



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 September 18, 2019 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, Dick Moran, Denny Stewart, Mike Robinson, Tony Roscia and Bruce Kelly.

Board members absent: Bob Reifsteck, Jr.

Others present: Eric Wolf, Attorney Benjamin (Beard Legal Group), Josh Baker, Mandy Murphy, Wendy Dillon, Gary Williams 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 August 2019. This motion was made by Denny Stewart and seconded by Dick Moran. The motion passed unanimously.

Treasurer's Report:

Financial Statement for July 18, 2018 Board Meeting

Total disbursements from August 8, 2019 through September 18, 2019 were \$622,498.91.

Total budgeted operating and paratransit expenses year to date through July 31, 2019 were \$456,219.58.

Actual operating and paratransit expenses year to date through July 31, 2019 were \$374,708.51.

Year to date we are \$81,511.07 under budget.

Insurance is paid through September 2019.

Pension will be paid with the September 26th payroll.

Operating payables are current through September 18, 2019.

Federal Electronic Transfer – Employer Taxes and Federal Withholding

Aug 15, 2019	(Federal)	31,683.96
Aug 15, 2019	(State)	3,582.22
Aug 15, 2019	(Payroll Transfer)	77,940.52
Aug 15, 2019	(457 Transfer)	730.78
Aug 29, 2019	(Federal)	26,542.11
Aug 29, 2019	(State)	3,078.18
Aug 29, 2019	(457 Transfer)	730.78
Aug 29, 2019	(Payroll Transfer)	68,805.34
Aug 31, 2019	(PA Unemploy)	1,022.15
Sept 1, 2019	(HSA Contribution)	21,000.00
Sept 12, 2019	(Federal)	25,951.85
Sept 12, 2019	(State)	3,078.76
Sept 12, 2019	(457 Transfer)	939.14
Sept 12, 2019	(Payroll Transfer)	66,037.30
Sept 12, 2019	(HSA Contribution)	841.66

Add	Check	
Register Total		\$290,534.16
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<i>Total Expenses</i>		<i>\$ 622,498.91</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 Tony Roscia and seconded by Denny Stewart. It passed unanimously.

General Managers Report

Eric opened by reminding everyone that the October board meeting will be held on October 30th. This is to accommodate the Auditors while they wrap up the audit. Mark Zettlemoyer from RKL will be at the October meeting to go over the Auditors report with the board.

Enterprise Resource Planning (ERP) Software

Eric stated as discussed at our August meeting, Avail Technologies purchased Fleet Net. They offer a comprehensive software package for public transportation. A year ago, ATA in Johnsonburg, Elk County initiated a joint procurement for ERP software for 6 different transit agencies across PA. Eric checked with Penn Dot who said they would fund it. So Amtran joined with that joint procurement and submitted a grant application for \$550,000.00. AMTRAN Staff went to State College to discuss the components with Avail.

To finalize the pricing, all the components we want, with a five-year server hosting and five year warranty should total no more than \$525,000.00, leaving \$25,000 for hardware and anything else needed. Eric asked respectively, that AMTRAN would award the contract to Avail not to exceed \$525,000.00, and that we should receive approval pending Penn Dot in the next 35-45 days.

The motion was made by Denny Stewart and seconded by Dick Moran. It passed unanimously.

Energy Efficiency

Eric stated a year ago, we completed a project to make the Admin Building more energy efficient. The EADS group did such a great job that the project came in under budget. With leftover monies, secondary lighting and the HVAC in the Admin Building can be replaced. Brent estimated this project at \$30,000.00 to \$32,000.00.

Eric asked the board to authorize he and Brent to award the contract following the appropriate competitive bidding process.

Tony Roscia made the motion and Denny Stewart seconded. It passed unanimously.

Bus Replacement

Eric stated we have state and federal funding available for seven buses to be purchased in the Spring of 2021. Both state and federal applications have been submitted, and we are awaiting approval in the next 60 to 90 days. This will be under the statewide procurement. We would like to order them in two months.

Eric went over the Bus Replacement handout outlining the fleet 2021 through 2024.

Eric will ask for approval at the October meeting.

Local share resolution

Eric stated we respectfully request a resolution certifying the local share requirement for state capital funding from the City of Altoona, Logan Township, Allegheny Township, Hollidaysburg Borough, and Penn State Altoona in the amount of \$84,937.00.

Tony Roscia made the motion and Denny Stewart seconded. It passed unanimously.

Capital Project update

Eric had Brent Cartwright (EADS) give an update on projects that have been finished and new projects.

Safety project renovation in the vestibule of AMTRAN's administration office:
Punch list to be gone over and completed.

Logan Valley Mall Transit Center project:
Almost complete. Punch list to be gone over and completed.

Auxiliary Garage – Plans are proceeding so that the project can be bid in January/February 2020 for the upcoming construction season, anticipating completion Fall of 2020. Board will vote in February.

Taking a look at new projects:

Light project and HVAC-Bid next week

Roofs will eventually need replaced on all buildings. Brent will be looking into how much life is left with the roofs.

Scott Cessna requested a motion Brue Kelly made the motion and Dick Moran seconded. It passed unanimously.

The board adjourned with no further business.
Respectfully submitted by
Wendy J Dillon, Administrative Assistant