



3301 Fifth Avenue • Altoona, PA 16602-1801 • Phone 814-944-4074

## AMTRAN

The regular monthly meeting of the AMTRAN Board of Directors was held on Wednesday, August 07, at 8:00 a.m., at the Trolley Works 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:** Denny Stewart, Scott Cessna, Dick Moran, Tony Roscia, and Bruce Kelly.

**Board members absent:** Bob Reifsteck, Mike Robinson

**Others present:** Eric Wolf, Attorney Liz Benjamin (Beard Legal Group), Josh Baker, Gary Williams, Wendy Dillon, Bill Kibler (Altoona Mirror), Brent Cartwright (The EADS Group), Rick Spangler (Avail Technologies), and Carl Beard (Beard Legal Group).

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

### Approval of Minutes:

Scott Cessna requested a motion to approve the minutes for June 2019. This motion was made by Denny Stewart and seconded by Dick Moran. The motion passed unanimously.

### Treasurer's Report:

Financial Statement for August 7, 2019 Board Meeting

Total disbursements from June 20, 2019 through August 7, 2019, were \$937,948.24.

Total budgeted operating and paratransit expenses year to date through June 30, 2019 were \$5,621,840.00.

Actual operating and paratransit expenses year to date through June 30, 2019 were \$5,153,842.58.

Year to date we are \$467,997.42 under budget.

Insurance is paid through August 2019.

Pension will be paid with the August 15th payroll.

Operating payables are current through August 7, 2019.

Federal Electronic Transfer – Employer Taxes and Federal Withholding

June 20, 2019	(Federal)	25,559.79
June 20, 2019	(State)	2,979.71
June 20, 2019	(457 Transfer)	730.76
June 20, 2019	(Payroll Transfer)	97,112.11
June 30, 2019	(TPA Transfer)	2,386.00
June 30, 2019	(Quarterly Locals)	9,228.12
June 30, 2018	(PA Unemploy)	1,022.15
July 3, 2019	(Federal)	25,045.80
July 3, 2019	(State)	2,945.52
July 3, 2019	(457 Transfer)	730.76
July 3, 2019	(Payroll Transfer)	95,997.32
July 18, 2019	(Federal)	25,874.06
July 18, 2019	(State)	3,034.05
July 18, 2019	(457 Transfer)	730.76
July 18, 2019	(Payroll Transfer)	98,881.63
July 31, 2019	(TPA Transfer)	815.00

July 31, 2019	(Federal PCORI Fee)	222.95
August 1, 2019	(Federal)	25,850.50
August 1, 2019	(State)	3,016.75
August 1, 2019	(457 Transfer)	730.78
August 1, 2019	(Payroll Transfer)	98,318.31
Add Check		416,735.41
Register Total		
<i>Total Expenses</i>		<b><u>\$ 937,948.24</u></b>

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 Dick Moran and seconded by Denny Stewart. It passed unanimously.

#### **General Managers Report**

Eric began by stating that Union negotiations started in May and a tentative agreement was reached by late June. The Union has since approved a contract. Carl Beard with Beard Legal Group reviewed the terms of the new contract.

Scott Cessna made the motion for approval of the Union contract; Dick Moran seconded the motion, and it passed unanimously.

#### **Logan Valley Mall Transit Center Project**

Eric reminded the board that the project for the downtown Transit Center came in significantly under budget resulting in the \$42,000.00 be used to rehab the Logan Valley Mall Transit Center.

Brent Cartwright received 5 bids for the project renovations, outlining what would be completed. He also discussed the proposal for Ralph J Albarano and Sons, Inc. to complete the job in the amount of \$42,700.00. The board had previously authorized Eric and Brent to award the project.

A confirmation motion was made by Tony Roscia and Bruce Kelley seconded the motion and it passed unanimously.

### **Enterprise Resource Planning (ERP) software**

As discussed in June, Avail Technologies, our tech partner from State College, purchased FleetNet which had developed a comprehensive software system for public transportation comprising Financial Management (including Payroll Processing), Operations, Planning/Scheduling Solutions, Maintenance Management, Parts Inventory, Human Resources, Asset Management, Procurement Management, and Statistical Reporting Management.

Rick Spangler from Avail Technologies gave a presentation on the Enterprise Resource Planning (ERP) software to the board, explaining the different packages that can be purchased. He explained this software will integrate AMTRAN's different offices saving time and money.

Eric stated there will be a meeting between Amtran and Avail to discuss which packages will be purchased. Eric also stated PennDOT will be paying for the cost through a grant and we are waiting for PennDOT's approval.

Eric will have pricing at the September meeting and will ask for board approval.

### **Capital Projects Update**

AMTRAN has a number of capital projects in the planning stage as well as under contract. Eric had Brent Cartwright (EADS) give an update.

Maintenance restroom project is complete.

Drainage project in the garage is complete.

Safety project renovation in the vestibule of AMTRAN's administration office is underway and should be complete by August 16.

Logan Valley Mall Transit Center project was discussed outlining what needs to be renovated.

Auxiliary Garage – The design was outlined and discussed. Plans are proceeding so that the project can be bid in January/February 2020 for the upcoming construction season, anticipating completion Fall of 2020.

Respectfully submitted by,  
Wendy J Dillon, Administrative Assistant