

AMTRAN

The regular monthly meeting of the AMTRAN Board of Directors was held on Wednesday April 19, 2017 at 8:00 a.m., at the TrolleyWorks Conference Room, 3316 Fifth Avenue, Altoona, Pa.

Chairman Scott Cessna called the meeting to order at 8:00 a.m.

At Scott's request, a roll call was taken.

Board members present: Dick Moran, Bob Reifsteck, Denny Stewart, Bruce Kelly, Mike Robinson and Scott Cessna.

Board members absent: Mike Robinson

Others present: Eric Wolf, Attorney Benjamin (Andrews & Beard), Gary Williams, Ray Kennedy, Mandy Murphy, Bill Kibler (Altoona Mirror) and Sue Mckelvey.

Public Comment Period: There were no public comments to record.

Approval of Minutes:

Scott Cessna requested a motion to approve the minutes for March 2017. This motion was made by Denny Stewart and seconded by Bob Reifsteck. The motion passed unanimously.

Treasurer's Report:

Mandy reported on the April financial statement for the board meeting.

Total disbursements from March 19, 2017 through April 19, 2017 were \$447,872.06.

Total budgeted operating and Paratransit expenses year to date through March 31, 2017 were \$4,113,037.50.

Actual operating and Paratransit expenses year-to-date through March 31, 2017 were \$3,548,046.73.

Year to date we are \$564,990.77 under budget.

Insurance is paid through April 2017.
Pension will be paid with the April 19th payroll.
Operating payables are current through April 19, 2017.

Federal Electronic Transfer – Employer Taxes and Federal Withholding

Mar. 16, 2017 (Federal)	25,263.29
Mar. 16, 2017 (State)	2,677.74
Mar. 16, 2017 (457 Transfer)	692.32
Mar. 16, 2017 (Payroll Transfer)	53,881.40
Mar. 30, 2017 (TPA Transfer)	3,402.78
Mar. 30, 2017 (Quarterly Locals)	10,743.46
Mar. 30, 2017 (Federal)	25,568.54
Mar. 30, 2017 (State)	2,710.21
Mar. 30, 2017 (457 Transfer)	692.32
Mar. 30, 2017 (Payroll Transfer)	57,947.95
Apr. 13, 2017 (Federal)	25,479.07
Apr. 13, 2017 (State)	2,714.66
Apr. 13, 2017 (457 Transfer)	692.32
Apr. 13, 2017 (Payroll Transfer)	55,488.97
 Add Check Register Total	 <u>\$179,917.03</u>
Total Expenses	<u>\$447,872.06</u>

Scott asked if there were any questions and requested a motion to adopt the treasurer's report. The motion was made by Bob Reifsteck and seconded by Denny Stewart. It passed unanimously.

Scott then requested a motion to approve the bills paid since the previous board meeting. Denny Stewart made the motion to approve the bills paid with Bob Reifsteck making the second, it then passed unanimously.

General Managers Report

Eric began going over the quarterly Performance Reports, touching on the Road Call Summary, and going over some of the other reports in the packet. He noted that AMTRAN always has a 100% pull out rate and is very proud of the maintenance department.

Eric brought to the board's attention the ridership is down and AMTRAN takes that very seriously and staff is looking into the technology reports as well as other areas of this.

Vehicle overhaul of three buses

We received capital funding from PennDot this year to overhaul three of our 2005 model buses - #802, 803, and 807. Gary and Josh put together the procurement package and advertised it.

The bids received highest to lowest were: Midwest Bus \$681,162.00, ABC Companies \$757,941.21, Coach Crafters \$605,169.00, Complete Coach \$583,933.00.

Staff went over each bid and found that Coach Crafters scored the highest on criteria. There was a short discussion on the bids and then Eric respectfully requested the board to accept the bid from Coach Crafters at \$605,169.00 subject to final funding approval from PennDot.

Bruce Kelly made the motion to accept Coach Crafters bid of \$605,169 subject to final funding approval from PennDot. Denny Stewart then made the second and it passed unanimously.

Auditor

After five years, it was time for AMTRAN to do a competitive procurement for auditing service. Mandy and Eric developed the RFP and advertised it. AMTRAN received three proposals and are in the process of reviewing them. The proposals received were from Wessel & Company, RKL, LLP and Kotzan CPA & Assoc. AMTRAN went over these proposals and RKL, LLP scored the highest on criteria.

After a short question and answer period, Eric respectfully requested that RKL, LLP's proposal at \$81,300.00 be accepted. He also noted it is a 3-year agreement.

Denny Stewart made the motion to approve RKL's proposal for AMTRAN with Dick Moran making the second; it then passed unanimously.

Local share resolution

Eric respectfully requested a resolution certifying the local share requirement for state operating funding from the City of Altoona, Logan Township, Allegheny Township, Hollidaysburg Borough, and Penn State Altoona.

Eric explained to the board that a 5% a year increase was required since 2008 from Act 44. He noted that this could have been a burden on the local match, but PennDot is allowing AMTRAN to use Penn State funding as part of this. As a result 2% is required from Altoona, Logan Township, Allegheny Township and Hollidaysburg Borough, which is a number they can fit into their budget.

Dick Moran made the motion to accept the local share resolution. Mike Robinson made the second and it then passed unanimously.

Operating Budget-2017-18

At the March board meeting, AMTRAN distributed a draft operating budget for the fiscal year beginning July 1. There have been some minor modifications for adoption at the April meeting.

Mandy reviewed the changes and asked if there were any changes. There was a brief discussion on this subject, and the Eric respectfully requested that the operating budget 2017-18 be accepted.

Denny Stewart made the motion to accept the 2017-18 operating budget. Dick Moran made the second it passed unanimously.

The board adjourned with no further business.

Respectfully submitted by

Susan C. McKelvey, Administrative Assistant