

# **CITY OF HAYWARD**

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)



CITY OF  
**HAYWARD**  
HEART OF THE BAY

## **Agenda**

**Thursday, January 23, 2020**

**5:30 PM**

**Airport Administration Building Meeting Room**

**Council Airport Committee**

**CALL TO ORDER****Pledge of Allegiance: Council Member Zermeño****ROLL CALL****PUBLIC COMMENTS:**

(The Public Comment section provides an opportunity to address the City Council Committee on items not listed on the agenda as well as items on the agenda. The Committee welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the City or are within the jurisdiction of the City. As the Committee is prohibited by State law from discussing items not listed on the agenda, any comments on items not on the agenda will be taken under consideration without Committee discussion and may be referred to staff.)

**APPROVAL OF MINUTES**

1. [MIN 20-002](#) Approve the September 19, 2019 Council Airport Committee Meeting Minutes

**Attachments:** [Attachment I 09-19-2019 CAC Minutes](#)

**REPORTS/ACTION ITEMS**

2. [ACT 20-009](#) Review and Comment on the Professional Services Agreement with Kimley-Horn and Associates, Inc. for the Sulphur Creek Mitigation Design Project at the Hayward Executive Airport

**Attachments:** [Attachment I Staff Report](#)  
[Attachment II Aerial Photo Sulphur Creek Project](#)  
[Attachment III Aerial Photo of Potential Mitigation Site](#)

3. [RPT 20-004](#) Review Proposed Online Driver Training Course

**Attachments:** [Attachment I Staff Report](#)  
[Attachment II Driver's Training Manual](#)  
[Attachment III Driver Training Presentation](#)

4. [RPT 20-005](#) Oral Presentation on the 2019 Airport Open House

5.        [RPT 20-006](#)        Oral Presentation on a Promotional Brochure

**FUTURE AGENDA ITEMS**

6.        [RPT 20-007](#)        Review the Proposed 2020 Agenda Planning Calendar

**Attachments:**    [Attachment I Staff Report](#)

**COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS**

**ADJOURNMENT**

**NEXT REGULAR MEETING - 5:30 PM, THURSDAY, APRIL 23, 2019**



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

---

**File #:** MIN 20-002

---

**DATE:** January 23, 2020

**TO:** Council Airport Committee

**FROM:** Director of Public Works

**SUBJECT**

Approve the September 19, 2019 Council Airport Committee Meeting Minutes

**RECOMMENDATION**

That the Council Airport Committee reviews and approves the September 19, 2019 Council Airport Committee meeting minutes.

**SUMMARY**

The September 19, 2019 Council Airport Committee meeting minutes are presented for the Committee's review and approval.

**ATTACHMENTS**

Attachment I: September 19, 2019 Council Airport Committee (CAC) Meeting Minutes



**DATE:** January 23, 2020

**TO:** Council Airport Committee

**FROM:** Director of Public Works

**SUBJECT:** Approve the September 19, 2019 Council Airport Committee Meeting Minutes

### **RECOMMENDATION**

That the Council Airport Committee reviews and approves the September 19, 2019 Council Airport Committee meeting minutes below.

### **CALL MEETING TO ORDER**

Council Member (CM) Zermeño called the meeting to order at 5:30 p.m. with CM Wahab. CM Salinas arrived a few moments later.

**City staff:** Alex Ameri, Director of Public Works  
Doug McNeeley, Airport Manager  
Pamela Svrclin, Airport Operations Supervisor  
Todd Strojny, Airport Business Supervisor  
Ara Balian, Airport Operations Specialist  
Amy Toste, Senior Secretary

### **Members of the public present:**

Ken Forrester	Tom Panico	Carlos Rodriguez
Bob Hamilton	Charles Pisano	

### **PUBLIC COMMENTS**

Charles Pisano, local resident, expressed concerns about the Sulphur Creek Mitigation Project.

### **REPORTS/ACTION ITEMS**

#### **1. Approval of Minutes for April 25, 2019**

A motion was made by Council Member Salinas and seconded by CM Wahab. The motion passed unanimously; minutes approved as submitted.

## **2. Second Amendment to the Existing Ground Lease with Mahabal Hospitality, LLC.**

Airport Manager Doug McNeeley presented the report and explained why the lease-mandated timeline to start construction of the Hyatt Place hotel needed to be extended to November 2020.

Council Member Zermeño requested confirmation that the hotel along Hesperian Boulevard, Home2Suites, would be constructed first. Mr. McNeeley answered affirmatively.

*A motion was made by Council Member Wahab and seconded by CM Salinas to recommend this item to City Council. The motion passed.*

### **Public Comments**

None.

## **3. 22005 Skywest Drive: Assignment & Assumption of Lease with William Field**

Airport Manager Doug McNeeley presented the report and provided a recommendation to change the leaseholder name from William Field to Bud Field Aviation, Inc.

Council Members Salinas asked if there were any benefits to the changes in the lease. Mr. McNeeley responded that the terms of the lease will not change, and it will expire in 2047. The lease is with a company that has a good relationship with the Airport and has high-end aircraft which benefits the local economy.

### **Public Comments**

None.

## **4. Hangar Condition Assessment – Project Update**

Mr. McNeeley presented an update on the Hangar Condition Assessment project. Airport staff received the report from Kimley-Horn/Faithful & Gould in April 2019. In FY2020, Airport will spend funds on the following items: exterior repainting, flooring, plumbing, and replacement of ceiling tiles, windows, water heaters, and millwork. Other larger projects scheduled for FY2020 include the repair of hangar doors on Hangar Building A, and roof repairs to Hangar Buildings H, I, and Executive #1.

Discussion ensued between the Council Members and Airport Staff regarding funding and priority of the projects. Bob Hamilton of Kimley-Horn and Airport Operations Supervisor Pamela Sverdlin both confirmed that the necessary repairs to the Airport buildings concerned longevity and not health & safety issues.

The report was informational in nature and no action was required of the Committee.

## Public Comments

Ken Forrester, owner of Meridian Hayward, asked about the difference in cost for hangar replacement versus hangar repairs. Director Ameri responded that the estimated cost to replace all nineteen hangar buildings is \$80 million. Airport Manager McNeeley added that staff has chosen to repair the hangars as they are serviceable, and the revenue received makes the repairs feasible.

## 5. 2020 Agenda Planning Calendar

Committee Members agreed to cancel the October 24, 2019 meeting as it was only a month away. The next meeting will be on January 23, 2020.

Mr. McNeeley presented the informational report with the following upcoming items:

1. Online Driver Training Class (January 2020)
2. Review of 2019 Airport Open House (January 2020)
3. Project Update on Taxiways Zulu & Foxtrot (April 2020)
4. Hotel Construction Update (April 2020)
5. Update on Hangar Condition Assessment (July 2020)
6. Update on Sulphur Creek Improvement Project (July 2020)

The following item was added by the Committee: Report on what programs are offered at other airports during the summer for teens.

## Public Comments

None.

## Committee Member/Staff Announcements and Referrals

None.

## ADJOURNMENT

The meeting adjourned at 6:27 p.m.

## Meeting Attendance

	Present 9/19/19 Meeting	Present to Date This Calendar Year	Excused to Date This Calendar Year	Absent to Date This Calendar Year
Mark Salinas	✓	3	0	0
Aisha Wahab	✓	3	0	0
Francisco Zermeño	✓	3	0	0



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

---

**File #:** ACT 20-009

---

**DATE:** January 23, 2020

**TO:** Council Airport Committee

**FROM:** Director of Public Works

**SUBJECT**

Review and Comment on the Professional Services Agreement with Kimley-Horn and Associates, Inc. for the Sulphur Creek Mitigation Design Project at the Hayward Executive Airport

**RECOMMENDATION**

That the Council Airport Committee reviews and comments on the Professional Services Agreement with Kimley-Horn and Associates, Inc. for the Sulphur Creek Mitigation Design Project at the Hayward Executive Airport and recommends to Council for consideration and approval.

**SUMMARY**

The Federal Aviation Administration (FAA) has determined that a portion of Sulphur Creek traversing the Hayward Executive Airport poses a potential safety hazard to aircraft that may lose directional control and veer off one of the two runways into the creek. Under these circumstances, the aircraft could impact the open channel with the possibility of significant property damage and injury to its occupants. Based on the results of an engineering study completed by RS&H consultants in 2016, the preferred solution is to enclose the open channels of the creek in box culvert and grade the immediate areas surrounding the channels.

Since September 2018, geotechnical studies, topographical surveys, biological site reviews, preparation of design drawings and specifications, and initiation of the permitting process through the Army Corps of Engineers, Regional Water Quality Control Board, and the California Department of Fish and Wildlife have been undertaken. However, unanticipated developments in the permitting process have resulted in a change of scope and significant delay. Accordingly, a Professional Services Agreement (PSA) is proposed for the Committee's consideration. Staff recommends the Committee reviews and comments on the PSA with Kimley-Horn and Associates, Inc. (Kimley-Horn) for this project and recommends to Council for consideration and approval.

**ATTACHMENTS**

Attachment I: Staff Report



---

**File #:** ACT 20-009

---

Attachment II:      Aerial Photo of Sulphur Creek Project  
Attachment III:     Aerial Photo of Potential Mitigation Site



**DATE:** January 23, 2020

**TO:** Council Airport Committee

**FROM:** Director of Public Works

**SUBJECT:** Review and Comment on the Professional Services Agreement with Kimley-Horn and Associates, Inc. for the Sulphur Creek Mitigation Design Project at the Hayward Executive Airport

### **RECOMMENDATION**

That the Council Airport Committee reviews and comments on the Professional Services Agreement with Kimley-Horn and Associates, Inc. for the Sulphur Creek Mitigation Design Project at the Hayward Executive Airport and recommends to Council for consideration and approval.

### **SUMMARY**

The Federal Aviation Administration (FAA) has determined that a portion of Sulphur Creek traversing the Hayward Executive Airport poses a potential safety hazard to aircraft that may lose directional control and veer off one of the two runways into the creek. Under these circumstances, the aircraft could impact the open channel with the possibility of significant property damage and injury to its occupants. Based on the results of an engineering study completed by RS&H consultants in 2016, the preferred solution is to enclose the open channels of the creek in box culvert and grade the immediate areas surrounding the channels.

Since September 2018, geotechnical studies, topographical surveys, biological site reviews, preparation of design drawings and specifications, and initiation of the permitting process through the Army Corps of Engineers, Regional Water Quality Control Board, and the California Department of Fish and Wildlife have been undertaken. However, unanticipated developments in the permitting process have resulted in a change of scope and significant delay. Accordingly, a Professional Services Agreement (PSA) is proposed for the Committee's consideration. Staff recommends the Committee reviews and comments on the PSA with Kimley-Horn and Associates, Inc. (Kimley-Horn) for this project and recommends to Council for consideration and approval.

### **BACKGROUND**

The initial project scope anticipated the purchase of mitigation bank credits to offset the loss of wetlands during the installation of box culvert. This is a financial transaction to help fund specific, existing environmental projects in the greater San Francisco Bay area. However, after a meeting with staff and other subsequent discussions, the Regional Water Quality Control Board (RWQCB) rejected mitigation bank credits in favor of the remediation of a portion of Sulphur Creek or another nearby waterway.

Friends of San Lorenzo Creek reviewed this project and recommended that eighteen potential remediation sites warranted further study and evaluation. Staff appreciates the Friends of San Lorenzo Creek's participation in this process and their recommendations. An evaluation of each site at locations along Old Alameda Creek, San Lorenzo Creek, Ward Creek, and Sulphur Creek, have been conducted.

The results of the evaluations included one site that appeared optimal (Attachment III). A cover letter and the evaluation results were sent to the RWQCB on November 5, 2019. A response was received from the RWQCB on December 10, 2019 with follow-up questions. Evaluation of the 18 sites, totaling \$15,000, was not anticipated in the original scope of the project with Kimley-Horn. Due to this additional work and the uncertainty at the time related to the remaining required level of effort, the original agreement with Kimley-Horn was allowed to expire on June 30, 2019. After discussion with the City Attorney's office and the Finance Department, a new agreement is recommended. Completion of the 100% design and project bidding is now anticipated in Spring 2020.

## **DISCUSSION**

In 2007, the Federal Aviation Administration (FAA) Runway Safety Action Team (RSAT) highlighted the potential safety hazards associated with Sulphur Creek. Airport staff subsequently contacted the FAA Airports District Office in San Francisco (SFO-ADO) and determined a project to underground portions of the creek would be eligible for federal grant funding under the Airport Improvement Program (AIP).

One of the challenges of managing capital projects funded with AIP monetary grants is the need to coordinate the design and construction schedule with the FAA funding cycle. Unexpected project delays can result in subsequent funding delays. Accordingly, staff worked to overcome the issues outlined above with the Sulphur Creek permitting process to remain on schedule.

However, as noted, the requirement to conduct site evaluations by the RWQCB, change contract scope language, and fund the additional work had two consequences. First, staff opted to let the original agreement with Kimley-Horn expire in favor of a new agreement incorporating these changes. Second, the FAA has pushed funding for the project until the current federal fiscal year, which started on October 1, 2019 and ends on September 30, 2020. This will provide adequate time to fully address the RWQCB requirements, complete the 100% design, and conduct a bidding process for the construction work.

## **ECONOMIC IMPACT**

No economic impact is associated with this item.

## **FISCAL IMPACT**

The Design Phase project costs are as follows:

Consultant	\$444,000
Consultant (Mitigation)	\$ 15,000
Administration	<u>\$156,000</u>
TOTAL:	\$615,000

Most of the cost for the design phase of the project will be reimbursed through grants from the FAA covering 90% of the actual cost; another match of 5% will be provided through Caltrans' Division of Aeronautics. The adopted FY 2019 Capital Improvement Program (CIP) includes \$615,000 for this phase.

Through the end of Fiscal Year 2019, Kimley-Horn had expended \$304,249.60 of the \$444,000 from the original agreement, which expired earlier this year. The remaining \$139,750.40 from the original agreement will be utilized for developing the final design, finalizing plans and specifications, and assisting with the bidding process. As noted earlier, an additional \$15,000 was spent for the mitigation site investigation, thereby resulting in a total value of \$154,750.40 for this new contract.

## **STRATEGIC INITIATIVES**

This agenda item is a safety and maintenance-related item and does not directly support any of the three Strategic Initiatives.

## **SUSTAINABILITY FEATURES**

The Airport is committed to developing projects that are environmentally responsible. Therefore, staff will ensure that all plans proposed by the consultant incorporate features that are in line with the City's sustainability guidelines.

## **PUBLIC CONTACT**

The Council Airport Committee (CAC) discussed the Sulphur Creek project on several occasions since 2008. Last discussions occurred during CAC meetings held on April 23, 2015, April 28, 2016, and January 20, 2019. As part of the scope of work, the consultant will prepare a public outreach plan to include key messages, core audiences, and public involvement activities to support the development and release of the draft design. The public outreach plan will ensure that interested members of the public, as well as the Friends of San Lorenzo Creek, will have an opportunity to provide input, the interests of participants will be communicated to decision makers, and that participants are provided with information needed to participate in a meaningful way.

## NEXT STEPS

Complete Final Design  
Begin Construction  
Complete Construction

April 2020  
August 2020  
November 2020

*Prepared by:* Doug McNeeley, Airport Manager

*Recommended by:* Alex Ameri, Director of Public Works

Approved by:

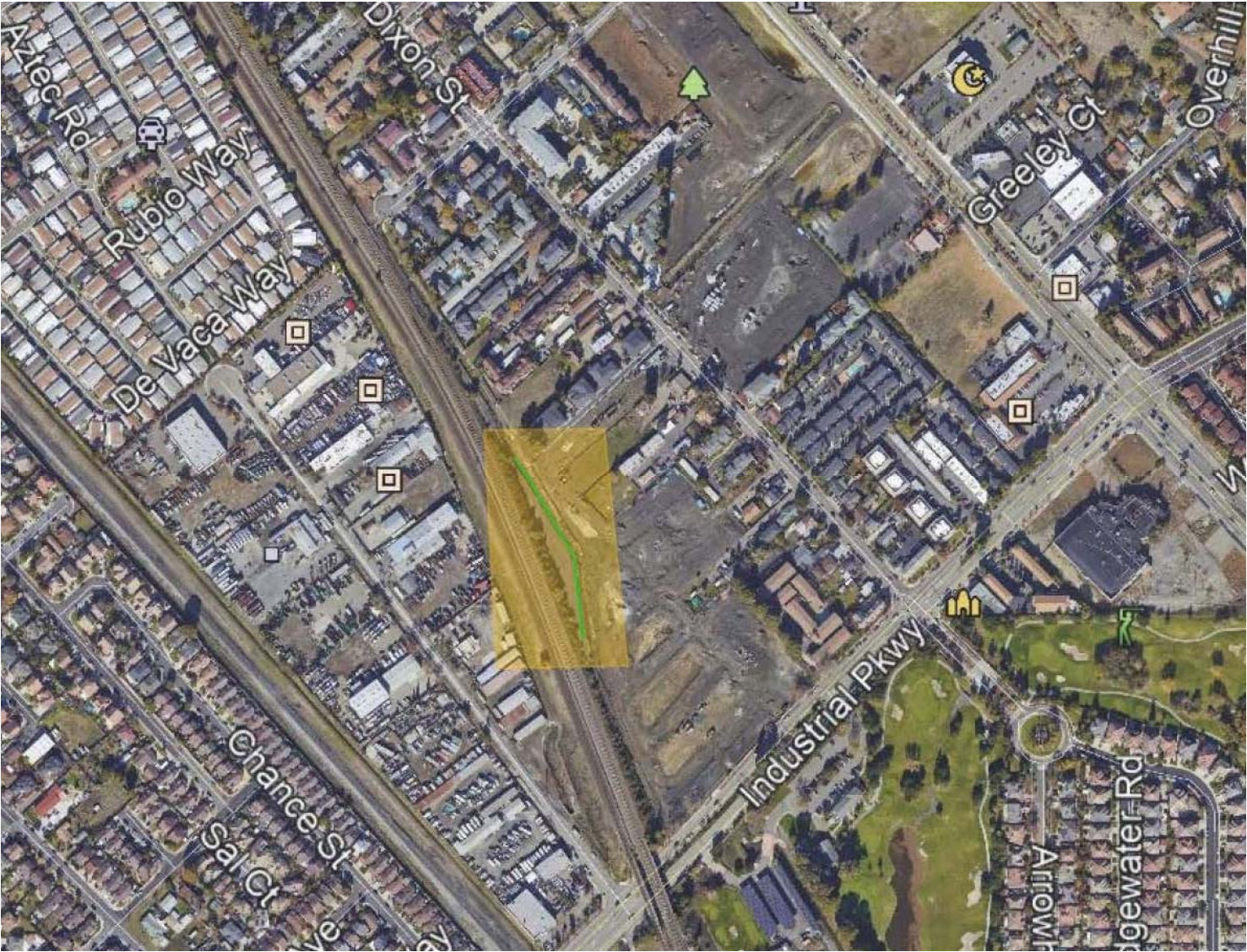
A handwritten signature in black ink, appearing to read 'K. McAdoo', is written over a horizontal line.

---

Kelly McAdoo, City Manager









# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

---

**File #:** RPT 20-004

---

**DATE:** January 23, 2020

**TO:** Council Airport Committee

**FROM:** Director of Public Works

**SUBJECT**

Review Proposed Online Driver Training Course

**RECOMMENDATION**

That the Council Airport Committee reviews the proposed online training course and provides comments.

**SUMMARY**

Since 2011, staff has administered classroom training for new individual tenants and new airport employees with a need to access the airport Non-Movement Area (NMA). The training acquaints them with the airfield layout and procedures for driving a vehicle in the NMA. At the conclusion, a written test is administered that must be successfully completed before access is granted. The classroom model of instruction has proven to be labor intensive and scheduling the training sessions has been a challenge. To address this challenge, staff investigated digital instruction and testing methods as an alternative option. Subsequently, staff has created an online driver training course. After receiving input from the Council Airport Committee and after concluding beta testing, staff plans to launch the online driving training course in early 2020.

**ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Driver's Training Manual
Attachment III	Driver's Training Presentation





**DATE:** January 23, 2020

**TO:** Council Airport Committee

**FROM:** Director of Public Works

**SUBJECT:** Review Proposed Online Driver Training Course

### **RECOMMENDATION**

That the Council Airport Committee reviews the proposed online driving training course and provides comments.

### **SUMMARY**

Since 2011, staff has administered classroom training for new individual tenants and new airport employees with a need to access the airport Non-Movement Area (NMA). The training acquaints them with the airfield layout and procedures for driving a vehicle in the NMA. At the conclusion, a written test is administered that must be successfully completed before access is granted. The classroom model of instruction has proven to be labor intensive and scheduling the training sessions has been a challenge. To address this challenge, staff investigated digital instruction and testing methods as an alternative option. Subsequently, staff has created an online driver training course. After receiving input from the Council Airport Committee and after concluding beta testing, staff plans to launch the online driving training course in early 2020.

### **BACKGROUND**

In the wake of the terrorist attacks of September 11, 2001, security became a pertinent topic at general aviation airports such as Hayward Executive (HWD). In 2004, the Transportation Safety Administration (TSA) published *Security Guidelines for General Aviation Airport Operators and Users* with recommendations to deter unauthorized access to the airfield, including "tailgating" access at automated gates. Revisions to security procedures at HWD were incorporated into the published rules and regulations, and signs were posted, but it is not clear that notice of the changes was widely circulated to airport tenants.

Vehicle access cards were initially distributed to tenants in 2007 to activate automated gates installed at various points on the airport. The cards were mailed to tenants and, other than familiarity with the Airport layout, no training of any type, including driver training, was required to obtain one.

In response to an increasing number of runway incursions, in which an unauthorized person, vehicle, or aircraft is present on a runway, the Federal Aviation Administration (FAA) published written guidance outlining the knowledge and procedures necessary to avoid this safety hazard. This information was readily available online and it was distributed at local FAA seminars, but it's not clear that it was widely circulated to airport tenants.

In view of the importance of these and other topics such as airport rules and regulations, airport layout, and best operating practices, in 2011 staff published a driver training brochure (Attachment II) and initiated driver training classes as a prerequisite for receiving a gate access card. The FAA authorizes airport owners to establish reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport that may be necessary for the safe and efficient operation of the airport (FAA Grant Assurance 22h), and driver training classes have been implemented at airports throughout the country as a best practice.

Since 2011 staff has administered classroom training for new individual tenants and new airport employees with a need to access the airport Non-Movement Area (NMA). The training acquaints them with the airfield layout and procedures for driving a vehicle in the NMA. At the conclusion, a written test is administered that must be successfully completed before access is granted.

## **DISCUSSION**

The use of digital instruction and testing methods was investigated as an option at HWD due to the difficulties with classroom training outlined above. It was determined that general aviation airports are beginning to embrace online driver training, including Fullerton Municipal Airport and Chico Municipal Airport in California, and that the results are positive:

- The presentation is available 24-hours per day, 7-days per week
- It can be accessed anywhere there is a computer
- Advanced permission is not required
- Printing costs are reduced
- Staff is not required to be present in the classroom and can reallocate time to other administrative or operational matters

An updated PowerPoint presentation was created (Attachment III) that provides the required information. Working in cooperation with the City's Information Technology (IT) Department, the training course and examination will both be available on the City's website. The examination will include 15 multiple-choice questions and the score received will be made immediately available. If necessary, the examination can be retaken after the first attempt.

Staff remains available to tenants to answer any questions during normal business hours.

## **ECONOMIC IMPACT**

No economic impact is associated with this new program. Tenants are already, and will continue to be, responsible for the \$35 fee for an assigned access gate card that is issued after successfully completing the training.

## **FISCAL IMPACT**

A nominal cost savings associated with a reduction in printing costs is anticipated. Additionally, staff plans to reallocate their time to other administrative or operational matters as noted earlier, thereby increasing overall efficiencies.

## **STRATEGIC INITIATIVES**

This agenda item does not directly relate to one of Council's three Strategic Initiatives.

## **SUSTAINABILITY FEATURES**

This new program is consistent with the following General Plan policy:

*Public Facilities and Services Policy 2.8: Technology Use*

The City shall continue to use communications technology to enhance the performance of internal City operations and the delivery of public services.

## **PUBLIC CONTACT**

The agenda and staff report for this item have been posted on the City's website and distributed to interested parties.

## **NEXT STEPS**

It is expected that this program will be active on the Airport's website by the first quarter of calendar year 2020.

*Prepared by:* Doug McNeeley, Airport Manager

*Recommended by:* Alex Ameri, Director of Public Works

Approved by:



---

Kelly McAdoo, City Manager

# Motor Vehicle Driving Safety Manual



## Hayward Executive Airport



Welcome to Hayward Executive Airport! This manual provides site-specific information needed to safely drive a motor vehicle on the airport. It is intended to supplement specific written guidance and verbal instructions issued by the Federal Aviation Administration. Please take a moment to review the procedures outlined below, and feel free to direct any questions or comments to City staff during normal business hours at 510-293-8678. Thank you for your assistance in maintaining a safe operating environment at the airport.

### Definitions

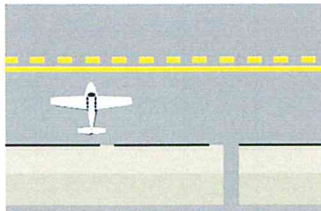
The portion of the airport dedicated to aircraft operations is the *Airport Operations Area* or AOA, in essence, all parts of the airport located within the perimeter fence. The AOA is subdivided into movement and non-movement areas.

The *movement area* includes runways, taxiways and associated safety areas used for aircraft takeoff and landing. The diagram at the back of this manual depicts the movement area at Hayward Executive Airport. Access to the movement area is controlled by the FAA Air Traffic Control Tower during normal hours of operation and is restricted to authorized City of Hayward and FAA employees only. Procedures for driving in the movement area are not covered here.

The *non-movement area* includes the aprons, ramps, and parking areas on the airfield as well as perimeter and access roads.

### Movement Area Boundary Markings

To help distinguish between movement and non-movement areas, movement area boundary markings have been installed at Hayward Executive Airport. The solid side of the line indicates the non-movement area, which is not under ATC control, and the dashed side indicates the movement area, which is under ATC control. The marking is illustrated below:



You must receive permission from ATC before crossing from the non-

movement to the movement area. Unauthorized persons in the movement area may be cited for a pilot or vehicular/pedestrian deviation and may be subject to further action.

### Vehicle Access to the Non-Movement Area

Authorized vehicles may be driven in the non-movement area, including those operated by individual tenants, commercial tenants, fire department personnel and police officers. Any visitor to the airport who has not been issued a gate card by the airport administration office must be escorted when in the non-movement area. All drivers and motor vehicles must meet the applicable regulations governing operation on public streets.

### Security Gates

There are numerous security gates that vehicles may use to enter the non-movement area. To gain access you must approach the gate and place your airport-issued gate card within two inches of the card reader. You may proceed once the gate completely opens. Once through the gate, please stop and wait for it to close. Do not allow another vehicle to drive through the gate behind you, a practice known as *piggybacking*. If the gate does not close completely, or you observe someone attempting to piggyback, please notify the airport administration office at 510-293-8678.

### General Requirements

Any person operating a motor vehicle in the non-movement area of the AOA at Hayward Executive Airport shall comply with all published rules and regulations, posted restrictions, speed limits and direction given by City of Hayward employees.

### Safe Driving Procedures

Please note the following basic procedures for driving in the non-movement area of the airport:

- Vehicles are required yield to all pedestrians, emergency vehicles and taxiing aircraft.
- Drive in dedicated vehicle “zipper” lanes whenever they are present.
- Watch cockpit blind spots – pilots typically cannot see behind aircraft.



- Please do not exceed the posted speed limit of 10 miles per hour in the non-movement area.
- Never drive near an operating aircraft engine.
- Avoid jet blast or prop wash, which can blow debris or overturn vehicles.
- Never drive a vehicle under any part of an aircraft or allow any part of a moving aircraft to pass over your vehicle.
- A vehicle guide person should be used whenever the vision of the vehicle operator is restricted.
- Do not attempt to pass other vehicles or taxiing aircraft.
- Never drive in a manner that would endanger an aircraft, vehicle or person.
- Do not use the high beam headlights of your vehicle when driving on the AOA as they may cause glare, impairing the ability of pilots or other drivers to see properly.
- Exercise caution when approaching a blind intersection near hangars to avoid striking a moving aircraft, vehicle or pedestrian that may suddenly appear.
- Foreign Object Debris (FOD) is loose material such as gravel, asphalt or pieces of metal that can cause damage to aircraft engines, tires or skin. If you see FOD on the ramp, please pick it up or report it to the airport administration office.
- Never wear entertainment earpieces or any type of headset except noise protectors when driving on the AOA.
- Please do not leave your vehicle unattended with the engine running.
- Please park your vehicle in areas designated by the airport manager, lessees or sublessees. Vehicles may not be parked within 15 feet of a fire hydrant or within a fire lane, within three feet of either side of a security fence, or in such a manner as to obstruct access to a parking lot, driveway, runway, taxiway, taxilane or hangar.

- Private vehicles may not be cleaned or maintained on the airport, except for minor repairs necessary to remove the vehicle from the airport.
- Vehicles that are disabled, abandoned, or illegally parked may be removed from the airport at the owner's expense with proper warning.
- If you are involved in an accident on the airport resulting in any injury to persons or damage to property, Airport Code requires that you stop the vehicle at the scene or as close to the scene as possible without obstructing traffic or creating a safety hazard, and immediately call 911. You are also required to notify the airport manager at 510-293-8678 between 8:00 am and 5:00 pm, Monday – Friday, or 510-385-1104 after normal business hours and on the weekend. The vehicle operator and the vehicle must remain at the scene until the airport manager or a law enforcement officer arrive and gather the necessary information.

### Enforcement Procedures

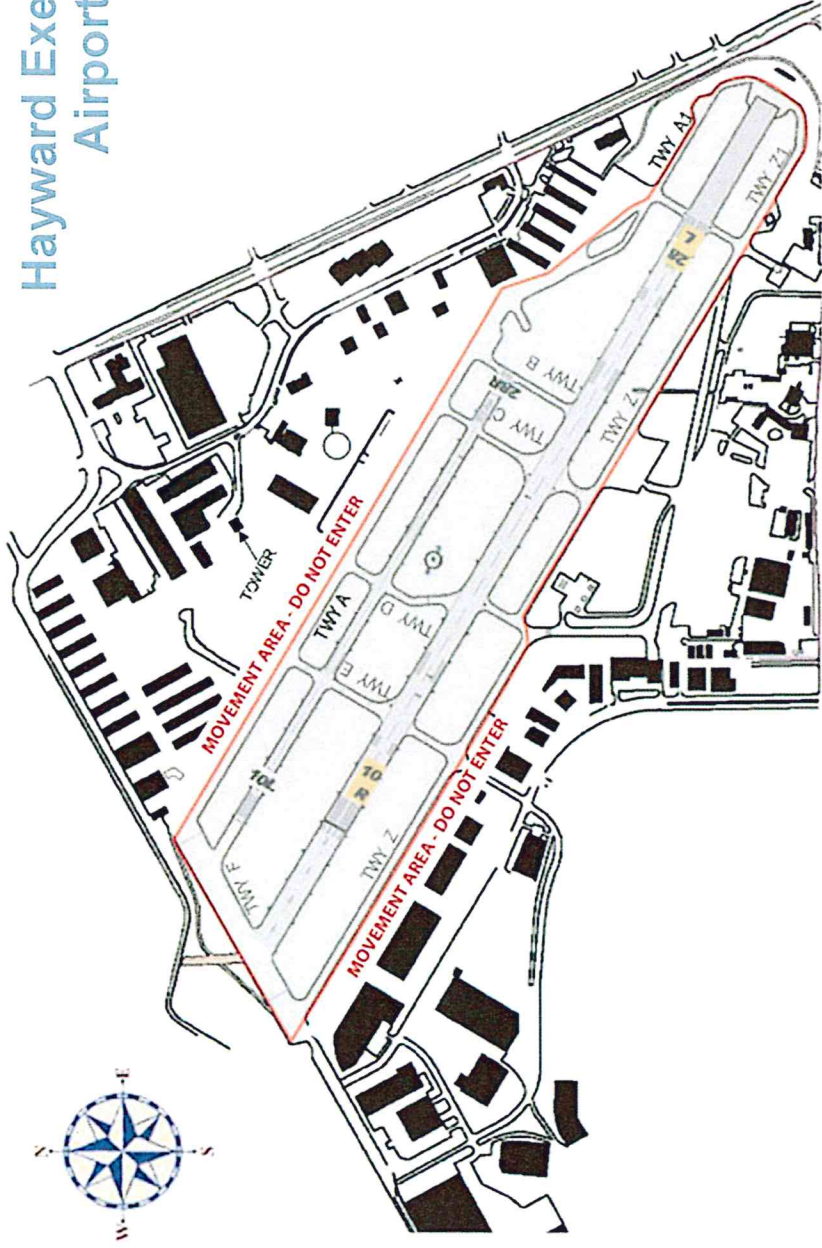
Persons found in violation of Airport Code or Airport Rules and Regulations will be notified in writing and may be subject to progressive penalties if a violation is not corrected. Complete details, including appeal procedures can be found in Section 2-6.22 of Airport Code. A copy of Airport Code can be reviewed online at [www.hayward-ca.gov](http://www.hayward-ca.gov) or at the Airport Administration Office, 20301 Skywest Drive, Hayward, California between 8:00 am and 5:00 pm, Monday - Friday.

### Safety First

The active participation of pilots, controllers, and employees is essential in minimizing risk. Please remain alert at all times on airport property and immediately report any potential safety issues to City staff at 510-293-8678, [douglas.mcneeley@hayward-ca.gov](mailto:douglas.mcneeley@hayward-ca.gov), or in person during normal business hours. After normal business hours, please call 510-385-1104. Thank you for your assistance.



# Hayward Executive Airport



**Hayward Executive Airport**

20301 Skywest Drive

Hayward, CA 94545

Tel: 510-293-8678 ♦ Fax: 510-783-4556

After Hours, Call: 510-385-1104

[www.haywardairport.org](http://www.haywardairport.org)

The main image shows the Hayward Executive Airport terminal building at dusk. The building has a curved roof and large glass windows that are illuminated from within, casting a warm glow. The sky is a mix of blue and pinkish-purple. The text "Hayward Executive Airport" is visible on the building's facade.

# Hayward Executive Airport

Driver Training Program

# Introduction

This training course presents information about pedestrian and vehicular operations on Hayward Executive Airport.

## Course Objective

Establish standardized procedures to help maintain operational safety.







# Definitions

## Airport Operations Area (AOA)

All portions of the airport intended for use by aircraft, generally including all areas within the perimeter fence.





## Movement Area

The portions of the airport that includes runways, taxiways, and associated safety areas used for aircraft takeoffs and landings.

Permission from FAA Air Traffic Control (ATC) is required to enter the Movement Area.





## Non-Movement Area

The portion of the airport that includes aircraft parking aprons, taxilanes, hangars, and aviation service buildings.

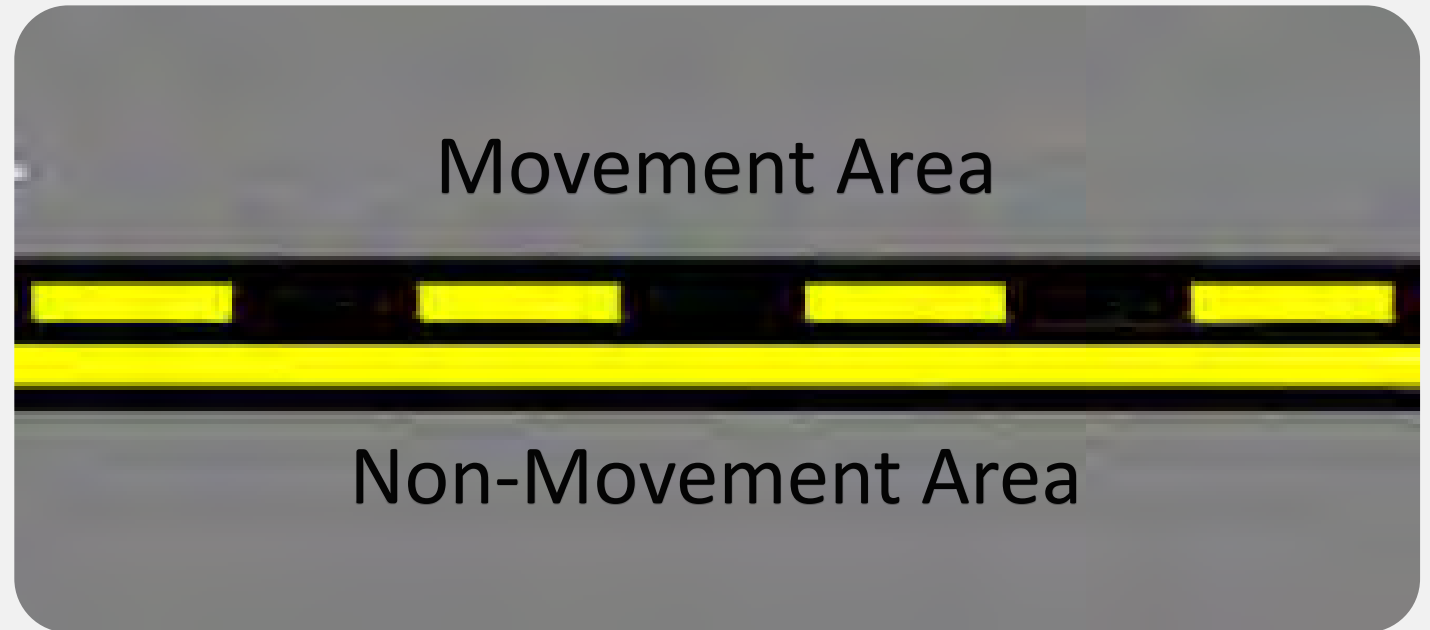




## Non-Movement Area Boundary Marking

The surface marking dividing the Movement Area from the Non-Movement Area has one solid and one dashed yellow line.

You must have permission from ATC to cross the solid line.



# Runway

A defined surface for aircraft takeoffs and landings.





# Taxiway

A defined path for taxiing aircraft from one part of the airport to another.



# Runway Incursion:

Any occurrence at an airport involving an aircraft, vehicle, person, or object on the ground, that creates a collision hazard or results in a loss of separation with an aircraft taking off, intending to takeoff, landing, or intending to land.





# Aircraft Accident:

An occurrence associated with the operation of aircraft in which any person suffers death or serious injury, or an aircraft is substantially damaged.



# FOD – Foreign Object Debris

Is an article or substance, foreign to an aircraft system, which could potentially cause damage.

Examples of FOD:

- Trash
- Rocks
- Tools
- Bolt





# Safe Driving Procedures



# Vehicles Must Yield

Vehicles must yield to pedestrians, aircraft under tow and taxiing aircraft.





# Vehicle “Zipper” Lane

Drive in dedicated vehicle “zipper” lanes whenever they are present.



Do not drive across private leasehold ramps.

# Safe Driving Procedures

- Please obey the posted speed limit of 10 mph
- Do not use vehicle high beam headlights
- Do not attempt to pass aircraft or vehicles



# Safe Driving Procedures

- Avoid jet blast and prop wash that can cause damage to vehicles
- Never drive under any portion of an aircraft
- Never drive near an operating aircraft engine





# Safe Driving Procedures

- Exercise caution near blind intersections
- Do not use cell phones when driving in the AOA
- Do not wear entertainment earpieces or headphones when driving in the AOA



# Safe Driving Procedures

- Do not leave your vehicle unattended with the engine running
- Do not park within 15 feet of a fire hydrant
- Do not park within a fire lane



# Safe Driving Procedures

- Do not park within 3 feet of a security fence
- Do not obstruct access to a vehicle parking lot, driveway, taxilane, taxiway, runway, or hangar
- Do not wash private vehicles on the airport





# Gate Access



# Gate Access

- DO NOT share your gate card!
- By signing a gate card, you agree to all rules & regulations
- Visitors MUST be escorted at all times.
- You are responsible for the actions of escorted persons.





## Gate Access

- After entering the AOA, STOP and wait for the gate to close fully.
- After exiting the AOA, the last vehicle stops and waits for the gate to close fully.



## Gate Access

- Do not allow unauthorized individuals or vehicles through a security gate.
- Unless escorting, piggybacking is strictly prohibited
- Each person must tap their card to be allowed access to the airport.



no  
Piggybacking

# Gate Access

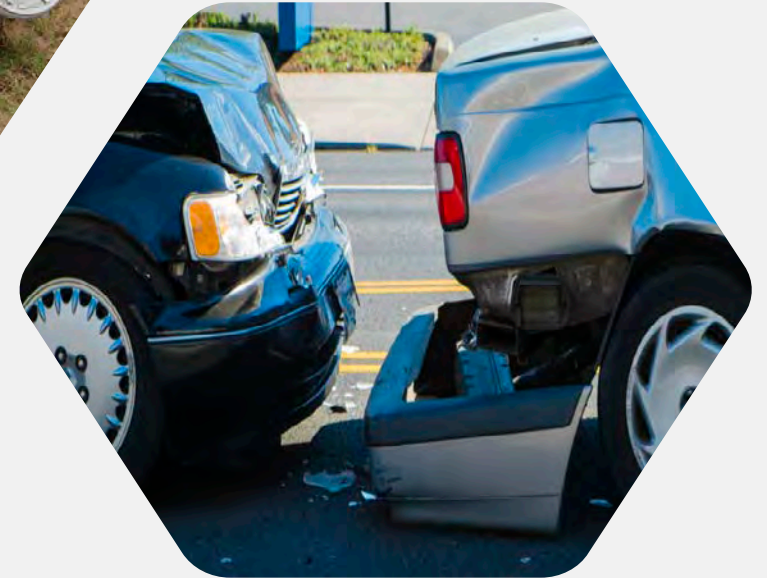
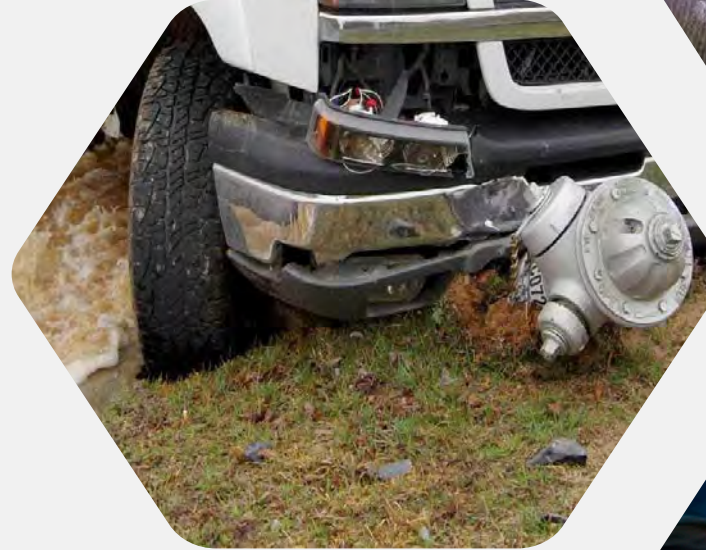
- Airport has three gate available for use. V1, V2, & V5
- Other gates are for specific business tenant access only
- V2 is open 24-hours everyday, all other gates are open from 6 am to 9 pm





# Vehicle Accident:

- Stop at the scene or as close by as possible
- If there is injury or property damage, dial 911
- Notify Airport Operations at
  - Main Office: 8 am – 5 pm, M – F 510-293-8678
  - After Hours, Holidays & Weekends 510-385-1104



# Enforcement Procedures

- California Vehicle codes are in effect while driving on the airport.
- Violations of Airport Code shall be subject to progressive penalties
- More information can be found in Section 2-6.22 of Airport Code
- A copy of Airport Code can be found at [www.hayward-ca.gov/airport](http://www.hayward-ca.gov/airport)
- Airport Code may also be inspected at the Airport Administrative Office, 20301 Skywest Drive, Hayward, California during business hours



# Safety

The active participation of pilots, controllers and employees is essential in minimizing risk. Please remain alert at all times on airport property and immediately report any potential safety issues to City staff at 510-293-8678, [Hayward.Airport@Hayward-CA.GOV](mailto:Hayward.Airport@Hayward-CA.GOV) or in person during normal business hours. After normal business hours, please call 510-385-1104. Thank you for your assistance.





# Next Steps

1. Take the Quiz and print you results.  
**CLICK HERE**
2. Download and Fill out the Gate Card request form. **CLICK HERE**
3. For questions contact us at  
510-293-8678 or  
Hayward.Airport@Hayward-CA.GOV







# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

---

**File #:** RPT 20-005

---

**DATE:** January 23, 2020

**TO:** Council Airport Committee

**FROM:** Director of Public Works

**SUBJECT**

Oral Presentation on the 2019 Airport Open House

**RECOMMENDATION**

That the Council Airport Committee receives an oral presentation on the 2019 Airport Open House.

**ATTACHMENTS**

None.



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

---

**File #:** RPT 20-006

---

**DATE:** January 23, 2020

**TO:** Council Airport Committee

**FROM:** Director of Public Works

**SUBJECT**

Oral Presentation on a Promotional Brochure

**RECOMMENDATION**

That the Council Airport Committee receives an oral presentation on a promotional brochure.

**ATTACHMENTS**

None.



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

---

**File #:** RPT 20-007

---

**DATE:** January 23, 2020

**TO:** Council Airport Committee

**FROM:** Director of Public Works

**SUBJECT**

Review the Proposed 2020 Agenda Planning Calendar

**RECOMMENDATION**

That the Council Airport Committee reviews and comments on this report.

**SUMMARY**

The attached report presents the proposed 2020 Agenda Planning Calendar for the Committee's review and comment.

**ATTACHMENTS**

Attachment I: Staff Report



**DATE:** January 23, 2020

**TO:** Council Airport Committee

**FROM:** Airport Manager

**SUBJECT:** Review the Proposed 2020 Agenda Planning Calendar

### **RECOMMENDATION**

That the Council Airport Committee reviews and comments on this report.

### **DISCUSSION**

For the Council Airport Committee's (CAC) consideration, staff has prepared this updated 2020 Agenda Planning Calendar with topics and anticipated discussion dates listed below.

<b>APRIL 23, 2020</b>
1. Taxiways Zulu and Foxtrot – Project Update
2. Annual Evaluation of 2019 Airport Noise Program
<b>JULY 23, 2020</b>
1. Hangar Condition Assessment – Project Update
2. Hotel Construction Update
<b>OCTOBER 24, 2020</b>
1. Glint and Glare Study for Solar Panel Installations – Update
2. Review of 2020 Airport Open House
<b>UNSCHEDULED</b>
1. Report on Summer Activities for Teens at Other General Aviation Airports

### **NEXT STEPS**

Upon consideration and approval from the Committee, staff will schedule items accordingly for future CAC meetings.



*Prepared by:* Douglas McNeeley, Airport Manager

*Recommended by:* Alex Ameri, Director of Public Works

*Approved by:*

A handwritten signature in black ink, appearing to read 'K. McAdoo', written over a horizontal line.

Kelly McAdoo, City Manager