

## AMTRAN

The regular monthly meeting of the AMTRAN Board of Directors was held on Wednesday August 16, 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:** Scott Cessna, Dick Moran, Bob Reifsteck, Denny Stewart, Bruce Kelly, Tony Roscia, and Mike Robinson,

**Board members absent:** none

**Others present:** Eric Wolf, Gary Williams, Josh Baker, Ray Kennedy, Mandy Murphy, Nicole McCloskey, Attorney Liz Benjamin (Beard Legal Group), Brent Cartwright (The EADS Group), and Bill Kibler (Altoona Mirror).

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

### **Approval of Minutes:**

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

### **Treasurer's Report:**

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

Total disbursements from July 20, 2017 through August 16, 2017 were \$387,955.26

Total budgeted operating and Paratransit expenses year to date through July 31, 2017 were \$450,795.00.

Actual operating and Paratransit expenses year-to-date through July 31, 2017 were \$368,106.74.

Year to date we are \$82,688.26 under budget.

Insurance is paid through August 2017.  
Pension will be paid with the August 31<sup>st</sup> payroll.  
Operating payables are current through August 16<sup>th</sup>, 2017.

Federal Electronic Transfer – Employer Taxes and Federal Withholding

July 20, 2017 (Federal)	24,406.92
July 20, 2017 (State)	2,609.58
July 20, 2017 (457 Transfer)	692.30
July 20, 2017 (Payroll Transfer)	52,684.85
July 31, 2017 (TPA Transfer)	2,337.50
August 3, 2017 (Federal)	25,157.44
August 3, 2017 (State)	2,653.83
August 3, 2017 (457 Transfer)	692.30
August 3, 2017 (Payroll Transfer)	53,666.88
Add Check Register Total	<u>\$223,053.66</u>
Total Expenses	<u><b>\$387,955.26</b></u>

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

**General Managers Report**

The FTA has published a notice of funding availability for bus and bus facilities, which is how we purchased the 6 new buses arriving in June 2018. Eric is applying for funding to purchase an additional 6 buses for delivery in 2020. He is trying for 50% Federal funding and 50% State funding.

Eric informed the Board that we have 2 prospects for the available space in the Trolleyworks building. We will wait to see if they work out and continue to look for new tenants.

Eric informed the board that AMTRAN has 2 new hires, Dustin Yingling in Maintenance and Joe Beach as a Driver.

AMTRAN is moving forward with the carpet replacement in the Trolleyworks conference room. We are expecting the carpet to be replaced before the September board meeting.

### **LED lighting project for the downtown Transit Center**

Brent Cartwright of EADS was in attendance to give an update on Capital projects. He reported that bids were put out for the lighting project. A total of (4) bids were received ranging from \$21,700 to \$29,500.00. Low bid was Biter Electric at \$21,700.00. Brent recommended the Board accept the low bid from Biter Electric.

Eric respectfully asked the Board to approve the low bid with Dick Moran making the motion and Denny Kelley making the second. It passed unanimously.

Eric also mentioned that since we are still under budget for this project, we are looking into replacing the 20 year old customer LED display signs with new updated signs.

### **Capital projects update**

Brent provided an update on capital projects. The Transit Center project is moving along nicely, the roof is almost complete and the project is looking good. He noted that due to the delay with the panels, J.C. Orr is asking for a 15 day extension on the project. Brent felt this was reasonable due to the panel delay. There was a brief discussion on how an extension could potentially create additional parking issues in the downtown area and the need to finish as quickly as possible.

The masonry repointing work is complete on the 5<sup>th</sup> Ave side of the Maintenance Garage. As always, AMTRAN is very pleased with Butler Restorations work. Brent made mention of the gutters that are to be replaced on the Administration building.

Brent noted that the crack sealing for the Parking Lot Maintenance Project has been completed. The sealcoat will be completed in the spring after the completion of the CNG project.

The CNG project is moving forward. A pre-construction meeting will be held on Thursday, August 17. AMTRAN is working with People's Natural Gas as to the placement of a new gas line. Eric noted that we will remain functional throughout the CNG project. An exact start date has not been determined but we are potentially looking at starting next week.

The board adjourned with no further business.

Respectfully submitted by  
Nicole B. McCloskey, Administrative Assistant