



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 May 20th, 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, Bruce Kelly, Tony Roscia and Denny Stewart.

Board members present via phone: Dick Moran and Mike Robinson.

Others present: Eric Wolf, General Manager, Josh Baker, Deputy CEO, Mandy Murphy, Director of Finance, Ray Kennedy, Director of Transportation, and Greg Elliot, EADS.

Others present via phone: Liz Benjamin (Beard Legal Group), Bill Kibler (Altoona Mirror) and Gary Williams, Director of Maintenance.

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

Approval of Minutes:

Scott Cessna requested a motion to approve the minutes for April 2020. The motion was made by Denny Stewart and seconded by Tony Roscia. The motion passed unanimously.

Treasurer's Report:

Financial Statement for May 20, 2020 Board Meeting

Total disbursements from April 16, 2020 through May 20, 2020 were \$418,430.27.

Total budgeted operating and paratransit expenses year to date through April 30, 2020 were \$4,562,195.83.

Actual operating and paratransit expenses year to date through April 30, 2020 were \$3,987,837.33.

Year to date we are \$574,358.50 under budget.

Insurance is paid through May 2020.

Pension will be paid with the May 21st payroll.

Operating payables are current through May 20, 2020.

Federal Electronic Transfer – Employer Taxes and Federal Withholding

April 23, 2020	(Federal)	22,816.20
April 23, 2020	(State)	2,723.90
April 23, 2020	(457 Transfer)	2,149.45
April 23, 2020	(Payroll Transfer)	56,588.60
April 23, 2020	(HAS Contribution)	380.45
April 30, 2020	(Quarterly Locals)	10,872.08
April 30, 2020	(PA Unemploy)	5,422.00
April 30, 2020	(UPMC Invoice)	44,195.37
May 7, 2020	(Federal)	23,948.17
May 7, 2020	(State)	2,811.40
May 7, 2020	(457 Transfer)	2,239.60
May 7, 2020	(Payroll Transfer)	58,336.41
May 7, 2020	(HSA Contribution)	380.45
Add	Check	
Register Total		185,566.19
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<i>Total Expenses</i>		<i>418,430.27</i>
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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 employment updates:

- One part-time driver was laid off due to the pandemic and not being able to get his CDL. We are trying to get him an appointment for his CDL.
- Maintenance hired John Weakland full-time mechanic.
- Holly Kemper was moved to full-time cleaner.
- Jodi Butler moved to a driver at her request from Transportation Supervisor.
- Austin Miller was hired as a Transportation Supervisor.
- Voluntary 90 day layoff's: Dave James, Brenda Becker and Lisa Hoover. We may go to the next three drivers after 90 days if not back to a normal schedule.

Josh Baker gave an update on ridership: About 66% reduction from high in January, but we are seeing an uptick, monitoring it daily and using helper buses.

Amtran's Agenda

Eric gave an update of our response to the pandemic.

Altoona Community Theatre made 100 masks for Amtran employees back in March, when masks were hard to come by. The masks were very much appreciated.

Amtran is providing each employee with a variety of masks. We have been experimenting with different masks and we have let each employee pick which masks they like.

We have been going through our Facebook page putting out information and placing signs on our buses letting our customers know that we are running on our regular schedules. We have had positive feedback from our customers.

Bus riders must have a specific destination and are not permitted to continually ride around on the bus. Going forward, we are going to continue to keep this in place.

The CDC and PA Department of Health made it mandatory to wear masks. All Amtran employees and customers are to wear masks unless they have a health condition that does not permit them to wear one.

Fare Policy

On the authority of the General Manager Eric Wolf, Amtran eliminated fare collection to enable social distancing on the buses to protect our employees and our customers starting Friday, March 20.

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

Driver Shields on buses

Eric began by thanking Gary Williams and John Stoy for designing a driver's shield for our buses and thanked the entire maintenance department for their efforts. The shield will cost \$300.00 per bus. Once installed, we can go back to using the front-door entry and collecting fares.

The motion to adopt was made by Tony Roscia and seconded by Bob Reifsteck. It passed unanimously.

Tire Lease

For many years, Amtran has been leasing our bus tires. Our current five-year agreement with Goodyear expires on June 30. We received bids from Bridgestone and from Goodyear for a new five-year agreement. The award went to Bridgestone beginning July 1.

The motion to approve was made by Dick Moran and 2nd by Denny Stewart. It passed unanimously.

Wage and salary increase

The new collective bargaining agreement that was negotiated and approved last autumn calls for a 3% increase for union members. Traditionally, management's increase has mirrored the unions.

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

Inground lifts

Eleven years ago, we purchased two inground lifts for the Maintenance Department. They have reached the end of their useful life and are in need of replacement. We received three bids and are recommending Alan Tye and Associates as the low bidder for a combined price of \$249,700 including installation. (Please note that because it occurred during the pandemic, this purchase qualifies for CARES Act funding.)

The motion to approve was made by Mike Robinson and 2nd by Tony Roscia. I passed unanimously.

Capital Projects underway

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 are also re-started including the Admin Building's HVAC upgrade awarded to Klesius & Sheedy and the lighting upgrade project awarded to MH Electric Service.

With The help of The EADS Group, we are ready to pick up where we left off when the construction ban was lifted.

Capital Projects proposed

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.

This will be accomplished by renovating Suite 100 of the Trolleyworks Building for administrative offices and by renovating the existing administrative offices, dispatch offices, and drivers lounge to significantly enlarge the dispatch offices and the drivers lounge.

The Management Team along with Chairman Scott Cessna have been part of the discussion.

Eric stated the final design will be in the next 30 days with sometime in June going to bid. Once we have the final cost and design it will go to the board for approval.

Eric had Greg Elliot from The EADS Group present information for the two-phase projects funded by the CARES Act. Greg stated we should have the final design for Suite 100 in one month and solicit bids for the contract. Once the admin offices are complete, we will then move forward with phase two with the design for dispatch and the drivers lounge.

Eric also stated that when we bid out the Auxiliary garage, one of the hold ups was Penn Dot wanting us to update the sidewalk on 6th Ave. The cost would be approximately \$125,000. We asked Penn Dot for additional funds for the garage grant to replace the sidewalk and they have given us verbal approval and we will be moving forward with this project. It is separate from the garage project.

The motion to allow The EADS Group to move ahead with final drawings and the bid package was made by Tony Roscia and 2nd by Dick Moran. It passed unanimously.

The board adjourned with no further business.

Respectfully submitted by,
Wendy J Dillon, Administrative Assistant