Peterson, Oak Ridge National Laboratory

Joseph Poirier, Nelson\Nygaard

Diana Ramirez-Rios, Rensselaer Polytechnic Institute

Dan Seedah, Texas A&M Transportation Institute

Lynn Soporowski, Kentucky Transportation Cabinet

Chris Steele, Investment Consulting Associates

Bethany Stich, University of New Orleans

Erich Zimmermann, National Association of Regional Councils