

OPERATING DIRECTIVE	Number: <u>D330.00.01</u>
Aviation Authority	Effective: <u>10/15/90</u>
	Revised: <u>04/11/18</u>
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Subject: Self Fueling of Aircraft at General Aviation Airports	

PURPOSE: To establish procedures to be followed by persons conducting non-commercial fuel dispensing and fuel storage at the Airports without a direct agreement with the Authority. For the purpose of this Operating Directive, the general aviation airports, Peter O. Knight, Plant City, and Tampa Executive, will be referred to collectively as Airports.

GENERAL: The Authority recognizes the need to provide individual aircraft owners with the right to service their own aircraft and to accommodate the utilization of certain grades and types of fuel which are unavailable through the Airport's Fixed Base Operator (FBO).

PERMIT:

- A. No fueling operation, storage, dispensing or handling of any fuel will be undertaken at the Airports without obtaining a Special Use Permit issued by the Authority. To obtain a Special Use Permit for self-fueling of aircraft, the aircraft owner must request a Special Use Permit under the guidelines of Operating Directive D330.00.09 – Special Use Permits at General Aviation Airports. No person will dispense fuel into any aircraft at the Airport unless they have met all of the Authority's requirements and have been issued an aviation fueling permit by the Director of General Aviation or designee. Persons that are issued self-fueling Special Use Permits will be referred to as permittees.
- B. Each Special Use Permit will be valid for one year from date of issuance and must be in the possession of the permittee at all times while self-fueling operations are conducted. Please contact the Director of General Aviation or designee to obtain the Special Use Permit application.
- C. Fees: The Special Use Permit issuance annual fee will be \$50.00 per aircraft. The Special Use Permit is not transferable.
- D. The Special Use Permit will identify the person or entity authorized to self-fuel and will also identify the authorized aircraft. The permittee must present identification to verify and prove that he/she is the registered owner, co-owner, or valid lessee of the aircraft listed on the permit.
- E. The Special Use Permit may be cancelled by either party upon 15 days written notice. In cases of infraction by permittee, the permit may be suspended immediately.

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- F. Specific types and minimum amounts of insurance coverage necessary will be determined on a case by case basis by the Authority's Risk Management after a review and an evaluation of the proposed fueling activity is completed.

PROCEDURES:

- A. Self-fueling Special Use Permits will be approved for aircraft fueling only.
- B. Permittees must have all other licenses, approvals, or permits required by other governmental agencies for the handling, storage, and dispensing of fuel products.
- C. All self-fueling operations will be conducted in the designated Self-Fueling Operations Area located as shown on:

Exhibit A	Peter O. Knight Airport
Exhibit B	Plant City Airport
Exhibit C	Tampa Executive Airport

A violation of any of the procedures listed in this Operating Directive will constitute a violation of the permit and will result in revocation of said permit. The permit may be suspended immediately for any infraction of the permit by permittee.

- D. Permittees will not dispense aircraft fuels to any aircraft not listed on the permit.
- E. Sale of fuel is strictly prohibited.
- F. Any person engaged in dispensing aircraft fuel should be properly trained in all fueling, handling, and associated safety procedures and will conform to all the best practices for such operations. Observation of practice or procedure to the contrary by the Authority, the local fire department, or other agency having regulatory power over fueling will result in revocation of said permit.
- G. All dispensing, storage, and handling of fuels to be used in aircraft will be in strict conformance with all requirements of regulatory and environmental agencies, National

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Fire Protection Association (NFPA-407) and current Federal Aviation Administration (FAA) Advisory Circular No. 150/5230-4B, Aircraft Fuel Storage & Handling, Training, and Dispensing on Airports 09/28/2012.

FUELING OPERATIONS:

- A. The permittee will provide, properly maintain, and operate all self-fueling equipment in accordance with NFPA-407. Aircraft fueling apparatus will only be attended and operated by permittee.
- B. Fuel containers used to service permitted aircraft will be of a type approved by the proper governmental agency for the transport of flammable liquids of the appropriate class. Container size will be at the discretion of the permittee, provided that the total capacity of fuel transported on the Airport will not exceed 110 gallons. Container will be in compliance with applicable fire codes. No fuel will be stored upon Airport premises except as provided for in Airport Rules and Regulations.
- C. The permittee will not allow unlawful use of the equipment and will operate the equipment in a safe, efficient, clean manner in accordance with its designed use.
- D. The Authority reserves the right to inspect self-fueling apparatus to be used on the Airport and approve or reject the apparatus. The inspection may also be conducted by the local fire department having jurisdiction over the Airport. Operation of a mobile dispensing apparatus with a known mechanical or operational deficiency is a violation of this permit and subject to immediate issuance of a cease and desist order. Permittee will conduct self-inspection and maintenance of fueling apparatus.
- E. Aircraft fueling is prohibited when an aircraft engine is running or heated externally.
- F. During all fuel handling operations in connection with any aircraft, the aircraft and the fuel dispensing or draining equipment will be properly bonded by wire to prevent the possibility of static ignition of volatile liquids.
- G. During fuel handling operations, fire extinguishers will be kept readily available by permittee.

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- H. During fueling operations in connection with any aircraft, no person will operate any radio transmitter or receiver, any electrical switches, or any radar equipment in the aircraft or do any act or use any material that is likely to cause a spark within 50 feet of the aircraft being fueled. No airborne radar equipment will be operated or ground-tested wherein the directional high intensity beam is within 100 feet of another aircraft, an aircraft refueling operation, an aircraft refueling truck, or flammable liquid storage facility.
- I. During fuel handling in connection with any aircraft, no passenger or passengers will be permitted to remain in such aircraft unless a cabin attendant is at the door and a passenger ramp is in position. Only personnel engaged in the fuel handling or in the maintenance and operation of the aircraft being fueled, including the flight crew, will be permitted within 50 feet of the aircraft being fueled.
- J. Persons engaged in aircraft fuel handling will exercise care to prevent overflow of the fuel. No person will start the engine or engines on any aircraft when there is gasoline or any type of fuel on the ground or under the aircraft.
- K. Permittee will immediately report any fuel spill to the FBO office and the Director of General Aviation or designee. The permittee will be responsible for proper clean up of any fuel spilled during fueling operations and will be liable for any environmental impairment or property damage caused by such fuel operations.

APPROVED: Joe Lopano

DATE: 4/11/18

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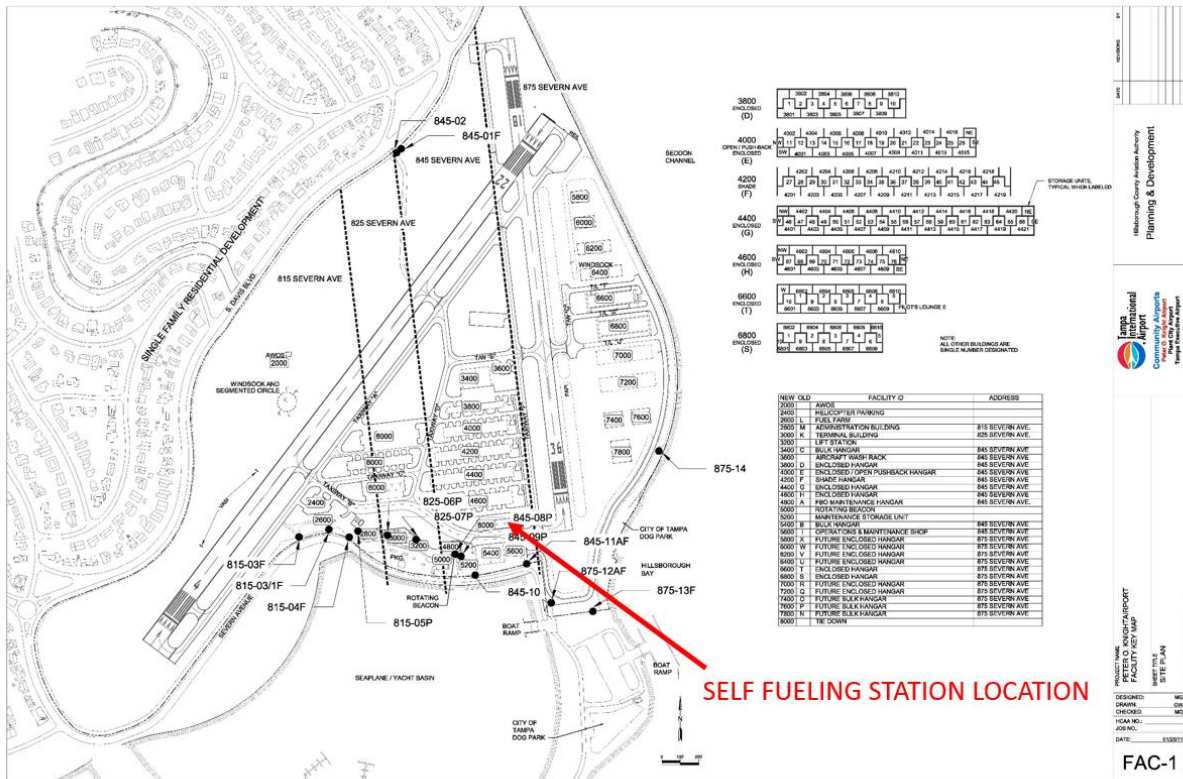
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**EXHIBIT A
DESIGNATED SELF FUELING AREA
PETER O. KNIGHT AIRPORT**



Halton Hills County Aviation Authority
Planning & Development
Peter O. Knight Airport
City of Halton Hills
Aviation Authority
Facility ID Map
SITE PLAN
DESIGNED: []
DRAWN: []
CHECKED: []
FOCAL NO.: []
APP. NO.: []
DATE: 03/28/11
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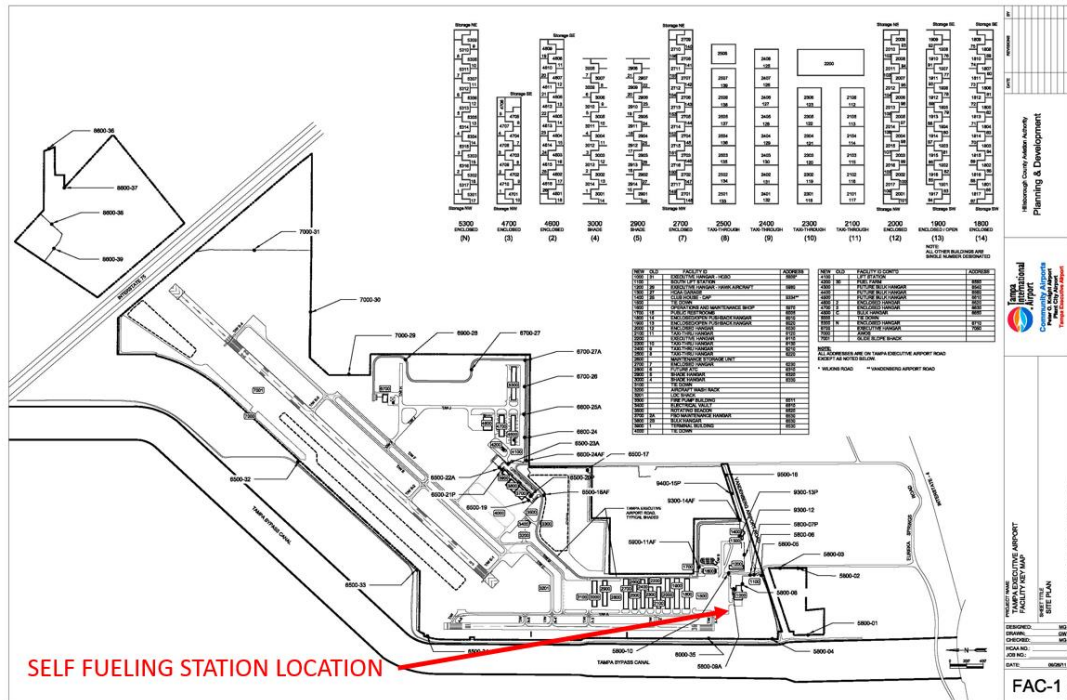
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**EXHIBIT C
DESIGNATED SELF FUELING AREA
TAMPA EXECUTIVE AIRPORT**



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