

Appendix A

Center for Urban Transportation Research (CUTR) Advisory Board Meeting

Minutes of the Meeting

via MS TEAMS

August 12, 2025 · 1:00 – 2:15 PM ET

- Call to Order: Meeting called to order by Chair Ron Howse at 1:00 PM ET.
- Roll Call

Advisory Board Members and Designees (P = Present, T = Teams, A = Absent)

	Name	Title	Organization	Designee	
T	Ron Howse, Chair	Chair	Florida Transportation Commission		Statute
T	Jared Perdue, P.E. (A)	Secretary	Florida Department of Transportation (FDOT)	Kelli Bradley, Interim Director of Transportation Development, District 7 (T)	Statute
T	Kimberlee DeBosier	Vice President, Transportation Division	WGI, Inc.		
T	J. Alex Kelly (A)	Secretary	Florida Department of Commerce	Scott Rogers, FDEO (T)	
T	Ram Kancharla	Vice President, Planning and Development	Port Tampa Bay		
T	Alexis A. Lambert (A)	Secretary	Florida Department of Environmental Protection	Lindsey Weaver (T)	Statute
T	Thornton J. Williams	Managing Partner	Williams Law Group, P.A.		
T	Ysela Llort	Principal	Renaissance Planning Group, Inc.		
T	Ralph Yoder	Executive Director	Florida Transportation Commission		Ex-Officio
A	Lisa Bacot	Executive Director	Florida Public Transportation Association		Ex-Officio

Guests

CUTR Leadership

- Dr. Fred Mannering, CUTR Director
- Lisa Staes, CUTR Associate Director

CUTR Program Directors

- YuYu Zhang, PhD
- Sisinnio Concas
- Cong Chen
- Stephen Wachtler
- Martin Catala
- Phil Winters

CUTR Faculty and Staff

- Sarah Payton
- Roberta Yegidis
- Stephanie Lewis
- Paul Goyette

Agenda

Welcome and Introductions. *Ron Howse, CUTR Advisory Board Chair*

Topic #1: Approval of Minutes. *Ron Howse, CUTR Advisory Board Chair*

- Quorum is met for the meeting. Chair Howse asks if there are any motions for approval of minutes.
- Ysela moves to approve the minutes of the May 2025 Advisory Board meeting.
- The motion is seconded by Thornton Williams.
- There is no opposition to the approval; the meeting moves forward, per the agenda.

Topic #2: FDOT Update *Kelli Bradley, District 7 Director of Transportation Development*

Congratulations on her new position (from interim to permanent)

- Budget (Focus on Fiscal Responsibility) \$15.1 Billion
 - Extensive budget negotiations this year and extensive investments in development
 - Over 1,989 total bills files, 269 passed.
- Florida Transportation Research Institute (Senate Bill 1662)
 - Create consortium of knowledge for Florida's transportation industry.

- Florida's Transportation Academy (Senate Bill 1662)
 - Workforce development includes craft and trade program for on-the-job training and career pipelines.
 - Partner with VA and dept of corrections and juvenile justice to help their integration into workforce
 - Professional curriculums for certifications
- Advanced Air Mobility (Senate Bill 1662)
 - Florida is the first in the nation to establish an AAM advisory committee and strategic action plan
 - Next step is to develop a business plan and an aerial highway network.
 - Goal end of 2026
- International Trade Mission
 - Strengthen ties between Florida and France
- Projects underway/completed
 - I275 capacity improvements – completed (1 lane in each direction)
 - Downtown interchange – in progress (add safety and operational improvements)
 - Pinellas Gateway – complete construction as of June
 - Howard Frankland bridge - in progress
 - 4 new general used lanes opened. 8 lanes total when done.
 - Traffic is being shifted away from old 1960's bridge to begin demolition.
 - Construction started spring 2020.
 - Moving Florida Forward – approved to proceed. expected completion Dec 2029
 - Westshore interchange – added capacity, new design. Now underway
- Open to questions/comments
 - Ram Kamcharla: What is happening in I-75? (Kim) These are future projects to add capacity, waiting on funding.
 - Ysela: There concerns in Miami-Dade area about legislature repeal of documentary stamp dollars for transit and repercussions on transit program. Have you heard of any concerns? (Kelli) has not heard any, but FDOT is in communication with locals.

Ron Howse: Getting expressway and transit authority reports at next FDOT commission meeting

Kim: was at policy advisory committee meeting, there is a move for the Hillsborough Transit Authority (underfunded for a long time) to provide services only within the Tampa city limits, which will negatively impact other areas in the county, including adjacent municipalities.

Ysela: Concerned that it is happening to all of us, but hopeful that there is a concern and something will be done about it.

Topic #3: CUTR Advisory Board Updates/Business *Ron Howse, CUTR Advisory Board Chair*

Chair Howse asks if there is any business anyone would like to propose. No new business.

Topic #4: CUTR Updates *Fred Mannering, CUTR Executive Director; Lisa Staes, CUTR Associate Director*

- **Executive Director Update:** *Dr. Fred Mannering*
 - Phil Winters will be retiring from CUTR. He serves as the Director of Transportation Options Program, a role that will be assumed by Julie Bond. CUTR is grateful for his contributions and wishing him the best in retirement.
 - CUTR is excited about the new institute and how we may be involved.
 - The new COE Dean has started (Levi Thompson). Previously, he worked at the University of Michigan and was the Dean of Engineering at the University of Delaware. Fred and Lisa have met with him to discuss CUTR priorities. Will invite him to the next Advisory Board meeting. We look forward to a good relationship with Dean Thompson.
- **Associate Director Updates:** *Lisa Staes, CUTR Associate Director*
 - **CUTR Budget Brief**
 - Research funding: by end of 2025 FY just over \$30M in funding
 - Sponsor details: FDOT remains largest sponsor w/ \$54.6M, FRA is next largest (one large grant)
 - Proposals vs contracts: as per request last meeting, showing how much of funding is contracts
 - Ysela: funding from FTA last year? (Lisa) Unfortunately no. The NOFOs we were responding to and we were not able to apply for the funding. This is the first time in many years we have not had contracts from FTA. We are doing work for FTA, but through APTA. FTA projects are on a holding pattern. FTA has contracted with ENSCO to manage their new Transit Research Innovation Program (TRIP) and we are a partner with ENSCO. (Ysela) Pointing out contracts that are being paused or pulled. This is very painful for universities and contractors. Concerned about the trends for future years. (Lisa) This impacts outside of DOT as well. We have seen other proposal and contracting processes on hold. There are some opportunities that are starting to trickle in, so I remain hopeful.
 - Ron Howse: proposal vs contracts...Ask Lisa to explain CUTR labor costs. \$20M of CUTR labor was associated with those projects. Ron: ultimately what you are saying your labor costs are a little more than 50%. Lisa: the only multipliers in the labor values are fringe.

- Ram: University overhead (Lisa) currently the standing agreement with the U.S. Department of Health and Human Services includes 50% for full federal, local government is 25%, and FDOT is 15%, as examples. On large federal projects, we have been able to negotiate the use of unrecovered indirect to use as match.
- CUTR business plan
 - Projected vs actual – revenues
 - 2024 \$16,356,810 projected, actual \$16,831,781
 - 2025 \$17,028,318 projected, actual \$18,922,909
 - Have stayed close to projected, a little better. Good considering what has happened this year with some of our funding.
 - Expenses
 - 2024, went a little over projected
 - 2025, went a little under projected
 - Internal fund balance has increased from FY 2023-24. FY24-25, balances are very healthy.
 - Foundation account: funds from achievement awards, goes to student expenses and scholarships.
- Internal Research Grant Program
 - Purpose to provide seed money for faculty research to leverage additional opportunities and increase visibility. And support research when contracts are delayed.
 - 13 projects since November 2022
 - 3 projects selected in May cycle with 1 awarded out of cycle
 - Expect to select another project out of cycle regarding dangers of distracted behaviors.
 - New cycle will be underway in November 2025
 - Ron Howse: would like to see the 'burn rate' of project funding. (Lisa) We will include these in our budget presentations moving forward.
- CUTR Transportation Awards
 - Gave summary of event details
 - If U.S. Senate confirms FRA administrator, they may attend event along with a delegation.
 - Discussing how that may be worked into the program agenda.
 - \$76,000 sponsorships to date (2 months out). Record fundraising. Will need to expand event space to fit additional demand.
 - Thornton: Spoke to Husein and he is very excited to participate in this event. (Lisa) Husein has been very active in planning meetings.
 - New Voice in transportation: Following deadline will begin review process

- Student scholarships: need a couple volunteer judges to review scholarship applications. Kim: Would be happy to help. Ysela: Volunteers. Ram: I will volunteer if needed.
- Student Poster Awards: need volunteer judges on site during event. If you are interested, please contact Pei-Sung Lin. Additional info forthcoming about process.

Topic #5: Advance Air Mobility Program *Yu Zhang, PhD, Professor and Director of SUM-Lab, CEE and AAM Program Director*

- Advance Air Mobility Research
 - Present overview of technological milestones in AAM. First eVTOL appeared in 2010-15 to.
 - Question, is technology mature enough?
 - Explains FAA certification Joby and Archer entering stage 5 of certification.
 - Joby JAS4-1, Archer M001. Both single pilot. We prefer 2-pilot for extra safety.
 - Show feature comparison.
 - All electric powered. Energy use during take-off and landing uses a large amount of energy, ok for local, but limits regional reach.
 - FAA certification process shown
 - Show where each is in the process
 - Show which operational certifications have been received. This will allow them to launch their commercial services as soon as they receive FAA flight certification.
 - Regulatory milestones – FAA and NASA have been working together to develop regulations. 2024 publish final certification rules for the design of Joby and Archer.
 - 2025-28 planned FAA airspace modernization plan
 - Modernization has been limited as airlines see limited returns to justify expense.
 - Early 2025 collision incident has motivated movement
 - FAA UAM ConOps v2.0 –
- Questions from board? None.

Topic #7: FINAL COMMENTS and MEETING CLOSE. *Chair Ron Howse, Lisa Staes, Associate Director of CUTR*

Lisa: next scheduled meeting would be the day of CUTR award event. Suggest moving meeting to a different day. Ron agrees. It can be a long day and can impact event prep. Kim asks if it will be in person or virtual? Lisa, if the CUTR boardroom remodel is complete we can meet in person. Lisa will send doodle poll to choose a date.

Ram: Would be good to have the new Dean to attend both events.
Ron meeting adjourned at 2.30pm.