

AMTRAN

The regular monthly meeting of the AMTRAN Board of Directors was held on Wednesday September 19, 2018, 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, Denny Stewart, Mike Robinson, Tony Roscia, Bob Reifsteck

Board members absent: Dick Moran and Bruce Kelly.

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

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

Approval of Minutes:

Scott Cessna requested a motion to approve the minutes for July 2018. This motion was made by Denny Stuart and seconded by Bob Reifsteck. The motion passed unanimously.

Treasurer's Report:

Financial Statement for Sept 19, 2018 Board Meeting

Total disbursements from July 18, 2018 through Sept 19, 2018 were \$866,884.72.

Total budgeted operating and paratransit expenses year to date through August 31, 2018 were \$936,973.33.

Actual operating and paratransit expenses year to date through Aug 31 2018 were \$671,903.56.

Year to date we are \$265,069.77 under budget.

Insurance is paid through Sept 2018.

Pension will be paid with the Sept 27th payroll.

Operating payables are current through Sept 19, 2018.

Federal Electronic Transfer – Employer Taxes and Federal Withholding

July 19, 2018	(Federal)	24,581.83
July 19, 2018	(State)	2,801.00
July 19, 2018	(Payroll Transfer)	58,168.30
July 31, 2018	(TPA Transfer)	666.00
July 31, 2018	(Medical TPA Transfer)	21,737.70
July 31, 2018	(Quarterly Locals)	9,048.40
July 31, 2018	(PA Unemploy)	1,426.25
Aug 2, 2018	(Federal)	23,564.26
Aug 2, 2018	(State)	2,694.54
Aug 2, 2018	(Payroll Transfer)	55,896.07
Aug 16, 2018	(Federal)	24,105.08
Aug 16, 2018	(State)	2,769.48
Aug 16, 2018	(Payroll Transfer)	57,734.93
Aug 30, 2018	(TPA Transfer)	2,259.00
Aug 30, 2018	(Medical TPA Transfer)	34,945.50
Aug 30, 2018	(Federal)	23,529.52
Aug 30, 2018	(State)	2,685.89

Aug 30, 2018	(Payroll Transfer)	58,604.26
Sept 13, 2018	(Federal)	25,871.98
Sept 13, 2018	(State)	2,973.56
Sept 13, 2018	(Payroll Transfer)	62,616.89
Add Check		
Register Total		\$368,203.92
<i>Total Expenses</i>		<u>\$ 866,884.72</u>

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 Bob Reifsteck. It passed unanimously.

General Managers Report

Eric informed the board that AMTRAN is now receiving the latest order for 10 buses. Some are here, and others are on their way from Gillig’s California factory. Gary has cycled some of our mechanics out to Gillig, so they can see the buses being built.

Eric and Josh have met with various candidates running for state office to educate them on transportation also the problems facing them with the replacing transportation funding issues in 2019.

Transit Performance Review

PennDOT is wrapping up the narrative for AMTRAN’s 2017 Transit Performance Review (as required by Act 44 of 2008). The delay is due to adjusting the process to be more of a common sense approach. Anthony Stever from PennDOT plans to attend the October 31 meeting to review the report with the Board of Directors.

Eric will send out an electronic version to board members in advance for review. There will be printed copies to be distributed at the October meeting.

Ongoing strategic planning process

One of PennDOT’s recommendations will be for AMTRAN to further develop medium and long-term goals as part of AMTRAN’s Strategic Plan. One element to advance that goal could be a Transit Development Plan (TDP) with the assistance of an outside consultant.

“TDP’s help transit operators improve their efficiency and effectiveness by identifying the need and required resources for modifying and enhancing services provided to the general public. It is helpful to approach the preparation of a transit development plan as a strategic

planning and visioning process. A TDP is not an operations plan. By its very nature, the TDP must address strategic issues. The TDP offers opportunities to rethink transit's mission in a given area and define actions to help the agency achieve its mission.”

There was a short discussion on this and will be addressed at a later meeting.

Capital Project update

AMTRAN has several capital projects wrapping up. Brent Cartwright from The EADS Group provided an update.

- Downtown Transit Center – JC Orr punch list completed. Final payment completed.
- Admin lighting & insulation project – Lawruk punch list completed. Final payment completed. (On track to replace Admin Building electrical sub-panel.)
- Roaring River Mills parking lot – new bollards & chain, repairs, crack-sealing, seal-coating, striping – substantially complete, just waiting for additional yellow chain.

There was a few questions and discussions on these topics, with Eric and Brent providing the answers to the board.

The board adjourned with no further business.

Respectfully submitted by
Susan C. McKelvey, Administrative Assistant