

**Exhibit C**

**Blythe Airport  
Fixed Base Operation and Development  
Ground lease Agreement**

**Minimum Standards**

***Following this page***

**Exhibit C  
Minimum Standards**

# **Minimum Standards for Fixed Base Operators**

Riverside County Airports



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Adopted January 30, 2001

EXHIBIT C

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## I. INTRODUCTION

Riverside County is the owner (sponsor) of the following five airports in Riverside County: Blythe, Chiriaco Summit, Jacqueline Cochran Regional, French Valley, and Hemet-Ryan. The Riverside County Economic Development Agency (EDA) is the county agency responsible for operation of the County's airports.

Minimum standards are established to promote and attract a professional level of aviation services to the County's airports while safeguarding the public's interest. The Minimum Standards provide a framework that strengthens the relationship between the Sponsor and the Fixed Base Operator (FBO). They offer information, advice and, where necessary, they provide strict regulation so that both the prospective and experienced FBO may have a firmer understanding of the many considerations, which contribute to a safe, successful and useful operation. The standards are intended to be the minimum requirements for those wanting to provide aeronautical services to the public at Riverside County airports. Operators are encouraged to exceed the minimum requirements.

FBOs are responsible for complying with the Minimum Standards and shall be familiar with revisions made to the Standards. All FBOs on the airports must comply with the standards herein as well as all applicable government regulations; however, leases executed prior to August 16, 1988, are exempt until lease renegotiations. The County's airports are subject to federal, state and local rules and regulations. The County has adopted local rules and regulations to implement Federal Aviation Administration (FAA) requirements and to provide for safe and orderly operation on the airports. Local rules and regulations governing airport activities include, but are not limited to, applicable portions of the following:

1. Ordinance No. 576 - Rules and Regulations for Operation of County Airports
2. Fixed Base Operator Minimum Standards
3. County Airport Fueling Standards
4. Special Event Permit Policy
5. Airport Design Standards

Federal and state rules and regulations include, but are not limited to: FAA Grant Assurances; FAA Order 5190.6A - Airport Compliance Requirements; Federal Airport Regulations (FAR's); State Aeronautics Act (PUC § 21000); Government Code § 50470 - 50478; ADA Regulations; the California Environmental Quality Act (CEQA); and the National Environmental Policy Act (NEPA).

## II. DEFINITIONS

AERONAUTICAL ACTIVITY - Any activity or service that involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations.

AGREEMENT, LEASE, OR PERMIT - A contractual agreement between the EDA and an entity granting a concession or otherwise authorizing the conduct of certain activities which is in writing, executed by both parties, and enforceable by law.

AIRPORT - Includes the following five (5) airports owned by Riverside County: Blythe, Chiriaco Summit, Jacqueline Cochran Regional, French Valley, and Hemet-Ryan, and its environs, such as, the property, buildings, facilities, and improvements within the exterior boundaries of each airport as it now exists or as it may hereafter be extended, enlarged, or modified.

AIRPORT SPONSOR - The designated entity or duly authorized representative, appointed by the Board of Supervisors, to manage the operation and development of Blythe, Chiriaco Summit, Jacqueline Cochran Regional, French Valley, and Hemet-Ryan airports.

ALP - Airport Layout Plan

APPLICANT - A person, persons, firm, partnership, or corporation desiring to acquire the use of a portion of an airport, or to establish or use any facility on an airport for an aeronautical activity or special event and who shall apply in writing and in the manner or form prescribed for authorization to establish such activities.

CEQA - California Environment Quality Act

COUNTY - County of Riverside, the FAA authorized airport sponsor.

EDA - Riverside County Economic Development Agency, the County agency designated to oversee and manage the County airports.

EQUIPMENT - All machinery, together with the supplies, tools, and apparatus necessary for the safe and proper procedure of the activity being performed.

FAA - Federal Aviation Administration

FAR - Federal Aviation Regulation

FIXED BASE OPERATOR (FBO) - Any person, firm, partnership, corporation, association, limited partnership, or any other legal entity duly licensed and authorized by written agreement with the Airport Sponsor (the County) to provide specific aeronautical services at an Airport, under strict compliance with such agreement and pursuant to these and all applicable regulations and standards.

FUEL - FAA authorized aviation fuel, including jet fuel

FUEL FARM - Any portion of an Airport, authorized by the Airport Sponsor, as an area in which gasoline or any other type of fuel may be stored.

FULL SERVICE FBO - An FBO which provides certain essential aeronautical services (e.g. aircraft maintenance and repair, flight instruction, fueling of aircraft, transient aircraft parking guidance, positioning of wheel chocks and tie-downs, fireguard for engine starts, baggage handling, standardized ground service and recovery equipment, pilots' lounge, and restrooms), subject to restrictions agreed to during lease negotiations (see Table A below for complete guidelines).

LIMITED SERVICE FBO - An FBO which provides certain of the aeronautical services provided by a Full Service FBO, subject to restrictions imposed by leasehold size requirements and to restrictions agreed to during lease negotiations (see Tables B through H below for complete guidelines).

MINIMUM STANDARDS - The qualifications and criteria set forth herein as the minimum requirements to be met as a condition for an FBO to conduct an aeronautical activity on an EDA sponsored airport.

NEPA - National Environmental Policy Act

THE BOARD - The Riverside County Board of Supervisors

TLMA - Transportation and Land Management Agency

### **III. AIRPORT RULES AND REGULATIONS**

#### **A. Lease**

All revenue generating, commercial and/or business activities, at County operated airports are required to secure a lease approved by the County Board of Supervisors (the "Board") prior to commencement of any commercial activity.

Prospective lessees should begin the process by requesting a meeting with County staff. The purpose of the initial meeting is to introduce staff, show the available sites,

and answer any questions. At the conclusion of this meeting the prospective lessee will be asked to submit a Lease Application and proposal.

Upon receipt of a lease application and proposal, County staff will review the proposal and will provide a written response. Once an agreement has been reached on the deal points and development proposal, a lease will be prepared for execution by the lessee. The lease shall be executed in three counterparts and all three copies shall be returned to the County. The County will then schedule the lease for consideration at the next available Board of Supervisors' meeting. ***Please be advised that the County Board of Supervisors is the only entity that can make a binding lease commitment and development may not proceed until the Board has approved the lease.***

Exclusive rights for any aeronautical activity will not be issued at any County airport. This is to ensure that airport patrons are offered competitive market prices for services.

#### **B. Airport Layout**

All new leases and new airport development shall comply with the current FAA approved Airport Layout Plan (ALP) for each airport. In addition, Jacqueline Cochran Regional, French Valley, and Hemet-Ryan airports have adopted Airport Master Plans and all new development shall comply with those master plans. Lessee proposals that conflict with ALP's and Master Plans will not be approved.

#### **C. Signs**

All signs (commercial, traffic, services, advertising, etc.) must receive written approval from the Assistant County Executive Officer / EDA or Designee prior to their placement. The request for approval should include the size, location, and design of sign. All outdoor advertising shall comply with County Ordinance No. 348 and applicable federal and state laws. FAA Form 7460-1, *Building Design, Construction, and/or Alteration*, must be submitted to the FAA Western Pacific Region for review and determination, with a copy of the form sent to the Assistant County Executive Officer / EDA

#### **D. Building Design, Construction, and/or Alterations**

All design, construction and/or alterations shall be in compliance with Airport Design Guidelines. The County reserves the right to review and approve all architectural design of all construction or alterations to be performed on County operated airports.

The County reserves the right to review and approve the design and construction methods of all development at the County operated airports. All buildings shall comply with local codes and regulations as to their construction. FAA Form 7460-1, *Building Design, Construction, and/or Alteration*, must be submitted to the FAA for their review

and assessment with a copy of the form submitted to the Assistant County Executive Officer / EDA.

The County reserves the right to require a Material and Performance Bonds or a Letter of Credit prior to the construction of any facility for the return of funds expended by the County in the event that the applicant defaults on any obligations.

**E. Inspections**

The County reserves the right to make periodic inspections of the leased premises during reasonable hours to ensure lease compliance and Lessee's adherence with all applicable regulations. County staff, County contractors, the FAA, and/or the State of California may conduct inspections, under this provision.

**F. Flying Clubs**

All flying clubs located at Riverside County operated airports shall be nonprofit organizations. All rights shall be equally shared between members. No member shall share in profits, earnings, salaries, or other forms of compensation. The Flying Club shall not be engaged in any type of commercial operation. A copy of the Flying Club's Charter and By-laws, or other comparable documents, must be filed with the Aviation Division. Flying clubs must submit annual financial reports and furnish the County with proof of insurance of the types listed on Appendix A.

A minimum of one (1) aircraft, properly certified, is required for a flying club. Flight instruction shall only be offered to club members. The instructor must be a club member or an instructor who is a lessee on the airport for the purpose of flight instruction.

**G. Waiver from Minimum Standards**

Any tenant or prospective tenant wishing to waive any minimum standard set forth in the approved Minimum Standards must submit a letter to the Assistant County Executive Officer / EDA expressing their hardship to conform with the Minimum Standards. The Assistant County Executive Officer/EDA has the discretion of approving or disapproving the waiver as it would apply to the future viability of the airport, subject to applicable provisions, which may be contained in the tenant's lease approved by the Board. Waivers may be granted on a temporary basis, and may be withdrawn or terminated at the Director's discretion.

**H. Civil Rights**

All individuals using the County operated airports must comply with all the provisions of the Federal Civil Rights Act of 1964. The tenant or prospective tenant shall ensure



there shall be no discrimination in the availability of any services or commodities based on race, religious creed, color, national origin, ancestry, sex, age, physical handicap, medical condition or marital status.

#### **I. Insurance**

The FBO shall procure, maintain and pay premiums during the term of the agreement for insurance of the types and the minimum limits set forth by the County for each aeronautical activity. The FBO shall obtain and maintain insurance (See Appendix A), which contains an endorsement that the "County of Riverside, including its elected officials, officers, employees, and agents" are named as additional insured. Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California unless such requirement is waived, in writing, by the Assistant County Executive Officer / EDA and/or the County Risk Manager. Each insurance company shall have an A.M. BEST rating of not less than A:VIII (A:8).

Proof of insurance must be submitted to the Assistant County Executive Officer / EDA prior to commencement of operations and upon each insurance renewal. The FBO shall provide either 1) a properly executed original Certificate(s) of Insurance and 'certified original' copies of Endorsements effecting coverage as required herein, or 2) if requested to do so in writing by the Assistant County Executive Officer / EDA and/or County Risk Manager, provide original Certified copies of policies including all endorsements and all attachments thereto, showing such insurance is in full force and effect. Certificate(s) shall contain the covenant that thirty (30) days written notice shall be given to the County of Riverside prior to any material modification, cancellation, expiration, or reduction in coverage of such insurance. Certificates of Insurance and the policies shall covenant that their coverage is primary and the County's insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as primary.

If any policy contains a general aggregate limit, it shall apply separately to the Agreement with the County or be less than two (2) times the occurrence limit. All insurance policies are subject to review by the County's Department of Risk Management. The Assistant County Executive Officer / EDA, upon the advice of the County Risk Manager, reserves the right to increase the limits, or require additional insurance coverage, beyond those set forth in these Minimum Standards, subject to applicable provisions of the tenant's lease.

#### **J. Lot Size**

Lot sizes may vary according to the type of operation. If available, aircraft tie-downs and hangar space, as well as automobile parking spaces, may be leased from the County to meet these minimum standards. The number of aircraft, hangar, or automobile parking spaces shall be determined during lease negotiations.

**K. Outdoor Storage**

No outside storage will be permitted except behind enclosed block walls, screened from public view, or as approved by the Assistant County Executive Officer / EDA.

**L. Maintenance**

Lessee shall be responsible for the adequate maintenance of leased property and in compliance with all applicable Federal, State and Local health and safety regulations.

**IV. SCOPE OF SERVICES**

Each aeronautical activity has a separate scope of services. The services required of a Full-Service FBO include the Minimum Standards for all combinations of aeronautical activities. The cumulative effect of the Minimum Standards will not equate to any minimum standard greater than that applicable to the Full-Service FBO.

### Table A - FULL SERVICE FBO

Each airport shall have a minimum of one (1) Full Service FBO. **Mandatory Requirements:** Full Service FBOs shall provide: aircraft maintenance & repair; flight instruction; fueling of aircraft; transient aircraft parking guidance; positioning of wheel chocks and tie-downs; fireguard for engine starts; baggage handling upon request; have available and provide standardized ground service equipment and recovery equipment for aircraft weighing up to 30,000 lbs at FVA, 40,000 lbs at HRA, and 80,000 lbs at JCRA (service and recovery equipment shall include, but not be limited to, wheel chocks, tie-down ropes or chains, aircraft jacks, tow bars, auxiliary power units, and aircraft tugs); pilots' lounge; and restrooms. **Optional Requirements:** In addition to the required services listed in the preceding sentence, Full Service FBOs may provide: aircraft sales or leasing (including financing), sales of aircraft parts and supplies, radio and avionics sales and repair, aircraft storage hangars and tie-downs, painting and upholstering of aircraft, leasing or renting of automobiles, and operating a restaurant or café.

<u>REQUIREMENT</u>	<u>MINIMUM STANDARD</u>	<u>PURPOSE / OTHER</u>
<b><u>LOT SIZE:</u></b> 3 acres or 130,680 SF		
Hangar area	14,000 SF	For aircraft storage
Outside storage area	30,000 SF	For tie-down or apron parking
Building space	2, 000 SF	For offices, pilots' lounge and briefing area, conference rooms, classrooms, and restrooms
Automobile parking	20 spaces, with landscaping as required by Ordinance 348	For employees per shift and customer parking
Fuel farm	Refer to Fueling Standards	
Landscaping	To be determined during lease negotiations	Landscaping required around vehicle parking, sidewalks, and building
<b><u>CERTIFICATION:</u></b>		
As applicable for each activity	FAA, State, and/or other responsible agency as applicable	For safe and efficient operation of airport and aeronautical activities
<b><u>PERSONNEL:</u></b>		
Staff	Adequate number	For safe and efficient operation of airport and aeronautical activities
Certification & training	Proper certification and training	To comply with all applicable regulations
<b><u>HOURS OF OPERATION:</u></b>		
Business Hours	7 days/week, 10 hrs/day	Or as demand may require
Fueling services	During business hours and emergency situations	One (1) hr response time during non-business hours
<b><u>EQUIPMENT:</u></b>		
Aeronautical operations	Refer to tables for equipment required for each activity	
FBOs providing aircraft fueling and servicing	Refer to Airport Fueling Standards	
<b><u>INSURANCE:</u></b>		
Refer to Appendix A		

**Table B - AIRCRAFT MAINTENANCE**

An aircraft airframe, engine, and accessory maintenance and repair FBO shall provide one or a combination of airframe, engine, and accessory overhauls and repair services on aircraft up to and may include business jet aircraft and helicopters. This category shall include the sale of aircraft parts and accessories.

<u>REQUIREMENT</u>	<u>MINIMUM STANDARD</u>	<u>PURPOSE / OTHER</u>
<b>LOT SIZE:</b> ½ acre or 21,780 SF		
Hangar area	6,000 SF	For aircraft storage
Tie-down or apron parking	One (1) per 1,000 SF of hangar space	Outside storage
Building space	400 SF	For offices, public phone, and restrooms
	200 SF	Office storage room
Automobile parking	One (1) per 1,000 SF of hangar area, with landscaping as required by Ord. 348	For employees per shift and customer parking
Landscaping	Specific plans to be determined during lease negotiations	Landscaping required around vehicle parking, sidewalks, and building
<b>CERTIFICATION:</b>		
Station	Authorized repair station and certified under FAR Part 145 or Holder of an FAA inspection authorization under FAR Part 43	
<b>PERSONNEL:</b>		
Staff	Sufficient qualified technicians to meet proposal.	
Certification & training	Proper certification and training	To comply with all applicable regulations
<b>HOURS OF OPERATION:</b>		
Services	5 days/week, 8 hrs/day	
	Services offered for emergency situations	One (1) hr response time during non-business hours
<b>EQUIPMENT:</b>		
Sufficient inventory and equipment available to perform maintenance and repairs to manufacturers' specifications.	Should include but is not limited to tug, tow bar, jacks, and dollies	Operator is encouraged to have the capability of aircraft removal from the airport's operational areas
<b>INSURANCE:</b>		
Refer to Appendix A		

**Table C - RADIO AND AVIONICS REPAIR STATION & SALES**

A radio and avionics repair station FBO engages in the business of and provides a shop for the repair of aircraft avionics, instruments and accessories for general aviation aircraft. This category also includes the sale of new or used aircraft avionics, instruments and accessories.

**REQUIREMENT**

**MINIMUM STANDARD**

**PURPOSE / OTHER**

**LOT SIZE:** 150 SF

Repair station	150 SF	
Automobile parking	One (1) space per 150 SF, with landscaping as required by Ord. 348	

**CERTIFICATION:**

Station	Authorized repair station and certified under FAR Part 145	
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**PERSONNEL:**

Staff	One (1) FAA certified repairman	
Certification & training	Proper certification and training	To comply with all applicable regulations

**HOURS OF OPERATION:**

Business Hours	Available for appointment for at least 40 hrs/week	
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**EQUIPMENT:**

Sufficient inventory and equipment available to perform maintenance and repairs to manufacturers' specifications.

**INSURANCE:**

Refer to Appendix A

**Table D - FLIGHT INSTRUCTION**

A flight instruction FBO engages in instructing pilots in dual and solo flight training, in fixed and/or rotary wing aircraft, and provides such related ground school instruction as is necessary preparatory to taking a written examination and flight check ride for the category or categories of pilots' licenses and ratings involved.

<u>REQUIREMENT</u>	<u>MINIMUM STANDARD</u>	<u>PURPOSE / OTHER</u>
<u>LOT SIZE:</u> 500 SF (not necessarily contiguous)		
Classroom space	200 SF or as appropriate to the size of student population	For classroom instruction
Office and lobby areas	300 SF	For phones, restrooms, and space for adequate customer service
Automobile parking	3 spaces per aircraft, 2 for each additional for a maximum of 10 spaces, with landscaping as required by Ord. 348	For students and employees
Other	Any additional space necessary to house all owned or leased aircraft	
<u>PERSONNEL:</u>		
Staff	One (1) certified flight instructor	To be available during normal hours of operation
	One (1) qualified ground school instructor	For classroom instruction
<u>HOURS OF OPERATION:</u>		
Business Hours	Available for appointment for at least 40 hrs/week	
<u>EQUIPMENT:</u>		
Aircraft	One (1) single-engine aircraft	Available for flight training
<u>INSURANCE:</u>		
Refer to Appendix A		

**Table E - AIRCRAFT SALES AND LEASING**

An aircraft sales and/or lease FBO engages in the sale and/or lease of aircraft to the public. New aircraft sales involve the sale of new aircraft through franchises or licensed dealerships (if required by local, county, or state authority) or distributorship (on either a retail or wholesale basis) of an aircraft manufacturer. Aircraft sales FBOs may also engage in the sale of used aircraft. This can be accomplished through various methods, including matching potential purchasers with an aircraft (brokering), assisting a customer in the purchase or sale of an aircraft, or purchasing used aircraft and marketing them to potential purchasers. A new aircraft sales and/or leasing FBO must show capability to support maintenance agreements for aircraft sold or leased. A used aircraft sales FBO may also provide such repair, services, and parts as may be necessary to support the operation of aircraft sold. Some requirements may not be appropriate to the sale of used aircraft because of each aircraft's unique operational history. An aircraft sales FBO may also finance aircraft purchases, subject to the applicable licensing requirements.

<u>REQUIREMENT</u>	<u>MINIMUM STANDARD</u>	<u>PURPOSE / OTHER</u>
<b><u>LOT SIZE:</u></b> 150 SF		
Building space	150 SF	For offices, lobby area, public phone, and restrooms
Tie-down/Hangar space	Adequate number	Storage
Automobile parking	One (1) per employee One (1) per 500 SF of leased space With landscaping as required by Ord. 348	For employees per shift and customer parking
Landscaping	Specific plans to be determined during lease negotiations.	Landscaping required around vehicle parking, sidewalks, and buildings
<b><u>CERTIFICATION:</u></b>		
New aircraft	Dealers must possess sales and/or distribution franchise from a recognized aircraft manufacturer	
Aircraft available for sale and leasing	Aircraft must hold FAA registration and current airworthiness certificate	
<b><u>PERSONNEL:</u></b>		
Staff	One (1) commercial, qualified for aircraft type.	For demonstration of aircraft
<b><u>HOURS OF OPERATION:</u></b>		
Business Hours	Available for appointment at least 40 hrs/week	
<b><u>EQUIPMENT:</u></b>		
	Minimum equipment required shall be determined during lease negotiations.	
<b><u>INSURANCE:</u></b>		
Refer to Appendix A		

### Table F - AIRCRAFT STORAGE

An aircraft storage FBO engages in the construction, rental, and maintenance of conventional hangars or multiple T-hangars.

<u>REQUIREMENT</u>	<u>MINIMUM STANDARD</u>	<u>PURPOSE / OTHER</u>
<b><u>LOT SIZE:</u></b> 1acre or 43,560 SF		
Storage area of the following or proportionate combination of:	<ol style="list-style-type: none"> <li>1. Minimum of ten (10) T-Hangars to max of fourteen (14) per acre, or</li> <li>2. Apron tie-down space of a minimum of 15 aircraft per acre, or</li> <li>3. Conventional hangar of 10,000 SF.</li> <li>4. Box hangars - Plot Plan subject to EDA and BOS approval</li> </ol>	
Automobile parking	One (1) for every two (2) hangars, with landscaping as required by Ord. 348	Automobile parking separate from aircraft storage area
Landscaping	Specific plans to be determined during lease negotiations	Landscaping required around vehicle parking, sidewalks, and buildings
<b><u>PERSONNEL:</u></b>		
Staff	One (1) contact person	To be available during the normal work week (M-F, 8am-5pm)
<b><u>HOURS OF OPERATION:</u></b>		
Minimum via phone contact	5 days/week, 8 hrs/day	
<b><u>INSURANCE:</u></b>		
Refer to Appendix A		
<b><u>ADDITIONAL GUIDELINES:</u></b>		
The County and Full Service FBOs shall possess the right to provide and operate the public aircraft storage areas unless circumstances warrant otherwise. No business activities shall be operated from storage areas.		



**Table G - AGRICULTURAL APPLICATION**

An agricultural application FBO engages in air transportation for hire for the purpose of providing the use of aircraft for agricultural operations such as, but not limited to, crop dusting, seeding, spraying, and bird chasing.

<u>REQUIREMENT</u>	<u>MINIMUM STANDARD</u>	<u>PURPOSE / OTHER</u>
<b>LOT SIZE:</b> ½ acre or 21,780 SF		
Apron, tie-down area	6,000 SF	Storage
Building space	400 SF	For offices, lobby, public phone, and restrooms
Chemical storage	400 SF	
Automobile parking	Minimum of five (5) parking spaces, with landscaping as required by Ord. 348	For number of employees per shift and average number customers
Landscaping	Specific plans to be determined during lease negotiations	Required around vehicle parking, sidewalks, and buildings
<b><u>CERTIFICATION:</u></b>		
Permits and certificates	Must be submitted to Assistant County Executive Officer / EDA or Designee prior to operations.	
Renewals	Furnished to EDA Assistant County Executive Officer/EDA or Designee as received.	
Agricultural Application Operator	Procure and maintain FAR Part 137 Commercial Agricultural Operators Certificate.	
Hazardous Materials Management Permit	Possess Hazardous Materials Management Permit	County Ordinance No. 615
<b><u>PERSONNEL:</u></b>		
Staff	Minimum number to be determined during lease negotiations.	
Certification & training	Personnel must be knowledgeable about the safe handling of poisons and agricultural chemicals and the proper disposal of substances intended to be used in operations.	
<b><u>HOURS OF OPERATION:</u></b>		
Business Hours	Available for appointment for a minimum of 40 Hrs/week	Services offered 7 days/week
<b><u>EQUIPMENT:</u></b>		
To be determined during lease negotiations.		
<b><u>INSURANCE:</u></b>		
Refer to Appendix		

**Table G - AGRICULTURAL APPLICATION (continued)**

<u>REQUIREMENT</u>	<u>MINIMUM STANDARD</u>	<u>PURPOSE / OTHER</u>
<b>ADDITIONAL GUIDELINES:</b> Storage and containment of Hazardous Materials		
<p>a. Comply with California Regional Water Quality Control Board Resolution No. 79-38, dated March 14, 1979.</p> <p>b. Comply with County Ordinance No. 546, Division VIII-Fire Protection Requirement Buildings; and Division XIV-Fire Protection Requirements relating to storage of flammable or combustible liquids used as motor fuel.</p> <p>c. Comply with the 1982 Uniform Fire Code Article 80-Hazardous Materials (section 80.107, 80.108, 80.109, and 80.111); and Article 86-Pesticides storage (all sections).</p> <p>d. Comply with all hazardous waste regulations which can be found in Title 22 of the California Administrative Code and the California Health and Safety Code.</p> <p>e. Submit a waste management plan addressing the items mentioned below with an explicit clause stating that the applicant shall be held responsible for the safe and proper cleanup of any hazardous waste spills.</p> <p>f. Comply with Riverside County Ordinance No. 615 by completing the reporting form and obtaining a Hazardous Materials Management Permit.</p> <p>g. If hazardous wastes are treated and/or stored more than 90 days, or disposed or on-site, a hazardous waste facility must be obtained from the State Department of Health.</p> <p>h. If hazardous wastes are stored 90 days or less, storage area and containment shall meet the following:</p> <ol style="list-style-type: none"> <li>1. Tanks and/or containers shall be of sound construction and compatible with waste stored (Title 22, California Administrative Code, Sections 66508, 67242, and 67247).</li> <li>2. Tanks and/or containers shall be designed, constructed, maintained, and operated to minimize the possibility of fire, explosion, or any unplanned sudden, or non-sudden release of hazardous waste or any constituents to the soil, air, or surface waste which could threaten human health or the environment (Title 22, California Administrative Code, Sections 67241, 67243, 67244, 67257, and 67259).</li> <li>3. Storage of on-site hazardous waste containers shall be in a structure that will prevent the contamination of the environment with hazardous waste. Design of the structure shall be submitted to the Assistant County Executive Officer / EDA or Designee and Hazardous Material Division prior to construction.</li> <li>4. If hazardous wastes or materials are to be stored underground, applicant must comply with County Ordinance No. 617 by completing the reporting form and obtaining the proper permits.</li> <li>5. Underground tanks shall be of proper design and construction with approved monitoring systems. Records shall be maintained concerning operations, inspections, and monitoring pursuant to County Ordinance No. 617.</li> <li>6. The applicant must take steps to minimize the quantity, toxicity, or other hazards of the waste generated. Such steps shall be submitted in writing to Assistant County Executive Officer / EDA or Designee.</li> <li>7. The facility shall be in compliance with all statutes, regulations, and ordinances pertaining to the management of hazardous waste.</li> <li>8. Operator must submit a Letter of Credit or Performance Bond covering any clean-up or fines imposed caused by the actions or the operator.</li> </ol>		

**Table H - OTHER AERONAUTICAL ACTIVITIES**

All aeronautical activities that were not included in previous sections are required to comply with these minimum standards. Activities include, but are not limited to, Air Tours, Air Charter, Banner Towing, Gliders, Ultra Lights, Parachuting, Airship Operations, and Ballooning.

<u>REQUIREMENT</u>	<u>MINIMUM STANDARD</u>	<u>PURPOSE / OTHER</u>
<b>LOT SIZE:</b> ½ acre or 21,780 SF		
Building space	400 SF	For offices, lobby area, and restrooms. Additional space may be required depending on the operation
Aircraft storage	To be determined during lease negotiations	Hangar or outside storage to accommodate the operational activities desired.
Automobile parking	Minimum of five (5) parking spaces or 810 SF, with landscaping as required by Ord. 348	For number of employees per shift and average number customers.
Landscaping	Specific plans to be determined during lease negotiations.	Required around vehicle parking, sidewalks, and buildings.
<b><u>CERTIFICATION:</u></b>		
As applicable for each activity	FAA, State, and local certification and licensing as applicable	For safe and efficient operation of airport and aeronautical activities
<b><u>PERSONNEL:</u></b>		
Staff	Sufficient number during normal hours of operation	
Certification & training	Properly trained and, if applicable, certified or licensed to perform the activities or a normal course of operation.	To comply with all applicable regulations
<b><u>HOURS OF OPERATION:</u></b>		
Services	To be determined during lease negotiations.	Minimum requirements would be: normal telephone contact five (5) days a week (M-F) eight (8) hours a day.
<b><u>EQUIPMENT:</u></b>		
	To be determined during lease negotiations depending on the type of activity proposed.	
<b><u>INSURANCE:</u></b>		
Refer to Appendix A		

**Exhibit D**  
**Storm Water Pollution Prevention Plan**

Blythe Airport  
Fixed Base Operation and Development  
Ground lease Agreement

*Following this page*

Exhibit D  
Storm Water Pollution Prevention Plan

# **Airport California Monitoring Group**

## **Stormwater Pollution Prevention Plan**

Blythe Airport  
17710 Hobson Way  
Blythe Ca. 92225

WDID Number: 7331025121

Preparation Date: June 2015



## 1.0 FACILITY INFORMATION

<b>WDID #</b>	7331025121
<b>Address</b>	17710 Hobson Way Blythe Ca. 92225
<b>Latitude/longitude (needed for SMARTS)</b>	33* 36' 48" N 114* 42' 40" W
<b>SIC Code</b>	4581
<b>Description of Airport-Related Industrial Activity</b> [40 CFR § 122.26(b)(14)(viii) Transportation facilities classified as Standard Industrial Classifications 40, 41, 42 (except 4221-25), 43, 44, 45, and 5171 which have vehicle maintenance shops, equipment cleaning operations, or airport deicing operations. Only those portions of the facility that are either involved in vehicle maintenance (including vehicle rehabilitation, mechanical repairs, painting, fueling, and lubrication), equipment cleaning operations, airport deicing operations, or which are otherwise identified under paragraphs (b)(14) (i)-(vii) or (ix)-(xi) of this section are associated with industrial activity.] For more information, click here	<b>Airport Operations Area (AOA):</b>  Generally, all of the regulated "industrial" stormwater activities at the airport occur within the AOA; however, not all of the AOA is necessarily part of the "industrial" areas or is required to be permitted by the CA IGP.  Site Map (attachment # 1 and 2) identifies the industrial areas subject to permitting within the AOA.
<b>Hours of Operation<sup>1</sup></b>	8am to 5pm
<b>Description of neighboring operations/properties</b>	<b>North</b> - open <b>South</b> - open <b>East</b> - open <b>West</b> - open
<b>Compliance Group Member</b>	Member of Airport California Monitoring Group

### Legally Responsible Person (LRP)

Name	Title	Contact Number
Daryl Shippy	Airports Manager	951-538-5046

### Duly Authorized Representative(s)

Name	Title	Contact Number
Dave English	Ops and Maintenance Supvrs.	951-712-5995
Vicki Powszok	Aviation Facilities Specialist	951-538-9629

<sup>1</sup> The time periods when the facility is staffed to conduct any function related to industrial activity, but excluding time periods where only routine maintenance, emergency response, security, and/or janitorial services are performed.

**Compliance Group Leaders**

<b>Name</b>	<b>Organization</b>	<b>Contact Number</b>
Jeffrey Longworth	Barnes & Thornburg LLP	202-408-6918
Matthew Lentz	GSI Environmental Inc	949-679-1070
Sarah Hoffman	Environmental Compliance Options	603-746-1059

**Qualified Industrial Stormwater Practitioner (if necessary and applicable)**

<b>Name</b>	<b>Title</b>	<b>Contact Number</b>

**2.0 STORMWATER POLLUTION PREVENTION TEAM**

<b>Name</b>	<b>Title</b>	<b>Contact Number</b>	<b>Responsibilities/Duties</b>
Daryl Shippy	Airports Manager	951-538-5046	Oversees and LRP
Dave English	Ops and Maintenance Supvsr.	951-712-5995	Sample collection, annual reports, all observations
Vicki Powszok	Aviation facilities	951-538-9629	Data Entry
Edgar Ocampo	Ops and maintenance worker	951-538-5164	observations

NOTE: All team members are trained in all aspects of the SWPPP and can substitute for one another when the regularly assigned team member is temporarily unavailable (due to vacation, illness, out of town business, or other absence).



### 3.0 Site Maps

The Airport's Site Map(s): See Appendix \_\_\_\_

### 3.1 Site Stormwater Drainage

#### Airport Operations Area Description

*Industrial activity is confined to aircraft parking ramp for refueling activities*

#### General Drainage Discussion

*Stormwater from Industrial area sheet flows to the south into airport acreage*

#### Off-Site Stormwater Run-On Discussion

NA

### 3.2 Stormwater Industrial Discharge Points

Describe the industrial operations that occur in each of the Airport's stormwater drainage areas and final discharge locations. Similar information can be found at Site Map #\_3\_ (Attached in Appendix \_\_\_\_). If there are discharge locations at the Airport that are affected by run-on from surrounding areas or that are difficult or unsafe to sample, an alternative monitoring location can be selected. Any alternative locations selected should be noted in the table below and included on the site map.

<b>Discharge Point ID</b>	<b>Description of Industrial Operations in Each Drainage Area and Sampling Location (include lat/long for each discharge point)</b>	<b>Designated for Sample Collection/ Analysis (Y/N)<sup>1</sup></b>
Outfall 1	Lat/Long: 33° 36' 48" N 114° 42' 40" W Description: sheet flow from ramp into dirt area outside of fence line but still on A/P property	Yes

1. If all industrial stormwater discharge locations are not designated for sample collection, the reason for the reduction must be justified.

### Narrative Sample Reduction Justifications per Sections XI.C.3

#### **4.0 NARRATIVE ASSESSMENT OF POTENTIAL POLLUTANT SOURCES**

The General Permit requires a pollutant source assessment to identify industrial materials used and industrial activities performed with the potential to contribute pollutants in stormwater discharges. As described in the General Permit, the assessment must include review of the following:

- The areas of the facility with likely sources of pollutants in industrial stormwater discharges and authorized non-stormwater discharges (NSWDs);
- The pollutants likely to be present in industrial stormwater discharges and authorized NSWDs;
- The approximate quantity, physical characteristics (e.g., liquid, powder, solid, etc.), and locations of each industrial material handled, produced, stored, recycled, or disposed;
- The degree to which the pollutants associated with those materials may be exposed to, and mobilized by contact with, stormwater;
- The direct and indirect pathways by which pollutants may be exposed to stormwater or authorized NSWDs;
- All sampling, visual observation, and inspection records;
- The effectiveness of existing BMPs to reduce or prevent pollutants in industrial stormwater discharges and authorized NSWDs;
- The estimated effectiveness of implementing, to the extent feasible, minimum BMPs to reduce or prevent pollutants in industrial stormwater discharges and authorized NSWDs; and,
- The identification of the industrial pollutants related to the receiving waters with 303(d) listed impairments (identified in Appendix 3 of the General Permit) or approved TMDLs that may be causing or contributing to an exceedance of a water quality standard in the receiving waters.

Based on this source assessment, the airport should consider which drainage areas might be “no exposure” areas, whether advanced BMPs are needed in any areas, and whether additional parameters should be added to monitoring plan.

**4.1 LIST OF INDUSTRIAL MATERIALS**

<b>Operator</b>	<b>Material</b>	<b>Storage Location(s) (Reference Map)</b>	<b>Typical Quantity Stored*</b>	<b>Receiving Location(s) (Reference Map)</b>	<b>Shipping Location(s) (Reference Map)</b>	<b>Handling Location(s) (Reference Map)</b>
Desert Air Service	Aviation Fuel	(map #2) area 'A' north east area of ramp	12,000 gallons	Same as storage	Same as storage	Same as storage
Desert Air Service	Aviation Fuel	(map #2) area 'B' east side of ramp	1,500 gallons	(map #2) area 'A'	Mobile over entire ramp area	Mobile over entire ramp area

**\* IF STORED IN A TANK, PROVIDE THE TANK CAPACITY ALSO.**

## 4.2 Airport Operations Area: Industrial Activity

The Airport's (and tenant's) industrial processes and materials handling operations with the potential to generate pollutants exposed to stormwater are described below:

<b>Process Description:</b>	Aircraft Refueling
<b>Areas Where Activity is Conducted are Designated on Site Map #1</b>	Parking Ramp (map 1 industrial activity area)
<b>Responsible Party(ies): Airport Y N Specific Tenant(s):</b>	
<b>Type, Characteristics, and Quantity of Industrial Material Used or Resulting from the Process:</b>	Aviation Fuel, 2 above ground tanks contain 12,000 gallons each Fuel trucks, 2 contain 1,000 gallons each
<b>Describe Containment Structures and Capacity, if applicable.</b>	Above ground fuel tanks and fuel trucks on concrete ramp

<b>Process Description:</b>	
<b>Areas Where Activity is Conducted are Designated on Site Map ___ (Appendix ___)</b>	
<b>Responsible Party(ies): Airport Y N Specific Tenant(s):</b>	
<b>Type, Characteristics, and Quantity of Industrial Material Used or Resulting from the Process:</b>	
<b>Describe Containment Structures and Capacity, if applicable.</b>	

### 4.3 Dust and Particulate Generating Activities

List any particular industrial activities with the potential to generate a significant amount of dust or particulate are described below (not dust or particulate matter originating outside the AOA).

<b>Industrial Activity:</b>	NA
<b>Areas Where Activity is Conducted are Designated on Site Map (Appendix )</b>	NA
<b>Description of the Source and Characteristics of the Dust or Particulate:</b>	NA
<b>Associated Stormwater Discharge Locations:</b>	NA

<b>Industrial Activity:</b>	
<b>Areas Where Activity is Conducted are Designated on Site Map (Appendix )</b>	
<b>Description of the Source and Characteristics of the Dust or Particulate:</b>	
<b>Associated Stormwater Discharge Locations:</b>	

### 4.4 Erodible Surfaces

Areas of the Airport where soil erosion may occur as a result of industrial activity, stormwater discharges associated with industrial activity, or authorized non-stormwater discharges are described below.

<b>Description of Area:</b>	NA
<b>Designation on Site Map:</b>	
<b>Associated Stormwater Discharge Locations:</b>	

<b>Description of Area:</b>	
<b>Designation on Site Map:</b>	
<b>Associated Stormwater Discharge Locations:</b>	

#### 4.5 Significant Spills and Leaks

Presented below is information on significant spills or leaks that have occurred at the Airport in the past 5 years; included are industrial materials that have spilled or leaked in significant quantities and have discharged from the facility's stormwater conveyance, toxic chemicals (listed in 40 CFR, Part 302) that have been discharged to stormwater as reported on US EPA Form R, oil and hazardous substances in excess of reportable quantities (see 40 CFR, Parts 110, 117, and 302), and industrial materials that have spilled or leaked in significant quantities and had the potential to discharge.

Check here if no such spills or leaks have occurred in the past 5 years:  X  6-3-2015

Material Spilled & Date	Quantity Discharged from Site	Material Physical Characteristics	Location of Spill or Leak	Quantity Spilled or Leaked	Remaining Quantity w/ Discharge Potential	Preventative Measures

#### 4.6 Non-Stormwater Discharges

Summarized below are descriptions of non-stormwater discharges that occur at the Airport and a determination if these non-stormwater discharges are authorized in accordance with Section IV of the General Permit.

1.

<b>Description of Non-Stormwater Discharge and Source:</b>	N/A
<b>Frequency of Discharge:</b>	N/A
<b>Approximate Quantity per Discharge:</b>	N/A
<b>Associated Stormwater Discharge Location(s):</b>	N/A
<b>Authorized by the General Permit?</b>	N/A

2.

<b>Description of Non-Stormwater Discharge and Source:</b>	N/A
<b>Frequency of Discharge:</b>	
<b>Approximate Quantity per Discharge:</b>	
<b>Associated Stormwater Discharge Location(s):</b>	
<b>Authorized by the General Permit?</b>	Yes or No

[NOTE: If unauthorized non-stormwater discharges are reported here, you must record additional corrective action to eliminate them in the future.]

**4.7 303(d) Listed Waters/Pollutants**

Identify 303(d) listed receiving waters and pollutants causing the impairments:

<b>303(d) Listed Water</b>	<b>Pollutants</b>
	Still not finalized interpretation from State (waiting for state guidance)

**5.0 MINIMUM BMPS**

Minimum BMPs categories include:

- Good Housekeeping
- Preventive Maintenance
- Spill and Leak Prevention and Response
- Material Handling and Waste Management
- Erosion and Sediment Controls
- Employee Training
- Quality Assurance and Record Keeping

### 5.1 Good Housekeeping BMPs

Good House-keeping Minimum BMPs	Site Specific BMP Description	Area(s) Implemented	Tools / Equipment	Frequency	Person(s) Responsible	Actions performed in lieu of BMP
Observe and maintain industrial activity outdoor areas	Industrial Activity Areas shall be kept clean to prevent potential pollutants from stormwater contact	All industrial activity areas	Brooms, absorbent material, trash cans	As needed	All industrial activity personnel	N/A
Minimize or prevent material tracking	Oil/Fuel Spills are cleaned up as they occur to prevent material tracking	All industrial activity areas	Brooms, absorbent material cans	As needed	Industrial activity operation personnel	N/A
Minimize dust generated	Refueling operations and storage is conducted on concrete	All industrial activity areas	Concrete area	N/A	Industrial activity operation personnel	N/A



Good House-keeping Minimum BMPs	Site Specific BMP Description	Area(s) Implemented	Tools / Equipment	Frequency	Person(s) Responsible	Actions performed in lieu of BMP
Cleanup areas affected by rinse and wash water	N/A					
Cover stored industrial materials that can be readily mobilized by contact with Stormwater	Aviation Fuel is stored in above ground tanks or mobile fuel trucks	All industrial activity areas	Above ground Tanks or fuel trucks	Always	Industrial activity operators	N/A
Prevent disposal of rinse/wash waters	N/A					
Minimize flows of offsite stormwater and NSW/Ds into material handling areas	N/A					

<b>Good House-keeping Minimum BMPs</b> Training and awareness for tenants and employees concerning good housekeeping practices	<b>Site Specific BMP Description</b> Industrial operators are required to train personnel on proper housekeeping practices	<b>Area(s) Implemented</b> Area of industrial activity	<b>Tools / Equipment</b> N/A	<b>Frequency</b> At least annually or upon new hires	<b>Person(s) Responsible</b> Industrial operators	<b>Actions performed in lieu of BMP</b> N/A
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## 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	Above ground fuel tanks, mobile fuel trucks	Industrial area	N/A	As Needed	Industrial operator	N/A
Observe the equipment and systems to detect leaks	Operators are trained to check equipment as used	Industrial areas	N/A	daily	Industrial operator	N/A
Establish a schedule for maintenance	Maintenance is performed as needed	Industrial areas	Tools used as needed for specific operation	As Needed	Industrial operator	N/A
Establish procedures for maintenance and repair	Maintenance and repair is performed as needed	Industrial areas	Tools used as needed for specific operation	As Needed	Industrial operator	N/A

### 5.3 Spill and Leak Prevention and Response

Spill and Leak Prevention and Response Minimum BMPs	Site Specific BMP Description	Area(s) Implemented	Tools / Equipment Needed	Frequency	Person Responsible	Actions performed in lieu of BMP
Establish procedures and/or controls to minimize spills and leaks	Industrial activity operators are required to train personnel to operate equipment properly to minimize risk of leak or spill	Area of operations	As Needed	Hours of their operation	Industrial activity operator	N/A
Develop and implement spill and leak response procedures to prevent industrial materials from being discharge	Employees trained in proper clean up procedures to quickly clean up spills as they occur	Area of operations	Absorbent materials and other as needed equipment	Hours of their operation	Industrial activity operator	N/A
Clean up spills and leaks promptly	Employees trained to clean up spills as they occur	Area of operations	Absorbent material and other equipment as needed	Hours of their operation	Industrial activity operator	N/A
Identify and describe needed spill and leak response equipment	Employees asses the spill for response and equipment needed to clean up	Area of operations	Absorbent material and other equipment needed	Hours of their operation	Industrial activity operator	N/A
Train appropriate spill prevention and response personnel	Industrial activity operators	Area of operations	N/A	Ass needed	Industrial activity operator	N/A

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 be mobilized by contact with stormwater	Materials are only handled as needed for efficient operation of industrial activity	Area of operations	As Needed	During Hours of operation	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	Aviation fuels are stored in fuel tanks or mobile fuel trucks	Industrial activity areas	Fuel Tanks and Fuel Trucks	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 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	Area of operations	As Needed	As Needed	Industrial Activity operator	N/A

### 5.5 Erosion and Sediment Controls

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
Implement effective wind erosion controls	<i>Industrial activities at this airport are confined to concrete parking apron stormwater runoff from activity area is not affected by possible erosion</i>	<i>Industrial activity area</i>	N/A	N/A	N/A	N/A
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					
Properly design sediment basins	N/A					

## 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	Storm water 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

Quality Assurance and Record Keeping Minimum BMPs	Site Specific BMP Description	Person(s) Responsible	Actions performed in lieu of BMP
Develop and implement management procedures to ensure implementation of plans	Airport Industrial activity operators will be given 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 kept with 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>				
N/A				
<b>Stormwater Containment and Discharge Reduction BMPS</b>				
N/A				
<b>Treatment Control BMPS</b>				
N/A				
<b>Other Advanced BMPS</b>				
N/A				

**7.0 BMP SUMMARY TABLE**

Industrial Activity/ Pollutant Source	Potential Pollutants	BMPs Implemented	Frequency
Aircraft Fuel Farm (2-12,000 gallon tanks)	Av-Gas, Jet A	Good House Keeping	Daily
		Absorbent Material to clean up spills as they occur	Daily
		Employee Training for proper use of equipment and procedures	Annual or upon new employee
Mobile Fuel Trucks	Av-Gas, Jet A	Good House Keeping	Daily
		Visual inspection, preventative maintenance	Daily
		Absorbent Material on site to clean up spills as they occur	Daily
		Employee Training for proper use of equipment and procedures	Annual or upon new hire

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: 6/9/2015

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**  
**Development and Improvement Plan**

Blythe Airport  
Fixed Base Operation and Development  
Ground lease Agreement

*Following this page*

Exhibit E  
Development and Improvement Plan

**BLYTHE AIRPORT**  
**Fixed Base Operation and Development**  
**Ground Lease Agreement**

**Exhibit E**  
**Development and Improvement Plan**

Lessee's Development Obligations under the Lease shall be to construct and/or cause the construction on the Leased Premises, at a minimum, of the following improvements:

**Phase I –Complete Year 1-2 of Lease Term**

Fuel Farm repairs and upgrade to bring fuel farm equipment to code

WWI Hangar Improvements: Paint WWI Hangar and make repairs to wood roof and windows.

Demolish and remove existing FBO terminal building.

Refurbish and relocate FBO operations to former terminal building

**Phase II Complete Year 3-5 of lease Term**

Conversion of the existing AvGas fuel tank to Jet A. Installation of 5,000 gallon AvGas fuel tank with self-service system. Relocate fuel tank orientation on ramp for improved aircraft access.

**Phase III Complete Year 5 – 7 of Lease Term**

Construction of 20,000 SF Hangar and secured and lighted parking lot area.

Failure to complete any of the improvement as scheduled above shall be considered a default.

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

Blythe Airport  
Fixed Base Operation and Development  
Ground lease Agreement

*Following this page*

Exhibit F  
Aircraft and Sublease Status Report



Exhibit F

AIRCRAFT AND SUBLEASE STATUS REPORT

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

Sublessee	Sublease Start Date	Sublease End Date	Land Area Subleased	Hangar Square Footage	Hangar #	N Number	Owner	Aircraft Type	Status (Based)

I certify that I have in my possession current certificates of insurance for each aircraft, sublessee and contractor required under Sections 7(l), 22, 23 and 26 of this Lease and that copies of these certificates have been sent to County. These certificates may be inspected by County upon 48 hours written notice by County.

By: \_\_\_\_\_  
 Lessee's Designated Representative

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

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

Blythe Airport  
Fixed Base Operation and Development  
Ground lease Agreement

*Following this page*

Exhibit G  
Sample Form of Memorandum

MEMORANDUM OF LEASE

RECORDING REQUESTED BY AND

WHEN RECORDED RETURN TO:

[insert]

---

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: \_\_\_\_\_

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

Blythe Airport  
Fixed Base Operation and Development  
Ground lease Agreement

***Following this page***

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

1 Board of Supervisors

County of Riverside

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: *[Signature]* 7/18/08  
NEAL R. RIPNIS DATE

**Exhibit I  
Letter Agreement**

Blythe Airport  
Fixed Base Operation and Development  
Ground lease Agreement

***Following this page***

Exhibit I  
Letter Agreement



## LETTER OF AGREEMENT

Effective: March 6, 2014

**SUBJECT:** Parachute Jumping Coordination and Operating Procedures at Blythe Airport

**1. PURPOSE:** To provide coordination and operating procedures supporting Military Freefall Solutions Inc. (MFF Solutions) parachute jump operations at the Blythe Airport (KBLH) located in Blythe, California. This agreement is supplemental to FAAO 7110.65, *Air Traffic Control*, and 14 CFR Part 105, *Parachute Operations*.

**2. SCOPE:** The provisions of this agreement apply to Los Angeles Center (ZLA) and MFF Solutions when conducting skydiving operations at KBLH.

**3. RESPONSIBILITIES:** The procedures outlined herein are for the exclusive use of the signatories of this agreement. Cancellation of this letter may be initiated by any of the signatories. A yearly review of this Letter of Agreement will be conducted. MFF Solutions and ZLA must ensure that all concerned personnel are briefed and comply with the provisions of this agreement.

#### **4. PROCEDURES:**

a. Parachute jump operations will usually occur daily between sunrise and sunset, and will be contained within the Skyfall jump zone (Attachment 1).

b. Night parachute jump operations will be conducted in accordance with 14 CFR Part 105.19 which states that, the person or object descending from the aircraft displays a light that is visible for at least 3 statute miles and be displayed from the time that the person or object is under a properly functioning open parachute until reaching the surface.

c. The primary parachute jump altitude will be at or below FL200. Any parachute jumping request at or above FL180 will be at the sole discretion of the ZLA sector 10 controllers based on current traffic conditions.

d. When IFR operations are requested inside Skyfall North or any operations are requested inside the Quail MOA/ATCAA, MFF Solutions must coordinate with YUMA Range Scheduling to deconflict with operations scheduled for the Quail MOA/ATCAA. Military operations take precedence over all Skyfall requests and operations. It is not ZLA's responsibility to verify coordination has been accomplished between MFF Solutions and YUMA Range Scheduling/Legiron. MFF must coordinate with MCAS Yuma Range Scheduling (Range) during normal business hours (0730-1630, Monday thru Friday, Arizona time). Coordination after hours and weekends will be with Range Operations (Legiron). MFF Solutions must provide Range/Legiron the following information:

(1) A contact phone number, number of flights, and times for all operations that described in paragraph 4. d.

Contact numbers:

Range: (928) 269-2214

Legiron: (928) 269-7080.

(2) MFF Solutions must advise MCAS Yuma Range Scheduling 2 hours before each jump described in paragraph 4. d.

(3) MFF Solutions must advise MCAS Yuma Range Scheduling when all MFF Solutions operations described in paragraph 4. d. has concluded for the day.

e. MFF Solutions aircraft must:

(1) Utilize the local radiotelephony designator "SKYFALL" when in contact with ZLA while supporting parachute jump activity in conjunction with the Skyfall jump zone. All other flights, including those on IFR flight plans, shall utilize the full aircraft registration (November number).

(2) Advise ZLA by telephone primarily at (661) 265-8235 or secondary at (661) 265-8205 no less than one (1) hour prior to commencing parachute jump operations for the day and relay maximum jump altitude and approximate beginning and ending times of jump activities, number of flights expected and jump area requested.

(3) MFF Solutions must operate within the jump area coordinated with ZLA. (Depicted in Attachment 1)

(4) Ensure each aircraft conducting parachute jump activities monitor KBLH CTAF during the duration of the operation. In addition, MFF Solutions aircraft must monitor and contact ZLA on frequency 128.15 when above 5,000 feet MSL for radar flight following or to accomplish an IFR request before parachute operations begin. Each aircraft must provide ZLA the following:

(a) A 2-minute notice prior to each jump.

(b) Jumpers away call when last jumper has left the aircraft.

(5) Aircraft must descend with jumpers until below 6,000 feet MSL and provide ZLA with ETA of jumpers to land at KBLH prior to terminating advisories with ZLA.

(6) Advise ZLA when parachute jump operations have concluded for the day.

(7) Cease parachute jump operations if two-way radio communications are lost between participating MFF Solutions aircraft and ZLA.

g. ZLA must:

- (1) Advise adjacent ATC radar control facilities of the maximum parachute jump altitude, Skyfall jump zone activation, and termination of jump operations for the day if impacting adjacent facilities.
- (2) Provide radar flight following service and IFR clearance, if requested, to parachute jump aircraft to the extent possible, contingent on equipment and workload limitations.

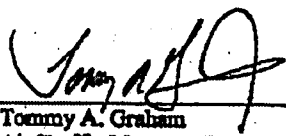
**5. DEFINITIONS:** Skyfall jump zone: A 10 nautical mile (NM) radius around KBLH airport located at (N33°37.15' / W114°43.01') excluding the airspace delegated to YUMA Approach. The Skyfall jump zone will be separated into four areas to reduce coordination between ZLA and MFF Solutions (Attachment 1).

These four defined areas are not intended to be used as exclusionary airspace for MFF Solutions aircraft and can be used by non-participating aircraft.

*Note: Under no circumstances shall any part of this agreement supersede or delete any requirements of 14 CFR 105 – Parachute Operations.*

Los Angeles Center and Military Freefall Solutions, Inc.  
Letter of Agreement

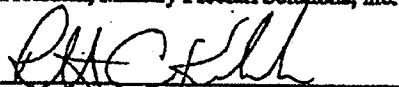
Effective: March 6, 2014



Tommy A. Graham  
Air Traffic Manager, Los Angeles ARTCC



Simon Powell  
President, Military Freefall Solutions, Inc.



Robert C. Kucuk, Colonel  
Commanding Officer, Marine Corps Air Station, Yuma, Arizona



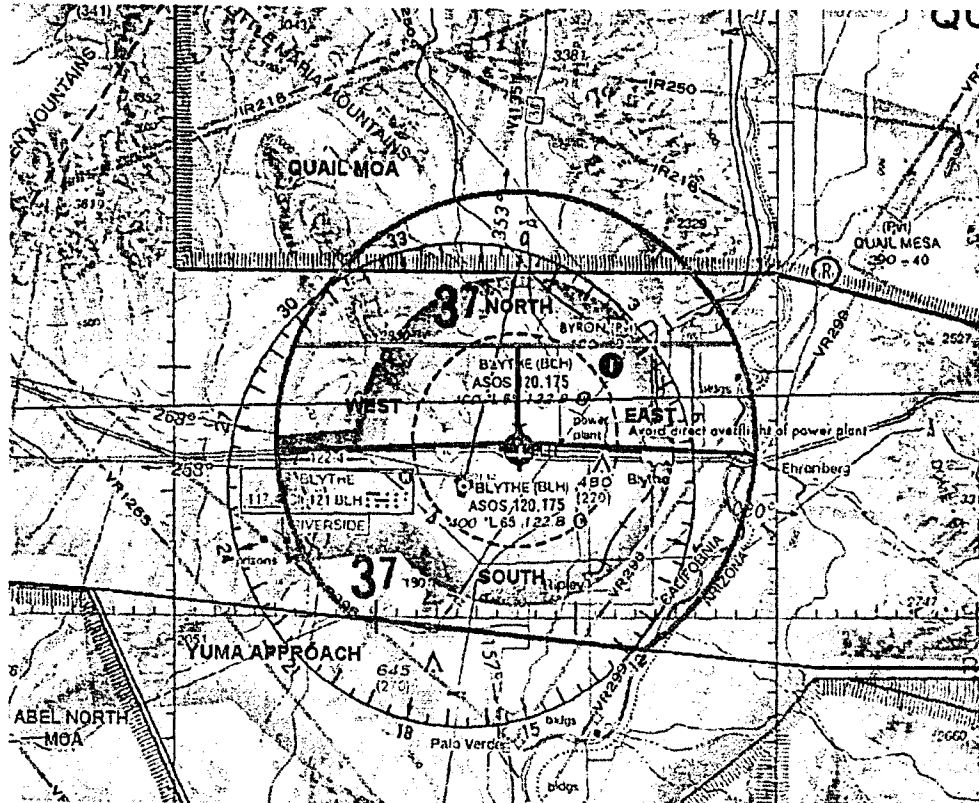
Richard D Callahan, Lt. Colonel  
Regional Airspace Coordinator, Marine Corps Installations West  
Marine Corps Base, Camp Pendleton, California

Richard Storaci

Digitally signed by Richard Storaci  
DN: cn=Richard Storaci, o=FAA,  
ou=FAA, email=Richard.Storaci@faa.gov,  
c=US

Richard Storaci  
FAA Air Traffic Representative, Western Service Area

Attachment 1: MFF Solutions Skyfall Jump Zone



Skyfall North

Beginning at 33 40 59 North 114 54 07 West;  
thence clockwise along a 10 NM radius circle centered at BLH;  
to 33 41 06 North 114 32 02 West;  
thence direct to point of beginning.

Skyfall West

Beginning at 33 40 59 North 114 54 07 West;  
thence direct 33 41 03 North 114 43 00 West;  
thence direct BLH;  
thence direct 33 36 44 North 114 55 00 West;  
thence clockwise along a 10 NM radius circle centered at BLH;  
to point of beginning.

Note: Skyfall West designed to deconflict from the center line of V64-460 west of BLH VORTAC. The Jump Area remains North of I-10 for easy visual reference. Skyfall West provides 3NM buffer from QUAIL MOA/ATCAA.

Skyfall East

Beginning at 33 41 03 North 114 43 00 West;  
thence direct 33 41 06 North 114 32 02 West;  
thence clockwise along a 10 NM radius circle centered at BLH;  
to 33 36 41 North 114 31 04 West;  
thence direct BLH;  
thence direct to point of beginning.

Note: Skyfall East designed to deconflict from the center line of V16-V94 east of BLH VORTAC. The Jump Area remains North of I-10 for easy visual reference. Skyfall East provides 3NM buffer from QUAIL MOA/ATCAA.

Skyfall South

Beginning at 33 36 44 North 114 55 00 West;  
thence direct BLH;  
thence direct 33 36 41 North 114 31 04 West;  
thence clockwise along a 10 NM radius circle centered at BLH;  
to 33 28 45 North 114 36 34 West  
thence direct 33 30 00 North 114 51 22 West;  
thence clockwise along a 10 NM radius circle centered at BLH;  
to point of beginning.

**Exhibit J  
Operating Procedure**

Blythe Airport  
Fixed Base Operation and Development  
Ground lease Agreement

***Following this page***

**Exhibit J  
Operating Procedure**

**BLYTHE AIRPORT  
Fixed Base Operation and Development  
Ground Lease Agreement**

**Exhibit J**

**STANDARD OPERATING  
PROCEDURES**



This document provides the standard operating procedures (SOPs) for the use of the range.

Purpose of the Range:

The range is to be used by military and government agencies only to enable a safe environment for training

**Safety Shall Be the Governing Consideration At All Times**

Operation of the Range:

**General**

The ranges are for the exclusive use of Military Freefall Solutions Inc, Riverside County Aviation Division and Local Law enforcement

**Range Usage**

Overall range availability is at the discretion of Military Freefall Solutions Inc and Riverside County Aviation Division

The Range can be operational 24hrs at a time including weekends.

The Range is under the control of Military Freefall Solutions Inc or a designated member of Local Law Enforcement.

All decisions as to Range operation and safety are at the discretion of Military Freefall Solutions Inc and Riverside County Aviation Division but must follow the guidelines put forth in the SOPs.

Military Freefall Solutions Inc and Riverside County Aviation Division has the authority to shut down the Range if either deems it necessary.

In extreme cases, such as an accident, the Range should be closed down and the proper authorities (Fire & Rescue Squad and/or County Sheriff) notified. Military Freefall Solutions Inc and Riverside County Aviation Division should also be notified as soon as possible.

## **Range set up**

Local law enforcement informed of firing practice, give approximate start and finish times and cell phone POC

Riverside County informed prior to event by email (Daryl Shippy)

Airport FBO manager informed of intensions

Range flags up, ensure airport access gates are secure

Ensure range active signs are in place

Ensure radios are operational

Area checked for civilians, ensure surrounding area behind the impact area is clear.

Walk the firing line and inspect the bullet impact zone to ensure that everything is clear to begin firing.

Ensure RED range flags and RED lamps are in place (See diagram)

## **Range Safety Requirements**

Shooters will:

1. Fire only on command of the Range Officer
2. Fire only authorized firearms and ammunition.
3. Fire at authorized targets only. Firing at cans, bottles, etc is strictly prohibited.
4. Ensure that all projectiles impact designated areas and stay within the established Range safety limits.
5. Ear protection is mandatory while on the firing line and eye protection is recommended.
6. Ear protection is required for all personnel in the range house when the range is hot.

7. Obey all commands of the Range Officer in charge.
8. Recover all brass, paper, and other debris that accumulates on the Range and dispose of it in the appropriate containers provided.
9. Fire only from the established firing line.
10. Range flags and lights must be in position prior to shooting commences (see attached diagram of flag positions)
11. Range active signs must be in place

## **Range Rules**

### Rules for Safe Gun Handling:

- Always keep the gun pointed in a safe direction.
- Always keep your finger off the trigger until ready to shoot.
- Always keep the gun unloaded until ready to use.
- Know your target and what is beyond
- Be sure the gun is safe to operate
- Know how to use the gun safely
- Use only the correct ammunition for your gun
- Wear appropriate eye and ear protection
- Never use alcohol or drugs before or while shooting
- Be aware that certain types of guns and shooting activities may require additional safety precautions.

## **General Range Rules**

Know and obey all Range rules

The Range Officer is responsible for all operations of the Ranges. Obey all of his/her commands or those assigned to help him/her

Know where all persons on the range are at all times.

Shoot only at authorized targets.

Do not handle a firearm or stand on the firing line where firearms are present while others are downrange.

**Stop shooting immediately upon the command "Cease Firing".**

Ear protection is mandatory for all shooters and spectators. Eye protection is recommended.

Each shooter may have more than one firearm at a time available to his firing point.

All firearms carried to the range must be unloaded. Long guns must have their actions open or otherwise be made safe. Pistols may be carried in their cases.

**Active or Retired Law Enforcement Officers and CCW holders with current credentials may carry a loaded firearm in a holster on or off the range complex.**

### **Site Specific Rules**

#### Permitted:

Single shot center fire and rim fire rifles and pistols up to and including 7.62 caliber and 300 & 308 win

Bolt action or lever action, magazine fed, center fire and rim fire rifles and pistols up to 7.62 caliber and 300 & 308 win

Semiautomatic magazine fed, center fire and rim fire rifles and pistols up to 7.62 caliber and 300 & 308 win

Magazines loaded with more than 10 rounds provided the magazine is exempted by CA Penal Code sections 12020 or 12079.

Shotguns firing rifled slugs or sabots.

#### Not permitted:

Incendiary, armor piercing, or explosive ammunition

Shooting at unauthorized targets (cans, bottles, etc)

Loaded firearms carried on or off the firing line. **Active or Retired Law Enforcement Officers and CCW holders with current credentials may carry a loaded firearm in a holster on or off the firing line.**

Dry firing or aiming behind the firing line

### **Range Commands:**

#### **"Range is hot"**

This means that shooters may handle their firearms on the firing line. They may also handle their firearms in the ready area provided the actions are open or otherwise made safe. Load only on the firing line.

#### **"Range is cold"**

This means that the range is closed with respect to handling any firearms either on the line or in the ready area. All firearms are to be cleared; magazines removed, actions open or made safe. Long guns must be racked. Hand guns may lay on the bench with the action exposed for verification by a Range Officer. All shooters after benching their firearms must step back from the firing line.

Firearms may only be transported between a member's vehicle and the Range House when the range is cold and there is no one downrange.

#### **"Commence firing"**

This command should be given by the Range Officer after the range is declared hot. It informs the shooters that they may begin firing at authorized targets.

#### **"Cease fire"**

Whenever this command is given all shooters must immediately stop shooting, remain in position with the firearm pointed in a safe direction, and wait for further instructions from the Duty Range Master.

**NOTE: This command may be given by anyone who observes an unsafe condition on the range.**

## **"Other commands"**

There are other range commands like "Ready on the right, ready on the left, ready on the firing line, etc." that the range officers may see fit to use. Usually ROs with a military background tend to use them. The intent is to make sure that everyone is ready to begin firing.

## **Emergency Procedures**

### **Emergency Response Sheet/Checklist:**

**Emergency Response Sheet/Checklists are located at the back of these SOP's.**

Place the date of the emergency as the Effective Date:

Check off each step in the checklist as it is completed. If an item on the checklist is not applicable to the emergency situation, check it off and note "NA" to indicate it was not overlooked.

### **Injury Report Form:**

**Injury Report Forms are located at the back of these SOP's.**

Designate one of the Range Officers to initiate the Injury Report Form and keep notes on what is occurring with times.

Fill in the DATE and TIME on the cover sheet. The same DATE and TIME should be reflected in the "Date of Injury" and "Time of Injury" boxes on page 1 of the Injury Report Form.

Fill in every box on the Injury Report Form. If there is no information available for a particular box or the box is not applicable to the event, indicate so in the box to indicate it was not overlooked.

Identify any witnesses to the event, provide them with a "Witness Statement", and request that they fill it out in as much detail as possible.

Collect "Witness Statements" and attach them to the Injury Report Form when completed.

**Witness Statements are located in Appendix E of this SOP behind the Injury Report Forms.**

## **Accidents:**

Minor accidents - Cuts, sprains, dislocations, etc.

Administer first aid as required.

Major accidents: - Heart attack, choking, broken limb, gunshot wound, etc.

1. Duty Range Officer should close down the Range (Take charge of the situation)
2. Administer first aid (Render aid)
3. Call 911 to report accident (Call for help). If no cell phone is available a Highway 299 Emergency Call Box is located across from the range entrance on the south side of the highway.
4. Station people to direct emergency vehicles to the Range.
5. Local Law Enforcement should also be notified as soon as possible. Riverside County (Daryl Shippy) should be kept informed of any incident and provided with copies of any follow on reports.

## **Firearm Stoppages and Malfunctions:**

Definitions:

Stoppage - an unintentional interruption in the operational cycle of a firearm.

Examples: Bolt fails to lock cartridge in position, a stove pipe in a semi- automatic pistol, double feed, failure of a cylinder to rotate in a revolver, etc.

Malfunction - failure of a firearm to function as designed or to fire satisfactorily.

Two categories:

Firearm malfunction like a broken sear or firing pin

Ammunition malfunction like a misfire, hang fire, squib load

Range Officer should consider any stoppage or malfunction as a major safety hazard and should know the difference between the two.

There are eight basic steps in the operating cycle of a firearm and a stoppage can occur in any one of the steps. The eight basic steps are:

1. Feeding: The face of the bolt makes contact with the base of the cartridge at the top of the magazine and pushes it toward the chamber.
2. Chambering: The bolt continues forward and pushes the cartridge into the chamber.
3. Locking: As the bolt continues forward, the locking lugs move into the locking recesses in the barrel, locking the cartridge into the chamber.
4. Firing: The trigger is pulled to the rear causing the firing pin to strike the primer and fire the cartridge.
5. Unlocking: As the bolt moves to the rear, the locking lugs rotate out of the locking recesses.
6. Extracting: As the bolt moves rearward, the extractor withdraws the cartridge case from the chamber.
7. Ejecting: As the face of the bolt passes over the ejector, the case strikes the ejector and is kicked outward through the ejector port.
8. Cocking: As the bolt moves rearward, the firing pin moves into a cocked position.

Note: These are the eight basic steps of a firearm operational cycle but not all firearms follow these steps in exact order. For example, revolvers do not extract and eject between shots.

If a shooter experiences a malfunction where the firearm fails to function as designed, the cause will be due to the firearm itself or the ammunition.

A malfunctioning firearm must be unloaded and removed from the firing line. An example of a malfunctioning firearm is a semi-automatic rifle that doubles, i.e. fires two rounds when the trigger is pulled. Such a gun is a hazard on the range and the owner should be advised to take the gun to a qualified gunsmith.

Ammunition malfunctions can be classed as:

Misfire where a cartridge fails to fire after the primer is struck by the firing pin



Hang fire where there is a perceptible delay in the ignition of the cartridge after the primer has been struck by the firing pin.

Squib load where there is less than normal pressure or bullet velocity after ignition of the cartridge.

Normal procedure for handling misfires or hang fires is to:

Keep the gun pointed downrange (safe direction)

Wait at least 30 seconds in case it is a hang fire and at least two minutes in the case of muzzleloaders before attempting to unload.

Normal procedure for handling squib loads is to:

Stop firing immediately

Keep the gun pointed downrange

Unload the gun -- make sure the chamber is empty

Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.

Range Officer must be particularly vigilant to observe any gun malfunctions, stoppages, or ammunition malfunctions and be prepared to move to the shooter's aid. If the shooter starts to do something incorrectly, the range master must be prepared to step in.

**Be in control and in a low, but firm, voice say: STOP! POINT THE MUZZLE DOWNRANGE!** At this stage let the shooter clear the firearm and bench it. If the shooter experiences problems in doing this, try to talk him/her through the clearing process. Only as a last resort should the range master take control of the firearm. To do this approach the shooter from the left side ( for a right handed range officer), grasp the barrel of the firearm behind the muzzle with the weak hand, control the direction of the muzzle so that it points in a safe direction, and have the shooter step back. Use the strong hand to control and reposition the firearm if necessary. Determine the stoppage and clear it. Explain to the shooter what went wrong and how to prevent it from happening again.

Remember throughout the entire process of stoppages and malfunctions to adhere to rules of safety.

Problems with the normal operation of a firearm pose special safety conditions which must be managed by the range officers. All Range officers

should be familiar with the operation and functioning of all firearms that they are liable to encounter on the range.

**Whenever a stoppage or malfunction occurs, range masters must be particularly vigilant. With the exception of Active or Retired LEOs and CCW holders with current credentials, under no circumstances should a loaded firearm be permitted to leave the range.**

### ***Range Equipment***

Range flags / red lamps if shooting at night

Radios / spare batteries

Shade structures (EZEUpS)

Wooden target frames

Assorted targets

Emergency first aid kits

A copy of the Standard Operating Procedures

A Cellular Phone with available coverage

## *Range Inspection Checklist*

Prepared By:

Title:  Date:

- Local law enforcement informed of firing practice, give approximate start and finish times and cell phone POC
- Riverside County informed prior to event by email (Daryl Shippy)
- Range flags up, ensure airport access gates are secure
- Area checked for civilians, ensure surrounding area behind the impact area is clear
- Walk the firing line and inspect the bullet impact zone to ensure that everything is clear to begin firing.
- Identify everyone who comes to use the range.
- Explain to everyone as they arrive what the firing line commands are.
- Observe and supervise all shooting noting in particular shooters who may be experiencing difficulty.
- Assist shooters as the need arises. Be aware of any misfires, hang-fires, or doubles and react accordingly.
- Require shooters to police their firing points and leave each point in a clean condition.
- Secure the range at the end of practice

### *Emergency Response Sheet/Checklist*

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

### **Emergency Communication 911**

## **Immediate Response for Injuries or Illness:**

- Call a cease fire immediately and issue the command to unload, clear, and bench/rack all firearms.
- Range Control or other responsible person to secure the gear of the injured person.
- Identify one of the Range Control or other responsible person to notify emergency services via 911 and provide the following information:
  1. Specific location of incident with directions
  2. Telephone number that you are calling from
  3. Your name
  4. What happened and possible hazards for rescuers
  5. Number of people injured or ill
  6. Condition of people injured or ill
  7. First aid provided
- Station a responsible person to direct emergency services to the scene.
- Provide first aid until the emergency services arrive provided the injured party agrees.
- Assume implied permission if the injured is unconscious or unable to respond.
- Avoid dispensing any medicine unless directed to by emergency services over the telephone
- Assign one of the Range Masters to complete an Injury Report Form (if applicable) and keep a log of events and time relative to the injury or illness.

## ***Injury Report Form***

Name of Injured Party:

Address:

Telephone Number:

Date of Injury:

Time of Injury:

1. Describe the nature and extent of the injury (specify parts of body):

2. Describe how the injury occurred:

3. Describe first aid given:

4. First aid was provided by (include names and telephone numbers):

5. Disposition (specify name of hospital, telephone numbers, time of transport, etc.):

6. Persons notified (relatives, Range Chairman, Chief Range Officer):

7. Location of incident:

8. Conditions prevalent at the time of the incident:

9. Witness statements: Interview witnesses separately.

A. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes  No

B. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes  No

C. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes  No

D. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes  No

10. Notes and Comments:

11. Injury report completed by:

Name:

Title:

Date:

**Exhibit K  
Site Plan**

**Blythe Airport  
Fixed Base Operation and Development  
Ground lease Agreement**

***Following this page***

**Exhibit K  
Site Plan**

***To be provided by Lessee***