

LAX TRANSPORTATION MANAGEMENT ORGANIZATION (TMO) POLICY

Introduction

A Transportation Management Organization (TMO) provides commuting information and transportation options for employers and employees within a specific geographic area. The mission of a TMO is to shift employee travel behavior to non-single occupancy vehicle modes. A TMO can provide environmental benefits by encouraging carpool, vanpool, shuttle and mass transit usage which reduces vehicle miles traveled (VMT) and greenhouse gas emissions. A TMO serves as a hub where employees from multiple employers with similar commutes can be matched with each other. By providing employees with information and more options on how to get to work, a TMO can also improve employee retention and job satisfaction.

In March 2021 Los Angeles World Airports (LAWA) launched *commuteLAX*, a TMO that serves all employees at Los Angeles International Airport (LAX). An initiative of LAWA's February 2020 Mobility Strategic Plan, *commuteLAX* was created in part to capitalize on LAWA's new Landside Access Modernization Program (LAMP) infrastructure and transit connections. The *commuteLAX* TMO is managed by LAWA staff.

Definitions

- **'LAX TMO Employer'** is defined as any company with a lease, sublease, permit, contract or other agreement to operate within the geographic boundaries of *commuteLAX* (see Figure 1), except, the term LAX TMO Employer excludes:
 - Non-exclusive license agreement (NELAs) holders
 - Construction companies with workers that do not report on-site (within Figure 1) on a regular or permanent basis.
- **'LAX TMO Employee'** Any person, including a subcontractor, who:
 - Qualifies as an employee within the laws of the State of California on a full-time or part-time basis; and
 - Holds a current LAX Badge assigned by the LAWA Security Badge Office (SBO); and
 - Reports to a worksite within the *commuteLAX* Boundary at least ten (10) days per month for at least 3 months over the past 12 months.

An LAX TMO Employer may also include as LAX TMO Employees their badged employees located at worksites outside the *commuteLAX* Boundary but within the following Zip Codes (90045, 90056, 90094, 90230, 90245, 90250, 90293, 90301, 90304). For example, LAX TMO Employers with badged employees at the Skyview Center at 6053 and 6033 W. Century Blvd, may opt to include those employees at these particular worksites as LAX TMO Employees in *commuteLAX*. *commuteLAX* requires that these added employees be counted on the annual LAX Workforce Survey as working at an alternate location. *NOTE: commuteLAX will include the added employees as LAX TMO Employees when calculating the LAX Employers' annual TMO fee.*

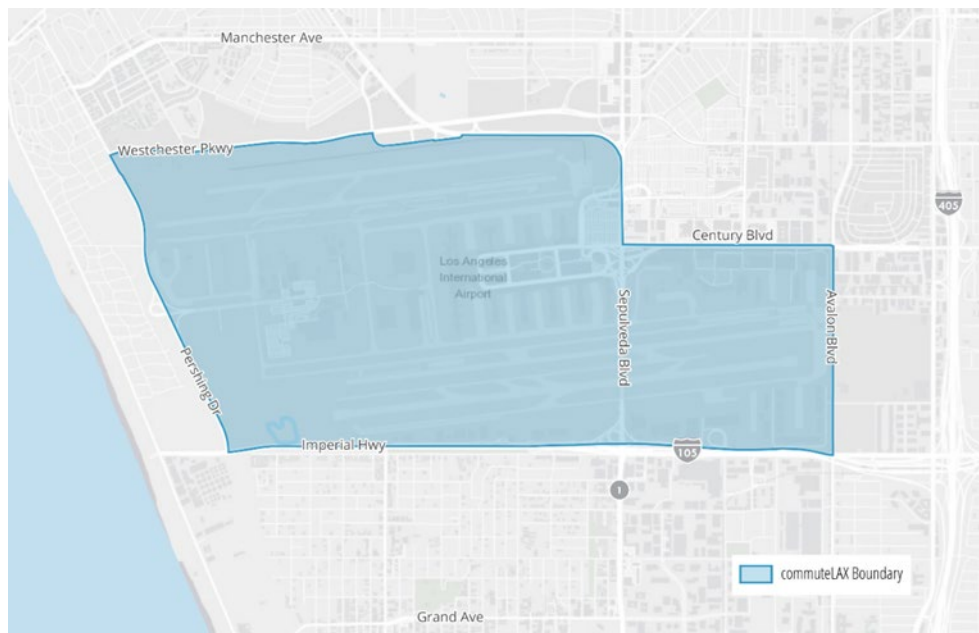
- **'Employee Transportation Coordinator (ETC)'** An LAX Employer's designated representative to *commuteLAX*. An ETC must attend a *commuteLAX*-led training

LAX TMO Policy Los Angeles World Airports

or information session that summarizes the role of *commuteLAX*, the Policy requirements and programs offered.

- **‘LAX Employee Annual Transportation Survey’** An annual *commuteLAX* Employee Transportation Survey to be distributed by LAX Employers to their employees which will collect information on each individual employee’s commute trip pattern (drive alone, transit, vanpool, etc.), shift time and commute start location (zip code/nearest intersection), and work location (address).
- **‘LAX TMO Employer Annual Workforce Survey’** An annual *commuteLAX* survey to be completed by LAX Employers to determine the number of LAX TMO Employees. The annual Workforce Survey will provide the information upon which LAWA will calculate the LAX TMO Employer’s annual TMO fee.
- **‘*commuteLAX* Boundary’** The geographic boundary set forth in the LAX TMO Map, Figure 1 below.

LAX TMO Map/Figure 1



TMO Policy

The LAX TMO Policy requires all LAX TMO Employers to join *commuteLAX* effective July 1, 2021.

Goals & Targets

The goals of this Policy are to reduce congestion and VMT, improve air quality, improve employee work/life balance, and facilitate mobility management by offering multimodal commute programs and alternate commute options to LAX employees.

Based on information received in the LAX Employee Transportation Survey in the first year, LAWA staff will develop quantitative targets aimed at measuring the achievement of policy goals.

LAX TMO Employer Requirements

- **Join *commuteLAX*;**
- **Designate an ETC** to be the main point of contact with *commuteLAX*;
- **Complete the annual Workforce Survey** provided electronically by *commuteLAX*; and
- **Distribute the annual Employee Transportation Survey to Employees** provided electronically by *commuteLAX*. LAX Employers conducting an employee transportation survey per South Coast Air Quality Management District (SCAQMD) Rule 2022 can provide the survey results in place of the annual Employee Transportation Survey distributed by *commuteLAX*.
- **Pay applicable fees.**

TMO Fees

LAX Employers shall pay TMO fees annually, calculated based on their number of LAX TMO Employees.

During the first year of operations there will be no fees charged.

Beginning July 1, 2022, the annual TMO fee will be \$10 per LAX TMO Employee, capped at \$10,000 per LAX TMO Employer per year.

- LAX TMO Employers with contracts effective on or after July 1, 2022, shall submit the TMO fee to *commuteLAX* upon issuance of any lease, sublease, permit, contract, or other agreement with LAWA. The fee will be based on the estimated workforce.
- Employee numbers may fluctuate seasonally, and/or employers may increase or decrease staffing in the course of the year. Employers should report staff levels in the LAX Workforce Survey.

LAX TMO Employers subject to South Coast Air Quality Management District (SCAQMD) Rule 2202 may receive a \$1,000 credit towards their TMO fee if they achieve the 1.5 SCAQMD average vehicle ridership (AVR) target¹ or if the LAX TMO Employer offers at least one of the following commute programs:

- Alternate commute subsidy of at least \$50/month;
- Parking cash-out of at least \$50/month; or
- Employer-provided shuttle.

TMO Programming

commuteLAX will be responsible for invoicing LAX Employers. TMO fees paid by LAX TMO Employers will be used to fund *commuteLAX* programming, which may include, but not be limited to, the formation of vanpools or vanpool subsidies, promotional incentives, commute platforms, discounted or subsidized transit passes, rewards programs,

¹ LAX Employers, subject to SCAQMD Rule 2202, can establish that they achieved the 1.5 AVR by presenting their annual Employee Commute Reduction Program (ECRP) submission (required by SCAQMD) to LAWA staff.

expansion of the guaranteed ride home program, preferential parking, car share programs, employee shuttles, carpool programs, new shuttle routes, and hosted campaigns such as Bike-to-work-week, Rideshare week, or Earth Day. *commuteLAX* programs will be developed based on responses to the annual Workforce and Employee Transportation Surveys and in consultation with participating LAX Employers. Programming will be contingent upon available resources and a cost-benefit analysis to determine the requisite level of participation to ensure each program's success.

Monitoring, Compliance and Enforcement

Monitoring

commuteLAX staff shall prepare quarterly and annual reports evaluating the overall success of the program, compliance rates, and employee participation.

Enforcement

- **Non-Compliance:** An LAX TMO Employer is considered non-compliant with the Policy when they fail to meet any of the following annual requirements:
 - Submittal of the annual Workforce Survey,
 - Designation of an ETC
 - Payment of annual TMO fees,
- **Notice of Non-Compliance:** LAX Employers considered non-compliant with the Policy will be issued a notice of non-compliance. These participants will have 30 days to correct the deficiencies documented in the Notice of Non-Compliance.