

**MEMORANDUM OF AGREEMENT**

**BY AND AMONG THE FORT WALTON BEACH METROPOLITAN PLANNING ORGANIZATION; OKALOOSA COUNTY COMMISSION AS THE PUBLIC TRANSIT AGENCY; OKALOOSA COUNTY AS THE AIRPORT AGENCY; AND FLORIDA DEPARTMENT OF TRANSPORTATION.**

**WHEREAS**, the Federal Highway Administration and the Federal Transit Administration of the U.S. Department of Transportation, by Federal Regulations pursuant to 23 USC 134, 23 CFR 450, and 49 CFR 613 require the establishment of Metropolitan Planning Organizations (MPOs) in all urbanized areas within each state and each urbanized area is subject to these regulations as a condition to the receipt of federal-aid for highways (streets) and mass transit capital improvement or operating subsidies; and

**WHEREAS**, the Governor of the State of Florida, pursuant to s.339.175(2)(b), as amended in Chapter 90-136, Laws of Florida, has designated membership of the Fort Walton Beach Urbanized Area Metropolitan Planning Organization (MPO), which was organized by Interlocal Agreement executed \_\_\_\_\_, 19\_\_, in accordance with s.163.01, F.S., and which includes representatives of public transit and airport agencies; and

**WHEREAS**, the Fort Walton Beach MPO is responsible for maintaining a continuing, coordinated and comprehensive transportation planning process through development and update of a long range transportation plan and a five-year transportation improvement program which identify improvements for all modes of movement for people and freight within and through the urbanized area and among urbanized areas; and

**WHEREAS**, sub-section 339.175(9)(a)3, F.S., requires that the MPO execute and maintain an agreement with publicly owned operators of public mass transportation, seaport (when present), and airport services which describes the means by which activities will be coordinated and specifies how public transit, seaport, and airport project planning and programming will be part of the comprehensively planned development of the urbanized area; and

**WHEREAS**, it is in the public interest and the purpose of this agreement that the MPO, operators of publicly-owned transit facilities and airport agencies, and the Department of Transportation jointly pledge their intention to cooperatively participate in the planning and programming of transportation improvements within the Fort Walton Beach Urbanized Area.

**NOW THEREFORE**, in consideration of the material advantages resulting from the comprehensive development of highway, transit, and airport services, consistent with local plans, state law and federal regulations, the Fort Walton Beach Urbanized Area MPO does herewith establish with the Okaloosa County Board of County Commissioners (Public Transit and Airport Agency) and Florida Department of Transportation this cooperative agreement in support of an objective multi-modal transportation planning process.

This covenant among the Fort Walton Beach Urbanized Area MPO, the Okaloosa County Board of County Commissioners, and Florida Department of Transportation shall include the following elements:

- (a) The MPO shall cooperate and coordinate with the Okaloosa County Board of County Commissioners, and Florida Department of Transportation to optimize the planning and programming of an integrated and balanced transportation system for the Fort Walton Beach Urbanized Area.
- (b) The MPO shall implement a continuing, cooperative, and comprehensive transportation planning process that is consistent, to the maximum extent feasible, with approved local government comprehensive plans, airport master plans, and public transit development plans of the units of local governments whose boundaries are within the urbanized area.
- (c) In order to promote development of an intermodal and integrated transportation system within the Fort Walton Beach Urbanized Area, the MPO shall appoint the Chief Administrative Officials of all public transit and airport authorities within the urbanized area as members of the MPO Technical Coordinating Committee, shall request the

Department of Transportation, District 3, to appoint a representative of the Public Transportation Office to this committee, and shall ensure that each official is formally notified of public workshops hearings relating to the development of the Unified Planning Work Program, Comprehensive (Long-Range) Transportation Plan and Transportation Improvement Program.

- (d) The MPO, Public Transit, and Airport Agencies shall analyze land use, land development regulations, zoning, and other growth management considerations and provide recommendations to local governments concerning their comprehensive plans.
- (e) The MPO, Public Transit Operators, and Airport Agencies, in cooperation with the Florida Department of Transportation, shall mutually develop a procedure for planning coordination and project programming consistency, to the maximum extent feasible, with respect to development of MPO plans and programs and the approved Airport Master Plan and Airport Layout Plan, and Public Transit Development Plan. This procedure shall be appended to and be made a part of this agreement in accordance with ss. 339.175(9) and 339.175(14), as amended in Chapter 90-136, Laws of Florida.
- (f) This Agreement may be amended or modified as appropriate only by written agreement signed by all the parties hereto. The procedure, developed and appended hereto pursuant to Section (e), may be amended, with approval of all parties, without amending this Memorandum of Agreement.

In consideration of the above described federal and state regulations, and the covenants contained herein, the authorized representatives of the Fort Walton Beach Urbanized Area MPO, Okaloosa County Board of County Commissioners, and Florida Department of Transportation accept the terms of this Agreement by affixing their signatures this \_\_\_\_\_ day of \_\_\_\_\_, 1994.

**FORT WALTON BEACH METROPOLITAN PLANNING ORGANIZATION:**

BY: \_\_\_\_\_  
Kathleen A. O'Dell

TITLE: Chairman (SEAL)

ATTEST: \_\_\_\_\_  
Michael W. Zeigler

TITLE: Director of Transportation Planning

**OKALOOSA COUNTY BOARD OF COUNTY COMMISSIONERS:**

BY: Ray Janson

TITLE: Chairman (SEAL)

ATTEST: Robert D. McQuire

TITLE: Deputy Clerk

**FLORIDA DEPARTMENT OF TRANSPORTATION:**

BY: \_\_\_\_\_  
          William E. Waddell

TITLE: \_\_\_\_\_

(SEAL)

ATTEST: \_\_\_\_\_

TITLE: \_\_\_\_\_

**PROCEDURE FOR COORDINATION  
AND SUBMISSION OF  
PUBLIC TRANSIT AND AIRPORT PROJECTS  
TO THE METROPOLITAN PLANNING ORGANIZATION  
FOR DEVELOPMENT OF THE  
UNIFIED PLANNING WORK PROGRAM AND  
TRANSPORTATION IMPROVEMENT PROGRAM**

The Metropolitan Planning Organization (MPO) has the responsibility of preparing, adopting, and submitting an annual Unified Planning Work Program and a five-year Transportation Improvement Program (TIP) to the Florida Department of Transportation and various regional, state, and federal agencies (23 USC 134(h) and (i); 23 CFR 450.324-330; and Subsections 339.175(5) and (7), Florida Statutes). The TIP is developed in two (2) stages: the draft TIP is due to the Department of Transportation 134 days prior to the legislative session (about September 20); and the final adopted TIP is due by May 16 annually. The draft TIP initiated by the MPO in September becomes effective July 1 of the following year.

The September draft TIP consists of priority lists of projects for each mode of travel and a description of how the priorities were developed. The MPO develops roadway, bicycle, and pedestrian project priorities based on its long-range transportation plan and updated needs of the urbanized area. When local governments construct similar facilities, the MPO coordinates the local capital improvement program with the MPO plan. Transportation enhancement projects are developed by local sponsors and follow a separate procedure and application process. For publicly-owned public transit, seaport and airport facilities, the respective authority/agency must prepare and submit to the MPO the project priorities for those facilities. This procedure identifies the responsibilities and steps for the public transit and airport agency (there is no public seaport authority). This procedure is designed to minimize confusion about projects, priorities, and funding; and reduce the amendments to the MPO's Transportation Improvement Program and the Department's Five Year Work Program.

## AIRPORT PROJECTS - OKALOOSA COUNTY COMMISSION

Airport Project Priorities are submitted by the Okaloosa County Commission for Bob Sikes Airport, Okaloosa County Air Terminal, and Destin Airport. The following activities are to be completed to ensure that airport project priorities are properly addressed and included in the MPO annual Unified Planning Work Program and five-year Transportation Improvement Program.

The process of developing and adopting Airport Master Plans and Airport Layout Plans includes an extensive public involvement process conducted by the Okaloosa County Commission. In addition, the Okaloosa County Commission meetings held to adopt annual airport project priorities are publicly noticed meetings. Since the local airport agency has satisfied the public involvement requirement and has justified priorities to the Fort Walton Beach MPO, it is not the intent of the MPO to conduct a second public involvement process on specific airport improvement projects.

1. **By January 30**, annually, the Okaloosa County Commission shall inform the Fort Walton Beach MPO Staff Director if an airport master plan update or noise study update is going to be initiated during the coming year (July 1 to June 30). According to Department of Transportation Procedure, the MPO must include these aviation planning activities in the annual Unified Planning Work Program. The Okaloosa County Commission shall transmit copies of the updated Airport Master Plan, Airport Layout Plan and noise plan to the MPO upon their adoption.

While any airport master plan and/or noise studies are underway, the Okaloosa County Commission shall inform and provide the MPO the opportunity to be involved in planning activities, meetings and public hearings.

2. **By August 1**, annually, airport projects which the Okaloosa County Commission desires to include in the Transportation Improvement Program for the coming fiscal year (July 1 to June 30) and for up to four (4) future years shall be officially transmitted to the MPO. The format for priority lists is described later in this procedure. Projects shall be consistent with and

selected from the Airport Master Plan or the Airport Layout Plan.

It will be the responsibility of the Okaloosa County Commission to develop the list of projects and priorities and the Airport Manager or board member should be present to discuss project priorities at the August MPO meeting.

3. If there is a need to change airport project priorities, particularly for first year projects, amendments shall be submitted to the MPO by **April 15**. Amendments are discussed later in this procedure.

### TRANSIT PROJECTS - OKALOOSA COUNTY COMMISSION

Transit Project Priorities are submitted by the Okaloosa County Commission for the Okaloosa Coordinated Transportation System (OCT). The following activities are to be completed to ensure that transit project priorities are properly addressed and included in the MPO annual Unified Planning Work Program and five-year Transportation Improvement Program.

The process of developing and adopting the Transit Development Plan (TDP), capital and operating plans, service and fare changes includes an extensive public involvement process conducted by the local transit agency. Transit planning is conducted through a partnership between Okaloosa County and the Fort Walton Beach MPO. In addition, the Okaloosa County Commission meetings held to adopt annual transit project priorities are publicly noticed meetings. Since the County Commission has satisfied the public involvement requirement and has justified priorities to the Fort Walton Beach MPO, it is not the intent of the MPO to conduct a second public participation process on specific transit improvement projects.

1. **By January 30**, annually, Okaloosa County Commission shall inform the Fort Walton Beach MPO Staff Director if any major transit planning activities are going to be initiated during the coming year (July 1 to June 30). Okaloosa County Commission shall transmit a copy of the updated transit development plan to the MPO upon its adoption. According to Department of Transportation Procedure, the MPO must include transit planning activities in the annual Unified Planning Work Program.



While any transit planning projects are underway, Okaloosa County Commission shall inform and provide the MPO the opportunity to be involved in planning activities, meetings and public hearings.

2. **By August 1**, annually, transit capital and operating projects which the Okaloosa County Commission desires to include in the Transportation Improvement Program for the coming fiscal year (July 1 to June 30) and for up to four (4) future years shall be officially transmitted to the MPO for discussion at the August MPO meeting. Projects shall be drawn from and be consistent with the adopted Transit Development Plan (TDP).

Transit projects (capital and operating) which include no state funding participation shall be included in the project priority list to satisfy the Federal Transportation Administration requirement that all transit projects be consistent with the MPO Transportation Improvement Program, the Department's Five Year Work Program, and be included in the State Transportation Improvement Program.

It will be the responsibility of the Okaloosa County Commission to develop the list of projects and priorities and the public transportation manager or a county commissioner should be present to discuss project priorities at the August MPO meeting.

3. If there is a need to change transit project priorities, particularly for first year projects, amendments shall be submitted to the MPO **by April 15**.

### **RESPONSIBILITIES OF THE FORT WALTON BEACH MPO AND DEPARTMENT OF TRANSPORTATION - ALL MODES**

1. **By September 20**, annually, the MPO shall compile all transportation project priorities for all modes of travel into the DRAFT Transportation Improvement Program and transmit this to the Florida Department of Transportation. The Department then uses the DRAFT Transportation Improvement Program to develop its TENTATIVE Five Year Work Program. Following public hearings,

the TENTATIVE Five Year Work Program is submitted to the Legislature in December.

2. The Department shall cooperate with the MPO to ensure that adopted MPO priorities are programmed to the maximum extent feasible. If a priority cannot be programmed in the Department's Five Year Work Program in a reasonable manner, the Department shall provide an explanation to the MPO.
3. **By May 16**, annually, the MPO shall compare the DRAFT Transportation Improvement Program with the Department's TENTATIVE Five Year Work Program, prepare and adopt the FINAL Transportation Improvement Program, and transmit this to the Department of Transportation. The Department compares its TENTATIVE Five Year Work Program with the MPO FINAL Transportation Improvement Program and submits the FINAL Five Year Work Program, also called the State Transportation Improvement Program, to the Governor for adoption by **June 30**.

#### **FORMAT FOR PRIORITY LISTS**

1. Each year, the MPO, Department of Transportation and local transportation agencies will coordinate development of a format (table) and instructions for the priority lists. **By December 15th**, for the Unified Planning Work Program, and **by July 15th**, for the Transportation Improvement Program, the MPO shall distribute instructions and a format for transportation agencies use for submitting priorities.
2. Official transmittal of priority lists is accomplished by attaching a copy of minutes, certification, or vote of the Okaloosa County Commission indicating board approval of the airport and transit project priority lists.
3. The list of projects shall appear in priority order by fiscal year. In other words, projects scheduled for FY 1995/1996 (July 1 to June 30) shall be ranked 1, 2, 3 ... ; projects scheduled for FY 1996/1997 shall be ranked 1, 2, 3 ...; and so on. The list of projects shall be for the upcoming fiscal year and up to four

(4) additional years. The first year shall be considered fixed and successive years may be considered planning years where projects may be advanced, delayed, or deleted based on justification.

Each project shall be accompanied by a brief description, justification of need, origin of the project, estimated project cost and breakdown of funding sources (percentage of federal, state and local funds).

## **TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS**

Amendments to the Transportation Improvement Program (TIP) are allowed at any time and only changes affecting the current fiscal year (first year) of the adopted TIP require an amendment of the TIP. Amendments to the airport and transit sections shall be in accordance with the following procedure.

1. The elected board of the responsible agency shall send an official transmittal to the MPO requesting a change in the adopted TIP. The letter or attachment will explain the need for the amendment and provide amended information on project schedule, cost, and source of funding.

If the project includes federal and/or state funds, this letter also will state that the Department is aware that the amendment is being requested. The effect (none, advance, delay, delete) on other projects in the adopted TIP must be addressed and explained by the responsible agency. The Department shall be copied on the letter to the MPO.

2. The responsible agency should have a representative at the MPO meeting to present the request for amendment.
3. It is expected that the Department will work directly with local transit and airport agencies to accomplish project implementation. If, during the course of the current year, the Department and/or local agencies determine that additional funds are available to fund more transit, seaport or airport projects during the current fiscal year, local agencies shall inform the MPO of changes

to schedule, project cost, and funding sources by submitting an official request for a TIP amendment.

Throughout the process of developing the Unified Planning Work Program and the Transportation Improvement Program, the Department and MPO Staff will be available to provide technical assistance to local transportation agencies.

## INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT by and between the Fort Walton Beach Metropolitan Planning Organization (hereinafter called the MPO) and Okaloosa County establishes a process for coordination and consistency of MPO Plans with plans of publicly operated aviation facilities within the Fort Walton Beach Urbanized Area.

WITNESSETH:

WHEREAS, Section 79, Subsection (14) of Section 339.175, Florida Statutes has been amended to read: By January 1, 1991 each MPO shall execute and maintain an agreement with publicly owned operators of public mass transportation, port and aviation services which describes the means by which activities will be coordinated and specifies how public transit, port, and aviation planning and programming will be part of the comprehensive planned development of the urbanized area; and

WHEREAS, the MPO is responsible for maintaining a continuing, coordinated and comprehensive transportation planning process through the development and update of long and short range plans which assure that highway facilities will be properly located and developed to provide safe and efficient ground transportation for aviation facilities; and

WHEREAS, the MPO is responsible for including aviation facility improvements and other funding requirements in the adopted Transportation Improvement Program consistent with locally approved master plans and comprehensive plans; and

WHEREAS, Okaloosa County is responsible for aviation operations and planning for the Bob Sikes, Destin and Okaloosa Air Terminal Airports through the development of master plans and the Local Comprehensive Plan;

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations herein the parties agree as follows:

### 1.00 MPO Responsibilities

The MPO shall develop and adopt highway network long range and short range plans coordinated with and consistent with locally approved aviation master plans, operational plans and comprehensive plans, and

By July 1 annually, the MPO shall meet jointly or in turn with the Florida Department of Transportation, and airport manager for the Bob Sikes Airport, Destin Airport and the Okaloosa Air Terminal to gather information and prepare aviation elements of the Transportation Improvement Program.

The MPO shall include aviation facility improvements and other funding requirements in the development and adoption of a Transportation Improvement Program consistent with locally approved master plans, operational plans and comprehensive plans.

12-11-90 (T)  
12-18-90

2.00

Okaloosa County Responsibilities

Okaloosa County shall insure that MPO highway network long range and short range plans are coordinated with and consistent with the adopted master plans, operational plans and comprehensive plans for aviation by providing such plans to the MPO and reviewing MPO plans and documents.

Okaloosa County shall insure the MPO Transportation Improvement Program contains facility improvements and other funding requirements consistent with locally approved master plans, operational plans and comprehensive plans by providing review comments on the draft MPO Transportation Improvement Program by August 15 annually.

IN WITNESS WHEREOF, the undersigned parties have caused this Inter-local Agreement to be duly executed in their behalf and hereby established this 13th day of November, 1990.

Fort Walton Beach Metropolitan Planning Organization

By: *Sidney L. Rosenbaum*  
Sidney L. Rosenbaum  
Title: CHAIRMAN

Attest: \_\_\_\_\_  
Title: Director, Transportation Planning  
Date: \_\_\_\_\_

Board of County Commissioners  
Okaloosa County

By: *Michael M. Mitchell*  
Michael M. Mitchell  
Title: CHAIRMAN

Attest: *Robert D. McGuire*  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_