



A Tradition of Stewardship
A Commitment to Service

Department of Public Works
Napa County Airport

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Steven E. Lederer
Director

July 10, 2020

RE: New Airport Procedures for Ground Transportation Operators

Greetings,

The Napa County Airport is investing in new technologies and working diligently to increase operational safety. Staff is committed to making the the airport as safe as possible for our for passengers, employees, and aircraft.

While the privilege to drive within the Air Operations Area (AOA – specifically where aircraft park) is a convenient service for customers, it also presents inherent safety concerns. To help mitigate the risks, Airport staff has developed a structured program that increases safety and is financially self-sustaining for the Airport. The program will be implemented over the next couple of months.

Minimum Requirements: All operators will be required to have a commercial transportation permit with the Airport and provide proof of automotive liability insurance naming Napa County as additionally insured.

AOA Access: In addition to the minimum requirements, any driver desiring AOA access must have completed the online airport driver safety training course. Drivers who do not access the AOA are not required to complete the online course.

Once program requirements are met, staff will provide access to drivers through Gate 2, via a smartphone access control application administered by the Airport.

Commercial Transportation Permit Fee: On a monthly basis, Ground Transportation operators must self-report the number of trips to the airport and pay the following fee:

- \$12.50 per trip (AOA Access)
- \$2.00 per trip (non-AOA Access)

Fees help the airport recoup some of the costs of the program, such as: driver training, infrastructure improvements, access control system, and staff administration time. Operators who fail to self-report or inaccurately report may lose access privileges to the AOA.

We would like to invite you to participate in a remote meeting via Zoom for Airport staff to go over the safety program, process, and receive feedback on how we can work together to make this a successful and sustaining safety program. The meeting will be held on Tuesday, July 28, 2020 at 2pm. The Zoom meeting invitation is presented below and on our website at www.countyofnapa.org/Airport.



Join Zoom Meeting

<https://countyofnapa.zoom.us/j/95169571271>

Meeting ID: 951 6957 1271

One tap mobile

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We are confident that this program will promote safety, provide needed structure and training, maintain customer expectations of service, and be financially self-sustaining.

Regards,

Dustin Leno, MBA

Assistant Airport Manager