

AMTRAN

The regular monthly meeting of the AMTRAN Board of Directors was held on Wednesday June 15, 2016 at 8:00 a.m., at the TrolleyWorks Conference Room, 3316 Fifth Avenue, Altoona, Pa.

Vice Chairman Dick Moran called the meeting to order at 8:00 a.m.

At Dick's request, a roll call was taken.

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

Board members absent: Scott Cessna

Others present: Eric Wolf, Attorney Liz Benjamin (Andrews & Beard), Gary Williams, Josh Baker, Ray Kennedy, Sue Mckelvey and Brent Cartwright (EADS Group).

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

Approval of Minutes:

Dick Moran requested a motion to approve the minutes for May 2016. This motion was made by Denny Stewart and seconded by Bob Reifsteck. The motion passed unanimously.

Treasurer's Report:

Josh Baker reported on the June financial statement for the board meeting.

Total disbursements from May 19, 2016 through June 15, 2016 were \$533,307.38.

Total budgeted operating and Paratransit expenses year to date through May 31, 2016 were \$4,821,616.69.

Actual operating and Paratransit expenses year-to-date through May 31, 2016 were \$4,136,997.97.

Year to date we are \$684,618.72 under budget.

Insurance is paid through June 2016.

Pension will be paid with the June 23rd payroll.

Operating payables are current through June 15, 2016.

Federal Electronic Transfer – Employer Taxes and Federal Withholding

May 26, 2016 (Federal)	25,190.49
May 26, 2016 (State)	2,761.66
May 26, 2016 (457 Transfer)	932.31
May 26, 2016 (Payroll Transfer)	55,071.19
May 30, 2016 (TPA Transfer)	1,842.00
June 9, 2016 (Federal)	27,506.42
June 9, 2016 (State)	2,944.65
June 9, 2016 (457 Transfer)	932.31
June 9, 2016 (Payroll Transfer)	57,180.20
Add Check Register Total	<u>\$358,946.15</u>
Total Expenses	<u>\$533,307.38</u>

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

Dick then requested a motion to approve the bills paid since the previous board meeting. Bob Reifsteck made the motion to approve the bills paid with Tony Roscia making the second, it then passed unanimously.

General Managers Report

Eric began by informing the board AMTRAN has had two retirements Rita Albright, and Bob Hopfl. There will be a couple more retirements in the year with Rick Strasser and Karen McKinney.

AMTRAN is now hiring up to 4 new part-time drivers. As the retirees leave, we will be moving four current part-timers up to full-time.

Audit Engagement Letter

AMTRAN is in year five of our five-year agreement with Reinsel, Kuntz, Lescher, our auditing firm. Eric respectfully requests board approval of the \$26,900 cost for the annual audit for the year ending June 30.

In addition, AMTRAN will be initiating a competitive procurement over the next twelve months for auditing services.

Mike Robinson made the motion to approve the \$26,900 cost to Reinsel, Kuntz, Lescher with Tony Roscia making the second it then passed unanimously.

Parking Lot Maintenance Project

AMTRAN have advertised for bids for a maintenance project to seal cracks and then sealcoat the asphalt parking lot around the garage and admin building.

Brent Cartwright from The EADS Group reviewed the project for which AMTRAN received only one bid for \$12,966.94 from J.W. Fleming. This consists of 2 coats of seal, fixing cracks and re-painting.

Denny Stewart made the motion to approve the bid of \$12,966.94 from J.W. Fleming with Bob Reifsteck making the second it then passed unanimously.

DBE Program Update

One of the requirements for continuing to receive funding from the Federal Transit Administration (FTA) is a DBE program that follows the appropriate guidelines.

Josh Baker has been the lead on the latest DBE program update. He gave a brief overview of the program and requested board approval.

Mike Robinson made the motion to approve the DBE program update with Tony Roscia seconding it then passed unanimously.

Admin Salaries 2016-17

Traditionally admin's annual increases mirror the increase negotiated with the union. For 2016-17, that would be 3.4%. However, Eric recommended a 4.6% increase for Sue McKelvey, Administrative Assistant, and for Mamie Mann, Finance Assistant.

Staff respectfully requests board approval of a 3.4% increase for the fiscal year beginning July 1 for administrative employees with the exception of Sue McKelvey and Mamie Mann who will receive a 4.6% increase.

Denny Stewart made the motion to approve the 4.6% increase for Sue Mckelvey and Mamie Mann along with the 3.4% increase for the rest of AMTRAN employees. Bob Reifsteck made the second and it passed unanimously.

The board adjourned with no further business. There was a brief work session on CNG after meeting adjourned.

Respectfully submitted by

Susan C. McKelvey, Administrative Assistant