

AMTRAN

The regular monthly meeting of the AMTRAN Board of Directors was held on Wednesday August 18, 2016, 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, Mike Robinson, Denny Stewart, Bruce Kelly and Scott Cessna.

Board members absent: Tony Roscia

Others present: Eric Wolf, Attorney Benjamin (Beard Legal Group), Gary Williams, Josh Baker, Ray Kennedy, Mandy Murphy, Bill Kibler (Altoona Mirror), Brent Cartwright (EADS Group) 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 July. This motion was made by Dick Moran and seconded by Denny Stewart. The motion passed unanimously.

Treasurer's Report:

Mandy reported on the August financial statement for the board meeting. She stated that due to a software up-grade, the full financial statement will be available at the September board meeting.

Total disbursements from July 21, 2016 through August 17, 2016 were \$526,847.86.

Insurance is paid through August 2016.

Pension will be paid with the August 18th payroll.

Operating payables are current through August 17, 2016.

Federal Electronic Transfer – Employer Taxes and Federal Withholding

| | |
|----------------------------------|----------------------------|
| July 21, 2016 (Federal) | 24,774.83 |
| July 21, 2016 (State) | 2,700.00 |
| July 21, 2016 (457 Transfer) | 932.31 |
| July 21, 2016 (Payroll Transfer) | 54,149.48 |
| July 31, 2016 (TPA Transfer) | 554.00 |
| Aug. 4, 2016 (Federal) | 29,816.50 |
| Aug. 4, 2016 (State) | 3,181.61 |
| Aug. 4, 2016 (457 Transfer) | 932.31 |
| Aug 4, 2016 (Payroll Transfer) | 63,431.51 |
| Add Check Register Total | <u>\$346,374.54</u> |
| Total Expenses | <u>\$526,847.86</u> |

Scott asked if there were any questions and requested a motion to adopt the treasurers' report. The motion was made by Bob Reifsteck and seconded by Dick Moran. It passed unanimously.

Scott then requested a motion to approve the payable approvals. Bob Reifsteck made the motion to approve the bills paid with Bruce Kelly making the second, it then passed unanimously.

General Managers Report

Eric informed the board that the triennial review will be August 24th and 25th. In the past the findings were one or two items. The last time there were eight findings, and it seemed that they were more into finding problems than helping AMTRAN be more efficient.

Eric gave an update about the positive training for the new hires, and they are a good fit for AMTRAN.

Capital Project Overview

As discussed previously, Amtran submitted FTA grant applications in May to replace the last six 1975 GMC buses and to re-roof and rehab the downtown transit center. Grant awards for that program are expected in the next few weeks.

Eric stated that if the rehab to the transit center isn't approved, AMTRAN is considering using a small grant that needs to be used and supplement the rest with reserves.

Security Project-Exterior Lighting and Cameras

FTA requires grantees to spend 1% of our federal operating funds on security. That would be 1% of approximately \$1.2 million annually. We have had findings on our Triennial Review in the past for not always meeting this goal.

AMTRAN staff was working with Brent Cartwright at The EADS Group to develop a worth-while security project to help us meet this goal by replacing 35+ year-old exterior lighting and upgrading our indoor and outdoor security cameras.

Brent explained to the board about the bids that were received. HRI, Inc. bid was \$46,897.00, Litz Electric, Inc \$42,350.00 and Bob Biter Electrical Enter Inc. bid which was the lowest came in at \$33,000.00. There was a short discussion on this.

Eric respectfully requested the board to approve the lowest bid from Bob Biter Electrical. Denny Stewart made the motion to approve the bid of \$33,000.00 from Bob Biter Electrical, with Dick Moran making the second it then passed unanimously.

Scott Cessna-authorization for the 2015-16 audit

AMTRAN needs the board to authorize Chairman Scott Cessna as its representative for the 2015-16 audit.

Reinsel Kuntz Lescher staff, are onsite the week of September 19. We should have a draft audit out to the board prior to the November meeting where Mark Zettlemyer will formally present it for approval.

Denny Stewart made the motion to authorize Chairman Scott Cessna for its representative for the 2015-16 audit, with Mike Robinson making a second, it then passed unanimously.

CNG Update

AMTRAN continue to make progress on the agreement between PennDOT and the participating transit authorities. There have been revisions that are in transit's favor in different aspects. But there is much more work to be done.

I want to reiterate that Amtran has not signed anything that commits us to this project. We have lots of questions that need to be answered before the Board of Directors votes yes or no.

The board adjourned with no further business.

Respectfully submitted by
Susan C. McKelvey, Administrative Assistant