

East Lansing Multi Modal Station

Tenants Meeting – CATA Board Room, October 24, 2012

1. Project Assumptions

- a. All drawings conceived up to this point are conceptual.
- b. Amtrak will be responsible for the new platform, but will not happen with next 2 budget cycles.
- c. Work will be staged so that demolition work can begin as soon as possible and existing station can be used during construction.
- d. Issuing of the RFP and FTA Categorical Exclusion application are next steps for CATA.

2. Questions posed to station tenants

- a. Will you continue operations at location after new station is constructed?
- b. Will your level of service increase, decrease, or stay the same?
- c. What are your needs and wants for the new station?
- d. What space requirements do you have and are there any other topics you need addressed?

3. Station topics discussed

- a. Amtrak does not see a need for crew facilities at East Lansing.
- b. Requested that bag handling facilities be explored as space allows.
- c. The need to charge for parking to prevent day long parking by students should be weighed vs. wanting to promote the service – ways to charge different rates for short term and long term parking should help.
- d. Requested that ticketing kiosks be explored to supplement agents. Need further input from providers.
- e. Common ticketing agent for all bus services may be possible – schedules do not currently align (Amtrak 7am-3pm, 11 am-6pm for some of the bus services) and discussion of how many days (5, 6, or 7) of agent service each week need to occur. Need further input from providers.

- f. Ensure enough bays (3 to 4) to avoid scheduling conflicts for bus loading and unloading.
- g. The preferred layout for bus births at the station is one where pedestrians do not need to walk in the path of traffic and where busses do not need to back up to exit the area. This has been accomplished recently at the Battle Creek Station with a circular loop where the buses park in parallel on the outside of the circle.
- h. Width – The buses will require at bay of at least 14 feet in width. This is to accommodate a nine foot wide bus and a total of five feet on the sides (2.5' on each side) for loading of luggage.
- i. Canopy – A canopy that extends over the waiting area and part or all of the bus is preferred. The ideal option would be the entire width of the bus being covered – 18 to 20' needed.
- j. Issues on maintenance and security were discussed. The consensus was that an employee bathroom is not needed. A family bathroom in addition to separate standard bathrooms for men and women with buzz-in security on all bathrooms was preferred.

4. Action Steps

- a. MDOT to provide relevant info on Battle Creek, Pontiac and other recent multi modal station improvements in the state.
- b. Tenants to provide current station staffing requirements and expected changes to these levels in the future.
- c. CATA to provide schedule of expected milestones in the project and when next Tenants meeting will be.
- d. CATA to provide conceptual drawings and construction schedules in 2013 as they are developed by the selected A&E firm.