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AMTRAN

The regular monthly meeting of the AMTRAN Board of Directors was held on Wednesday April 15th, 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: Scott Cessna

Board members present via phone: Bruce Kelly, Dick Moran, Bob Reifsteck, Mike Robinson, Tony Roscia and Denny Stewart.

Others present: Eric Wolf, General Manager, Josh Baker, Deputy CEO, Mandy Murphy, Director of Finance and Brent Cartwright, EADS

Others present via phone: Liz Benjamin (Beard Legal Group), Bill Kibler (Altoona Mirror), Ray Kennedy, Director of Transportation, Gary Williams, Director of Maintenance and Don Gallice, Transportation Supervisor.

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

Approval of Minutes:

Scott Cessna requested a motion to approve the minutes for March 2020. The motion was made by Denny Stewart and seconded by Dick Moran. The motion passed unanimously.

Treasurer's Report:

Financial Statement for April 15, 2020 Board Meeting

Total disbursements from March 25, 2020 through April 15, 2020 were $321,086.86.

Total budgeted operating and paratransit expenses year to date through March 31, 2020 were $4,105,976.25.

Actual operating and paratransit expenses year to date through March 31, 2020 were $3,614,600.92.

Year to date we are $491,375.53 under budget.

Insurance is paid through April 2020.
Pension will be paid with the April 23rd payroll.
Operating payables are current through April 15, 2020.

Federal Electronic Transfer – Employer Taxes and Federal Withholding

March 26, 2020	(Federal)	24,549.96
March 26, 2020	(State)	2,904.08
March 26, 2020	(457 Transfer)	2,235.93
March 26, 2020	(Payroll Transfer)	60,575.53
March 26, 2020	(HAS Contribution)	380.45
Feb 29, 2020	(UPMC Invoice)	42,258.25
April 9, 2020	(Federal)	23,481.62
April 9, 2020	(State)	2,766.84
April 9, 2020	(457 Transfer)	2,183.64
April 9, 2020	(Payroll Transfer)	58,377.42
Add Check Register Total		101,373.14
Total Expenses		***321,086.86***

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

General Managers Report

Eric began by stating ridership is down but steady. We normally have 1,000 riders a day but currently have approximately 500 a day. Entering through the rear door and no fares is helping and we have helper buses ready in case of crowding for social distancing.

Eric stated:

- We are having a more intense cleaning regime and have increased the cleaning of the bus's with part-time drivers helping.
- The only layoff is a part-time driver who did not get his CDL by two days and took a voluntary lay off.
- To date, we have not had a problem with absenteeism.
- We have purchased a touchless infrared thermometer to check temperatures in dispatch and we do have a process in case someone does have a temperature of 100.4 or above.
- We are working on a driver's shield similar to what you see at a grocery store for on the bus's for additional protection.

Bob Reifsteck asked Eric if we would be reducing service. Eric said, we are not there yet, but we are monitoring it. We are operating on our Summer schedule which eliminates the school districts and adjustments with Penn State not being in session.

Denny Stewart asked Eric if we have had any issues with customers. Eric stated, we had three people not understanding that they can not ride around on the bus all day. They were dealt with, and we have not had any other problems.

Safety Management System

Recent federal regulations required public transportation providers to adopt a Safety Management System (SMS), a risk-based and performance-based approach to improving transit safety.

Amtran took the opportunity to review and update our safety and security policies. Josh Baker and Don Gallice took the lead on this project.

Josh Baker explained, it's about identifying safety issues and mitigating those issues. Tracking and analyzing data to see if those efforts are working or if different strategies need to be implemented. Certain targets we had to develop by categories, that were directed by the FTA.

Scott Cessna requested a motion to approve. The motion was made by Dick Moran and seconded by Denny Stewart. It passed unanimously.

Federal Certifications & Assurances

Each year, AMTRAN is required to submit a list of certifications and assurances to the Federal Transit Administration stating that we are in compliance with applicable regulations. A resolution approving the certifications and assurances for the 2020 fiscal year that began October 1. This year's certs and assurances were just published in the Federal Register.

The motion to approve was made by Bob Reifsteck and seconded by Dick Moran. It passed unanimously.

CARES Act

On March 27, President Trump signed the Coronavirus Aid, Relief, and Economic Security (CARES) Act into law. FTA is allocating $25 billion of the CARES Act to recipients of urbanized and rural public transportation funding via formula grants.

The Federal Register lists Amtran's apportionment as $3.73 million to be used in response to the COVID-19 pandemic. Staff has already initiated a discussion on possible operating needs and potential capital projects. We will have a plan in place for the May 20 Amtran Board of Directors Meeting.

Denny asked if it can be used for new buses. Eric said, we don't need to do this due to our next six buses are already lined up. The next replacement would not be until 2024.

Health care coverage in the event of pandemic-related layoffs

Eric Wolf and Dave James negotiated a Memorandum of Understanding (MOU) to ensure that employees can keep their health care coverage in the event of either voluntary or involuntary layoffs.

The motion to adopt was made by Tony Roscia and seconded by Bob Reifsteck. It passed unanimously.

ADA Paratransit Service – 3 year contract

Amtran advertised a Request for Proposals for our ADA Complementary Paratransit Service. As usual, Blair Senior Services was the only proposer.

The motion to approve was made by Dick Moran and seconded by Denny Stewart. It passed unanimously.

Operating Budget for FY 2020-21

Staff have been working to develop an operating budget for the fiscal year beginning July 1. The budget was handed out for review prior to the board meeting in preparation for adoption.

Given the changing nature of the world today and the passage of the CARES Act, it is likely we will re-visit this budget as the new fiscal year progresses.

The motion to approve was made by Tony Roscia and seconded by Denny Stewart. It passed unanimously.

Local share resolution

Amtran needs to approve 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.

The motion to approve was made by Denny Stewart and seconded by Bob Reiftsteck. It passed unanimously.

Quarterly Performance Measures

Eric stated that changes were made to several of our routes. Our on-time performance in the last quarter of 2019 was 78%. With the changes made, this year's first quarter has gone up to 85%. Eric congratulated the entire staff for achieving this.

Josh explained, we are meeting our pull-out times and preventative measures. Our miles between road calls goal was 6,000, but now as our buses have been replaced, our goal is 10,000. Year to date our miles between road calls is 14,000. Josh thanked the maintenance department staff saying, it's a testament to their leadership making this happen.

Capital Projects

As previously reported, all construction projects statewide have been halted including Amtran's new auxiliary garage that was approved at the February meeting for Lawruk Builders, Westmoreland Electric, and K&K Plumbing.

Two smaller projects awarded at the February meeting that will also be postponed are the Admin Building's HVAC upgrade awarded to Klesius & Sheedy and the lighting upgrade project awarded to MH Electric Service.

With the help of The EADS Group, we will be ready to pick up where we left off when the construction ban is lifted.

The board adjourned with no further business.

Respectfully submitted by,
Wendy J Dillon, Administrative Assistant