

# **Sunrise Aviation**

## **JOHN WAYNE AIRPORT RAMP SECURITY**

2/2/09

### **A The Official Situation**

1. Definition: "Unescorted Access"--Freedom to move around the ramp in the normal manner without official supervision.
2. Under instructions from TSA, John Wayne Airport will require personal ID badges for all individuals who wish "unescorted access" to the airport operations area (AOA). This directive becomes effective March 1.
3. This step has been implemented because SNA is classified as a Part 139 Airport (we serve scheduled air carriers). Airport administrations across the country opposed this development, but were only partially successful in reducing the impact on users.
4. Other affected airports in SoCal are LAX, Long Beach, Camarillo, Oxnard, Ontario and Lindbergh.

### **B Rules**

1. Individuals who have been issued badges will enter at one of the two standard gates, using the badge and a PIN of their own choosing. You are not required to display the badge, but you must have it available in the event someone official wants to see it.
2. Our current hang tags will remain in use to indicate authorization to operate and park a vehicle on the ramp.
3. **There are no substantive changes for your passengers.** Once you have been issued your badge, you may escort members of your party onto the ramp, where you will be responsible for their movements.
4. When you travel to other Part 139 airports you will not be affected by these new rules: it is assumed that transient pilots will exit and enter the airport through FBOs that take responsibility for ramp access.

### **C John Wayne Badging Process:**

1. Step One: Submission of required ID documents and application forms (2).
  - a. Acceptable forms of ID are listed on the last page of this document. Only originals will be accepted—no copies.
    - (i) By far the easiest form is a passport, current or expired.
    - (ii) One can also use a combination of standard picture ID (driver's license, etc.) and an eligibility to work document (SS card, etc.).
    - (iii) Foreign nationals can use a Permanent or Temporary Resident card.
  - b. Instructions for completing the two forms follow on the next pages of this handout.
2. Step Two: Following the completion of a TSA background check, each applicant will be photographed and issued a picture ID and a 4-digit PIN of their own choosing. The estimated time between steps 1 & 2 is "a couple of days." I recommend calling the airport at 949 852-5250 three days after document submission to verify completion of the background check.

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## **D Procedure**

1. By far the most time-consuming elements in this process are the two required visits to the airport admin offices at the John Wayne Terminal. On the first visit, the applicant submits forms and documents; on the second the applicant gets photographed and receives the badge.
2. **Sunrise offers an alternative to eliminate one of these visits.**
  - a. The process starts with a visit to Sunrise. You will
    - (i) complete and sign the two required forms (partially filled in by Sunrise in advance).
    - (ii) give us the required ID documentation (an expired passport is ideal, although you may also be willing to entrust us with a current one). **Your documentation will be stored in a fire-proof safe.**
  - b. Airport staff will visit Sunrise within two days to inspect your ID documents and pick up the application forms (they have agreed to accept our affirmation that your signatures are valid).
  - c. Sunrise will then call you to retrieve your ID documents.
  - d. This procedure eliminates the first trip to the terminal, and you should find it helpful.
3. If you choose not to use the Sunrise service, the alternative is to pick up the two partially completed forms at Sunrise and present yourself at the airport, along with your ID documents.
4. Either way, upon completion of your background check, there is no escaping the second of the two airport visits, at which you will be photographed and issued your badge. The airport will validate parking fees.

Michael Church

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## **HOW TO COMPLETE JOHN WAYNE AIRPORT BADGING FORMS**

### **A Form 1: Security Threat Assessment (STA)**

1. This form is used by TSA to verify personal data and eligibility.
2. Fill out the form completely, with the following exceptions:
  - a. US Passport # is voluntary
  - b. You may elect to withhold your SS#, but TSA warns this *may* block the process (you will be required to enter it on the second form anyway).
3. "POB" (Place of Birth): Use the code on the reverse side of the form. For United States, use "US"
4. "Citizen Country:" Same instructions
5. "Company Name" is Sunrise Aviation
6. Sign and date in TWO places on the front side.

### **B Form 2: Access Badge Application (Non-SIDA)**

1. This badge, along with a 4-digit PIN of your own choosing, will authorize access to the non-commercial (non-SIDA) ramp at John Wayne ("SIDA" means Security Identification Display Area—the airport terminal itself).
2. The badge will be your responsibility: you must promptly report loss or theft to Sunrise, as we bear the overall responsibility.
3. This is a two-sided form.
4. "RACE"
  - a. A=Chinese, Japanese, Filipino, Korean, Polynesian, Indian, Indonesian, Asian Indian, or Samoan
  - b. B=A person having origins in any black racial group of Africa
  - c. J=American Indian, Eskimo or Alaskan native
  - d. U=Of undeterminable race
  - e. W=Caucasian, Mexican, Puerto Rican, Cuban, Central or South American
5. In preparing this form, Sunrise has made the possibly incorrect assumption that you have never had an airport security badge at SNA.
  - a. If this is incorrect, please white-out the printed circle ("NO") and circle "YES" instead
6. Sign and date the back side of the form where it says "Applicant's Certification"
7. The form requires a Sunrise signature (mine) affirming you are entitled to continue to use our airport.
8. You will be able to choose your own PIN when the badge is issued .