Hello and Welcome to the online driver training course for Chino Airport. We hope you enjoy this experience and find the information beneficial. The Airport Operations Area, commonly referred to as the AOA, is a busy place. This is the area that includes Ramps, Roads, Taxiways, and Runways. Essentially, it is everything inside the fence at Chino Airport. The AOA is subject to the Rules and Regulations, which are established for the safety of everybody operating in the AOA. You will need to become familiar with the rules and regulations before you are permitted to drive in the AOA.

Course Objective

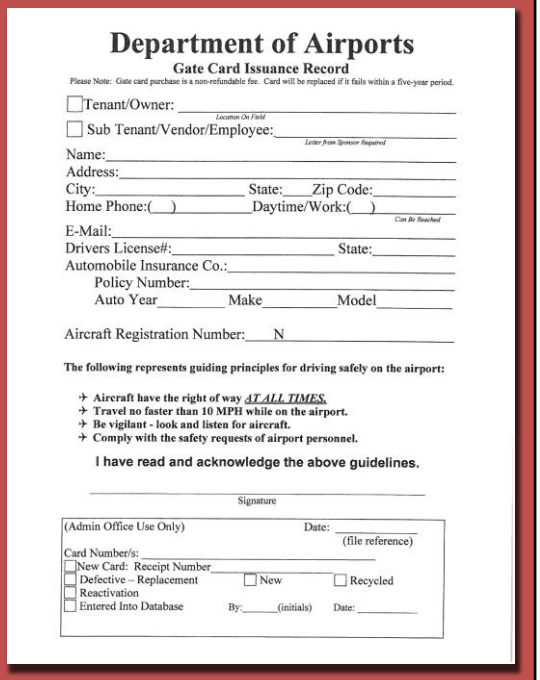
This training program is intended to provide a general overview of the layout of Chino Airport, building locations and numbering system, gate access, potential hazards and driving rules and regulations.

This training program is intended to provide a general overview of the layout of Chino Airport, building locations and numbering system, gate access, potential hazards and driving rules and regulations.

There are a few steps necessary to complete your online driver training program. First ensure at the end of this program that you complete and submit a gate card issuance form, and provide a copy of your current driver license and valid automobile insurance. If you are not a county tenant, provide a sponsorship letter, complete this course and submit a driver training test. Then the only requirement aside from driving safely would be to complete the course annually.

Gate Card Form

- Fill in appropriate header
  - Tenant/Owner
    - Provide hangar location
  - Sub Tenant/Vendor/Employee
    - If not a county tenant
- Enter personal information.
- Provide tail number if based at Chino.
- $25.00 gate card administrative fee.



Department of Airports

Gate Card Issuance Record

Please Note: Gate card purchase is a non-refundable fee. Card will be replaced if it fails within a five-year period.

☐ Tenant/Owner: _____ (Location On Field)

☐ Sub Tenant/Vendor/Employee: _____ (Letter from Sponsor Required)

Name: _____

Address: _____

City: _____ State: ____ Zip Code: _____

Home Phone: (___) _____ Daytime/Work: (___) _____ (Can Be Reached)

E-Mail: _____

Drivers License#: _____ State: _____

Automobile Insurance Co.: _____

Policy Number: _____

Auto Year _____ Make _____ Model _____

Aircraft Registration Number: ____N_____

The following represents guiding principles for driving safely on the airport:

- **Aircraft have the right of way *AT ALL TIMES.***
- **Travel no faster than 10 MPH while on the airport.**
- **Be vigilant - look and listen for aircraft.**
- **Comply with the safety requests of airport personnel.**

I have read and acknowledge the above guidelines.

_____ Signature

(Admin Office Use Only) Date: _____ (file reference)

Card Number/s: _____

☐ New Card: Receipt Number _____

☐ Defective – Replacement ☐ New ☐ Recycled

☐ Reactivation

☐ Entered Into Database By: _____ (initials) Date: _____

Here are a few tips to expedite the Gate Card Issuance record. Check the appropriate box and list the correct hangar using the alpha numeric system which you will learn about later. You will need to check the Sub Tenant/Vendor/Employee box if you do not directly rent a hangar from the county. Call the Administration Office if you require further clarification.

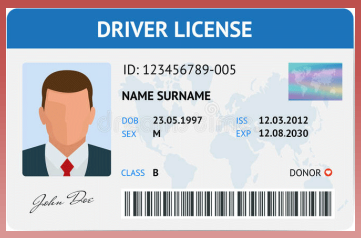
Provide a Tail Number for your aircraft if it is based at Chino Airport.

And don't forget there is a $25.00 administration fee for the gate card.

If your gate card breaks or stops working, go to the Administration Office for a replacement. If you lose your gate card, be prepared to pay for another one.

Driver License and Insurance

- Provide copy of current driver license.

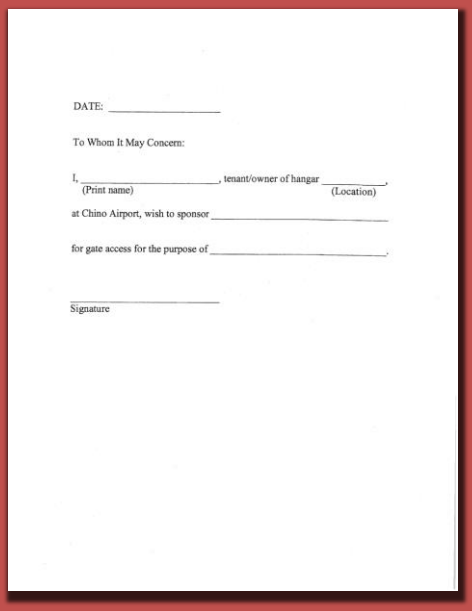


- Provide copy of current automobile insurance.

In order to receive a gate card, you must provide a current driver license and current automobile insurance.

Sponsorship Letter

- Required for individuals who do not directly rent or lease a space from the County.
  - Employees of a business
  - Tenants of Private hangars
  - Delivery drivers
- If you rent or lease a hangar, office space or tie down directly from the County, you are not required to submit a sponsorship letter.



DATE: _____

To Whom It May Concern:

I, _____, tenant/owner of hangar _____,
(Print name) (Location)

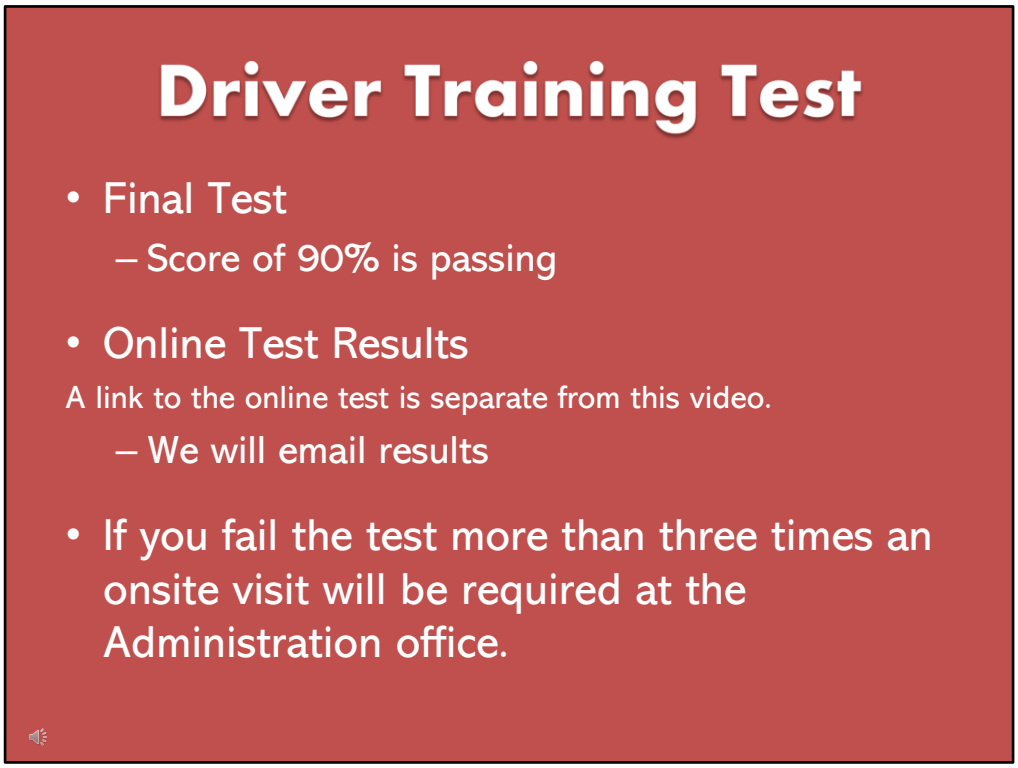
at Chino Airport, wish to sponsor _____

for gate access for the purpose of _____.

_____
Signature

A sponsorship letter is a letter from your employer or landlord stating you require access and driving privileges on the AOA. For example, employees from a business, tenants of a private hangar, or delivery drivers will require a sponsorship letter as part of the requirements to obtain access to the AOA.

If you rent or lease a hangar, office space or a tie down directly from the County, you are not required to submit a sponsorship letter; but your employees or sub-tenants are required to receive a sponsorship letter from you in order to receive a gate card.



A final test score of 90 percent is considered passing.

The online test results will then be emailed to you. And note a link to the online test is separate from this video.

If you fail the test more than three times an onsite visit will be required at the Administration office.

Documents for Gate Card

- The Gate Card Issuance Record.
- Copy of valid Driver License.
- Copy of current automobile insurance.
- Sponsorship Letter (if not a County tenant).
- Passing score on the Driver Training Test must be received by the Airport Administration before a gate card will be issued.

The Gate Card Issuance Record.

Copy of valid Driver License.

Copy of current automobile insurance.

Sponsorship Letter (if not a County tenant).

Passing score on the Driver Training Test must be received by the Airport Administration before a gate card will be issued.

FAA RUNWAY INCURSIONS

Runway Incursions

Definition: Any occurrence at an airport involving an aircraft, vehicle, person or object on the ground that creates a collision hazard or results in loss of separation with an aircraft that is doing one of the following:

- Taking off
- Intending to take off
- Landing
- Intending to land

The FAA defines a Runway Incursion as any occurrence at an airport involving an aircraft, vehicle, person or object on the ground that creates a collision hazard or results in loss of separation with an aircraft taking off, or intending to take off, landing or intending to land.

Kind of confusing right? Move on to the next slide and I'll explain what a Runway Incursion really is.

A Runway Incursion essentially occurs when an aircraft has been given clearance from the Tower to land or take off and has to deviate from that clearance due to a vehicle or pedestrian causing a safety hazard.

FAA REQUIREMENT for Chino Airport

Develop and administer a driver training program to:

1. Reduce incursions by one and provide initial and recurrent training.

2. Control access to the Airport Operations Area.

3. Discuss airport rules, regulations and driving procedures with airport users.

Over the past several years, Chino Airport has experienced several Runway Incursions. The FAA has intervened and is requiring the Airport to explore options to alleviate the Runway Incursion issues.

The FAA has asked the Airport to reduce incursions by

1) Providing Initial and Recurrent Training;

2) 2) Controlling access to the AOA; and

3) 3) Discussing airport rules, regulations and driving procedures with the airport users.

Chino Airport Operations

- Chino Airport is a confusing, busy, congested general aviation airport.
- There are over 500 hangars, 800 based aircraft and over 150,000 annual airport operations. Chino airport can be down-right hectic at times. There is no room for error while operating in the AOA.
- Regardless of what you are doing in the AOA, you have the same accountability of a pilot when operating in the AOA and everybody, from an aircraft fueler, baggage handler, maintenance technician, operations coordinator, air traffic controller, airport manager and pilots are counting on you to be safe.

Chino Airport is a confusing, busy, congested general aviation airport.

There are over 500 hangars, 800 based aircraft and over 150,000 annual airport operations.

Chino airport can be down-right hectic at times.

There is no room for error while operating in the AOA.

There are no acceptable excuses for cutting corners or compromising safety.

Regardless of what you are doing in the AOA, you have the same accountability of a pilot when operating in the AOA and everybody, from an aircraft fueler, baggage handler, maintenance technician, operations coordinator, air traffic controller, airport manager and pilots are counting on you to be safe.

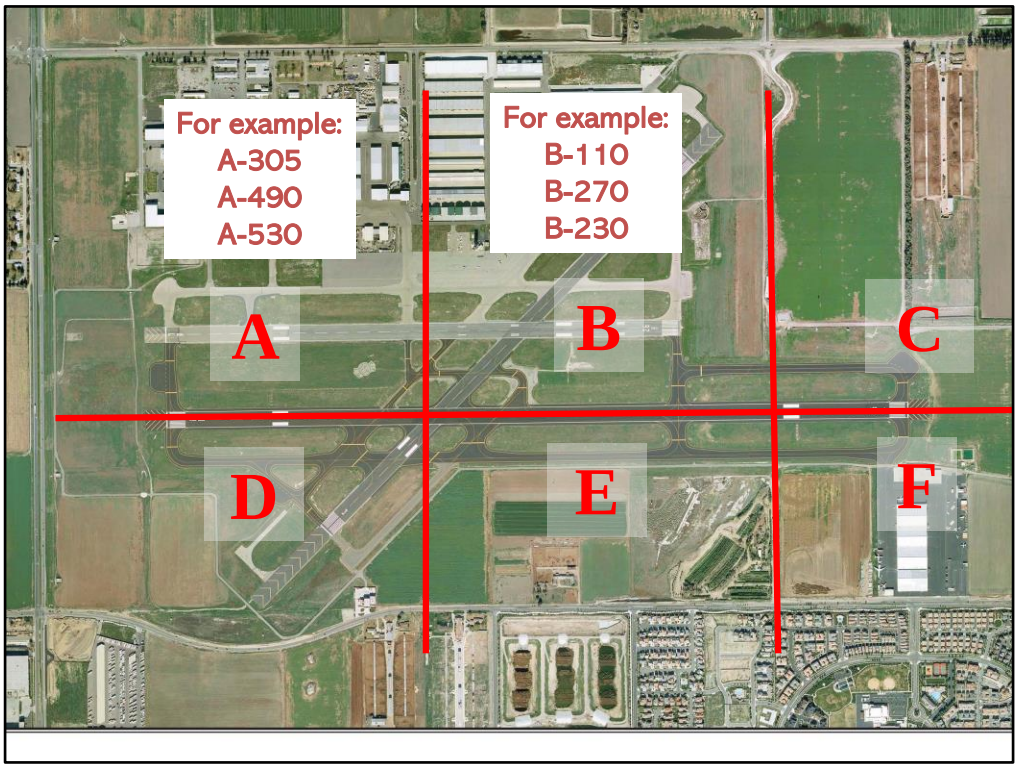
This is an airport building map developed by the airport administration to assist drivers in finding businesses or hangars.

Next you will learn about the airport quadrants and building identifiers.

Knowing where you are, where you are going, and watching out for aircraft and other vehicles is paramount while driving on the AOA.

There is so much going on at the airport it is easy to become distracted. Become familiar with the airport map.

A copy can be downloaded from our web page or picked up at the Administration Office.



Many people do not know the Airport is divided up into six quadrants.

The quadrants are used to divide the buildings into more manageable areas for building identification.

The area West of Cal Aero Drive and North of 26R are identified by the letter A, followed by a numeric character.

For example A-305, A-490, and A-530. The area East of Cal Aero Drive but West of Grove Avenue and North of 26R is identified by the Letter B, followed by a numeric character.

For Example B-110, B-270, and B-230. Additionally, there is a Charlie, Delta, Echo, and Foxtrot Section. It is extremely important to know what building you are going to, or the location.

In the event of an emergency and a call is placed with the Fire or Police Department, the response will be much faster if the correct building identifier is

provided.

The Fire and Police Department does not recognize the old building identification system such as the J or H hangars. I

t is also helpful to know major landmarks or businesses at the Airport – such as the Air Traffic Control Tower, Planes of Fame, Yanks Air Museum, or Flo's Airport Café

The Building signs and identifiers are Blue Signs with White text. The Text will have an Alpha Numeric identifier to identify the building. For example A-465, B-295, or F-350.

The detail in the last slide was a bit hard to see, so here is a close-up for you. Again, each building on the airport will have a building identifier sign mounted on a side.

There are three entrances to the Airport, the first is Gate 2 on Corsair Place, near the Dome Hangars.

Gate 3 is located on Cal Aero Drive.

The South gate is located in the Commercial Hangar Complex.

The goal of having multiple access locations is to limit the driving exposure between automobiles and aircraft.

If the building you are visiting is located in the A Quadrant, the best gate choice is Gate 2 on Corsair Place.

If the building you are visiting is located in the B Quadrant, the best gate choice is Gate 3 on Cal Aero Drive.

If the building you are visiting is located in the F Quadrant, the best gate choice is the Commercial Hangar Complex.

The Airport does have a perimeter road that connects the B Quadrant to the F Quadrant.

All vehicles are permitted to access the perimeter road but it is faster, due to the 25 mph speed limit, to use City streets to go from one side of the Airport to another.

This is Gate 2 on Corsair Place off of Merrill Avenue.

Another way to recognize the gate location is by the World War II Dome Hangars.

As you approach the gate, you will notice signs posted in the area.

The first one you will notice is the Stop Sign, it reads “Stop Gate arm drops after each vehicle.”

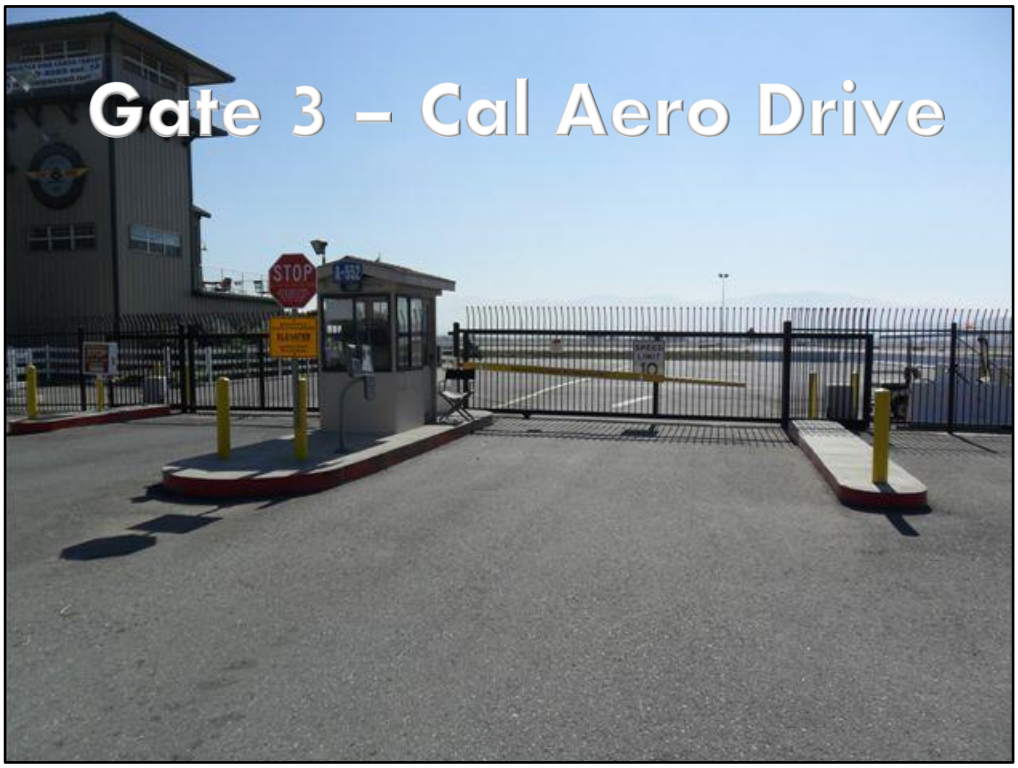
The Access Control System must be used for entry to prevent damage to your vehicle.

Other signs include the posted speed limit, and our friendly video monitoring surveillance system sign.

To access the airfield, use your gate card and swipe or place it in front of the reader like this.

The gate should open for you. Turn your hazard lights on, proceed through the gate and then stop and watch the gate close behind you.

If observed not stopping by an airport user, staff member, or the electronic surveillance, vehicle access may be revoked.



This is Gate 3 on Cal Aero Drive off of Merrill Avenue.

Another way to recognize the location of the gate, is its' proximity to the Airport Administration Building, or the Cal Aero County Club Tower to the left of the gate entrance.

As you approach the gate, you will notice signs posted in the area.

The first one you will notice is the Stop Sign, it reads "Stop Gate arm drops after each vehicle."

The Access Control System must be used for entry to prevent damage to your vehicle.

The gate arm will raise once the system is activated and will drop immediately after you pass through the gate.

Other signs include the posted speed limit, and our friendly video monitoring surveillance system sign.

To access the airfield, use your gate card and swipe or place it in front of the reader

like this.

The gate should open for you. Turn your hazard lights on, proceed through the gate and then stop and watch the gate close behind you.

If observed not stopping by an airport user, staff member, or the electronic surveillance, vehicle access may be revoked.

This is the Commercial Hangar Complex gate on the south side of the airport off of Kimball Avenue.

This gate can be easily recognized. It is near the Preserve south of the airport.

The Buildings near the gate have the distinctive steep pitch roofs.

This is also where some of the Fixed Based Operators are located.

Notice the speed limit sign. It reads 10 MPH.

To access the gate place or swipe you gate card across the reader like this.

As with all gates at the airport it is your responsibility to ensure the gate closes behind you.

If there is somebody waiting to access the gate after you. Ensure they use their gate card, then it becomes their responsibility to ensure the gate closes behind them.

If you have any issues please call the airport administration office.

Entering the Airport

- Do not allow access to the Airport Operations Area to anyone unknown to you.
- Most vehicular incursions result from a driver who has been provided entry to the airport and is unfamiliar with the Airport Operations Area.
- Upon entering the airfield, all vehicles are required to stop to allow the gate arm and gate to close behind them. If observed not stopping by an airport user, staff member, or the electronic surveillance, vehicle access may be revoked.

Here are some tips:

Do not allow access to the Airport Operations Area to anyone unknown to you.

Most vehicular incursions result from a driver who has been provided entry to the airport and is unfamiliar with the Airport Operations Area.

Upon entering the airfield, all vehicles are required to stop to allow the gate arm and gate to close behind them. If observed not stopping by an airport user, staff member, or the electronic surveillance, vehicle access may be revoked.

General Guidance

- Turn on hazard lights upon entering the AOA.
- Know current location at all times.
- Give way to Fire and Police Department, and County vehicles.
- Know the meaning of airfield markings, signs and lights.

Here a bit of the general guidance for driving on the AOA:

Turn on hazard lights upon entering the AOA.

Know current location at all times.

Give way to Fire and Police Department, and County vehicles.

Know the meaning of airfield markings, signs and lights.

Aircraft Operations

- A rotating beacon on top or the bottom of the aircraft signifies the aircraft is moving or is about to move.
- Pilots have a limited view from the cockpit.
- Aircraft have the right of way at all times
- Pull out of the way and stop.
- Never drive under a wing of an aircraft.
- Maintain a safe distance from aircraft.

When driving on the airport pay attention to aircraft operations.

A rotating beacon on top or the bottom of the aircraft signifies the aircraft is moving or is about to move.

Pilots have a limited view from the cockpit. If you can't see the pilot, the pilot cannot see you.

Aircraft have the right of way at all times so if you see one coming your way

Pull out of the way and stop.

Never drive under a wing of an aircraft.

Maintain a safe distance from aircraft when driving on the AOA.

Enforcing Speed Limits

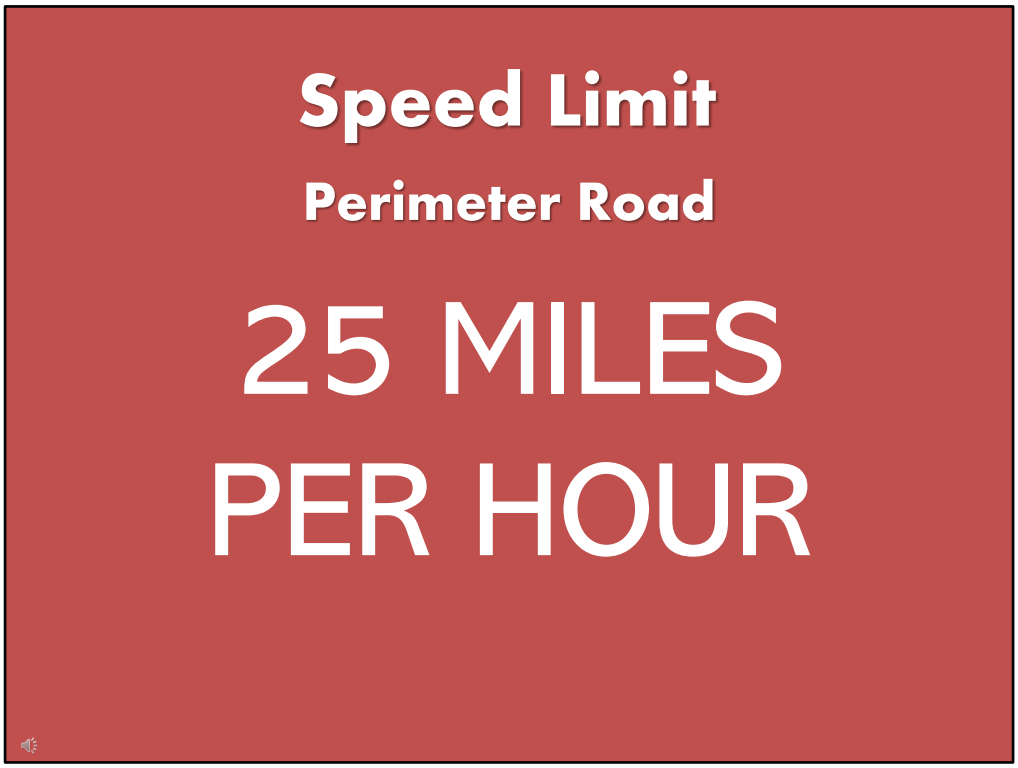
Chino Airport Administration has been notified by the Chino Police Department that CITATIONS will be issued to violators who exceed the posted speed limit.

Speed Limit

Ramps, Aprons, Taxilanes and areas between the hangars

10 MILES PER HOUR

The speed limit on ramps, aprons, taxi-lanes and areas between the hangars is 10 MPH.



The speed limit on the perimeter road is 25 MPH.

Airport

Rules & Regulations

- One of the conditions to receive a gate card is to follow the airport rules.
- Let's take a look at some of the rules and regulations listed in Title 7.

TITLE 7: COUNTY AIRPORTS
DIVISION 1: AIRPORT RULES AND REGULATIONS
Chapter 3: MOTOR VEHICLE REGULATIONS.
Sections:

71.031 Licensing.
71.032 Rules of Operation.
71.033 Permits Required.
71.034 Radio Equipment.
71.035 Emergency Vehicles - Right of Way.
71.036 Repair of Motor Vehicles.
71.037 Parking.

71.031 Licensing.

No person shall operate motorized equipment of any kind on the Airport unless in possession of a current and valid operator's license for such equipment.

Amended Ordinance #2132 (1977); Amended Ordinance 3975 (2006)

71.032 Rules of Operation.

(a) No person shall operate a vehicle of any kind on the Airport in a reckless or negligent manner or in excess of the speed limits prescribed by the Airport Manager. If not posted, the speed limit shall not exceed ten (10) miles per hour in ramp, apron, aircraft parking areas, hangar areas and automobile parking lots.

(b) Pedestrians and aircraft shall at all times have right of way over vehicular traffic. All vehicles shall pass to the rear of taxiing aircraft.

(c) Persons operating vehicles on the Airport shall give proper signals and observe the directions of posted traffic signs.

(d) No person under the influence of alcohol or FAA prohibited drugs shall operate a vehicle or aircraft on the Airport.

(e) No person shall operate on the Airport any vehicle which is overloaded or carrying more passengers than that for which the vehicle was designed. No person shall ride on the running board, stand up or ride in the body of a moving vehicle with arms or legs protruding from the body of the motor vehicle.

(f) No vehicle shall be operated on the Airport if it is so constructed, equipped or loaded as to endanger persons or property.

(g) No person shall operate, in any hangar on the Airport, a motor scooter, truck, or other motor vehicle without exhausts protected by screens or baffles to prevent the escape of sparks or the propagation of flame.

(h) No vehicle, commercial or otherwise, other than those for the operation of which the Airport Manager has granted a permit, may enter upon, travel through, park at, stop in, or be operated upon the Airport Surface. The Director, or designee may waive the foregoing requirements when such waiver will not adversely affect Airport operations.

(i) No person under 12 years of age shall operate any motorized vehicle on the Airport property under any circumstances nor operate any non-motorized vehicle on the Airport property unless under direct supervision by an adult with full and legal responsibility for the operator.

Amended Ordinance #2132 (1977); Amended Ordinance 3975 (2006)

71.033 Permits Required.

(a) Except as otherwise specifically authorized by the Airport Manager, no person may operate a vehicle that is carrying passengers for hire from the Airport without appropriate license and a permit from the County or CSA.

(b) Except for discharging passengers and as otherwise directed by the Airport Manager, no person may park on the Airport a vehicle used for the purpose of carrying passengers for hire without appropriate license and a permit from the County or CSA.

(c) Except with the specific approval of the Airport Manager under conditions prescribed by him, no person may on the Airport solicit or invite any person to ride in a vehicle used for the purpose of carrying passengers for hire, either by driving slowly past a loading entrance to an Airport building or by any other act or the speaking of words that are intended to induce that person to engage the vehicle.

(d) Each person who requests a permit to operate on the Airport a vehicle used for the purpose of carrying passengers for hire must apply in writing to the Airport Manager and pay any applicable permit fee.

As part of the driver training curriculum, Airport Rules and Regulations will be discussed.

One of the conditions to receive a gate is to follow the airport rules and regulations, so it might be a good idea to have an understanding of what you agree to.

So, let's take a look at some of the rules and regulations listed in Title 7.

General Title 7 Rules

- Current and valid driver license.
- Speed limit 10 MPH unless otherwise posted.
- Driving under the influence of alcohol is prohibited.
- No person under 12 years of age shall operate any motorized or non-motorized vehicle on the airport unless under direct supervision by an adult.
- Give way to aircraft, emergency and County vehicles.

Title 7, The Airport Rules and Regulations requires an individual driving on the AOA to have:

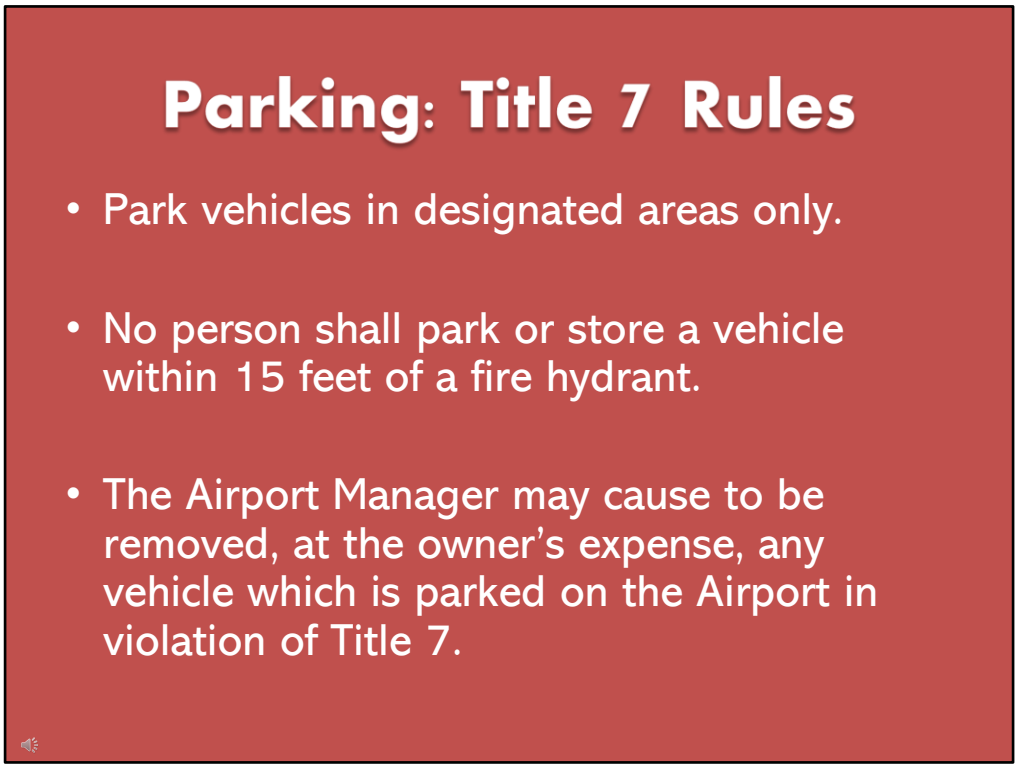
Current and Valid Driver License;

Follow the Speed limit of 10 MPH unless otherwise posted;

Title 7 states Driving under the influence of Alcohol is prohibited;

No person under 12 years of age shall operate any motorized or non-motorized vehicle on the airport unless under direct supervision by an adult;

Give way to aircraft, emergency and county vehicles.

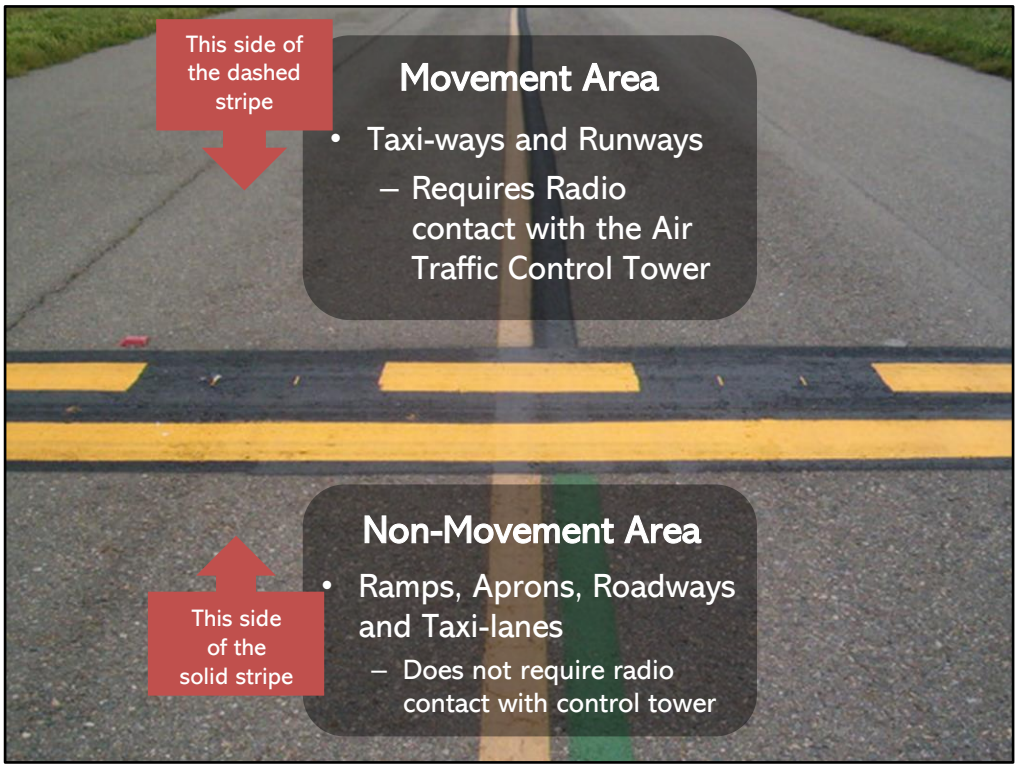


When parking a vehicle a driver is required to follow the Airport Rules and Regulations.

Vehicle parking should only occur in designated areas.

A vehicle is prohibited from parking within 15 feet of a fire hydrant. Be courteous to your neighbors with your vehicle parking etiquette; do not block access to a hangar or an entrance to a building.

The Airport Manager may cause to be removed, at the owner's expense, any vehicle which is parked on the Airport in violation of Title 7.



The surfaces at Chino Airport can be divided into two areas – the Non-Movement Area and the Movement Area.

Chino traffic, whether it be aircraft or vehicles, accessing the movement areas, i.e. Taxiways and Runways, are required to receive authorization from the Chino Air Traffic Control Tower by establishing two-way radio communication with the Tower prior to entering the movement area.

Driving procedures in the movement area are not discussed in the training module.

If you require vehicular access to operate in the movement area, contact the Chino Airport Administration Office.

The goal of this training is to inform everybody of where the Non-Movement Area Boundary Marking is located and ask that you avoid those areas.

The non-movement areas consist of the ramps, aprons, roadways and taxi-lanes. Radio contact with the Tower is not required in the non-movement area.

Follow the rules and regulations as previously discussed. Again, here are some of the highlights.

Do not allow access to the airport to anyone unknown to you, send them to the Administration Office. The speed limit is 10 mph.

Turn your hazard lights on after entering the AOA.

And last but not least, avoid the areas near the Non-Movement Area Boundary Marking.

Non-Movement Area Boundary Marking

The non-movement area to the left is where ramps, roadways, business, and hangars are located. You do not need Tower's authorization to drive in those areas.

The Movement area, the area here on the right, is where taxiways and runways are located.

This is another view of the Non-Movement Area Boundary Marking.

The non-movement area to the left is where ramps, roadways, business, and hangars are located.

You do not need Tower's authorization to drive in those areas.

The Movement area, the area to the right is where taxiways and runways are located.

The Tower's prior authorization and two-way radio communication is required to operate in the movement area.

The Airport is divided up into several areas:

The first area would be the roadways that lead to the Airport Access Controlled Entries. That would include Corsair Place, Cal Aero Drive and the Commercial Hangar Complex on the South side of the Airport.

The next area is the non-movement area which includes ramps, some roadways, taxi-lanes, and the pavement between hangars.

The non-movement area and movement area is segregated by the non-movement area boundary marking (the yellow marking with a solid line on one side and the a-dashed line on the other, remember it's the marking from the previous slide).

Last but not least, is the movement area; this area includes Runways, and Taxiways.

To access the movement area, radio contact and authorization from the Air Traffic Control Tower is required. Entering the movement area without authorization from the Control Tower can have catastrophic results.

At a minimum, this is what will occur, if a driver crosses into the movement area without permission, the Tower will immediately call the Airport Administration

Office.

The Airport will send a representative to meet the driver and escort them out of the movement area.

The Airport Administration will follow-up by conducting an investigation and completing an Incident Report.

Next, the Tower will notify the Regional FAA Office so they can conduct their investigation … well, let’s just say it is a ton of paperwork.

The offender will lose driving privileges until they can complete an onsite driver training program.

It is the driver's responsibility to know where they are at all times and everybody is counting on you to play it safe.

Don't cut corners, and keep it slow.

This is the view from the Tower.

What we would like for you to see is how pretty the Airport looks in January after a good amount of rain … no not really, but it does look nice, Right?

Notice the Non-Movement Area Boundary Marking just beyond the row of planes.

The marking extends from one end of the ramp to the other.

Do not cross into the movement area without prior authorization from the Tower.

There are several markings on the surfaces at Chino Airport.

There are Taxiway and Taxi-lane markings which are yellow.

Runway markings are white.

The Non-Movement Area Boundary Marking is Yellow and Black.

The Non-Movement Area Boundary Marking is depicted in this picture.

It's the yellow marking that is solid on one side and dashed on the other.

This is a hold position marking. If you see this marking STOP.

Don't move. If you continue you will drive onto the runway. T

he runway is where aircraft land and take off.

This is a Runway. Again, a runway is where aircraft land and take off. The runway markings are white.

There are many signs at the Airport.

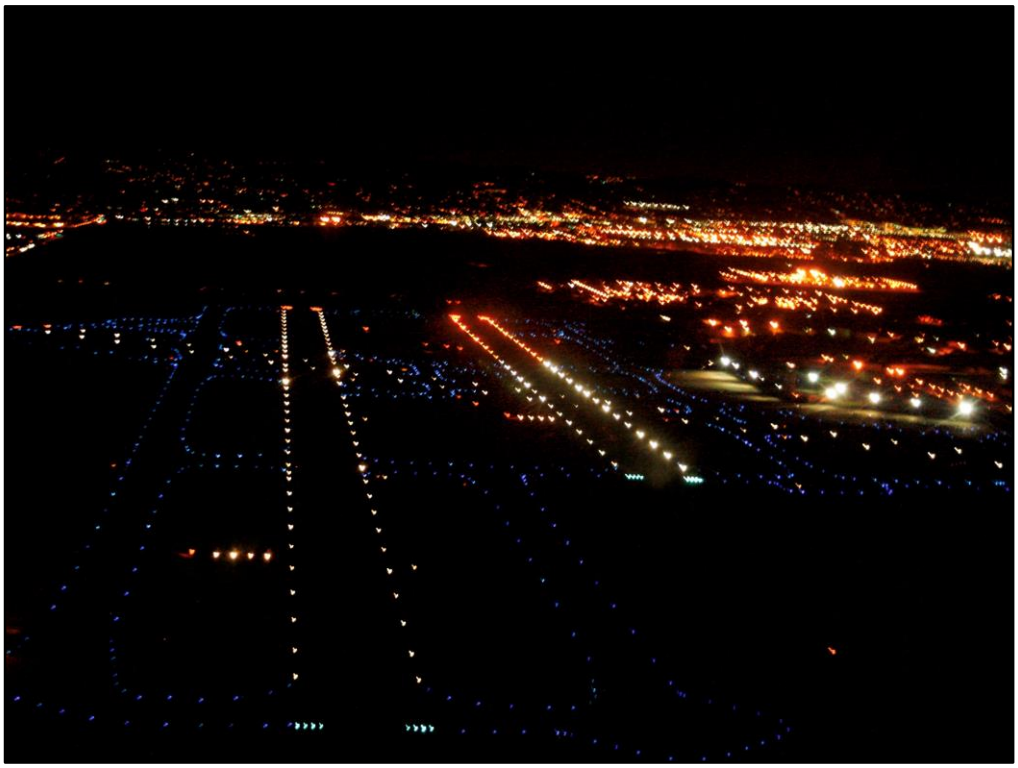
Some are for vehicles and some are for aircraft.

All of the aircraft signs are located in the movement area.

For this program, we will not discuss the meaning of the aircraft signs.

But a driver must understand that because the aircraft signs are located in the movement area, if the driver is driving past the signs without permission from the Tower, they have entered the movement area without permission.

Obey all of the vehicular signs.



During night-time operations the Airport is a site to behold.

There are lights everywhere.

Some are blue, some are white, there is green and red, amber and a few others. ‘

There are runway lights, taxiway lights, beacons, PAPI's, REILS, obstruction lights, security lights, vehicle lights, aircraft lights, and ramp lights.

Please avoid the area with blue and white lights. Blue lights are located on taxiways. White lights are located on Runways. Taxiways and Runways are located in the movement area and require prior authorization from the Tower before entering.

Take extra caution while driving during night-time.

There are some areas around the Airport that are not well lit.

It may be difficult to see buildings, aircraft, and other vehicles.

Thank you for taking the time to review this program.

We truly hope you have a better understanding of what is required from you while driving in the AOA.

Go ahead and move on the test.

And remember Chino Airport is “Where Opportunity Takes Flight.”