

To: Board of Supervisors

Department or Agency Name(s): Transportation and Public Works

Staff Name and Phone Number: Johannes J. Hoevertsz 707-565-2231

Vote Requirement: 4/5th

Supervisory District(s): All

Title:

Proposed FY19-20 Fee Schedule for Airport Land and Facility Use and New Consolidated Facility Charge to construct a Rental Car Facility.

Recommended Actions:

Adopt two Resolutions establishing: reasonable rates and charges for the use of land and facilities; and a new Consolidated Facility Charge to construct a new rental car facility at the Charles M. Schulz – Sonoma County Airport effective July 1, 2019.

Executive Summary:

The Airport imposes fees for use of Airport land and facilities, including covered and noncovered aircraft storage, terminal building use, aircraft landing, vehicle parking, fuel flowage, autocross track, security badges, special events, applications to conduct business on the Airport, and late penalties. Staff annually evaluates Airport rates and charges for accuracy, overhead costs and fair market value. The proposed new fees and fee increases recommended today were reviewed and approved by the Aviation Commission on March 21, 2019.

On April 30, 2019, the Board received an update on the Charles M. Schulz – Sonoma County Airport expansion, and a plan for a new rental car facility that will enhance the return area and accommodate the servicing, fueling and storing of the rental car fleets. California Government Code 50473.4 allows a \$10.00 per rental car-contract fee for the design and construction of rental car facilities. The Charles M. Schulz – Sonoma County Airport requests the approval to collect this new fee to develop a new consolidated car rental facility (a/k/a ConRAC).

Discussion:

The Airport fees and charges are imposed on general and commercial aviation users of certain Airport services, as well as the rental or lease of Airport-controlled property. The proposed fee increases will either partially cover operating costs (e.g. Landing Fees, Parking Fees and Hangar Fees, etc.) and/or provide the revenue to meet the increased costs associated with operations and regulatory compliance. The increases are apportioned according to standard impacts/costs/measurements such as weight (Landing Fees), time (Parking Fees), and level of security (Terminal Building Rental Fees and Security Badge Fees and Penalties) or size, location and type (Hangar Fees) and will be imposed equally on all users for particular uses.

For Fiscal Year 2019-20 the Airport is proposing increases in the following fees:

1. Lock and Key Set: The Airport is requesting this fee to cover the cost to the Airport for purchasing lock and key sets. The cost has increased from \$45 to \$65 per set, a 44% increase.
2. Landing Fees: The Airport is requesting a 4% increase in landing fees from \$0.84 to \$0.87 per 1,000 pounds for revenue producing commercial flights less than 12,500 pounds; a 3% increase from \$1.28 to \$1.32 per 1,000 pounds for revenue producing commercial flights over 12,500; and a 3% increase from \$1.28 to \$1.32 per 1,000 pounds for non-commercial flights over 12,500 pounds.
3. Terminal General Rates: The Airport is requesting a 3% increase for non-airline tenants per square foot from \$3.47 to \$3.57.
4. Airline Terminal Rates and Charges: The Airport is requesting the following changes for fiscal year 2019-20:
 - a. 4% increase for Daily Service rental from \$2.65 per sq. foot to \$2.75 per square foot per month.
 - b. 3% increase for Non-Daily Service rental from \$3.47 per sq. foot to \$3.57 per square foot per month.
 - c. 22% decrease for Ticket Counter and Queue Rental for Daily Service from \$0.37 per sq. foot to \$0.29 per enplaned revenue passenger to match comparable rental rates in surrounding Airports. .
 - d. 21% decrease for Ticket Counter and Queue Rental for Non-Daily Service from \$0.48 per sq. foot to \$0.38 per enplaned revenue passenger to match comparable rental rates in surrounding Airports.
5. Non-Refundable Application Fees: The Airport is requesting the following increases for fiscal year 2019-20.
 - a. Operating Agreement Aero (Non-Based – Limited Services) 4% increase from \$306 to \$317.
 - b. Operating Agreement Non-Aero (Non-Based – Limited Services) 4% increase from \$398 to \$415.
 - c. Operating Agreement Aero (Based – Limited Services) 4% increase from \$408 to \$425.
 - d. Operating Agreement Non-Aero (Based – Limited Services) 4% increase from \$530 to \$550.
 - e. Operating Agreement Aero (Full Services) 4% from \$510 to \$530.
 - f. Operating Agreement Non-Aero (Full Services) 4% from \$663 to \$690.
 - g. Lease Aero (Month-to-Month) 4% from \$765 to \$795.
 - h. Lease Non-Aero (Month-to-Month) 4% from \$995 to \$1,035.
 - i. Terminal Concession (Month-to-Month) 4% from \$765 to \$795.
 - j. Lease (Less than Ten Years in Term) 4% from \$3,443 to \$3,580.
 - k. Lease (More than Ten Years in Term) 4% from \$7,140 to \$7,425.
 - l. Amendments to Lease (Term) 4% from \$2,040 to \$2,121.

Transportation Security Administration (TSA) can impose severe monetary penalties for vehicle and pedestrian gates being left open and unattended and for any other security

violations. The Airport has security penalty fees in place in order to enforce badge holder compliance with badge regulations so that TSA does not impose greater penalties for infractions. The Airport is trying to keep the penalties in line with the infraction without causing undue monetary hardship to badge holders. The increases are as follows:

6. Secure Identification Display Area (SIDA) Badge Administrative Remedies: The Airport is requesting the following increases for fiscal year 2019-20. These fees are increased in order to recover the costs of many factors involved in badging: the badge itself (and accessories), cost of TSA required software, cost of fingerprinting/background checks, maintenance of hardware, and personnel time for auditing of badges and renewals.
 - a. Badge Holder does not close security gate properly and it is found left open and unattended (1st Offense) 100% from \$50 to \$100.
 - b. Badge Holder does not close security gate properly and it is found left open and unattended (2nd Offense) 100% from \$100 to \$200.
 - c. Badge Holder does not wait for a pedestrian or vehicle gate to close before proceeding into or out of the Airport premises (1st Offense) 100% from \$50 to \$100.
 - d. Badge Holder does not wait for a pedestrian or vehicle gate to close before proceeding into or out of the Airport premises (2nd Offense) 100% from \$100 to \$200.
 - e. Badge Holder leaves non-Airport badged individual(s) unattended within the SIDA (2nd Offense) 67% from \$300 to \$500.
 - f. Applicant misses a SIDA badge fingerprinting or SIDA training appointment without giving prior notice (2nd Offense) 150% from \$20 to \$50.
7. Sterile Area (SA) Badge Administrative Remedies: These fees are increased in order to recover the costs of many factors involved in badging: the badge itself (and accessories), cost of TSA required software, cost of fingerprinting/background checks, maintenance of hardware, and personnel time for auditing of badges and renewals
 - a. Badge Holder does not close a security gate or door properly and it is found to be left open and unattended (1st Offense) 200% from \$50 to \$150.
 - b. Badge Holder does not close a security gate or door properly and it is found to be left open and unattended (2nd Offense) 200% from \$100 to \$300.
 - c. Applicant misses a Sterile Area badge fingerprinting or Sterile area training appointment without giving prior notice (2nd Offense) 150% from \$20 to \$50.
8. Airport Operations Area (AOA) Badge Administrative Remedies: These fees are increased in order to recover the costs of many factors involved in badging: the badge itself (and accessories), cost of TSA required software, cost of fingerprinting/background checks, maintenance of hardware, and personnel time for auditing of badges and renewals.
 - a. Badge Holder does not wait for a pedestrian or vehicle gate to close before proceeding into or out of the Airport premises (1st Offense) 200% from \$50 to \$150.
 - b. Badge Holder does not wait for a pedestrian or vehicle gate to close before proceeding into or out of the Airport premises (2nd Offense) 200% from \$100 to \$300.

- c. 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) 50% from \$100 to \$150.
 - d. 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 (2nd Offense) 150% from \$200 to \$500.
 - e. Badge Holder leaves escorted individual(s) unattended within the AOA (2nd Offense) 50% from \$200 to \$300.
 - f. AOA or non-Airport badged individual who escorts individuals into the secure area – badge revoked.
9. Ground Lease Annual Rental Rates: The Airport is requesting the following increases in Ground Lease Rental Rates for fiscal year 2019-20. These are baseline rates for new ground leases only and do not effect rates for previously executed agreements.
- a. Eastside Section of Airfield 4% increase from \$0.48 to \$0.50 per square foot.
 - b. Westside Section of Airfield 4% increase from \$0.26 to \$0.27 per square foot.
 - c. South/Mid-Section of Airfield 3% increase from \$0.36 to \$0.37 per square foot.

New Proposed Fees:

1. Non-Covered Storage by Wing Span, Unpaved: The Airport is requesting a new fee category for aircraft tie down tail to tail on unpaved aircraft parking spaces, less than 42' monthly rate \$31 and nightly rate \$10. New fee due to new unpaved aircraft parking spaces, developed on the Airport for non-flyable aircraft. Development required removal of vegetation, addition of a gravel base, and addition of hooks and chains to secure the aircraft. The monthly fee is based on the Board of Supervisors FY 2018-19 approved rate of \$55 per month for parking on a paved surface. It is discounted 45%, because it is a gravel base, not a concrete/asphalt base. The nightly fee matches the existing fee of \$10 on paved surfaces. These fees will cover costs for the Airport to provide maintenance and security for use of Airport property.
2. Non-Covered Helicopter Storage: The Airport is requesting a new fee category for helicopter parking, monthly rate \$182 and nightly rate \$33. New fee due to lack of prior non-covered helicopter parking fees, and ensures all aircraft pay consistent rates.
3. Parking Lot Fees: The Airport is requesting a new fee category for Commercial Tenant parking in the Long Term Lot parking lot for a monthly rate of \$80. New fee is due to completion of new Long Term Parking Lot, which includes Commercial Tenant parking. This fee is a 20% discount for Airport commercial tenants based on the Board of Supervisors 2018-19 approved daily commuter discount pass of \$100 per month. This fee will cover costs associated with maintenance and management of the Long Term Parking Lot.
4. Customer Facility Charge (CFC) per Customer Rental Car Contract: The Airport is requesting a new category for construction of a new rental car facility and the charge is \$10 per customer contract. In 2017, the Airport approached the rental car operators regarding the concept of a new consolidated car rental facility (a/k/a a

ConRAC), which would accommodate a larger area for return, servicing, fueling and storing rental car fleets. The need for the ConRAC has been established and the Airport will continue to work closely with each rental car operator and the Board of Supervisors to develop a comprehensive facility. This new fee will allow the Airport to begin designing the facility. This CFC will be collected by the rental car operators and then transferred to the Airport. The Airport Manager presented the plan for the construction of a new rental car facility to the Board of Supervisors on April 30, 2019.

5. Ground Lease Annual Rental Rates: The Airport is proposing a new category and fee for Non-Aeronautical use of Airport-controlled property at \$.70 per square foot. The FAA requires any use of Airport property contain baselines rates for new ground non-aeronautical use. The new fee is being proposed to cover costs associated with maintenance and security of Airport property. This fee is based on sale and lease rates of property surrounding the Airport.
6. New Ramp Storage \$1.00 per square foot per month. The airlines require space on the Airport ramp for loading and unloading equipment used for passengers and cargo. This fee is a minimal charge for airline use of County property. This fee is based on the existing rate per square foot for ground leases plus the additional cost to the Airport for concrete/asphalt construction and maintenance.

Prior Board Actions:

4/30/19 Update on the Charles M. Schulz – Sonoma County Airport Expansion Project & Plan for a Rental Car Facility

6/5/18; Adopted the 2018-19 Airport Fee Schedule; 5/9/17; Adopted the 2017-18 Airport Fee Schedule; 6/21/16; Adopted the revised 2016-17 Airport Fee Schedule; 2/9/16 Adopted the Revised 2015-16 Airport Fee Schedule; 4/21/15 Adopted the 2015-16 Airport Fee Schedule; 4/24/14 Resolutions No. 14-0174 adopted the 2014-15 Airport Fee Schedule; 4/23/13 Resolution No.13-0164 adopted the 2013-14 Airport Fee Schedule; 4/26/12 Resolution No. 12-0210 adopted the 2012-13 Airport Fee Schedule.

FISCAL SUMMARY

	FY 18-19 Adopted	FY19-20 Projected	FY 20-21 Projected
Expenditures			
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			

General Fund/WA GF			
State/Federal			
Fees/Other		\$539,124	
Use of Fund Balance			
Contingencies			
Total Sources		\$539,124	

Narrative Explanation of Fiscal Impacts:

The Airport is projecting an additional \$534,364 in revenue based on requested new or increased fees and charges during FY 2019-20.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (number)	Deletions (number)

Narrative Explanation of Staffing Impacts (If Required):

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Attachments:

Airport Master Fee Schedule FY19-20, All Rates Resolution, CFC Only Resolution, Fee Details, Fees Cover Sheet

Related Items "On File" with the Clerk of the Board:

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