

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) Quarter 3 (July 1 – September 30, 2017) X 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	Project Start Date: January 1, 2013	
Original Project End Date: May 31, 2019	Current Project End Date: – May 31, 2019	Number of Extensions:	

Project schedule status:

X 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	\$364,447.23	

Quarterly Project Statistics:

Total Project Expenses This Quarter	Total Amount of Funds Expended This Quarter	Percentage of Work Completed This Quarter
\$25,287.84	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 post-Peer Exchange meeting details (financial, contract, reimbursements).
- Addressed all board correspondence, administrative items resulting from meetings
- Provided program management in terms of projects and program budgets
- Reviewing hotel and on-site invoices

Facilitate Meetings and Conference Calls:

- Meeting with Washington DOT staff on meeting details (Spring meeting)
- Prepared and distributed meeting minutes from the Fall meeting
- Working to get prices on hotels for 2018 Spring Meeting (Seattle)
- Hosted a board member conference call on December 21, 2017

Processing Travel Requests, Travel Reimbursements, and Meeting Expenses:

For the Peer Exchange:

- Processing invited guest and Aurora Board Member reimbursements
- Allocating Peer Exchange charges among Aurora/Clear Road

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
- Work associated with assuming control and management of the RWIS training tool (Amazon Web Service)

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:

- Establishing a hotel contract for Spring meeting (Seattle)
- 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 final arrangements to hold the Spring 2018 meeting in Seattle, WA
- Extend invitation to attend Spring meeting to (New Mexico, Oregon, and Idaho)
- Address budget gap created from additional board member travel and publications (final reports)

Facilitate Meetings and Conference Calls:

- Anticipate Board member call in February 2018

TPF Program Standard Quarterly Reporting Format

- Facilitate project correspondence and status reports
- Continue planning efforts for coordinating Spring 2018 meeting

Processing Travel Requests, Travel Reimbursements, and Meeting Expenses:

- Finalize contracting for the 2018 Spring meeting hotel
- Finalize reimbursements as these are submitted
- Work with members and invited guests to arrange for travel to the Spring meeting
- Purchase air travel and establish hotel rooming list
- Make final meeting arrangements for food, field trips, meeting space

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 Spring 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)
- Two project reports posted

Circumstance affecting project or budget: