

GLENDALE MUNICIPAL AIRPORT SELF-FUELING REGULATIONS FOR FUEL
VEHICLES AND CANS

Self-Fueling Permit Requirements

- A. Any person other than a Fixed Based Operator who intends to conduct any non-commercial, self-fueling of aircraft shall obtain a self-fueling permit from the Airport Manager prior to conducting any such activities at the Airport. The applicant for a self-fueling permit must demonstrate satisfactory training in self-refueling procedures to the City's Fire Department and pass any written examination, which the Fire Department deems necessary in order to qualify for a self-fueling permit. Each self-fueling permit shall specifically list the following information:
1. The full legal name of the permittee;
 2. The type of legal entity which the permittee is, if such permittee is not a natural person;
 3. The designated representatives of the permittee who are authorized to conduct self-fueling activities, if the permittee is not a natural person;
 4. All aircraft, which are owned by the permittee and which the permittee shall self-fuel.
- B. At all times during which self-fueling activities are being conducted at the Airport, the permittee or the permittee's designated representative shall keep the self-fueling permit readily available. The self-fueling permit shall be displayed upon request to the Airport Manager or any other Airport, Fire Department or law enforcement officials requesting verification of the permittee's right to conduct self-fueling activities.
- C. Only the following persons shall be authorized to conduct self-fueling activities for an aircraft owned by a non-natural person:
1. Each natural person who is a general partner of a partnership holding legal title to the aircraft;
 2. Each natural person who is a manager of a limited liability company, or if there are no designated managers, who is a member of a limited liability company holding legal title to the aircraft;
 3. The president of a corporation holding legal title to the aircraft;
 4. The chief executive officer of any other legal entity holding legal title to the aircraft, or
 5. One (1) designated regular employee of the aircraft owner, provided that such employee is approved by the Airport Manager and the City's Fire Department.

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Renewal of Permit; Re-Certification of Qualifications

A self-fueling permit shall be effective only for the calendar year in which it is issued and shall expire on December 31 of each year; provided that a permittee whose initial self-fueling permit is issued after July 1 of any year may be issued a permit which will not expire until December 31 of the following year. The permittee must renew his or her self-fueling permit on or before December 31 of each year by applying to the Airport Manager for a new permit. The Airport Manager may require annual re-certification of the permittee's qualifications for a self-fueling permit by the City's Fire Department if the Airport Manager deems such re-certification to be necessary.

Compliance with Law; Specific Regulations

A permittee conducting self-fueling activities at the Airport shall comply with all federal, state and local laws, rules and regulations applicable to such activities, including the FAR's, the Uniform Fire Code, the NFPA Standards, the Uniform Building Code and all environmental regulations. The following restrictions shall apply as a part of or in addition to any such regulations:

- A. Prior to using any self-fueling apparatus, the permittee shall have such apparatus inspected and approved by the City's Fire Department. The Fire Department may require annual inspections of such apparatus thereafter.
- B. Permittees using portable containers to self-fuel shall do so only in designated areas approved by the Airport Manager. Such containers shall be a maximum of five (5) gallons to be metal and be U.L. approved.
- C. No self-fueling shall be permitted in any hangar. Fueling activities shall be conducted outdoors and only in such areas as are designated by the Airport Manager.
- D. No fuel storage shall be permitted in any hangar, shade or tie-down area.
- E. The permittee shall have a 2A10BC fire extinguisher in a readily accessible location (not in the cockpit) during all fueling activities.
- F. Grounding and bonding portable containers to the aircraft shall be done as follows:
 - 1. Connect grounding and bonding cables from aircraft to ground;
 - 2. From fuel container to funnel;
 - 3. From funnel to aircraft; and
 - 4. Disconnect in reverse order.

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Spill Prevention and Notification and Clean Up of Spills and Leakage.

Prior to the issuance of a permit, a permittee shall submit a spill prevention and clean up plan to the Airport Manager and the City's Environmental Resources Department for approval. Also, permittee shall participate in and comply with the City's Storm Water Pollution Plan.

A permittee shall take immediate action to eliminate the fire safety hazards of any fuel leakage or spill. As soon as possible after any fuel leakage or spill, the permittee shall notify the Airport Manager of such leakage or spills, if possible, and if immediate contact with the Airport Manager is not possible, then the permittee shall immediately notify the City's Fire Department of such leakage or spill. The permittee shall be responsible for proper cleanup and removal of all fuel leakage or spills and shall perform such cleanup and removal under the supervision of the City's Fire Department.

Indemnification

A permittee shall, as a condition of obtaining the self-fueling permit, agree to defend and indemnify the City and its elected or appointed officials and representatives from all claims for personal injury or death or for property damage or loss arising out of the permittee's self-fueling activities at the Airport.

Insurance

- A. The following insurance requirements shall be required from every permittee who engages in self-fueling from a fuel vehicle:
1. A permittee shall at all times maintain comprehensive public liability insurance for all claims arising out of such activities in the amount of \$5,000,000 combined single limit for bodily and property damage per occurrence.
 2. A permittee shall at all times maintain comprehensive chemical and environmental damage liability insurance in the amount of \$1,000,000 per occurrence.
 3. Such insurance shall name the City as an additional insured, shall be in a form and from a company acceptable to the City's Risk Manager and may not be modified or terminated on less than 30 days notice to the City.
 4. In the event that an airport user desires to post cash deposit with the City in lieu of obtaining the insurance required above, the Airport Manager shall request the City Council to consider waiving the insurance requirements of Article 3-8 and the administration regulation. The cash deposit shall be evidenced by documentation that is in a form, which is acceptable to the City Attorney.

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- B. A permittee conducting non-fuel truck self-fueling activities at the Airport shall at all times maintain comprehensive public liability insurance for all claims arising out of such activities in the amount of \$1,000,000 combined single limit for bodily injury and property damage per occurrence. Such insurance shall name the City as an additional insured, shall be in a form and from a company acceptable to the City's Risk Manager and may not be modified or terminated on less than 30 days notice to the City. The permittee shall also maintain such other insurance, in such amounts and such forms, as the City's Risk Manager deems necessary for self-fueling activities.

Cancellation of Permit

The City shall cancel any self-fueling permit, effective immediately, if the permittee fails to maintain required insurance coverage, conducts any fueling activities which are contrary to sound safety practices, or sells, dispenses or otherwise distributes any fuel at the Airport for use in any aircraft other than that listed in the permittee's permit or violates any of the Airport Rules and Regulations, or any other applicable law.

Assignment Prohibited

No self-fueling permit may be transferred from any permittee to any other person. A permittee shall not enter into any agreement, oral or written, express or implied, by which any aircraft owner or operator other than the permittee shall benefit in any way from the privileges granted to the permittee by the City.

Metering and Fuel Flowage Fees

All fuel vehicles will be equipped with a metering device that has been inspected and approved by the Department of Weights and Measures. The permittee must provide the Airport Manager with documentation from the Department of Weights and Measures certifying that the meter is operating properly. This certification shall be provided on an annual basis. It will be the permittee's responsibility to report to the Airport Manager the amount of fuel used on a monthly basis on the first day of each calendar month and pay the appropriate fuel flowage fee. The permittee shall make the fuel vehicle and its meter available for inspection by the Airport Manager at any time upon the Airport Manager's request.

Each permittee dispensing fuel pursuant to a self-fueling permit shall pay to the City a fuel flowage fee for each gallon of fuel dispensed at the Airport. Such fuel flowage fee shall be equivalent to any fuel flowage fees due to the City from the Fixed Based Operator at the Airport. The permittee shall pay its fuel flowage fees in full on or before the 15th day of each month. Each payment shall be accompanied by a statement, in a form approved by the Airport Manager, of the fuel dispensed by the permittee for the previous calendar month.

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ADOT and DOT Approval

In the event the permittee intends to drive the fuel vehicle off the Airport for purposes of obtaining fuel, the permittee must demonstrate to the Airport Manager that the vehicle is properly registered and meets all Arizona Department of Transportation and United States Department of Transportation requirements for fuel vehicles operated on public highways.

Transferring of Fuel

Transferring fuel from one vehicle to another on Airport property is prohibited unless the fuel is transferred from an approved fuel loading rack or an approved fuel farm.

Driver License

Prior to the issuance of a permit, the permittee must demonstrate to the Airport Manager that the permittee has a commercial drivers license and any other class of driver license(s), with appropriate hazardous material certification(s), as required under Arizona and federal law for the type of vehicle to be operated by the permittee.

Parking and Storage of Fuel Vehicles

Parking and storage of fuel vehicles will be permitted in area approved by the Airport Manager. All parking and storage areas must contain a fuel spill containment area in compliance with all Environmental Protection Agency, Arizona Department of Environmental Quality and City standards. No fuel truck shall be parked in any hangar, tie-down area or Airport parking lot.

Testing

Prior to the issuance of a permit, the permittee applicant must pass a test administered by the Airport Manager relating to the safe operation of self-fueling vehicles and other requirements mandated by law and these regulations. In order to pass this test, the permittee must correctly answer 90% of the questions asked. In the event an applicant for a permit cannot pass the test within three attempts, the applicant will be precluded from taking the test again until the next calendar year.

Fuel Sales Prohibited

Fuel sales or dispensing fuel by any self-fueling permittee to any aircraft, other than the aircraft owned by the permittee, is prohibited.

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Applicability of Existing Regulations

All regulations contained in Article 3 of the Glendale Municipal Airport Rules and Regulations (revised 2004) shall remain in full force and effect and apply to any person who uses a fuel vehicle to engage in self-fueling at the Glendale Municipal Airport.

Violation

Any violation of this Regulation, the Glendale Municipal Airport Rules and Regulations, or any other applicable law shall result in the termination of permittee's self-fueling permit.