

Steering and Advisory Committees Meeting

Date: Tuesday, June 3rd

Time: 8am-3:15pm

Place: The University of Toledo

Meeting Objectives:

The first meeting of the advisory committee will bring members of the private sector together with State DOT and local government people to discuss the Upper Midwest Freight Corridor Study. The specific objectives for the meeting include:

1. To bring all the participants up to a reasonable level of understanding of the study, its goals and its processes, so that they will be able and willing to participate further in the effort.

2. To gather information related to several aspects of the project from members of the Advisory Committee. Those specific topic areas include:
 - a. Demand issues and data availability.
 - b. Capacity issues and data availability.
 - c. Performance metrics.
 - d. Administrative obstacles to freight movement in the region.

Agenda

Start	End	Min	Topic/Activity	Facilitator
7:30	8:00	30	Coffee and conversation	
8:00	8:15	15	Introductions and welcome <ul style="list-style-type: none"> ▪ Daniel Johnson, President, University of Toledo 	Mark Vonderembse
8:15	9:00	45	Why a Midwest freight study? <ul style="list-style-type: none"> ▪ Bob Cook, Executive Director, Transportation Development Association of Wisconsin ▪ James Hartung, President, Toledo-Lucas County Port Authority 	
9:00	9:30	30	Project Overview	Ernie Wittwer
9:30	9:45	15	Workshop objectives and process	Sue McNeil
9:45	10:00	15	Break	
10:00	11:30	90	Workshops: Administrative, Demand I, Capacity I	Team members
11:30	12:30	60	Lunch	
12:30	2:00	90	Workshops: Performance Measures, Demand II, Capacity II	Team members
2:00	2:15	15	Break	
2:15	3:00	45	Feedback from workshops	Team members
3:00	3:15	15	Next steps	Mark Vonderembse
3:15			Adjourn	

Remote Sites

1. Each state that is not able to travel to Toledo will be encouraged to invite private sector and local government (particularly MPOs) to a single site in their state. The goal will be to have a critical mass of six to twelve people at each site.
2. All sites will be linked to each other and to Toledo via voice lines and the web. All presentations done at the start of the Toledo program will be placed on a website (or emailed to all sites, if a website is problematic).
3. All general session speakers will be linked via phone.
4. The general parts of the session will be simple: Listen and questions via phone; follow along via computer.
5. The workshop portions will be a little more work. Each remote site should decide beforehand what working sessions they want to work on and how much time they want to spend working as a group.
6. When each remote team generates product on a topic, it will be documented on a computer and sent to Toledo via email. Topic managers will include the products from the remote sites in their comments at 2:15. Participants at the remote sites may be asked to clarify their comments.
7. The above deals with remote sites that have a “critical mass” of participants. Other, single-person, remote sites will also be accommodated. All of the rooms are equipped with phone lines, so that people can call-in and participate.

Capacity Estimation and Analysis Workshop

Objectives:

1. To ensure that our efforts are responsive to the needs of the ultimate customer/system users (shippers, manufacturers, distributors, etc.)
2. To finalize the highway and rail networks, great lakes ports, inland waterway ports, freight airports, and related intermodal terminal facilities to be examined as part of the study.
3. To agree upon protocols for defining, measuring and analyzing capacity among the different modes and facilities.
4. To determine what capacity data should be collected regarding infrastructure, freight handling (capabilities? Procedures?), regulatory procedures, and insights into where current system bottlenecks exist.
5. To identify data common to all states, facilities, and infrastructure, and sources of these data. Also discuss the most effective means for gathering these data.
6. To design ways to efficiently exchange information among the study team, the State DOTs, MPOs, and the system users.

Process: Session 1

Start	End	Min	Topic/Task	Comment
10:00	10:10	10	Introductions <ul style="list-style-type: none"> • Name • Affiliation • Preconceptions 	
10:10	10:20	10	Purpose of workshop Session 1 <ul style="list-style-type: none"> • Review objectives • Define ground rules 	
10:20	10:35	15	Present and Discuss: Rail and road networks, ports, airports and intermodal facilities within Study Region	.
10:35	10:50	30	Discussion: How do we define, measure and analyze capacity for each type of facility, and also for different percentage mix of modes within the Study Region?	
10:50	11:20	15	Discussion: Data needs, sources, methods of acquisition and analysis	
11:20	11:30	10	Wrapup/Summary	

Process: Session 2

Start	End	Min	Topic/Task	Comment
12:30	12:40	10	Introductions <ul style="list-style-type: none">• Name• Affiliation	
12:40	12:45	5	Purpose of workshop session 2 <ul style="list-style-type: none">• Review objectives• Define ground rules	
12:45	1:15	30	Presentation and Discussion: 1) Review of morning session regarding data needs, sources and analysis; 2) Identify data common to all states, facilities, and infrastructure, and sources of these data.	.
1:15	1:35	20	Discussion: How do we encourage and facilitate participation by MPOs, Port Authorities, intermodal firms, and system users?	
1:35	1:50	15	Discussion: Data exchange strategies	
1:50	2:00	10	Wrapup/Summary	

Demand Workshop

Objectives:

1. To better understand what data is currently available to assess demand, the time frame that it covers, the accuracy of the data and its relevance.
2. To move towards developing a consensus regarding the appropriate level of detail for the data for **this study**.
3. To identify possible gaps in the data and explore opportunities for filling those gaps.
4. To better understand how this data will be used.

Process Workshop 1

Start	End	Min	Topic/Task	Comment
10:00	10:10	10	Purpose of the workshop <ul style="list-style-type: none"> • What do we mean by demand? • What data do we need? • What data do we have? • What are the gaps? 	
10:10	10:20	10	Introductions <ul style="list-style-type: none"> • Name • Affiliation • Preconceptions 	
10:20	10:30	10	Research Team: Review of Wish List	
10:30	11:00	30	Discussion: What data do you have to support this study and how is it currently used?	Comments noted on projected computer.
11:00	11:30	30	Discussion: What are the gaps that we can realistically fill as part of this study?	

Process Workshop 2

Start	End	Min	Topic/Task	Comment
12:30	12:40	10	Purpose of the workshop <ul style="list-style-type: none"> • What do we mean by demand? • What data do we need? • What data do we have? • What are the gaps? 	
12:40	12:50	10	Introductions <ul style="list-style-type: none"> • Name • Affiliation • Preconceptions 	
12:50	1:00	10	Research Team: Review of Wish List and Outcomes from morning session	
1:00	1:15	15	Discussion: How confident are you that we can obtain this type of data for your organization and that it will be useful?	Comments noted on projected computer.
1:15	1:30	15	Discussion: Do you have other types of data to support this study and how are they currently used?	
1:30	1:45	15	Discussion: What is the appropriate level of aggregation for data for this type of study?	
1:45	2:00	15	Discussion: What are the gaps that we can realistically fill as part of this study?	

Administrative Issues Workshop

Facilitator: Teresa Adams, University of Wisconsin-Madison

Objectives:

1. To better understand the administrative processes that govern freight transportation and the administrative issues that impact freight transportation in the region.
2. To identify the inter-agency administrative issues associated with intermodal facilities.
3. To identify administrative inconsistencies that physically impact freight transportation across the region (e.g. vehicle size, vehicle configuration, loads, hazmat, travel restrictions, etc.).
4. To identify opportunities for interagency coordination for regional freight administration (e.g. carrier credentials, licensing, fee processing, customs).
5. To identify opportunities to expand effort to use information technology (such as ITS) to improve freight transportation.

Process

Start	Duration	Topic/Task
10:00	10 min.	Purpose of the workshop: <ul style="list-style-type: none"> • Expected results • How are we going to spend the next 80 minutes?
10:10	20 min.	Introductions <ul style="list-style-type: none"> • Name • Affiliation (Each participant write on sticky notes and posts.) <ul style="list-style-type: none"> • Tell us one or more administrative concerns/problems/issues at your company/industry/agency. • Tell us one or more administrative accomplishments/plans at your company/industry/agency.
10:30	10 min.	Exercise: Clustering/prioritizing of administrative issues/processes.
10:40	15 min.	Discussion: Sources of administrative problems. What are the major administrative inconsistencies across the region?
10:55	20 min.	Discussion: Opportunities? Could data sharing, inter- or intra-agency coordination help? How?
11:15	15 min.	Discussion: Let's imagine... What is meant by "regional" freight administration? What are the costs? Expected benefits?

Performance Metrics Workshop

Objectives:

1. To better understand what issues are most important to the freight industry in terms of measuring the performance of the infrastructure or freight service.
2. To better understand what measures are currently in use by private companies or public sector agencies.
3. To better understand the data sources that might be available to support any of the measures identified.
4. To better understand the uses to which metrics might be put if they were available, agreed upon, and readily available. In other words, what would it mean to have operational measurement systems?

Process				
Start	End	Min	Topic/Task	Comment
12:30	12:40	10	Introductions <ul style="list-style-type: none"> • Name • Affiliation • Preconceptions 	
12:40	12:50	10	Purpose of the workshop <ul style="list-style-type: none"> • Why are metrics important? • What might we do with them? • How are we going to spend the next 80 minutes? 	
12:50	1:10	20	Discussion: What performance factors are important for you or your company/industry/agency?	Comments noted on projected computer.
1:10	1:30	20	Discussion: How do you know if those factors are being attained? Where is the data?	
1:30	1:45	15	Discussion: What measures do you now use? Where is the data?	
1:45	2:00	15	Discussion: Imagine a world in which metrics were widely available, and understood. What difference would it make to you or your companies/industries/agencies?	