



Los Angeles World Airports

**STATION and CARGO MANAGERS' MONTHLY MEETING OF
January 25, 2007**

TO: LAX Station and Cargo Managers
FROM: Jens O. Rivera, Director of Airports Operations
SUBJECT: Meeting Minutes

1) LAX Airport Manager Reports – *Jens Rivera*

Mr. Rivera reported the following:

- Airbus may start testing service at LAX a couple of days in June of this year. The testing will present certain challenges which are being addressed by LAWA's Planning and Engineering groups.
- LAWA is further developing the remote bag check-in program with the airlines. It is currently just a pilot program, however, LAWA will issue an RFP to make it an official program in the near future. The LA Convention Center, Cruise Line, Union Station FlyAway and Van Nuys FlyAway are all participant locations of the current program. A remote check-in location at Parking Lot C is in development. The LAWA consultant and Bags, Inc. are making allegiances with the airlines. Of the larger airlines, Southwest is not participating yet due to some technological issues with the check-in process. The program has been reducing the number of bag inspections in the terminals and easing the pressure on the TSA and terminal congestion. All the bags from the program are being dropped either in the inter-line system at TBIT or taken to the TWA hanger and screened there.
- A new RFQ process will be implemented for ground handlers at LAX. LAWA, together with the airlines, is developing the qualification program that will set standards for ground handlers operating at LAX. LAWA expects to have the program in place and companies certified by July 1, 2007.
- There is a new Safety Policy being reviewed by the airlines. The proposed requirements are for all aircraft operating in the CTA to mate to a jet bridge. Airline comments are expected back in February. There will be a "grandfather plan" for those currently disembarking passengers on the ramp.

Mr. Rivera encouraged Station and Cargo Managers to check the airport operations website for information as well as for emailing questions and comments. Please click **airport operations** located on the left bar on <http://lawa.org>, or <http://lawa.org/aiops/default.cfm>, it will take you to the LAX Airport Manager's Office web page and links to its subdivisions: Airfield Operations, Landside Operations, Terminal Operations, and permits. Periodic updates are posted on events occurring at the airport. Mr. Rivera encouraged dialogue for good customer service and to

contact the LAX operations managers regarding questions and concerns about what is going on at LAX.

2) ADA Report – *Larry Rolon*

There is a new LAWA ADA Advisory Committee forming that will meet periodically and handle ADA issues at the airport. It has a big push from downtown. A planning meeting to establish the Committee was held that included the Commission President of the Department on Disability, LAWA Commissioner Torres-Gil, and several LAWA staff. An airline rep was invited to be on the Committee. The intent of the Committee is to be a productive forum and make LAWA's four airports the best in addressing ADA needs, and not just meet the minimum standards. The Committee will include continued work with airlines and contractors to handle those with special needs.

Mr. Rolon stated there are additional copies of the TSA publication "Screening Tips for Persons with Disabilities" available by contacting Airport Manager's Office.

Mr. Rolon is working with LAWA Public Relations to update the LAWA ADA Guide.

He also reminded the airlines that kiosk installation needs to comply with current ADA regulations.

3) South Airfield Improvement Project Update & Center Taxiway Construction Schedule – *Matt Patterson*

Mr. Patterson reported the following:

- The SAIP completed phase 3A on January 24, 2007, which included opening TWY ST, and TWY A from TWY ST to TWY A7. This allowed the closure of TWY G. Two of the four cross taxiways on the south are now completed.
- TWY U is scheduled to re-open on February 13, 2007. This will allow the closure of TWY A at Sepulveda to strengthen that bridge portion.
- The FAA performed a Cat I operation flight check of relocated RWY 25L January 7-10, 2007. The flight check passed with no problems.
- Relocated RWY 25L is scheduled to open as a Cat I runway on March 25, 2007
- The project schedule is available from the SAIP website at <http://www.lawa.org/LAX>

4) LAX Master Plan Update – *Michael Doucette*

Mr. Doucette provided a summary of the current status of the LAX Master Plan. The Master Plan was approved by City Council in December 2005 and received a Record of Decision from the FAA in May 2005. Between May 2005 and December 2005 nothing moved due to litigation. The Los Angeles City Council gave final approval on January 18, 2007 to an historic settlement of lawsuits filed against the LAX Master Plan. For the past year, LAWA has been trying to satisfy the Settlement Agreement and its requirement to look at alternatives to the North Airfield and Ground Transportation Center in the LAX Master Plan. LAWA can move forward with the other Master Plan projects, including adding gates to the west side of TBIT, the Rental Car Facility, west parking lot, etc. LAWA is working on an implementation schedule for these other projects.

LAWA has been working with the community as directed by the Settlement Agreement. Sixteen meetings have been held with the community to develop a new plan. The plans look at new terminal configurations, improvements to the CTA, and major ground access improvements. The various ideas and alternatives are being reviewed. Some are feasible; some not so feasible. Plans include improved freeway access to the CTA, possibly double-decking Century Blvd. There is a West Terminal option utilizing Westchester Parkway. Concepts are being evaluated.

By the end of January there should be a general idea of the concept to be developed in greater detail over the next 4-5 months, including costs and construction schedule for each component. Any changes to the North Airfield will require a new environmental plan associated with it. A detailed implementation plan will be needed before beginning the environmental process that will then take approximately 18 months to complete. Thus, the new plan and environmental plan is about two years out; an additional two years before LAWA will have the ability to move forward with the rest of the Master Plan.

LAWA will confer with the airlines to share information as the process moves forward.

Mr. Douceltte will come back at the February Station and Cargo Managers' meeting to show graphics on the scope of alternatives being reviewed.

5) Construction Safety Plan for TBIT & West Gate Aircraft Parking Policy – Leigh Hatayama

The TBIT refurbishment will begin on Monday January 29, 2007 and be in multiple locations. Mr. Hatayama stated there is a construction safety plan being developed and it is posted on the website at <http://www.lawa.org/aiops/TBITrsp.cfm>. Please feel free to forward it to your employees, especially the ground handlers and those that operate around TBIT. There is a quiz which is a means for you to determine if your employee is familiar with the safety plan. http://www.lawa.org/aiops/docs/TBIT_SafetyZoneTest.doc. Watch your speed, watch where you are going, watch your situation. There are additional restrictions on the number of containers and dollies entrained due to some of the tight turns to maneuver the construction. Effective January 29, 2007, there is a Terminal Ops person on the ramp monitoring the safety plan and the constructions.

Mr. Hatayama stated several gates at TBIT will be out of service due to the refurbishment projects. It adds a lot of pressure on the West Gates. There is a West Gate user policy including priority and procedure. (See attached.) As we get further along in the construction, West Gate availability will get tighter. Overnight parking will be critically short. Priority will be given to actual arrivals, departures and turn-around activities. Airlines are urged to seek other locations for overnight parking.

FAA urged airlines who are not going to use the West Gates and need to relocate aircraft to the south field, to relocate during off-peak hours. The 9-10pm hour is quickly being the daily peak hour. During that period airlines relocating aircraft can anticipate a 45-60 minute delay.

6) Escort Training Extension Update & Perimeter Security – Capt. Fitchpatrick

Capt. Fitchpatrick announced an extension of the Escort Training Program to April 1, 2007, a two month extension. However, she emphasized not to wait to schedule training classes. Detailed information can be found on the Airport Police website

<http://lawa.org/police/default2.cfm> or use the dedicated email address airportescort@lawa.org to communicate with the security coordinators. Do not show up to training unless confirmed. Separate classes can be offered for groups of 25.

Capt. Fitchpatrick also announced the new perimeter security system, which notifies tenants of security deficiencies within their leaseholds. Airport Police developed a Priority System and will issue notification for required repairs such as loose barbed wire, overgrown shrubbery, bent poles, broken gates/doors, equipment located too close to the perimeter fence, etc. See detailed information on next PDF file.

Please also see the latest crime statistics posted on the website.

West Gates Policy

West Gate Planning

When a Terminal Gate is not available or upon request, West Gate parking slots will be assigned by the following priority:

- a. Scheduled arriving/departing flights TBIT tenants.
- b. Scheduled arriving/departing flights with of Terminal 1, Terminal 3 and Terminal 6 tenants.
- c. Scheduled arriving/departing flights of any airline displaced from a terminal gate as a result of an emergency or LAWA maintenance or construction activity.
- d. Scheduled arriving/departing flights of other airlines.
- e. U.S. Government flight operations
- f. Cargo Flights
- g. Aircraft parking only

Aircraft Parking Only Procedures

- a. Carriers with ongoing parking requirements may submit a parking schedule at least 30 days prior to the effective date and receive a planned aircraft parking slot.
- b. Planned aircraft parking slots will be granted for 30 days. Carriers submitting schedule changes or ad-hoc charter operations will receive planned aircraft parking position assignments after carriers with submitted parking schedules have been accommodated.
- c. Any parking schedule changes or ad-hoc parking requests will be granted on a space available basis.
- d. Aircraft will not be allowed to park on LAWA public parking spots for longer than the scheduled parking time and no event, longer than 24 hrs or for the expressed reason of staging aircraft without prior approval of the LAX Airport Operations Control Center (310) 646-9078.

- e. In the event a carrier requests additional time at the gate, this must be approved by the Airport Operations Control Center. Failure to vacate the gate at the schedule time may result in suspension or revocation of parking privileges.
- f. A 24-hour contact number must be provided for emergency purposes.
- g. When instructed by the Executive director, the operator of any aircraft parked or stored at the Airport shall move said aircraft from the place where it is parked or stored. If the operator refuses to comply with such instructions, the Executive Director may order such aircraft moved at the expense of the owner or operator, and without liability for damage, which may result in the course of such moving.