

AMTRAN

The regular monthly meeting of the AMTRAN Board of Directors was held on Wednesday April 18, 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: Dick Moran, Denny Stewart, Mike Robinson, Tony Roscia Bob Reifsteck, Bruce Kelly and Scott Cessna.

Board members absent: none.

Others present: Eric Wolf, Attorney Liz Benjamin (Beard Legal Group), Josh Baker, Ray Kennedy, Mandy Murphy, Gary Williams, Brent Cartwright (EADS) and Bill Kilbler (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 March 2018. This motion was made by Denny Stuart and seconded by Bob Reifsteck. The motion passed unanimously.

Treasurer's Report:

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

Total disbursements from March 15, 2018 through April 18, 2018 were \$992,021.01.

Total budgeted operating and Paratransit expenses year to date through March 31, 2018 were \$4,057,155.00.

Actual operating and Paratransit expenses year-to-date through March 31, 2018 were \$3,963,309.02.

Year to date we are \$93,845.98 under budget.

Insurance is paid through April 2018.
Pension will be paid with the April 26th payroll.
Operating payables are current through April 18, 2018.

Federal Electronic Transfer – Employer Taxes and Federal Withholding

Mar. 15, 2018 (Federal)	24,456.98
Mar. 15, 2018 (State)	2,756.17
Mar. 15, 2018 (Payroll Transfer)	56,824.94
Mar. 29, 2018 (Federal)	24,695.17
Mar. 29, 2018 (State)	2,865.52
Mar. 29, 2018 (Payroll Transfer)	63,167.99
Mar. 31, 2018 (TPA Transfer)	3,344.45
Mar. 31, 2018 (Medical TPA Transfer)	143,170.72
Apr. 12, 2018 (Federal)	24,091.21
Apr. 12, 2018 (State)	2,820.77
Apr. 12, 2018 (Payroll Transfer)	59,005.12
Add Check Register Total	<u>\$578,821.97</u>
Total Expenses	<u>\$992,021.01</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 Bob Reifsteck and seconded by Denny Stewart. It passed unanimously.

General Managers Report

Eric began by stating AMTRAN will be having the new 6 CNG bus dedication and fueling station ribbon June 18 at 9am. Trillium will be doing demonstrations of fueling the buses.

AMTRAN will be donating some of the old GMC's to groups interested and capable of restoring them. Eric has put together an application for interested parties to submit the qualifications and resources. The remaining GMC's will be auctioned online per our

usual procedure. (AMTRAN is considering the possibility of keeping one of the GMC's.)

Act 44 is causing problems due to the PA Turnpike being made to support public transportation with its funding. It is becoming un-sustainable. This is being looked at through PPTA.

AMTRAN has now a part-time cleaner Holly Kemper, and she is doing a very good job. At the next board meeting there should be more information on two part-time driver hires.

Local Share Resolution

Eric respectfully requests a resolution certifying the local share requirement for state operating funding in the amount of \$165,377 from the City of Altoona, Logan Township, Allegheny Township, Hollidaysburg Borough, and Penn State Altoona.

Denny Stewart made the resolution to approve the local share requirement for state operating funding with Tony Roscia making the second and it then passed unanimously.

Pay Rates for 2018-2019

The collective bargaining agreement calls for a 2.8% increase in wages for the coming year. Traditionally, we match the union increase for non-union workers as well.

Eric respectfully request approval for a 2.8% increase for all non-union employees effective July 1.

There was a short discussion on this and it will be looked at next year.

Tony Roscia made the motion for the 2.8% pay raise with Denny Stewart making the second it then passed unanimously.

Operating Budget for FY 2018-19

AMTRAN distributed a draft budget at the March board meeting and are in the process of revising it. Mandy distributed the revised budget and went over it with the board.

Eric respectfully requested the board's approval on the operating budget for 2018-2019.

Denny Stewart made the motion to approve the operating budget with Dick Moran making the second; it then passed unanimously.

Tire Lease

For many years, AMTRAN has leased their bus tires. This is coming to the end of a three-year contract with Goodyear and a two-year option that will take AMTRAN to 2020. Gary has researched this and confirms that the option price is still competitive.

Eric respectfully requests approve of the two-year lease option.

Tony Roscia made the motion to approve the Goodyear two-year lease option. Dick Moran made the second and it then passed unanimously.

Capital Project update

Brent Cartwright presented the report which looks at projects completed or near completion. Some items on this list were the windows replaced in the Trolleyworks, the punch list that will be completed by J. C. Orr for the transit center, Battery Barn punch list, seal-coating and line painting of the Amtran parking lot.

There was a short question and answer session, with no board action on this issue

Executive Session

Chairman Scott Cessna called an Executive Session to discuss a personnel and potential litigation issue.

After the Executive Session, Attorney Benjamin stated that the board meeting was now reconvened in an open session following the Executive Session for purposes of personnel and potential litigation. The following motions were voted upon after an opportunity for public comment of which there was none..

The motion to approve the engagement of Attorney Anthony Scialabba as special counsel for purposes of matters pertinent to AMTRAN's Section 457(b) retirement plan as of March 30, 2018, at an initial flat rate of \$2,500 and an hourly rate of \$595 per hour for additional services incurred thereafter.

Denny Stewart made the motion to pass the engagement of Attorney Anthony Scialibba with Dick Moran making the second, it then passed unanimously.

Motion to approve a Resolution memorializing the AMTRAN Governmental Section 457(b) Plan, a corresponding Adoption Agreement, and all corresponding plan documents effective as of May 20, 2002 and further authorizing the Board President and Solicitor to take any and all actions necessary to effectuate same: provided, however, that the entirety of this authorizing motion shall be contingent upon the final approval of the Solicitor and AMTRAN's special counsel.

Tony Roscia made the motion to approve the Resolution with Dick Moran making the second, it then passed unanimously.

Motion to approve the Final Fee proposal of Mass Mutual for management of the assets of AMTRAN's Governmental Section 457(b) Plan, for an estimated total plan cost of 2.09% of the total plan assets plus administrative fees in accordance with the Proposal, and further authorizing the Board President and Solicitor to take any and all actions necessary to effectuate same; provided, however, that the entirety of this authorizing motion shall be contingent upon the final approval of the Solicitor and AMTRAN's special counsel.

The motion to approve the Final Fee was made by Tony Roscia and seconded by Bob Reifsteck it then passed unanimously.

Motion to approve a proposed service agreement with retirement plan consultant M2B at a base rate of \$1,000 up certain prospective administrative fees and authorizing the Board President and the Solicitor to take any and all actions necessary to effectuate same' provided, however, that the entirety of this authorizing motion shall be contingent upon the final approval of the Solicitor and AMTRAN's special counsel.

This motion to approve the proposed service agreement with third party administrator M2B was made by Denny Stewart and seconded by Dick Moran it then passed unanimously.

The board adjourned with no further business.

Respectfully submitted by
Susan C. McKelvey, Administrative Assistant