



**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