



LAX

Los Angeles World Airports

**STATION and CARGO MANAGERS' MONTHLY MEETING OF
March 29, 2007**

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

1) New Introductions – *Mike Biagi*

Mike Biagi chaired the meeting on behalf of Jens Rivera. New attendees from DHL, John Flentz, and LAWA Airport Police Assistant Chiefs Erroll Southers and George Centeno were introduced.

2) ADASP & Travel Document Checking – *Douglas Rae, TSA*

Mr. Rae discussed the expansion of ADASP (Airport Direct Access Security Program). The program is doing well. The program currently is utilizing 12 -13 TSA personnel to do the project around the perimeter and in the terminal areas. It will be expanded to involve 130 personnel to deal with all aspects and access points throughout the airport. It will increase on the AOA to also include reviewing the interior of aircraft, lavatories, overhead bins, etc. TSA will be meeting with all the stakeholders to give the parameters of the program. It is going to be expanding and aggressive and will roll out in the next 30 days.

Mr. Rae also stated TSA is gearing up to take over the Travel Document Checking Program. TSA will not make mandates right away. They are aware that each terminal is unique and will take the changes step by step. They will be using black lights to look for fraudulent documents and will create a procedure for dealing with them. TSA will be staffing the various access points to the security check point. As stakeholders, the airlines will assist with crowd control in the terminals. The program still has to be passed and staffing allocated by Congress but they are talking aggressively about the program. TSA will be methodical about the implementation and meet with each terminal individually to go through the details.

3) FAA – *Sherry Avery, FAA*

Ms. Avery reported that when Runway 25L opens on Monday (April 2nd) it will originally open as Cat 1 and then upgrade as a Cat 3 in May. There will be limited exiting points when it opens and limits to who to hold between the runways. Arrival rate will be 78 instead of 84 but there should be no impact to the users.

There three runway incidents/surface incidents in February/March. On February 25th there was a GA incident and another GA incident on March 19th. Another incident occurred with a 737.

4) **25L Update – *Jacob Adams, EPMD***

Mr. Adams announced that Runway 25L will open on Monday. The situation between now and then will be very dynamic with the closing and opening of taxiways to transition to the runway opening. The runway will open as a CAT 1 runway due to FAA publication cycles, CAT 1 on the right (7R) will be available May 10th. CAT II & III will not be available until June 7, 2007. Mr. Adams thanked the airlines and FAA for their cooperation and partnership.

The hard part of the project, the center taxiway, will begin soon. The contractor will be working between two active runways in 12 phases. There will be challenges. Mr. Adams asked for the continued partnership in making the center taxiway a success as well. A joint presentation on the taxiway will be made by the FAA, LAX Operations, and LAWA EPMD to the airlines on April 11, 2007 at 1:00pm in the Board Room. The presentation will go over the details of the center taxiway phasing. A portion of the center taxiway will begin on April 9th with intermittent closures of Rwy 25R. Long term, regular closures will not begin until late May. All closures of 25R will be off-peak, defined as 1:00am-7:00am.

Detail of construction activities is posted on <http://www.lawa.org/aiops/construction.cfm>.

5) **North-Side In-Line Baggage System Update – *Mark Vicelja, EPMD***

Mr. Vicelja reported there are three projects at LAX that are incorporating the In-line Baggage System. The first is the Tom Bradley International Terminal (TBIT), which started construction and is moving forward. Second is the North Terminal package, which is the In-Line project for Terminals 1, 2, and 3. LAWA is in final negotiations with the contractor Swinerton Builders and scheduled to award the construction contract at the April 16, 2007 Board meeting. Administration and mobilization should begin in June of this year, field construction to start in September 2007, and plan completion in November 2009.

The third one, the South Terminal project, includes Terminals 4 thru 8. It is currently out to bid. LAWA expects to receive bids by the beginning of next month. After the evaluations LAWA hopes to get to the Board by fall to award the contract. Mobilization should start around Christmas time with field construction to start in February/March of 2008.

The ONT project is beginning construction in the field this month.

6) **New Cargo Security Procedures – *Capt. Fitchpatrick***

Capt. Fitchpatrick announced the start of new cargo security procedures in April 2007. Airport Police has reviewed its preliminary assessment of the cargo facilities, previous tenant security surveys, and pictures of hold areas. Beginning next week, Airport Police and TSA will contact each cargo facility to do another inspection and assessment and obtain approval of the permanent security procedures for each cargo facility.

Some cargo facilities have entered into exclusive area agreements. With the security being enhanced in the cargo areas, exclusive areas agreements will be one of the first areas looked at. Those who have exclusive area agreements in place at other facilities should review what has been previously approved. LAWA PD will be working with the tenants to get the exclusive area agreements here with the approval of the TSA.

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

Capt. Fitchpatrick announced as of May 1, 2007, a hard deadline, anyone who does not have an "E" icon and has not been trained by Airport Police will be prohibited to escort on the airfield and will be denied at the access post. Please contact the Badge Office for training classes.

Reminder, the airport id badge is only to be used when conducting business at the airport. It is not to be used for travel or to bypass any security when not at work or any other purposes.

8) AirEx 2007 - *Ray Jack*

Mr. Jack announced the federally mandated triennial full scale emergency exercise is coming up on May 15, 2007. It will take place on the south side of the airport. Please see detailed overview on the website at <http://www.lawa.org/airops/pdf/AIREX2007overview.pdf>. Mr. Jack asked the airlines to encourage employees to participate in this exercise by volunteering as victims to provide more realistic training for fire and paramedic units to transport casualties. About 300 volunteers are wanted.

9) Ground Handling Certification Program Update - *Ray Jack*

Mr. Jack reported the Ground Handling Task Force, which includes some airline Station Managers, has put together a document which defines what Ground Handling is and sets the baseline standard for Ground Handlers. The document will be presented to the Board in the near future for approval. Station Managers will be informed of definite dates as they are set.

10) Employee Parking - *Mike Biagi*

Mr. Biagi stated there is a high rate of stolen parking hangtags in the employee parking lots. Burglary from a motor vehicle is categorized as a Part One crime, which due to the way it is recorded nationally is equivalent to violent crimes like rape and murder. So, every hangtag that is stolen contributes to the Part One crime rate for City of Los Angeles. Thus LAWA and LAPD made the determination that it is no longer required to visually display the hangtag while parked in lot **D North**, **D South** and lot **E**. The employee is still required at the entrance to show the guard the hangtag is valid, however, once in the lot, employees are encouraged to remove the hangtag from sight so that it is not a temptation for theft; they will not be cited by LAPD or LAWA PD for not displaying the tag. Mr. Biagi strongly encouraged managers to get the message out to the employees to not display the tag once they are in the parking lot.

This information is posted where the hangtags are sold. Also, due to the theft issue, the sale of annual hangtags has been discontinued. An employee may still purchase a year's parking but it will be 12 monthly tags instead of one tag.

11) Bussing Issues – *Mike Biagi*

Mr. Biagi reported the pump used to pump the LNG from the tank into the LAWA buses has been failing regularly. The replacement of a new pump was delayed. Mr. Biagi apologized to everyone for the inconvenience and impact on bus service. Operations is doing all that is possible to get the service level back up and employees to work when they need to get to work. An emergency expense has been approved to rent additional buses. Mr. Biagi promised the buses will run as it should be or rental buses will be used.

12) Air Carrier Operating Permit (ACOP) - *Shirlene Sue*

Ms. Sue stated that all Air Carrier Operating Permits are expiring June 30, 2007. The draft of the successor Air Carrier Operating Permit was mailed earlier in the month, to the airline contact on file, for a 30 day review and comment period. The new agreement is for the period July 1, 2007 to June 30, 2012. Some of the changes and clarifications being incorporated are: Chargeable Parking Days, Ferry Landings, Liquidated Damages, etc. The Motor Vehicle Operating Permit is being incorporated in the new ACOP to facilitate the execution and administration of these two permits. All comments should be submitted as soon as possible to facilitate the review and development of the template before the Permits are individualized for each airline. Comments should be submitted to airfieldpermits@lawa.org or ssue@lawa.org.

13) Non-Exclusive License Agreement - *Shirlene Sue*

Ms. Sue stated the Non-Exclusive License Agreement is required for any vendor or ground handler servicing a tenant or airlines at LAX. LAWA Internal Audit has completed a preliminary audit of the NELA process and the authority based upon a Board Resolution from 1985. The audit recommendation to update and revise the language and charges of the NELA will be presented to the Board in May.

Reminder was made to carriers, tenants and vendors to be cognizant of expiration dates of their NELAs. Please allow a minimum of 60 days to process new, renewed or amended agreements. It takes some time to collect the necessary documents, have the City Attorney's Office draw up the Agreement, and get the document back and forth to the company for execution. It needs to be executed before the company can obtain badges. Many companies are coming to the Permits office with their NELA expiring within days. It is not feasible to process an agreement within such a short time frame; the permit process should begin 60 days in advance.