

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

Issuance and Procedures

The Charles M. Schulz – Sonoma County Airport (Airport) works in partnership with the Transportation Security Administration (TSA) to implement and enforce aviation security regulations. TSA requires that all individuals who enter the Airport Operations Area (AOA), which consists of any area of the airfield within the fenced area of the Airport, to have a badge reflecting that they are authorized to do so. Please take the time to become familiar with the information provided in this packet. This packet contains important information that you need to know as an AOA badge holder at the Airport.

Airport Issued Access Media –

The Airport has various methods of access media, which include Airport issued badges, gate remotes, keys, and any other form of access media, that are issued to individuals who request access to the Airport premises. Any access media that was previously issued by the Airport, but no longer meets current Airport security guidelines, must not be used, or tried to be used in any way, in order to gain access to the Airport premises. Any access media that has not been issued by the Airport is prohibited from being used, in any way, in order to gain access to the Airport premises. Any individual caught trying to use Airport access media that no longer meets Airport security guidelines, or any access media that was never issued by the Airport, will be in violation of Airport security procedures, the Airport Security Program, and Transportation Security Regulation (TSR) 1542.203, which states the Airport must prevent and detect unauthorized entry, presence and movement of individuals and ground vehicles into or within the AOA. Anyone who is in violation of this rule may have their access media revoked, their lease or operating agreement may be terminated, and the violation will be submitted to TSA for review. All access media issued by the Airport is property of the Charles M. Schulz – Sonoma County Airport.

Who needs an AOA badge? –

Anyone who has a lease or operating agreement with the Airport, or is associated with a tenant or company who has a lease or operating agreement with the Airport, and has regular access to the AOA, must successfully complete the application process and obtain an Airport issued AOA badge. Transient pilots, which is defined as those who do not have a lease or operating agreement with the Airport, do not have unescorted access privileges at the Airport, and are only at the Airport for refueling, accessing a Fixed-Based Operator (FBO), or for an emergency situation, are not required to have an AOA badge. The Airport Manager, or his or her designee, reserves the right to reject requests, for any reason, from any individual who wishes to begin the AOA badge approval process. Per TSA guidelines, anyone under the age of 15 or over the age of 105 cannot apply for an Airport badge.

Contact Information and Citizenship Status –

Once you have obtained your Airport issued AOA badge, it is your responsibility to ensure that all contact information and all forms of documentation that you used to obtain your badge are kept current and up to date. If you are not a legal U.S. citizen, but have used a Permanent Resident Card

(green card), a visa, or any other form of identification for U.S. residency that is listed on the Employment Eligibility Verification Form I-9 (I-9 Form) to obtain an AOA badge, you must ensure that this documentation is kept current and up to date. Please inform the Airport Manager's office when any update has occurred. If you do not keep this documentation up to date, you must immediately **(within 24-hours)** return your AOA badge to the Airport Manager's office. AOA badges will be printed in accordance with and will not exceed the expiration date listed on the identification provided to verify U.S. residency. Likewise, Airport tenants who have employed an individual who has a Permanent Resident Card (green card), a visa, or any other form of identification for U.S. residency that is listed on the I-9 Form, must ensure that the individual's employment or immigration status is kept current and up to date. If there is a lapse in their U.S. employment or immigration status, and they are no longer authorized to legally work in the U.S., it is the responsibility of the Authorized Signer to ensure that the AOA badge is immediately returned **(within 24-hours)** to the Airport Manager's office. Once it has been determined that an individual does not have the legal right to work or reside in the U.S., that individual cannot be escorted, under any means, other than those approved by TSA, into the fenced area of the Airport for any reason. If an individual is found within the fenced area of the Airport who was not able to maintain their AOA badge due to their immigration status, regardless if they are escorted or not, will be escorted from the Airport, will be subject to a monetary fine, and the infraction will be forwarded to TSA for review.

Using Your Airport Issued AOA Badge –

Possession of a current Airport issued AOA badge is a privilege and may be revoked at any time by the Airport Manager, or his/her designee, the Airport Security Coordinator or Airport Operations Specialists. The Airport AOA badge is primarily used to identify an individual who has been authorized by the Airport to access the AOA. Card access is determined by the Airport Manager, or his or her designee, and is dependent upon the badge holder's operational needs. AOA badge holders are not allowed within the Security Identification Display Area (SIDA) at any point in time, which consists of the ramp section of the AOA used by air carriers at the Terminal area, except if they are employed by an Airport Commercial Tenant, they need to enter the area for work related reasons, and are properly escorted by an individual who possesses a valid Airport issued SIDA badge. The AOA badge is only to be used to access your hangar, tiedown or place of business outside of the secure area.

An Airport issued AOA badge must never be loaned to or used by any other individual. Badge holders may not alter the appearance of their Airport issued AOA badge in any manner by covering up the picture, badge number, expiration date, name, company name, or hangar number.

The AOA badge holder is responsible for having their AOA badge on them, in their possession (i.e. on their person), at all times while within the fenced area of the Airport. The badge must be produced if asked to be verified by TSA, law enforcement or Airport staff. If an individual does not have their Airport issued AOA badge in their possession at the time of verification request, or if they have not yet completed the AOA badge process and are not being properly escorted by an Airport AOA or SIDA badge holder, they will be escorted off Airport property and will not be allowed to access the Airport until they can produce their AOA badge. This type of infraction will also be forwarded to TSA for review.

Keeping Your AOA Badge Current –

Airport issued AOA badges expire, at most, every two (2) years. It is the responsibility of each AOA badge holder to ensure that they keep their badge current and do not let the expiration date lapse. AOA badges are good until the end of the month of the year printed on the badge, but must be renewed before the last business day of the month (e.g. a 09/2014 expiration date is active until September 30, 2014 and must be renewed by that date, unless the 30th falls on a weekend or holiday, in which case the badge would need to be renewed before the 30th). Badges that are not renewed on or before the badge expiration date will be deactivated as of midnight on the date of expiration. Once a badge expires, the badge holder is not allowed within the AOA, and the badge must be returned to the Airport Manager's office. If the badge holder returns their badge, they will then be allowed onto the AOA, as long as they are properly escorted by an Airport AOA or SIDA badged individual. If a badge is returned, and permission is granted by the Airport Manager or his or her designee, the Airport Manager's office can hold a badge for up to thirty (30) days. If the badge holder does not renew their badge within the time allotted by the Airport Manager's office, their application will be deleted. If they still wish to obtain a badge after their renewal time has lapsed, they will need to restart the application process again and pay all associated fees.

Annual Audits and Authorized Signer Training –

Your company or hangar's Authorized Signer (the appointed individual who authorizes and accounts for all badges listed under said company or hangar) is required to respond to the annual AOA Badge and Vehicle Gate Remote Audit and complete the annual Authorized Signatory Training packet. Airport access may be denied for *all* individuals listed on the Authorized Signer's Sponsor List if the audit and/or annual training are not completed within the allotted time frame given by the Airport Manager's office. Penalties will also be issued to the Authorized Signer for the non-completion of the annual audit and/or annual training.

If your company or hangar's Authorized Signer changes, and the hangar or company does not assign a new Authorized Signer, all access media will be deactivated until an individual is assigned as the new Authorized Signer and has completed the required training. In the meantime, your Airport lease or agreement may be suspended or terminated due to non-compliance with security measures. A fee will be charged to reactivate each AOA badge that is deactivated due to non-compliance with Airport security measures.

Returning AOA Badges –

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

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

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

Escort Procedures –

Individuals who possess a current Airport issued AOA badge are allowed to escort up to four (4) individuals into the AOA. Escorted individuals must remain within hearing and sight range at all times while within the AOA. Escorted individuals cannot be left alone while within the AOA and must be escorted out of the AOA anytime the badge holder chooses to leave Airport premises. AOA badge holders are responsible for the actions of the visitors that they bring onto the Airport premises. Should an AOA badge holder, or a guest of an AOA badge holder, be found trying to access, or has successfully accessed the SIDA without prior permission from the Airport, the AOA badge holder will be held responsible. AOA badge holders are subject to badge revocation should they, or any guest of theirs, violate Airport security procedures. All violations will be reported to TSA for review. If an applicant is in the process of obtaining an AOA badge, they are allowed to be escorted by an individual who has a valid Airport issued AOA or SIDA badge, up until the time that they obtain their own AOA badge.

Challenge Procedures –

AOA badge holders are not required to challenge individuals who are on the Airport premises. If you see something suspicious, or you feel that an individual should be challenged, you may challenge them if you feel comfortable doing so. If you do not feel comfortable challenging an individual, please contact the Airport Duty phone (707-484-0236) or the Airport Manager's office (707-565-7243) so that someone from the Airport staff can assist you. Please explain where you are located and what suspicious activity or individual you are observing.

The Airport does not expect you to put yourself or others in danger. If you feel that a matter needs to be addressed by law enforcement, do not hesitate to call the Sonoma County Sheriff Office at (707) 565-2121 (use this number if calling from a cell phone) or 911. Please also notify the Airport Duty phone or Airport Manager's office should you contact the Sheriff for assistance so that we are aware of the situation.

Assigned Airport Keys –

If you are assigned a key to a door or gate that grants you access into the Airport Terminal Building, or from a public area to the secure area, sterile area, or AOA, you must keep the key in your possession at all times, or it needs to be kept in a secure location. Keys cannot be loaned to others, especially those who do not possess a valid Airport issued badge. You must immediately report to the Airport Manager's office **(within 24-hours)** if your key is lost, stolen, destroyed or otherwise unaccounted for. Keys will be audited on an annual basis. TSA or the Airport Manager, or his or her designee, can consider that more frequent audits be conducted in order to be in compliance with Airport security measures. Keys must be accounted for at all times. If it is found that a key is unaccounted for (anytime throughout the year or during an audit), this will result in the rekeying of

each door or gate that said key has access to. All expenses incurred with the rekeying of any door or gate will be billed to the Authorized Signer of the individual who violated this rule.

Vehicle and Pedestrian Gate Procedures –

When entering or exiting the AOA through a vehicle or pedestrian gate, individuals must wait for the gate to close completely before proceeding away from the area. Airport staff and TSA monitor the Airport premises and vehicle and pedestrian gates on a regular basis. They perform random inspections of Airport issued AOA badges and also check to make sure that individuals are waiting for vehicle gates to close properly. The Airport and TSA may impose fines to anyone who accesses the AOA by violating Airport security measures, which include not having the required AOA badge or not waiting for a vehicle gate to close completely before leaving the area. Any fines imposed by TSA will be billed directly to the hangar or company Authorized Signer of the individual who violated Airport security measures. AOA badge holders are responsible for anyone that they allow through a vehicle or pedestrian gate. If the AOA badge holder allows individuals through a vehicle or pedestrian gate, and the gate does not close completely, the AOA badge holder will be held responsible for the gate infraction caused.

Tailgating (following an unidentified individual through a gate or allowing an unidentified individual follow you through a gate, regardless if the individual is entering or exiting Airport) is **never** allowed. The exception to this rule is if an AOA badge holder escorts another vehicle through a gate. AOA badge holders are allowed to escort up to one (1) additional vehicle into or out of the AOA through a vehicle gate.

AOA badge holders are never allowed to walk or drive a vehicle on the airline ramp, which consists of the paved area between the Sonoma Jet Center ramp and the helipads (including the SIDA area), unless they are given prior permission from the Airport Manager, or his or her designee.

Remote Control Gate Access Device –

If an AOA badge holder has been issued a vehicle gate remote control gate access device, said AOA badge holder will be responsible for ensuring that the vehicle gate remote is accounted for at all times. If a vehicle gate remote stops working or is lost, stolen, destroyed or otherwise unaccounted for, the Airport Manager's office must be notified immediately (**within 24-hours**) and the gate device will be deactivated. If an AOA badge holder violates any Airport rule, their gate access device(s) may be deactivated. Vehicle gate remotes will never be reactivated once they are deactivated. Vehicle gate remotes are not to be loaned to any individual, especially to someone who does not possess a valid Airport issued badge.

Penalties

The following penalties will be enforced by the Charles M. Schulz – Sonoma County Airport if it is found that an AOA badge holder has violated Airport rules and/or TSA regulations. **Rules, penalties and amounts are subject to change without prior notice.** Updates to these AOA Badge and Access Media Rules, Regulations and Penalties will be printed and kept current at the Airport Manager's office. AOA badge holders are responsible for complying with any changes to these AOA Badge and

Access Media Rules, Regulations and Penalties. Authorized Signers are responsible for ensuring that all of their badge holders are kept up to date on any changes in Airport security.

If an AOA badge holder violates any of the provisions below, their AOA badge, and/or other gate access medium, may be confiscated, cancelled, or restricted and they will not be allowed on the airfield until further notice. Month to month leases or operating agreements may also be terminated should any type of violation occur. TSA will be notified of all infractions that occur on the Airport premises.

In addition to the penalties outlined below, the AOA badge holder may be subject to fines and penalties levied by TSA. If badge holder's actions result in a TSA violation levied against the Airport, the penalty will be transferred to the Authorized Signer of the AOA badge holder who caused the violation. If the Airport receives a violation due to the actions of a non-AOA badge holder, the Airport will transfer the penalty to the AOA badge holder who was responsible for the non-AOA badge holder who caused the violation.

	Penalty	1st Offense	2nd Offense
1	Badge is not returned within 72-hours due to card expiration, individual's separation from employment, upon demand from the Sonoma County Airport or TSA, upon conviction of a disqualifying crime set forth by TSA, or for any other reason.	\$150	N/A
2	Badge holder is found without their badge while within the AOA.	\$50	\$100
3	Badge holder alters their AOA badge in any manner by covering up the picture, expiration date, name, company name, or hangar number.	\$50	\$100
4	Authorized Signer does not ensure that applicant on Sponsor List has kept Permanent Resident Card (green card), visa, or any other immigration form (found on the I-9 Form) current.	\$100	Badge revoke
5	Individual, who was not able to retain their AOA badge due to their immigration status, is found within the fenced area of the Airport.	\$250, Police summons	\$500
6	Airport badge holder escorts a non-Airport badge holder within the fenced area of the Airport when they are aware that the non-Airport badge holder cannot obtain or retain an Airport badge due to their immigration status.	\$150	\$300
7	Airport or non-Airport badge holder is found trying to access the Airport premises using an Airport issued gate access media that no longer meets current Airport security guidelines.	\$500	Badge revoke
8	Airport or non-Airport badge holder is found trying to access the Airport premises using a non-Airport issued gate access media that does not meet current Airport security guidelines.	\$1,000, Police summons, badge revoke	\$5,000 Police summons

9	Badge holder does not wait for a pedestrian or vehicle gate to close before proceeding into or out of the Airport premises.	\$50	\$100
10	Badge holder tailgates through a vehicle gate or allows another individual to tailgate behind them through a vehicle gate (except if under escort by the badge holder).	\$100	\$200
11	Badge holder allows a different individual to use their AOA badge or another security access medium (key, gate access device, etc), regardless if the other individual is Airport badged or not, to access the Airport fenced area.	\$100	\$200
12	Non-Airport issued badged individual is found within the AOA without a properly badged escort.	\$50	\$100
13	Badge holder does not report their badge lost, stolen, destroyed, or otherwise unaccounted for, within 24-hours, to the Airport Manager's office.	\$100	\$200
14	Cost of AOA badge if it is lost, stolen, destroyed, or otherwise unaccounted for, regardless if it is reprinted (in addition to the fee in penalty #13, if not reported within 24-hours).	\$100	\$150
15	Reprinting cost of lost, stolen, destroyed or otherwise unaccounted for AOA badge (in addition to the fee in penalty #14).	\$20	\$20
16	Badge holder escorts more than four (4) individuals onto Airport property without prior permission from the Airport.	\$100	\$200
17	Badge holder is escorted onto the AOA because they do not have their assigned AOA badge in their possession.	Written warning	\$50
18	Badge holder leaves escorted individual(s) unattended within the AOA.	\$100	\$200
19	AOA or non-Airport badged individual escorts individuals into the secure area.	\$250	\$500
20	Non-Airport badged individual escorts individuals onto the AOA.	\$150	\$300
21	AOA or non-Airport badged individual, except for TSA and FAA inspectors, and on-duty airline flight crew, is found unescorted within the secure area.	\$250	\$500
22	AOA or non-Airport badged individual, except for TSA and FAA inspectors, walk or drive a vehicle (e.g. a car) onto or across the airline ramp without being approved to do so by the Airport.	\$50	\$100
23	AOA or non-Airport badged individual drives a vehicle (except for vehicles that are exempt by the Airport) into the secure area without being escorted and having the vehicle inspected by Airport staff prior to entering the area.	\$200	Badge revoke
24	Authorized Signer or AOA badge holder does not complete the annual AOA badge, gate remote device and / or key audit in the allotted time given to complete such audit(s).	\$200	Badge revoke
25	Authorized Signer or AOA badge holder does not complete the annual Authorized Signatory training in the allotted time given to complete such training.	\$200	Badge revoke

26	Company or hangar tenant fails to assign an Authorized Signer for badge sponsorship within 72-hours of request from Airport, or when original Authorized Signer has given up their duties.	\$100	\$200
27	Cost to reactive gate access media if it is deactivated for any reason, including non-payment of Airport fees, no response to annual audits and/or annual Authorized Signatory training, or for any other reason deemed necessary to protect Airport security.	\$10/ea.	\$20/ea.
28	Cost charged to each badge holder if the Airport is forced to rebadge all current AOA badge holders due to badge loss accountability exceeding TSA's mandate of maintaining a loss percentage of 5% or less of all Airport issued AOA badges.	\$10/ea.	\$15/ea.

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

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

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