

Northern New England Passenger Rail Authority



March 2016



Board of Directors Briefing Materials

March 31, 2016

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

AmtrakDowneaster.com



BOARD of DIRECTORS MEETING AGENDA

March 31, 2016

12:15pm Motion to open Executive Session pursuant to:

1. 1 MRS § 405(6)(C), 1 MRS § 405(6)(E), and 23 MRS § 8115-A to discuss with counsel negotiations with Forefront Partners I, LP for the exchange of property on Thompson's Point.
2. 1 MRS § 405(6)(E) and 23 MRS § 8115-A to discuss with counsel negotiations with Amtrak regarding possible amendments to the Amtrak-NNEPRA service agreement.
3. 1 MRS § 405(6)(E) and 23 MRS § 8115-A to discuss with counsel negotiations regarding the licensing of NNEPRA's service marks.

1:00pm Motion to open Public Session

1. Approval of Minutes from January 2016 Meeting
2. Performance Update
3. Finance Report
4. Layover Construction update
5. Thompson's Point Land Swap
6. Executive Director's Report
7. Public Comment

Next Scheduled Meeting: April 25, 2016



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

January 25, 2016
Portland, Maine

Directors in attendance:

Mr. Martin Eisenstein, Mr. Dana Connors, Mr. John Bubier, Ms. Sue Moreau, Mr. Ronald McKinnon and Ms. Carolann Ouellette

Staff in attendance:

Ms. Patricia Quinn, Ms. Marina Douglass, Mr. Brian Beeler, Mr. James Russell, and Mr. Stephen Houdlette

Interested parties:

Mr. Steve Corcoran, Amtrak; Mr. William White, Amtrak; Mr. Wayne Davis, TrainRiders Northeast; Ms. Emily Boochever, All Aboard Brunswick; Ms. Alison Harris, All Aboard Brunswick; Ms. Nelia Dunbar, All Aboard Brunswick; Mr. Charles Dunbar, All Aboard Brunswick; Ms. Kathy Wilson, Brunswick Town Council; Mr. Dana Knapp, Concord Coach, Mr. William Lord, TrainRiders Northeast, Claudia Knox, All Aboard Brunswick and Norma Jean Griffiths, Federal Railroad Administration.

Commencement:

Vote to open Public Session at 12:30 PM

Motion: Mr. Connors

Seconded: Mr. McKinnon

Accepted: All

Vote to go into Executive Session at 12:32 PM

Motion: Mr. Bubier

Seconded: Mr. Connors

Accepted: All

Per 1 MRS Section 405(6) (C) and 23 MRS Section 8115-A to discuss negotiations to the Amtrak contract.

Motion to re-open Public Session

Motion: Mr. Bubier

Seconded: Mr. McKinnon

Accepted: All

Out of Executive Session into Public Session at 1:10 pm

Minutes of December 14, 2015 Meeting

Vote to accept minutes as presented by the staff.

Motion: Mr. McKinnon

Seconded: Mr. Connors

Accepted: All

DOWNEASTER PERFORMANCE REPORT

- Ms. Quinn introduced NNEPRA's recently hired Data Specialist, Stephen Houdlette.
- Ms. Quinn reviewed the Downeaster Performance Report FY2016 to-date.
- Ms. Quinn described current marketing initiatives. She also noted that Marketing Director Natalie Bogart and her husband, Dave, became the proud parents of baby Colton Michael on January 3, 2016. All are doing well, and Natalie is expected to return to work in early April.
- Mr. Beeler reviewed the On Time Performance and Customer Satisfaction Index Scores.
- Mr. Beeler gave an update on the Pets on Board policy. The Downeaster is the Amtrak nationwide test service for allowing pets aboard at unmanned stations. Mr. Corcoran stated that there were no issues to date with the conductors, passengers or pets with the new policy.

FINANCE REPORT – Marina Douglass

- Ms. Douglass presented the December Year to Date budget variance report.

Vote to accept Finance Report for December Year to Date.

Motion: Mr. Connors

Seconded: Mr. Bubier

Accepted: All

EXECUTIVE DIRECTOR AND STAFF REPORTS

Brunswick Layover Facility.

- Mr. Russell presented a slideshow of the layover construction progress.



- Ms. Quinn stated that she is coordinating with Amtrak and Drummac on an operating plan for when the Layover facility is complete in September 2016.

Other Business

Ms. Quinn reported on the status of the NNEPRA-MBTA Doubletrack Project. The project is progressing with long lead material procurements. Construction is scheduled to continue through the year.

Ms. Quinn updated the status of NNEPRA Board appointments. Mr. Eisenstein has submitted his paperwork to the Governor's office to renew his term of Chairman of the Board. Mr. Bubier has the paperwork for renewal and has not filed yet.

Ms. Quinn and Mr. Russell met with Kennebunk municipal officials regarding the proposed Downeaster stop. Kennebunk is hoping to have a temporary platform in place by the end of 2016. A permanent platform is projected to be complete by 2018.

Ms. Quinn also announced the Mr. White and his partner recently had a baby boy, William J. III, weighing in at 10 pounds 1 ounce.

Ms. Griffiths was introduced as the Federal Railroad Administration regional supervisor of railroad trespassing and crossings.

Votes:

1. That, in accordance with 5 M.R.S. §§ 12005-A and 12007, Marina Douglass is appointed to replace Theresa Diffin as the Clerk of the Board, to serve until a successor is

appointed. In addition to submitting the annual report required by 5 M.R.S. § 12005-A, the Clerk of the Board's duties are to publish notice of board meetings; record board meeting minutes; and, keep all records of all votes and minutes of the meetings.

Motion: Mr. Bubier
Seconded: Mr. Connors
Accepted: All

2. Accept the Reports due to OPEGA in response to Section 12023 to include:
 - a. Per subsection A: A list of procurements exceeding \$10000 for which the competitive procurement process was waived;
 - b. Per subsection B: A list of contributions exceeding \$1,000; and,
 - c. Per subsection C: A description of changes made to applicable written policies and procedures.

Motion: Mr. Bubier
Seconded: Mr. Connors
Accepted: All

3. Vote to accept the FY2015 NNEPRA Financial Audit prepared by MacPage.

Motion: Mr. Bubier
Seconded: Mr. Connors
Accepted: All

Public Comment

Vote to adjourn: 2:35 pm
Motion: Mr. McKinnon
Seconded: Mr. Bubier
Accepted: All

NEXT MEETING: March 28, 2016

Downeaster Performance FY2016 To Date

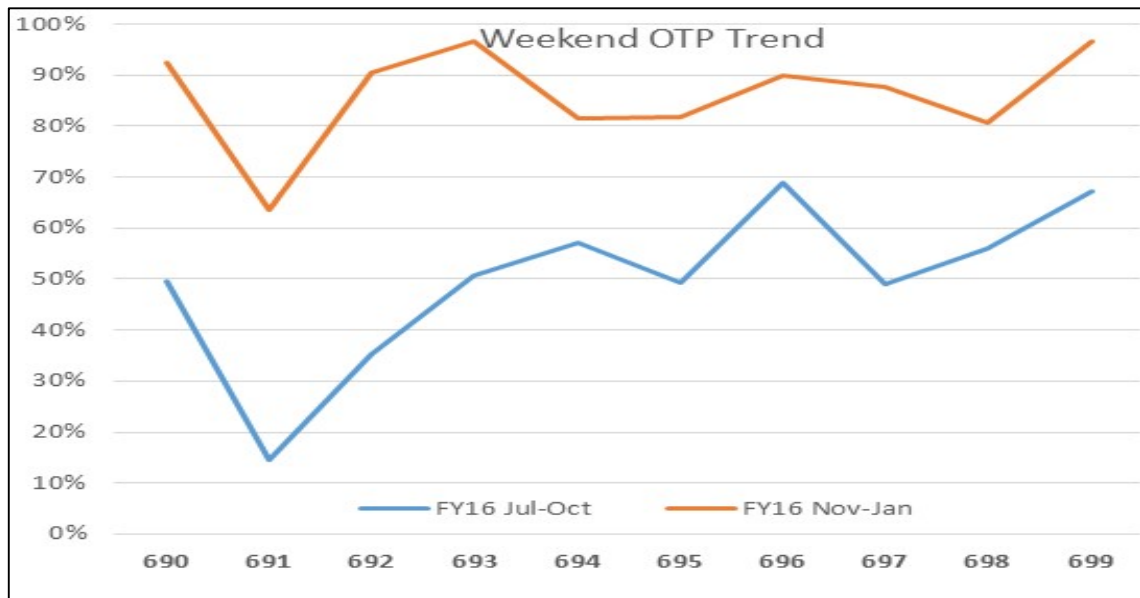
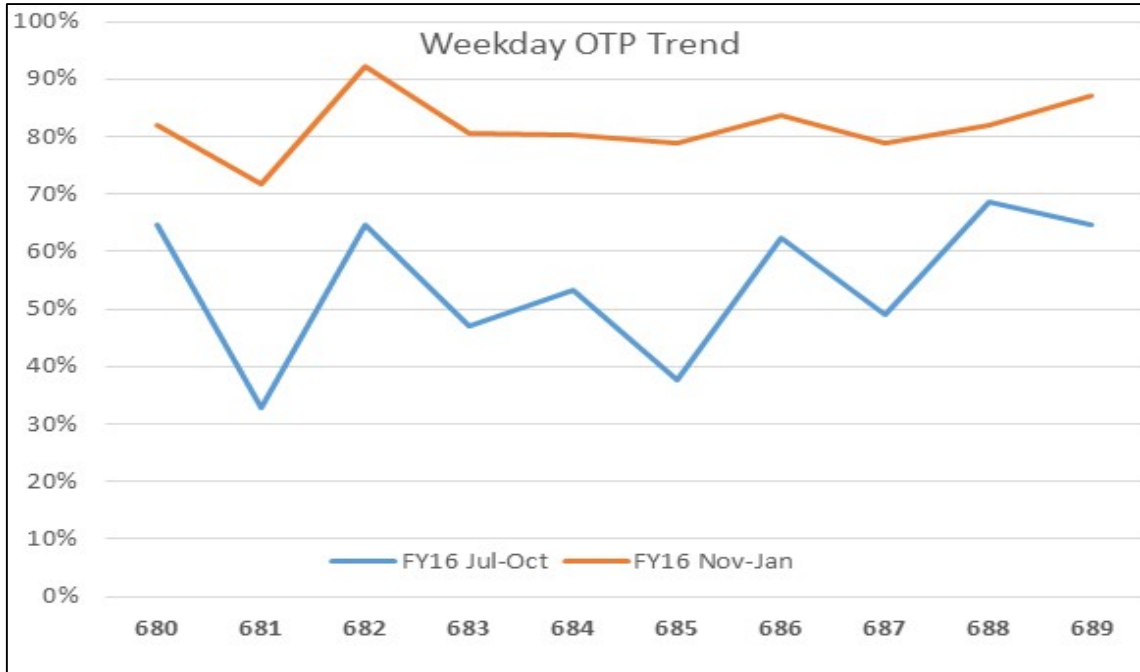
RIDERSHIP						
	FY16 Actual	FY15 Actual	FY16 Target	Variance to Target		Passenger Miles
July	37,349	45,313	34,100	3,249	10%	2,788,483
August	46,215	51,974	48,050	(1,835)	-4%	3,941,361
September	40,622	44,511	42,000	(1,378)	-3%	3,212,519
October	41,868	41,647	37,802	4,066	11%	3,263,185
November	39,588	35,172	42,000	(2,412)	-6%	3,138,823
December	38,010	36,571	38,689	(679)	-2%	3,153,798
January	30,949	34,931	34,931	(3,982)	-6%	2,474,589
February	35,954	29,317	33,600	2,354	7%	tbd
Total	310,555	319,436	311,172	(617)	1%	

REVENUE						
	FY16 Actual	FY15 Actual	FY16 Target	Variance to Target		Avg Fare
July	\$ 587,570	\$ 802,685	\$ 562,650	24,920	4%	\$ 15.73
August	\$ 819,638	\$ 932,140	\$ 816,850	2,788	0%	\$ 17.74
September	\$ 696,094	\$ 759,839	\$ 716,940	(20,846)	-3%	\$ 17.14
October	\$ 707,151	\$ 682,079	\$ 619,197	87,954	14%	\$ 16.89
November	\$ 689,591	\$ 628,191	\$ 750,120	(60,529)	-8%	\$ 17.42
December	\$ 670,971	\$ 653,631	\$ 691,372	(20,401)	-3%	\$ 17.65
January	\$ 523,381	\$ 616,371	\$ 616,532	(93,151)	-15%	\$ 16.91
February	\$ 618,814	\$ 532,283	\$ 598,080	20,734	3%	\$ 17.21
Total	\$5,313,211	\$5,607,219	\$5,371,741	(58,530)	-1%	\$ 17.11

CUSTOMER SATISFACTION INDEX (CSI)				
	January 2016	Downeaster	Amtrak	FY to Date
Overall Customer Satisfaction		92	86	88
Value of Amtrak Service for Price Paid		89	81	87
Overall Cleanliness of Train		90	85	90
Clarity of Announcements		85	80	83
Friendliness/Helpfulness of Train Conductor		94	90	93
Friendliness/Helpfulness of Café Car Personnel		95	87	92
Quality/Freshness of Food in Café Car		89	78	84
Overall Experience in Café Car		91	80	86

ON TIME PERFORMANCE (OTP)						
	October	November	December	January	February	March
FY16	67%	85%	86%	79%	77%	93%*
FY15	24%	16%	61%	37%	5%	25%

*Mar 1-28



PRELIMINARY VARIANCE REPORT - JANUARY 2016							
	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	523,381	616,532	(93,151)	4,694,397	4,773,661	(79,264)	0
Food Service Revenue	33,685	56,293	(22,608)	346,677	447,322	(100,646)	0
Advertising Revenue	0	0	0	840	840	0	0%
Parking Lot Revenue	46,322	40,200	6,122	249,920	234,776	15,144	6%
Interest on Accounts	404	334	71	2,732	2,370	362	15%
Other Revenue	22,798	12,507	10,291	146,016	91,211	54,805	60%
Total Operating Revenues	626,591	725,867	(99,276)	5,440,582	5,550,181	(109,600)	-2%
Expenses							
Wages and Benefits							
Permanent Full-Time	26,317	26,317	0	211,994	211,994	0	0
Benefits	15,609	15,609	0	114,384	114,384	0	0
Total Wages and Benefits	41,925	41,925	0	326,378	326,378	0	0%
Administration							
Office Expenses	10,986	14,482	(3,496)	62,240	76,248	(14,008)	-18%
Professional Services	5,147	8,583	(3,437)	115,937	74,833	41,104	55%
Insurance	2,446	2,691	(245)	17,121	17,616	(494)	-3%
Board Operations	1,538	1,379	159	9,164	9,227	(64)	-1%
Total Administration Expenses	20,117	27,136	(7,019)	204,462	177,924	26,538	15%
Train Operations							
Amtrak Operations	1,076,426	1,170,750	(94,324)	7,241,750	7,603,416	(361,666)	-5%
Train Fuel Cost	130,026	299,250	(169,224)	946,351	2,094,750	(1,148,399)	-55%
PanAm	107,188	108,454	(1,267)	749,954	758,821	(8,867)	-1%
Other Train Operations	2,320	3,702	(1,381)	24,471	27,271	(2,800)	(1)
Insurance	1,290	1,988	(698)	9,030	12,527	(3,497)	-28%
Layover Facility	14,857	12,936	1,921	83,977	77,113	6,863	9%
Capital Maintenance	1,207	600	607	22,930	3,880	19,050	5
Total Train Operations	1,333,315	1,597,680	(264,365)	9,078,463	10,577,777	(1,499,314)	-14%
Station Operations							
Portland Station	33,601	33,801	(200)	202,201	202,401	(200)	0%
Platform Ins	10,767	12,598	(1,831)	75,368	79,030	(3,662)	-5%
Station Platform Leases	0	0	0	31,813	31,813	0	0%
Other Station Improvements	2,510	1,437	1,073	3,870	2,815	1,055	37%
Total Station Operations	46,878	47,836	(958)	313,252	316,059	(2,807)	-1%
Food Service							
Regular	58,912	73,459	(14,547)	474,602	553,995	(79,392)	-14%
Total Food Service	58,912	73,459	(14,547)	474,602	553,995	(79,392)	-14%
Marketing							
Marketing	44,077	44,077	0	228,160	228,160	0	0%
Total Marketing	44,077	44,077	0	228,160	228,160	0	0%
Total Expenses	1,545,224	1,832,112	(286,888)	10,625,317	12,180,293	(1,554,976)	-13%
Additional Funding Required	918,633	1,106,245	(187,612)	5,184,736	6,630,112	(1,445,376)	-22%

PRELIMINARY VARIANCE REPORT - FEBRUARY 2016							
	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	618,814	598,080	20,734	5,313,211	5,371,741	(58,531)	0
Food Service Revenue	45,232	54,148	(8,916)	391,909	501,470	(109,562)	0
Advertising Revenue	280	280	0	1,120	1,120	0	0%
Parking Lot Revenue	33,468	29,000	4,468	283,388	263,776	19,612	7%
Interest on Accounts	320	334	(14)	3,052	2,704	348	13%
Other Revenue	21,356	12,507	8,848	167,372	103,719	63,653	61%
Total Operating Revenues	719,470	694,350	25,120	6,160,052	6,244,531	(84,479)	-1%
Expenses							
Wages and Benefits							
Permanent Full-Time	29,022	29,022	0	236,998	236,998	0	0
Benefits	16,319	16,319	0	130,702	130,702	0	0
Total Wages and Benefits	45,340	45,340	0	367,700	367,700	0	0%
Administration							
Office Expenses	8,047	10,732	(2,685)	70,287	86,979	(16,692)	-19%
Professional Services	13,157	8,583	4,574	129,094	83,417	45,677	55%
Insurance	2,630	2,691	(61)	19,751	20,307	(556)	-3%
Board Operations	854	1,379	(525)	10,018	10,606	(589)	-6%
Total Administration Expenses	24,688	23,386	1,302	229,150	201,309	27,841	14%
Train Operations							
Amtrak Operations	1,080,083	1,170,750	(90,667)	8,321,833	8,774,166	(452,333)	-5%
Train Fuel Cost	118,295	299,250	(180,955)	1,064,646	2,394,000	(1,329,354)	-56%
PanAm	107,188	108,454	(1,267)	790,047	867,275	(77,228)	-9%
Other Train Operations	2,186	3,702	(1,515)	26,657	30,972	(4,315)	(1)
Insurance	1,290	1,988	(698)	10,320	14,514	(4,194)	-29%
Layover Facility	11,220	14,316	(3,097)	95,196	91,430	3,767	4%
Capital Maintenance	0	600	(600)	22,930	4,480	18,450	4
Total Train Operations	1,320,262	1,599,060	(278,798)	10,331,631	12,176,837	(1,845,206)	-15%
Station Operations							
Portland Station	28,900	29,100	(200)	231,101	231,501	(400)	0%
Platform Ins	10,767	12,598	(1,831)	86,135	91,628	(5,493)	-6%
Station Platform Leases	0	0	0	31,813	31,813	0	0%
Other Station Improvements	0	1,437	(1,437)	3,870	4,252	(382)	-9%
Total Station Operations	39,667	43,135	(3,468)	352,919	359,194	(6,275)	-2%
Food Service							
Regular	65,069	70,553	(5,484)	539,671	624,548	(84,877)	-14%
Total Food Service	65,069	70,553	(5,484)	539,671	624,548	(84,877)	-14%
Marketing	10,453	10,453	0	238,613	238,613	0	0%
Total Marketing	10,453	10,453	0	238,613	238,613	0	0%
Total Expenses	1,505,479	1,791,927	(286,448)	12,059,684	13,968,202	(1,908,518)	-14%
Additional Funding Required	786,009	1,097,577	(311,568)	5,899,632	7,723,671	(1,824,039)	-24%