

Municipality of Anchorage
Public Transit Advisory Board
Meeting Agenda
August 14, 2025; 5:30-7:00 P.M.



1. **Call to Order**
2. **Roll Call**
3. **Approval of the Agenda (Action Item)**
4. **Approval of the June 12, 2025 Minutes (Action Item)**
5. **Public Involvement Announcement:**

Audience participation at this meeting is limited to the Public Comments section of the agenda. However, the Chair may open any agenda item for public comment. Written comments will be addressed first, then online comments and in-person comments, on a first-recognized basis by the Board Chair. Each commenter should state their name so it can be recorded in the minutes. Commenters will have two minutes to speak on each agenda item they wish to comment on. A recording is being made of this meeting and will be posted on the Municipal website.

6. **Action / Information Items:**

a. New Business

- i. New board member Welcome: Bridget Jochum (info item)
- ii. PTD and ASD Partnership: A Recognition Resolution (action item)
- iii. PTAB Procedural Rules & Order of Business

b. Reports and Updates

- i. Director's and Operations Update (Info Items): 5 minutes
 1. Incident Reporting (Info Items)
 2. Ridership Update (Info Item-Dashboard): 5 minutes
- ii. TOTM 2025 Transit Plan Update (Info Item): 5 minutes
- iii. CHSTP 2025 Update (Info Items)
- iv. Chair Report (Info Item): 10 minutes

c. Continued Business

- i. N/A

7. **Public Comments:** [2 minutes each]

- a. Written Comments
- b. In-person Comments

8. **Member Comments**

9. **Adjournment**

Meeting Materials:

- People Mover Ridership Data/RideShare Data
- PTAB Procedural Rules & Order of Business
- ASD Resolution

Next PTAB Meeting Date: PTAB Regular Meeting – September 11, 2025

Public Transit Advisory Board (PTAB)
Municipality of Anchorage
Minutes for Meeting of June 10, 2025
Held at City Hall, Room 155, and on Teams (hybrid meeting)

PROPOSED [draft 01]

[Note: this version of the minutes is the draft distributed to the Board for approval. Corrections may have been made before the minutes were approved (in addition to the removal of this Note). If you are reading this after the meeting, and you want to determine whether any corrections were made, and if so, what they were, please go to the final version posted on the municipal website, or watch the video recording of the meeting, also posted on the website.]

1. Call to Order

Mr. Kyle Mielke called the meeting to order at approximately 5:32 p.m.

The following citizens signed in and were present for at least part of the meeting:

David Rowe
Carl Fox?

The following Department staff were present:

Mr. Bart Rudolph, Director
Ms. Sandra McMahon, Travel Trainer
Ms. Maria Owens, Outreach Coordinator (in person meeting assistant/facilitator)
Mr. Stephen Stone, Senior Planner (Teams meeting host/recorder)
Ms. Cecelia Sanchez, AnchorRIDES Administrator
Mr. Matthew Stuart, _____

2. Roll Call

The Board roll call showed that

Mr. Kyle Mielke was present.
Mr. Nathaniel Lackey was present.
Mr. Doug Miller was present.
Ms. Sarah Preskitt was present.
Mr. CB Brady was absent without excuse.
Mr. Mike Williams was absent with excuse.
Mr. Michael J. Williams was present.

From the roll call, a quorum was declared.

3. Approval of the Agenda

The agenda was approved, after a motion by Mr. Michael J. Williams and a second by Mr. Nathaniel Lackey, with two changes: (1) the order of items a.i. and a.ii. was switched; (2) the Chair Report was moved from item b.iv. to item b.v., and a discussion of advisory boards generally, led by Mr. Doug Miller, was added as item b.iv.

4. Approval of the Minutes for the March 13, 2025 Meeting

These minutes were approved, upon a motion by Ms. Sarah Preskitt, and a second by Mr. Nathaniel Lackey.

5. Approval of the Minutes for the April 10, 2025 Meeting

These minutes were approved, upon a motion by_____, and a second by Mr. Doug Miller.

6. Public Involvement Announcement:

Mr. Kyle Mielke read the previously-distributed Public Involvement Announcement.

7. Action / Information Items:

a. New Business

- i. After an introduction by Mr. Stephen Stone, a presentation was made by Ms. Maeve Clements and Ms. Christina Winberry of Four Nines Technology regarding the draft Fare Study Report, and questions were answered.
- ii. The 2025 PTAB “*Goals and Priorities*” document was approved, as amended.

b. Reports and Updates

i. Director’s and Operations Update

Mr. Bart Rudolph provided information to the Board; however

1. No information was given regarding Incident Reporting
2. No Ridership Update was given.

ii. Mr. Stephen Stone gave an update regarding progress on TOTM 2025.

iii. Mr. Bart Rudolph provided information on the Triennial Rider Survey.

- iv. Mr. Doug Miller made a motion to extend the meeting by 10 minutes, and move the discussion of advisory boards to his Board Comment, which was seconded by Mr. Nathaniel Lackey, and approved unanimously.

- v. Chair Report

Mr. Kyle Mielke made his report.

8. Public Comments

- a. There were no written comments.
- b. There were no in-person comments (either online or from in the room).

9. Member Comments

All Board members present made comments.

10. Adjournment

The meeting was adjourned at 7:06, upon motion by Ms. Sarah Preskitt and a second by Mr. Michael J. Williams.

Submitted by: Public Transportation Department
PTAB

Prepared by: Public Transportation Department
For reading: July 10, 2025

MUNICIPALITY OF ANCHORAGE, ALASKA
PUBLIC TRANSIT ADVISORY BOARD RESOLUTION No. 2025-02

A RESOLUTION OF THE PUBLIC TRANSIT ADVISORY BOARD RECOGNIZING THE ANCHORAGE SCHOOL DISTRICT & PTD YOUTH CONNECT PARTNERSHIP

WHEREAS, the Public Transit Advisory Board (Board) was established to advise the Assembly and the Mayor on matters related to public transportation, and;

WHEREAS, the Board is charged with recognizing the value and importance of public transportation, making recommendations to the Assembly and Mayor on municipal policy with respect to budget review, capital improvement programs, and funding of the publicly owned and operated transit system, and;

WHEREAS, the Board recognizes valued and long-standing community partnerships that also support and advocate for public transportation, and;

WHEREAS, the Public Transportation Department had previously established a student ‘free-fare’ program, YouthConnect, in partnership with the Anchorage School District (ASD), which began as a pilot project with in 2014 with East High School, eventually growing to include more than 40 ASD schools, and;

WHEREAS, in 2025, YouthConnect made it possible for more than 43,000 students to connect with schools, communities, activities and events throughout the Municipality, and;

WHEREAS, the Assembly has acknowledged that access to reliable transportation is a critical factor in youth development, education, employment, and public safety through the passing of AO No. 2025-69 which permanently establishes free fares for all persons 18 and under on the People Mover transit system, and;

NOW, THEREFORE, THE PUBLIC TRANSIT ADVISORY BOARD RECOGNIZES, with sincere gratitude and deep appreciation, the partnership between the Public Transportation Department and the Anchorage School District, which laid the groundwork by setting a positive example through the YouthConnect Partnership, for community action and collaboration leading to all Anchorage youth having free access to People Mover public transportation.

PASSED AND APPROVED by the Public Transit Advisory Board this 10th day of July 2025.

Kyle Mielke, on behalf the Public Transit Advisory Board

PTAB Procedural Rules and Order of Business [draft]

Public Transit Advisory Board

The Public Transit Advisory Board (PTAB or Board) is an advisory board of the Municipality of Anchorage, established by Anchorage Municipal Code (AMC) 4.60.100.

Purpose

This document is intended to establish procedural rules and order of business for the Public Transit Advisory Board, as required by Anchorage Municipal Code ~~(AMC)~~ 4.05.120-1.¹

Controlling Authority

As to any matters in which this document conflicts with the AMC, the AMC prevails, and the document shall be amended to eliminate the conflict. Any matter not ~~governed~~ covered by either this document or AMC will be governed by the most recent edition of Robert's Rules of Order, as required by AMC 4.05.120.

Section 1. Definitions

As used in this document, the following words and phrases shall have the following meanings:

"action item" means a specific and tangible task or activity that is measurable and contributes to the overall goals of the Board, and requires a vote of the Board;

"agenda" means the order of business for a particular meeting of the Board;

"Assembly" means the Assembly of the Municipality of Anchorage and any legislative body hereafter succeeding to its powers;

~~*"Board"* means the Public Transit Advisory Board created by AMC 4.60.100;~~

"business item" means any item to be taken up by the Board, and is divided into action items and informational items;

"Chair" means the Chair of the Board, as referred to in AMC ~~4~~ 4.05.070, or, where appropriate in context, the person acting as the Chair;

"Department" means the Public Transportation Department (PTD) of the Municipality;

"designee" means the person to whom the Director has delegated their authority to complete a particular task;

"Director" means the person appointed by the Mayor and confirmed by the Assembly to oversee the day-to-day operations of the Anchorage Public Transportation Department;

"informational item" means any item that does not require a vote but does require the full attention and consideration of the Board, such as a report, and update, or a presentation;

"Mayor" means the Mayor of the Municipality of Anchorage and any chief executive officer of the Municipality hereafter succeeding to the executive powers of the Mayor;

¹ As stated in the document, if there is any conflict between the rules and procedures we adopt and either the AMC or any state law, those authorities will control. But short of that conflict, we are free to adopt our own rules and procedures. (This was explained to the Board a few years ago by then-Municipal Clerk Barbara Jones.) For anything not covered by AMC, state law, or our own rules and procedures, Robert's Rules of Order is the default.

Moreover, Robert's Rules of Order itself states that small boards can operate differently.

(See separate document scanned from Robert's Rules of Order, §49, pp. 470-71.)

PTAB Procedural Rules and Order of Business [draft]

“*Member*” means a Member of the Board, confirmed by the Assembly as provided in the Charter of the Municipality of Anchorage;

“*Municipality*” means the Municipality of Anchorage (MOA) a home-rule municipal corporation existing under the law of the state of Alaska, and any municipal government hereafter succeeding the Municipality of Anchorage, or, where the context so requires, it means the geographic area within the political boundaries of the Municipality of Anchorage and any such succeeding municipal government;

“*quorum*” means a majority of the seats authorized by the AMC, currently five Members or more, as outlined in AMC 4.05.080;

“*regular meeting*” means a gathering as defined in AMC 1.25.005 (that is, “for the purpose of conducting business which occurs at a usual and prearranged time and place”).

“*Secretary*” means such Member who has been elected by the Board to draft the minutes of each meeting and submit them to the Board for its approval;

“*special meeting*” means either (a) an emergency gathering of the Board as defined in AMC 1.25.005 (that is, “for the purpose of conducting business which is of such urgency as to make waiting for the next regular meeting impractical”), or (b) a background meeting outside the time set for regular meetings at which business requiring detailed background information may be conducted; no action may be taken by the Board at a background meeting;

“*Vice Chair*” means such Member who has been elected by the Board to act in the place and stead of the Chair when the Chair is absent from a meeting or otherwise unavailable, and who shall in that instance exercise all the rights, powers, and authorities of the Chair.

Section 2. Meetings

2.1 Meeting Preparation Procedures

2.1.1 No later than 5:00 p.m. ~~on the Thursday two weeks (14 days) in advance of the regular monthly meeting (see section 2.2.1), the PTAB municipal employee someone on PTD staff as determined in pursuant to~~ AMC 4.05.140 shall send a call for agenda items via email to ~~all Members, including~~ the Chair and Vice-Chair;

2.1.2 Members other than the Chair and Vice-Chair who wish to have an item included in the agenda for a regular meeting should submit that item via e-mail to the Chair and Vice-chair no later than 5:00 p.m. ~~10 days in advance of the regular monthly meeting on the Monday of the week preceding the week in which that meeting is to be held.~~

2.1.4 The Secretary shall submit to the Chair and Vice-Chair any minutes of previous meetings that have been completed, as required by AMC ~~04.05.080090~~, no later than 5:00 p.m. ~~9 days in advance of the regular monthly meeting on the Tuesday of the week preceding the week in which a regular meeting is to be held.~~

2.1.5 The Chair shall determine the agenda for regular meetings, in consultation with the Vice-Chair and the Director.

2.1.6 The Chair shall transmit the agenda for a regular meeting to PTD staff no later than 5:00 p.m. ~~8 days in advance of the regular monthly meeting on the Wednesday of the week preceding the week in which that meeting is to be held.~~

PTAB Procedural Rules and Order of Business [draft]

2.1.7 If the Chair determines that an item submitted by a Member other than the Chair or Vice-Chair will not be placed on the agenda for a particular meeting, despite the item having been submitted in accordance with subsection 2.1.3 of these Rules, the Chair shall inform the Member of this determination no later than 5:00 p.m. on Wednesday of the week preceding the week in which that meeting is to be held.

2.1.8 The agenda shall have each business item numbered separately, and shall include, at a minimum: the roll call, approval of the agenda, approval of any minutes submitted by the Secretary, a ~~Director's report from the Director~~, a ~~Chair's report from the Chair~~, Member comment, and an opportunity for public comment; ~~and opportunities for Members to comment~~.

2.1.9 The minutes for a particular meeting shall:

(1) use the same numbering that was used in the agenda for that meeting, with some information as to each item on the agenda;

(2) reflect which Members were present, which Members were absent with excuse, and which Members were absent without excuse; and

~~(3) include the names of members of the public in attendance; and~~

~~(4)~~ include, as to action items requiring a motion, the name of the Member making the motion and the vote of each Member pursuant to AMC 4.05.130².

2.1.10 PTD staff shall distribute the agenda for a regular meeting, and any associated materials, by e-mail to all Members and the Director, and any other persons designated by the Director to receive these items, no later than 5:00 p.m. on the Thursday preceding the meeting.

2.1.11 PTD staff shall also make best efforts to meet the deadline described in subsection 2.1.10 for posting those same materials on the Municipality's website³.

2.2 Scheduling, cancellation, and postponement of meetings

2.2.1 "Regular meetings" shall be held on the second Thursday of each month, unless the second Thursday falls on an ~~an employee-municipal~~ holiday, in which case the Chair will consult with the Director to schedule a different date.

² The AMC requires that minutes be taken, and that a record be made of the name of the Member who made the motion. AMC 4.05.130. Neither the AMC nor Robert's Rules of Order require that the names of the person seconding the motion be included in the minutes.

But note also that the relaxed formality allowed for small boards by Robert's Rules of Order allow for a vote on a proposal without even a formal motion having been made, so long as the proposal "is perfectly clear to all present." A vote must actually occur, although it may be taken by a show of hands, which for larger assemblies is not permitted. Show of hands is not enough for meetings at which any member participates only by phone.
AS 44.62.310(a).

³ Note that subsections 2.1.10 and 2.1.11 of these Rules far exceed the notice requirements set by law for meetings. AS 44.62.310(e) says only that notice must be "reasonable." For advisory boards, AMC 1.25.015(B) defines "reasonable" as requiring only a "listing," not an "announcement." A "listing" under AMC 1.25.005 means only "a written statement of the date, time, place, and subject of a meeting" maintained and made available by the municipal clerk. Notice for "prearranged" meetings has to be at least 24 hours in advance; meetings that are not pre-arranged require 48 hours' notice. It is not clear if a separate "subject" listing is required if it is a meeting at which only "typical" business of the Board is scheduled to occur; "typical" means business of the sort one might expect such a Board to engage in. It is likewise not clear if "subject" includes written materials to be distributed at the meeting.

PTAB Procedural Rules and Order of Business [draft]

2.2.2 If the Chair determines that the only business pending for a particular meeting is the approval of minutes and the items made mandatory by subsection 2.1.8, the Chair may cancel a meeting.

2.2.3 The Chair's determination that a meeting is to be cancelled shall be communicated to Members, the Director and PTD staff as early as possible, but in no event later than the time described in subsection 2.1.10 for distribution of the agenda for that meeting.

2.2.4 PTD staff shall post notice of any cancellations on the Municipality's website as early as practicable.

2.2.5 In the case of an emergency, including a weather emergency, the Chair, or, in the Chair's absence, the Vice-Chair, may postpone a regular meeting.

2.2.6 Postponement of a meeting shall be communicated to the Members, the Director, PTD staff, and scheduled attendees as early as possible.

2.2.7 Notice of postponement of a meeting shall also be posted on the Municipality's website as early as practicable.

2.2.8 A meeting that is postponed shall be held at the time set for the next regular meeting, unless the Chair concludes, in consultation with the Director and PTD staff, that another time is more suitable, but in no event shall a postponed meeting be held sooner than seven days after the originally-scheduled date.

2.2.9 Under no circumstances shall there be fewer than ~~(8)~~ regular meetings in a calendar year.

2.2.10 A "special meeting" may be called (and held reasonably soon, with the minimum notice required by law) by the Chair or by a two-thirds vote of the current Members.

2.3 Meeting Procedures

2.3.1 The Chair shall call the meeting to order and bring items forth to the Board.

2.3.2- Following the roll call, the Chair shall announce whether a quorum has been obtained.

2.3.2.1 Pursuant to AMC 4.05.~~129080~~, in the absence of a quorum, the Chair shall inquire of the Members present whether they wish the gathering to proceed as a purely informational session, or whether they wish to recess the meeting to a later date and time.

2.3.2.2 If a majority of the Members present wish to recess the meeting to a later date and time, the meeting shall be recessed, and the Chair shall treat the meeting either as if it had been cancelled or as if it had been postponed, as detailed in subsection 2.2.

2.3.3 Items shall be taken up in the order in which they appear on the previously-distributed agenda, unless the agenda is formally amended at the meeting.

2.3.4 Upon a vote of a majority of the Board, and a statement of necessity, materials not previously distributed may be distributed by Members at the meeting, business items may be added to the agenda, and action items not previously noticed may be voted upon, so long as the materials are of the kind that could reasonably be expected to be distributed at a meeting, and the

PTAB Procedural Rules and Order of Business [draft]

business items are of the kind that could reasonably be expected to be considered, at a regular meeting of a policy board⁴.

2.3.5 Action items may, at the discretion of the Chair, may be taken up without a formal motion and a second, provided some Member or other person has agreed in advance to present the item to the Board.

2.3.6 Action items may be decided by a roll call vote, whereby individual Members respond by raising their hands, using “emoji hands” in a virtual setting, making an oral statement, or any other reasonable method adopted by the Chair, such as by unanimous consent, whereby the Chair asks if there is any objection to passage of the motion, and if there is no objection, the motion passes, and that fact shall be noted by the Secretary in the minutes.

2.3.7 In any event, voting shall be conducted in a manner that ensures full accessibility for all Members; if a member is appearing only by telephone, the vote must be by roll call.

2.3.8 Members wishing to speak or ask questions during a meeting shall be allowed to do so without the permission of the Chair, without restrictions as to time, except as provided in subsection 2.3.10, and without speaking through the Chair, provided that if any conflict occurs among the Members about who shall speak first, the conflict shall be resolved by the Chair, and no appeal of the Chair’s decision is allowed.

2.3.9 Persons, who are not Members, shall be invited to comment on any action item, before the matter is decided, with no commenter (except PTD staff) being allowed more than ~~(2)~~ minutes to speak.

2.3.10 Any Member may move to call any question for a vote, and upon a vote of at least $\frac{2}{3}$ of the members present, a vote on the proposal shall be made immediately, without further debate.

3. Administrative Matters

3.1 Election of officers

3.1.1 Elections for the positions of Chair, Vice Chair, and Secretary shall be held annually during the regular May meeting, but if there is no May meeting, at the next meeting.

3.1.2 If a vacancy occurs in any of the positions described in subsection 3.1.1, an election shall be held at the first regular meeting held after the vacancy occurs.

3.2 Notice to Members

3.2.1 The Chair shall issue a reminder to each Member whose term will end in October of a particular year that a formal request for reappointment must be submitted to [PTDthe Mayor’s office](#), and this reminder shall be given at least 30 days before any deadline that exists for this request.

⁴ This allows the Board to have the flexibility to deal with important matters without giving the notice described in subsections 2.1.10 and 2.1.11. A showing of necessity (essentially, a statement of why the item was not included through the normal procedure) is still required. This appears to satisfy the notice requirements imposed by law and comply also with Robert’s Rules of Order. By report, it is also consistent with the practice of other boards.

The use of “committees” or “subcommittees” per se is not contemplated by these Rules. This is because AS [44.62.310\(h\)\(1\)](#) defines committees and subcommittees with two or more members as “governmental bodies,” which means they have to comply with all the notice and “openness” requirements set by AS [44.62310\(a\)](#) and (e). So we could have committees consisting of one Member, or just say “hey, will you do X?” or “will be in charge of X from now on?” Not sure if that would require a vote; we did vote in the past when creating committees.

PTAB Procedural Rules and Order of Business [draft]

3.2.2 The Chair shall give notice to any Member who is in danger of failing to attend the number of meetings specified in AMC 4.05.060(Aa.)(7), for continued membership, and that notice shall be given at a time that allows the Member a reasonable chance to avoiding being removed.

3.3 Orientation Materials

3.3.1 Within 30 days following the confirmation of any new Member by the Assembly, the Chair shall cause to be delivered to the new Member either a paper copy or a .pdf file or multiple .pdf files of orientation materials.

3.3.2 The orientation materials shall be reviewed and approved by the Board at least once every calendar year.

3.3.3 The orientation materials must include, at a minimum: a copy of this document; the text of every AMC section referred to in this document; the most recent copy of the Transit on the Move document; the most recent "Report Card"; the most recent audit report regarding the Board; the last two minutes approved by the Board; a rough estimate as to how much time a non-officer Member might be expected to devote to Board activities in an average month; and notice of any benefits routinely bestowed on Members by PTD, including an annual People Mover pass.

3.4 Annual Goals and Priorities

3.4.1 The Chair shall schedule, sometime during the fourth quarter of the calendar year, a special meeting dedicated to drafting a statement of the Board's annual goals and priorities; the resulting document shall be voted upon at a regular meeting.

3.4.2 A Goals and Priorities document will be placed on the agenda for a meeting no later than December 15 of each year.

3.5 Board Communication

3.5.1 Communication by Members to the Director or PTD staff shall include the Chair and the Vice-Chair.

3.5.2 Communication among more than three Members outside a regular or special meeting or a work session should be limited ~~to avoid violating Open Meetings state laws and code to announcing or scheduling meetings or work sessions, and announcing opportunities related to transit.~~

4. Reserved

5. Effective Dates, Renewal, Repeal, Amendment, and Review

5.1 Effective Dates

5.1.2 This document becomes effective on the date it is signed by the Chair.

5.1.3 This document shall remain in effect until October 14, 2027.

5.2 Renewal

5.2.1 This document shall be renewed automatically on October 14, 2027, with a change only to the effective dates, upon the vote of a simple majority sometime during the second half of 2027.

5.2.2 All other changes to the document shall be done in the manner described in subsection 5.3.1.

5.3 Repeal and Amendment

5.3.1 Any Member may ask that repeal of this document be placed on the agenda for a meeting.

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5.3.2 Any Member may propose a specific amendment to this document by asking that the proposed amendment be placed on the agenda for a meeting.

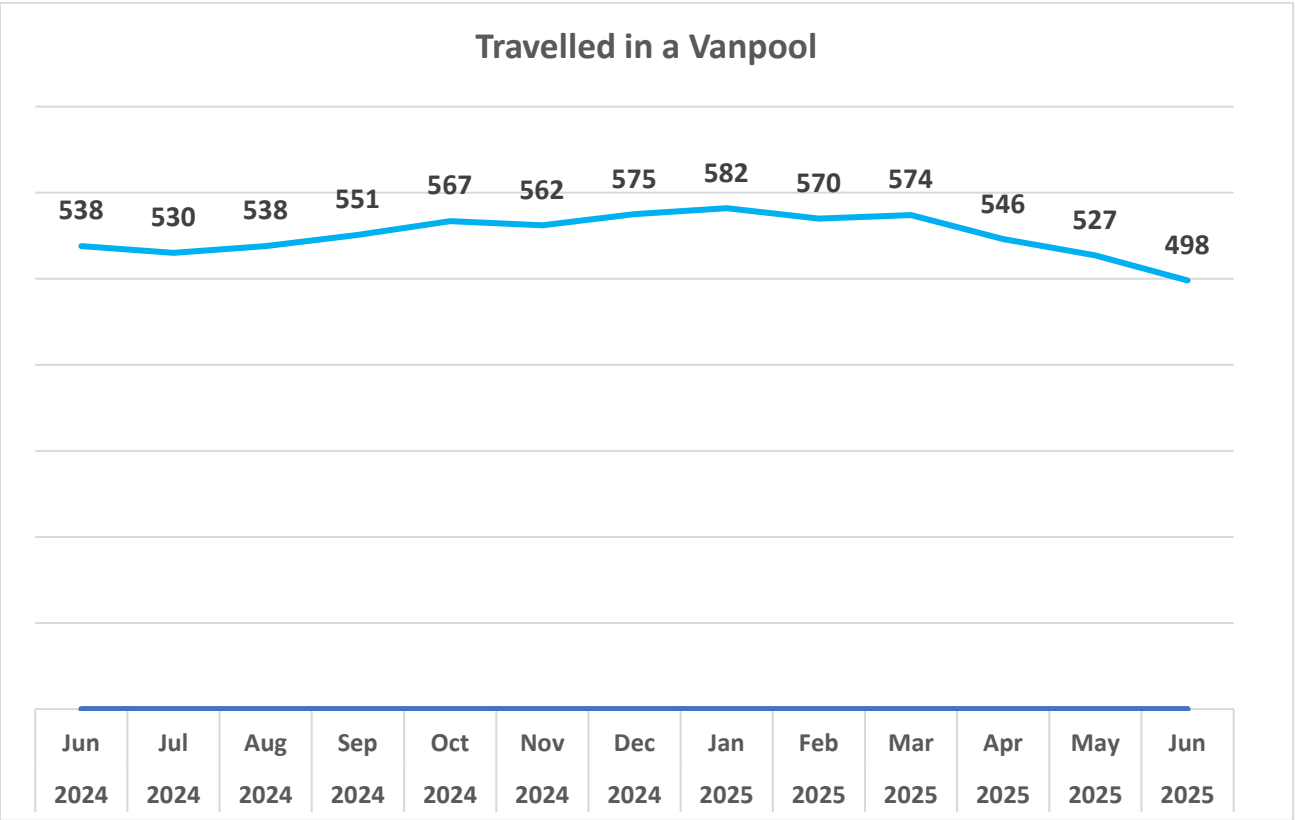
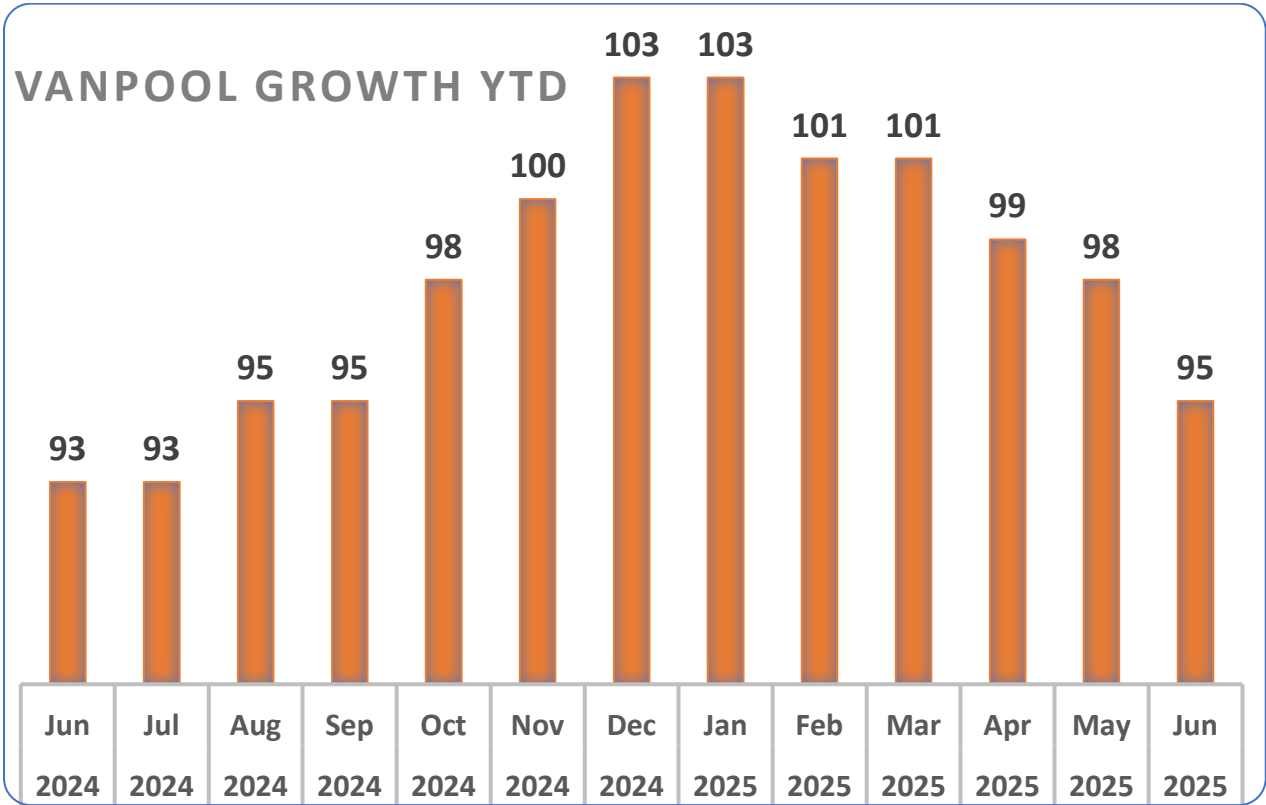
5.3.3 Repeal or amendment can be accomplished only by the affirmative votes of at least two-thirds of the current Members.

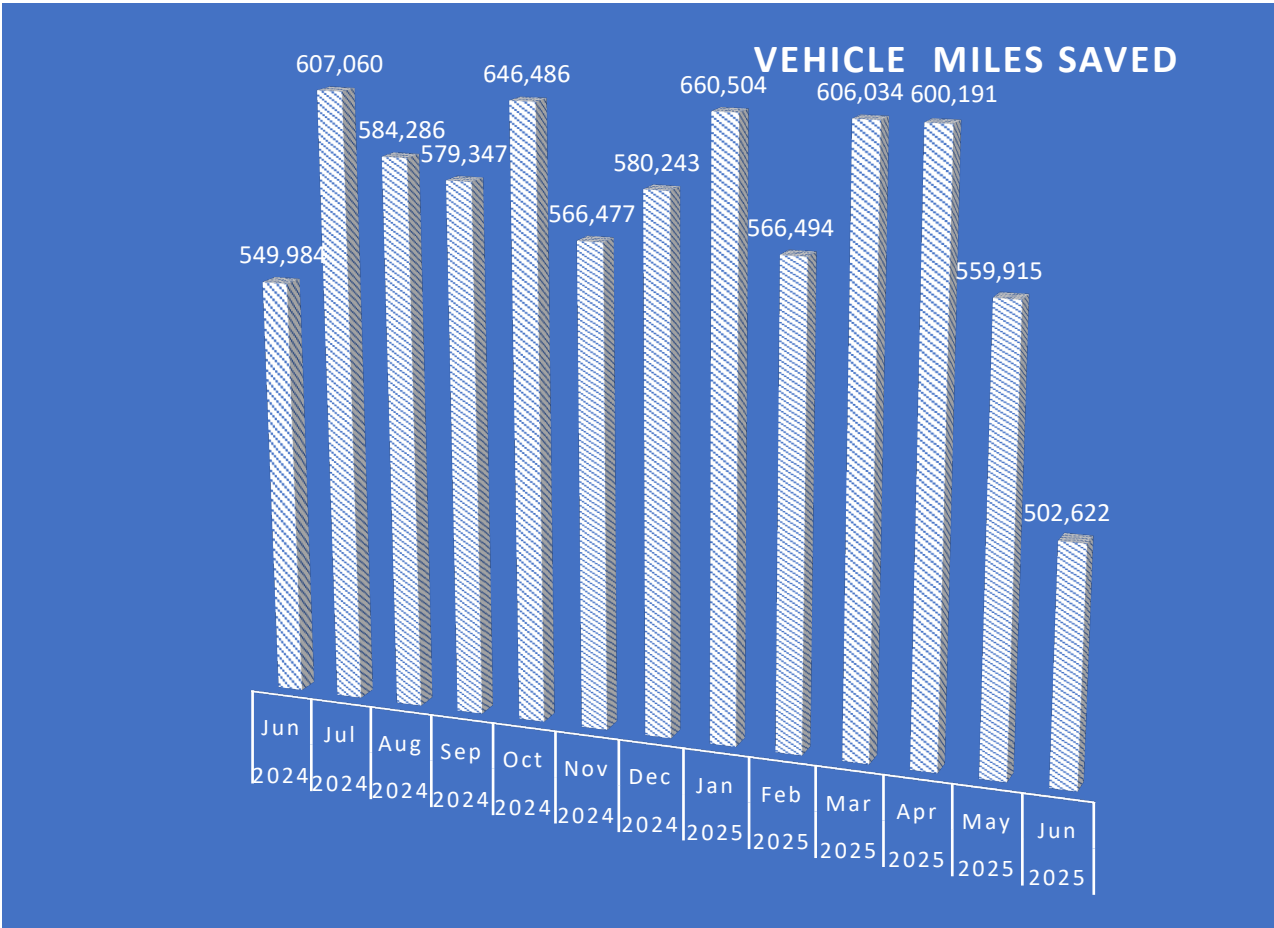
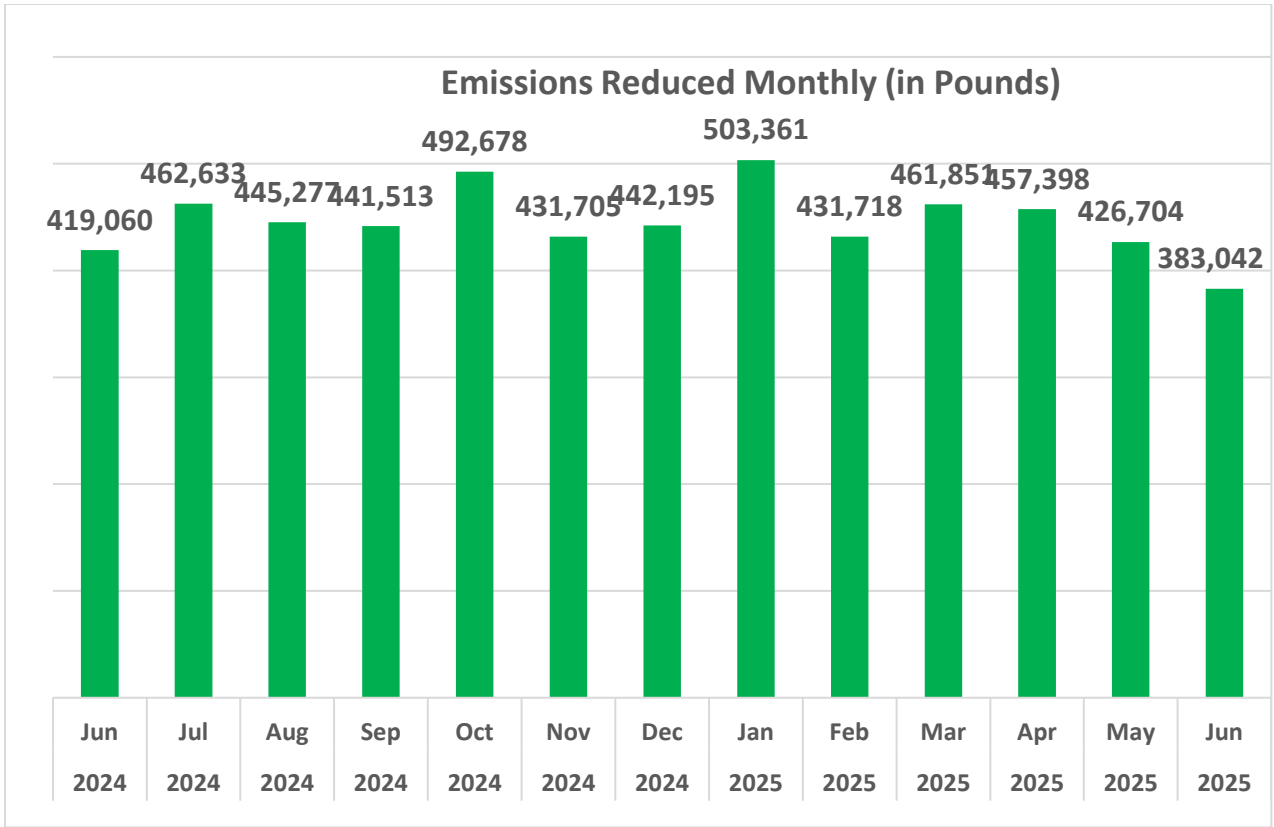
5.4 Review

5.4.1 The Director or any Member may request a review of this document by the Municipal Attorney's office, to determine whether this document is in compliance with ~~the~~ AMC and all state or federal laws, at any time, by communicating that request to the Chair.

5.4.2 Within 30 days of the receipt of such request, the Chair shall formally submit the request to the Mayor for transmission to the Municipal Attorney, ~~with a note indicating that the matter is urgent.~~

August 14, 2025, PTAB Meeting RideShare Report



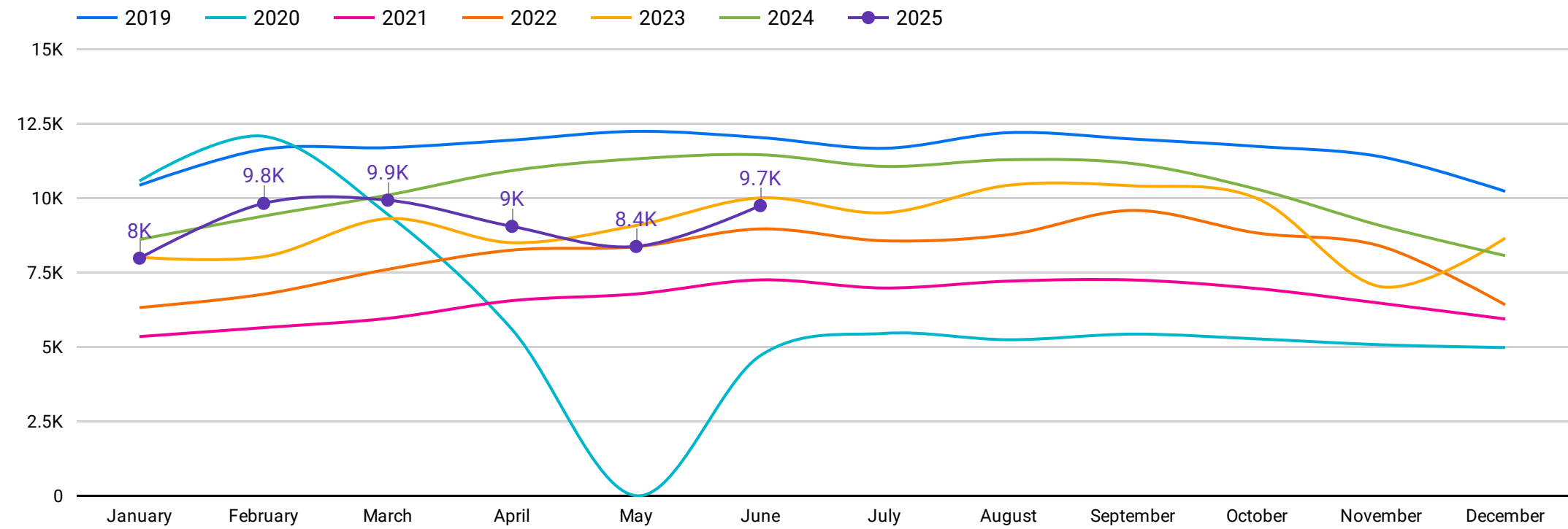


Average Bus Ridership: by Year



Date (Year): 2019, 2020, 2021, 2022, 2023, 2024 (6) ▾

Service Level: Weekday (1) ▾



Date (Year) / Average Ridership						
Date (Month)	2020	2021	2022	2023	2024	2025
January	10568	5343	6319	8006	8601	7976
February	12068	5644	6767	8027	9391	9816
March	9446	5956	7600	9303	10094	9923
April	5586	6550	8246	8496	10915	9043
May	0	6774	8361	9073	11312	8369
June	4701	7247	8958	9999	11448	9741
Grand total	73791	78287	96761	108885	122672	54868