



TRB Urban Freight Transportation Committee (AT025) Mid-year Meeting

Monday, June 18, 2018

3:15 – 5:00 pm (Eastern Time)

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

National Academy of Sciences

2101 Constitution Avenue NW, Washington, DC 20418

NAS Members Room

MEETING NOTES

Welcome, Introductions and Agenda Review (Bill Eisele)

Bill Eisele, the Committee Chairperson, called the meeting to order and gave a brief overview of the agenda. In-person attendees and those on the call introduced themselves, and Bill took roll of committee members.

TRB Staff Report (Scott Babcock)

Scott Babcock, the TRB's committee liaison, welcomed everyone to the NAS building and gave a brief background on the building. He said that the TRB 2019 Annual Meeting will take place on January 13-17th. Scott has received two freight workshop proposals for the annual meeting, one from the Urban Freight Committee. The Urban Freight committee's proposed workshop has been approved and will likely get the requested timeslot on the morning of Sunday, January 13th.

Scott said that Sage Publications is now publishing the Transportation Research Record (TRR). Additional information about this change is available on the TRB website. He also said that TRB is now working with a new paper peer review system, Editorial Manager. This will help to address some existing vulnerabilities in the paper submission and review process. TRB staff will assist with the transition to these new companies.

Research Subcommittee Update (Erica Wygonik)

- **Paper Review Team Establishment**
- **Timelines**
- **Other Activities**

Erica Wygonik, Research Subcommittee Chairperson (Committee Research Coordinator), gave an update on the research subcommittee. The Urban Freight committee is transitioning to this subcommittee role rather than a paper review chair and sub-chair due to the volume of papers submitted in recent years. This subcommittee will be working with Scott Babcock on the transition to the new paper review

company, Editorial Manager. The research subcommittee is also considering shifting to a review structure based on subject matter expertise.

Papers can be submitted until August 1st, and the subcommittee is asking all committee members to review 3 papers and all friends to review 2 papers. Paper review assignments will be sent out in mid-August. If you can't do your assigned review, please let Erica know as soon as possible. In the past, some members have let Erica know at the last minute that they can't complete their paper review. This leaves her with inadequate time to find a replacement reviewer, so it's important to communicate with Erica early if you are unable to complete your review.

Paper reviews are due in mid-September, likely on September 15th. Bill Eisele stressed the importance of doing paper reviews as a committee member or as a potential future member. There are no major changes to urban freight paper topics this year, although additional emphasis has been placed on some topics. E-commerce delivery and its impacts to the supply chain are particularly notable this year.

Problem Statement Development & Submittal Process (Bill Eisele and John Tompkins)

- **Identify Statement(s) for Submittal (prioritization via survey)**
- **Identify Statement(s) Team(s) and Team Lead(s)**

Bill Eisele moved ahead in the agenda to the Problem Statement Development & Submittal Process topic. Bill said that the committee had been working with Katelyn Dwyer at AASHTO, but Katelyn recently left her position there. Committee member Tamiko Burnell with FHWA is working with AASHTO as part of the FHWA twinning initiative with the European Commission, and is helping to provide this connection to AASHTO.

There was a workshop on urban freight and international innovations at the TRB annual meeting in January 2018. There will be a follow-up workshop on this topic in January 2019 – this is the workshop that Scott mentioned was accepted. Bill stressed the importance of getting problem statement support from state DOT personnel as they are a part of AASHTO and support NCHRP processes. John Tompkins, Problem Statements Coordinator, mentioned October 15th as the deadline for topics for this workshop, so planning for statement development will need to be done before that date. John agreed to put together a schedule of milestones to ensure statements are finalized before the due date.

Communications Subcommittee Update (Bill Eisele)

- **Video update (Mike Ruane)**
- **Other Activities**

Bill began by saying that the Urban Freight committee website has been updated recently and is being hosted by Texas A&M Transportation Institute. He is open to additional website revisions/updates, so feel free to send him comments.

Mike Ruane gave an update on a planned video for the Urban Freight Committee website. The Urban Freight Committee decided about a year ago to create a video to explain the committee's work. Since then, there has been discussion on how best to do this and what topics to cover. This discussion has led to a slight change in the focus of the video, as it will likely be more targeted to important urban freight issues rather than the work of the committee.

Allison Conway agreed that this is a positive approach to the video topic. She said that there is regular discussion in New York about the need for a connection between the planning community and freight planning and operations. She then asked how long the video would be. Mike said it would likely be less

than 10 minutes. He said that it might focus mainly on infographics or that it might focus more on interviews/soundbites. Allison added that the completed video could be helpful for students. She said she has taken a lot of photos in recent years about urban freight issues in New York City and that she is willing to contribute them to the video if needed. She also said that she can send a portion of her urban freight guidebook if it would be helpful.

Mike said he is looking for volunteers to help with this video. Charles Edwards (NCDOT) said that the North Carolina DOT had put together a similar video that they could share. Joe Bryan said the Texas DOT is working on a freight project that might be useful and that they might be willing to share with the committee. Mike said they hope to develop the storyboard for the video this summer and then have a draft by the annual meeting in January 2019. Bill Eisele said he will send Mike's email address out to the committee for anyone interested in assisting with the video.

2019 TRB Annual Meeting Plans (Bill Eisele)

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

Bill Eisele provided an update on the 2019 TRB Annual Meeting Plans as other members were unable to attend or call-in. The Urban Freight Committee will likely place 4-5 papers in a "best papers" session at the annual meeting as has been done in the past and will also have a number of papers for poster sessions. The committee's workshop will focus on urban freight research needs with a focus on last-mile delivery. This will be a follow-up to the 2018 workshop. This workshop will begin with panelists in the first half of the session and then have breakout groups for discussion in the second half.

The Urban Freight Committee meeting at the 2019 TRB Annual Meeting will be similar to the 2018 meeting format. Committee business will be covered in a December 2018 conference call so the committee meeting at the 2019 TRB Annual Meeting can focus on relevant content and networking. Bill is working to get a speaker from the US Postal Service for the 2019 meeting. This will be similar to the speaking role Tom Madrecki, UPS, had at the 2018 TRB annual meeting.

The Urban Freight Committee will have two sessions at the 2019 TRB Annual Meeting. One session will focus on best practices, while the topic for the other session is to be determined. Autonomous trucks and urban delivery has been suggested as the other topic, but additional ideas are welcome. Session topics need to be finalized in early October.

Bill handed out a list of potential Freight Day session topics and descriptions along with a sheet for members to vote on their preferences. Bill asked for votes either by paper or via email by Monday, June 25th. He also asked for respondents to identify if they are members or friends. Matt Roorda added that this list of 9 topics had been selected from a group of about 18 or 19 topic submissions.

DJ Mason (via call-in), with Volpe, said that Bill did a great job of covering information on the planned workshop for 2019. He said that the documentation from the 2018 workshop has likely been approved. He will confirm that and then let Bill know. He said that the FHWA peer exchange with the European Commission is planned for September 11-12th at the Embassy Suites in Baltimore. He said to contact DJ Mason with Volpe or Tamiko Burnell with FHWA for more information. Invitations for this event should be sent within the next week.

Future Meetings (Bill Eisele)

- **Friday, September 14, 2018 from 11:00 am – 12:00 pm Eastern Time (Conference Call)**
- **Friday, December 7, 2018 from 11:00 am – 1:00 pm Eastern Time (Conference Call)**

Bill asked everyone to mark their calendars for these two meetings. He also asked everyone to double check the times for these meetings for their time zones, and noted that the information on the agenda (and above) is correct for the meeting dates/times. He said that the December meeting is two hours long to cover committee business prior to the annual meeting.

“30-Second” Announcements

- Allison Conway said that planning is underway for the Innovations in Freight Data workshop in Irvine, CA, on April 8-10th, 2019. A call for abstracts will come out soon and will be due prior to the TRB 2019 Annual Meeting.
- David Willauer, Cambridge Systematics, said that a committee he works with had suggested a topic of aerial chemical detection, as well as a topic about zoning related to chemical companies and conflicts with nearby residential developments. He said these may have some relevance for the Urban Freight Committee.
- Bill asked for comments from anyone on the phone, and there were none.

Bill Eisele concluded the meeting by acknowledging that Crystal Jones with FHWA’s Freight Office had recently passed away due to a stroke, and that her funeral was earlier in the day. Bill noted her substantial contributions to the freight area and how she was such a wonderful person and will be greatly missed by all.

Adjourn

Questions? Want to be more involved? Contact us!

Bill Eisele, Chair, bill-eisele@tamu.edu, 979-845-8550; <https://urbanfreight.tti.tamu.edu/>

AT025 TRB Urban Freight Transportation Team

(**Bold** indicates new team members as of April 15, 2018)

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

Linsey 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

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

Jason Wallis, Colorado DOT

Casey Wells, Texas DOT