

ALLEGHENY COUNTY AIRPORT

**MINIMUM STANDARDS FOR
COMMERCIAL AERONAUTICAL AND SELF FUELING ACTIVITIES**

**ALLEGHENY COUNTY AIRPORT AUTHORITY
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I. PURPOSE

These regulations prescribe minimum standards for the conduct of commercial aeronautical activities and self fueling at the Allegheny County Airport.

II. INTRODUCTION

Prudent and proper administration requires that standards be adopted to establish the minimum acceptable qualifications of participants, level and quality of service, and other conditions which will be required of those proposing to conduct commercial aeronautical activities at the Airport. The requirement to impose standards on those preparing to conduct commercial aeronautical activities on a public-use airport relates to the public interest and provides protection from irresponsible, unsafe or inadequate service.

The adoption and enforcement of such standards ensures that the Operator is reasonably fit, willing and able to discharge both its service obligations to patrons and its economic obligations to the Airport community and thereby protects established commercial enterprises, the aviation user, and the public.

The standards established for any particular commercial aeronautical activity must be relevant to that activity, must be reasonable in scope and must be applied objectively and uniformly. Standards, thus established and applied, promote economic stability by discouraging unqualified applicants and the level of services desired by the public.

III. APPLICABILITY

The effective date of these Minimum Standards shall be the 1st day of JUNE 2002.

IV. DEFINITIONS

As used in these regulations, the following terms shall have the following meanings:

A. "Aircraft" means aeronautical devices including, but not limited to powered aircraft, gliders, kites, helicopters, gyroscopes, gyrocopters, parachuting, ground-effect machines and balloons.

B. "Aircraft Maintenance" means the repair, adjustment or inspection of aircraft.

1. Major Repairs – major alterations to the airframe, powerplant, propeller, and accessories as defined in Part 43 of the Federal Aviation Regulations.

2. Minor Repairs – normal, routine annual inspection with attendant maintenance, repair, calibration or adjustment or repair of aircraft and their accessories.

C. “Airport” means the Allegheny County Airport, owned and operated by Authority, as it now exists and hereinafter may be changed, modified or expanded.

D. “Airport Authority” or “Authority” means the Allegheny County Airport Authority (ACAA), incorporated under the Municipal Authorities Act of 1945 of the Commonwealth of Pennsylvania, and such public officials and public bodies as may, by operation of law, succeed to any or all of the rights, powers or duties which as of this date reside in the Board of Directors of the Authority.

E. “Building” means the main portion of each structure, all projections or extensions therefrom and any additions or changes thereto, and shall include garages, outside platforms, and docks, carports, canopies, eaves and porches. Paving, groundcover, fences, signs and landscaping shall not be included.

F. “Commercial Aeronautical Activity” means any commercial activity which relates to the operation of aircraft. Such activity includes, but is not limited to charter operations, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air taxi operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft and the sale of aircraft parts.

G. “County of Allegheny” and “County” means the County of Allegheny, a political subdivision of the Commonwealth.

H. “Executive Director” shall mean the Executive Director or Acting Executive Director of the Airport Authority, as from time to time as appointed by the Board of the Allegheny County Airport Authority and shall include such person or persons as may from time to time be authorized in writing by the Board of the Allegheny County Airport Authority or by the Executive Director to act for him with respect to any or all matters pertaining to this Contract.

I. “Entity” means a person, firm, corporation, or partnership.

J. "Equipment" means all machinery, together with the necessary supplies, tools and apparatus necessary to the proper conduct of the activity being performed.

K. "Exclusive Rights" means the power, privilege or other right excluding or debarring another from enjoying or exercising a like power, privilege or right. An exclusive right may be conferred either by express agreement, by imposition of unreasonable standards or requirements, or by any other means.

Such a right conferred on one or more parties by excluding others from enjoying or exercising a similar right or rights would be an exclusive right.

The granting of an exclusive right to conduct a commercial aeronautical activity on an airport developed or improved with federal funds is expressly forbidden by law, except for the noted exceptions.

L. "FAA" means the Federal Aviation Administration.

M. "FAR" means Federal Aviation Regulation.

N. "Full Service Operator," "Full Service FBO," "FBO" means an entity which maintains facilities at the Airport for the purpose of engaging in the sale of aviation fuels and aircraft line services.

O. "Improvements" means all buildings, structures and facilities including pavement, fencing, signs and landscaping constructed, installed or placed on with the concurrence of a lessee. Plans and specifications for all improvements must be approved, in writing, by the Airport for conformity with its buildings and construction standards and Tenants are required to follow the Aviation Department's Tenant Request Program as periodically updated.

P. "License" means a contractual agreement between the Airport and an entity granting a concession or otherwise authorizing the conduct of certain activities which is in writing and enforceable by law.

Q. "Limited Fixed Based Operator," "LFBO," "Limited Operator" means an entity which provides any one of the services listed in Exhibit A with the exception of fuel sales

R. "Repair Facility" means a facility utilized for the repair of aircraft to include airframe, powerplant, propellers, radios, instruments, and

accessories. Such facility will be operated in accordance with pertinent Federal Aviation Regulations.

S. "Operator" means a person or business that is licensed to conduct a commercial aeronautical activity at the Airport.

T. "Self Fueling" means an aircraft owner fueling its own aircraft with its own employees and equipment.

V. APPLICATION

The granting of a license at the Allegheny County Airport is done at the sole discretion of the Authority in conformity with the Minimum Standards and Ordinance as may be amended from time to time governing the operation of said Airport. The applicant acknowledges that he has read and understood the Minimum Standards and Ordinance of the Airport and agrees to be bound thereby, and by the conditions of any license granted.

A. Contents

The written application shall contain at minimum:

1. Name of Applicant (If a corporation or other business entity, the identity and title of the individual making application on its behalf).
2. Address of principal business location of applicant.
3. If a corporation, the state of incorporation and a Certificate of Good Standing from Pennsylvania.
4. If a non-resident corporation, the identity of the registered agent.
5. Names, addresses and title of each principal and officer of the applicant.
6. The nature of the business to be conducted at the Airport. A business plan may be used to express the proposed business (see business plan outline at Appendix I).
7. The facility that will be used, if existing, if not, the size of facility and ramp to be constructed.
8. List of businesses operated at airports during the last ten years with an airport contact name and phone number for each.

9. If the Applicant has contracts for operations at the airport, a list of clients to be serviced.

10. List of Bank references and borrowing credit history; financial references and authorization for the Authority to obtain a credit report for the company.

11. A copy of the applicant's most recent annual financial statement including income statement and balance sheet prepared by a Certified Public Accountant.

12. The identities and background of the individuals responsible for the management of the applicant's operations at the Airport.

13. The hours of operation.

14. Full Service Operators must provide a listing of any fuel spill incidents over ten gallons that occurred in the last five years.

15. The identity of any subsidiary or other entity related to the applicant, which the applicant anticipates will be making any use of the Airport's facilities.

16. Such other information as the Executive Director may require.

B. Applications may be denied for one or more of the following reasons:

1. The applicant does not meet qualifications, standards and requirements established by these Minimum Standards.

2. The applicant's proposed operations or construction will create a safety hazard on the Airport.

3. The granting of the application will require the expenditure of Airport funds, labor or materials on the facilities described in or related to the application.

4. There is no appropriate or adequate available space or building on the Airport to accommodate the activity of the applicant or the development or use of the area requested will result in a congestion of aircraft or buildings, or will result in unduly interfering with the operations of any present fixed base operator or other Tenant on the Airport, such as problems in connection with aircraft traffic or service, or preventing free access and egress to the existing

fixed base operator area, or would require the reduction of space leased pursuant to an existing lease with a fixed based operator.

5. The proposed operation, Airport development or construction does not comply with the approved Airport Layout Plan.

6. Any party applying, or interested in the business, has supplied false information, or has misrepresented any material fact in the application or in supporting documents, or has failed to make full disclosure on the application.

7. Any party applying, or having an interest in the business, has a record of violating the Rules, or the Rules and Regulations of any other Airport, Civil Air Regulations, Federal Aviation Regulations, or ordinances applicable to this or any other Airport.

8. Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the Authority or any lease or other agreement at any other airport or has any past due payment liability to the Authority.

9. Any party applying, or having an interest in the business, is not sufficiently creditworthy and responsible or does not have sufficient financial capability, in the judgment of the Authority, to provide, maintain and operate a first class FBO, the business to which the application relates or to promptly pay amounts due under the license or lease.

10. The applicant does not have the finances necessary to conduct the proposed operation for a minimum period of six months.

11. The applicant has committed any crime, or violated any local ordinance rule or regulation, which adversely reflects on its ability to conduct the FBO/LFBO operation applied for. Such violation may include, but are not limited to, violation of safety procedure, breach at Airport Security or local fire/building codes, or Commonwealth of PA Environmental law.

VI . STANDARDS AND LIMITATONS

A. The standards for business activities as set forth in Exhibit A have been developed after consideration of the above elements with special attention to their applicability at the Airport. The standards set forth are applicable to the specific commercial aeronautical activities addressed and must be met by any applicant desiring to conduct such activities at the Airport.

B. The standards set forth are the minimum which the Airport will require in agreements authorizing commercial activities and unless specifically limited, do not preclude applicants from seeking greater operating authority.

C. FBO's and LFBO's shall deliver to the Executive Director, upon execution of an agreement, a security deposit in the form of a cashier's check, performance bond or letter of credit in an amount equal to fifty percent (50%) of any license fees due under their license agreement.

Full Service FBO's shall also deliver to the Executive Director upon execution of a license agreement, a cashier's check, performance bond or Letter of Credit in an amount equal to three times the average monthly fuel flowage fee due for the prior year's operation. If the applicant was not an FBO at the Airport at the time of application, a security deposit of Thirty Thousand Dollars (\$30,000) will be required for the first year of operation. A security deposit of equal to three times the average monthly fuel flowage fees due for the prior year of operation at the Airport will be required for all subsequent years of operation.

D. Personnel

1. The Operator shall have in his employ and on duty during operating hours, trained uniformed personnel in such numbers as are required to meet the Minimum Standards and requirements set forth herein, in an efficient manner, for each aeronautical service being performed. The Operator shall also provide a responsible person in the office to supervise the operations in the leased area and with authorization to represent and act for and on behalf of the Operator during all business hours.

2. All personnel shall hold Federal Aviation Administration certificates and ratings, as they are required.

E. Indemnity, Liability Insurance

The Operator shall indemnify and hold harmless the Authority, its officers, employees and representatives; (to include reasonable attorneys and other professional fees) from and against all claims and demands of the Operator or third persons for death or personal injury or for property damage arising out of the use and occupancy of the space by the Operator or out of any other acts or omissions of the Operator, its officers, employees, on the space or out of the acts

or omissions of others on the space with the consent of the Operator whether or not such claims, demands, causes of action, liabilities, etc., are made or asserted before or after termination or expiration of an agreement.

F. Insurance

Operator shall maintain at minimum the insurance required for their type of license and activity, as set forth in Appendix 2. The Executive Director will have the right to waive or modify insurance type and limit required.

G. Fees

The Operator shall pay the standard fees as specified by the Airport. Such fees shall be specifically included in an agreement executed with the Airport. Fees for multiple activities will not be cumulative with the exception of aircraft sales.

VII. GENERAL REQUIREMENTS

A. Requirement of a written agreement with the Airport.

Prior to the commencement of operation, the Operator will be required to enter into a written agreement with the Authority. Such agreement will set the terms and conditions under which he will operate his business on the Airport, including, but not limited to, the term of the agreement, the fees and charges, the rights and obligations of the respective parties, understood, therefore, that neither the conditions therein contained nor those set forth in these Minimum Standards represent a complete recitation of the provisions to be included in the written agreement. Such agreement provisions, however, will neither change nor modify the Minimum Standards, nor be inconsistent therewith.

B. Operators, shall at all times during the term of its License comply with and meet the Minimum Standards relating to its Licensed Activity.

C. The Minimum Standards described herein may be supplemented or amended and new classes of operators and standards related thereto created by the Authority from time to time, and in such manner and to such extent as is deemed appropriate by the Authority; provided, however, any such supplements or amendments shall be uniformly applicable to all Operators that would be affected and all Operators shall be given written notice of proposed

amendments and/or supplements and a meeting shall be held, not less than ten (10) nor more than thirty (30) days after the date of said written notice, at which time any Operator receiving such written notice may appear in person or by counsel, and state its objection, if any, to such proposed amendments and/or supplements. Any lease, license, contract or agreement between the Authority and an Operator, in the event amended or supplemented Minimum Standards are adopted by the Board, shall be terminated or cancelled at the Authority's option in the event of failure by said Operator to comply with any such supplements or amendments to these Minimum Standards, after notice thereof shall have been given.

- D. The Minimum Standards are not intended to be all inclusive, and Operators shall also be subject to and comply with all applicable federal, state and local laws, codes, ordinance, rules, regulations and directives including, the rules, regulations and directives of the Airport.

EXHIBIT A

Minimum Fixed Base Operator Standards Allegheny County Airport

1. FULL SERVICE FIXED BASE OPERATORS

Operators engaged as Full Service Fixed Base Operators (FBO) at the Airport shall provide and/or meet, as a minimum the following facility, equipment, and service obligations:

1.01 Required minimum FBO facilities and equipment shall include the following:

(a) A combined leasehold footprint of at least 30,000 square feet, including land (improved or unimproved), buildings/hangars, fuel farms, automobile parking areas, and aircraft apron. Said leasehold shall include at a minimum the facility areas and requirements described in Subsection 1.01 (b) through (e).

(b) A paved aircraft servicing and parking apron containing not less than 15,000 square feet.

(c) Lounge, public restrooms, and flight planning areas of size sufficient to support operator's FBO activities, and which meet Americans with Disability Act requirements, the size of said areas to be subject to such minimum requirements as may reasonably be established by the Executive Director.

(d) Paved automobile parking area of size sufficient to support Operator's FBO activities, to be subject to such minimum requirements as may reasonably be established by the Executive Director.

(e) Aircraft hangar area (for maintenance and/or storage) of at least 10,000 square feet in a single building; a portion of which is to be reserved to comply with the maintenance certification requirements set forth in Subsection 1.02 (b) of this Exhibit.

(f) Fuel storage tanks - at least one 12,000 gallon tank for aviation gas and at least two 12,000 gallon tanks for jet fuel.

(g) Mobile "aviation gasoline" (AVGAS) and Jet Fuel single-product dispensing trucks (at least two of each) clearly marked and labeled to indicate the type and grade of fuel with adequate and appropriate filtering devices, meters, grounding cables and of sufficient capacity to refuel the largest general aviation aircraft likely to be serviced.

- (h) Standard starting equipment, oxygen, appropriate amount and type of fire extinguishers, towing equipment, and adequate fuel spill containment and absorbent equipment.
- (i) Additional facilities as required to comply with these Minimum Standards with respect to any other Aeronautical Activity to be provided by the Operator pursuant to its License with the Authority.

1.02 Required minimum services shall include the following:

- (a) Line service for General Aviation aircraft including apron servicing, ramp assistance, itinerant parking and storage, and flight line servicing of General Aviation aircraft both locally based and itinerant, including the sale and into-plane delivery of a recognized brand or brands of aviation fuels, lubricants and related aviation petroleum products, said storage, delivery and into-plane services requiring specific authorization as a Licensed Activity under this License and being subject to the further requirements of Appendix 3 to this License. Each Fixed Base Operator (FBO) shall monitor the Control Tower and Unicom frequencies, and provide arrival guidance and aircraft parking direction, and shall also furnish information about and assistance to General Aviation users with respect to arrangements for motels, hotels, restaurants, and rental cars. At a minimum, said line services shall be provided in conformity with the recommendations and standards set forth in the current edition of FAA Advisory Circular 00-34A "Aircraft Ground Handling and Servicing."
- (b) Basic repair and maintenance services for General Aviation aircraft, engines and components, provided in conformance with the requirements for such services as contained in Section 5 of this Exhibit A attached hereto: provided, however, that no additional leasehold interest beyond that contained in Subsection 1.01 hereof shall apply. At a minimum, the certification required by Section 5 shall include at least Class III Airframe and Class I Powerplant certification, with limited ratings for the aircraft commonly fueled by the FBO; provided, however, that these requirements shall not mean that the FBO must itself provide more than basic services (e.g., minor repairs and required aircraft inspections). The FBO shall have the right to utilize letter arrangements as permitted by FAR Part 145 with respect to demonstrating arrangements with other operators for major maintenance services (e.g., airframe or engine overhaul).

(c) The FBO shall have the right to perform any one or more of the following additional Aeronautical Activities at the Airport subject to said activity being added as a Licensed Activity to its License with the Authority and the Licensee meeting the requirements applicable thereto.

1. Air Taxi/Air Cargo Services
2. Aircraft Rental/Management
3. Aircraft Sales
4. Flight Training
5. Specialized Aircraft Repair Service
6. Specialized Flight Services

1.03 Required minimum FBO personnel shall be as follows:

(a) Supervisor who has the authority to resolve day-to-day and emergency issues that may arise. This position must be staffed 24 hours per day, 7 days a week. Supervisor must have a minimum of five years experience in FBO line service with at least three years as a supervisor.

(b) Sufficient properly trained personnel shall be available to serve the public during the hours of operation required by this Exhibit for each service offered. The FBO shall require attendants to be uniformed, courteous and furnish good, prompt and efficient service at all times.

(c) Personnel engaged in dispensing aircraft fuels shall be properly trained in all fueling, handling and associated safety procedures and shall in all fueling and plane handling operations conform to all of the practices for such operations established in Appendix 4.

1.04 The minimum hours of operation shall be as follows:

(a) For line service as required in Subsection 1.02(a), the Licensee shall provide such service twenty-four hours a day, seven days a week.

(b) For services required under Subsection 1.02(b), Licensee shall provide said service, at a minimum, from 8:00 a.m. to 5:00 p.m., five days a week. On call service shall be provided during other hours.

2. AIR TAXI AND/OR AIR CARGO SERVICES

Operators engaging in air taxi service and/or cargo services shall provide and/or meet, as a minimum, the following facility, equipment, and service obligations.

2.01 Required ratings and certificates shall include the following:

- (a) Operators must hold an FAA Air Taxi operator Certificate with ratings appropriate to the services to be provided.
- (b) FAA certificated Pilot Rating(s) must be held or obtained as necessary to conduct the air taxi service permitted by the Air Taxi Operator Certificate held.
- (c) A copy of each required certificate or rating described herein shall be delivered to the Authority, and the Operator shall immediately notify the Authority in the event its Certificate(s) or Rating(s) shall be amended, suspended or revoked, or in the event that the FAA notifies Operator of a violation.

2.02 Required leasehold interests shall be as follows:

- (a) Leased land area of size sufficient to support Operator's activities shall be maintained to provide space for all buildings, aircraft parking, storage, employee and customer parking, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.
- (b) Properly heated and lighted building space of size sufficient to support Operator's activities shall be maintained to perform work, and provide office space, storage, and public waiting area that includes indoor rest room facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.
- (c) Aircraft storage and ramp area of size sufficient to support Operator's activities must be provided, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

2.03 Personnel required shall be as follows:

- (a) At least one FAA certificated commercial pilot appropriately rated as described in Subsection 2.01 (b) of this Section.
- (b) At least one contact person available by telephone pager on Answering Service who has the authority to act for the company in the event of an emergency situation.

2.04 Aircraft required shall be as follows:

- (a) At least one aircraft meeting all of the requirements of the Air Taxi-Commercial Operator Certificate held shall be owned or leased by agreement in writing and meet all the relevant requirements of Part 135 of the Federal Aviation Regulations.

2.05 The minimum hours of operation shall be as follows:

- (a) The minimum hours of operation shall be from 8:00 a.m. to 5:00 p.m., five (5) days a week. On-call service shall be provided during other hours.

3. AIRCRAFT RENTAL

Operators engaging in the rental of aircraft to the public shall provide, and/or meet as the minimum, the following facility, equipment, and service obligations:

3.01 Required leasehold interest shall be as follows:

(a) Leased land area of size sufficient to support Operator's activities shall be maintained to provide space for all buildings, storage, employee and customer parking, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

(b) Properly heated and lighted building space of size sufficient to support Operator's activities shall be maintained to perform work and to provide office space, storage, and a public telephone, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

(c) Aircraft storage and ramp area of size sufficient to support Operator's activities must be provided, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

3.02 Personnel required shall be as follows:

(a) At least one FAA certified commercial pilot with appropriate ratings for aircraft rental flight checks.

3.03 Aircraft required shall be as follows:

(a) At least three aircraft shall be provided. Said aircraft shall be owned or leased by agreement in writing and meet all the relevant requirements of the Federal Aviation Regulations, including 100-hour and annual maintenance inspections.

(b) At least one contact person available by telephone pager on Answering Service who has the authority to act for the company in the event of an emergency situation.

3.04 The minimum hours of operation shall be as follows:

(a) The minimum hours of operation shall be from 8:00a.m. to 5:00p.m., six (6) days a week. On-call services shall be provided during other hours.

4. AIRCRAFT SALES

Operators engaging in the sale of new or used aircraft to the public must provide and/or meet, as a minimum, the following facility, equipment, and service obligations:

4.01 Required leasehold interest shall be as follows:

(a) Leased land of size of sufficient to support operator's activities shall be maintained to provide space for all buildings, storage, employee and customer parking, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

(b) Properly heated and lighted building space of size sufficient to support operator's activities shall be maintained to perform work and provide office space, storage, and public waiting area that includes indoor rest room facilities and a public telephone, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

(c) Aircraft storage and ramp area of size sufficient to support Operator's activities must be provided, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

4.02 Personnel required shall be as follows:

(a) At least one (1) qualified employee having reasonable, thorough knowledge of the aircraft being sold.

(b) At least one contact person available by telephone pager on Answering Service who has the authority to act for the company in the event of an emergency situation.

4.03 Dealership requirements shall be as follows:

(a) New aircraft dealers shall hold an authorized factory dealership or sub-dealership and provide documentation of such to Authority.

(b) The normal operational hours will be at the operator's discretion, but he should be reasonably available to the public.

5. AIRCRAFT AND/OR POWERPLANT REPAIR

Operators engaging in airframe and/or powerplant repair service must provide and/or meet, as a minimum, the following facility, equipment and service obligations.

5.01 Required leasehold interests shall be as follows:

(a) Leased land area of size sufficient to support Operator's activities shall be maintained to provide space for all buildings, storage, employee and customer parking, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

(b) Properly heated and lighted building space of size sufficient to support Operator's activities shall be maintained to perform work and to provide office space, storage, and a public telephone, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

(c) Aircraft storage and ramp area of size sufficient to support Operator's activities must be provided, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

5.02 Personnel required shall be as follows:

(a) At least one full time FAA certificated airframe and/or powerplant mechanic with appropriate ratings for the work to be performed.

(b) At least one contact person available by telephone pager on Answering Service who has the authority to act for the company in the event of an emergency situation.

5.03 The minimum hours of operation shall be as follows:

(a) Operating hours shall be from 8:00a.m. to 5:00p.m., five (5) days a week. On-call service shall be available at all other hours for reasonably requested mechanical services.

5.04 Equipment required shall be as follows:

(a) Sufficient equipment and adequate supplies and availability of parts to perform maintenance in accordance with manufacturer's recommendations or their equivalent shall be maintained.

6. FLIGHT TRAINING

Operators engaging in pilot flight instruction shall provide and meet, as a minimum, the following facility, equipment and service obligations:

6.01 Required ratings and certificates include the following:

- (a) Operators must hold an FAA Part 61 Flight School Certificate with ratings appropriate to the training being provided.
- (b) An FAA Pilot Certificate with Flight Instructor Rating(s) appropriate to the training being provided must be held or obtained as necessary.
- (c) A copy of each required certificate or rating described herein shall be delivered to the Authority, and the Operator shall immediately notify the Authority in the event its Certificate(s) or Rating(s) shall be amended or revoked, or in the event that the FAA notifies the Operator of a violation.

6.02 Required leasehold interests shall be as follows:

- (a) Leased land area of size sufficient to support operator's activities shall be maintained to provide space for all buildings, storage, flight training and planning, employee and customer parking, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.
- (b) Properly heated and lighted building space of size sufficient to support operator's activities shall be maintained to perform work and provide office space, storage, and public waiting area that includes indoor rest room facilities and a public telephone, subject to such minimum requirements as may reasonably be established by the Executive Director.
- (c) Aircraft storage and ramp area of size sufficient to support operator's aircraft fleet shall be maintained, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

6.03 Required personnel shall include the following:

- (a) At least one FAA certified flight instructor with appropriate ratings for the training to be performed shall be provided.
- (b) At least one contact person available by telephone pager on Answering Service who has the authority to act for the company in the event of an emergency situation.

6.04 Aircraft required shall be as follows:

- (a) At least one aircraft meeting all of the requirements of the training being provided shall be maintained at the Airport.

6.05 The minimum hours of operation shall be as follows:

- (a) Operating hours shall be 8:00a.m. to 5:00p.m., five (5) days a week.

7. SPECIALIZED AIRCRAFT REPAIR SERVICES

Operators engaging in a radio, instrument, or propeller repair service must provide and or meet, as a minimum, the following facility, equipment, and service obligations:

7.01 Required leasehold interest shall be as follows:

(a) Leased land area of size sufficient to support Operator's activities shall be maintained to provide space for all buildings, storage, employee and customer parking, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

(b) Properly heated and lighted building space of size sufficient to support Operator's activities shall be maintained to perform work and to provide office space, storage, and a public telephone, subject to such minimum requirements as may reasonably be established by the Executive Director.

(c) Aircraft storage and ramp area of size sufficient to support Operator's activities must be provided, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

7.02 Personnel required shall be as follows:

(a) At least one FAA certificated repairman with appropriate ratings for the Repair Station Certificate shall be employed.

(b) At least one contact person available by telephone pager on Answering Service who has the authority to act for the company in the event of an emergency situation.

7.03 The minimum hours of operation shall be as follows:

(a) Operating hours shall be from 8:00a.m. to 5:00p.m., five (5) days a week. On-call service shall be available all other hours for reasonably requested mechanical services.

7.04 Required equipment shall be as follows:

(a) Sufficient equipment and adequate supplies and availability of parts to perform maintenance in accordance with manufacturer's recommendations or equivalent shall be maintained at the Airport.

8. SPECIALIZED COMMERCIAL FLIGHT SERVICES

This Section covers, but is not limited to, the provision of the following LFBO services at or from the Airport.

Agricultural Applications
Banner Towing and Aerial Advertising
Aerial Photography and Survey
Fire Fighting or Fire Patrol
Power Line or Pipeline Patrol
Any Other Operation Specifically Exempted From Part 135
of the Federal Aviation Regulations

Operators desiring to provide the specialized commercial flight services listed above must provide and/or meet, as a minimum, the following facility, equipment and service obligations:

8.01 Required leasehold interests, if necessary and appropriate to operators activities shall be as follows:

(a) Leased land area of size sufficient to support operator's activities, shall be maintained to provide space for all buildings, employee and customer parking, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

(b) Properly heated and lighted building space of size sufficient to support operator's activities, shall be maintained to perform work and to provide office space, storage, and public waiting area that includes indoor rest room facilities and a public telephone, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

(c) If necessary or appropriate, aircraft storage and ramp area of a size sufficient to support operator's specialized flight service activities shall be maintained, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

8.02 Personnel required shall be as follows:

(a) At least one FAA certificated pilot with appropriate ratings for the service being provided.

(b) At least one contact person available by telephone pager on Answering Service who has the authority to act for the company in the event of an emergency situation.

8.03 The minimum hours of operation shall be as follows:

(a) Operating hours shall be from 8:00 a.m. to 5:00 p.m., five (5) days a week. On-call service shall be available during non-operating hours, where necessary and appropriate.

9. AIRCRAFT PARTS AND SUPPLY SALES

Operators desiring to engage in aircraft parts and supply sales must provide and/or meet, as a minimum, the following facility, equipment and service obligations:

9.01 Required ratings and certificates shall include the following:

(a) FAA Certificates and Ratings as required for the sales being performed, when, if, and to the extent said requirements are established by FAA.

(b) A copy of each required certificate or rating described herein shall be delivered to the Authority, and the Operator shall immediately notify the Authority in the event its Certificate(s) or Rating(s) shall be amended or revoked, or in the event that the FAA notifies the Operator of a violation.

9.02 Required leasehold interests, if necessary and appropriate to Operator's activities, shall be as follows:

(a) Leased land area of size sufficient to support Operator's activities shall be maintained to provide space for all buildings and employee and customer parking, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

(b) Properly heated and lighted building space of size sufficient to support Operator's activities shall be maintained to perform work and to provide office space, storage, and public waiting area that includes indoor rest room facilities and a public telephone, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

(c) Aircraft storage and ramp area of size sufficient to support Operator's activities must be provided, the size of said area and facilities.

9.03 Operator shall meet the following requirements for its aircraft parts and supplies inventory offered for sale.

(a) A general inventory of aircraft parts, supplies and accessories for aircraft makes and models commonly frequenting the Airport's facilities and which is reasonably adequate to meet parts and supply demands of operator's customers shall be maintained.

(b) An extensive inventory of aircraft parts, supplies and accessories for any model of aircraft for which the operator is an authorized dealer shall be maintained.

(c) Operator's parts and supplies inventory shall meet FAA certification requirements for new and remanufactured parts to the extent applicable to Operator's inventory.

9.04 Personnel required shall be as follows:

(a) At least one (1) qualified employee having a reasonably thorough knowledge of the aircraft parts and supply business. The employee shall meet applicable certification requirements as the FAA may prescribe from time to time.

(b) At least one contact person available by telephone pager on Answering Service who has the authority to act for the company in the event of an emergency situation..

9.05 The minimum hours of operation shall be as follows:

(a) Operating hours shall be from 8:00 a.m. to 5:00 p.m., five (5) days a week. On-call service shall be available during non-operating hours, where necessary and appropriate.

10. FLYING CLUB

In an effort to foster and promote flying for pleasure, develop skills in aeronautics, including pilotage, navigation, and an awareness and appreciation of aviation requirements and techniques, the category of Flying Clubs is added to the Rules, Regulations and Minimum Standards of the Airport.

All flying clubs desiring to base their aircraft and operate on the Airport must comply with the applicable provisions of these Standards and Requirements. However, they shall be exempt from FBO/LFBO requirements upon satisfactory fulfillment of the conditions contained herein.

10.01 The club shall be a nonprofit entity (corporation, association or partnership) organized for the express purpose of providing its members with an aircraft(s), for their personal use and enjoyment only. The ownership of the aircraft(s), must be vested in the name of the flying club (or owned ratably by all of its members). The property rights of the members of the club shall be equal and no part of the net earnings of the club will inure to the benefit of any member in any form (salaries, bonuses, etc.). The club may not derive greater revenue from the use of its aircraft than the amount necessary for the operations, maintenance and replacement of its aircraft.

10.02 Flying clubs may not offer or conduct charter, air taxi, or rental of aircraft operations. They may not conduct aircraft flight instruction except for regular members, and only members of the flying club may operate the aircraft. No flying club shall permit its aircraft to be utilized for the giving of flight instruction to any person, including members of the club owning the aircraft, when such person pays or becomes obligated to pay for such instructions, except when instruction is given by a lessee based on the airport and who is licensed to provide flight training. Any qualified mechanic who is a registered member and part owner of the aircraft owned and operated by a flying club shall not be restricted from doing maintenance work on aircraft owned by the club and the club does not become obligated to pay for such maintenance work except that such mechanics and instructors may be compensated by credit against payment of dues or flight time.

10.03 All flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the airport except that said flying club may sell or exchange its capital equipment.

- 10.04 The flying club, with its permit request, shall furnish the Airport management a copy of its charter and by-laws, articles of association, partnership agreement or other documentation supporting its existence; a roster, or list of members, including names of officers and directors to be revised on a semi-annual basis; evidence of insurance as required in Appendix 2 and number and type of aircraft; evidence that aircraft are property certificated; evidence that ownership is vested in the club; and operating rules of the club. The books and other records of the club shall be available for review at any reasonable time by the Authority or his authorized agent.
- 10.05 A flying club, at any airport controlled by the Authority shall abide by and comply with all Federal, State and local laws, ordinances and regulations of the Authority.
- 10.06 A flying club which violates any of the foregoing, or permits one or more members to do so, will be required to terminate all operations at all airports controlled by the Authority.
- 10.07 The club must lease or with the permission of the Authority, sublease sufficient hangar tie down and enclosed building space as Authority deems reasonably necessary to store its aircraft and conduct club business.

APPENDIX 1

MINIMUM REQUIREMENTS FOR A BUSINESS PLAN

1. All services that will be offered.
2. Amount of land desired to lease.
3. Building space that will be constructed or leased.
4. Number and type of aircraft that will be provided.
5. Equipment and special tooling to be provided.
6. Number of persons to be employed (full and part time).
7. Resume for each of the owners and "investors".
8. Resume of the managers of the business (if different from "7" above) including this person's experience and background in managing a business of this nature.
9. Periods (days and hours) of proposed operation.
10. Amounts and types of insurance coverage to be maintained.
11. Income of the projections for the first fiscal year and the succeeding 4 fiscal years.
12. Methods to be used to attract new business (advertising and incentives).
13. Amenities to be provided to attract business.
14. Plans for physical expansion, if business should warrant such expansion.
15. Income and Balance Sheet projections for a five-year period.
16. Explanation of personnel training programs.

APPENDIX 2

SCHEDULE OF INSURANCE: FULL SERVICE FBO LICENSEE

Licensee shall procure and maintain in effect the following policies of insurance with respect to which minimum limits are fixed in the schedule set forth below:

<u>MINIMUM POLICY</u>	<u>LIMIT</u>
1. Commercial Comprehensive General Liability Insurance, with Authority and the Board of Directors named as additional insured, written on a per occurrence basis at a combined single limit for bodily injury but may not be limited to the following: contractual liability; independent contractors; products/completed operations; personal injury; fire legal liability with a sub-limit of \$10,000.	<u>\$10,000,000</u>
2. Comprehensive Automotive Liability Insurance covering all owned, hired and non-owned vehicles at a combined single limit for bodily injury and property damage.	<u>\$ 1,000,000</u>
3. Comprehensive liability insurance covering all owned, hired and non-owned vehicles and mobile equipment utilized in fueling operations at a combined single limit for bodily injury and property damage.	<u>\$10,000,000</u>
4. Workers Compensation as required by law.	
5. Aircraft Liability Insurance providing a combined single limit for each aircraft owned, leased or used by Licensee.	<u>\$ 5,000,000</u>
6. Hangar Keeper's Legal Liability with a limit of liability sufficient to cover any non-owned aircraft stored in the Leased Premises, but in no event less the minimum limits specified.	<u>\$1,000,000</u>
7. Personal Property Insurance written on an all risk basis in an amount equal to not less than its replacement cost.	
8. Fire Insurance written on an all risks basis in an amount equal to not less than its replacement cost.	

9. Student and renter pilot coverage, if engaged in flight training. \$1,000,000
10. Licensee shall provide coverage for all claims resulting from pollution or contamination from fuel or petroleum products, regardless if such pollution or contamination is a result of a sudden or accidental occurrence. \$1,000,000
11. Other Insurance as required by the Executive Director from time to time.
12. All insurance certificates shall contain certifications that the policies cannot be cancelled or changed in any manner without thirty (30) days prior written notice to the Executive Director.

SCHEDULE OF INSURANCE: LIMITED FBOs

Licensee shall procure and maintain in effect the following policies of insurance with respect to which minimum limits are fixed in the schedule set forth below:

<u>MINIMUM POLICY</u>	<u>LIMIT</u>
1. Commercial Comprehensive General Liability Insurance with the Authority and its Board of Directors named as additional insured, written on a per occurrence basis at a combined single limit for bodily injury and property damage. Coverage shall include but may not be limited to the following : contractual liability; independent contractors; products/completed operations; personal injury; fire legal liability with a sub-limit of \$10,000.	<u>\$1,000,000</u>
2. Comprehensive Automotive Liability Insurance covering all owned, hired and non-owned vehicles at a combined single limit for bodily injury and property damage.	<u>\$1,000,000</u>
3. Workers Compensation as required by law.	
4. Aircraft Liability Insurance providing a combined single limit for each aircraft owned, leased or used by Licensee. (Insert from approved schedule.)	
(a) Single prop engine fixed wing aircraft.	<u>\$1,000,000</u>
(b) Twin prop fixed wing aircraft.	<u>\$1,000,000</u>
(c) Twin turbo-prop engine fixed wing aircraft.	<u>\$5,000,000</u>
(d) All other turbine engine fixed wing aircraft.	<u>\$5,000,000</u>
(e) Single-engine rotorcraft.	<u>\$1,000,000</u>
(f) Twin-engine rotorcraft.	<u>\$5,000,000</u>

5. Hangar Keeper's Legal Liability with a limit of liability sufficient to cover any non-owned aircraft stored in the Leased Premises, but in no event less than the minimum limits specified. \$ 500,000
6. Personal Property Insurance written on an all risk basis in an amount equal to its replacement cost.
7. Fire Insurance written on an all risks basis in an amount equal to its replacement cost.
8. Student and renter pilot coverage, if engaged in flight training. \$1,000,000
9. Other Insurance as required by the Executive Director from time to time.
10. All insurance certificates shall contain certifications that the policies cannot be cancelled or changed in any manner without thirty (30) days prior written notice to the Executive Director.

SCHEDULE OF INSURANCE FOR SELF FUELING

Licensee shall procure and maintain in effect the following policies of insurance with respect to which minimum limits are fixed in the schedule set forth below:

MINIMUM POLICY

LIMIT

1. Comprehensive liability insurance covering all owned, hired and non-owned vehicles and mobile equipment utilized in fueling operations at a combined single limit for bodily injury and property damage. \$ 2,000,000

2. Licensee shall provide coverage for all claims resulting from pollution or contamination from fuel or petroleum products, regardless if such pollution or contamination is a result of a sudden or accidental occurrence. \$1,000,000

3. Other Insurance as required by the Executive Director from time to time.

4. All insurance certificates shall contain certifications that the policies cannot be cancelled or changed in any manner without thirty (30) days prior written notice to the Executive Director.

APPENDIX 3

MINIMUM REQUIREMENTS FOR FUELING LICENSEES

1. Licensee shall conduct the business of selling aviation fuel and aircraft lubricants or dispensing the same into plane for aircraft operated by air taxi, scheduled commuter, general aviation and itinerant aircraft operators adequate to meet all demands therefor at the Airport upon request therefor by the operators of such aircraft (herein called "Aircraft Fueling Service"). Licensee shall also provide services to assist aircraft pilots and aircraft as part of its services.

2. Licensee shall have available and shall sell in its Aircraft Fueling Service the types of aviation fuel and aircraft lubricants used by the customer's aircraft including, but not limited to, Jet A-type fuel and 100 octane aviation gasoline and shall conduct the Aircraft Fueling Service in accordance with the highest standards for safety and security in the aircraft fueling industry and in accordance with the procedures contained in the Authority's Airport Fueling Procedures as they may be supplemented and amended from time to time.

3. Licensee shall at all times during the term of this License comply with and meet the Airport Fueling Procedures which are attached as Appendix 4.

4. The Airport Fueling Procedures described herein may be supplemented or amended by the Authority from time to time, and in such manner and to such extent as is deemed appropriate by the Authority; provided, however, any such supplements or amendments shall be uniformly applicable to all Licensees providing affected fueling service at the Airport. Prior to any such amendment or supplement to these Fueling Procedures, Licensees that would be affected shall be given written notice of proposed amendments and/or supplements, not less than ten (10), nor more than thirty (30), days after the date of said written notice, at which time any Licensee receiving such written notice may appear in person or by counsel, and state its objection, if any, to such proposed amendments, and/or supplements. Any lease, license, contract or agreement between the Authority and a Licensee, in the event amended or supplemented Airport Fueling Procedures are adopted by the Authority, shall be terminated or cancelled at the Authority's option in the event of failure by said Licensee to comply with any such supplements or amendments to these Fueling Procedures after notice thereof shall have been given.

5. The Fueling Procedures are not intended to be all inclusive, and Licensees shall also be subject to and comply with all applicable federal, state and local laws, codes, ordinance, rules, regulations and directives including all other rules, regulations and directives of the Airport.

6. Licensee shall comply with all federal, state and local environmental laws, codes, rules regulations and directives (Environmental Laws) with respect to its Fueling Service and the Handling and storage of fuel and petroleum products (Fueling Operations) and shall provide such insurance and indemnity obligations to the Authority to cover any and all loss, cost, damage, expense and liability under said Environmental Laws arising out of its Fueling Operations as Authority may require by the terms and conditions of this License including the Endorsements thereto.

Appendix 4

ALLEGHENY COUNTY AIRPORT
STANDARDS FOR THE STORAGE, HANDLING
AND DISPENSING OF FUEL

ALLEGHENY COUNTY AIRPORT AUTHORITY
P.O. Box 12370
PITTSBURGH INTERNATIONAL AIRPORT
PITTSBURGH, PA. 15231-0370

MAY 2002

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PURPOSE

The following standards outline the proper operating procedures for fuel dispensing, maintenance of fuel servicing equipment, fuel storage and the general handling of fuel. Conformance to these procedures is expected from all tenants, all fueling licensed fixed base operators, all fuel suppliers delivering to the airport and their personnel at Allegheny County Airport.

SECTION 1 - AIRCRAFT FUELING PROCEDURES

A. PERSONNEL

1. Fueling personnel shall be of a sufficient number to safely operate the fueling system and perform periodic checks/inspections essential to the systems proper functioning. Only qualified personnel shall operate fueling equipment or fuel aircraft. Fuel unloading and fueler loading shall be carried out only with qualified personnel present.
2. Only authorized and trained personnel shall be allowed to fuel or defuel aircraft. After training, the personnel shall:
 - a. Be able to identify, understand the major characteristics of, distinguish between the various characteristics of, and distinguish between the various types of fuel (using flammability, color, odor and feel) found on the airport.
 - b. Be able to identify and understand the basic purpose of the required components of the fuel farm and fueling equipment that they normally use and the safety features associated with each.
 - c. Be able to understand the purpose of and safely perform periodic inspections/checks needed to keep the equipment operational and functioning safely.
 - d. Understand what must be done when a required component of the fuel farm or fueling equipment is inoperable.
 - e. Understand the basic "fire triangle" and be able to identify the more common ignition sources on the airport.

f. Understand what must be done if a fuel leak or spill occurs (per NFPA 407, section A-3-2; Advisory Circular 150/5230-4, part 17-E and their companies "Spill Prevention Control and Countermeasure Plan"). Which would include at a minimum: How to stop fuel flow; Notification procedures to contact the Fire Department; Notification procedures to contact the fueller's supervisor for clean-up and assistance; Required evacuation procedures / safety zone; and any other relevant emergency measures required before assistance arrives from their company supervisor and/or the Fire Department.

g. Understand static-generation/retention misting of fuels and the dangers associated with filtering and pumping fuels to and from storage tanks, fueling equipment and aircraft.

h. Understand the hazards of atmospheric electrical phenomena, including lightning and static charges of the aircraft in flight.

i. Understand the main features of proper firefighting techniques using and demonstrating the use of, the fire extinguishers normally used at the fuel farm and on the fueling equipment.

j. Understand the dangers of defueling.

k. Understand the safe operation of the equipment they use.

l. Know the operation of the emergency controls of the equipment and areas in which they operate.

m. Know the procedures to be followed in an emergency.

3. Fueling personnel shall be appropriately clothed. They should not be wearing garments made of silk, polyester, nylon with wool or other static generating fabrics; shoes containing no metal taps, hobnails or other material, which could generate sparks on pavement.

4. Fueling personnel shall not carry on their person (*at any time when in, on, or within 100 feet of any tank, dock, storage area, fueller or aircraft*) any igniting device, including safety matches, strike-anywhere matches, cigarette lighter or any other item which could become ignition sources if operated, bumped, hit or dropped.

5. Fueling personnel shall be adequately supervised and periodically checked to assure training and knowledge levels are maintained. Supervisors shall insure all equipment and required components are kept fully operational, required periodic safety checks and inspections are made when due and required records are kept.

B. PREVENTION AND CONTROL OF SPILLS

1. Fuel servicing equipment shall comply with the requirements of NFPA 407 and this standard and be maintained in safe operating condition. Leaking or malfunctioning equipment, which presents a hazard, shall be removed from service.

2. Self-closing nozzles or deadman controls shall not be blocked open or bypassed.

3. Fuel nozzles shall not be dragged along the ground and dust covers shall be installed at all times when not being used to dispense fuel.

4. Kinks or short loops in fueling hose shall be avoided.

5. When a spill is observed, the fuel servicing shall be stopped immediately by release of the deadman control or by operation of the emergency fuel shutoff. The supervisor shall be notified at once and the operation shall not be continued until it has determined that it is safe to do so. The vendor/or licensed fixed base operator (FBO) shall notify the Director of Allegheny County Airport Facilities of all spills involving fuel of any kind, regardless of size.

Only general guidance can be given, but decisions to evacuate the area; start up or shutdown or move equipment which may result in a source of ignition; or to flush spills into sewer systems shall be restricted to Airport Management or the Senior Fire Officer at the scene.

Aircraft on which fuel has been spilled should be thoroughly inspected to assure no fuel or fuel vapors have accumulated in the flap wells or internal wing sections not designed for fuel storage.

Normal operations in the area of the fuel spill will not resume until Airport Management or the Senior Fire Officer at the scene has granted permission.

6. Every fuel spill shall be investigated by the fueling agent to determine the cause and whether emergency procedures are required. For each spill, a copy of the Fuel Spill Report (*see attachment*) or similar form approved by the Allegheny County Airport Authority shall be completed and returned to the Director of Allegheny County Airport Facilities.

C. STATIC ELECTRICITY

1. When a fueler is servicing an aircraft, the following static bonding and grounding procedures shall be followed and performed in the order below:

- a) Connect a grounding cable from the vehicle to a satisfactory ground.
- b) Connect a grounding cable from the ground to an approved grounding fitting on the aircraft.
- c) Bond the fuel nozzle to the aircraft. For overwing servicing and if required by the particular aircraft's manual, connect a bonding cable from the fuel nozzle to the aircraft *or* as the aircraft manual recommends. For underwing servicing, this bond shall be achieved by metal to metal contact between the aircraft fitting and the nozzle. All bonding/grounding connections will be performed prior to removing the filler cap.
- d) Disconnection shall be in reverse order on completion of fuel servicing.

D. OPERATION OF AIRCRAFT ENGINES AND GROUND SERVICE EQUIPMENT

1. Fuel servicing shall not be done on an aircraft while any of its engines are operating.
2. Ground service vehicles performing aircraft servicing functions shall not be positioned within a 10-foot radius of aircraft fuel system vent openings.
3. During overwing aircraft fuel servicing or where aircraft fuel system vents are located on the upper wing surface, automotive vehicles shall not be positioned under the trailing edge of the wing.
4. Combustion heaters on aircraft (*ex: wing/tail surface heaters, integral cabin*

heaters) shall not be operated during fueling operations.

E. OPEN FLAMES ON AIRCRAFT SERVICE RAMPS

1. Open flames and lighted open flame devices shall be prohibited within 50 feet of any aircraft fuel servicing operation or fueling equipment.
2. Personnel shall not carry lighters or matches on their person while engaged in fuel servicing operations.

F. MISCELLANEOUS FUEL SERVICING PROCEDURES

1. Aircraft fueling shall be done outdoors unless otherwise approved, in writing, by the Allegheny County Airport Authority. To gain approval to fuel indoors, a tenant must show to the satisfaction of the Allegheny County Airport Authority that fuel and fire suppressions systems have been installed and operating procedures have been established which will ensure fueling safety.
2. If passengers remain on board an aircraft during fuel servicing, at least one qualified person trained in emergency evacuation procedures shall be in the aircraft at or near a door at which there is an approved means of evacuation (*stairs, etc.*). A clear area for emergency evacuation of the aircraft shall be maintained at no less than at one additional exit. If appropriate, Aircraft operators shall establish specific procedures covering emergency evacuation under such conditions for each type of aircraft they operate. All "NO SMOKING" signs shall be displayed in the cabin and the rule enforced.
3. Hand brakes shall be set on fuel servicing vehicles before operators leave the vehicle cab.
4. The wheels of the fueling vehicles must be chocked before any fueling operation is started (minimum one pair of wheel chocks, with one chock on each side of the same tire). Fuel Tankers/Tenders should be chocked with rubber chocks only.
5. There shall be no "hot" refueling of helicopters except in the event of an emergency or unless prior written approval is received from the Allegheny County Airport Authority. Upon receiving written permission from the ACAA, "Hot" refueling must be performed by two trained fueling personnel and done only at the helipad ("H").

6. Fuel servicing operations shall be suspended when there are air to ground lightning discharges within a five-mile radius of the Airport or cloud to cloud lightning discharges immediately over the Airport.

7. Written procedures to prevent the overfilling of the tank vehicles during defueling will be established.

8. The Director of Allegheny County Airport Facilities shall be advised of all malfunctions to any Emergency Fuel Shut-off System.

9. Parking areas for unattended aircraft fuel servicing tank vehicles shall be arranged to:

- a) Facilitate dispersal of the vehicles in the event of an emergency.
- b) Provide at least 10 feet of clear space between parked vehicles for accessibility for fire control purposes.
- c) Prevent any leakage from draining to an adjacent building or storm drain that is not suitably designed to handle fuel.
- d) Provide at least 50 feet from any parked aircraft or building other than maintenance facilities and garages for fuel servicing tank facilities.
- e) During loading and fueling operations – 100 feet from smokers or other visible sources of ignition.

10. Before all unloading, loading, fueling and defueling operations are begun - all motors, engines, radios and other electrical and/or mechanical equipment (except required auxiliary power units) not needed for that specific operation are turned off and kept off.

11. Before commencing the loading of any fueling vehicle or fueling of any aircraft - the operator of the fueling equipment shall ensure that all fuel farm and fueling equipment is in good operating condition.

12. When a mobile fueling vehicle is being loaded and/or aircraft fueling is being conducted, the operator of the fueling vehicles/dispensers shall ensure that the deadman control is operable and used to control fuel flow.

13. All fueling equipment shall be kept neat and free of trash or debris which could cause or contribute to fuel contamination or fire.

14. No fueling shall be conducted during any aircraft maintenance, that might provide a source of ignition to fuel vapor's.

15. The operator of the fueling vehicle/dispenser shall be positioned at a point where there is a clear view of the equipment control panel and aircraft fueling points.

SECTION 2 - FUELING EQUIPMENT AND STORAGE AREAS

A. FUELING EQUIPMENT GENERAL REQUIREMENTS

1. The fuel operator shall maintain the fuel system, including all mobile/fixed refueling stations and all associated support devices and equipment in accordance with the manufacturer's guidelines, technical bulletins, manuals, notices, Allegheny County Airport Authority regulations and County of Allegheny regulations and in accordance with NFPA 407 standards.
2. The Authority reserves the right to shut down or deny any fueling operation that presents a hazard to personnel, property or equipment at any time.

B. FUEL FARM / STORAGE AREAS

1. Fuel storage facilities shall only be permitted within areas designated by the Authority as "Fuel Farm Area".
2. Aircraft fuel storage facilities shall be a minimum of 10,000 gallons.
3. Self fueling facilities are limited to one storage tank.
4. All fuel farms on the AOA must be signed to reduce the chance of unauthorized entry and/or tampering.
5. The fuel farm must be conspicuously and clearly posted with Flammable / No-Smoking signs.
6. The fuel farm must be kept neat, free of materials, equipment, functions and activities which could cause or contribute to fuel contamination or serve as a source of ignition.
7. Fuel tanks must be conspicuously and clearly marked with letters at least three inches high, identifying the type/grade of fuel.
8. Piping shall be conspicuously and clearly marked with letters at least three

inches high and color coded at each inlet, outlet and valve to clearly identify fuel type and grade.

9. All fueling systems and fueling equipment shall be conspicuously and clearly marked, named, color coded and banded in accordance with the latest FAA Advisory Circular #150/5230-4 and API bulletin #1542.

1. Aviation gasoline is made up of any of the four grades of aviation gasoline and is generally referred to as "AVGAS" followed by the grade marking (ie: 80, 100LL & 100). AVGAS is color coded with white letters on a red background. Banding must be a single, 4" (minimum) band around the pipe or hose - red for AVGAS80, blue for AVGAS100ll or green for AVGAS100. If the pipeline is painted that color then no banding would be needed.

2. Automobile gasoline which is approved for use in aircraft engines is generally referred to as "MOGAS" followed by the specific description as to its grade and/or type. MOGAS has no specific color code and should be marked in a contrasting color to the surface. No specific banding is required.

3. Jet Fuel has three classifications, generally described as JETA, JETA-1 and JETB. Jet fuel is marked with white letters on a black background. Banding should be as follows:

- a. JETA: a single 4" (minimum) black band.
- b. JETA-1: two 4" (minimum) black bands.
- c. JETB: three 4" (minimum) yellow bands.

10. If the fuel tanks are filled via fixed piping, they must be equipped with a nonsplashing bottom inlet.

11. The fuel tanks must be closed and equipped with a rainproof and bug-proof vent at least 12 feet above grade.

12. The fuel farm must be equipped with accessible fire extinguishers, which meet or exceed NFPA Standard 407, having at least a 20BC rating.

13. Piping shall be completely separate by type and grade of fuel.

14. Piping either must be underground or protected from damage by surface vehicles.

15. Hoses, nozzles and outflow connectors shall be:

- a. Only those specifically designed and tested for the delivery of aviation fuels.
- b. Equipped with the appropriate unique fuel coupling devices for each product in storage.
- c. Equipped with a “deadman” control capable of overriding all other controls and stopping, with one physical movement – all fuel flow.

16. Electrical equipment, switches and wiring shall be:

- a. Reasonably protected from heat, abrasion or other impact which could cause failure of insulation, open spark or other ignition sources.
- b. Of a type or design approved for use in Class 1, Group D, Division 1 hazardous locations (explosion proof - ie: free of exposed conductors, contacts, switches, connectors, motors, etc. which could generate open spark or other exposed ignition source during normal operations). See *National Fire Protection Association (NFPA) Standard 70, National Electric Code*.

17. Grounding and bonding equipment shall provide that piping, filters, tanks and electrical components are electrically bonded together and interconnected to an adequate electrical ground.

18. Unloading docks and stations shall be:

- a. Clearly marked and color coded as to fuel type.
- b. Equipped with accessible fire extinguishers, meeting standards of NFPA Standard 407 (a minimum of two, each having at least a 20BC rating).
- c. Equipped with bond/ground wire and appropriate connector clamp for grounding tankers.

19. Loading docks and stations shall be:

- a. Clearly marked and colored as to fuel type.

- b. Equipped with accessible fire extinguishers, meeting the standards of NFPA Standard 407 (a minimum of two, each having at least a 20BC rating).
- c. All top loaded systems, must be equipped with a metallic drop tube (having anti-splash fuel deflector) long enough to reach the bottom of the deepest fueler tank.
- d. Equipped with a "deadman" control capable of overriding all other controls and stopping, with one physical movement - all fuel flow.
- e. Equipped with a boldly marked emergency cutoff capable of overriding all other controls and stopping, with one physical movement - all fuel flow. It shall be placarded "EMERGENCY FUEL SHUTOFF" in letters at least 3 inches high and the method of operations shall be indicated by an arrow and the word "PUSH" or "PULL", as appropriate. Lettering shall be of a color sharply contrasting with it's background for visibility. It shall be located at least 7 feet above grade, and positioned so that it can be seen from a distance of at least 25 feet.
- f. Equipped with a bond/ground wire and appropriate connector clamp for grounding fueler equipment.

20. Work shall not be started on the construction or alteration of an airport fuel system until the design, plans and specifications have been approved by the Authority. Any area of new construction and alteration shall be inspected by the Authority before it is put into operation.

C. MOBILE FUELING VEHICLES

1. Only fueling vehicles which are constructed and maintained to safety standards normally acceptable to the industry may be used in fuel servicing operations.
2. Any fueling vehicle which is leaking fuel or is in an otherwise hazardous condition shall be removed from service, defueled, and parked in a safe area until repaired.
3. All fuel servicing vehicles must at all times meet the standards and be operated as established in the Allegheny County Airport Authority, Airport Vehicle Rules and Regulations and NFPA 407 Standards.

4. Smoking equipment such as cigarette lighters and ashtrays shall not be provided. If a vehicle has such equipment when initially procured, such equipment shall be removed or rendered inoperable.
5. Each aircraft fuel-servicing vehicle shall be conspicuously legibly marked to indicate that it is "FLAMMABLE" and the nature of cargo/type or grade of fuel in the system (JETA, AVGAS, etc.). The marking shall be on all sides and in the cab. In letters at least 3 inches high on a background of sharply contrasting color.
6. Each aircraft fuel-servicing vehicle shall be conspicuously legibly marked to show danger, flammability, and standard hazardous material placard with ID numbers (*1203 for Avgas; 1223 for JetB and JP-4; 1863 for JetA*). The markings shall be on all sides.
7. A "NO SMOKING" sign shall be prominently posted in the cab of every aircraft fuel servicing vehicle.
8. All aircraft fueling hoses shall be fabricated from materials that are resistant to damage from exposure. In addition, the hose cover shall be designed to be resistant to damage by abrasion, by bending or kinking and by crushing or flattening.
9. Each length of new aircraft fueling hose, recoupled hose or hose being returned to service; shall be hydrostatically tested at a minimum of 150 percent of the working pressure of the hose.
10. All aircraft fueling hoses shall be specifically designed, tested and marketed for the delivery of aviation fuel.
11. The valve which monitors the flow of fuel from an aircraft fuel servicing vehicle/dispenser to the aircraft shall have a deadman control. The use of any means which would bypass or defeat the deadman control shall be prohibited.
12. All fixed fueling locations (*example: fueling cabinet*) shall be equipped with:
 - a. At least one boldly marked emergency fuel cutoff capable of overriding all other controls and stopping, with one physical movement - all fuel flow. This shall be clearly visible and accessible from all normal fueling stations. It shall be placarded "EMERGENCY FUEL SHUTOFF" in letters at least 3 inches high and the method of operations shall be indicated by an arrow and the word "PUSH" or "PULL", as appropriate. Lettering shall be of a color sharply contrasting with it's background for visibility.

b. Fire extinguishers as required by NFPA Standard 407 (a minimum of two, each having at least a 20BC rating), accessible from the ground during fueling operations. The area adjacent to and immediately behind the extinguisher(s) shall be painted with a contrasting color.

13. All mobile fueling systems shall be equipped with:

a. At least one boldly marked emergency fuel cutoff capable of overriding all other controls and stopping, with one physical movement - all fuel flow. This shall be clearly visible and accessible from all normal fueling stations.

b. Fire extinguishers as required by NFPA Standard 407 (Each aircraft fuel servicing tank vehicle shall have a minimum of two, each having at least a 20BC rating, mounted with one on each side of the vehicle. Each aircraft servicing hydrant vehicle shall have a minimum of one, having at least a 20BC rating.), accessible from the ground during fueling operations. The area adjacent to and immediately behind the extinguisher(s) shall be painted with a contrasting color. The extinguisher shall be kept clear of ice, snow, etc. Extinguishers located in enclosed compartments shall be kept readily accessible and their location shall be clearly marked in letters at least 2 inches high.

c. The brake / safety interlock system, on vehicles so equipped, must be checked daily for proper operation.

14. Each fuel servicing system shall contain no feature, which would allow fuel or concentrated fumes to contact (*during normal operations, overfilling or other spill*) the exhaust system, hot gasses or any other ignition source.

15. Any type of fuel servicing system which is equipped with an internal combustion engine, shall be equipped with an air filter/spark arrestor and a leak-free exhaust system terminating in a standard baffled (*original equipment type*) muffler.

16. Fuel Tanks shall be:

a. Closed and equipped with gasketed dome covers which:

1. Contain a 3-psi emergency vapor relief valve.

2. Are adequate to prevent fuel spillage during vehicle movement

and the influx of water anytime.

- b. Equipped with a sump drain with an outlet located to facilitate convenient capture of overflow.
- c. Equipped with a tank bottom outflow cutoff valve which can block flow and spill in the event of piping rupture or other valve failure.
- d. Piping shall be reasonably protected from impact/stress, which could rupture and cause fuel spillage.

17. Electrical equipment and wiring shall be:

- a. Reasonably protected from heat, abrasion or other impact, which could cause failure of insulation, open spark or other ignition sources.
- b. Of a type or design approved for use in Class 1, Group D, Division 1 hazardous locations (explosion proof - ex: free of exposed conductors, contacts, switches, connectors, motors, etc which could generate open sparks or other ignition sources during normal operation). *See NFPA Standard 70, National Electric Code.*

18. Provide electrical continuity between all metallic or conductive components.

19. When loading tankers, the engine of the tank vehicle shall be shut off before starting to load the tanker.

20. Transferring fuel by pumping from one tank vehicle to another tank vehicle within 200 feet of an aircraft is prohibited.

21. Mobile fueling vehicles must be parked a minimum of 10 feet apart and 50 feet from a building, parked aircraft, or structure of any kind.

D. REQUIRED INSPECTION AND TESTS

- 1. For all fuel servicing vehicles, all inspections recommended by the manufacturer shall be performed at the specified interval.
- 2. Equipment for static bonding and grounding will be tested for electrical resistance when initially placed into service and shall be inspected for continuity and integrity at least monthly.

3. Fueling hose shall be inspected daily and damaged hose shall be hydrostatically tested at a minimum of 150 percent of working pressure before returning to service. Hoses affected by coupling slippage, leakage, ballooning or which are abnormally twisted shall be immediately removed from service.

4. The fuel handling system, including all valves, meters or fittings and associated components shall be tested for leakage at 100 percent of service pressure for at least 30 minutes on an annual basis. Affected portions of the system must be retested under the same criteria after any failure, leakage or disassembly.

5. All emergency fuel shutoff devices and any collocated fire alarm boxes shall be operationally checked at least every three months. Upon any resetting or failure of the fuel shutoff system, the system loop involved shall be retested.

6. A visual check of every mobile/fixed refueling station shall be made on a daily basis and immediate correction made if any deficiency is found.

7. Ensure before loading any mobile fueling vehicle or refueling any aircraft - that within the preceding 30 days:

a. The fueling vehicle has been given a careful visual condition check, including a night spark check to identify visible ignition sources.

b. Internal combustion engine's exhaust system has been thoroughly checked and found intact and free of leaks.

c. The entire fueling vehicle is mechanically sound and well maintained.

d. The aircraft fueling hose shall be completely extended and inspected (*as per NFPA 407, section 3-16.2*).

8. Ensure before loading any mobile fueling vehicle or refueling any aircraft that within the past 12 months:

a. Each fueling hose in the system has been stretched to its full length, has had maximum pumping pressure applied and (while this pressure is maintained) has been visually checked and found free of any significant cuts, exposed cords, discoloration, soft spots, blisters, slippage of end connectors or any other indication of a potential failure.

- b. Each bonding, grounding device or connection has been checked for electrical continuity.
- 9. Ensure that all fire extinguishers are checked for charge and condition at least quarterly.
- 10. The Allegheny County Airport Authority reserves the right to inspect the fuel system and its components, to observe fueling operations, test emergency shutoffs and review required documentation on a scheduled or unscheduled basis.

SECTION 3 - REQUIRED REPORTS AND DOCUMENTATION

- 1. A written record of all required inspection and tests will be maintained by the fueling agent for a period of three (3) years.
- 2. A written report of all fuel spills shall be filed by the fueling agent with the Director of Allegheny County Airport Facilities, using the fuel spill report (see *attached*) or similar form approved by the Allegheny County Airport Authority within three (3) working days.
- 3. A written report shall be maintained by the fueling agent or every activation of the emergency fuel shut off system noting the reason and corrective actions taken. The records shall be retained for a period of three (3) years.
- 4. The operator shall respond in writing within three (3) working days to notification by the Allegheny County Airport Authority of any discrepancy, violation or notice of improper procedure found as a result of any scheduled, unscheduled, accompanied or unaccompanied visits, inspections, review or observation.
- 5. The operator shall complete all necessary forms and reports required by any federal, state or local agency as a result of a spill, leak or other malfunction of the fuel system. Copies of all correspondence related to such accidents shall be provided to the Allegheny County Airport Authority.
- 6. The Allegheny County Airport Authority reserves the right to review required documentation on a scheduled or unscheduled basis.

SECTION 4 - NOTIFICATIONS

1. The Executive Director of Allegheny County Airport Facilities Authority shall have the authority to change, modify or supplement any or all of the notification procedures and requirements under these Airport Fueling Procedures by giving the licensed fixed base operator (FBO), self fuelers or vendor, ten days advance written notice in such form as said Executive Director may choose.

Appendix 4
ALLEGHENY COUNTY AIRPORT

FUEL SPILL REPORT

DATE: _____

TIME: _____

LOCATION [TANK FARM, RAMP, ENROUTE, ETC.] _____

AIRLINE: _____ PILOT IN COMMAND: _____

AIRCRAFT #: _____ AIRCRAFT TYPE: _____

ESTIMATED SIZE AND GALLONS OF SPILL: _____

FUELING EQUIPMENT TYPE: _____ FUELING EQUIPMENT #: _____

DESCRIPTION AND CAUSE OF SPILL: _____

METHOD OF CLEAN UP: _____

CORRECTIVE ACTIONS TAKEN:

AGENCIES NOTIFIED: _____

REMARKS: _____

FUELING COMPANY INVOLVED: _____

NAME OF EMPLOYEE INVOLVED: _____

NAME OF SUPERVISOR INVOLVED: _____

REPORT PREPARED BY (NAME AND POSITION): _____

Appendix 4
ALLEGHENY COUNTY AIRPORT AUTHORITY

**AIRPORT FUELING PROCEDURES
NOTICE REQUIREMENTS CHANGES**

Pursuant to section 4, of the Allegheny County Airport Fueling Procedures the following notice requirements contained in said Procedures are hereby changes, modified or supplemented as hereafter described.

Section No.	Subsection Reference	Description of Change Modification or Supplement To Notification Requirement	Effective Date
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