



Charles M. Schulz – Sonoma County Airport Master Fee Schedule of Airport Rates and Charges Fiscal Year FY 22-23

**Approved by the County of Sonoma Board
of Supervisors on March 22, 2022**

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Master Fee Schedule FY 22-23

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I. AIRCRAFT STORAGE

Category	Hangar Number	Monthly Rate
Apron D		
A	D HGRA01 - D HGRA11	\$162
A	D HGRA12 - D HGRA25	\$185
A	D HGRA18 - D HGRA19	\$211
B	D HGRB26 - D HGRB53	\$232
Shade	D SHD01 - D SHD21	\$156
Shade	D SHD22 - D SHD39	\$195
Executive Shade	D EXESHD01 & EXESHD02	\$439
Executive Shade West	D EXESHD03	\$412
Bldg. 303	PCAM GIFTSHOP	\$414
Private Port-a-Ports	D PVTHGREP1 - D PVTHGREP5	\$74

Apron E

C	E HGRC106 - E HGRC152	\$356
D	E HGRD62 - E HGRD93	\$463
E	E HGRE205 - E HGRE209	\$457
E	E HGRE212 - E HGRE215	\$457
E	E HGRE223 - E HGRE226	\$457
E	E HGRE229 - E HGRE231	\$457
E	E HGRE210 & E HGRE216	\$627
E	E HGRE228 & E HGRE232	\$593
E	E HGRE211 & E HGRE222	\$529
E	E HGRE227	\$529
G	E HGRG54 - E HGRG61	\$847
G	E HGRG94 - E HGRG101	\$847
Executive Hangars	2282 - 2294 Becker Blvd.	\$2356

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Executive Hangars	E EXEHGR22 - E EXEHGR26	\$1827
Executive Hangars	E EXEHGR200 - E EXEHGR204	\$1473
Executive Hangars	E EXEHGR217 - E EXHGR221	\$1473
Executive Hangar	2265 Becker Blvd.	\$2192

Category	Hangar Number	Monthly Rate
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Apron F

Private T-Hangars	F PVTHGR201 - F PVTHGR214	\$99
F	F HGRF217 - 226 & 233 - 242	\$191
Private Port-a-Ports	F PVTHGR227 - 231 & 243 - 246	\$67
Private Port-a-Port	F PVTHGR247	\$74
Private T-Hangar	F PVTHGR248	\$85
Private T-Hangars	F PVTHGR249 - 256	\$99
Private Port-a-Ports	F PVTHGR258 - 260	\$74
Private T-Hangars	F PVTHGR751 - 769 (odd)	\$106
Private Box Hangars	F PVTHGR752 - 782 (even)	\$187
Private Box Hangar	F PVTHGR771	\$263
Private T-Hangars	F PVTHGR775 & F PVTHGR777	\$106
Private T-Hangar	F PVTHGR779	\$106
Private Box Hangar	F HRDSTN1059	\$420
Private Box Hangar	F HRDSTN1081	\$279

Taxiway D

Private Box Hangar	5550 Windsor	\$279
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Taxiway G

Private Box Hangar	5640 Windsor	\$279
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Category	Hangar Number	Monthly Rate
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Storeroom Category

Small Non-aero	D STRA01 & D STRA02	\$100
Large Non-aero	D STRB03 - D STRB06	\$181
Mini Hangar Non-aero	E MINHGR115 & E MINHGR122	\$216
Mini Hangar Non-aero	E MINHGR132 & E MINHGR139	\$216
Mini Hangar Non-aero	E MINHGR147 & E MINHGR152	\$216

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 WING SPAN – 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*
Less than 12,500lbs	\$0.87/1,000 lbs.
Over 12,500lbs	\$1.32/1,000 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	\$1.32/1,000 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

Recovery escort \$67 per hour (\$85 for overtime) 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 the following operating permit fees and have the escort fees waived per the terms of the permit:

Commercial Operating Fee	\$500 per calendar year
Non-Commercial Operating Fee	\$100 per calendar year

Balloon landing fees are not charged individually but included in annual operating permit fee.

V. VEHICLE PARKING FEES

Airside Parking & Vehicle Storage:

Authorized Parking with Agreement (on Airport)	\$75 per month
Authorized Parking with Agreement (on Airport) Vehicles over 15' long	\$110 per month

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

Long Term Lot \$13 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 \$18 per 24-hr. period)
Discount pass for daily commuters	\$130 per month
*Minimum of 3-month commitment is required to qualify for commuter. (Long-term lot)	
Commercial Tenant (Long-term lot)	\$80 per month
Employee Parking Pass	\$10 per month
Commuter Pass Setup Proxy Card Fee	\$25
Parking Penalties	PAA Schedule

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Replacement Parking Card Fee	\$25
On Street Parking for Flightline and Airport Blvd (period)	\$2 per ½ hr. (max \$13 per 24-hr. period)
Online Reservation Convenience Fee	\$2.99 per transaction
On Street / On Demand Convenience Fee	\$0.75 per transaction
*Valet Service – the Airport is working through a pilot program to offer valet service. The Airport Manager is authorized to work with the parking management company to establish rates to cover operating costs based on market needs, the rates will be posted on the Airport’s website and at parking facilities, informing the public of parking rates. Once the final rate is determined, the final rate will be included in future rates.	
**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 activity)	\$3.57 (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.

Advertising in terminal and appurtenant areas of the Airport are variable upon location and agreement term.

VII. CONSOLIDATED FACILITY CHARGE

The Airport is adding a new Consolidated Rental Facility (ConRAC) to consolidate our rental car operations to one location. To finance the ConRAC, all of the capital will be derived from a Customer Facility Charge (CFC) that is collected by the rental car operators then remitted to the Airport on a monthly basis. The fee is assessed per rental contract and is used for the design and construction of a new ConRAC. The CFC is \$5.80 per day per rental contract with a five day maximum fee.

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VIII. 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	\$2.75
Non-daily Service	\$3.57
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	\$1.60
Non-daily Service	\$2.08
Ramp Storage (per square foot per month)	\$1.00

“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 146,300lbs (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'	\$225 per month	\$45 per day
90' and over	\$350 per month	\$70 per day

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Air Stair Rental – Small	\$250 per month	\$40 per day
Air Stair Rental – Large	\$500 per month	\$75 per day

IX. GROUND LEASE ANNUAL RENTAL RATES (per square foot)

Eastside Section of Airfield	\$0.53
Westside Section of Airfield	\$0.28
South/Mid-Section of Airfield	\$0.39
Non-Aeronautical	\$0.74

X. 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)
- Category 3 (>15 seats)

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

XI. AUTOCROSS TRACK USE FEE

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

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

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XII. ANTICIPATED ACTUAL AIRPORT EMPLOYEE EXPENSES

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.

XIII. FUEL FLOWAGE FEES

Twelve cents (.12¢) for each gallon of turbine fuel, aviation fuel or auto fuel dispensed on the Airport.

XIV. 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 (5th) day of the month due.

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.

XV. 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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Application Type	Operator Type	Rent
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 services	\$320
Operating Agreement Non-Aero	Non-based services	\$415
Operating Agreement Aero	Based – limited services	\$425
Operating Agreement Non-Aero	Based – limited services	\$550
Operating Agreement Aero	Based – full services	\$530
Operating Agreement Non-Aero	Based – full services	\$690
Lease Aero (month-to-month)	All	\$795
Lease Non-Aero (month-to-month)	All	\$1035
Terminal Concession (month-to-month)	All	\$795
Lease (less than ten-years in term)	All	\$3580
Lease (more than ten-years in term)	All	\$7425
Amendments to lease (term)	All	\$2121

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.

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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.

XVI. OTHER COMMERCIAL OPERATOR FEES

Category	%	Unit of Measure
Non-Aeronautical Operators		
Alcoholic Beverages In Terminal	15%	gross sales
Food & Non-Alcoholic Beverages In Terminal	10%	gross sales
Food & Non-Alcoholic Beverage In Terminal Vending Machines Non-Perishables	20%	gross sales
Food & Non-Alcoholic Beverages In Terminal Vending Machines Perishables	10%	gross sales
Food & Beverage Off Terminal – Example: food trucks, limited service, kiosks etc.	5%	gross sales
Merchandise, other than STS branded	5%	gross sales
Merchandise, other than STS branded, In Terminal Vending Machines	20%	gross sales
Merchandise, STS branded	0%	gross sales
Minimum Annual Guarantee (MAG)	Negotiated	gross sales
Passenger and Luggage Screening	n/a	n/a
Rental Car - Car Wash Expenses	n/a	actual expense
Sanitation Services	3%	gross sales
Aeronautical Operators		

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Food & Beverage Aeronautical (Sold through FBO)	3%	gross sales
Part 145 Activity - Aero Services	1.5%	gross sales
Percentage Rent for Aero Activities	3%	gross sales
Percentage Rent for Aero Activities – Non-Profit Organizations	1.5%	gross sales

XVII. SPECIAL EVENT CHARGES

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

Event	Unit	Fee
Minimum Level - under 10 participants		
Private Event	Daily	\$0
Private 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	\$1300
Filming	Daily	\$1300

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 charge one-half (½) of the charges and percentage rent listed above.

Anticipated actual airport employee expenses	\$65 per hour
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Includes vehicle and one employee regardless of classification of employee involved

Anticipated actual airport employee overtime expenses \$82 per hour

Includes vehicle and one employee regardless of classification of employee involved

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 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.

XVIII. 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.

XIX. 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

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SIDA Badge without Background/Fingerprint Check	\$45
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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 they fail during 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 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.

XX. 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.

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1st Offense: \$150

2nd Offense: N/A

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

1st Offense: \$100

2nd Offense: \$200

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

1st Offense: \$50

2nd Offense: \$100

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

1st Offense: \$100 & Badge Revoke

2nd Offense: N/A

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.

1st Offense: \$100

2nd 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.

1st Offense: \$250

2nd 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.

1st Offense: \$150

2nd Offense: \$300

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

1st Offense: Written Warning

2nd Offense: \$100

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

1st Offense: \$100

2nd 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).

1st Offense: \$100

2nd Offense: \$200

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

1st Offense: \$100

2nd 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).

1st Offense: \$100

2nd Offense: \$200

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.

1st Offense: Badge Revoke

2nd Offense: N/A

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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.

1st Offense: \$500

2nd 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.

1st Offense: \$1,000, Police Summons, Badge Revoke

2nd 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.

1st Offense: \$150

2nd Offense: \$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).

1st Offense: \$100

2nd Offense: \$150

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

1st Offense: \$25

2nd Offense: \$25

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

1st Offense: \$200

2nd Offense: Badge Revoke

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

1st Offense: \$100

2nd 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.

1st Offense: Written Warning

2nd 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.

1st Offense: \$100

2nd Offense: \$200

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

1st Offense: \$1,000, Police Summons

2nd Offense: N/A

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

1st Offense: \$250

2nd Offense: \$500

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

1st Offense: \$100

2nd Offense: \$200

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

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1st Offense: \$200

2nd 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.

1st Offense: \$50

2nd 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.

1st Offense: \$200

2nd 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.

1st Offense: \$100

2nd 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.

1st Offense: Written Warning

2nd 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).

1st Offense: \$200

2nd 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.

1st Offense: \$200

2nd Offense: Badge Revoke

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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.

1st Offense: \$100

2nd Offense: \$200

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

1st Offense: \$20

2nd 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.

1st Offense: \$10 each

2nd Offense: \$20 each

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.

1st Offense: \$10 each

2nd Offense: \$15 each

XXI. 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

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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 they fail during 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 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.

XXII. 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.

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1st Offense: \$150

2nd Offense: N/A

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

1st Offense: \$100

2nd 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.

1st Offense: \$500 Badge/Lease Revoke

2nd Offense: N/A

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

1st Offense: \$500 Badge/Lease Revoke

2nd Offense: N/A

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

1st Offense: \$100 Badge/Lease Revoke

2nd 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.

1st Offense: \$100

2nd 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.

1st Offense: \$250

2nd Offense: \$500

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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.

1st Offense: \$50

2nd Offense: \$300

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

1st Offense: Written Warning

2nd Offense: \$100

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

1st Offense: \$100

2nd Offense: \$300

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).

1st Offense: \$100

2nd Offense: \$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 badged or not, to access the Sterile Area.

1st Offense: Badge Revoke

2nd 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.

1st Offense: \$500

2nd Offense: Badge Revoke

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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.

1st Offense: \$1,000, Police Summons, Badge Revoke

2nd 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.

1st Offense: \$150

2nd Offense: \$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).

1st Offense: \$100

2nd Offense: \$150

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

1st Offense: \$25

2nd Offense: \$25

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

1st Offense: \$200

2nd 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.

1st Offense: \$100

2nd Offense: Badge Revoke

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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.

1st Offense: \$100

2nd Offense: \$200

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

1st Offense: \$1,000, Police Summons

2nd Offense: N/A

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

1st Offense: 250

2nd Offense: 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.

1st Offense: \$250

2nd 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.

1st Offense: \$200

2nd 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).

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1st Offense: \$100

2nd 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).

1st Offense: \$200

2nd 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.

1st Offense: \$200

2nd 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.

1st Offense: \$100

2nd Offense: \$200

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

1st Offense: \$20

2nd 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.

1st Offense: \$10 each

2nd 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.

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1st Offense: \$10 each

2nd Offense: \$15 each

XXIII. AIRPORT OPERATION AREA (AOA) BADGES

AOA Badge – 1 st 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 they fail during 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.

XXIV. 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.

1st Offense: \$150

2nd Offense: N/A

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

1st Offense: \$50

2nd Offense: \$100

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

1st Offense: \$50

2nd 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.

1st Offense: \$100

2nd 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.

1st Offense: \$250, Police Summons

2nd Offense: \$500

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.

1st Offense: \$150

2nd 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.

1st Offense: \$500

2nd 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.

1st Offense: \$1,000, Police Summons, Badge Revoke

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2nd 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.

1st Offense: \$150

2nd 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).

1st Offense: \$100

2nd 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 if the other individual is Airport badged or not, to access the Airport fenced area.

1st Offense: \$150

2nd Offense: \$500

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

1st Offense: \$50

2nd 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.

1st Offense: \$100

2nd Offense: \$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).

1st Offense: \$100

2nd Offense: \$150

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

1st Offense: \$20

2nd Offense: \$20

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

1st Offense: \$100

2nd Offense: \$200

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

1st Offense: Written Warning

2nd Offense: \$50

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

1st Offense: \$150

2nd Offense: \$300

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

1st Offense: \$300

2nd Offense: Badge Revoke

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

1st Offense: \$100

2nd 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.

1st Offense: \$250

2nd Offense: \$500

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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.

1st Offense: \$50

2nd 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.

1st Offense: \$200

2nd 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).

1st Offense: \$200

2nd 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.

1st Offense: \$200

2nd 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.

1st Offense: \$100

2nd 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.

1st Offense: \$10 each

2nd Offense: \$20 each

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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.

1st Offense: \$10 each

2nd Offense: \$15 each

XXV. 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.

XXVI. 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, 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.

XXVII. 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 \$65.00 per hour and \$82.00 per hour for training needed after business hours.