
FY20 Board Briefing Materials

May 22, 2020

Virtual Meeting

10:00am Public Session

Facebook comment from Stephen G.

“When you start running again people like me (visually impaired) will be able to get our freedom back.”

For More Information

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**NORTHERN NEW ENGLAND
PASSENGER RAIL AUTHORITY**

NNEPRA FY2020 Action Plan

Core Objectives:

- Support and maintain a culture of safety.
- Maintain compliance with all regulations
- Enhance public benefits associated with the Downeaster.
- Work to secure a stable, dedicated and equitable funding mechanisms to sustain Downeaster operations and continued capital investments in the Downeaster Corridor.

Meet or exceed projected Downeaster Performance Benchmarks

- 50% Total Cost Recovery
- 85% On Time Performance
- 87% Café Cost Recovery in Café
- 93% Overall Customer Satisfaction

Improve Downeaster Service Efficiency

- Increase revenue on peak trains
- Explore new schedule options
- Increase performance on off-peak trains
- Improve cost recovery in Café

Improve Passenger Services & Communication

- Promote and improve connectivity to Amtrak network
- Seek ways to improve bicycle access
- Improve/promote last mile connectivity
- Enhance Station experience for passengers

Sponsor Capital Projects to improve safety, service quality and efficiency

- Royal Siding
- Dover Yard Siding
- Rockingham Siding
- Wells Siding

Explore Options for Service Improvement/Expansions

- Explore Portland Station improvement options and alternatives
- Implement a pilot for seasonal service on the Rockland Branch
- Develop a service plan for WEM-POR inbound commuter trip.
- Explore shuttle service between Westbrook/Rock Row development and Portland
- Explore feasibility of a platform at West Falmouth Crossing
- Support next steps of L/A Service Plan

NNEPRA BOARD of DIRECTORS

May 22, 2020

Northern New England Passenger Rail Authority

Virtual Zoom Meeting

10:00am Vote to open meeting

- Welcome and Introductions
 - Ground rules for new virtual format
- Approval of Minutes from April 2020 Board Meeting
- Performance Update
 - Service Restoration and Recovery
- Finance Update
- Project Updates
- Other Business
- Public Comment

Next Meeting: TBD

Minutes of the Meeting of the Board of Directors

Northern New England Passenger Rail Authority



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

April 10, 2020

Directors in attendance via Zoom Teleconference:

Mr. John Melrose, Chairman; Mr. Ron McKinnon, Treasurer; Mr. Brian Hobart; Mr. Bruce Van Note

Staff in attendance via Zoom Teleconference:

Ms. Patricia Quinn, Mr. Brian Beeler, Ms. Natalie Bogart, Ms. Jennifer Crosby, Mr. William Gayle, Ms. Leslie Guerrette, Mr. Stephen Houdlette, Mr. Jim Russell.

Interested parties via Zoom Teleconference:

Mr. Stephen Corcoran, Amtrak; Kevin Chittenden, Amtrak; Mr. Dana Knapp, Concord Coach Lines; Mr. Joel Glass; Mr. Paul Wiess; Mr. Nat Rosenblatt, Esquire; Mr. Stanley Koski, Maine Rail Group; Mr. Nate Moulton, Maine Department of Transportation; Mr. Richard Rudolph, Maine Rail Group; Mr. Pem Schaffer; Mr. Robert Tall.

Opening Remarks

Motion to open Public Session at 10:00am

Motion: Mr. Hobart

Seconded: Mr. McKinnon

Accepted: All

Vote to accept the January 2020 minutes as amended to reflect a correction to the ridership total through December of 308,125

Motion: Mr. Hobart

Seconded: Mr. Van Note

Accepted: All

PERFORMANCE UPDATE – Patricia Quinn

- Ms. Quinn provided an overview of performance from FY2020 through February.
- Performance across all measures was strong in the lead up through February.
 - Downeaster Ridership from July 2019 through February 2020 was four percent above target.
 - Downeaster Revenue from July 2019 through February 2020 was three percent above target.
 - Customer Satisfaction continued to be strong with January at 93 percent with seven categories dealing with customer service and cleanliness rated above 90 percent.
 - On-Time Performance in January and February was 80 percent while Customer On-Time Performance was 94 percent in January and 91 percent in February.

VARIANCE UPDATE – Patricia Quinn

- Ms. Quinn provided an overview of the FY2020 Variance Report.
- In February, total revenue was \$960,024, three percent above the target. Ticket revenue in February was \$827,930 five percent over projection. Revenue from food service totaled \$64,635, down 22 percent from the target with parking revenue on target at \$40,820. Fiscal-Year-To-Date, total revenue was \$8,822,500 or almost four percent above the target for FY20.

Vote to accept the Variance Report

Motion: Mr. Hobart
Seconded: Mr. Van Note
Accepted: All

IMPACTS OF COVID – Patricia Quinn

Ms. Quinn provided an overview of the impacts on ridership and revenue as a result of the COVID-19 epidemic:

- Presented COVID-19 Timeline graphic depicting the impact of significant COVID related milestones on ridership.
- As a result of COVID, there were roughly 29,000 fewer riders than projected in March.
- Revenue was reduced by roughly \$500,000 less than projected in March resulting in Fiscal-Year-To-Date revenue is approximately \$285,000 less than projected.
- Ms. Quinn provided an overview of the CARES Act and the resulting \$25 billion available for transit agencies as well as \$1 billion for Amtrak with \$239 million set aside specifically for state-supported routes.

A discussion was held among the Board of Directors regarding the overview and actions to take. Chairman Melrose outlined key discussion points related to making a Board decision to either suspend service temporarily or reduce service to one round trip. Mr. McKinnon suggested examining the liability insurance NNEPRA holds, Ms. Quinn clarified that passengers on the train are covered through Amtrak's insurance policy while NNEPRA's insurance covers liability at the platform.

Mr. Van Note noted that the policy decision rests with the Board and noted that in discussions with surrounding states, most have suspended transit services. Mr. Van Note suggested using Executive Order 28 as the guide to reduce or temporarily suspend service through April 30 and let the data from the public health experts determine if that date needs to be adjusted. Mr. McKinnon and Mr. Hobart agreed with following the guidance of executive orders and noted that public health concerns are the priority. Chairman Melrose agreed and highlighted the need to monitor the situation in Boston and Massachusetts in order to gauge service level. Mr. Van Note reiterated the need for public safety and as the data changes then the Board could reconvene to assess how best to move forward.

When asked about Amtrak's ability to reinstate service, Mr. Chittenden noted that they would need a two-week advance notice unless it was a prolonged service outage.

Chairman Melrose requested comments from the public on the presentation and feedback on a planned service suspension. Mr. Paul Weiss appreciate the deliberations among the Board. Mr. Weiss recommended keeping limited service as the Downeaster is an important public service and did not think it was a good idea to shut down service. Mr. Weiss noted further that the service should adapt to provide service as safe as possible.

Vote On Motion to Temporarily Suspend Service

Following public comment, the Board held a vote on the following motion:

Motion to suspend Downeaster operations until Executive Order 28 is no longer in effect which is currently scheduled for April 30, and further, that the Board plan to restart Downeaster operations within two weeks of the expiration Executive Order 28.

Motion: Mr. Hobart
Seconded: Mr. McKinnon

Accepted: All

OTHER BUSINESS

Ms. Quinn provided a brief update on projects. A discussion was held regarding project to advance during the service disruption to reduce the impact on passengers when service resumes. Ms. Quinn noted that NNEPRA and Pan Am Railways are working to identify projects to advance.

PUBLIC COMMENT

No public comment.

Vote to adjourn at 11:31am

Motion: Mr. Hobart

Seconded: Mr. Van Note

Accepted: All

NEXT MEETING: TBD





FY2020 Downeaster Performance Update

Fiscal Year 2020 to Date: July 2019 – April 2020

Downeaster Ridership FY20 to Date						
	FY2019 Actual	FY2020 Actual	FY2020 Target	Variance to Target	Var %	Passenger Miles
July	57,912	55,168	57,552	(2,384)	-4%	4,515,558
August	56,332	60,944	56,332	4,612	8%	5,055,002
September	39,730	47,817	50,926	(3,109)	-7%	3,820,523
October	43,784	50,363	48,104	2,259	4%	4,055,899
November	42,753	47,573	43,353	4,220	9%	3,948,559
December	40,215	46,260	41,019	5,241	11%	3,839,580
January	37,963	42,431	38,722	3,709	9%	3,521,773
February	40,460	42,817	41,269	1,548	4%	3,553,811
Pre Covid Total	359,149	393,373	377,278	16,095	4%	32,310,705
March	46,787	18,278	47,723	(29,445)	-161%	1,431,951
April	48,694	299	51,316	(51,017)	-17063%	
Current Total	454,630	411,950	476,317	(64,367)	-16%	

Downeaster Revenue FY20 to Date						
	FY2019 Actual	FY2020 Actual	FY2020 Target	Variance to Target	Var %	Average Fare
July	\$1,134,781	\$ 1,041,369	\$1,128,024	\$ (86,655)	-8%	\$ 18.88
August	\$1,088,275	\$ 1,160,971	\$1,090,024	\$ 70,947	7%	\$ 19.05
September	\$ 647,318	\$ 902,068	\$ 998,156	\$ (96,088)	-10%	\$ 18.87
October	\$ 779,541	\$ 963,346	\$ 940,433	\$ 22,913	2%	\$ 19.13
November	\$ 826,526	\$ 930,673	\$ 845,384	\$ 85,290	9%	\$ 19.56
December	\$ 796,707	\$ 925,716	\$ 814,233	\$ 111,483	12%	\$ 20.01
January	\$ 703,697	\$ 787,480	\$ 717,911	\$ 69,569	9%	\$ 18.56
February	\$ 774,464	\$ 827,930	\$ 789,892	\$ 38,038	5%	\$ 19.34
Pre Covid Total	\$6,751,309	\$ 7,539,554	\$7,324,057	\$ 215,497	3%	\$ 19.41
March	\$ 886,504	\$ 403,535	\$ 904,346	\$ (500,811)	-124%	\$ 22.08
April	\$ 917,726	\$ 37,463	\$ 972,442	\$ (934,979)	-2496%	\$ 125.29
Current Total	8,555,539	7,980,552	9,200,845	(1,220,293)	-15%	\$ 19.37

NNEPRA Draft FY2020 Board Variance Report

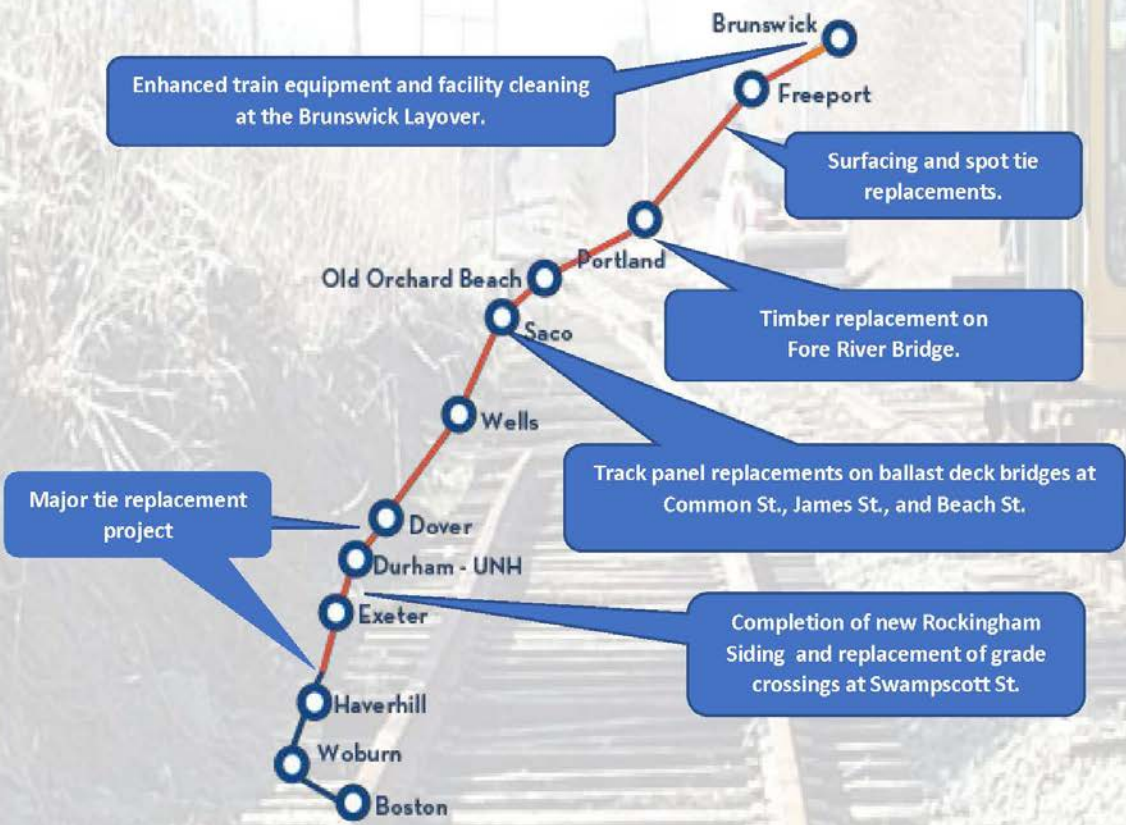
July 2019 - March 2020

	Current Month				Fiscal Year to Date			
	March Actual	March Budget	Variance	Percent	Actual	Budget	Variance	%
Revenues								
Operating Revenue								
Amtrak Ticket Revenue	\$ -	\$ 904,346	\$ (904,346)		\$ 7,943,089	\$ 8,228,402	\$ (285,313)	-3.6%
Food Service Revenue	\$ 45,222	\$ 76,357	\$ (31,135)	-69%	\$ 665,654	\$ 708,916	\$ (43,262)	-6.5%
Advertising Revenue	\$ -	\$ 83	\$ (83)		\$ 667	\$ 750	\$ (83)	-12.4%
Parking Lot Revenue	\$ 23,480	\$ 40,833	\$ (17,353)	-74%	\$ 432,989	\$ 367,500	\$ 65,489	15.1%
Interest and Other Revenue	\$ 15,950	\$ 26,418	\$ (10,468)	-66%	\$ 268,289	\$ 237,766	\$ 30,523	11.4%
Total Operating Revenues	\$ 84,652	\$ 1,048,038	\$ (963,386)	-1138%	\$ 9,310,688	\$ 9,543,334	\$ (232,646)	-2.5%
Expenses								
Administration								
Salaries & Benefits	\$ 69,444	\$ 59,649	\$ 9,795	14%	\$ 518,367	\$ 536,840	\$ (18,473)	-3.6%
Office Expenses	\$ 5,287	\$ 9,956	\$ (4,669)	-88%	\$ 81,118	\$ 89,601	\$ (8,483)	-10.5%
Professional Services	\$ 9,909	\$ 5,333	\$ 4,576	46%	\$ 123,825	\$ 48,000	\$ 75,825	61.2%
Insurance	\$ 1,500	\$ 2,180	\$ (680)	-45%	\$ 18,943	\$ 19,623	\$ (680)	-3.6%
Board Operations	\$ 1,705	\$ 1,705	\$ (0)	0%	\$ 11,671	\$ 15,346	\$ (3,675)	-31%
Total Administration Expenses	\$ 87,845	\$ 78,823	\$ 9,022	10%	\$ 753,924	\$ 709,410	\$ 44,514	5.9%
Train Operations								
Amtrak Operations	\$ 650,406	\$ 1,452,648	\$ (802,242)	-123%	\$ 11,834,520	\$ 13,073,829	\$ (1,239,309)	-10.5%
Train Fuel Cost	\$ -	\$ 176,158	\$ (176,158)		\$ 1,167,191	\$ 1,585,423	\$ (418,232)	-35.8%
Other Train Operations	\$ -	\$ 120,279	\$ (120,279)		\$ 1,139,632	\$ 1,082,514	\$ 57,118	5.0%
Facilities	\$ 18,794	\$ 24,658	\$ (5,864)	-31%	\$ 258,680	\$ 221,919	\$ 36,761	14.2%
Capital Maintenance	\$ 40,842	\$ 69,491	\$ (28,649)	-70%	\$ 472,243	\$ 625,416	\$ (153,173)	-32.4%
Total Train Operations	\$ 710,041	\$ 1,843,233	\$ (1,133,192)	-160%	\$ 14,872,265	\$ 16,589,101	\$ (1,716,836)	-11.5%
Station Operations								
Portland Station	\$ 31,300	\$ 31,300	\$ -	0%	\$ 278,500	\$ 281,700	\$ (3,200)	-1.1%
Platform Ins	\$ 11,145	\$ 11,145	\$ -	0%	\$ 93,189	\$ 100,305	\$ (7,116)	-7.6%
Station Platform Leases	\$ 3,906	\$ 3,906	\$ -	0%	\$ 31,247	\$ 35,154	\$ (3,907)	-12.5%
Other Station Improvements	\$ -	\$ 833	\$ -	0%	\$ 6,667	\$ 7,500	\$ (833)	-12.5%
Total Station Operations	\$ 46,351	\$ 47,184	\$ (833)	-2%	\$ 409,603	\$ 424,659	\$ (15,056)	-3.7%
Food Service	\$ 76,007	\$ 76,357	\$ (350)	0%	\$ 616,382	\$ 554,384	\$ 61,998	10.1%
Marketing	\$ 42,242	\$ 43,333	\$ (1,091)	-3%	\$ 351,533	\$ 390,000	\$ (38,467)	-10.9%
Total Operating Expenses	\$ 962,487	\$ 2,088,931	\$ (1,126,444)	-117%	\$ 17,003,707	\$ 18,667,554	\$ (1,663,847)	-9.8%
Additional Funding Required	\$ 877,835	\$ 1,040,894	\$ (163,058)	-19%	\$ 7,693,020	\$ 9,124,221	\$ (1,431,199)	-18.6%



Spring 2020 Projects

The Northern New England Passenger Rail Authority, in partnership with Pan Am Railways and Amtrak, are expediting the completion of a number of projects along the Downeaster rail corridor during the temporary suspension of Amtrak Downeaster service related to COVID-19.



AmtrakDowneaster.com