

# PARTNERS COUNCIL ACTION PLAN

Date of Meeting	Action	Owner	Status	Target Completion Date
January 24, 2017	Develop a plan to use TSA wait times to educate guests on available concessions	GET - Barbara Yamamoto	Proposed several concepts; decision to table	
January 24, 2017	Consult with airlines/other stakeholders to determine what elements may be missing from the LAWA iCARE standards	GET - Barbara Yamamoto	Workshops held to gather stakeholder input	02/28/17
February 23, 2017	Redesign the Travelers Guide map and make guides accessible to LAX employees	GET - Amy Willard	Completed - Guides distributed	05/31/17
February 23, 2017	Improve Uber/Lyft wayfinding signage	PDG - Alicia Robertson	Larger signs installed	
June 21, 2017	Draft a charter for Council review	GET - Barbara Yamamoto	Draft completed; decision to table	
June 21, 2017	iCARE training deadline for companies w/less than 100 employees	GET - Barbara Yamamoto		02/28/18
June 21, 2017	iCARE training deadline for companies w/more than 100 employees	GET - Barbara Yamamoto	Organizations who have not yet completed the training are requested to provide a plan for completion	06/30/18
June 21, 2017	Develop a strategy to increase airline participation in the Partners Council	GET - Barbara Yamamoto	Meetings held with airlines	10/15/17
June 22, 2017	Modify Rewards & Recognition program to ensure employees not assigned to a terminal are included	GET - Barbara Yamamoto	Added an airport-wide category	07/31/17
July 11, 2017	Develop a strategy to educate guests earlier in their journey on concession options	GET - Barbara Yamamoto/ PDG - Alicia Robertson	Proposed several concepts; decision to table	
August 22, 2017	Initiate terminal meetings with all stakeholders to identify three areas of focus for ASQ improvement and to develop associated action plans	GET - Barbara Yamamoto	Guest Experience Terminal Enhancement review/walk process initiated	Continual
August 22, 2017	Develop a common verbiage strategy for "lobby" area signs	PDG - Alicia Robertson	Ties into LAMP signage	

Shaded lines indicate complete or closed

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October 4, 2017	Partners Council to share communications from GET with colleagues	All PC Members		Continual
November 14, 2017	Focus on "Pain Points": facilities/cleanliness, connectivity, airfield congestion, roadway congestion, wayfinding, services	GET - Barbara Yamamoto	Aligns with ASQ "most important" items	Continual
November 14, 2017	Highlight "Best Practices" at Partners Council meetings	GET - Barbara Yamamoto		Continual
November 14, 2017	Escalate cell service improvements	IT - Justin Erbacci	Installation expected to begin in May/June 2018 with a phased approach to cover terminals, CTA, parking garages, and new facilities	12/31/19
November 14, 2017	Analyze/improve airfield congestion	OPS - Keith Wilschetz	Briefing to Council in March 2018	Continual
November 14, 2017	Agendize periodic traffic updates for Partners Council	OPS - Keith Wilschetz/ APD - Chief Maggard		Continual
November 14, 2017	Assess best delivery of iCARE training for airlines	GET - Barbara Yamamoto	Chunked learning completed. Computer based training completed.	06/05/18
November 14, 2017	Combine Partners Council walks with existing walks to avoid duplication	GET - Anne Shea	Complete - walks combined inclusive of common goals	02/02/18
November 14, 2017	Partners Council to address action items resulting from walks	GET - Anne Shea	Updates to be provided at each Partners Council	Continual
November 14, 2017	Include CTA/Parking Garages within walks	GET - Anne Shea	Complete - beginning with February 2018 walk	02/02/18
November 14, 2017	Create contact lists for key stakeholders in each terminal	GET-Barbara Yamamoto/ IT-Aura Moore	GET coordinating master lists of contacts to load onto Tenant 411	

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Date of Meeting	Action	Owner	Status	Target Completion Date
January 10, 2018	Clarify & resolve confusion regarding airline use of SmartCarts in terminals and associated citations	GET - Barbara Yamamoto	Complete - clarification has been provided regarding acceptable and not acceptable use of SmartCarts	01/31/18
January 10, 2018	Late hour guest transportation options during irregular operations are limited or non-existent	CDG -	Identify transportation providers willing to work with airlines to provide on request services	
January 10, 2018	Clarification needed between LAWA and tenants on maintenance responsibilities	MSD - Mike Christensen	Develop a matrix identifying who is responsible for what	
January 10, 2018	Schedule one-on-one meetings with airlines to enhance communications	GET - Anne Shea/AvAir Pros - Lori Peters	Discussions to be scheduled on an as needed basis	Continual
February 14, 2018	Develop a strategy to improve ASQ Vfm scores	CDG -	SFO rental rate structure and pricing policy shared - review to be led by new Deputy of CDG	
February 14, 2018	Ensure that the FIS facility is included with the T6 walk	GET - Anne Shea	A new walk will be initiated focused exclusively on FIS facilities	09/30/18
February 14, 2018	Partner with airlines on rules/regulations regarding definition of service animals	COO - Samson Mengistu	In preparation for a review the Air Carriers Access Act relative to service animals, US DOT issued an Advanced Notice of Rulemaking	
March 20, 2018	Partner with concessionaires to develop a common understanding and strategy for managing revised Living Wage Ordinance requirements.	CDG -	Group discussion to be scheduled	
April 17, 2018	Review transportation options to/from parking for employees with off-hour shifts	OPS - Keith Wilschetz	Comprehensive parking plan prepared and approved by Executive Committee	06/25/18
April 17, 2018	Add CTA power outage to disaster planning scenarios	EM - Cassandra Heredia	Drills planned for September 2018 (T2) and October 2018 (TBIT)	

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May 9, 2018	Inform guests as soon as possible that parking lots are full so that they can adjust their plans earlier in the CTA process	OPS - Keith Wilschetz	Pilot Program: Installed two Changeable Message Signs (CMS) to display the current capacity of the parking structure, one northbound Sepulveda, one westbound Century.	
May 9, 2018	Share the pre & post Smart Restroom Survey with the Partners Council	GET - Amy Willard	Update to be provided post pilot period	
June 13, 2018	Reach out and educate corporations about what is happening at LAX	PR - Trevor Daley		
June 13, 2018	Develop communications to encourage guests to park in P1, P2A/B, or P7 prior to entering the CTA	OPS - Keith Wilschetz	Please see Pilot Program	
June 13, 2018	Review clarity of airline signage on departures level	PDG - Alicia Robertson		

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