



LAX

Los Angeles World Airports

**STATION and CARGO MANAGERS' MONTHLY MEETING OF
November 15, 2007**

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

1) Introduction – *Jens Rivera*

Mr. Rivera announced this is the last Station and Cargo Managers meeting for 2007. The next meeting will be on January 31, 2008.

Captain Sutton of LAPD and Chief Mike Greenup of LAFD introduced themselves.

Mr. Rivera introduced the key personnel of Airport Operations Division. Elaine Andrews is the and contact person for terminal issues.

Mr. Rivera reported the reconstruction of Taxilane C-10 located between south of TBIT and north of Terminal 4. A plan has been put together to present to the Airport management and stakeholders for the anticipating problems which might be incurred due to the construction. The construction is scheduled for March or April of 2008.

2) Landside Operations update – *Mike Biagi*

Mr. Biagi provided an overview of Landside Division's areas of responsibility. It starts from terminal curbside out which includes commercial vehicles, shuttle buses and public parking and employees parking lots. LAWA will begin restricting access to unpermitted catering trucks.

Mr. Biagi also announced the employees will not be required to display hangtags in their cars effective January 1, 2008 in D-North and D-South employees parking lots. However, the employee will need to show a pass to the bus driver. Parking lot E will maintain hangtag policy as usual. In order to improve services, Mr. Biagi encouraged everyone to fill out LAX Shuttle Comment Card which is on LAWA websites at: <http://www.lawa.org/airops/landsideops.cfm>.

3) Airport Planning and Programs - *Leigh Hatayama*

Mr. Hatayama reported on the progress of the current projects, TBIT refurbished program which is 30% completed.

- One new, large capacity carousel is now open in FIS area
- Gate 119 will be reopened on November 27, 2007
- The interior of all gates will be refurbished in the next two years.
- Baggage handling system is 30% completed.

- Ticket counters refurbishment program on the departure level will be completed by mid January, 2008

Mr. Hatayama also reported on the future Midfield Concourse project.

- Proposals due back by mid December 2007
- Interviewing the project management team by mid January 2008
- Select engineering and architecture firm followed
- Award the contract by mid to late February 2008
- Contract signed by March 2008
- LAWA's goal is Midfield Concourse open by January 2012.

4) **TSA update – *Doug Rae***

Mr. Rae reported TSA staffing at 2150 officers for the holiday season. TSA anticipated 120,000 travelers for Thanksgiving and Christmas holiday.

5) **LAX Air Carrier Operating Permit (ACOP), Non-Exclusive License Agreement (NELA), and Motor Vehicle Operating Permit (MVOP) – *Shirlene Sue***

Ms. Sue stated ACOP permit amendment, extending from January 31, 2008 to June 30, 2009, has been mailed. In order to have the amendment executed, Air Carriers must be in compliance with requirements in three areas:

- appropriate security deposit
- insurance on file
- accounts receivable is current

Air Carriers in the non-permitted status are charged with a non-permitted rate.

Ms. Sue stated the Board has approved the updated NELA in September. There are some new terms and conditions as well as administrative fees. The contractors are required to submit monthly activity report as to who they are servicing and will be charged accordingly.

Ms. Sue said the Board has also approved the updated MVOP in September. The fees have been increased to \$120.00 per vehicle beginning January 2008 and charged \$10.00 per vehicle per month. If there are questions, please call Airfield Permit Office at 310-215-5464, office hours 8am-3pm.

6) **LAX Tenant Signage Standards - *Jens Rivera***

Mr. Rivera explained the background of Signage Standards. Due to the recent reorganization, US Custom and Border Protection requested airports throughout the country to have a standardize signage. When changes are made, please comply with LAWA's Signage Policy by going through the construction approval process. A draft of the LAWA Signage Policy has been sent to Airlines Airport Affairs Committee (AAAC) for review. A copy can be requested via email to Diane Imori at dimori@lawa.org.

7) **LAX Air/Sea Disaster Preparedness Plan - *Larry Rolon***

Mr. Rolon reported the Air/Sea Disaster Plan is required by Part 139 of Federal Aviation Regulations. It is established to provide the course of actions in the event of over water

disaster within 50 miles. Notification will be made by the tower to all agencies. The tabletop exercise is required every 3 years, the last one was conducted in 2006.

Mr. Rolon stated unified command will be established which is led by Coast Guard, followed by County Fire and County Sheriffs in the event of air/sea disaster. The manual can be requested by email to: lwinslow@lawa.org.

Mr. Rolon advised the international airlines to stay current with the family assistance program in case an event does happen.

Mr. Rivera added the airport has been working with Gateway LA to establish a Memorandum of Understanding for assistance. The MOU has been submitted to the Board and Gateway LA for review.