



## Charles M. Schulz – Sonoma County Airport

### Master Fee Schedule of Airport Rates and Charges Fiscal Year FY 17-18

**Approved by the Sonoma  
County Board of Supervisors  
May 9, 2017**

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*County of Sonoma - Transportation & Public Works*

**Sonoma County Airport**  
**Master Fee Schedule FY 17-18**

I. AIRCRAFT STORAGE

<b>Category</b>	<b>Hangar Number<sup>1</sup></b>	<b>Fiscal Year</b>	
		<b>Jul-17</b>	<b>Jul-18<sup>2</sup></b>
<b>Apron D</b>			
A	D HGRA01-D HGRA11	\$159	\$162
A	DHGRA12-D HGRA25	\$181	\$185
A	D HGRA18-D HGRA19	\$207	\$211
B	D HGRB26-D HGRB53	\$227	\$232
Shade	D SHD01-D SHD21	\$153	\$156
Shade	D SHD22-D SHD39	\$191	\$195
Executive Shade	D EXESHD01-D EXESHD02	\$430	\$439
Executive Shade West	D EXESHD03	\$404	\$412
Butler	D BUT01- D BUT14	\$108	\$110
Bldg. 303	PCAM GIFTSHOP	\$406	\$414
Private Port-a-Ports	D PVTHGREP1-D PVTHGREP4	\$73	\$74
<b>Apron E</b>			
C	E HGRC106- E HGRC152	\$349	\$356
D	E HGRD62- E HGRD93	\$454	\$463
E	E HGRE205-E HGRE209,	\$448	\$457
E	E HGRE212- E HGRE215	\$448	\$457
E	E HGRE223- E HGRE226,	\$448	\$457
E	E HGRE229- E HGRE231	\$448	\$457
E	E HGRE210 & E HGRE216	\$615	\$627
E	E HGRE228 & E HGRE232	\$581	\$593
E	E HGRE211 & E HGRE222	\$519	\$529
E	E HGRE227	\$519	\$529
G	E HRG54- E HRG61	\$830	\$847
G	E HRG94- E HRG101	\$830	\$847
Executive Hangars	2282-2294 Becker Blvd.	\$2,310	\$2,356
Executive Hangars	E EXEHGR22- E EXEHGR26	\$1,791	\$1,827
Executive Hangars	E EXEHGR200- E EXEHGR204	\$1,444	\$1,473
Executive Hangars	E EXEHGR217- E EXEHGR221	\$1,444	\$1,473
Executive Hangar	2265 Becker Blvd.	\$2,149	\$2,192
<b>Apron F</b>			
Private T-Hangars	F PVTHGR201- F PVTHGR214	\$97	\$99
F	F HGRF217-226 & F HGRF233-242	\$187	\$191
Private Port-a-Ports	F PVTHGR227-231 & F PVTHGRF243-246	\$66	\$67
Private Port-a-Port	F PVTHGR247	\$73	\$74
Private T-Hangar	F PVTHGR248	\$83	\$85

<sup>1</sup> In order to correlate the new accounting system EFS with the Airport's lease data base system, a new numbering protocol was assigned to the hangars. The categories remain the same with a detailed hangar description.

<sup>2</sup> The rental increase in July, 2018 is the last segment of the Airport's Five-Year Plan of proposed rates and charges.

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<b>Category</b>	<b>Hangar Number</b>	<b>Fiscal Year</b>	
		<b>Jul-17</b>	<b>Jul-18</b>
<b>Apron F (cont.)</b>			
Private T-Hangars	F PVTGHR249 – F PVTGHR256	\$97	\$99
Private Port-a-Ports	F PVTGHR258 – F PVTGHR260	\$73	\$74
Private T-Hangars	F PVTGHR751- F PVTGHR769 (ODD)	\$104	\$106
Private Box Hangars	F PVTGHR752- F PVTGHR782 (EVEN)	\$183	\$187
Private Box Hangar	F PVTGHR771	\$258	\$263
Private T-Hangars	F PVTGHR775 & F PVTGHR777	\$104	\$106
Private T-Hangar	F PVTGHR779	\$104	\$106
Private Box Hangar	F HRDSTN1059	\$412	\$420
Private Box Hangar	F HRDSTN1081	\$274	\$279
<b>Taxiway D</b>			
Private Box Hangar	5550 Windsor	\$274	\$279
<b>Taxiway G</b>			
Private Box Hangar	5640 Windsor	\$274	\$279
<b>Storeroom Category</b>	<b>Storeroom Number</b>	<b>Fiscal Year</b>	
		<b>Jul-17</b>	<b>Jul-18</b>
Small Non-aero	D STRA01 & D STRA02,	\$98	\$100
Large Non-aero	D STRB03- D STRB06	\$177	\$181
Mini Hangar Non-aero	E MINHGR115 & E MINHGR122	\$212	\$216
Mini Hangar Non-aero	E MINHGR132 & E MINHGR139	\$212	\$216
Mini Hangar Non-aero	E MINHGR147 & E MINHGR152	\$212	\$216

#### COMMERCIAL USE HANGARS

Commercial operations in hangars, including subletting of privately-owned hangars, are subject to prior approval by the County and compliance with the Airport Minimum Standards for that type of commercial activity and lease provisions.

#### AIRPORT LOCKS

Airport tenants using aircraft storage units with a lockable door system or Airport storerooms are required to use Airport issued lock and key sets. The cost for these lock and key sets is non-refundable and the tenant owns the lock and key set.

Lock and Key	\$45 per set
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#### II. NON-COVERED AIRCRAFT STORAGE BY WING SPAN

##### GENERAL AVIATION

Tie down Tail to Tail	MONTHLY RATE	NIGHTLY RATE
Less than 42'	\$ 50	\$10
Tie down Taxi Through		
Less than 60'	\$135	\$27
Over 60' but less than 90'	\$165	\$33

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90' and over	\$205	\$41
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A \$3 service fee will be assessed for transient tags if not paid at the Airport and County staff has to mail collection requests to operator.

**III. LANDING FEES**

**Hot Air Balloon Land/Launch/Escort:** Recovery escort \$55 per hour, with a one-hour minimum charge, plus any other necessary documentable expense associated with a response, or Balloonists may execute and comply with operator permit and pay a \$500 per calendar year operating permit fee and have the escort fees waived per the terms of the permit.

Revenue producing commercial flights:

Maximum Gross Weight (lbs.) <sup>3</sup>	<u>Amount Per Landing*</u>
Less than 12,500 lbs.	\$0.82/1,000 lbs.
Over 12,500 lbs.	\$1.25/1,000 lbs.

Non-Commercial flights (excluding aircraft based at the Charles M. Schulz - Sonoma County Airport):

Maximum Gross Weight (lbs.) <sup>4</sup>	<u>Amount Per Landing*</u>
Over 12,500 lbs.	\$1.25/1,000 lbs.

\*Landing Fees captured at Departure. Non-based aircraft billing will be processed by third party vendor for the Airport, with the exception of airline and government agency aircraft.

Fire Suppression Flights:

<u>Aircraft Type<sup>5</sup></u>	<u>Amount Per Landing</u>
OV-10 and C337	\$ 22
S2A/T	\$ 45
P2 and P3	\$165
SP2H/King 90/RJ85	\$165
DC-4/DC-7	\$165

**IV. VEHICLE PARKING FEES**

Long Term	\$10 per day (24-hr. period)
Short Term (first two hours free)	\$1 per ½ hour (max. of \$14 for 24-hr. period)

The Airport Manager is authorized to negotiate rates with the operator of the restaurant for

<sup>3</sup> Per FAA Advisory Circular Aircraft Data AV 150/5325-5B as amended.

<sup>4</sup> Per FAA Advisory Circular Aircraft Data AV 150/5325-5B as amended.

<sup>5</sup> These aircraft landing fees are set by agreement between the County and the State of California for Cal Fire use. If the aircraft operated by Cal Fire is not shown above, then the Revenue Producing Commercial landing fees shall apply.

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validating parking for their customers when using the short-term parking lot.

Assigned Parking (on Airport)	\$55 per month
Discount Pass for daily commuters (long-term lot)	\$100 per month
Employee Annual Parking Pass	\$10 per year
Replacement Employee Annual Parking Pass	\$10
Parking Penalties	PAA Schedule <sup>6</sup>

**V. TERMINAL RATES AND CHARGES**

In addition to signing a license agreement or lease, each airline will pay as a minimum the following rates (these rates include utilities except phone service):

Type of Service	FY 17-18	FY 18-19	FY 19-20
Terminal – Preferential Space Rental (per square foot per month)			
Daily Service	\$2.65	\$2.73	\$2.82
Non-daily Service	\$3.45	\$3.55	\$3.66
Ticket Counter and Queue Rental (per enplaned revenue passenger)			
Daily Service	\$.37	\$.37	\$.37
Non-daily Service	\$.48	\$.48	\$.48
Joint Use Space (per enplaned revenue passenger)			
Daily Service	\$1.60	\$1.60	\$1.60
Non-daily Service	\$2.08	\$2.08	\$2.08

**“Per Turn” Charge**

Airlines with irregular schedules prefer a set “per turn” charge when they use an airport. A set charge enables them to budget expenses regardless of how many passengers are on a given flight.

The charge is calculated as 90% of the seating capacity of the aircraft multiplied by the non-daily joint space charge, plus calculated landing fees, plus calculation of 90% of the seating capacity of the aircraft multiplied by non-daily unassigned ticket counter and queue area rate, rounded to the nearest \$5.

An example: A Boeing 737 has 157 seats and weights 146,300 lbs.

$$(0.90 * 157 * \$2.08) + (146.3 * \$1.25) + (0.90 * 157 * \$0.48) = \$545 \text{ (rounded up)}$$

**Airline Remain Over Night (RON) Fee**

RON Wingspan	MONTHLY RATE	NIGHTLY RATE
Less than 90'	\$225	\$45
90' and over	\$350	\$70
Air Stair Rental – Small	\$250 per month	\$40 per day
Air Stair Rental – Large	\$500 per month	\$75 per day

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<sup>6</sup> Contract of agreement with the Treasurer/Tax Collector, Parking Administration & Adjudication (PAA) established by Resolution No. 93-1309 to administer the responsibilities of AB 408 Notice of Parking Violations.

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**VI. GROUND LEASE ANNUAL RENTAL RATES (per square foot)**

Eastside Section of Airfield	\$0.47
Westside Section of Airfield	\$0.25
South/Mid-Section of Airfield	\$0.35

**VII. AUTOCROSS TRACK USE FEE**

Single Event Use	\$550 per event
Yearly Use	\$6,555 per year
Anticipated actual airport employee expenses	\$65 per hour
Anticipated actual airport employee overtime expenses	\$82 per hour

Anticipated Actual Airport Employee Expenses will be estimates, based on discussions between Airport management and event organizers, in advance of the event. The event organizer shall approve unanticipated additional expenses when possible. Any actual, unforeseen and unavoidable actual expenses above the initial estimate incurred by the Airport shall be due and payable by event organizer within 30 days of billing and may result in denial of future event permits if not paid in a timely manner. It is not anticipated that unforeseen costs above the original estimate will develop very often. Also, event organizers should not expect any level of effort by the Airport above that indicated in the estimate.

Both of these charges will be paid in advance of the event. After completion of the event, actual Airport expenses will be calculated. If the actual expenses are less than the anticipated expenses by \$100 or more, a refund will be issued to the Special Event organizer. Additional unexpected actual expenses will be billed and due/payable by the event organizer within 30 days of billing.

**VIII. FUEL FLOWAGE FEES**

Twelve cents (\$0.12) for each gallon of turbine fuel, aviation gasoline or auto fuel dispensed on the Airport.

**IX. LATE FEE**

Monthly rates and monthly charges shall be due and payable on the first day of each month for that month. A late fee shall be levied in the amount of ten percent (10%) of the amount due for any amount not received in the office of the Sonoma County Airport, 2290 Airport Boulevard, Santa Rosa, CA 95403 by the fifth day of the month due.

**X. NON-REFUNDABLE APPLICATION FEES**

The following fees are to cover a portion of the administrative costs to process certain types of agreements and to ensure the applicants have the means and desire to enter into the agreement. Application fees shall also apply to proposed assignments of such agreements where the County is being asked to consent to the assignment, and to any amendments of such agreements.

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<b>Application Type</b>	<b>Operator Type</b>	<b>FY 17-18</b>
Aircraft Storage Waiting List	General Aviation	One month's rent
Assignment of Private Hangar with 30-day notice prior to sale	General Aviation	\$100
Assignment of Private Hangar less than 30-day notice prior to sale	General Aviation	\$500
Operating Agreement Aero	Non-based - limited services	\$306
Operating Agreement Non-Aero	Non-based - limited services	\$398
Operating Agreement Aero	Based – limited services	\$408
Operating Agreement Non-Aero	Based – limited services	\$530
Operating Agreement Aero	Based – full services	\$510
Operating Agreement Non-Aero	Based – full services	\$663
Lease Aero (month-to-month)	All	\$765
Lease Non-Aero (month-to-month)	All	\$995
Terminal Concession (month-to-month)	All	\$765
Lease (Less than ten-years in term)	All	\$3,443
Lease (More than ten-years in term)	All	\$7,140
Amendments to Lease (term)	All	\$2,040

No lease application fee is charged to government entities, airlines, or for leases at the Airport Industrial Building. Application fees for 501(c) non-profit entities will be charged one-half ( $\frac{1}{2}$ ) of the applicable fees listed above.

In addition, for any agreement that is subject to CEQA and NEPA, the applicant shall reimburse the Airport all costs for processing the environmental documents.

Aircraft storage waiting list application fee is applied to first month's rent upon execution of storage unit lease.

**XI. SPECIAL EVENT CHARGES (using Airport Facility)**

**Administrative Fee for Permit Processing and Use of Facilities and Grounds**

<b>Event</b>	<b>Unit</b>	<b>FY 17-18 Fee</b>
Minimum Level – under 10 participants		
Private Event	Daily	\$0
Public Event	Daily	\$25
Medium Level – 10 to 300 participants		
Private Event/Public Event	Daily	\$100
Maximum Level – over 300 participants		
Private Event/Public Event	Daily	\$1,300
Filming	Daily	\$1,300

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In addition to the fees listed above, a percentage rent of three percent (3%) of all gross revenues may also apply if the event has a gate/entrance fee and/or economic benefit to the organizers.

Charitable organizations that acquire 501(c) status will be charged one-half ( $\frac{1}{2}$ ) of the charges and percentage rent listed above.

Anticipated Actual Airport Employee Expenses	\$65 per hour <sup>7</sup>
Anticipated Actual Airport Employees Overtime Expenses	\$82 per hour <sup>8</sup>

Anticipated Actual Airport Employee Expenses will be estimates, based on discussions between Airport Management and event organizers, in advance of the event. The event organizer shall approve unanticipated additional expenses when possible. Any actual, unforeseen and unavoidable actual expenses above the initial estimate incurred by the Airport shall be due and payable by event organizer within 30 days of billing and may result in denial of future event permits if not paid in a timely manner. It is not anticipated that unforeseen costs above the original estimate will develop very often. Also, event organizers should not expect any level of effort by the Airport above that indicated in the estimate.

Both of these charges will be paid in advance of the event. After completion of the event, actual Airport expenses will be calculated. If the actual expenses are less than the anticipated expenses by \$100 or more, a refund will be issued to the Special Event organizer. Additional unexpected actual expenses will be billed and due/payable by the event organizer within 30 days of billing.

**XII. SECURITY IDENTIFICATION DISPLAY AREA (SIDA) BADGES**

SIDA Badge with Background/Finger Print Check (STA & CHRC)	\$115
SIDA Badge without Background Check (CHRC only)	\$ 95
SIDA Badge without Finger Print Check (STA only)	\$ 65

***Should applicant fail to complete training and pick up SIDA badge within 30 days of the approval date, applicant must restart approval process – including payment of associated fee.***

SIDA Badge without Background and Fingerprint Check	\$ 45
SIDA Badge Replacement (due to expiration)	\$ 45
SIDA Badge Replacement (due to expiration)/Fingerprint Resubmission	\$ 70

***Should badge holder fail to renew on time, applicant will be required to restart approval process and pay all associated fees.***

SIDA Badge Replacement (due to card failure after warranty period)	\$ 25
SIDA Badge Replacement (due to card loss) plus penalty	\$ 25
Missed Appointment without notification	\$ 20

*(CHRC – Criminal History Records Check, STA – Security Threat Assessment)*

The badges will be replaced free of charge if they fail during the 45 day warranty period. The Airport Manager is authorized to modify the security badge fees during the fiscal year if needed

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<sup>7</sup> Includes vehicle and one employee regardless of classification of employee involved

<sup>8</sup> Includes vehicle and one employee regardless of classification of employee involved

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to reflect changes in background check fees from the government and changes in supply costs related to printing. In addition, the Airport Manager is authorized to change or charge fees as necessary to recoup fees resulting from changes in FAA or TSA regulations requiring payment from the Airport.

**XIII. SIDA BADGE ADMINISTRATIVE REMEDIES**

The following administrative remedies will be enforced by the Airport if it is found that a SIDA badge holder has violated TSA regulations and/or Airport regulations. The Airport Manager is authorized to change or charge administrative remedies as necessary resulting from changes in FAA or TSA regulations or requirements.

	<b>Violation</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>
1	Badge is not returned within 72-hours due to card expiration, individual's separation from employment, upon demand from the Sonoma County Airport or TSA, upon conviction of a disqualifying crime set forth by TSA, or for any other reason.	\$150	N/A
2	Badge holder is found without their badge while within the SIDA.	\$100	\$200
3	Badge holder is found without their badge while within the AOA.	\$50	\$100
4	Badge holder alters their SIDA badge in any manner by covering up the picture, expiration date, name, or company name.	\$100 and badge revoke	Badge revoke
5	Authorized Signer does not ensure that applicant has kept Permanent Resident Card (green card), visa, or any other immigration form (found on the I-9 Form) current.	\$100	Badge revoke
6	Individual, who was not able to retain their SIDA badge due to their immigration status, is found within the fenced area of the Airport, including if they were being properly escorted by an Airport badged individual.	\$250	\$500
7	Airport badge holder escorts non-Airport badged individual within the fenced area of the Airport when they are aware that the non-Airport badge holder cannot obtain or retain an Airport badge due to their immigration status.	\$150	\$300
8	SIDA badge is not properly displayed while within the secure area.	Written warning	\$100
9	Badge holder does not close security gate properly and it is found left open and unattended.	\$50	\$100
10	Badge holder piggybacks through a secure gate or door or allows another individual to piggyback behind them through a secure gate or door (except if under escort by the badge holder, or at doors that have been approved for piggybacking by the Airport Manager's office).	\$100	\$200
11	Badge holder does not wait for a pedestrian or vehicle gate to close before proceeding into our out of the Airport premises.	\$50	\$100
12	Badge holder tailgates through a vehicle gate or allows another individual to tailgate behind them through a vehicle gate (except If escorted by the badge holder).	\$100	\$200

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	<b>Violation</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>
13	Badge holder allows a different individual to use their SIDA badge or another security access medium (key, gate device, etc.), regardless if the other individual is Airport badged or not, to access the SIDA or AOA.	Badge revoke	N/A
14	Airport or non-Airport badge holder is found trying to access the Airport premises using an Airport issued gate access media that no longer meets current Airport security guidelines.	\$500	Badge revoke
15	Airport or non-Airport badge holder is found trying to access the Airport premises using a non-Airport issued gate access media that does not meet current Airport security guidelines.	\$1,000, Police summons, badge revoke	\$5,000 Police summons
16	Badge holder does not report their badge lost, stolen, destroyed, or otherwise unaccounted for, within 24-hours, to the Airport Manager's office.	\$150	\$300
17	Cost of SIDA badge if it is lost, stolen, destroyed, or otherwise unaccounted for, regardless if it is reprinted (in addition to the fee in penalty #16, if not reported within 24-hours).	\$100	\$150
18	Reprinting cost of lost, stolen, destroyed, or otherwise unaccounted for SIDA badge (in addition to the fee in penalty #17).	\$25	\$25
19	Badge holder escorts more than three (3) individuals into the secure area without prior permission from the Airport.	\$200	Badge revoke
20	Badge holder escorts more than four (4) individuals into the AOA without prior permission from the Airport.	\$100	\$200
21	Badge holder escorts individual(s) into the SIDA for non-work related purposes (e.g. family members and friends) without prior written permission from the Airport Manager or his/her designee.	Written warning	\$100
22	Badge holder is escorted into the secure area and does not have their assigned SIDA badge with them, or escorts a different SIDA badged individual into the SIDA after that individual has been issued a SIDA badge.	\$100	\$200
23	Non-Airport badged individual who escorts individual(s) into the secure area.	\$1,000, police summons	
24	Badge holder leaves non-Airport badged individual(s) unattended within the SIDA.	\$200	\$300
25	Badge holder leaves non-Airport badged individual(s) unattended within the AOA.	\$100	\$200
26	Non-Airport badged individual is found unescorted within the SIDA.	\$250	\$500
27	SIDA or non-Airport badged individual, except for TSA and FAA inspectors, walk or drive a vehicle (e.g. a car) onto or across the airline ramp without being approved to do so by the Airport.	\$50	\$100
28	SIDA or non-Airport badged individual drives a vehicle (except for vehicles that are exempt by the Airport) into the secure area without first having the vehicle inspected by Airport staff.	\$200	Badge revoke

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	<b>Violation</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>
29	Badge holder does not challenge individuals in the SIDA or call the Airport Manager's office or Duty Phone to take over the challenge.	\$100	\$200
30	Badge holder is found to have a prohibited item (per TSA guidelines), other than those needed for work related purposes, while in the sterile area.	Written warning	\$250
31	Authorized Signer or SIDA badge holder does not complete the annual SIDA badge, gate remote device and / or key audit in the allotted time given to complete such audit(s).	\$200	Badge Revoke
32	Authorized Signer or SIDA badge holder does not complete the annual Authorized Signatory training in the allotted time given to complete such training.	\$200	Badge revoke
33	Company fails to assign an Authorized Signer for badge sponsorship within 72-hours of request from Airport or when original Authorized Signer has given up their duties.	\$100	\$200
34	Applicant misses a SIDA badge fingerprinting or SIDA training appointment, without giving prior notice.	\$20	\$20
35	Cost to reactivate gate access media if it is deactivated for any reason, including non-payment of Airport dues, no response to annual audits and/or annual Authorized Signatory training, or for any other reason deemed necessary to protect Airport security.	\$10/ea.	\$20/ea.
36	Cost charged to each badge holder if the Airport is forced to rebadge all current SIDA badge holders due to badge loss accountability exceeding TSA's mandate of maintaining a loss percentage of 5% or less of all issued SIDA badges.	\$10/ea.	\$15/ea.

**XIV. STERILE AREA (SA) BADGES**

SA Badge with Background/Finger Print Check (STA & CHRC)	\$115
SA Badge without Background Check (CHRC only)	\$ 95
SA Badge without Finger Print Check (STA only)	\$ 65

***Should applicant fail to complete training and pick up SIDA badge within 30 days of the approval date, applicant must restart approval process – including payment of associated fee.***

SA Badge without Background and Fingerprint Check	\$ 45
SA Badge Replacement (due to expiration)	\$ 45
SA Badge Replacement (due to expiration)/Fingerprint Resubmission	\$ 70

***Should badge holder fail to renew on time, applicant will be required to restart approval process and pay all associated fees.***

SA Badge Replacement (due to card failure after warranty period)	\$ 25
SA Badge Replacement (due to card loss) plus penalty	\$ 25
Missed Appointment without notification	\$ 20
(CHRC – Criminal History Records Check, STA – Security Threat Assessment)	

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The badges will be replaced free of charge if they fail during the 45 day warranty period. The Airport Manager is authorized to modify the security badge fees during the fiscal year if needed to reflect changes in background check fees from the government and changes in supply costs related to printing. In addition, the Airport Manager is authorized to change or charge fees as necessary to recoup fees resulting from changes in FAA or TSA regulations requiring payment from the Airport.

**XV. SA BADGE ADMINISTRATIVE REMEDIES**

The following administrative remedies will be enforced by the Airport if it is found that a SA badge holder has violated TSA regulations and/or Airport regulations. The Airport Manager is authorized to change or charge administrative remedies as necessary resulting from changes in FAA or TSA regulations or requirements.

	<b>Penalty</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>
1	Badge is not returned within 72-hours due to card expiration, individual's separation from employment, upon demand from the Sonoma County Airport or TSA, upon conviction of a disqualifying crime set forth by TSA, or for any other reason.	\$150	N/A
2	Badge holder is found without their badge while within the sterile area.	\$100	\$200
3	Sterile Area badge holder, or non-Airport badge holder, brings concession or vendor related items into the sterile area without having the items first pass through the security screening checkpoint.	\$500 and badge / lease revoke	N/A
4	Sterile Area badge holder, or non-Airport badge holder, brings a prohibited item (per TSA guidelines) into the sterile area.	\$500 and badge / lease revoke	
5	Badge holder alters their Sterile Area badge in any manner by covering up the picture, expiration date, name, or company name.	\$100 and badge revoke	Badge revoke
6	Authorized Signer does not ensure that applicant has kept Permanent Resident Card (green card), visa or any other immigration form (found on the I-9 Form) current.	\$100	Badge revoke
7	Individual, who was not able to retain their Sterile Area badge due to their immigration status, is found within the fenced area of the Airport, including if they were being properly escorted by an Airport badged individual.	\$250	\$500
8	Airport badge holder escorts non-Airport badged individual into the Sterile Area when they are aware that the non-Airport badged individual cannot obtain or retain an Airport badge due to their immigration status.	\$50	\$300
9	Sterile Area badge is not properly displayed while within the sterile area.	Written warning	\$100
10	Badge holder does not close a security gate or door properly and it is found left open and unattended.	\$50	\$100

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	<b>Penalty</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>
11	Badge holder piggybacks through a secure door or allows another individual to piggyback behind them through a secure door (except if under escort by the badge holder).	\$100	\$200
12	Badge holder allows a different individual to use their Sterile Area badge or another security access medium (key, etc.), regardless if that individual has an Airport badge or not, to access the sterile area.	Badge revoke	N/A
13	Airport or non-Airport badge holder is found trying to access the Airport premises using an Airport issued gate access media that no longer meets current Airport security guidelines.	\$500	Badge revoke
14	Airport or non-Airport badge holder is found trying to access the Airport premises using a non-Airport issued gate access media that does not meet the current Airport security guidelines.	\$1,000, Police summons, badge revoke	\$5,000 Police summons
15	Badge holder does not report their badge lost, stolen, destroyed, or otherwise unaccounted for, within 24-hours, to the Airport Manager's office.	\$150	\$300
16	Cost of Sterile Area badge if it is lost, stolen, destroyed, or otherwise unaccounted for, regardless if it is reprinted (in addition to the fee in penalty #15, if not reported within 24-hours).	\$100	\$150
17	Reprinting cost of a stolen, destroyed, or otherwise unaccounted for Sterile Area badge (in addition to the fee in penalty #16).	\$25	\$25
18	Badge holder escorts more than one (1) person into the sterile area.	\$200	Badge revoke
19	Badge holder escorts individual(s) into the sterile area for non-work related purposes (e.g. family members and friends) without prior written permission from the Airport Manager or his/her designee.	\$100	Badge revoke
20	Badge holder is escorted into the sterile area and does not have their assigned Sterile Area badge with them, or escorts a different Sterile Area badged individual into the sterile area after that individual has been issued a Sterile Area badge.	\$100	\$200
21	Non-Airport badged individual who escorts individuals into the sterile area.	\$1,000, police summons	
22	Badge holder leaves non-Airport badged individual unattended within the sterile area.	\$300	Badge revoke
23	Non-Airport badged individual is found unescorted within the sterile area, other than passengers who have been screened and cleared by TSA to board a commercial aircraft.	\$250	\$500
24	Sterile Area or non-Airport badged individual drives a vehicle (except for vehicles that are exempt by the Airport) into the secure area without prior permission from the Airport and without having the vehicle escorted and inspected by Airport staff prior to entering the area.	\$200	Badge revoke
25	Badge holder does not challenge individual in the sterile area or call the Airport Manager's office or Duty Phone to take over the challenge if it	\$100	\$200

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	<b>Penalty</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>
	is suspected that an individual should not be in the sterile area (i.e. other than the travelling public who have been screened and cleared by TSA to board a commercial flight).		
26	Authorized Signer or Sterile Area badge holder does not complete the annual Sterile Area badge or key audit in the allotted time given to complete such audit(s).	\$200	Badge Revoke
27	Authorized Signer or Sterile Area badge holder does not complete the annual Authorized Signatory training in the allotted time given to complete such training.	\$200	Badge revoke
28	Company fails to assign an Authorized Signer for badge sponsorship within 72-hours of request from Airport or when original Authorized Signer has given up their duties.	\$100	\$200
29	Applicant misses a Sterile Area badge fingerprinting or Sterile Area training appointment, without giving prior notice.	\$20	\$20
30	Cost to reactivate gate access media if it is deactivated for any reason, including non-payment of Airport dues, no response to annual Audits and/or annual Authorized Signatory training, or for any other reason deemed necessary to protect Airport security.	\$10/ea.	\$20/ea.
31	Cost charged to each badge holder if the Airport is forced to rebadge all current Sterile Area badge holders due to badge loss accountability exceeding TSA's mandate of maintaining a loss percentage of 5% or less of all issued Sterile Area badges.	\$10/ea.	\$15/ea.

**XVI. AIRPORT OPERATION AREA (AOA) BADGES**

AOA Badge - 1st issuance	\$ 40
AOA Badge Replacement (due to expiration)	\$ 25
AOA Badge Replacement (due to card failure after warranty period)	\$ 25
AOA Badge Replacement (due to card loss) plus penalty	\$ 20
Missed Appointment without notification	\$ 15

The badges will be replaced free of charge if they fail during the 45 day warranty period. The Airport Manager is authorized to modify the security badge fees during the fiscal year if needed to reflect changes in supply costs related to printing. In addition, the Airport Manager is authorized to change or charge fees as necessary to recoup fees resulting from changes in FAA or TSA regulations requiring payment from the Airport.

**XVII. AOA BADGE ADMINISTRATIVE REMEDIES**

The following administrative remedies will be enforced by the Airport if it is found that an AOA badge holder has violated TSA regulations and/or Airport regulations. The Airport Manager is authorized to change or charge administrative remedies as necessary resulting from changes in FAA or TSA regulations or requirements.

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	<b>Violation</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>
1	Badge is not returned within 72-hours due to card expiration, individual's separation from employment, upon demand from the Sonoma County Airport or TSA, upon conviction of a disqualifying crime set forth by TSA, or for any other reason.	\$150	N/A
2	Badge holder is found without their badge while within the AOA.	\$50	\$100
3	Badge holder alters their AOA badge in any manner by covering up the picture, expiration date, name, company name, or hangar number.	\$50	\$100
4	Authorized Signer does not ensure that applicant on Sponsor List has kept Permanent Resident Card (green card), visa, or any other immigration form (found on the I-9 Form) current.	\$100	Badge revoke
5	Individual, who was not able to retain their AOA badge due to their immigration status, is found within the fenced area of the Airport.	\$250, Police summons	\$500
6	Airport badge holder escorts a non-Airport badge holder within the fenced area of the Airport when they are aware that the non-Airport badge holder cannot obtain or retain an Airport badge due to their immigration status.	\$150	\$300
7	Airport or non-Airport badge holder is found trying to access the Airport premises using an Airport issued gate access media that no longer meets current Airport security guidelines.	\$500	Badge revoke
8	Airport or non-Airport badge holder is found trying to access the Airport premises using a non-Airport issued gate access media that does not meet current Airport security guidelines.	\$1,000, Police summons, badge revoke	\$5,000 Police summons
9	Badge holder does not wait for a pedestrian or vehicle gate to close before proceeding into or out of the Airport premises.	\$50	\$100
10	Badge holder tailgates through a vehicle gate or allows another individual to tailgate behind them through a vehicle gate (except if under escort by the badge holder).	\$100	\$200
11	Badge holder allows a different individual to use their AOA badge or another security access medium (key, gate access device, etc.), regardless if the other individual is Airport badged or not, to access the Airport fenced area.	\$100	\$200
12	Non-Airport issued badged individual is found within the AOA without a properly badged escort.	\$50	\$100
13	Badge holder does not report their badge lost, stolen, destroyed, or otherwise unaccounted for, within 24-hours, to the Airport Manager's office.	\$100	\$200
14	Cost of AOA badge if it is lost, stolen, destroyed, or otherwise unaccounted for, regardless if it is reprinted (in addition to the fee in penalty #13, if not reported within 24-hours).	\$100	\$150
15	Reprinting cost of lost, stolen, destroyed or otherwise unaccounted for AOA badge (in addition to the fee in penalty #14).	\$20	\$20

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	<b>Violation</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>
16	Badge holder escorts more than four (4) individuals onto Airport property without prior permission from the Airport.	\$100	\$200
17	Badge holder is escorted onto the AOA because they do not have their assigned AOA badge in their possession.	Written warning	\$50
18	Badge holder leaves escorted individual(s) unattended within the AOA.	\$100	\$200
19	AOA or non-Airport badged individual who escorts individuals into the secure area.	\$250	\$500
20	Non-Airport badged individual who escorts individuals onto the AOA.	\$150	\$300
21	AOA or non-Airport badged individual, except for TSA and FAA inspectors, and on-duty airline flight crew, is found unescorted within the secure area.	\$250	\$500
22	AOA or non-Airport badged individual, except for TSA and FAA inspectors, walk or drive a vehicle (e.g. a car) onto or across the airline ramp without being approved to do so by the Airport.	\$50	\$100
23	AOA or non-Airport badged individual drives a vehicle (except for vehicles that are exempt by the Airport) into the secure area without being escorted and having the vehicle inspected by Airport staff prior to entering the area.	\$200	Badge revoke
24	Authorized Signer or AOA badge holder does not complete the annual AOA badge, gate remote device and / or key audit in the allotted time given to complete such audit(s).	\$200	Badge revoke
25	Authorized Signer or AOA badge holder does not complete the annual Authorized Signatory training in the allotted time given to complete such training.	\$200	Badge revoke
26	Company or hangar tenant fails to assign an Authorized Signer for badge sponsorship within 72-hours of request from Airport, or when original Authorized Signer has given up their duties.	\$100	\$200
27	Cost to reactive gate access media if it is deactivated for any reason, including non-payment of Airport fees, no response to annual audits and/or annual Authorized Signatory training, or for any other reason deemed necessary to protect Airport security.	\$10/ea.	\$20/ea.
28	Cost charged to each badge holder if the Airport is forced to rebadge all current AOA badge holders due to badge loss accountability exceeding TSA's mandate of maintaining a loss percentage of 5% or less of all Airport issued AOA badges.	\$10/ea.	\$15/ea.

**XVIII. VIOLATION RESPONSIBILITIES**

Any person or entity whose actions or failure to act causes the Airport or any agent or employees of the Airport to incur a fine or other sanction imposed by the TSA, FAA or any other agency having jurisdiction over the operation of the Airport, shall be responsible for paying all fines assessed and/or for paying the costs of addressing and/or complying with the sanctions imposed, including required staff time and attorney fees.

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**XIX. AIRPORT REMOTE GATE ACCESS DEVICES**

Due to recent upgrades to the Airport Security Management System and requirements from TSA, the Airport will no longer be able to sell remote gate access devices to Airport Tenants. For those tenants who have these devices, and these devices are still active in the security system and they are current tenants of the Airport, those devices will continue to function at the gates until such time that the device malfunctions or fails. At that time, the device will be removed from the security management system. If a tenant fails to respond to the annual audit concerning their remote gate access device, the device will be deactivated and will not be reactivated into the security management system.

**XX. DRIVERS TRAINING**

Due to Federal Aviation Administration requirements, the Airport is required to provide drivers training annually to any operator who accesses the Airport Movement Area. To comply with this requirement the Airport provides one class per month free of charge to vehicle operators during normal operational hours. Should the vehicle operators need special dates or times for their training, or need to be retrained during the calendar year, the operator shall pay the hourly employee rate as outlined in this resolution. These rates are set at \$65.00 per hour and \$82.00 per hour for training needed after business hours.

**XXI. ADMINISTRATIVE CITATIONS**

Chapter 3, Article I, of the Sonoma County Code established Administrative Citations for violations of Airport Rules and Regulations. Fines for violations are set by Government Codes 53069.4, 25132, and 36900. Violations of County Ordinance are set at \$100 for the first offense, \$200 for a second offense of the same ordinance within a year of the first offense, and \$500 for each additional violation within a year. Should the violation involve be related to Building and Safety Code, the fines are set at \$100 for the first offense, \$500 for the second offense of the same code within a year of the first offence, and \$1,000 for any additional offense within a year.

**XXII. COMMERCIAL VEHICLE OPERATORS**

All Passenger Stage Corporations (PSC), Transportation Network Companies (TNC), Transportation Charter Parties (TCP), Hotel Shuttles, Courtesy Vehicles, and Taxicabs, operating at the Airport, are required to comply with the Commercial Vehicle Ordinance (Chapter 3, Article IV of the Sonoma County Code). Vehicles are classified into three categories: Category I – 8 seats or less, Category 2 – 9 to 15 seats, and Category 3 – Over 15 seats.

	<b>Category I</b>	<b>Category 2</b>	<b>Category 3</b>
Operator Application Fee	\$25	\$25	\$25
Vehicle Visual Inspection and Decal Fee (per vehicle)	\$30	\$30	\$40
Annual Inspection Fee	\$20	\$20	\$30
Annual Decal Fee	\$10	\$10	\$10
Re-inspection Fee	\$20	\$20	\$20
Airport Staging Permit Fee	\$1.50 per trip	\$2.00 per trip	\$2.50 per trip