

Charles M. Schulz – Sonoma County Airport (STS) Airport Badge Rules, Regulations and Penalties

Issuance

The Transportation Security Administration (TSA) requires that all individuals who enter the Airport Operations Area (AOA) OR Security Identification Display Area (SIDA) of the Airport must have a badge reflecting that they are authorized to do so. Once an application has been filled out and the appropriate background check has been conducted, the Airport will then issue an approved AOA or SIDA badge.

All identification badges issued by the Airport are the property of the Airport and **must be returned within 72-hours** under the following conditions:

- Upon expiration
- Upon separation of employment (for any reason)
- Upon termination of hangar or tiedown occupancy
- Upon demand of the Sonoma County Airport
- Upon conviction of any of the disqualifying crimes

All 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.

Responsibility

It is the badge holder's responsibility to abide by the following requirements at all times:

- Badge holder is responsible for having their AOA or SIDA badge on them at all times and it must be produced if asked to be verified by TSA, law enforcement or Airport staff. If badge holder does not have their badge at the time of verification, they will be escorted off of Airport property and not allowed access until such time as they can produce their AOA or SIDA badge. For Airport tenants, should this result in deactivation of any gate devices, tenants will have to pay ten dollars (\$10) to have each gate device reactivated after it is determined that they are allowed within the AOA.
- If badge holder becomes aggressive with Airport staff, after it is determined that the required AOA or SIDA badge is not in their possession, law enforcement will be notified and will escort the individual from Airport property. Any law enforcement fees will be billed to the tenant.
- Badge holder is not allowed to give their AOA or SIDA badge to anyone else for their use.
- Badge holder must **IMMEDIATELY** report, within 24-hours, to the Airport Manager's Office if their badge is lost, stolen, destroyed, or has expired.

- AOA badge holder is **NOT** allowed within the Airport Security Identification Display Area (SIDA) or the Airline Operation Area at any time. If AOA badge holder is found within the SIDA area, they will be escorted from the SIDA area, TSA will be notified, and the appropriate penalties will be enforced.
- Unescorted or unidentified persons found to be in the SIDA without an appropriate STS issued SIDA badge should be challenged. The Airport Manager's Office (707) 565-7243 should be notified immediately of the incident so that proper security can be enforced. If it is after normal business hours, the Airport Duty phone (707) 484-0236 should be called and an Airport Operations Specialist will respond. People in the AOA do not need to challenge individuals within the AOA.
- AOA badge holder can escort up to four (4) individuals into the AOA area (to visit hangar, conduct business, etc). SIDA badge holders can escort up to three (3) individuals into the SIDA area and up to four (4) individuals into the AOA. All individuals must be within hearing and sight range of badge holder at all times. If badge holder requests to escort more than four (4) individuals in the AOA, prior written permission must be granted from the Airport Manager.
- AOA or SIDA badge holder is responsible for responding to annual badge audits. Authorized Signatories are responsible for accounting for all badges that have been authorized to be issued under their name, hangar, or company. Failure to respond to the badge audit will result in the revocation of Airport access, as well as a penalty.

Penalties

The following penalties will be enforced by the Sonoma County Airport if it is found that a badge holder has violated any of the above requirements. **Penalties and amounts are subject to change without prior notice.**

- AOA or SIDA badge is not returned **within 72-hours** to the Airport Manager's Office under the following conditions:
 - Upon expiration
 - Upon separation of employment (for any reason)
 - Upon termination of hangar or tiedown occupancy
 - Upon demand of the Sonoma County Airport

Penalty: \$150.00

- AOA or SIDA badge holder is found to be without their badge, or their SIDA badge is not properly displayed in the SIDA, when asked for verification by TSA, law enforcement or Airport staff:
 - 1st offense: **written warning**
 - 2nd offense: **\$25.00 penalty**
 - 3rd offense: **\$50.00 penalty**
- If badge holder violates this provision more than three (3) times, badge holder's AOA or SIDA access may be cancelled.

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- SIDA badge holder does not close a security gate properly and it is left open. This matter will also be turned over to TSA for their own investigation, which can include additional penalties and fines:
 - 1st offense: **written warning**
 - 2nd offense: **\$25.00 penalty**
 - 3rd offense: **\$50.00 penalty**
 - If badge holder violates this provision more than three (3) times, badge holder's SIDA access may be cancelled

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- AOA or SIDA badge holder becomes aggressive with Airport staff and/or law enforcement is called to the incident.
 - Badge holder will be remanded to law enforcement for trespassing and charges will be filed.
 - If badge holder violates this provision, badge holder's AOA or SIDA access may be cancelled.

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- AOA or SIDA badge holder allows a different individual to use their badge:
Penalty: \$100.00
 - If badge holder violates this provision, badge holder's AOA access may be cancelled.

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- AOA or SIDA badge holder does not report their badge lost, stolen, destroyed, or expired within **twenty-four (24) hours** to the Airport Manager's Office:
AOA Penalty: \$100.00
SIDA Penalty: \$150.00

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- Cost for AOA or SIDA badge if it is lost or stolen:
 - 1st occurrence: **\$100.00**
 - 2nd occurrence: **\$150.00**
 - Replacement cost for AOA or SIDA badge if it is lost, stolen, or destroyed (Note: badges that are considered "destroyed" must be brought into the Airport Manager's Office for accounting purposes. If destroyed badge is not accounted for, replacement cost will fall under "lost or stolen" category):
 - Replacement cost:
 - AOA badge: **\$20.00**
 - SIDA badge: **\$25.00**
 - If badge holder violates this provision more than two (2) times, badge holder's AOA or SIDA access may be cancelled.
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- AOA badge holder is found to be within the Airport Security Identification Display Area (SIDA). This matter will be turned over to law enforcement and TSA for their own investigation, which can include additional penalties and fines:

Penalty: \$250.00

- If badge holder violates this provision, badge holder's AOA access may be cancelled.
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- AOA badge holder escorts more than four (4) individuals within the AOA without prior written permission from the Airport Manager:

Penalty: \$50.00

- If badge holder violates this provision more than two (2) times, badge holder's AOA access may be cancelled.
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- AOA badge holder allows unauthorized personnel / individuals to access the AOA:

- 1st offense: **written warning**
- 2nd offense: **\$25.00 penalty**
- 3rd offense: **\$50.00 penalty**

- If badge holder violates this provision more than three (3) times, badge holder's AOA access may be cancelled.
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- Authorized Signatory, AOA, or SIDA badge holder fails to respond to Annual Badge Audit:

Penalty: \$200.00

- If badge holder violates this provision, their Airport access will be revoked and they will no longer have access on Airport grounds.
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- Applicant misses scheduled appointment and does not notify Airport Manager's Office:

- AOA badge missed appointment penalty: **\$10.00**
 - SIDA badge missed appointment penalty: **\$20.00**
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The Airport Manager is authorized to modify the fees, outlined in this packet, during the fiscal year if needed to reflect changes to FAA or TSA regulations.

Once an invoice for a penalty has been submitted, it must be paid. Penalties are non-refundable, regardless if badges are located and returned after the invoice has been submitted.

In addition to the penalties outlined above, badge holder may be subject to fines and penalties that may be levied by TSA.