



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 June 17, 2020 at 8:00 a.m., at the Trolleyworks Conference Room, 3316 Fifth Avenue, Altoona, Pa.

Chairman Scott Cessna called the meeting to order at 8:03 a.m.

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

**Board members present:** Scott Cessna.

**Board members present via phone:** Mike Robinson Tony Roscia, and Denny Stewart.

**Board members absent:** Bob Reifsteck, Jr., Dick Moran and Bruce Kelly.

**Others present:** Eric Wolf, General Manager, Josh Baker, Deputy CEO, Mandy Murphy, Director of Finance, Brent Cartwright (EADS) and Greg Elliot (EADS).

**Others present via phone:** Liz Benjamin (Beard Legal Group); Gary Williams, Director of Maintenance; Ray Kennedy, Director of Transportation; 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 May 2020. This motion was made by Denny Stewart and seconded by Tony Roscia. The motion passed unanimously.

### Treasurer's Report:

Financial Statement for June 17, 2020 Board Meeting

Total disbursements from May 21, 2020 through June 17, 2020 were \$332,511.06.

Total budgeted operating and paratransit expenses year to date through May 31, 2020 were \$5,018,415.42.

Actual operating and paratransit expenses year to date through May 31, 2020 were \$4,296,865.07.

Year to date we are \$721,550.35 under budget.

Insurance is paid through June 2020.

Pension will be paid with the June 18th payroll.

Operating payables are current through June 17, 2020.

Federal Electronic Transfer – Employer Taxes and Federal Withholding

May 21, 2020	(Federal)	23,423.88
May 21, 2020	(State)	2,771.33
May 21, 2020	(457 Transfer)	2,277.59
May 21, 2020	(Payroll Transfer)	58,068.16
May 21, 2020	(HAS Contribution)	380.45
May 31, 2020	(UPMC Invoice)	44,694.46
June 4, 2020	(Federal)	24,497.64
June 4, 2020	(State)	2,891.61
June 4, 2020	(457 Transfer)	2,122.97
June 4, 2020	(Payroll Transfer)	60,697.69
June 4, 2020	(HSA Contribution)	380.45
Add	Check	
Register Total		\$110,304.83
<i>Total Expenses</i>		<b><u>\$ 332,511.06</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 Tony Roscia and seconded by Mike Robinson. It passed unanimously.

## **General Managers Report**

Eric stated that ridership continues to move up. Starting in March we were at 500 trips per day, we are now near 1,000 trips per day and continues to move up.

Eric had a conference call with Penn State Altoona. Their efforts mirror ours for masks and social distancing for the fall semester. We may need to add an extra bus downtown and at the Hawthorne Shelter to reduce crowding.

Tony Roscia asked if we heard from AASD. The district is reviewing their options, and we are in close communication with them to plan for fall.

## **Amtran's pandemic response**

Eric stated that with all the driver shields installed, we are moving forward with fare collection and front door entry starting 2 days ago on June 15. We are continuing to require masks and social distancing on the buses.

The motion to ratify this action was made by Denny Stewart and seconded by Tony Roscia. It passed unanimously.

## **Fare Policy**

As mentioned, Amtran restarted fare collection beginning Monday, June 15. To ease the transition from Free Fares, we reduced the cost of our monthly pass from \$49 to \$20 until July 1 when it will increase to \$30. Ridership will be monitored for the next fare increase with eventually going to the full price.

We continue to speak with Avail technologies with moving forward with mobile ticketing where people can use their smart phone and credit card to ride the bus. We are hoping to advance a mobile ticketing project in the near future.

Scott Cessna asked for a vote to ratify the collection of fares and the price reduction for the monthly pass. The motion to approve was made by Denny Stewart and seconded by Tony Roscia. It passed unanimously.

## **Capital Projects proposed**

As discussed at the May board meeting, Amtran engaged The EADS Group to prepare a feasibility study, including concept designs and cost estimates, for renovations and improvements in response to the COVID-19 pandemic to relieve overcrowding in Amtran's Dispatch Offices and Drivers Lounge. These renovations are being funded through The CARES Act.

EADS is wrapping up final design for Phase I which consists of renovating Trolleyworks Suite 100 for the Management Team. Phase II will consist of renovating the existing Admin Building as the new Dispatch office as well renovating the existing Dispatch and Drivers Lounge to expand the drivers' space and bring two restrooms up to current ADA standards.

The Admin space and the Drivers Lounge will be 100% larger and Dispatch will be more than 200% larger.

Staff respectfully requests approval to advertise for bids for Phase I and to authorize Chairman Scott Cessna and General Manager Eric Wolf, working with The EADS Group, to award the construction project to the lowest responsible bidder, such action to be ratified at the August 19 board meeting.

Greg Elliot from the EADS Group gave a timeline:

Monday June 22<sup>nd</sup> advertisement with bids due Wednesday, July 15<sup>th</sup> giving contractors three months to complete the work. Phase 2 may take longer because of changes to building exteriors given the historical aspect of the buildings. Phase 2 will start sometime around November once the Admin project is complete.

Scott Cessna asked for a motion to authorize he and Eric to work with The EADS Group to award Phase 1 to the lowest responsible bidder in July to be ratified by the board at their August 19 meeting. A motion was made by Mike Robinson and seconded by Denny Stewart. It passed unanimously.

### **Capital Projects underway**

As previously reported, all Amtran construction projects have been re-started including Amtran's new auxiliary garage that was approved at the February meeting for Lawruk Builders, Westmoreland Electric, and K&K Plumbing.

Two smaller projects awarded at the February meeting were also re-started including the Admin Building's HVAC upgrade awarded to Klesius & Sheedy and the lighting upgrade project awarded to MH Electric Service.

The board adjourned with no further business.

Respectfully submitted by  
Wendy J Dillon, Administrative Assistant