

**Metropolitan Transportation Commission
Administration Committee**

September 10, 2025

Agenda Item 4d-25-1053

**International Travel Request: MTC Staff and Commissioner participation in the 2025
American Public Transportation Association Executive Study Mission to Asia**

Subject:

International travel requests for MTC staff and commissioner participation in the 2025 American Public Transportation Association Executive Study Mission to Asia.

International Travel Requests:

The American Public Transportation Association (APTA) has invited MTC to participate in the upcoming Executive Study Mission to Asia from November 5 to November 14, 2025. APTA's executive study mission is a unique opportunity to engage with key leaders from Singapore, Seoul and Tokyo on the latest advances in public transportation and rail. Study mission participants will gain valuable insights on how to create and sustain a culture of innovation through bilateral exchange, presentations and site visits with key transit and rail players. A mix of strategic and operational topics will be discussed including innovations in project and service delivery models and technological advances and practices that have led to improved service, safety and cost efficiencies.

Local hosts will include Singapore's Land Transport Authority and operators, Singapore Mass Rapid Transit Corporation and Singapore Bus Services Limited Transit, the Seoul Metropolitan Government and Seoul Metro and Japan's East Railway Company (JR East) and Tokyo Metro.

For the November 2025 Executive Study Mission, APTA staff anticipate a delegation of executives from a number of major transit authorities around the country including Washington Metropolitan Area Transit Authority, LA Metro, Massachusetts Bay Transportation Authority, Chicago Regional Transportation Authority, Dallas Area Rapid Transit, Santa Clara VTA as well as APTA business members representing large and small consultancies, engineering and design firms and manufacturers.

Lisa Klein was identified as staff for whom the upcoming study mission would be valuable because of her role in leading MTC's work on Regional Network Management, Clipper and major transit project delivery, as well as the opportunity to deepen relationships with fellow participants that can advance the mission and workplans at MTC. In addition to Lisa Klein, Commissioner Abe-Koga has been identified by MTC to participate in the study mission as a valued contributor in her role as a representative of the SF Bay Area.

Per agreement with VTA, VTA will cover Commissioner Abe-Koga's airfare and half of her registration fee. MTC will cover the balance of Commissioner Abe-Koga's registration fee and any meals and incidentals. The registration fee includes hotel accommodations, in-country transportation, flights between the three cities, and all formal delegation activities and meals. Registration, airfare and any meals and incidentals for Lisa Klein will be covered by MTC.

Issues:

None identified.

Recommendations:

1. Staff recommends that the Committee authorize MTC staff Lisa Klein for international travel as described above, with full registration and associated travel costs covered by MTC.
2. Staff recommends that the Committee authorize Commissioner Abe-Koga for international travel as described above with 50% of the registration fee and any meals and incidentals covered by MTC.

Attachments:

- Request for Committee Approval – Summary of Proposed International Travel Request



Andrew B. Fremier

Request for Committee Approval

Summary of Proposed International Travel Request

Work Item No.:	5100
Staff:	Lisa Klein, Deputy Executive Director, Mobility
Commissioners:	Margaret Abe-Koga
Travel Location:	Singapore, Seoul, South Korea and Tokyo, Japan
Travel Dates:	November 5, 2025 through November 14, 2025
Purpose of Travel:	2025 APTA Executive Study Mission to Asia
Travel Cost Estimate:	\$24,000
Funding Source:	General Fund
Fiscal Impact:	Funding is included in the 2025-26 MTC agency budget.
Motion by Committee:	That Lisa Klein and MTC Commissioner Abe-Koga are authorized for international travel as described above and in the Administration Committee Summary Sheet dated September 10, 2025, and that the Chief Financial Officer is authorized to set aside funds for this purpose.
Administration Committee:	<hr/> Gina Papan, Chair
Approved:	September 10, 2025