

## AMTRAN

The regular monthly meeting of the AMTRAN Board of Directors was held on Wednesday September 20, 2017, 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:** Bob Reifsteck, Denny Stewart, Bruce Kelly, Mike Robinson and Scott Cessna.

**Board members absent:** Dick Moran

**Others present:** Eric Wolf, Gary Williams, Ray Kennedy, Josh Baker, Mandy Murphy, Attorney Liz Benjamin (Beard Legal Group), Bill Kibler (Altoona Mirror), Brent Cartwright (The EADS Group), and Sue Mckelvey.

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

### **Approval of Minutes:**

Scott Cessna requested a motion to approve the minutes for August 2017. This motion was made by Denny Stewart and seconded by Bruce Kelly. The motion passed unanimously.

### **Treasurer's Report:**

Mandy reported on the September financial statement for the board meeting.

Total disbursements from August 17, 2017 through August 20, 2017 were \$478,716.66.

Total budgeted operating and Paratransit expenses year to date through August 31, 2017 were \$901,590.00.

Actual operating and Paratransit expenses year-to-date through August 31, 2017 were \$737,287.44.

Year to date we are \$164,302.56 under budget.

Insurance is paid through September 2017.  
Pension will be paid with the September 30th payroll.  
Operating payables are current through September 20, 2017.

Federal Electronic Transfer – Employer Taxes and Federal Withholding

Aug. 17, 2017 (Federal)	25,770.03
Aug. 17, 2017 (State)	2,732.11
Aug. 17, 2017 (457 Transfer)	692.32
Aug. 17, 2017 (Payroll Transfer)	55,248.09
Aug. 31, 2017 (TPA Transfer)	1,537.00
Aug. 31, 2017 (Federal)	25,200.18
Aug. 31, 2017 (State)	2,683.95
Aug. 31, 2017 (457 Transfer)	692.32
Aug. 31, 2017 (Payroll Transfer)	57,219.41
Sept. 14, 2017 (Federal)	27,049.86
Sept. 14, 2017 (State)	2,887.41
Sept. 14, 2017 (457 Transfer)	692.30
Sept. 14, 2017 (Payroll Transfer)	60,699.37
Add Check Register Total	<u>\$215,612.35</u>
Total Expenses	<u><b>\$478,716.66</b></u>

Scott asked if there were any questions and requested a motion to adopt the treasurer's report. The motion was made by Bob Reifsteck and seconded by Tony Roscia. It passed unanimously.

Scott 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 Denny Stewart making the second, it then passed unanimously.

## **General Manager's Report**

Eric began by informing the Board the funding for transportation is being looked at for cuts to balance the state budget. The legislators plan taking fifty million from each fund. This equates to 5% of a cut for AMTRAN's annual budget, about \$125,000. At the state level, this could potentially jeopardize the new CNG buses, and technology.

The Gorilla House Gym has purchased ProCare Gym and is moving. They will continue to pay rent to the end of December. There is some interest in that building and the empty INRange end of the TrolleyWorks.

## **PennDOT Transit Performance Review**

On September 6 & 7, AMTRAN had the onsite portion of our PennDOT 5-year review as required by Act 44 of 2008. Our first Transit Performance Review was in 2012. This is our second. We have been providing PennDOT and the Board of Directors with quarterly updates on the 2012 review.

Eric went over some initial impressions from the onsite visit with and informed the Board more will come when PennDOT finalizes their report.

## **AMTRAN Customer Survey**

As part of our Transit Performance Review, PennDOT paid for a comprehensive customer survey. Our last customer survey was in 2014. AMTRAN was very pleased with the results with a 98% "satisfied" or "very satisfied" from our customers. Eric went over some of the specifics in the report with the board and afterward there was a short discussion.

## **Scott Cessna-authorization for the 2016-17 audit**

Reinsel Kuntz Lescher staff is onsite this week. AMTRAN should have a draft audit out to the board prior to the November meeting where Mark Zettlemoyer will formally present it for approval.

Eric respectfully the board to authorize Chairman Scott Cessna as its representative for the 2016-17 audit.

Bob Reifsteck made the motion to authorize Scott Cessna as the board's representative. Denny Stewart made the second and it then passed unanimously.

## **Letter on PennDOT study**

Eric respectfully requested a motion to authorize sending a letter to PennDOT from AMTRAN's Board of Directors supporting a study on traffic circulation, pedestrian access, and parking in downtown Altoona.

Tony Roscia made the motion to authorize the sending of this letter with Denny Stewart making the second it then passed unanimously.

## **Capital projects update**

Eric and Brent Cartwright from EADS provided an update on our ongoing projects.

Construction of the CNG fueling station is now well underway with the CNG garage renovations just beginning. After the board meeting, the board will take a look at the progress to date.

The board adjourned with no further business.

Respectfully submitted by  
Susan C. McKelvey, Administrative Assistant