

Andy

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To: #DIA-Ground Trans Group
Subject: GT meeting minutes - September 2010
Attachments: AirportSecurityNewsletterSepOct.pdf

**DENVER INTERNATIONAL AIRPORT
GROUND TRANSPORTATION ADVISORY BOARD MINUTES
September 8, 2010**

M e e t i n g M i n u t e s

The meeting was called to order at 10:00 a.m. by Shane Stickel, Advisory Board Chairman.

Attendees- John Hafer, A Custom Coach; Bob Feder, Limo- DIA; Bill Reeves, Fast Track Parking; Wayne Roberson, Yellow Cab; Bob Laws, PUC; Cliff Hinson, PUC; Andrew Southard, DIA Security; Ramundo Perez, DIA Security; John O'Connor, DIA Security; Wendell Hawkins, DIA-Security; Henry Jones, DPD; Mike Percy, DIA Ground Transportation; Terry Smith, DIA Ground Transportation; Francine Crusan, DIA Ground Transportation; Jamie Salas, DIA Ground Transportation; Tim Burton, Hertz; Eric Schneider, Fairfield Inn; Tim Ewals, Blue Sky Shuttle; Amber Berendowsky; Robert Flynn, Green Ride; Jim Rapp, CME; Robert Tschupp, CME; Richard Morris, Freedom Cabs; Ismaeel Chartier, Union Taxi; Andy Popenberg, Denver Lincoln Limo

Security Update

Wendell Hawkins reminded everyone to schedule authorizing agent classes in advance. Class space is limited. Classes are currently held on the 1st and 3rd Monday of each month. To schedule an appointment, call DIA Security Office at 303-342-4307.

Discussion ensued regarding badged drivers who take extended leaves of absence, leave the country, or change employers. It is the operators' Authorizing Agents' responsibility to secure the airport issued ID badge. It was recommended that if a badge holder takes an extended leave of absence (30 plus days), that the authorizing agents retrieve the ID Badge and notify the Security Office. This is in the best interest and of the company and the driver.

Also in 2011, there will be changes for all Ground Transportation Operators applying for an airport ID badge. Andrew Southard, Ramundo Perez and John O'Conner explained that, in addition to the current requirements: CHRC- Criminal History Records Check, and the STA, Security Threat Assessment, all new applicants will be required to pass an FBI background check to include fingerprinting. The fingerprinting process will be completed during the initial badging process. Costs for this requirement are \$40 for the fingerprints and \$10 for the badge. During the initial process, a badge may be issued; however, if issues should arise from the fingerprinting, the badge will be inactivated and may be revoked. Current badge holders will go through this process when it is time to renew their Airport IDs.

Please view the summary provided by Security below:

Attention Authorizing Agents for Ground Transportation Companies

As was discussed at the Ground Transportation Advisory Board Meeting on Wednesday September 8th, Airport Security at DIA will begin conducting fingerprint based Criminal History Records Checks (CHRC) for all Ground Transportation Badge Holders beginning January 3rd, 2011.

- **Operational changes take effect Monday January 3rd, 2011**
- **Independently submitted Colorado Bureau of Investigation or state background checks will no longer be accepted**
- **All NEW GT badges will require a new Fingerprint Based CHRC (at the company or badge holder's expense)**
This includes:
 - **First time badge holders**
 - **Badges with additional companies**
 - **Badges that have been expired for more than 30 days**
- **After fingerprinting and Computer Based Training, new GT Badge holders will be issued their badge.**
 - **The badge will remain active pending the successful completion of the fingerprint based CHRC**
 - **If an issue with the CHRC is found, the badge will be suspended until it has been resolved**
- **Your CURRENT GT badge holders will be fingerprinted at their normal renewal appointment.**
 - **There will be no change to your badge holder's renewal process other than the taking of fingerprints during the renewal appointment**
 - **There will be no additional cost to the company or employee for this initial fingerprinting**
 - **Airport Security will cover the fees associated with this initial fingerprinting for CURRENT badge holders**
- **Fingerprint based CHRCs will continue to be evaluated for disqualifying felonies over a five (5) year window prior to the date of application for an Airport ID Badge.**
- **Every badge holder is still required to have a cleared Security Threat Assessment (STA) prior to badge issuance.**

While Airport Security understands that this will result in additional costs for some of your badge holders, for many, a cost savings will be realized.

All new badge holders should experience a reduced processing time for required background checks and badge issuance. The current fee for a fingerprint based CHRC is \$40.

Additional guidance and process publication will follow in the next 30 days. Please do not hesitate to contact the Airport Security Offices if there are questions about the change in background procedures for your company at 303-342-4307.

OLD BUSINESS

Vice Chair Position 2010

Nominations for Vice Chairperson were accepted: John Hafer, A Custom Coach and Robert Tschupp, CME. After a three minute presentation by each candidate, a vote was taken and John Hafer was elected as Vice Chair for the 2010 Advisory Board. Mike Percy advised the board that the election process for selecting the 2011 Board will begin in November.

Cab Starter RFP

The current Cab Starter Management Agreement will expire January 31, 2011. The Request for Proposal process is underway, and the mandatory pre-proposal meeting was held September 10th. Information is available on the DIA website: www.flydenver.com, under business opportunities. A suggestion was made to ensure that current and any new contractor remind their employees to practice good people / customer service skills.

Taxi Token Update

To receive credit for unused taxi tokens, they are to be turned into the cab companies who must bring them to the AVI Sales office by 9/16/10.

Level Five Safety

It was suggested that a reminder be sent to all airport concessionaires and tenants regarding the proper use of pedestrian crosswalks and authorized loading areas to avoid accidents. Many employees are running across the level five drive lanes in unmarked areas in order to catch shuttles or busses. Also, operators needing terminal building curb side loading for large charter groups, or to accommodate the disabled, etc..., please contact the GT staff to make these arrangements. The GT staff will endeavor to work with operators to assist with these types of requests.

NEW BUSINESS

Level Five East Exit & Taxiway Widening Project

Lots of construction for the South Terminal Expansion project is currently underway in the Landside area. The east AVI exit from level five is temporarily shut down until the 17th of September. All commercial vehicles will exit on the west side. Beginning the 13th of September, Pena blvd. on the west side of the terminal may be narrowed to one lane for truck traffic. PLEASE PROCEED WITH CAUTION; OBEY ALL POSTED SPEED LIMIT SIGNS.

Personals & Limo Passes

To provide the best customer Service to the traveling public, operators need to have all pertinent information available to give to the GT staff at the Holding Lot, when requesting drivers passes. It was recommended that the GT staff write out passes legibly so they can be readily interpreted by the drivers and starters.

GT & Cab Starters

Terry Smith commented that the cab starters and Ground Transportation staff work well together to ensure a safe and pleasant experience for the customers, internal and external. GT is ultimately responsible for overseeing the starters. Related service questions may be directed to the Ground Transportation management team.

ADDITIONAL DISCUSSION

AVI Billing

The August invoices have been processed and sent out this week. Any questions regarding the billing may be sent to Andrea at 303-342-4060, in the GT admin office. Past-due amount deactivation will occur on the 24th of September.

80th Avenue Connector

The Holding Lot connector road to 80th avenue will likely remain closed until technical changes are implemented for readers to monitor cab drivers for dwell time. This project has been delayed, but is underway. More information on this project will be given out in the coming months.

Herdic Information

Andy Poppenberg, Denver Lincoln Limousine, distributed information (via the Board Chairman), regarding the City's Herdic License and related ordinance. His request for a written response from DIA was passed along to the Landside management team.

ADJOURNMENT

With no further discussion, the meeting adjourned at 11:30 am. The next meeting is scheduled for October 13, 2010, at 10:00 am, in the Holding Lot conference room.

Respectively submitted,

Michael Percy
Ground Transportation Manager
DIA Landside Services