



Minutes of
ITS Program Advisory Committee Teleconference
July 23, 2014

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1. General

- a. The Intelligent Transportation Systems (ITS) Program Advisory Committee (ITSPAC) met by teleconference July 23, 2014.
- b. A copy of these minutes, the meeting transcript, and other meeting documents will be available for public inspection and downloading from the ITSPAC website at <http://www.its.dot.gov/itspac/index.htm>.

2. Meeting Attendance

- a. Committee members:

Mr. Steve Kenner, Global Director of Automotive Safety, Ford Motor Company
Mr. Steve Albert, Director, Western Transportation Institute, Montana State University
Mr. Roger Berg, Vice President, Wireless Technologies, DENSO International America, Inc.

Mr. Joseph Calabrese, CEO, Greater Cleveland Regional Transit Authority
Mr. John Capp, Director, Electric and Control Systems Research and Active Safety Strategic Lead, General Motors Corporation

Mr. Robert Denaro, Private Consulting Services

Ms. Ginger Goodin, Director, Policy Research Center, Texas A&M Transportation Institute

Ms. Debra Johnson, Deputy Chief Executive Officer, Long Beach Transit

Mr. J. Peter Kissinger, President and Chief Executive Officer, American Automobile Association Foundation for Traffic Safety

Mr. Scott McCormick, President, Connected Vehicle Trade Association

Mr. Joe McKinney, Executive Director, National Association of Development Organizations

Ms. Tina Quigley, General Manager, Regional Transportation Commission of Southern Nevada

Dr. Susan Shaheen, Adjunct Professor, Civil and Environmental Engineering, University of California, Berkeley

Mr. Brian Schromsky, Director, Federal Government and Public Safety, Verizon Wireless

Mr. George Webb, County Engineer, Palm Beach County, Florida

Ms. Sheryl Wilkerson, Vice President, Federal Government Affairs, Michelin North America

- b. U.S. DOT:

Mr. Gregory Winfree, Assistant Secretary for Research and Technology, U.S. Department of Transportation

Mr. Ken Leonard, Director, ITS Joint Program Office, Office of the Assistant Secretary for Research Technology, U.S. Department of Transportation

Mr. John Augustine, Managing Director, ITS Joint Program Office, Office of the Assistant Secretary for Research Technology, U.S. Department of Transportation

Mr. Stephen Glasscock, Program Coordinator, ITS Joint Program Office, Office of the Assistant Secretary for Research Technology, U.S. Department of Transportation, Committee Designated Federal Official

Mr. Bob Monniere, Deputy Chief Counsel, Office of the Assistant Secretary for Research Technology, U.S. Department of Transportation

c. Others:

Ms. Melanie Alvord, Federal Liaison, Texas Department of Transportation

Ms. Avonne Bell, Senior Manager, Government Affairs, Telecommunications Industry Association

Mr. Brian Hoeft, Long Beach Transit

Mr. Sam Lamagna, Intel Corporation

Ms. April Smith, Harris, Wiltshire, & Grannis LLP

Mr. Carlos R. Vélez, Jr., Project Manager, Citizant, Inc.

3. Meeting Agenda

- a. Welcome Remarks – Mr. Glasscock and Mr. Leonard
- b. Opening Remarks – Mr. Winfree
- c. Ethics Review – Mr. Monniere
- d. Chairman and Vice-Chairman Selection – Mr. Leonard
- e. Overview of ITS Program Advisory Committee – Chairman Kenner and Vice-Chairman Wilkerson
- f. Summary and Adjourn – Mr. Glasscock

4. Summary of Proceedings

- a. Welcome Remarks – Mr. Glasscock and Mr. Leonard
 - (1) Mr. Glasscock called the meeting to order and requested that participants introduce themselves. He welcomed the members and made the following major points:
 - (a) The ITSPAC consists of 14 returning members and 6 new members.
 - (b) His major role as committee Designated Federal Official (DFO) is to ensure that committee activities are conducted in accordance with the Federal Advisory Committee Act (FACA).
 - (c) An audio recording will be made of each meeting for preparation of the meeting transcript and minutes, which will be posted in the ITSPAC website.

(2) Mr. Leonard made the following major points:

- (a) He appreciates committee members' commitment to serving a two-year term on the Committee.
- (b) He values having an advisory committee. It is important to have views from outside U.S. DOT – from individuals the ITS JPO does not deal with day-to-day.
- (c) Committee members are very carefully selected to meet certain background requirements mandated by the transportation authorization legislation. Members of the current Committee not only meet the requirements of the legislation, but also have expertise that will greatly benefit the ITS JPO. Mr. Leonard reminded committee members that they were selected because of their expertise and not, necessarily, because of the organizations they work for, so their role on the Committee is not as representatives of those organizations.

b. Opening Remarks – Mr. Winfree

- (1) Mr. Winfree thanked Committee members for their willingness to participate on the Committee, describing it as a rare opportunity for members of the public to interact and have a direct influence on how the federal government operates and plans ahead.
- (2) Mr. Winfree described the Office of the Secretary for Research and Technology (OST-R).
 - (a) OST-R is tasked by the Department to focus on research, including conducting actual research at the Volpe National Transportation Systems Center and coordinating the great research that goes on at other Department laboratories like the Turner-Fairbank Highway Research Center, the National Highway Traffic Safety Administration East Liberty Ohio Test Facility, and the Federal Railway Administration facility at Pueblo, Colorado. One of OST-R's mission is to bring all those parties together and make sure that taxpayer dollars are being spent in the wisest way possible.
 - (b) Previously, OST-R was known as the Research and Innovative Technology Administration (RITA). On the "back end" of the budget process following the government shutdown last year, RITA became part of the Office of the Secretary; specifically, the Office of the Assistant Secretary for Research and Technology, "affectionately" known as the OST-R.
 - (c) There are other parts of OST-R that are important to the ITS enterprise, principally the Office of Positioning, Navigation and Timing and Spectrum Management, as we look at 5.9GHz primacy and the importance of the Global Navigation Satellite System, or GPS, as you all know it. The ITSPAC's August

13 face-to-face meeting will provide an opportunity to discuss more specifics about OST-R.

- (3) There is a lot happening on Capitol Hill with the Highway Trust Fund nearing a “point of no return.” There is activity on the Hill that looks somewhat promising, although it is not the kind of activity that will give us long-term funding. It is activity that will at least carry the Highway Trust Fund through, as it stands today, May of 2015. Senator Boxer has an amendment that would reduce that to December of 2014 in order to keep pressure on the Hill to come up with a long-term funding solution, so more to come on that.
- (4) The GROW AMERICA Act is the Administration’s \$302 billion proposal for a four-year transportation funding bill. This proposed bill has set the baseline for discussions in Washington about the appropriate length, duration, and level of U.S. DOT funding. We are encouraged by the language we put forth, which I believe set a good base level for logical discussion about the Nation’s transportation infrastructure.
- (5) With respect to the state of Transportation research and development effort, unfortunately, some of the language on the Hill looks at reducing that funding by up to 50 percent. Other language talks about removing research from the Highway Trust Fund and moving it to the General Appropriations process, which is problematic for a number of reasons. Specifically, research and development funding would have to compete with other programs on the General Appropriations side, so we are not favorably disposed toward that kind of language. We will continue to work with staffers on the Hill to get the appropriate focus on what we do at U.S. DOT.
- (6) Secretary Foxx is a big fan of innovation, research, and technology. He is 42-years old, so that puts him in that cohort of people who grew up with technology; so he is favorably disposed to what we do, and I think a good testament to this is the function we recently held at Turner-Fairbank, where President Obama came out and talked about Connected Vehicle technology and Automated Vehicles. He was introduced by Secretary Foxx, and it was the first time that an American President visited the Turner-Fairbank Highway Research Center. It certainly was the first time that our issues were put on the national stage by President Obama, so we are really excited by that, and believe this provides us good “wind in our sails” with some of the more difficult issues we will be tackling as we move forward.
- (7) In conclusion, Mr. Winfree stated that he looked forward to seeing the Committee members at their August meeting in Washington, DC.

c. Ethics Review – Mr. Monniere

- (1) U.S. DOT is charged with ensuring that the ITSPAC operates free of any significant conflicts of interest. The expectation is that the Committee will operate in a balanced and fair manner.

(2) Concerning ethics, following are two brief illustrative examples:

(a) If a Committee member were to become a contractor for the U.S. DOT, this could create the perception that the Committee member has access to inside information that would provide an unfair advantage in the procurement process. This could be a conflict.

(b) It would be a conflict if a Committee member were to urge the U.S. DOT to hire a family member.

(3) The FACA was enacted in 1972 to ensure that advice by the various federal advisory committees is objective and accessible to the public, and created the Committee Management Secretariat to monitor compliance with the Act. In 1976, an Executive Order delegated the Secretariat responsibilities to the General Services Administration (GSA); therefore, there are a number of GSA regulations that apply directly to committee operations.

(4) The FACA places special emphasis on ensuring that the advisory committee process remains open to the public. For example, the U.S. DOT must publish a notice in the Federal Register alerting the public of the date, time, location, and agenda for upcoming ITSPAC meetings. Additionally, the FACA provides that "...the records, reports, transcripts, minutes, appendixes, working papers, drafts, studies, agenda, or other documents which were made available to or prepared for or by each advisory committee shall be available for public inspection and copying at a single location in the offices of the advisory committee or the agency to which the advisory committee reports until the advisory committee ceases to exist." To comply with this provision, the ITS JPO established the ITSPAC website at <http://www.its.dot.gov/itspac/index.htm>.

(5) In the past, there have been questions about closing committee meetings to the public. Closing a meeting is an involved process – it cannot be done on the spur of the moment, but must have prior approval.

(6) For questions concerning ethics, Committee members should contact Mr. Glasscock or Mr. Monniere directly at 202-366-5498.

d. Chairman and Vice-Chairman Selection – Mr. Leonard

(1) The FACA allows the ITS JPO to designate a Committee Chairman and a Vice-Chairman. We have asked Steve Kenner and Sheryl Wilkerson to be the Chairman and Vice-Chairman, respectively. Mr. Kenner, from Ford Motor Company, has been a member of the Committee. Ms. Wilkerson is one of our six new members. The previous chairman, Mr. Bob Denaro, has offered to serve as informal advisor to the Chairman and Vice-Chairman.

- (2) The duties of the Chairman are:
 - (a) In consultation with the DFO, Stephen Glasscock, and the ITS JPO Director, develop meeting schedules and agendas.
 - (b) If delegated by the DFO, call meetings to order, preside over the meetings, and adjourn the meetings.
 - (c) Guide the Committee in developing and implementing its work plan and its task organization to develop its advice to the Secretary.
 - (3) Make recommendations to the Secretary, through the ITS JPO, regarding the ITS Research Program, its needs, objectives, plans, approaches, contents, and progress. The previous committee's advisory memorandum to the Secretary is on the Secretary's desk. It has gone through all the internal "wickets" and should be approved shortly.
 - (4) The duties of the Vice-Chairman are to assist the Chairman in the execution of his/her duties and to serve as the Chairman in the absence of the Chairman.
- e. Overview of ITS Program Advisory Committee – Chairman Kenner and Vice-Chairman Wilkerson
- (1) Chairman Kenner
 - (a) A meeting has been scheduled for August 13. It is a full-day meeting, so those coming in from out-of-town will probably need to arrive the night before. The meeting will start at 8:00 a.m. and adjourn at 4:00 p.m.
 - (b) Tentatively, the meeting plan includes some opening remarks, committee member self-introductions, and a more detailed briefing by Mr. Leonard. There will be briefings also from a variety of folks – we are still working out the specific topics and presenters.
 - (c) A specific objective of the meeting will be to develop consensus on the list of topics that the Committee will pursue over the next couple of years. The Committee also will discuss how it is going to go about completing its work. The list of potential topics is just a thought-starter, and not by any means a definitive list. We request that members give some thought to the topics that the Committee should pursue.
 - (d) Another major topic of discussion on August 13, which Sheryl Wilkerson will facilitate, will be how the committee will organize to accomplish its work. Should the committee organize into subcommittees, and who would be willing to chair the subcommittees? Additionally, the committee will have to agree on how the subcommittees would accomplish their work, whether in breakout sessions

during scheduled committee meetings or in separate subcommittee meetings. The process is a bit complicated because all meetings must be open to the public, so the appropriate arrangements would have to be made for separate subcommittee meetings.

(e) The committee will need to discuss also how often it will meet as a collective group, which, to some extent, will depend on whether subcommittee meetings will be held as breakout sessions during meetings of the entire committee or apart from these meetings.

(f) Before the August 13 meeting, committee members are requested to consider proposals for study topics so the Committee can reach consensus on what those topics will be and how the Committee will go about getting its work done. We are all very busy, so it will be difficult sometimes for the committee to meet as a group; however, it might be even more difficult to get work done at separate subcommittee meetings.

(2) Vice-Chairman Wilkerson emphasized that her main interest is ensuring that the committee will spend some time discussing whether or not to establish subcommittees that would make recommendations to the committee of the whole, since the subcommittee organization was quite successful last year.

f. Summary and Adjourn – Mr. Glasscock

(1) Mr. Glasscock called committee members’ attention to the ITSPAC website at <http://www.its.dot.gov/itspac/index.htm>, which contains all documents prepared for and by the ITSPAC.

(2) Mr. Web recommended that the Committee receive an update on the issue of governance of secure vehicle-to-vehicle communications at the August meeting.

(3) Mr. Glasscock thanked Committee members for their participation.

(4) The meeting adjourned at 2:26 pm.

We certify, to the best of our knowledge, that the foregoing minutes are accurate and complete.

Ken Leonard
Director, Intelligent Transportation Systems Joint
Program Office
Office of the Assistant Secretary for Research and
Technology
U.S. Department of Transportation

Steve Kenner
Committee Chairman
Global Director of Automotive Safety
Ford Motor Company