

Aviation Committee Summary **July 28, 2002**

The Committee was called to order at 12:18 PM with Commissioner Tagami present as well as appropriate staff. The following items were covered:

1. **August 6 Board Calendar Items** : The Committee reviewed the Board calendar items scheduled for the August 6 Board meeting. A list of those items is attached. A discussion was held on the requested change order for the Ticket Counter project in Terminal 1. While this item will be forwarded to the Board for approval, a more detailed listing of the elements of the change order will be provided to the Committee prior to the Board meeting. The Committee discussed the planning contract for HNTB Corporation. Questions arose as to how consultants are used throughout the capital program process and why different consultants seem to perform similar tasks. This item will be held over to the next Aviation Committee meeting and staff will provide an overview of the capital project process and how consultants are used as well as staff resources. All other items were recommended for Board approval.

2. **Airport Operational Status Reports**: The Committee reviewed operational status reports in a number of areas. The Airport is making significant progress in improving communication with passengers in both the security checkpoint and the baggage claim areas. Improvements have been completed at the checkpoints that have minimized wait times with peak time lines cut to 30 minutes or less. Baggage claim improvements will include enhanced dynamic signs and pre-assignment of flights to specific carousels so that information can be communicated to passengers earlier. The Committee requested that a letter be sent to Southwest suggesting that Southwest staff make announcements in the baggage claim regarding the assignment of carousels for particular flights. A staff task force has been established to develop new maintenance procedures and training to ensure that all terminal facilities meet the highest standards possible. This task force is now meeting weekly and a schedule will be provided to the Aviation Committee should they wish to attend any of the sessions. This program has been incorporated into the Division Business Plan as an objective with implementation scheduled in the September time frame. The Committee recommended that daily reports be prepared on restroom conditions using photographs and a review be conducted of any items on the maintenance backlog list. A report on the work of this task force will be on the agenda for the next several Aviation Committee meetings.

The Committee heard public speakers and then went into closed session at 12:45pm and subsequently adjourned at 1:05pm.