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Aviation Minimum Standards

City of Fort Worth Aviation Department

July 22, 2014

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DEFINITIONS AND ACRONYMS:

For purposes of the Aviation Minimum Standards, the following words, phrases and acronyms shall have the meanings respectively ascribed to them in this section:

AC – Advisory Circular

Aeronautical Activity – Any activity or service that involves, makes possible, facilitates, is related to, assists in, or is required for the operation of Aircraft; any activity that contributes to, or is required for the safety of such operations; any activity that has a direct relationship to the operation of Aircraft or the operation of the airport.

AFW – Fort Worth Alliance Airport

Agreement - A written contract enforceable by law, executed by both parties, between the City and an Entity transferring rights or interest in land and/or Improvements and/or otherwise authorizing the conduct of certain activities.

Aircraft - Any weight-carrying structure for navigation in the air and that obtains support by the dynamic reaction of the air to any obstruction connected with the structure. Gliders or ultralights, either powered or unpowered, helicopters, hot air balloons, and airships will be considered Aircraft.

Aircraft Charter Operator – A Commercial Operator engaged in on-demand common carriage for persons or property, as defined in 14 CFR Part 135, or operates in private carriage, as defined in 14 CFR Part 125, on the Airport.

Aircraft Maintenance Operator - An Operator engaged in providing Aircraft maintenance, parts, accessories, and related components, as defined in 14 CFR Part 43, for Aircraft other than those owned, leased, and/or operated by the Operator on the airport.

Aircraft Management Operator - An Operator engaged in the business of providing Aircraft management including, but not limited to, flight dispatch, pilot services, flight attendant services, or Aircraft maintenance coordination to the public on the airport.

Aircraft Rental Operator – An Operator engaged in the rental of Aircraft to the public at the airport.

Aircraft Sales Operator – An Operator engaged in the sale of Aircraft on the airport. This excludes individuals selling personally owned Aircraft, unless the individual purchases Aircraft for the primary purpose of resale.

Aircraft Storage Operator – An Operator that owns or leases an Aircraft storage facility and/or associated office or shop space on the airport and sells or subleases such space to entities engaging in commercial or non-commercial aeronautical activities.

Airport Roadway - Those portions of the airports designated and made available temporarily or permanently by the Director for vehicular traffic and not located on ground leased by others.

Aviation Permit - Allows an Entity to engage in a commercial or non-commercial Aeronautical Activity at the airports.

Avionics or Instrument Maintenance Operator – A Commercial Operator engaged in the business of maintenance or alteration of one or more of the items described in

14 CFR Part 43, Appendix A (i.e., Aircraft radios, electrical systems, or instruments) for Aircraft other than those owned, leased, and/or operated by the Operator on the airport.

Commercial Operator – An Entity that offers any product or service for which compensation is received.

Cooperative Organization (Co-op) – Multiple entities coming together for the purpose of joint ownership in facilities, equipment, and/or fuel in order to conduct Aeronautical Activities at the Airport.

Director - The Director of the Aviation Department is responsible for the administration, operations, and maintenance for all city-owned and operated airports.

DHS - Department of Homeland Security

Entity - An individual, partnership, limited liability company, corporation or other business organization doing business or desiring to do business on one or more city-owned general aviation airports.

FAA - Federal Aviation Administration

Flight Training Operator - Commercial Operator engaged in providing flight instruction to the public at the airport.

Fixed Base Operator (FBO) - A Commercial Operator engaged in the sale of products, services and the renting or subleasing of facilities.

FWS – Fort Worth Spinks Airport

FTW – Fort Worth Meacham International Airport

Improvements - All buildings, structures, additions, and facilities including pavement, fencing, and landscaping constructed, installed, or placed on, under, or above any land on the airport.

Infrastructure - Runways, Taxiways, taxi lanes, aprons, helipads, landing pads, parking pads, navaids, Airport Roadways, utilities, etc.

Leased Premises - The land and/or Improvements used exclusively under Agreement by an Operator, lessee, or sublessee.

Limited Aircraft Services and Support - Limited Aircraft, engine, or accessory support such as cleaning, washing, waxing, painting, upholstery, propeller repair, etc. or other related Aircraft services and support activities.

Miscellaneous Commercial Services and Support - Ground instruction, simulator training, scheduling and dispatching, or any other related commercial services and support activities.

Minimum Standards - Those qualifications, standards, and criteria set forth as the minimum requirements to be met as a condition for the right to engage in activities at city owned general aviation airports.

Non-Commercial Flying Club – A legally formed not-for-profit Entity, as registered with the Internal Revenue Service under 501(c)(3) or the State of Texas Non-Profit Organization provisions. An Entity operating on a non-profit basis must not receive revenues greater than the costs and expenses to operate, maintain, acquire and/or replace Aircraft by and for the club.

Non-Commercial Hangar Lessee - An Entity that owns or leases an Aircraft storage facility on the airport for the purpose of storing Aircraft owned, leased, and/or operated by the Entity for non-commercial purposes only.

Non-Commercial Lessee - An Entity that owns or leases an Aircraft and operates the Aircraft for a private purpose. In the case of a business, the operation of Aircraft must be an ancillary activity to support the business's purpose by providing private transportation for the exclusive use of its employees, agents, and/or customers. In all cases, the Non-Commercial Lessee neither offers nor engages in commercial aeronautical activities.

Non-Profit Organization - An organization that is legally formed as a not-for-profit organization, as registered with the Internal Revenue Service under 501(c)(3) or the State of Texas Non-Profit Organization provisions. As a Not-For-profit Organization, should an organization provide commercial aeronautical activities, the organization shall be viewed as a Commercial Operator.

Operator - An Entity that has entered into an Agreement with the City of Fort Worth Aviation Department to engage in commercial aeronautical activities at the airport.

Permittee - An Entity that has written permission from the Aviation Department to conduct an activity at the airport according to the parameters established by a permit.

Runway - An area of the airport developed and improved for the purpose of accommodating the landing and takeoff of Aircraft.

Specialized Aviation Service Operator (SASO) - A single service provider offering a specialized aeronautical service such as Aircraft sales, flight training, Aircraft maintenance, or avionics services. SASOs shall not sell fuel.

Taxiway - A defined path, usually paved, over which Aircraft can taxi from one part of an airport to another excluding takeoff and landing.

TSA - Transportation Safety Administration

TSR – Transportation Security Regulations

INTRODUCTION

A. *Purpose*

The purpose of these Aviation Minimum Standards (Minimum Standards) is to encourage, promote, and ensure:

1. The consistent provision of high quality aviation products, services, and facilities at Fort Worth Alliance Airport, Fort Worth Meacham International Airport, and Fort Worth Spinks Airport ("Airports" when referred to collectively or "Airport" when referred to individually);
2. The development of high quality aviation Improvements and amenities at the Airports;
3. Aviation safety and security at the Airports;
4. The economic health of aviation Commercial Operators at the Airports; and
5. The orderly development of Airport property for aviation purposes.

Aeronautical activities may be proposed that do not fall within the categories designated herein. In such a case, appropriate Minimum Standards shall be established by the City of Fort Worth (City) Aviation Department (Department) on a case-by-case basis for such activities and incorporated into lessee's Agreement or operator's Agreement with a sublessee.

B. *Regulations*

These Minimum Standards are subject to, but not limited to:

1. Federal Aviation Regulations, Title 14 - Code of Federal Regulations;
2. Texas Transportation Code, Chapter 22 - County and Municipal Airports;
3. Fort Worth Aviation Department Leasing Policy; and
4. Fort Worth Code of Ordinances, Chapter 3 - Airports and Aircraft.

If the FAA determines that any provision of these Minimum Standards, any provision of any Agreement, or any practice constitutes a grant of a prohibited exclusive right, such provision shall be deemed null and void and such practice shall be discontinued immediately.

C. *Effective Date*

These Minimum Standards shall be in effect upon adoption by the Fort Worth City Council, unless repealed by the City. The Minimum Standards, adopted June 16, 1992 (the "1992 Standards"), will continue to apply to existing Improvements constructed prior to the adoption of these Minimum Standards, unless the current Improvements are in violation of the 1992 Standards at the time these Minimum Standards are adopted. Unless expressly stated otherwise, these Minimum Standards shall apply to all existing businesses and activities at the Airport as of the **sixth month** after the adoption of these Minimum Standards.

D. *Self-Service*

An Aircraft owner or the Aircraft owner's employees may perform services that may include fueling, maintenance, or repair on the Aircraft owner's Aircraft utilizing the Aircraft owner's vehicles, equipment, and resources (self-service). An Aircraft

owner who engages in self-service activities may not perform services for compensation or hire. The right to engage in self-service activities is conditioned upon compliance with applicable regulatory measures. See Section 17, Self Fueling for additional requirements.

An Aircraft Maintenance Operator may defuel Aircraft, if necessary, for Aircraft maintenance purposes only. Additionally, an Aircraft Maintenance Operator may refuel the defueled Aircraft following provision of required Aircraft maintenance. Defueling and refueling shall not be construed to permit an Aircraft Maintenance Operator to engage in the sale of aviation fuels as this activity is specifically reserved for an FBO (Section 4).

An Aircraft Maintenance Operator conducting defueling and refueling of defueled Aircraft shall have adequate and proper fuel storage, provide the Department with a Spill Prevention, Control, and Countermeasures Plan for defueling, refueling, and fuel storage, and conform with Section 4.D.

Co-op fueling is prohibited at the Airports.

E. Applicability

These Minimum Standards specify the standards and/or requirements that must be met by any Entity engaging in aviation aeronautical activities at the Airports.

Throughout these Minimum Standards, the words "standards" or "requirements" shall be understood to be modified by the word "minimum" except where explicitly stated otherwise. Any required determinations, interpretations, or judgments regarding what constitutes an acceptable minimum standard or requirement, or regarding compliance with such minimum standard or requirement, shall be made by the Department. All entities may exceed the applicable Minimum Standards or requirements. No Entity shall be allowed to engage in aviation aeronautical activities at the Airports under conditions that do not, in the Department's sole discretion, fully comply with these Minimum Standards, unless an exemption or variance has been approved in writing by the Director.

These Minimum Standards shall apply to any use of Airport land or Improvements for the purpose of engaging in aviation aeronautical activities.

F. Variance

The Department may, but is not obligated to, approve variances to these Minimum Standards when special conditions or unusual circumstances exist.

Requests for a variance must:

1. State the specific provision(s) for which the variance is being sought;
2. Describe the proposed variance;
3. State the reason for the proposed variance;
4. Identify the anticipated impact on the Airport (and other entities including Operators, lessees, sublessees, users of the Airport, and the public); and
5. Identify the duration of the proposed variance.

Prior to the approval or denial of a variance, the Department shall conduct a review of all relevant information including the request for variance as well as any other information that may be requested or required by the Department.

In taking action on a request for variance, the Department shall grant the request only when it is determined that:

1. Enforcement of specific provisions in these Minimum Standards will create an unnecessary hardship or practical difficulty in the intended use of the affected property;
2. The variance will not injure the existing or permitted use of adjacent conforming property in accordance with the Airport Master Plan; and
3. The granting of a variance is consistent with the purpose and intent of these Minimum Standards.

Approval or denial of a variance shall be determined as a part of the Development Packet Application process.

If approved, the variance shall only apply to the particular case for which the variance is granted.

An approval by the Department of a variance shall not serve to amend, modify, or alter these Minimum Standards or any existing Agreement.

Any variance identified in the Aviation Permit is granted with the understanding that, in the event Improvements are made to the affected property, the Permittee will make all necessary modifications to address the variance(s) identified in the Aviation Permit, to the greatest extent practicable. After Improvements are completed, the Aviation Permit will be amended to reflect the manner in which the variance was addressed.

A variance identified in the Aviation Permit shall remain in effect in subsequent Aviation Permits if Improvements have not been made to the affected property and the affected property will be utilized for the same type of activities identified in the original Aviation Permit.

The variance may be transferred to another Entity provided the affected property and type of activities remain unchanged.

GENERAL REQUIREMENTS

A. Introduction

All entities engaging in aeronautical activities at the Airports shall fully comply with or exceed the requirements of this section as well as the Minimum Standards applicable to Entity's activities, as set forth in subsequent sections.

B. Agreement

No Entity shall engage in a commercial activity at the Airports unless the Entity has an Aviation Permit with the Department.

An Agreement shall not reduce or limit an Entity's obligations with respect to fully complying with these Minimum Standards except in the case of a Department approved variance.

C. Leased Premises

An Entity shall lease or sublease sufficient land and/or lease, sublease, or construct sufficient Improvements for the activity as required in these Minimum Standards.

Improvements shall fully comply with applicable regulatory measures including, but not limited to, zoning, building and fire codes, setbacks, access, ingress/egress, drainage, and vehicle parking.

Construction of any Improvements must be approved in advance by the Department, in accordance with the Department's requirements and any agency having jurisdiction.

Leased premises requiring public access shall have direct landside access. Should landside access not exist, pedestrians or vehicles needing access to the airfield shall receive non-movement area training or be escorted by an individual who has a non-movement area permit.

Aprons should be:

1. Contiguous and separated by no more than a taxilane that allows Entity to taxi or tow Aircraft without crossing a Taxiway or public roadway;
2. Of adequate size and weight bearing capacity to accommodate the movement, staging, and parking of the largest type, size and weight of Aircraft the hangar was built to accommodate without interfering with the movement of Aircraft:
    a. In and out of other facilities; and/or
    b. Operating to, from, or on taxilanes or Taxiways.

D. Facility Maintenance

Operators, at their sole cost and expense, shall:

1. Maintain the Leased Premises, including all related and associated appurtenances, landscaping, paved areas, installed equipment and utility services, oil/water separators, and security Improvements, in a clean, neat, orderly, and fully operational condition consistent with best practices and

equal or better in appearance and character to other similar Improvements at the Airport, normal wear and tear excepted;

2. Provide all necessary cleaning services for the Leased Premises, including custodial services, trash removal services, removal of foreign objects/debris, removal of spent oils or other fluids, cleaning of oil/water separators, and any related services necessary to maintain the Improvements in good, clean, neat, orderly, and fully operational condition consistent with best practices, normal wear and tear excepted; and
3. Replace and/or reimburse the Department for, any property damaged by lessee, its activities, sublessees, customers, employees, visitors, vendors, suppliers, or contractors.

E. Products, Services, and Facilities

Products, services, and facilities should be provided on a reasonable basis to all Airport users.

Operator shall charge reasonable prices for each product, service, or facility.

F. Licenses, Permits, Certifications, and Ratings

Operator shall obtain and require employees to obtain, at Operator's or employee's sole cost, all necessary licenses, permits, certifications, or ratings required for the conduct of Operator's activities as required by any agency having jurisdiction prior to engaging in any activity at the Airport. Upon request, Operator or its employees shall provide copies of such licenses, permits, certifications, or ratings to the Department within 10 business days of date of request.

Operators, lessees, or sublessees engaged in any activity at the Airports, whether using or occupying Airport land and/or Improvements or otherwise, shall adhere to the practices recommended by the FAA and the directives issued by the Department.

G. Employees

Operator shall employ a qualified, experienced, and professional on-site manager who shall be fully responsible for the day-to-day management of Operator's activities.

Operator shall provide a supervisor on the Leased Premises to manage Operator's activities and such person shall be authorized to represent and act on behalf of Operator during all hours of activities with respect to the method, manner, and conduct of Operator and Operator's activities. When such person is not on the Leased Premises, such person shall be available by telephone 24 hours a day, 7 days a week.

Operator shall have on duty, and immediately available during hours of activity, properly trained, and qualified employees in such numbers as are required to fully comply with these Minimum Standards and to meet the reasonable demands of customers for each activity being conducted by Operator.

H. Equipment and Vehicles

All required equipment and vehicles must be fully operational and available at all times and capable of providing all required products and services in a manner consistent with intended use. Equipment and vehicles may be unavailable, from time to time, on a temporary basis due to routine or emergency maintenance as long as the equipment or vehicles are returned to service as soon as possible.

I. Hours of Activity

Unless otherwise stipulated in these Minimum Standards, Operator's services shall be offered and available to meet reasonable demand of customers for the activity eight hours per day between the hours of 6:00 a.m. to 10:00 p.m. Monday through Friday excluding holidays.

If not a 24/7 operation, Commercial Operator hours of activity and contact information for afterhours service shall be clearly posted in public view using appropriate and professional signage.

Operator or Non-Commercial Lessee shall designate a responsible person for the coordination of all procedures and communications and provide point-of-contact information to the Department including the name and telephone number of the primary and secondary contacts. One of the contacts shall be available by telephone 24 hours a day 7 days a week.

J. Security

Operator and Non-Commercial Lessee shall fully comply with the Department's security requirements as applicable to the Airports, Leased Premises, and activities(e.g., Fort Worth Code of Ordinances-Chapter 3, 14 CFR Part 139, as amended ~~current version~~, Transportation Security Regulations.

Operator or Non-Commercial Lessee must fully comply with applicable reporting requirements as established by the Department, FAA, DHS, TSA, and any other agencies.

K. Insurance

Operator or Non-Commercial Lessee shall procure, maintain, and pay all premiums throughout the term of its Agreement for the applicable insurance coverage and amounts required by regulatory measures and set forth in Attachment A, Minimum Insurance Requirements, as amended from time to time, of these Minimum Standards for each activity conducted. The insurance company or companies underwriting the required policies shall be authorized to write such insurance in the State of Texas, with an A.M. Best's rating of A- or above.

When coverage and/or the amounts set forth in Attachment A, Minimum Insurance Requirements, are not available on a commercially reasonable basis, appropriate replacement coverage and/or amounts must be approved by the Department.

The Department reserves the right to require additional or different types of insurance coverage based on an Entity's individual risks and/or exposures.

When an Entity engages in more than one activity, it shall procure and maintain insurance for the combined total of the minimum requirements of each activity. An Entity shall procure and maintain insurance for all exposures in amounts at least equal to the greatest of the required minimum or as stipulated by the Department.

All insurance that Operator or Non-Commercial Lessee is required to carry and keep in full force and effect, shall name the City, and its representatives, officers, officials, employees, agents, and volunteers as additional insured.

Liability policies shall contain, or be endorsed to contain, the following provisions:

1. "The City individually and collectively, and its representatives, officers, officials, employees, agents, and volunteers are to be covered as additional insured with respect to: liability arising out of activities performed by or on behalf of Entity; premises owned, leased, occupied, or used by Entity; and/or vehicles, equipment, or Aircraft owned, leased, hired, borrowed, or operated by Entity. Such insurance shall provide primary coverage and shall not seek any contribution from any insurance or self-insurance carried by the City";
2. "Such insurance, as to the interest of the City only, shall not be invalidated by any act or neglect or breach of contract of Entity. Any failure to fully comply with reporting or other provisions of the policies shall not affect coverage provided to the City individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers. Entity's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the aggregate limits of the insurer's liability"; and
3. "Coverage shall not be suspended, voided, or cancelled by either party or reduced in coverage or in limits except after 30 calendar days prior written notice or 10 days prior written notice for cancellation for non-payment of premium, by certified mail, return receipt requested, has been given to Department."

Certificates of insurance shall be delivered to the Department upon execution of any Agreement, or when approval is given by the Department to conduct any activity at the Airport. Thereafter, Operator or Non-Commercial Lessee shall provide certificates of insurance to the Department every 12 months. In addition, Operator or Non-Commercial Lessee shall furnish a certificate of insurance if any change, for example, changing underwriters, coverage, or amounts occurs.

The coverage and amounts stipulated herein for each activity represent the minimum coverage and amounts that shall be maintained by Operator or non-commercial lessee, at all times, to engage in activities at the Airport. Operator or Non-Commercial Lessee is encouraged to secure higher amounts.

Operator or Non-Commercial Lessee shall, at its sole cost and expense, cause all Improvements on the Leased Premises to be kept insured to the full insurable replacement cost with no depreciation, or as required by the lease for the improvements, against the perils of fire, lightning, wind, hail, tornado, extended coverage, and/or vandalism. The proceeds of any such insurance paid on account

for any of the aforementioned perils shall be used to defray the cost of repairing, restoring, or reconstructing Improvements to the condition and location existing prior to the casualty causing the damage or destruction, unless a change in design or location is approved, in writing, in advance, by the Department.

Operator or Non-Commercial Lessee with known environmental contamination exposures shall be required to secure appropriate environmental liability insurance with coverage amounts appropriate for the type and level of environmental contamination exposure risk, as determined by the Department.

L. Indemnification and Hold Harmless

Each Entity shall defend, indemnify, save, protect, and hold harmless the City and its representatives, officers, officials, employees, agents, and volunteers from and against any and all actual or alleged claims, demands, damages, expenses, costs, fees, including, but not limited to, attorney, accountant, paralegal, expert, and escrow fees, fines, environmental costs, and/or penalties that may be imposed upon, claimed against or incurred or suffered by the City in whole or in part, directly or indirectly, arise from or are in any way connected with any of the following, except to the extent resulting from the City's negligence or willful misconduct:

1. Any act, omission, or negligence of Entity or Entity's partners, officers, Directors, agents, employees, invitees, or contractors;
2. Any use, occupation, management or control of the Leased Premises by Entity, whether or not due to Entity's own act or omission;
3. Any condition created in or about the Leased Premises after the effective date; and
4. Any breach, violation, or nonperformance of the Entity or the Entity's obligations under any Agreement.
    a. In the event a party indemnified hereunder is responsible, in part, for the loss, the indemnitor shall not be relieved of the obligation to indemnify; however, in such a case, liability shall be assessed in accordance with State of Texas principles of comparative fault.
    b. In the event of an environmental contaminating accident, to include all leaks, spills, or other damage that may result through the handling, storage, and/or dispensing of fuel, or an incident caused by Operator or non-commercial lessee, its employees, its vendors, its suppliers, its contractors, or any other Entity associated with any Operator or Non-Commercial Lessee or any Entity violates any environmental law, Operator, non-commercial lessee, or Entity shall accept total responsibility and defend, indemnify, save, protect, and hold harmless the City and its representatives, officers, officials, employees, agents and volunteers.

Nothing herein shall constitute a waiver of any protection available to the City and their representatives, officers, officials, employees, agents, and volunteers under the State of Texas governmental immunity act or similar statutory provision.

M. Enforcement

In the event an Entity fails to comply with the Minimum Standards, the Department shall send a written statement of violation to such Entity at its last known address. The Entity shall have 30 calendar days from date of notice within which to provide a response to the Department explaining why the violation occurred and to advise the Department that the violation has been corrected. If the Entity fails to cure the violation within such time period, the Department shall have the right to suspend or revoke the Entity's privileges at the Airport, as the Department deems necessary in order to obtain a correction of the violation. In the event such violation is not susceptible to cure within 30 calendar days, Entity shall have such additional time to effect a cure, as determined by the Department. In addition, the Entity's record of any such violation shall be considered any time the Entity submits an application, seeks permission, or requests approval from the Department.

N. Multiple Activities

The Minimum Standards or requirements for combined activities shall not be:

1. Less than the highest standard or requirement for each element within the combined activities; or
2. Greater than the cumulative standards or requirements for all of the combined activities.

FIXED BASE OPERATOR (FBO)

A. Introduction

These Minimum Standards shall not affect any existing Improvements constructed prior to date of promulgation of these Minimum Standards.

An FBO can meet the requirements of Aircraft maintenance by arrangement with an authorized Operator who meets the Minimum Standards for Aircraft Maintenance Operator and operates at the Airport.

B. Scope of Activity

An FBO should develop and maintain Standard Operating Procedures (SOP's) for Aircraft fueling and ground handling to ensure compliance with standards set forth in AC 00-34A current version, "Aircraft Ground Handling and Servicing". FBO's SOP's should include a training plan, fuel quality assurance procedures and associated record keeping, and emergency response procedures to fuel spills and fires.

An FBO's SOP's shall be available to the Department upon request.

An FBO should include the following activities, products and services:

- Aviation fuels and lubricants Ground services, support and amenities
- Aircraft maintenance
- Aircraft storage or parking (apron/tiedowns and/or hangars)
- Aircraft marshalling (direct to parking)
- Aircraft towing
- Oxygen services
- Nitrogen services
- Compressed air services
- Lavatory services
- Potable water service
- Aircraft ground power (direct current)
- Baggage handling & related services
- Concierge services
- Courtesy transportation
- Ground transportation arrangements
- Accommodation arrangements
- Aircraft catering arrangements
- Aircraft cleaning/washing service

Any Entity proposing to establish an FBO shall be required to meet the initial minimum investment, as identified in the following table:

Establish an FBO	AFW	FTW	FWS
Minimum Investment	$15,000,000	$15,000,000	$3,000,000
• $15M initial investment or $10M minimum initial investment with an additional $5M within 5 years after the initial Improvements. • The amount paid for existing Improvements may be considered as a part of the initial minimum investment requirement. • Market value appraisal may be considered to determine the initial minimum investment. • Improvements to existing Infrastructure may be considered as a part of the initial minimum investment requirements.			

C. *Leased Premises*

FBO shall have adequate land and Improvements to accommodate all activities of the FBO and all approved sublessees, including but not limited to:

Leased Premises (square feet)	AFW	FTW	FWS
FBO Main Terminal Apron	75,000	75,000	60,000
Weight bearing capacity	Group III	Group III	Group II
Terminal building (total)	5,000	5,000	5,000
Customer/common area	2,000	2,000	2,000
Administrative/operational area	500	500	500
Rental (leasable) office area	500	500	500
Hangar (transient Aircraft parking)	20,000	20,000	20,000
Door height/width	28'/120'	28'/120'	28'/120'

D. *Fuel Storage and Equipment*

An FBO shall develop, own, and/or lease a fuel storage facility and equipment at the Airport in a location approved by the Department and consistent with the Master Plan, Airport Layout Plan, and/or Land Use Plan. In no event shall the total storage capacity be less than:

Fuel Storage and Equipment	AFW	FTW	FWS
Jet fuel			
Storage - minimum total capacity (gallons)	20,000	20,000	12,000
Equipment – minimum capacity of a refueling vehicle (gallons)	5,000	5,000	3,000
Avgas (Optional)			
Storage - minimum total capacity (gallons)	3000	3000	3000
Equipment – minimum capacity of a refueling vehicle (gallons)	750	750	750
• FBO shall have adequate and proper storage for waste fuel or test samples or the capability to recycle same. • Fuel storage facility must meet City fire code requirements. • For each type fuel, a fixed self-service fueling system is optional.			

An FBO must retain ownership and responsibility of all fuels delivered to the FBO's storage facility under lease by the FBO and is responsible for the payment of all fuel flowage fees owed with respect to the fuel delivered to its storage facilities.

An FBO shall have satisfactory arrangements made with a reputable aviation petroleum supplier for the delivery of aviation fuels.

An FBO shall provide the Department with a written Spill Prevention, Control, and Countermeasures (SPCC) Plan that meets regulatory measures for FBO's fuel storage facilities and activities. Any time the SPCC is modified, the updated

documentation reflecting the changes shall be provided to the Department within three business days of the change.

Fuel delivered, stored, or dispensed by FBO shall fully comply with the quality specifications outlined in ASTM D 1655 (jet fuel) and/or ASTM D 1910 (avgas), as applicable. Ensuring the quality of the fuel is the sole responsibility of FBO.

Each fuel storage facility, each refueling vehicle and all fueling equipment shall be equipped and maintained to fully comply with applicable regulatory measures including, but not limited to those prescribed by:

1. National Fire Protection Association (NFPA) codes;
2. U.S. Environmental Protection Act (EPA);
3. State of Texas;
4. Counties of Tarrant, Denton, and Johnson as applicable;
5. City;
6. 14 CFR Part 139, Airport Certification, Section 139.321 current version, “Handling/Storing of Hazardous Substances and Materials”; and
7. Applicable current version ACs including AC 00-34 "Aircraft Ground Handling and Servicing", AC 150/5210-5 "Painting, Marking and Lighting of Vehicles Used on an Airport", and AC 150/5230-4A “Aircraft Fuel Storage, Handling, and Dispensing on Airports”.

Refueling vehicles shall be equipped with metering devices that meet applicable regulatory measures. One refueling vehicle dispensing jet fuel shall have over-the-wing and single point Aircraft servicing capability. All refueling vehicles shall be bottom loaded.

For a fixed self-service fueling system, the location and capacity of the system shall be approved by the Department. In addition, the system shall:

1. Be available and maintained by FBO for public commercial use;
2. Have adequate lighting and signage; and
3. Have detailed and readily accessible instructions for the proper and safe operation of the system, emergency shut-off, properly rated fire extinguisher, and fuel spill kit.

E. Fueling Reports

On or before the 15th calendar day of the subsequent month, each FBO shall:

1. Provide a summary report to the Department identifying the number of gallons of aviation fuel delivered to the FBO’s fuel storage facility by fuel type;
2. Provide bill of ladings, as received from the fuel supplier for fuel delivered, in support of the summary report; and
3. Pay the appropriate fees due to the Department as stipulated in the Department’s Schedule of Rates and Charges.

Upon request, records and meters shall be made available for review by the Department or its designated representative.

F. Ground Support and Service Equipment

The following list of ground support and service equipment shall be provided by an FBO or authorized Operator at the Airport:

Oxygen cart	Nitrogen cart
Compressed air unit	Lavatory service cart
Potable water unit	Air stair unit
Ramp marshalling vehicle	Ramp transportation vehicle
Courtesy vehicle	Aircraft towing vehicles
Tow bars/heads	Aircraft ground power (DC)
Aircraft wash rack	Spill kit
Equipment for securing Aircraft on the apron	

Spill kits shall include the necessary equipment and materials to contain a fuel spill and restrict fuel or other hazardous materials from flowing into drains and other areas in compliance with the Operator's SPCC plan.

G. Hours of Activity

In addition to the general requirements (Section 3.I), the FBO shall make available Aircraft fueling, parking, ground services, support, and amenities to meet reasonable demands of customers during weekends, holidays and after hours.

H. Employees

An Operator shall employ the following minimum number of employees who shall be available during required hours of activity. A Line Service Technician may fulfill the responsibilities of the Customer Service Representative unless the Line Service Technician is performing duties off the Leased Premises. An FBO shall have at least one supervisory Line Service Technician trained in an FAA approved fire safety program, as defined in 14 CFR Part 139.321 current version.

Employees	AFW	FTW	FWS
Line Service Technician			
During hours of activity	1	1	1
After hours on-call response time	1 hour	1 hour	1 hour
Customer Service Representative			
During hours of activity	1	1	1

I. Aircraft Removal

Recognizing that Aircraft removal is the responsibility of the Aircraft owner/Operator, an FBO should be prepared to lend assistance when a request is made by the Department or the Aircraft owner/Operator in order to maintain the operational readiness of the Airport.

AIRCRAFT MAINTENANCE OPERATOR (SASO)

A. Introduction

These Minimum Standards shall not affect any existing Improvements constructed prior to date of promulgation of these Minimum Standards.

B. Leased Premises

An Operator engaging in this activity shall have adequate Leased Premises, as approved by the Department, to accommodate all activities of Operator. In addition, all Improvements shall meet all applicable building and fire codes related to the activities

C. Employees

An Operator shall employ the following minimum number of employees who shall be available during the required hours of activity as follows:

Employees	AFW	FTW	FWS
A & P Mechanic	1	1	1
Customer Service Representative	1	1	1
• A second A & P Mechanic may fulfill the responsibilities of the customer service representative.			

AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (SASO)

A. Introduction

These Minimum Standards shall not affect any existing Improvements constructed prior to date of promulgation of these Minimum Standards.

B. Leased Premises

An Operator engaging in this activity shall have adequate Leased Premises, as approved by the Department, to accommodate all activities of Operator. In addition, all Improvements shall meet all applicable building and fire codes related to the activities

C. Licenses and Certifications

An Operator shall be properly certificated by the FAA as a Repair Station, as defined by 14 CFR Part 145 current version.

D. Employees

Operator shall employ the following minimum number of employees who shall be available during required hours of activity as follows:

Employees	AFW	FTW	FWS
Technician	1	1	1
Customer Service Representative	1	1	1
• A second Technician may fulfill the responsibilities of the Customer Service Representative.			

E. Equipment

An Operator shall provide sufficient shop space, equipment, supplies, and availability of parts as required for certification by the FAA as a Repair Station, as stipulated in Operator's 14 CFR Part 145 current version Repair Station Manual.

AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)

A. Introduction

These Minimum Standards shall not affect any existing Improvements constructed prior to date of promulgation of these Minimum Standards.

A person holding a current FAA certified flight instructor certificate, who provides occasional flight training and does not make flight training available to the public, shall not be deemed a commercial activity.

An Aircraft owner seeking initial or recurrent training in their own Aircraft may compensate a flight instructor for instruction to the owner in their own Aircraft.

B. Leased Premises

An Operator engaging in this activity shall have adequate Leased Premises, as approved by the Department, to accommodate all activities of Operator. In addition, all Improvements shall meet all applicable building and fire codes related to the activities

C. Employees

An Operator shall employ the following minimum number of employees who shall be available during required hours of activity:

Employees	AFW	FTW	FWS
Aircraft Rental Operator			
Flight Instructor	1	1	1
Customer Service Representative	1	1	1
Flight Training Operator			
Flight Instructor(s)	2	2	1
Certificated Ground School Instructor	1	1	1
Customer Service Representative	1	1	1

- A Flight Instructor or Certificated Ground School Instructor may fulfill the responsibilities of the Customer Service Representative unless the employee is not available.

D. Equipment

An Operator shall have the following number of properly certified and airworthy Aircraft available for rental or use in flight training, as applicable. All Aircraft shall be owned, leased, and/or operated by the Operator.

Equipment	AFW	FTW	FWS
Aircraft Rental Operator Aircraft			
Fixed wing: single-engine	2	2	2
Flight Training Operator Aircraft			
Fixed wing: single-engine	2	2	1
Helicopter	1	1	1
• One Aircraft must be IFR capable unless Flight Training Operator is only providing sport pilot training. • If providing helicopter flight training, it is required to own, lease and/or operate a helicopter.			

Flight Training Operators shall provide, at a minimum, adequate training aids necessary to provide proper and effective ground school instruction, per FAA regulations.

E. Hours of Activity

Operator shall be open and services shall be available to meet the reasonable demands of customers for this activity as follows:

Hours of Activity	AFW	FTW	FWS
Hours	8 hours per day	8 hours per day	8 hours per day
Days per week	5	5	5
Holidays	No	No	No
After hours	Prior arrangement	Prior arrangement	Prior arrangement

F. Insurance Disclosure Requirement

Any Operator conducting Aircraft rental or flight training shall post a notice and incorporate within its rental and instruction Agreements, as well as providing a copy of such notice to the Department, that:

1. Identifies the insurance coverages provided to the renter or student by Operator;
2. Discusses when and how the insurance coverages apply;
3. Indicates where additional information can be obtained; and
4. Advises the renter or student that additional insurance coverage is available.

AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO)

A. Introduction

These Minimum Standards shall not affect any existing Improvements constructed prior to date of promulgation of these Minimum Standards.

B. Leased Premises

An Operator engaging in this activity shall have adequate Leased Premises, as approved by the Department, to accommodate all activities of Operator. In addition, all Improvements shall meet all applicable building and fire codes related to the activities

C. Licenses and Certifications

An Operator shall have all appropriate certifications, licenses, permits, insurance and approvals, including the Pre-Application Statement of Intent (FAA Form 8400-6), the Registrations and Amendments under Part 298 (OST Form 4507), and/or FAA issued operating certificate(s).

D. Employees

An Operator shall employ the following minimum number of employees who shall be available during required hours of activity:

Employees	AFW	FTW	FWS
Commercial Pilot	1	1	1
Customer Service Representative	1	1	1
• A Pilot may fulfill the responsibilities of the Customer Service Representative unless the Pilot is not available.			

An Operator shall employ one Customer Service Representative as an employee who shall be available during hours of activity. If an Aircraft Management Operator is providing pilot services, the Aircraft Management Operator shall employ at least one Commercial Pilot as an employee who shall be available as needed.

E. Equipment

An Operator shall provide at least one certified and continuously airworthy Aircraft, either owned, leased, or operated by the Operator, for the type of Aircraft charter service being provided that shall be equipped for and fully capable of flight under instrument conditions.

F. Hours of Activity

An Operator shall be open and services shall be available to meet the reasonable demands of customers for this activity.

An Operator's initial response to a prospective customer's inquiry shall not exceed one hour.

AIRCRAFT SALES OPERATOR (SASO)

A. Introduction

These Minimum Standards shall not affect any existing Improvements constructed prior to date of promulgation of these Minimum Standards.

B. Leased Premises

An Operator engaging in this activity shall have adequate Leased Premises, as approved by the Department, to accommodate all activities of the Operator. In addition, all Improvements shall meet all applicable building and fire codes related to the activities

C. Dealership

An Operator, who is an authorized factory sales franchise, dealer, or distributor either on a retail or wholesale basis, shall have available or shall make available with reasonable advance notice at least one current model demonstrator of Aircraft in each of its currently authorized product lines.

D. Licenses and Certifications

Employees shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certification for providing flight demonstration in all Aircraft offered for sale.

E. Hours of Activity

An Operator shall be open and services shall be available to meet reasonable demands of customers for this activity. The Operator shall have a Customer Service Representative (CSR) available or utilize another on-site Entity's CSR.

AIRCRAFT STORAGE OPERATOR (SASO)

A. Introduction

These Minimum Standards shall not affect any existing Improvements constructed prior to date of promulgation of these Minimum Standards.

B. Leased Premises

An Operator engaging in this activity shall have adequate Leased Premises, as approved by the Department, to accommodate all activities of the Operator. In addition, all Improvements shall meet all applicable building and fire codes related to the activities.

C. Hours of Activity

An Operator shall ensure the facilities are readily accessible for use 24 hours a day, 7 days a week including holidays.

AVIATION SERVICE SOLE PROPRIETOR

A. Introduction

These Minimum Standards shall not affect any existing Improvements constructed prior to date of promulgation of these Minimum Standards.

In recognition of the nature in which certain services are currently being provided to general aviation customers at the Airports, the City has established a special Operator category through which certain services can be provided to the owners/Operators of piston powered Aircraft.

An Aviation Service Sole Proprietor is a Commercial Operator engaging in one of the following services:

1. Aircraft Maintenance/Avionics Maintenance – providing Aircraft maintenance, parts, accessories, and related components, as defined in 14 CFR Part 43; providing maintenance or alteration of Aircraft radios, electrical systems or instruments as defined in 14 CFR Part 43, Appendix A for piston powered Aircraft other than those owned, leased and/or operated by the Operator on the Airport;
2. Flight Training/Aircraft Rental – providing flight instruction and/or Aircraft rental to the public at the Airport; or
3. A person holding a current FAA certified flight instructor certificate, who provides occasional flight training and does not make flight training available to the public, shall not be deemed a commercial activity.

An Aircraft owner seeking initial or recurrent training in their own Aircraft may compensate a flight instructor for instruction to the owner in their own Aircraft.

B. Leased Premises

An Operator engaging in this activity shall have adequate Leased Premises, as approved by the Department, to accommodate all activities of the Operator. In addition, all Improvements shall meet all applicable building and fire codes related to the activities.

C. Employees

An Operator may not employ any other persons other than himself/herself on a full-time basis. The Operator shall be properly trained, certified, and current for the work being performed in accordance with requirements of the FAA and/or other regulatory bodies. Temporary part-time help or Temporary Specialized Aviation Service Operators shall not be considered as full-time employees.

If, at any time, the Operator employs or provides compensation on a full time basis to any other person, other than the sole proprietor, the Operator will be required to meet the Minimum Standards for the services being provided.

D. Equipment

Aircraft Maintenance/Avionics Maintenance – the Operator shall have all reasonably necessary equipment for the proper performance of services being provided in accordance with the manufacturer's specifications and applicable FAA regulations.

Flight Training/Aircraft Rental – the Operator shall have at least one properly certified and airworthy Aircraft available for the services offered. All Aircraft shall be owned, leased, and/or operated by the Operator.

Flight Training – Operators shall provide, at a minimum, adequate training aids necessary to provide proper and effective ground school instruction.

E. Hours of Activity

An Operator shall be open and services shall be available to meet the reasonable demands of customers for this activity.

F. Insurance Disclosure

An Operator conducting Aircraft flight training or Aircraft rental shall post a notice and incorporate within its rental and instruction Agreements, and provide a copy of such notice to the Department, that:

1. Identifies the insurance coverages provided to the renter or student by the Operator;
2. Discusses when and how the insurance coverages apply;
3. Indicates where additional information can be obtained; and
4. Advises the renter or student that additional insurance coverage is available.

OTHER COMMERCIAL AERONAUTICAL ACTIVITIES (SASO)

A. Introduction

This section pertains to other commercial SASOs engaging in Limited Aircraft Services and Support activities, Miscellaneous Commercial Services and Support activities, or air transportation services for hire activities, as follows:

1. Limited Aircraft Services and Support;
2. Miscellaneous Commercial Services and Support;
3. Other Air Transportation Services for Hire; and
4. Non-Profit Organizations.

These Minimum Standards shall not affect any existing Improvements constructed prior to date of promulgation of these Minimum Standards.

B. Leased Premises

An Operator engaging in this activity shall have adequate Leased Premises, as approved by the Department, to accommodate all activities of the Operator. In addition, all Improvements shall meet all applicable building and fire codes related to the activities

C. Employees

An Operator shall provide a sufficient number of employees to carry out activity in a safe, secure, efficient, prompt, courteous, and professional manner while also meeting the reasonable demands of customers for the activity.

D. Equipment

An Operator shall have, based at the Airport, sufficient vehicles, equipment, and, if appropriate, one certified and continuously airworthy Aircraft either owned, leased, or operated by the Operator.

An Operator shall have sufficient materials and/or supplies available to support the activity.

E. Hours of Activity

An Operator shall be open and services shall be available during the hours maintained by qualified and experienced entities providing comparable services and/or engaging in similar activities at comparable airports in like markets.

An Operator's services shall be available to meet the reasonable demands of customers for the activity.

TEMPORARY SPECIALIZED AVIATION SERVICE OPERATOR (SASO)

A. Introduction

The Department recognizes that Aircraft Operators using the Airport may, from time to time, have specialized service requirements such as Aircraft maintenance, flight training, etc.

Aircraft Operators, to the best of their ability, should refer an Aircraft Operator to the Department in order to initialize the permit application process.

The Temporary Specialized Aviation Service Operator shall be responsible for compliance with applicable regulatory measures while at the Airport.

In addition to the applicable general requirements set forth in Section 3, excluding Section 3.I., Hours of Activity, each Temporary Specialized Aviation Service Operator at the Airport shall comply with the following Minimum Standards set herein.

B. Scope of Activity

A Temporary Specialized Aviation Service Operator shall conduct activity in a manner consistent with the degree of care and skill exercised by qualified and experienced Operators providing comparable services and/or engaging in similar activities at comparable airports in like markets.

C. Aviation Permit

Prior to engaging in activity at the Airport, a Temporary Specialized Aviation Service Operator must obtain an Aviation Permit from the Department for the specific period of time the Operator is scheduled to work on the airport. A fee, in accordance with the then current Schedule of Rates and Charges, will be due at the time of application. Renewal shall be subject to the Temporary Specialized Aviation Service Operator's compliance with all terms and conditions of the approved Aviation Permit and applicable fees. No permit shall be valid for more than one year, unless approved by the department.

A Temporary Specialized Aviation Service Operator shall fully comply with all requirements for the permitted activities and limit the service provided to the Entity, area, and time period identified in the approved Aviation Permit.

Aircraft Operators requiring after-hours or weekend service by a Temporary Specialized Aviation Service Operator must notify Airport Operations prior to the Operator engaging in activities on the Airport.

If the Temporary Specialized Aviation Service Operator is an Original Equipment Manufacturer (OEM) or an OEM authorized service provider, a permit is not required.

AVIATION PERMIT

A. Application

Any Entity, based at the airport, engaging or wanting to engage in a commercial Aeronautical Activity at the Airport shall complete all relevant and applicable sections of the Aviation Permit Application (Application) and obtain a signed Aviation Permit from the Department prior to engaging in the desired activity at the Airport.

An applicant shall submit all of the information and applicable fees requested in the Application and thereafter shall submit any additional information, data, fees, and/or documentation that may be required or requested by the Department in order to properly and fully evaluate the Application and facilitate an analysis of the prospective operation including, but not limited to, verifiable qualifications and experience.

Applications that do not provide the Department with the information, data, fees, and/or documentation necessary to enable the Department to make a meaningful assessment of applicant's prospective operation will be deemed incomplete. The applicant's prospective operation shall comply with applicable regulatory measures and be compatible with the Airport's Master Plan, Airport Layout Plan, and/or Land Use Plan.

Following review and approval by the Department and subject to the applicant fully complying with all requirements, an Aviation Permit shall be issued by the Department.

B. Approved Permit

The Aviation Permit will be valid for the remaining term of the Operator's lease or sublease Agreement, subject to the following:

1. The information submitted by the Operator is and remains current. The Operator shall notify the Department in writing within 15 business days of any change to the information submitted by Operator; and
2. The Operator remains in full compliance with applicable regulatory measures and the terms and conditions of the Aviation Permit.

The Aviation Permit may not be assigned or transferred without prior approval by the Department and shall be limited solely to the approved activity(ies) identified in the Aviation Permit.

Non-compliance with any portion of the Aviation Permit by the Operator, including the Application incorporated by reference, shall be deemed a material breach of any associated Agreement allowing the Department the option to terminate the Aviation Permit and/or any Agreement.

C. Existing Operator with an Existing Agreement

Should there be no change in the scope of activities upon adoption of these Minimum Standards, an existing Operator with an existing Agreement may engage in the activities permitted under the Agreement without submitting an Application

provided that the Operator is in full compliance with all the terms and conditions of the Agreement and applicable regulatory measures.

Should there be a change in the scope of activities prior to engaging in any new activity not permitted under an existing Agreement or Aviation Permit or changing or expanding the scope of activities permitted under an existing Agreement or Aviation Permit, the Operator shall complete and submit an Application to, and receive an Aviation Permit from, the Department prior to conducting new activity(ies) not permitted under an existing Agreement or Aviation Permit.

D. Non-Commercial Entities

An Aviation Permit is not required for non-commercial aeronautical entities. However, such entities shall fully comply with all terms and conditions of any Agreement with the Department and applicable regulatory measures.

NON-COMMERCIAL HANGAR LESSEE

A. Introduction

No commercial activity of any kind shall be permitted on or from the Leased Premises.

A Non-Commercial Hangar Lessee shall not be permitted to sublease any land or Improvements on the Leased Premises for any purpose or any duration whatsoever.

These Minimum Standards shall not affect any existing Improvements constructed prior to date of promulgation of these Minimum Standards.

B. Leased Premises

A Non-Commercial Hangar Lessee shall have adequate Leased Premises, as approved by the Department, to accommodate all activities. In addition, all Improvements shall meet all applicable building and fire codes related to the activities.

NON-COMMERCIAL FLYING CLUB

A. General Requirements

Each Non-Commercial Flying Club (Flying Club) member must have an ownership interest in the Flying Club.

Each Flying Club shall keep a complete Aircraft list on file and available for review by the Department or its designated representative.

Each Flying Club shall keep on file and available for review by the Department, or its designated representative, the current operating rules and the location and address of the club's registered office.

Flying Clubs shall not conduct any commercial activity.

Members may conduct flight instruction relating to Aircraft checkout and/or currency for members. The Flying Club shall not permit its Aircraft to be utilized for flight instruction by any person, including members, when such person pays or becomes obligated to pay for such flight instruction, except when flight instruction is provided by an approved Flight Training Operator on the Airport.

Flying Club Aircraft shall only be used by members.

No member shall use Flying Club Aircraft for commercial purposes or compensation. This does not include reimbursement for expenses associated with the use of Flying Club Aircraft.

SELF FUELING

A. Introduction

Non-commercial entities engaging in self-fueling shall also be required to fully comply with applicable regulatory measures and submit an application for a Self-Fueling Permit.

B. Permit/Approval

No Entity shall engage in self-fueling unless a valid Aviation Self-Fueling Permit authorizing such activity has been obtained from the Department. Such Entities shall herein be referred to as self-fueling Permittees.

The Aviation Self-Fueling Permit shall not reduce or limit self-fueling Permittee's obligations with respect to these self-fueling standards.

Prior to issuance, a self-fueling Permittee shall provide evidence of ownership any Aircraft being fueled by self-fueling Permittee.

C. Fueling Reports

On or before the 15th calendar day of the subsequent month, a self-fueling Permittee shall:

1. Provide a summary report to the Department identifying the number of gallons of aviation fuel delivered to fuel storage facility by fuel type;
2. Provide bill of ladings, as received from the fuel supplier for fuel delivered, in support of the summary report; and
3. Pay the appropriate fees due to the Department as stipulated in the Department's Schedule of Rates and Charges.

Upon request, records and meters shall be made available for review by the Department, or its designated representative. In the case of a discrepancy between the amount of fuel reported to be delivered to the self-fueling Permittee and the amount of fuel reported by the self-fueling Permittee, the greater amount shall prevail and the self-fueling Permittee shall promptly pay all additional fees due the Department. The Department has the right to terminate the self-fueling permit if any violations in reporting are found.

D. Fuel Storage and Equipment

A self-fueling Permittee shall demonstrate that satisfactory arrangements have been made for the storage of fuel through self-fueling Permittee's fuel storage facility and/or equipment located in a designated fuel storage area specified and approved by the Department and agencies having jurisdiction. Fuel storage tanks shall be for the exclusive use of the self-fueling Permittee only.

Entities authorized by the Department shall lease land and construct or install an above ground fuel storage tank in the designated fuel storage area. In no event shall the total storage capacity be less than the following, for the fuel type utilized, as specified on the self-fueling permit:

Fuel Storage and Equipment	AFW	FTW	FWS
Jet fuel			
Storage - minimum total capacity (gallons)	10,000	10,000	10,000
Equipment – minimum capacity of a refueling vehicle (gallons)	2,000	2,000	2,000
Avgas			
Storage or Equipment - minimum capacity (gallons)	750	750	750
• Refueling vehicles shall be for the exclusive use of the self-fueling Permittee only. • Refueling vehicles are not permitted to leave the Airport for the purpose of obtaining fuel. • For each type fuel utilized, a fixed self-service fueling system is optional.			

Documentation shall be available at the fuel storage facilities that identify the FAA N-number(s) of the Aircraft permitted to be self-fueled under the Aviation Self-Fueling Permit.

A self-fueling Permittee shall be liable and shall defend, indemnify, save, protect, and hold harmless the Department for all leaks, spills, or other damage that may result through the handling, storage, and dispensing of fuel.

Fuel delivered/dispensed by a self-fueling Permittee shall fully comply with quality specifications outlined in ASTM D1655 (Jet fuel) and/or ASTM D 1910 (Avgas), as applicable. Ensuring the quality of the fuel is the sole responsibility of the self-fueling Permittee.

Lettering, no less than six inches in height, shall be on the side of the refueling vehicle that identifies the FAA N-number(s) of the Aircraft permitted to be self-fueled under the Aviation Self-Fueling Permit.

Refueling vehicles and all fueling equipment shall be equipped and maintained to fully comply with applicable regulatory measures but not limited to those prescribed in Section 4.F. of these Minimum Standards.

A self-fueling Permittee shall have satisfactory arrangements made with a reputable aviation petroleum supplier for the delivery of aviation fuels.

Prior to engaging in self-fueling, that includes transporting fuel onto the Airport, a self-fueling Permittee shall provide the Department with a written SPCC plan that meets applicable regulatory measures for fuel storage facilities and the self-fueling Permittee's activities. An updated copy of the SPCC plan shall be filed with the Department at least 30 calendar days prior to any planned change in operations.

A self-fueling Permittee shall develop and maintain SOP’s for fueling and shall ensure compliance with standards set forth in AC 00-34A, "Aircraft Ground Handling and Servicing". A self-fueling Permittee's SOP’s shall include a training plan, fuel quality assurance procedures and associated record keeping, and emergency response procedures to fuel spills and fires.

E. Compliance with Environmental Laws

Fuel storage and/or the fixed fueling station and all fueling equipment shall comply with all applicable federal, state and local environmental laws, rules and regulations. A self-fueling Permittee shall notify the Department immediately upon the occurrence of any violation of the environmental laws or any event that may affect the environmental condition of the fuel storage facility and/or the fueling station and all fueling equipment.

F. Remediation and Insurance Requirements

A self-fueling Permittee shall be fully responsible for the violation of any environmental laws caused, in whole or in part, by self-fueling Permittee, its officers, agents, servants, employees, contractors, subcontractors, or invitees, whether such violation occurs during the current permit period, or during a previous period in which the self-fueling Permittee operated the fuel storage facility and/or the fueling station and all fueling equipment.

As assurance to the Department that the self-fueling Permittee is reasonably able to comply with the requirements of this Section 17, the self-fueling Permittee shall procure and maintain an Environmental Impairment Liability Insurance Policy that provides coverage, per occurrence, for any incidents involving the fuel storage facility and/or the fueling station and all fueling equipment, in accordance with the Department's Minimum Insurance Requirements.

G. Personnel

With regard to safety procedures, self-fueling Permittee's fuel dispensing employees shall be properly trained in an FAA approved fire safety program, as defined in 14 CFR Part 139.321 current version.

H. Permit Revocation

A self-fueling Permittee shall not sell and/or dispense fuels to based Aircraft or transient Aircraft that are not owned or leased, and operated by the self-fueling Permittee. Any such selling or dispensing shall be grounds for immediate revocation of the self-fueling permit by the Department.

Adopted and effective: _____

M&C _____