



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 January 15, 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, Denny Stewart and Tony Roscia.

**Board members absent:** Bob Reifsteck, Jr., Mike Robinson and Bruce Kelley.

**Others present:** Eric Wolf, Attorney Liz Benjamin (Beard Legal Group), Josh Baker, Mandy Murphy, Wendy Dillon, Gary Williams, Melissa Bunk (First National Bank) and Brent Cartwright (The EADS Group).

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

### Approval of Minutes:

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

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 Tony Roscia. It passed unanimously.

### General Managers Report

Eric began by introducing Melissa Bunk from FNB who gave an update on the Pension Plan.

Next, Eric stated recent personnel changes:

- Derrick Miller resigned from 2<sup>nd</sup> shift mechanic
- We are hiring part-time drivers due to retirements and moving part-time to full-time.

## **Nominating Committee**

At the February meeting, the Nominating Committee will propose a roster of board officers for calendar 2020 for the board's approval.

## **Right-to-Know Policy**

Eric stated that back in 2008, the AMTRAN Board of Directors approved a Right-to-Know Policy consistent with those regulations. The policy is posted on our website.

Each calendar year, the board reappoints General Manager Eric Wolf as AMTRAN's Right-to-Know Officer.

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

This year's certs and assurances have not yet posted. Staff will respectfully request approval at a future date.

## **2019 Achievements**

Eric stated that for the past 21 years, Amtran staff have submitted to the board an annual report on achievements for the past year and on planned goals for the coming year. Board members received electronic copies of the 2019 Achievements via email.

Eric stated there are many things that we have accomplished and only a few things that have not been accomplished.

We are in the process of developing our 2020 Goals which will be distributed prior to the February board meeting.

Scott Cessna requested a motion to approve the 2019 Achievements. The motion was made by Tony Roscia and seconded by Denny Stewart. It passed unanimously.

## **Quarterly Performance Measures**

Eric, Gary, and Josh reviewed the quarterly performance measures for the board and answered questions.

## **Capital Projects**

Brent Cartwright from EADS went over upcoming projects:

- Auxiliary Garage Project
  - Pre-bid Wednesday, January 29
  - Bids due Friday, February 14
  - Board to vote at the February 19 board meeting

The following two projects are being funded from leftover grant monies. They will be out to bid shortly.

- Admin Building HVAC replacement
- Exterior bus inspection lighting

The board adjourned with no further business.

Respectfully submitted by  
Wendy J Dillon, Administrative Assistant