



# Charles M. Schulz – Sonoma County Airport Master Fee Schedule of Airport Rates and Charges Fiscal Year FY 23-24

**Approved by the County of Sonoma Board  
of Supervisors on March 21, 2023**

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Executive Hangars	E EXEHGR22 - E EXEHGR26	\$2,100
Executive Hangars	E EXEHGR200 - E EXEHGR204	\$1,700
Executive Hangars	E EXEHGR217 - E EXHGR221	\$1,700
Executive Hangar	2265 Becker Blvd.	\$2,525

<b>Category</b>	<b>Hangar Number</b>	<b>Monthly Rate</b>
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**Apron F**

Private T-Hangars	F PVTHGR201 - F PVTHGR214	\$114
F	F HGRF217 - 226 & 233 - 242	\$201
Private Port-a-Ports	F PVTHGR227 - 231 & 243 - 246	\$77
Private Port-a-Port	F PVTHGR247	\$85
Private T-Hangar	F PVTHGR248	\$98
Private T-Hangars	F PVTHGR249 - 256	\$114
Private Port-a-Ports	F PVTHGR258 - 260	\$85
Private T-Hangars	F PVTHGR751 - 769 (odd)	\$122
Private Box Hangars	F PVTHGR752 - 782 (even)	\$215
Private Box Hangar	F PVTHGR771	\$302
Private T-Hangars	F PVTHGR775 & F PVTHGR777	\$122
Private T-Hangar	F PVTHGR779	\$122
Private Box Hangar	F HRDSTN1059	\$483
Private Box Hangar	F HRDSTN1081	\$321

**Taxiway D**

Private Box Hangar	5550 Windsor	\$321
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**Taxiway G**

Private Box Hangar	5640 Windsor	\$321
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<b>Category</b>	<b>Hangar Number</b>	<b>Monthly Rate</b>
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**Storeroom Category**

Small Non-Aero	D STRA01 & D STRA02	\$105
Large Non-Aero	D STRB03 - D STRB06	\$190
Mini Hangar Non-Aero	E MINHGR115 & E MINHGR122	\$238
Mini Hangar Non-Aero	E MINHGR132 & E MINHGR139	\$238
Mini Hangar Non-Aero	E MINHGR147 & E MINHGR152	\$238

**COMMERCIAL USE HANGARS**

Commercial operations in hangars are subject to prior approval by the Airport and compliance with the Airport Minimum Standards for that type of commercial activity and lease provisions. Subletting of privately-owned hangars is not allowed unless previously grandfathered by the Airport and language is included in the original agreement. The sale or transfer of a privately-owned hangar will not be allowed to sublet.

**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	\$65 per set
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**II. NON-COVERED AIRCRAFT STORAGE BY WINGSPAN – GENERAL AVIATION**

**Tie down Tail to Tail**

Less than 42'	\$55 per month	\$10 per day
Less than 42' (unpaved)	\$31 per month	\$10 per day
Helicopter, over 35' blade width	\$182 per month	\$33 per day

**Tie down Taxi Through**

Less than 60'	\$149 per month	\$27 per day
Over 60' but less than 90'	\$182 per month	\$33 per day
90' and over	\$226 per month	\$41 per day

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

**III. LANDING FEES**

**Landing fees for revenue producing commercial flights:**

Maximum Gross Weight (lbs.)	Amount per Landing*
All Weights	\$1.52/1,000 lbs.

**Landing fees for non-Commercial flights (excluding aircraft based at the Charles M. Schulz – Sonoma County Airport):**

Maximum Gross Weight (lbs.)	Amount per Landing*
Over 12,500lbs	\$1.52/1,000 lbs.

\*Landing fees are 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.

**Landing fees for State of California Fire Suppression Flights:**

Aircraft Type	Amount per Landing
Support Aircraft – under 12,500 lbs. (Example: OV – 10, C337, King Air)	\$25
Small Tanker – 12,500 – 35,000 lbs. (Example: S2A, S2T)	\$50
Medium Tanker – 35,000 – 100,000 lbs. (Example: DC-4, P2V, BAE 146, RJ85, DC-7)	\$130
Large Tanker – over 100,000 lbs. (Example: C130, MD87)	\$200

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**IV. HOT AIR BALLOON LAND/LAUNCH/ESCORT**

**Annual Hot Air Balloon Permit:**

All Hot Air Balloon operators must have a valid executed permit to operate at STS.

Commercial Hot Air Balloon Operating Fee	\$550 per calendar year
Non-Commercial Hot Air Balloon Operating Fee	\$106 per calendar year

**Individual Hot Air Balloon Escort / Recovery:**

Recovery escort is charged per hour with a one-hour minimum charge plus any other necessary documentable expense associated with a response.

Recovery Escort	\$67 per hour
Recovery Escort Overtime	\$85 per hour

**V. VEHICLE PARKING FEES**

**Airside Parking & Vehicle Storage:**

Authorized Parking with Agreement	\$77 per month
Authorized Parking with Agreement Vehicles over 15' long	\$113 per month

**Landside Parking: All landside location first two hours of first day are free.**

Long Term Lot	\$15 per day (24-hr. period)
Long Term / Short Term Parking Reservation Fee	\$4 per day (24-hr. period) plus online convenience fee, in addition to long term fee.
Short Term Lot	\$2 per ½ hr. (max \$20 per 24-hr. period)
Discount pass for daily commuters* (Long-term lot)	\$145 per month
*Minimum of 3-month commitment is required to qualify for commuter.	
Commercial Tenant (Long-term lot)	\$85 per month
Employee Parking Pass	\$12 per month
Commuter Pass Setup Proxy Card Fee	\$25
Parking Penalties	PAA Schedule
Replacement Parking Card Fee	\$25

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On Street Parking for Flightline and Airport Blvd	\$2 per ½ hr. (max \$15 per 24-hr. period)
Online Reservation Convenience Fee	\$2.99 per transaction
On Street / On Demand Convenience Fee	\$0.75 per transaction
Valet Service	\$25

\*\*Our parking management company SP+ is assisting the Airport with our carbon offset program by hosting carbon offsets for passengers at a rate of \$5 per carbon offset credit which will be reimbursed to the Airport's partner The Good Traveler Program.

### VI. TERMINAL GENERAL RATES

#### Type of Service

Terminal rental (rate per square foot per month)	\$3.93 (variable per activity)
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Concession operators including retail, food, beverage and service providers occupying space in the terminal building or appurtenant areas at the Airport (exclusively for their own business purposes) shall pay a percentage of gross revenues from the sale of all merchandise, products and services or a monthly per square foot of such space, or both.

### VII. TERMINAL DIGITAL ADVERTISING RATES

#### Locations

Concourse Network (Full coverage of TSA area through Concourse A and B)	\$850 per month
Lobby Corridor Network (Full coverage of all departing and arriving passengers via the main entry and exit corridors, including the lobby/restaurant area)	\$750 per month
Baggage Claim Carousel Network (Full takeover of Carousels 1 & 2, capture all arriving passengers waiting on luggage)	\$1000 per month
Baggage Claim Wall Network (360 degree baggage claim coverage , capture individuals in the arrival area)	\$850 per month
Baggage Claim Takeover (Full coverage over both carousels and wall network, capture all passengers/guests in arrival area)	\$1500 per month



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“SoCo” Kiosk in Baggage Claim (Interactive digital touch screen kiosk provides tourism info for the North Bay region)	\$150 per month
Full Airport Digital Coverage (Ads displayed on all digital channels throughout terminal)	\$2500 per month

**VIII. CONSOLIDATED FACILITY CHARGE**

The Airport is actively pursuing a Consolidated Rental Car Facility to combine all outside rental car activities into one Airport location. ConRAC Project Delivery Solutions, a specialized rental car facility contractor, is currently working with the Airport and our rental car operators to design an efficient and resourceful facility. To finance the design and construction of this site, California law allows rental car operators to collect a Customer Facility Charge (CFC) from the rentals originating at the Airport. The current fee is assessed at \$5.80 per day, for a maximum five days, per rental contract.

**IX. AIRLINE TERMINAL RATES AND AIRLINE 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**

Terminal Space Rental (per square foot per month)	
Daily Service	\$3.03
Non-daily Service	\$3.93
Ticket Counter and Queue Rental (per enplaned revenue passenger)	
Daily Service	\$.29
Non-daily Service	\$.38
Joint Use Space (per enplaned revenue passenger)	
Daily Service	\$1.84
Non-daily Service	\$2.40
Ramp Storage (per square foot per month)	\$1.12

**“Per Turn” Charge**

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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 146,300lbs (0.90\*157\*\$2.08) + (146.3\*\$1.32) + (.90\*157\*\$0.38) = \$535 rounded up.*

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

**RON Wingspan**

Less than 90'	\$270 per month	\$54 per day
90' and over	\$420 per month	\$84 per day
Air Stair Rental – Small	\$300 per month	\$48 per day
Air Stair Rental – Large	\$600 per month	\$90 per day

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

Eastside Section of Airfield	\$0.54
Westside Section of Airfield	\$0.29
South/Mid-Section of Airfield	\$0.40
Non-Aeronautical	\$0.75

**XI. 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 1 (1–8 seats or less)
- Category 2 (9–15 seats)

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- Category 3 (>15 seats)

	<b>Category 1</b>	<b>Category 2</b>	<b>Category 3</b>
Operator Application Fee	\$30	\$30	\$30
Airport Staging Permit Fee	\$2.00 per trip	\$2.50 per trip	\$3.00 per trip

**XII. AUTOCROSS TRACK USE FEE**

Single Event Use	\$600 per event
Yearly Use	\$7,000 per year

The appropriate charge must be paid in advance of the event plus payment for any anticipated Airport expenses. 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.

**XIII. ANTICIPATED ACTUAL AIRPORT EMPLOYEE EXPENSES**

Anticipated actual airport employee expenses	\$67 per hour
Anticipated actual airport employee overtime expenses	\$85 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.

**XIV. FUEL FLOWAGE FEES**

Fourteen cents (\$0.14) for each gallon of turbine fuel, aviation fuel or auto fuel dispensed on the Airport.

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**XV. LATE FEE & BANK FEES**

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 (5<sup>th</sup>) day of the month due. The late fee shall be levied each month the payment is not received.

Any bank fees related to NSF, returned checks etc. shall be submitted to tenant for reimbursement. For example, bank charges of \$35 for NSF is charged back to payor.

The Airport is in the process of establishing a credit card processing system and to cover costs of processing the Airport will charge a 2.5% processing fee.

**XVI. 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.

<b>Application Type</b>	<b>Operator Type</b>	<b>Rent</b>
Aircraft Storage Waiting List	General Aviation	One Month's Rent
Assignment of Private Hangar with 30-day notice prior to sale	General Aviation	\$102
Assignment of Private Hangar less than 30-day notice prior to sale	General Aviation	\$514
Operating Agreement Aero	Non-based services	\$325
Operating Agreement Non-Aero	Non-based services	\$425
Operating Agreement Aero	Based – limited services	\$435

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Operating Agreement Non-Aero	Based – limited services	\$565
Operating Agreement Aero	Based – full services	\$545
Operating Agreement Non-Aero	Based – full services	\$710

Lease Aero (month-to-month)	All	\$815
Lease Non-Aero (month-to-month)	All	\$1065
Terminal Concession (month-to-month)	All	\$815
Lease (less than ten-years in term)	All	\$3685
Lease (more than ten-years in term)	All	\$7645
Amendments to lease (term)	All	\$2180

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 (½) 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.

**XVII. OTHER COMMERCIAL OPERATOR FEES**

Category	Percentage	Base
General		
Merchandise, STS-branded, if purchased from Airport	0%	Gross Sales
Non-Aeronautical Operators		
• <i>Terminal</i>		
Commercial Activity	Variable	Gross Sales
Food & Beverages, Kiosk or Restaurant	10%	Gross Sales
Food & Beverages Vending Machines (Non-Perishable)	20%	Gross Sales

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Food & Beverages Vending Machines (Perishable)	10%	Gross Sales
Merchandise, other than STS-branded, Kiosk or Restaurant	5%	Gross Sales
Merchandise, other than STS-branded, Vending Machine	20%	Gross Sales
<i>Other Airport Locations (Non-Terminal)</i>		
Commercial Activity	Variable	Gross Sales
Food & Beverages	5%	Gross Sales
Merchandise, other than STS-branded	5%	Gross Sales
Rental Car Operators, Car Wash Expenses	N/A	Estimated Expenses
Sanitation Services	3%	Gross Sales
Aeronautical Operators		
Commercial Activity	3%	Gross Sales
Commercial Activity – Non-Profit Operator	1.5%	Gross Sales
Food & Beverages/Catering to Aeronautical Customers	3%	Gross Sales
Part 145 Commercial Activity	1.5%	Gross Sales

**XVIII. SPECIAL EVENT CHARGES**

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

<b>Event</b>	<b>Unit</b>	<b>Fee</b>
<b>Minimum Level - under 10 participants</b>		
Private Event	Daily	\$0
Private Event	Daily	\$29

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<b>Medium Level – 10 to 300 participants</b>		
Private Event/Public Event	Daily	\$115

<b>Maximum Level – over 300 participants</b>		
Private Event/Public Event	Daily	\$1495

Filming	Daily	\$1495
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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 (½) of the charges and percentage rent listed above.

Anticipated actual airport employee expenses	\$67 per hour
<i>Includes vehicle and one employee regardless of classification of employee involved</i>	
Anticipated actual airport employee overtime expenses	\$85 per hour
<i>Includes vehicle and one employee regardless of classification of employee involved</i>	

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.

The appropriate event charge will be paid in advance of the event plus payment for any anticipated Airport expenses. 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

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actual expenses will be billed and due/payable by the event organizer within 30 days of billing.

**XIX. 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 53069.4m 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 offense and \$1000 for any additional offense within a year.

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

**Initial Badge Fee**

SIDA Badge with Background/Fingerprint Check (STA & CHRC)	\$115
SIDA Badge without Background Check (CHRC only)	\$95
SIDA Badge without Fingerprint Check (STA only)	\$65
SIDA Badge without Background/Fingerprint Check	\$45

*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.*

**Badge Renewal Fee**

SIDA Badge without Background and Fingerprint Check	\$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.*

**Badge Replacement Fee**

SIDA Badge Replacement (due to card failure after warranty period)	\$25
SIDA Badge Replacement (due to card loss) plus penalty	\$25

*The badges will be replaced free of charge if it fails within the 45-day warranty period.*

**Missed Appointment Fee**



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Missed Appointment without notification	\$20
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The Airport Manager or his or her designee, 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, or his or her designee, 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.

**XXI. 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.

**Violation**

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.	
<b>1<sup>st</sup> Offense:</b> \$150	<b>2<sup>nd</sup> Offense:</b> N/A

2. Badge holder is found without their badge while within the SIDA.	
<b>1<sup>st</sup> Offense:</b> \$100	<b>2<sup>nd</sup> Offense:</b> \$200

3. Badge holder is found without their badge while within the AOA.	
<b>1<sup>st</sup> Offense:</b> \$50	<b>2<sup>nd</sup> Offense:</b> \$100

4. Badge holder alters their SIDA badge in any manner by covering up the picture, expiration date, name, or company name.	
<b>1<sup>st</sup> Offense:</b> \$100 & Badge Revoke	<b>2<sup>nd</sup> Offense:</b> N/A

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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.

**1<sup>st</sup> Offense:** \$100

**2<sup>nd</sup> Offense:** 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.

**1<sup>st</sup> Offense:** \$250

**2<sup>nd</sup> Offense:** \$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.

**1<sup>st</sup> Offense:** \$150

**2<sup>nd</sup> Offense:** \$300

8. SIDA badge is not properly displayed while within the secure area.

**1<sup>st</sup> Offense:** Written Warning

**2<sup>nd</sup> Offense:** \$100

9. Badge holder does not close security gate properly and it is found left open and unattended.

**1<sup>st</sup> Offense:** \$100

**2<sup>nd</sup> Offense:** \$200

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 been approved for piggybacking by the Airport Manager's office).

**1<sup>st</sup> Offense:** \$100

**2<sup>nd</sup> Offense:** \$200

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11. Badge holder does not wait for a pedestrian or vehicle gate to close before proceeding into and out of the Airport premises.

**1<sup>st</sup> Offense:** \$100

**2<sup>nd</sup> Offense:** \$200

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).

**1<sup>st</sup> Offense:** \$100

**2<sup>nd</sup> Offense:** \$200

13. Badge holder allows a different individual to use their SIDA badge or another security access medium (key, gate device, etc.), regardless of if the other individual is Airport badged or not, to access the SIDA or AOA.

**1<sup>st</sup> Offense:** Badge Revoke

**2<sup>nd</sup> Offense:** 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.

**1<sup>st</sup> Offense:** \$500

**2<sup>nd</sup> Offense:** 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<sup>st</sup> Offense:** \$1,000, Police Summons, Badge Revoke

**2<sup>nd</sup> Offense:** \$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.

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**1<sup>st</sup> Offense:** \$150

**2<sup>nd</sup> Offense:** \$300

17. Cost of SIDA badge if it is lost, stolen, destroyed, or otherwise unaccounted for, regardless of if it is reprinted (in addition to the fee in penalty #16, if not reported within 24 hours).

**1<sup>st</sup> Offense:** \$100

**2<sup>nd</sup> Offense:** \$150

18. Reprinting cost of lost, stolen, destroyed, or otherwise unaccounted for SIDA badge (in addition to the fee in penalty #17).

**1<sup>st</sup> Offense:** \$25

**2<sup>nd</sup> Offense:** \$25

19. Badge holder escorts more than three (3) individuals into the secure area without prior permission from the Airport.

**1<sup>st</sup> Offense:** \$200

**2<sup>nd</sup> Offense:** Badge Revoke

20. Badge holder escorts more than four (4) individuals into the AOA without prior permission from the Airport.

**1<sup>st</sup> Offense:** \$100

**2<sup>nd</sup> Offense:** \$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.

**1<sup>st</sup> Offense:** Written Warning

**2<sup>nd</sup> Offense:** \$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.

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**1<sup>st</sup> Offense:** \$100

**2<sup>nd</sup> Offense:** \$200

23. Non-Airport badged individual escorts individual(s) into the secure area.

**1<sup>st</sup> Offense:** \$1,000, Police Summons

**2<sup>nd</sup> Offense:** N/A

24. Badge holder leaves non-Airport badged individual(s) unattended within the SIDA.

**1<sup>st</sup> Offense:** \$250

**2<sup>nd</sup> Offense:** \$500

25. Badge holder leaves non-Airport badged individual(s) unattended within the AOA.

**1<sup>st</sup> Offense:** \$100

**2<sup>nd</sup> Offense:** \$200

26. Non-Airport badged individual is found unescorted within the SIDA.

**1<sup>st</sup> Offense:** \$200

**2<sup>nd</sup> Offense:** \$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.

**1<sup>st</sup> Offense:** \$50

**2<sup>nd</sup> Offense:** \$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.

**1<sup>st</sup> Offense:** \$200

**2<sup>nd</sup> Offense:** Badge Revoke

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.

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**1<sup>st</sup> Offense:** \$100

**2<sup>nd</sup> Offense:** \$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.

**1<sup>st</sup> Offense:** Written Warning

**2<sup>nd</sup> Offense:** \$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).

**1<sup>st</sup> Offense:** \$200

**2<sup>nd</sup> Offense:** 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.

**1<sup>st</sup> Offense:** \$200

**2<sup>nd</sup> Offense:** 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.

**1<sup>st</sup> Offense:** \$100

**2<sup>nd</sup> Offense:** \$200

34. Applicant misses a SIDA badge finger printing or SIDA training appointment without given prior notice.

**1<sup>st</sup> Offense:** \$20

**2<sup>nd</sup> Offense:** \$50

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.

**1<sup>st</sup> Offense:** \$10 each

**2<sup>nd</sup> Offense:** \$20 each

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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.

**1<sup>st</sup> Offense:** \$10 each

**2<sup>nd</sup> Offense:** \$15 each

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

**Initial Badge Fee**

SA Badge with Background/Fingerprint Check (STA & CHRC)	\$115
SA Badge without Background Check (CHRC only)	\$95
SA Badge without Fingerprint Check (STA only)	\$65
SA Badge without Background/Fingerprint Check	\$45

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

**Badge Renewal Fee**

SA Badge without Background and Fingerprint Check	\$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.*

**Badge Replacement Fee**

SA Badge Replacement (due to card failure after warranty period)	\$25
SA Badge Replacement (due to card loss) plus penalty	\$25

*The badges will be replaced free of charge if it fails within the 45-day warranty period.*

**Missed Appointment Fee**

Missed Appointment without notification	\$20
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The Airport Manager, or his or her designee, is authorized to modify the security badge

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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, or his or her designee, 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.

**XXIII. STERILE AREA (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.

**Violation**

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.

**1<sup>st</sup> Offense:** \$150

**2<sup>nd</sup> Offense:** N/A

2. Badge holder is found without their badge while within the Sterile Area.

**1<sup>st</sup> Offense:** \$100

**2<sup>nd</sup> Offense:** \$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.

**1<sup>st</sup> Offense:** \$500 Badge/Lease Revoke

**2<sup>nd</sup> Offense:** N/A

4. Sterile Area badge holder, or non-Airport badge holder, brings a prohibited item (per TSA guidelines) into the Sterile Area.

**1<sup>st</sup> Offense:** \$500 Badge/Lease Revoke

**2<sup>nd</sup> Offense:** N/A



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5. Badge holder alters their Sterile Area badge in any manner by covering up the picture, expiration date, name, or company name.

**1<sup>st</sup> Offense:** \$100 Badge/Lease Revoke      **2<sup>nd</sup> Offense:** N/A

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.

**1<sup>st</sup> Offense:** \$100      **2<sup>nd</sup> Offense:** 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.

**1<sup>st</sup> Offense:** \$250      **2<sup>nd</sup> Offense:** \$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.

**1<sup>st</sup> Offense:** \$50      **2<sup>nd</sup> Offense:** \$300

9. Sterile Area badge is not properly displayed while within the Sterile Area.

**1<sup>st</sup> Offense:** Written Warning      **2<sup>nd</sup> Offense:** \$100

10. Badge holder does not close security gate or door properly and it is found left open and unattended.

**1<sup>st</sup> Offense:** \$100      **2<sup>nd</sup> Offense:** \$300

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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).

**1<sup>st</sup> Offense:** \$100

**2<sup>nd</sup> Offense:** \$200

12. Badge holder allows a different individual to use their Sterile Area badge or another security access medium (key, etc.), regardless of if that individual has an Airport badged or not, to access the Sterile Area.

**1<sup>st</sup> Offense:** Badge Revoke

**2<sup>nd</sup> Offense:** 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.

**1<sup>st</sup> Offense:** \$500

**2<sup>nd</sup> Offense:** 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 current Airport security guidelines.

**1<sup>st</sup> Offense:** \$1,000, Police Summons, Badge Revoke

**2<sup>nd</sup> Offense:** \$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.

**1<sup>st</sup> Offense:** \$150

**2<sup>nd</sup> Offense:** \$300

16. Cost of Sterile Area badge if it is lost, stolen, destroyed, or otherwise unaccounted for regardless of if it is reprinted (in addition to the fee in penalty #15, if not reported within 24 hours).

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**1<sup>st</sup> Offense:** \$100

**2<sup>nd</sup> Offense:** \$150

17. Reprinting cost of lost, stolen, destroyed, or otherwise unaccounted for Sterile Area badge (in addition to the fee in penalty #16).

**1<sup>st</sup> Offense:** \$25

**2<sup>nd</sup> Offense:** \$25

18. Badge holder escorts more than one (1) person into the Sterile Area.

**1<sup>st</sup> Offense:** \$200

**2<sup>nd</sup> Offense:** 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.

**1<sup>st</sup> Offense:** \$100

**2<sup>nd</sup> Offense:** 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.

**1<sup>st</sup> Offense:** \$100

**2<sup>nd</sup> Offense:** \$200

21. Non-Airport badged individual who escorts individual(s) into the Sterile Area.

**1<sup>st</sup> Offense:** \$1,000, Police Summons

**2<sup>nd</sup> Offense:** N/A

22. Badge holder leaves non-Airport badged individual(s) unattended within the Sterile Area.

**1<sup>st</sup> Offense:** 250

**2<sup>nd</sup> Offense:** Badge Revoke

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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.

**1<sup>st</sup> Offense:** \$250

**2<sup>nd</sup> Offense:** \$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.

**1<sup>st</sup> Offense:** \$200

**2<sup>nd</sup> Offense:** Badge Revoke

25. Badge holder does not challenge individuals in the Sterile Area or call the Airport Manager's office or Duty Phone to take over the challenge if it is suspected that an individual should not be in the Sterile Area (i.e., other than the traveling public who have been screened and cleared by TSA to board a commercial flight).

**1<sup>st</sup> Offense:** \$100

**2<sup>nd</sup> Offense:** \$200

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).

**1<sup>st</sup> Offense:** \$200

**2<sup>nd</sup> Offense:** 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.

**1<sup>st</sup> Offense:** \$200

**2<sup>nd</sup> Offense:** 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.

**1<sup>st</sup> Offense:** \$100

**2<sup>nd</sup> Offense:** \$200

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29. Applicant misses a Sterile Area badge fingerprinting or Sterile Area training appointment, without given prior notice.

**1<sup>st</sup> Offense:** \$20

**2<sup>nd</sup> Offense:** \$50

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 reason deemed necessary to protect Airport security.

**1<sup>st</sup> Offense:** \$10 each

**2<sup>nd</sup> Offense:** \$20 each

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.

**1<sup>st</sup> Offense:** \$10 each

**2<sup>nd</sup> Offense:** \$15 each

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

AOA Badge – 1 <sup>st</sup> issuance	\$40
AOA Badge Replacement (due to expiration)	\$25
AOA Badge Renewal (due to card failure after warranty period)	\$25
AOA Badge Replacement (due to card loss) in addition to penalty fee	\$20

*The badges will be replaced free of charge if it fails within the 45-day warranty period.*

Missed Appointment without notification	\$20
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The Airport Manager, or his or her designee, 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, or his or her designee, 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.

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**XXV. 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.

**Violation**

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.

**1<sup>st</sup> Offense:** \$150

**2<sup>nd</sup> Offense:** N/A

2. Badge holder is found without their badge while within the AOA.

**1<sup>st</sup> Offense:** \$50

**2<sup>nd</sup> Offense:** \$100

3. Badge holder alters their AOA badge in any manner by covering up the picture, expiration date, name, company name, or hangar number.

**1<sup>st</sup> Offense:** \$50

**2<sup>nd</sup> Offense:** \$100

4. Authorized Signer does not ensure that applicant under their authorization has kept Permanent Resident Card (green card), visa, or any other immigration form (found on the I-9 Form) current.

**1<sup>st</sup> Offense:** \$100

**2<sup>nd</sup> Offense:** 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.

**1<sup>st</sup> Offense:** \$250, Police Summons

**2<sup>nd</sup> Offense:** \$500

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6. Airport badge holder escorts 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.

**1<sup>st</sup> Offense:** \$150

**2<sup>nd</sup> Offense:** \$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.

**1<sup>st</sup> Offense:** \$500

**2<sup>nd</sup> Offense:** 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<sup>st</sup> Offense:** \$1,000, Police Summons, Badge Revoke

**2<sup>nd</sup> Offense:** \$5,000, Police Summons

9. Badge holder does not wait for a pedestrian or vehicle gate to close before proceeding into or out the Airport premises.

**1<sup>st</sup> Offense:** \$150

**2<sup>nd</sup> Offense:** \$300

10. 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).

**1<sup>st</sup> Offense:** \$100

**2<sup>nd</sup> Offense:** \$200

11. Badge holder allows a different individual to use their AOA badge or another security access medium (key, gate access device, etc.), regardless of if the other individual is Airport badged or not, to access the Airport fenced area.

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**1<sup>st</sup> Offense:** \$150

**2<sup>nd</sup> Offense:** \$500

12. Non-Airport issued badged individual is found within the AOA without a properly badged escort.

**1<sup>st</sup> Offense:** \$50

**2<sup>nd</sup> Offense:** \$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.

**1<sup>st</sup> Offense:** \$100

**2<sup>nd</sup> Offense:** \$200

14. Cost of AOA badge if it is lost, stolen, destroyed, or otherwise unaccounted for, regardless of if it is reprinted (in addition to the fee in penalty #13, if not reported within 24 hours).

**1<sup>st</sup> Offense:** \$100

**2<sup>nd</sup> Offense:** \$150

15. Reprinting cost of lost, stolen, destroyed, or otherwise unaccounted for AOA badge (in addition to the fee in penalty #14).

**1<sup>st</sup> Offense:** \$20

**2<sup>nd</sup> Offense:** \$20

16. Badge holder escorts more than four (4) individuals onto Airport property without prior permission from the Airport.

**1<sup>st</sup> Offense:** \$100

**2<sup>nd</sup> Offense:** \$200

17. Badge holder is escorted onto the AOA because they do not have their assigned AOA badge in their possession.

**1<sup>st</sup> Offense:** Written Warning

**2<sup>nd</sup> Offense:** \$50



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18. Badge holder leaves escorted individual(s) unattended within the AOA.

**1<sup>st</sup> Offense:** \$150

**2<sup>nd</sup> Offense:** \$300

19. AOA or non-Airport badged individual escorts individuals into the secure area.

**1<sup>st</sup> Offense:** \$300

**2<sup>nd</sup> Offense:** Badge Revoke

20. Non-Airport badged individual who escorts individuals onto the AOA.

**1<sup>st</sup> Offense:** \$100

**2<sup>nd</sup> Offense:** \$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.

**1<sup>st</sup> Offense:** \$250

**2<sup>nd</sup> Offense:** \$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.

**1<sup>st</sup> Offense:** \$50

**2<sup>nd</sup> Offense:** \$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.

**1<sup>st</sup> Offense:** \$200

**2<sup>nd</sup> Offense:** 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).

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**1<sup>st</sup> Offense:** \$200

**2<sup>nd</sup> Offense:** 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.

**1<sup>st</sup> Offense:** \$200

**2<sup>nd</sup> Offense:** 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.

**1<sup>st</sup> Offense:** \$100

**2<sup>nd</sup> Offense:** \$200

27. Cost to reactivate 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.

**1<sup>st</sup> Offense:** \$10 each

**2<sup>nd</sup> Offense:** \$20 each

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 AOA badges.

**1<sup>st</sup> Offense:** \$10 each

**2<sup>nd</sup> Offense:** \$15 each

## **XXVI. 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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**XXVII. 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, which 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, and the device should be returned to the Airport Manager's Office. 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.

**XXVIII. DRIVERS TRAINING**

Due to Federal Aviation Administration requirements, the Airport is required to provide Airport Movement Area drivers training annually to any operator who need access to the Airport Movement Area as part of their job requirement. To comply with this regulation the Airport provides an online training, free of charge, to vehicle operators.

Should the vehicle operators require in-person training or is required to complete remedial training for any reason, the operator shall pay the hourly employee rate as outline in this resolution. These rates are set at \$67.00 per hour and \$85.00 per hour for training needed after business hours.