

Charles M. Schulz – Sonoma County Airport (STS)
Airport Operations Area (AOA)
Badge and Access Media Rules, Regulations and Penalties

Issuance and Procedures

The Charles M. Schulz – Sonoma County Airport (Airport) works in partnership with the Transportation Security Administration (TSA) to implement and enforce aviation security regulations.

TSA requires that all individuals who enter the Airport Operations Area (AOA), which consists of any area of the airfield within the fenced area of the Airport, to have a badge reflecting that they are authorized to do so.

Please take the time to become familiar with the information provided in this packet. This packet contains important information that you need to know as an AOA badge holder at the Airport.

Airport Issued Access Media –

The Airport utilizes various methods of access media, including Airport-issued badges, gate remotes, keys, and other forms of access media, provided to individuals who request access to the Airport premises.

Any access media previously issued by the Airport but no longer meeting current security guidelines must not be used or attempted to be used to gain access to the Airport premises. Additionally, any access media not issued by the Airport is prohibited from being used to gain access. Individuals caught attempting to use outdated or unauthorized access media will be in violation of Airport security procedures, the Airport Security Program, and Transportation Security Regulation (TSR) 1542.203, which mandates that the Airport must prevent and detect unauthorized entry, presence, and movement of individuals and ground vehicles within the AOA.

Violators of this rule may have their access media revoked, their lease or operating agreement terminated, and the infraction reported to TSA for review. All access media issued by the Airport remains the property of Charles M. Schulz – Sonoma County Airport.

Who needs an AOA badge? –

- Individuals with a lease or operating agreement with the Airport, or those associated with such a tenant or company, must complete the application process and obtain an Airport-issued AOA badge for regular access to the AOA.
- Transient pilots, defined as those without a lease or operating agreement and only at the Airport for refueling, accessing a Fixed-Based Operator (FBO), or for an emergency, do not need an AOA badge and do not have unescorted access privileges.

The Airport Manager or their designee can reject any AOA badge requests for any reason.

Age Limits

- TSA guidelines state that individuals under the age of 15 or over the age of 105 cannot apply for an Airport badge.

Contact Information and Citizenship Status –

- Ensure all contact information and documentation used to obtain your Airport-issued AOA badge are kept current.
- If you are not a legal U.S. citizen and used a Permanent Resident Card, visa, or other identification listed on the I-9 Form, keep this documentation up to date.
- Inform the Airport Manager's office of any updates to your documentation.
- Return your AOA badge to the Airport Manager's office within 24 hours if your documentation is not up to date.
- AOA badges will not exceed the expiration date of the identification provided.
- Airport tenants must ensure employees' employment or immigration status is current.
- Authorized Signers must return the AOA badge immediately (within 24 hours) if there is a lapse in the employee's U.S. employment or immigration status.
- Individuals without the legal right to work or reside in the U.S. cannot be escorted into the fenced area of the Airport.
- Violators found within the fenced area without proper status will be escorted out, fined, and reported to TSA.

Using Your Airport Issued AOA Badge –

- **Privilege of Possession:** AOA badges are a privilege and may be revoked at any time by Airport management.
- **Purpose:** The badge identifies individuals authorized to access the AOA. Card access is based on operational needs.
- **SIDA Access:** AOA badge holders are not allowed in the SIDA unless employed by an Airport Commercial Tenant, entering for work reasons, and escorted by a valid SIDA badge holder.
- **Usage:** The AOA badge is only for accessing your hangar, tiedown, or place of business outside the secure area.
- **Non-Transferable:** Do not loan or alter the badge in any way. Do not share badge images on social media.
- **Possession Requirement:** Always have your badge on you within the fenced area. Produce it when asked by TSA, law enforcement, or Airport staff.
- **Consequences of Non-Compliance:** Without the proper badge or escort, you will be escorted off Airport property and denied access until you can produce your badge. Infractions will be reported to TSA.

Keeping Your AOA Badge Current –

- **Expiration:** AOA badges expire every two years.

- **Responsibility:** Badge holders must ensure their badge is current and does not expire.
- **Validity:** Badges are **valid until the end of the expiration month** and must be renewed before the last business day of that month.
- **Renewal:** If expiration falls on a weekend/holiday, renew before the expiration date.
- **Deactivation:** Badges not renewed by the expiration date will be deactivated at midnight on that date.
- **Post-Expiration:** Expired badge holders cannot access the AOA and must return the badge to the Airport Manager's office.
- **Temporary Access:** Upon returning the badge, access to the AOA is allowed with proper escort by an AOA or SIDA badged individual.
- **Badge Holding:** With permission, the Airport Manager's office can hold a returned badge for up to **30 days**.
- **Reapplication:** If not renewed within the **30-day hold period, the application will be deleted, and the badge holder must restart the application process and pay associated fees.**

Annual Audits and Authorized Signer Training –

- **Annual Requirements:** The company or hangar's Authorized Signer must respond to the annual AOA Badge, Vehicle Gate Remote Audit and/or Key Audit if applicable.
- **Training Requirement:** Complete the annual Authorized Signatory Training packet.
- **Consequences of Non-compliance:** Failure to complete the audit and training within the specified timeframe will result in denial of Airport access for all individuals listed on the Sponsor List.
- **Penalties:** Penalties will be issued to the Authorized Signer for non-completion of the annual requirements.
- **Change in Authorized Signer:** If the Authorized Signer changes and a new one is not assigned promptly, all access media will be deactivated.
- **Suspension or Termination:** Non-compliance may lead to suspension or termination of the Airport lease or agreement.
- **Reactivation Fees:** A fee will be charged to reactivate each AOA badge that is deactivated due to non-compliance with security measures.

Returning AOA Badges –

Airport issued AOA badges are the property of the Airport and must be returned (**within 72-hours**), with no reimbursement of costs paid to the AOA badge holder or company, under the following conditions:

- Upon expiration of AOA badge
- Upon separation of employment (for any reason)
- Upon termination of hangar or tiedown occupancy
- Upon demand from the Sonoma County Airport or TSA
- Upon conviction of any disqualifying crimes set forth by TSA

If a badge is no longer needed due to separation of employment or relationship to a hangar or company Authorized Signer, said hangar or company Authorized Signer must **IMMEDIATELY (within 24-hours)** report the change in status to the Airport Manager's office so that the AOA badge can be deactivated until it is properly returned. All AOA badges that are lost, stolen, or otherwise unaccounted for must be reported **IMMEDIATELY (within 24-hours)** to the Airport Manager's Office at (707) 565-7243.

Escort Procedure –

- **Escort Privileges:** A current Airport issued AOA badge allows the holder to escort up to four (4) individuals into the AOA.
- **Responsibilities:** Escorted individuals must always remain within hearing and sight range of the AOA badge holder and cannot be left unattended.
- **Escort Protocol:** AOA badge holders must accompany their escorted guests out of the AOA whenever leaving Airport premises.
- **Accountability:** AOA badge holders are accountable/responsible for the actions of their escorted visitors on Airport premises.
- **Security Violations:** Unauthorized access attempts to the SIDA by an AOA badge holder or their guests will result in accountability and potential badge revocation.
- **TSA Reporting:** All violations of Airport security procedures are reported to TSA for review.
- **Applicant Escorting:** Applicants in the AOA badge process may be escorted by a valid AOA or SIDA badge holder until they obtain their own AOA badge.

Challenge Procedure –

- **Badge Responsibilities:** SIDA and AOA badge holders must keep their badges on them at all times within the AOA and be able to produce them for verification by TSA, law enforcement, or Airport personnel.
- **Challenging Procedures:** If you observe suspicious activity or individuals, and feel comfortable doing so, challenge them. Ensure the badge photo matches the carrier, it's not expired, and the color scheme is correct. Contact Airport Operations Duty or the Airport Manager's office immediately for any discrepancies on the badge.
- **Non-Confrontational Approach:** Avoid physical restraint; instead, observe and report until Airport personnel arrive.
- **Seeking Assistance:** If uncomfortable challenging someone, contact Airport Operations Duty or the Airport Manager's office. Provide your location and details of the suspicious activity or individual observed.
- **Safety Priority:** The Airport prioritizes safety and discourages endangering oneself or others. Contact Sonoma County Sheriff's Office at (707) 565-2121 or 911 for matters requiring law enforcement involvement. Notify Airport Operations Duty or the Airport Manager's office if involving law enforcement for awareness and coordination.

Assigned Airport Keys –

- **Key Responsibilities:** If assigned a key granting access to Airport areas, always keep it on your person and/or in a secure location.

- **No Loaning:** Keys cannot be loaned to others, especially those without a valid Airport issued badge.
- **Reporting Lost or Stolen Keys:** Immediately report any loss, theft, destruction, or unaccounted status of keys to the Airport Manager’s office within 24 hours.
- **Annual Audits:** Keys will undergo annual audits; additional audits may be conducted by TSA or Airport management to ensure compliance with security measures.
- **Accountability:** Keys must always be accounted for. Failure to do so may necessitate rekeying of doors or gates accessible by the key, with all associated expenses billed to the Authorized Signer responsible for the violation.

Vehicle and Pedestrian Gate Procedures –

- **Gate Procedure Requirements:** Individuals entering or exiting the AOA via vehicle or pedestrian gates must ensure gates close fully before leaving the area.
- **Monitoring and Inspections:** Airport staff and TSA conduct regular monitoring and random inspections of AOA badges and gate closures.
- **Fines and Penalties:** Violations of Airport security measures, such as lacking the required AOA badge or not waiting for gate closure, may result in fines. These fines will be billed to the Authorized Signer of the associated hangar or company.
- **Responsibility for Gate Usage:** AOA badge holders are accountable for anyone they permit through vehicle or pedestrian gates. They are held responsible for any gate infractions resulting from improper gate closure.
- **Prohibited Actions:** Tailgating—following or allowing unidentified individuals through gates—is strictly prohibited, except when escorting another vehicle through a gate.
- **Escort Privileges:** AOA badge holders can escort up to one additional vehicle through a vehicle gate.
- **Ramp Access:** AOA badge holders are prohibited from walking or driving on the airline ramp without prior permission from the Airport Manager or designated personnel.

Remote Control Gate Access Device –

- **Responsibility for Vehicle Gate Remote:** AOA badge holders issued a vehicle gate remote control must ensure its accountability at all times.
- **Notification of Issues:** If a vehicle gate remote ceases to function, is lost, stolen, destroyed, or otherwise unaccounted for, immediate notification (within 24 hours) to the Airport Manager’s office is required.
- **Deactivation Policy:** The Airport Manager’s office will deactivate any non-functional or missing gate remote promptly upon notification.
- **Consequences of Rule Violations:** Violating Airport rules may result in deactivation of the AOA badge holder's gate access device(s).
- **No Reactivation:** Once deactivated, vehicle gate remotes will not be reactivated under any circumstances.
- **Prohibition on Loaning:** Vehicle gate remotes must never be loaned to any individual, particularly those without a valid Airport issued badge.

Penalties

The Charles M. Schulz – Sonoma County Airport imposes strict penalties for violations of Airport rules and TSA regulations by AOA badge holders. These penalties, including fines and possible badge confiscation, cancellation, or restrictions, are subject to change without prior notice. Updates to the **AOA Badge and Access Media Rules, Regulations, and Penalties** are maintained at the Airport Manager’s office and must be adhered to by all AOA badge holders. Authorized Signers are accountable for keeping their badge holders informed of any changes in Airport security protocols.

Violations may lead to immediate actions such as badge confiscation or suspension, barring the individual from airfield access. Moreover, violations may result in termination of month-to-month leases or operating agreements. TSA is promptly notified of all infractions occurring on Airport premises.

In addition to local penalties, AOA badge holders may face fines and penalties from TSA for violations that lead to TSA citations against the Airport. Penalties incurred by TSA are transferred to the Authorized Signer of the responsible AOA badge holder. Similarly, penalties resulting from violations by non-AOA badge holders are assigned to the AOA badge holder responsible for the unauthorized access.

	Penalty	1st Offense	2nd Offense
1	If a badge is not returned within 72 hours due to reasons such as card expiration, separation from employment, upon demand from Sonoma County Airport or TSA, upon conviction of a disqualifying crime as specified by TSA, or for any other valid reason, appropriate action will be taken by the airport authorities.	\$200	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
9	Badge holder does not wait for a pedestrian or vehicle gate to close before proceeding into or out of the Airport premises.	\$200	\$300
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).	\$200	\$300
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.	\$150	\$500
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
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	\$300
19	AOA or non-Airport badged individual escorts individuals into the secure area.	\$300	Badge revoke
20	Non-Airport badged individual 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	\$250
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.

The Airport Manager or his or her designee is authorized to modify the fees, outlined in this packet, during the fiscal year, if needed, to reflect changes to FAA or TSA regulations.

All costs associated with passenger rescreening, clearing of the sterile area, security inspections, potential flight cancellations or any other related costs will be billed to the tenant, company, or vendor.

Penalty invoices cannot be rescinded and must be paid once issued and submitted to the AOA badge holder or Authorized Signer. Penalties are non-refundable.