

## 5.2 Preventative Maintenance

Preventive Maintenance Minimum BMPs	Site Specific BMP Description	Area(s) Implemented	Tools / Equipment	Frequency	Person Responsible	Actions performed in lieu of BMP
Identify equipment and systems that may leak	Fuel storage tanks and fuel trucks	All industrial activity areas	As needed	N/A	Industrial activity operator	N/A
Observe the equipment and systems to detect leaks	Employees trained to observe equipment as they use it	Industrial activity operation areas	As needed	During operations	Industrial activity area operator	N/A
Establish a schedule for maintenance	Maintenance and repair to be performed as needed	Industrial activity operation areas	As needed	During operations	Industrial activity operator	N/A
Establish procedures for maintenance and repair	Employees trained for proper repair procedures	Area of operations	As needed	During operations	Industrial activity operator	N/A

**5.3 Spill and Leak Prevention and Response**

<b>Spill and Leak Prevention and Response Minimum BMPs</b>	<b>Site Specific BMP Description</b>	<b>Area(s) Implemented</b>	<b>Tools / Equipment</b>	<b>Frequency</b>	<b>Person Responsible</b>	<b>Actions performed in lieu of BMP</b>
Establish procedures and/or controls to minimize spills and leaks	Employees are trained in proper use of equipment to minimize risk of leak or spill	Operation areas	As needed	During operations	Industrial activity operator	N/A
Develop and implement spill and leak response procedures to prevent industrial materials from being discharge	Employees are trained to asses and respond to a spill as required	Operation areas	As needed	During operations	Industrial activity operator	N/A
Clean up spills and leaks promptly	Employees are trained to clean up spills as they occur	Operation areas	As needed	During operations	Industrial activity operator	N/A
Identify and describe needed spill and leak response equipment	Employees asses the spill and needed equipment to clean up	Operation areas	As needed	During operations	Industrial activity operator	N/A
Train appropriate spill prevention and response personnel	Industrial activity operator to train there personnel	Operation areas	As needed	During operations	Industrial activity operator	N/A

#### 5.4 Material Handling and Waste Management BMPs

Materials Handling and Waste Management Minimum BMPs	Site Specific BMP Description	Area(s) Implemented	Tools / Equipment	Frequency	Person(s) Responsible	Actions performed in lieu of BMP
Minimize handling of industrial materials or wastes that can mobilized by contact with stormwater	Materials are only handled as needed for efficient operation of industrial activity	Area of operations	As needed	During operations	Industrial activity operator	N/A
Contain non-solid industrial materials or wastes that can be transported or dispersed by the wind or contact with Stormwater	Materials are stored in sealed tanks to prevent contact with stormwater	Areas of operation	Containment tanks	always	Industrial activity operator	N/A
Cover industrial waste disposal and industrial material storage containers	N/A					
Divert run-on and stormwater away from stockpiled materials	N/A					
Clean spills that occur during handling	Employees are trained to clean up spills as they occur	Area of operations	Absorbent material and other equipment as needed	As needed	Industrial activity operator	N/A
Observe and clean outdoor material/waste handling equipment or containers	Employees trained in good housekeeping procedures	Industrial activity areas	As needed	As needed	Industrial activity operator	N/A

**5.5 Erosion and Sediment Controls**

<b>Erosion and Sediment Control Minimum BMP</b>	<b>Site Specific BMP Description</b>	<b>Area(s) Implemented</b>	<b>Tools / Equipment</b>	<b>Frequency</b>	<b>Person(s) Responsible</b>	<b>Actions performed in lieu of BMP</b>
Implement effective wind erosion controls	<i>Industrial activities at this airport are performed on either concrete or asphalt and not impacted by wind erosion</i>	<i>Industrial activity areas</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
Provide effective stabilization for inactive areas, finished slopes, and other areas prior to a forecasted storm event.	N/A					
Maintain effective perimeter controls and stabilize site entrances	N/A					
Divert run-on and stormwater generated from within the facility away from erodible materials	N/A					

Erosion and Sediment Control Minimum BMP	Site Specific BMP Description	Area(s) Implemented	Tools / Equipment	Frequency	Person(s) Responsible	Actions performed in lieu of BMP
Properly design sediment basins	All industrial area stormwater runoff is collected in a retention/settling area as depicted no airport stormwater flow map	Retention basin shown on map #3				

### 5.6 Employee Training Program

Employee Training Minimum BMPs	Site Specific BMP Description	Person(s) Responsible	Actions performed in lieu of BMP
Identify which personnel need to be trained	<ul style="list-style-type: none"> <li>Personnel involved in the implementation of the stormwater program are provided training at least annually. This included those responsible for implementation and BMPs, visual observations and monitoring, and document updates.</li> </ul>	Maintenance manager	N/A
Train stormwater team members	Stormwater team members are trained in above training program	Maintenance manager	N/A
Prepare or acquire training manuals	N/A		
Provide a training schedule	<ul style="list-style-type: none"> <li>Stormwater program training is provided at least annually.</li> </ul>		
Maintain training documentation	Documentation shall be kept with hardcopy of SWPPP on site	Maintenance manager	N/A

**5.7 Quality Assurance and Recordkeeping BMPs**

<b>Quality Assurance and Record Keeping Minimum BMPs</b>	<b>Site Specific BMP Description</b>	<b>Person(s) Responsible</b>	<b>Actions performed in lieu of BMP</b>
Develop and implement management procedures to ensure implementation of plans	Airport industrial activity operators will be given a list of required BMPs to be maintained with the operation of their activity and a signed acknowledgement that they received and understand the BMPs will be maintained with the SWPPP on site	Maintenance manager	N/A
Develop a method of tracking and recording program implementation	Signed acknowledgement of BMPs from industrial activity operator will be kept with the SWPPP on site	Maintenance manager	N/A
Maintain implementation records (i.e., BMP deployment records, employee training logs, spill occurrence and clean-up records)	Records to be maintained with SWPPP on site	Maintenance manager	N/A

**6.0 ADVANCED BMPS**

Advanced BMPs include Exposure Minimization, Stormwater Containment and Discharge Reduction, Treatment Control, and Other Advanced BMPs. Exposure minimization BMPs include storm resistant shelters to prevent the contact of stormwater with industrial activities and material. Stormwater Containment and Discharge Reduction BMPs include BMPs that divert, reuse, contain, or reduce the volume of stormwater runoff. Treatment control BMPs include one or more mechanical, chemical, biologic, physical, or any other treatment process technology and is sized to meet the treatment control design storm standard.

Advanced BMPs	Area(s) Implemented	Associated Industrial Activity / Material(s)	Inspection Frequency	Person(s) Responsible
<b>Exposure Minimization BMPs</b>				
<b>Stormwater Containment and Discharge Reduction BMPs</b>				
Retention Basin	South end of airport as shown on map #3	All airport stormwater	During outfall inspections	Maintenance manager
<b>Treatment Control BMPs</b>				
<b>Other Advanced BMPs</b>				



**7.0 BMP SUMMARY TABLE**

Industrial Activity/ Pollutant Source	Potential Pollutants	BMPs Implemented	Frequency
Aircraft fueling operations (fuel farms)	Aviation Fuels	Good housekeeping, absorbent materials on site, Employee training	During operations
Aircraft maintenance operations	Small fuel/oil spills	Good housekeeping, absorbent materials, employee training, work done indoors	During operations
Aircraft fueling operations	Aviation fuels	Good housekeeping, visual inspections, preventative maintenance, absorbent materials, employee training	During operations

Revised:

## 8.0 MONITORING IMPLEMENTATION PLAN (MIP)

### 8.1 MIP Team Members

See SWPPP Team at \_page 4\_.

### 8.2 Industrial Discharge Locations

See Sections 3.1 and 3.2 above.

#### 8.2.1 Representative Sample Reduction

The General Permit (Section XI.C.4) allows the number of locations sampled in each drainage area to be reduced if the industrial activities, BMPs, and physical characteristics of the drainage area for each location to be sampled are substantially similar to one another. The justification for sample reduction included below must include the following:

- A description of the industrial activities that occur throughout the drainage area,
- A description of the BMPs implemented in the drainage area,
- A description of the physical characteristics of the drainage area, and
- A rationale that demonstrates the industrial activities and physical characteristics are substantially similar.

If the Representative Sample Reduction provision is not utilized at the airport, state "Not Applicable" in the first row of the table.

<b>Representative Discharge Locations Selected for Reduction</b>	<b>Justification for Representative Sampling Reductions</b>	<b>Representative Discharge Location Selected for Sampling</b>
N/A		

#### 8.2.2 Qualified Combined Samples

The Discharger may authorize an analytical laboratory to combine samples of equal volume from as many as four (4) discharge locations if the industrial activities, BMPs, and physical characteristics (grade, surface materials, etc.) within each of the drainage areas are substantially similar to one another. The justification for combining samples must include the following:

- A description of the industrial activities that occur throughout the drainage areas,
- A description of the BMPs implemented in the drainage areas,
- A description of the physical characteristics of the drainage areas, and
- A rationale that demonstrates the industrial activities and physical characteristics of the drainage areas are substantially similar.

<b>Discharge Location Samples to be Combined</b>	<b>Justification for Combining Samples for Analysis</b>	<b>Designation of Combined Sample</b>
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Revised:

N/A		

### **8.3 Visual Observation Procedures**

#### **8.3.1 Monthly Visual Observations [FORM XX]**

Monthly visual observations are required during daylight hours, under dry conditions, and during scheduled facility operating hours. Complete FORM XX (attached) each month for each outfall in Table 3.2.

#### **8.3.2 Sampling Event Visual Observations [FORM YY]**

Sampling event visual observations should be conducted at the same time sampling occurs at a discharge location. Complete FORM YY (attached) during each sample event at sampling event outfalls in Table 3.2.

#### **8.3.4 Visual Observation Response Procedures**

Responsive actions should be taken for any observation of significant pollutant exposure, BMP maintenance or other potential stormwater pollutant discharge issue identified. If new BMPs or other practices are employed or modified, they should be recorded in the appropriate place and on the Revision Sheet.

### **8.4 Field Equipment Calibration Procedures**

The majority of the analytical testing should be performed by an analytical laboratory. To meet short hold time requirements, pH should be measured in the field. Field pH will be monitored using either:

- Wide range litmus pH paper or other equivalent pH test kits, or
- Calibrated portable instrument for pH, or
- Methods in accordance with 40 Code of Federal Regulations 136 for testing stormwater.

If a calibrated portable instrument for pH is used, field measurements should be conducted in accordance with the portable instrument accompanying manufacturer's instructions. It is recommended that an equipment calibration is performed 24 hours prior an announced rain event with a 50% greater probability of precipitation on the NOAA website.

### **8.5 Chain of Custody Record**

The Chain of Custody Record is a document used to track the samples from collection through analysis. The Chain of Custody Record should be signed by the sampler and the person taking custody of the samples. An example chain of custody record is included in Appendix \_\_\_.

### **9.0 Annual Comprehensive Facility Compliance Evaluation**

1. Complete Form ZZ (attached)

Revised:

## 10.0 STORMWATER POLLUTION PREVENTION PLAN CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designated to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature: \_\_\_\_\_ Date: 6-17-2015

Printed Name: Daryl Shippy

Title: Airports Manager

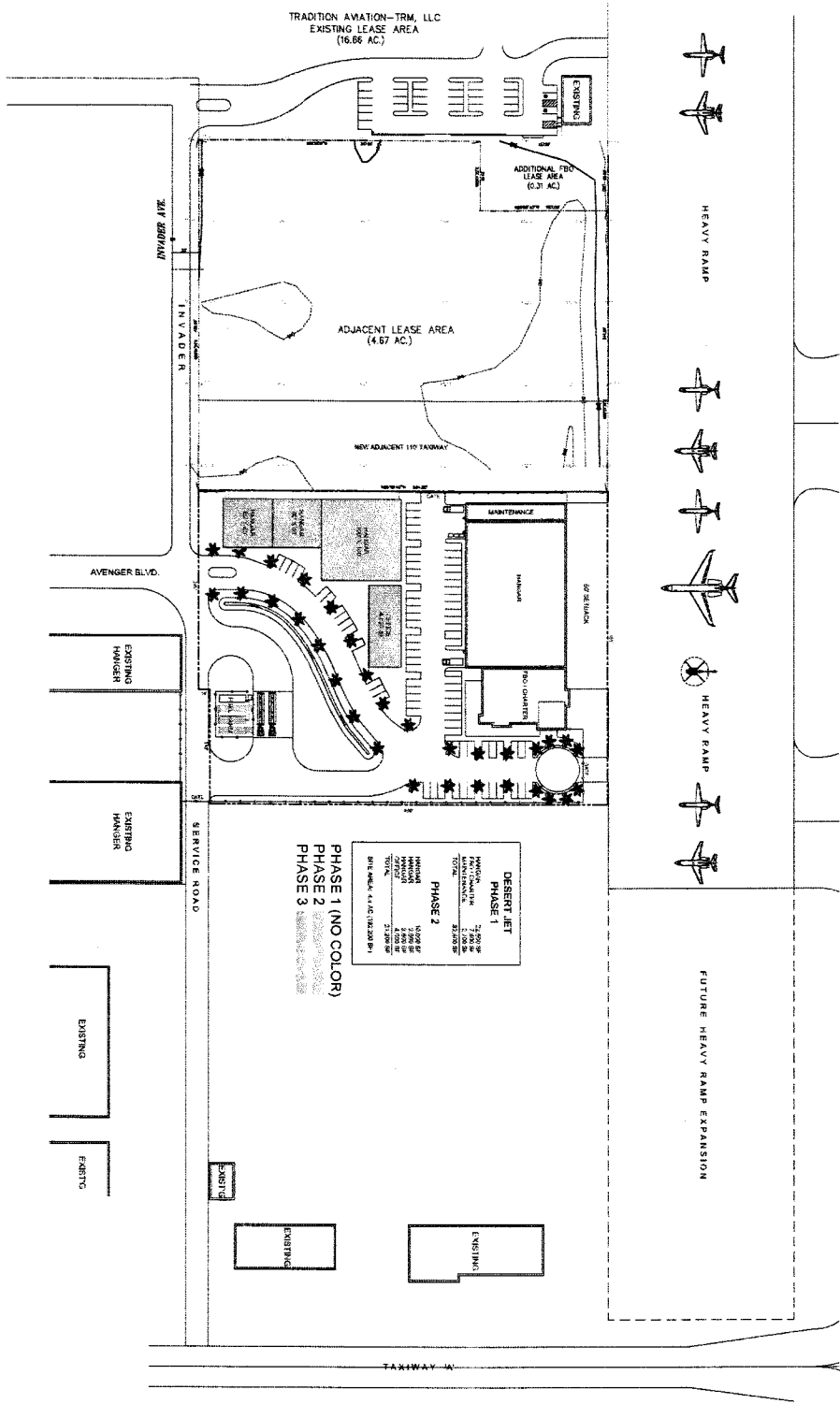
NOTE: All reports, certification, or other information required by the General Permit or requested by the Regional Water Quality Control Board, the State Board, U.S. EPA, or local stormwater management agency shall be signed by the above signatory or by a duly authorized representative.

**Exhibit E**  
**Phasing Schedule (Provided by Lessee)**

Jacqueline Cochran Regional Airport  
Fixed Base Operation  
Lease Agreement

***Following this page***

Exhibit E – Phasing Schedule



DESERT JET	
PHASE 1	
PHASE 1	7,200 SF
PHASE 2	2,700 SF
PHASE 3	2,700 SF
PHASE 4	2,700 SF
PHASE 5	2,700 SF
PHASE 6	2,700 SF
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PHASE 100	2,700 SF

PROPOSED SITE PLAN  
 SCALE: 1" = 50'-0"  
 02

AS-1

**DESERT JET HEADQUARTERS**  
 Jacqueline Cochran Regional Airport  
 Thermal, California

**McGEE · SHARON · ARCHITECTS**  
 1530 WEST LEWIS STREET  
 SAN DIEGO - CALIFORNIA 92103  
 619-299-9111

**Exhibit F**  
**Aircraft and Sublease Status Report**

Jacqueline Cochran Regional Airport  
Fixed Base Operation  
Lease Agreement

*Following this page*

Exhibit F – Aircraft and Sublease Status Report





**Exhibit G**  
**Sample Form of Memorandum**

Jacqueline Cochran Regional Airport  
Fixed Base Operation  
Lease Agreement

*Following this page*

Exhibit G – Sample Form of Memorandum

MEMORANDUM OF LEASE

RECORDING REQUESTED BY AND

WHEN RECORDED RETURN TO:

[insert]

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MEMORANDUM OF LEASE

1. Parties. This Memorandum of Lease is entered into by \_\_\_\_\_ (“Landlord”), and \_\_\_\_\_, a California limited partnership (“Tenant”). The Lease (as defined below) was executed by Landlord on \_\_\_\_\_. The “Commencement Date” of the Lease is the date \_\_\_\_\_.

2. Grant of Lease: Term. For good and valuable consideration received, Landlord leases to Tenant, and Tenant leases from Landlord, that certain real property (“Property”) located in the County of \_\_\_\_\_, State of California, described in Exhibit A attached hereto and incorporated herein by this reference, for a term (“Term”) commencing on the Commencement Date and ending on the \_\_\_\_\_ (\_\_\_\_\_th) anniversary of the Commencement Date. All of the terms, provisions and covenants of the Lease are incorporated in this Memorandum of Lease by reference as though written out at length herein, and the Lease and this Memorandum of Lease shall be deemed to constitute a single instrument or document.

3. Purpose of Memorandum of Lease. This Memorandum of Lease is prepared for recordation purposes only, and it in no way modifies the terms, conditions, provisions and covenants of the Lease. In the event of any inconsistency between the terms, conditions, provisions and covenants of this Memorandum of Lease and the Lease, the terms, conditions and covenants of the Lease shall prevail.

The parties hereto have executed this Memorandum of Lease on the dates specified immediately below their respective signatures.

“Tenant”

“Landlord”

Insert signature block

Insert signature block, with County Counsel signature block

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*INSERT 2 SEPARATE ACKNOWLEDGMENTS FOR BOTH PARTIES*

**Exhibit H**  
**County Resolution No. 2008-362 – Fuel Flowage Fees**

Jacqueline Cochran Regional Airport  
Fixed Base Operation  
Lease Agreement

***Following this page***

Exhibit H – County Resolution No. 2008-362 – Fuel Flowage Fees

2 RESOLUTION NO. 2008-362

3 ESTABLISHING FUEL FLOWAGE FEES AND REQUIREMENTS  
4 FOR FUEL SELLERS AT COUNTY OWNED AIRPORTS

5 WHEREAS, the County has previously set fuel flowage fees for fuel sellers and self-  
6 fuelers (who are also lessees or sub-lessees on the airport who meet certain minimum requirements), at  
7 County owned airports as a percentage of the net delivered price, the current fee having been established  
8 at five percent (5%) of the total net price paid by Lessee for all aviation and automotive fuel and  
9 lubricants received on the Leased Premises by Lessee. The "total net price" shall mean the net price per  
10 unit of such fuel and lubricants, excluding taxes imposed thereon by any governmental agency. Said  
11 fuel flowage fees are due and payable within thirty (30) days of delivery. In some cases, these fuel  
12 flowage fees are subject to a late fee of ten percent of the delinquent amount.

13 WHEREAS, as a result of the current surge in fuel prices and the resultant negative  
14 economic impact on airport operations, as well as discussions with County Airport Lessees and fuel  
15 sellers, and a review of fuel flowage fees charged by other southern California airport operators, the  
16 County desires to change the method of calculating fuel flowage fees from a percentage basis to a fixed  
17 price per gallon basis, effective July 1, 2008.

18 WHEREAS, the new fuel flowage fee will continue to provide the County with  
19 reasonable revenue to support the maintenance and operation of the County airports, while providing  
20 relief to the airport Lessee/fuel seller.

21 WHEREAS, the adoption of the new fuel flowage fee calculation will require that the  
22 current leases and/or sub-leases for fuel sellers be amended to reflect the new fee at a subsequent date.

23 NOW, THEREFORE, BE IT RESOLVED that the fuel flowage fee at County owned  
24 airports shall be calculated as follows:

- 25 1. The fuel flowage fee will be assessed at the rate of \$0.12 per gallon of fuel sold  
26 effective July 1, 2008. Payments shall be due within thirty (30) days of the County's  
27 invoice. A timely payment discount of \$0.02 per gallon shall be applied to payments  
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received within twenty (20) days of the date of the invoice. A late fee of ten percent (10%) shall be assessed to all payments received after the due date (30 days of invoice).

2. Lessee/fuel seller's fuel systems must comply with the County Airport requirements and specifications. The systems must have a meter according to the County's specifications, which allow the County to monitor and record fuel sales on a monthly basis. Lessee/fuel seller shall, at its own expense, be responsible for obtaining and installing the meter. The meter or metering device must be certified on an annual basis by the Riverside County Agricultural Department, Weights and Measures Division, or other service designated by the County. Such annual certification shall be at the expense of lessee.

3. The County shall take readings from the meters of all fuel systems during the first week of each month. The County shall issue an invoice to Lessee based upon the number of gallons of fuel sold during the previous monthly period. The County reserves the right to audit records of Lessee's fuel sales and receipts. Lessee shall make all such records available for inspection upon three (5) days notice from County to Lessee.

4. Lessees shall have the option to continue to pay fuel flowage fees at the former rate of 5% per gallon for the duration of the current lease or sublease.

5. Fuel sellers, prior to being subject to the new fuel flowage fee calculation, shall be required to enter into amendments of their current leases and/or subleases to reflect the provisions of this resolution.

6. Lessees must at all times comply with applicable local, state and federal laws and regulations, including applicable airport regulations established pursuant to Riverside County Ordinance No. 576.2.

7. The County reserves the right to review this Resolution from time to time, and by Resolution, make any and all such revisions as it deems necessary and appropriate

FORM APPROVED COUNTY COUNSEL  
BY: *Neal R. Kipnis* 7/18/08  
DATE

**Exhibit I  
Scope of Work**

Jacqueline Cochran Regional Airport  
Fixed Base Operation  
Lease Agreement

***Following this page***

Exhibit I –Scope of Work



1  
2  
3 EXHIBIT I  
4 SCOPE OF WORK

5 Lessee's Development Obligations under the Lease shall be as follows:

6 Lessee shall construct and/or cause the construction on the Leased  
7 Premises, at a minimum, of the following improvements, pursuant to a Lessor  
8 approved Site Plan and phasing schedule as set forth in the Lease: an approximate  
9 7,000 square foot office building finished in a professional and workman like manner to  
10 include multiple demised general offices and restrooms to accommodate Lessee's  
11 sales, dispatch and daily operations; an approximate 22,500 square foot hangar  
12 building with approximately 2,700 square feet of maintenance shop designed and  
13 approved to provide for servicing of aircraft; a fuel station to serve both Lessee's and  
14 Lessee's customers; sufficient parking to accommodate both employee and customer  
15 parking; site development including but not limited to landscape, hardscape, security  
16 fencing, lighting, utility connections and additional site development as required for  
17 permits and construction approvals; an additional 10,000 square feet of hangar space;  
18 and an approximate 11,000 square feet of additional hangar space and/or offices per a  
19 mutually approved site plan.  
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