

Northern New England Passenger Rail Authority



December 2015



Board of Directors Briefing Materials

December 14, 2015

**NNEPRA Office
75 West Commercial Street
Suite 104
Portland, Maine 04101**



BOARD of DIRECTORS MEETING AGENDA

December 14, 2015

12:30pm

1. Motion to go into executive session

1:00pm

2. Motion to open Public Session
3. Approval of Minutes from October 2015 Meeting
4. Performance Update
5. Finance Report
6. Layover Construction update
7. Executive Director's Report
8. Other Business
9. Public Comment
10. Next Scheduled Meeting: January 25, 2016



**Minutes of the Annual Meeting of the Board of Directors
Northern New England Passenger Rail Authority**

October 21, 2015

Saco City Hall Auditorium, Saco, Maine

Directors in attendance:

Mr. Martin Eisenstein, Mr. Dana Connors, and Mr. David Bernhardt

Staff in attendance:

Ms. Patricia Quinn, Ms. Marina Douglass, Mr. Brian Beeler, Ms. Natalie Bogart, Mr. James Russell and Ms. Theresa Diffin

Interested parties:

Mr. Thompson, AVCOG; Ms. Demetriou, Epicurean Feast; Mr. Corcoran, Amtrak; Ms. Edwards, Freeport USA; Ms. Granholm, Freeport USA; Mr. Bonney, Freeport Train and Information Center; Mrs. Eisenstein; Mr. Smith, MacPage; Ms. Pelkey, Saco Volunteer; Ms. Harris, All Aboard Brunswick; Mr. Hall, TrainRiders Northeast; Mr. Pesci, UNH; Mr. Davis, TrainRiders Northeast; Mr. Sutherland, City of Saco; Ms. deSilva, Rinck Advertising; Mr. Mitchell, Rinck Advertising; Ms. Wagner, Rinck Advertising; Mr. King, Pan Am Railways; Mr. Duene, Pan Am Railways; Mr. Beecher, Pan Am Railways; Ms. Boochever, All Aboard Brunswick; Mr. Sanburn, Concord Coach Lines; Mr. Lord, TrainRiders Northeast; Mr. Fox, City of Saco; Mr. Mann, City of Saco; Mr. LaFlamme, Bicycle Coalition of Maine; Mr. Sleeper, Trainriders Northeast; and Mr. Grasso, North American Traveler

Commencement:

Vote to open Public Session at 6:16 pm

Mr. Eisenstein welcomed everyone to the Northern New England Passenger Rail Authority's Annual Board Meeting. He introduced Mr. Kevin Sutherland, the new Administrator of the City of Saco and thanked him for his hospitality.

No quorum. Dispense with votes.

Minutes of August 24, 2015 Meeting (vote dispensed until the next board meeting)

THE YEAR IN REVIEW

The NNEPRA Staff provided a review of FY2015 noting a series of challenges and the disappointing numbers. The 411 trains cancelled and 291 interrupted due to a series of weather and construction-related activities, negatively affected both ridership and revenue, On Time Performance and Customer Satisfaction.

The Staff presented a recap of FY2015.

The George J. Mitchell Award for Public Service was presented to All Aboard Brunswick. The local organization stood up for the Downeaster service even though there was opposition from the Brunswick West Coalition. Emily Boochever, Claudia Knox and Allison Harris were recognized by receiving the award.

Mr. Eisenstein thanked the NNEPRA Staff. He also recognized, Mr. Sleeper for intervening on behalf of NNEPRA in the proceedings before the DEP and also Mr. Lord for his commentary and photography.

FINANCE REPORT – Marina Douglass

Ms. Douglass presented the August and September budget variance report.

Other business:

Ms. Quinn thanked the Board for their leadership and support of the Staff and of the Downeaster service.

Ms. Quinn announced that pets are now allowed on the Downeaster. Mr. Corcoran said they had their first pet go round trip and it worked out well.

Public Comment

Mr. Mann, Economic Development for the City of Saco stated they were glad to have NNEPRA here and appreciated the transportation services brought to this location by the Downeaster.

Adjourned: 7:20 pm

NEXT MEETING: November 23, 2015

DOWNEASTER PERFORMANCE STATISTICS					
October 2015					
Performance Stats	Ridership	Revenue	Fare/Pax	Pass Mi	Mi/Pax
Actual Oct 2015	41,868	\$ 707,151	\$ 16.89	3,263,185	78
Actual Oct 2014	41,647	\$ 682,079	\$ 16.38	3,298,052	79
FY2016 Year to date	166,054	\$2,810,454	\$ 16.92	13,205,548	80
FY2015 Year to date*	183,445	\$3,176,742	\$ 17.32	15,286,403	83
City Pair Ridership					
October 2015	#Riders	Revenue	Avg Fare	% Total Riders	% Total Revenue
Boston-North - Portland	9,237	\$202,658	\$ 21.94	22%	29%
Boston-North - Exeter	5,793	\$72,811	\$ 12.57	14%	10%
Boston-North - Durham	5,435	\$97,847	\$ 18.00	13%	14%
Boston-North - Dover	3,284	\$52,803	\$ 16.08	8%	7%
Boston-North - Saco	2,376	\$46,246	\$ 19.46	6%	7%
Boston-North - Wells	3,150	\$52,863	\$ 16.78	8%	7%
Boston-North - Brunswick	1,530	\$37,934	\$ 24.79	4%	5%
Boston-North - Haverhill	2,735	\$28,342	\$ 10.36	7%	4%
Boston-North - Freeport	411	\$9,488	\$ 23.09	1%	1%
Total	33,951	\$600,992	\$ 17.70	81%	85%
On Time Performance	Average overall OTP for October 2015				
	67.10%				
100%	None				
90-99%	687,689				
80-89%	682,688,694,696				
Below 80%	680,681,683,684,685,686,690,691,692,693,695,697,698,699				
Customer Satisfaction Score		DowneasterSeptember 2015		AmtrakSeptember 2015	
Overall CSI		91%		86%	
Overall Cleanliness of Train		90%		87%	
Friend. /Helpful of Conductors		94%		90%	
Friendliness of Café Attendent		n/a		87%	
Quality of Café Food		n/a		78%	
Overall Café Experience		n/a		79%	

PRELIMINARY VARIANCE REPORT - October 2015							
	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Year to Date Percent
Revenues							
Operating Revenue							
Amtrak Ticket Revenue	707,151	619,197	87,954	2,810,453	2,715,637	94,816	3%
Food Service Revenue	40,743	60,920	(20,177)	212,452	260,994	(48,542)	-19%
Advertising Revenue	0	0	0	840	840	0	0%
Parking Lot Revenue	45,868	45,440	428	144,830	141,576	3,254	2%
Interest on Accounts	305	334	(29)	1,661	1,369	292	21%
Other Revenue	33,526	12,547	20,979	82,532	53,650	28,883	54%
Total Operating Revenues	827,592	738,438	89,154	3,252,768	3,174,065	78,703	2%
Expenses							
Wages and Benefits							
Permanent Full-Time	29,755	29,755	0	119,703	119,703	0	0
Benefits	17,250	17,250	0	63,419	63,419	0	0
Total Wages and Benefits	47,005	47,005	0	183,122	183,122	0	0%
Administration							
Office Expenses	8,383	8,162	221	34,505	38,966	(4,461)	-11%
Professional Services	11,098	12,833	(1,736)	85,739	49,083	36,656	75%
Insurance	2,446	2,447	(1)	9,784	9,787	(3)	0%
Board Operations	1,220	1,294	(74)	5,309	5,175	134	3%
Total Administration Expense	23,146	24,735	(1,589)	135,337	103,011	32,326	31%
Train Operations							
Amtrak Operations	1,083,606	1,089,174	(5,568)	3,999,429	3,995,747	3,682	0%
Train Fuel Cost	125,221	299,250	(174,030)	527,843	1,038,197	(510,354)	-49%
PanAm	107,188	108,454	(1,267)	428,391	433,458	(5,067)	-1%
Other Train Operations	4,999	5,202	(203)	16,533	16,165	368	2%
Insurance	1,290	1,988	(698)	5,160	6,564	(1,404)	-21%
Layover Facility	11,906	11,838	68	42,144	39,889	2,255	6%
Capital Maintenance	0	0	0	21,722	2,815	18,907	0%
Total Train Operations	1,334,210	1,515,906	(181,696)	5,041,223	5,532,835	(491,612)	-9%
Station Operations							
Portland Station	28,100	28,100	0	112,400	112,400	0	0%
Platform Ins	10,767	10,767	0	43,068	43,068	0	0%
Station Platform Leases	0	0	0	31,813	31,813	0	0%
Other Station Improvements	0	0	0	834	834	0	0%
Total Station Operations	38,867	38,867	0	188,115	188,115	0	0%
Food Service							
Regular	58,951	75,710	(16,759)	272,724	318,149	(45,425)	-14%
Total Food Service	58,951	75,710	(16,759)	272,724	318,149	(45,425)	-14%
Marketing	49,316	49,316	0	105,282	105,300	(18)	0%
Total Marketing	49,316	49,316	0	105,282	105,300	(18)	0%
Total Expenses	1,551,495	1,751,539	(200,044)	5,925,803	6,430,532	(504,730)	-8%
Additional Funding Required	723,903	1,013,101	(289,198)	2,673,035	3,256,467	(583,432)	-18%