



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Arturo Vela, Acting City Manager

PREPARED BY: Nate Smith, Deputy Director of Public Works/City Engineer

MEETING DATE: August 26, 2025

SUBJECT: Consideration of Resolution 2025-115, Awarding a Professional Services Agreement to EEC Environmental for Inspection Services and Compliance with the Spill Prevention, Control, and Countermeasure (SPCC) Plan at Banning Municipal Airport in the amount not to exceed \$90,000 over a 5-year contract.

RECOMMENDATION:

Adopt Resolution 2025-115.

BACKGROUND:

Banning Municipal Airport has a 10,000 gallon Avgas 100LL above ground aviation fuel tank that pilots can use to refuel their aircraft. The Riverside County Department of Environmental Health (DEH) regulates fuel tanks and issued the Airport's Above Ground Fueling Station Hazardous Materials (Haz Mat) Permit. This Permit requires a Spill Prevention, Control, and Countermeasure (SPCC) Plan, that lists requirements and best management practices (BMPs). Additionally, there are associated regulatory requirements from the DEH and the South Coast Air Quality Management District (SCAQMD). The City must demonstrate compliance through properly documented monthly and annual inspections, fuel delivery monitoring, employee training, and equipment testing.

The SPCC Plan includes:

- Monthly and Annual Inspections of the above ground fuel storage tank and completion of required Checklists
- Inspection and completion of the Checklist when Airport Fuel is delivered (Assume two times per year on average)
- Annual compliance training of Airport staff
- Completion of the Annual Tank Facility Statement, if required
- Annual required AQMD test

Consultant Contract

A Request for Proposals (RFP) for the "Inspection Services and Compliance with the SPCC Plan at Banning Municipal Airport" was originally issued on September 27, 2024 and was subsequently cancelled after receiving only one bid. On April 8, 2025, this project was rereleased as RFP 25-100 through the OpenGov electronic bidding program notifying qualified firms of the opportunity to provide proposals. The RFP was advertised in the Press Enterprise on April 11, 2025, shown as Attachment 2, and is included as Attachment 3. The Scope of Work provides for performing the monthly and annual inspections of the fuel tank at the Airport, fuel delivery monitoring (once or twice per year) and reporting, training of staff, and equipment testing required by the South Coast Air Quality Management District

(SCAQMD).

The deadline for submitting proposals was May 7, 2025, and two (2) firms responded with submittals. An evaluation committee consisting of three (3) City staff members, evaluated the two (2) proposals that were received based on qualifications of key personnel, experience in performing inspections of Airport fuel tanks, management of SPCCs, County DEH and SCAQMD requirements, approaches in providing the scope of work services, references, and price proposals.

Listed below are the two (2) firms that submitted proposals in order of the total combined score received from the three (3) evaluators:

CONSULTANT	TOTAL SCORE
EEC Environmental	90.67
AARC Consultants, LLC	87.00

EEC Environmental received the highest score, and their Proposal and Cost Estimate/Fee Proposal are shown as Attachments 4 and 5, respectively. The company is a reputable, qualified firm that has successfully provided these services for retail gas stations, and as a result, staff recommends the contract award to EEC Environmental.

JUSTIFICATION:

The Riverside County Department of Health (DEH) issued an Above Ground Fueling Station Hazardous Materials (Haz Mat) Permit to the City for the fuel tank at Banning Municipal Airport. The Permit requires a Spill Prevention, Control, and Countermeasure (SPCC) Plan for the fuel tank and compliance with its requirements, such as inspections, staff training and South Coast Air Quality Management District (SCAQMD) equipment testing. A consultant firm is needed to perform these inspections and services for the City to ensure compliance with the DEH issued Haz Mat Permit.

FISCAL IMPACT:

The Public Works Department, Streets Division, manages the Airport and there is one part time employee that serves as the airport attendant. A budget appropriation in the amount of \$14,770.00 charged to Airport Account No. 600-5100-435-30.06 (Repair/Maintenance Equipment) is needed to fund the Professional Services Agreement. The Agreement term is up to five years, based upon satisfactory performance each year. A "not to exceed" total five-year contract amount of \$90,000 is requested to assist with each year's required fuel tank inspections, training and fuel tank testing and any unanticipated work that could not be done in house, if needed.

The requested appropriation and transfer of funds does not impact the General Fund.

ALTERNATIVES:

If the City Council elects to not approve this Resolution, there will be no consultant to perform the required tasks as listed in the Airport's SPCC Plan, which includes: written monthly and annual inspections of the fuel tank at the Airport, fuel delivery monitoring and reporting, training of staff, and equipment testing. The County DEH and SCAQMD oversee these regulatory requirements.

BUDGETED?:

Yes

CONTRACT/AGREEMENT:

Yes

ATTACHMENTS:

1. [Reso 2025-115 - SPCC Plan Compliance Award of PSA to EEC Environmental.docx](#)

2. Att. 1 Proof of RFP Ad in Press Enterprise on April 11, 2025.pdf
3. Att. 2 RFP 25-100 Inspection and Compliance Services for Banning Municipal Airport SPCC Plan, April 2025.pdf
4. Att. 3 EEC Environmental Proposal.pdf
5. Att. 4 EEC Detailed Cost Estimate, Bid Proposal.pdf
6. PSA -EEC