

TRANSPORTATION POOLED FUND PROGRAM QUARTERLY PROGRESS REPORT

Lead Agency (FHWA or State DOT): Iowa Department of Transportation

INSTRUCTIONS:

Project Managers and/or research project investigators should complete a quarterly progress report for each calendar quarter during which the projects are active. Please provide a project schedule status of the research activities tied to each task that is defined in the proposal; a percentage completion of each task; a concise discussion of the current status, including accomplishments and problems encountered, if any. List all tasks, even if no work was done during this period.

Transportation Pooled Fund Program Project # TPF-5(290)	Transportation Pooled Fund Program - Report Period: Quarter 1 (January 1 – March 31, 2017) Quarter 2 (April 1 – June 30, 2017) X Quarter 3 (July 1 – September 30, 2017) Quarter 4 (October 1 – December 31, 2017)
Project Title: Aurora Program	
Project Manager: Tina Greenfield	Phone: 515-233-7746 E-mail: tina.greenfield@dot.iowa.gov
Project Investigator: Neal Hawkins	Phone: 515-294-7733 E-mail: hawkins@iastate.edu
Lead Agency Project ID: RT 0034	Other Project ID (i.e., contract #): Addendum 156 18250
Original Project End Date: May 31, 2019	Current Project End Date: – May 31, 2019
Project Start Date: January 1, 2013	
Number of Extensions:	

Project schedule status:

☒ On schedule
 ☐ On revised schedule
 ☐ Ahead of schedule
 ☐ Behind schedule

Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Total Percentage of Work Completed
\$1,400,000	\$339,159.39	

Quarterly Project Statistics:

Total Project Expenses This Quarter	Total Amount of Funds Expended This Quarter	Percentage of Work Completed This Quarter
\$37,779.18	N/A	

Project Description:

The Aurora Program is a consortium of public agencies focused on collaborative research, evaluation, and deployment of technologies for detailed road weather monitoring and forecasting. Members seek to implement advanced road weather information systems (RWIS) that fully integrate state-of-the-art roadway and weather forecasting technologies with coordinated, multi-agency weather monitoring infrastructures; ultimately lessening adverse impacts of inclement weather.

Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.). These efforts are identified below.

Program Administrative Activities:

- Completing all of the arrangements for the Fall Meeting in September (Pittsburgh, PA) as well as the extra coordination given that the meeting was part of the 2017 National Winter Maintenance Peer Exchange
- Addressed all board correspondence, administrative items resulting from meetings
- Provided program management in terms of projects and program budgets
- Distributed to the board the meeting agenda for the Fall meeting
- Reviewing invoices at InTrans

Facilitate Meetings and Conference Calls:

- Local coordination and held the Fall 2017 meeting
- Prepared and distributed meeting minutes from the Fall meeting
- Members of 2017 National Winter Maintenance Peer Exchange planning committee
- Selected hotel and completed arrangements for 2017 Peer Exchange

Processing Travel Requests, Travel Reimbursements, and Meeting Expenses:

For the Peer Exchange:

- Made travel arrangements for all invited guests
- Established contract with hotel
- Established meeting budget and set pricing for vendor participation
- Made all local arrangements with the hotel and for both Clear Roads and SICOP
- Coordinated travel cancellations, modifications, and delays

Project-Specific Activities:

- Tracking project status and prepared a summary for recently completed, active, and all prospective new projects
- Significant efforts to track all past projects, secure clean copies of final reports or where no final report was produced developing effort summaries
- Developing a database of current and past projects which will populate the Aurora web site

Outreach and Membership:

- Finalizing details for Arizona to become a new Aurora member
- Working with Illinois, Virginia, and New York to continue membership given retirement of champion staff
- Developing materials showing the benefits of membership and providing this to member states, see [Aurora Benefits of Participation](#)
- Developed a slide deck on what Aurora is, see [This is Aurora](#)

Anticipated work next quarter:

Program Administrative Activities:

- Settle up accounting from the on-site Peer Exchange meeting with the hotel
- Process travel arrangements for all invited guests and Aurora members
- Finalize meeting minutes from the Board meeting as well as follow-up on action items from the meeting
- Working to make arrangements to hold the Spring 2018 meeting in Seattle, WA based on expressed interest in WashDOT to join Aurora. Will also reach out to adjacent states to attend (Oregon, Idaho)

TPF Program Standard Quarterly Reporting Format

Facilitate Meetings and Conference Calls:

- Anticipate Board member call in October or early November
- Facilitate project correspondence and status reports
- Beginning planning efforts for coordinating Spring 2018 meeting

Processing Travel Requests, Travel Reimbursements, and Meeting Expenses:

- Finalize accounting from the Peer Exchange (separate billing for Clear Roads and Aurora)
- Finalize reimbursements as these are submitted

Project-Specific Activities:

- Project updates for each project and research team
- Track project status with champions and team members
- Track project timelines and distribute project materials
- Update project status reports
- Develop scopes for new projects per Board discussion at the Fall meeting

Outreach and Membership:

- Updated membership roster
- Communications with states to renew (Michigan and others)
- Working with states that have a member retiring or taking another job (assign new champion)
- Communications with potential new states

Significant Results:

- Successful National Winter Maintenance Peer Exchange (large attendance with 25 Vendors participating)

Circumstance affecting project or budget:

