



Boulder City Municipal Airport
Aviation Fuel Dispensing
Handling & Storage
Standards

Effective Date: June 29, 2021

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1 General

Boulder City Municipal Airport (Airport) located in Boulder City, Nevada is owned by the City of Boulder City (City). The Airport is a general aviation facility serving Boulder City, Nevada, and the surrounding communities. Pilots and passengers use the Airport for personal, business, corporate, and recreational flying activities. Aeronautical services such as sightseeing tours, charter flights, parachuting, flight training, and medically related air transport are also available.

The Airport, aside from offering the community aviation related business, and economic services and benefits in the form of jobs and as a part of the regional air transportation system, is a symbol of pride to Boulder City. The Airport is committed to moving forward in the 21st Century by effectively managing its growth to maximize its benefits¹ within the City's larger community vision.

The City Council, representing the residents of Boulder City, Nevada, supports the Airport and its activities to ensure its viability so that it will continue to safely, efficiently, and adequately serve the local and regional air transportation needs of all who use and rely on its services.

The City as the owner of the Airport and is commonly referred to as the Airport sponsor.¹ The Airport operates as a self-sustaining enterprise fund, is a part of the National Plan of Integrated Airport Systems (NPIAS) and is eligible for Federal Funding under the Airport Improvement Program (AIP). As the Airport receives Federal Funding under the AIP program, it agrees to certain obligations or assurances or commonly referred to as [grant assurances](https://www.faa.gov/airports/aip/grant_assurances/).² These obligations require the recipients, Airport sponsor, impose conditions that ensure safe and efficient operation of the airport in accordance with Federal Aviation Administration (FAA) guidance when available.³ Since the Airport received AIP grant funding the sponsor is required to comply with applicable federal laws, regulations, executive orders, policies, guidelines and requirements.⁴ Nationally, Airport sponsors establish rules, regulations to operate and manage the Airport within recognized industry best practices, aligning with federal guidelines, and that best assures the sponsor for the safe and efficient operation of its Airport.

1.1 Purpose

The Airport Manager has developed these Aviation Fuel Dispensing, Handling, and Storage Standards (Standards) to fairly and equally enforce the Airport Rules and Minimum Standards as adopted by the City Council.

The purpose of these Standards is to provide a consolidated fuel safety reference document for all Airport occupants to refer to for all fuel storage, handling, training and dispensing regulatory measures. Fuel quality and fire are significant concerns associated with the storage, dispensing, and handling of aviation fuel, and it is imperative that all Airport employees, fixed base operators (FBO) and commercial operators, fuel distributors, and delivery companies adhere to the highest standards with regard to aviation fuel services.

The FAA recommends that all airports develop aircraft fuel storage, handling, training and dispensing standards even if they are not a certificated airport.⁵ The Standards have been developed as an addition to the *Airport Rules and Minimum Standards* and apply to all fuel

¹ Airport sponsor is defined as public agency or tax-supported organization that is authorized to own and operate the airport, to obtain property interests, to obtain funds, and to be able to meet all applicable requirements of current laws and regulations both legally and financially.

² FAA Grant Assurances: https://www.faa.gov/airports/aip/grant_assurances/

³ FAA Airport Compliance Manual, Order 5190.6B, 10.2.b Page 10-1

⁴ FAA Grant Assurances: https://www.faa.gov/airports/aip/grant_assurances/ Section C.1

⁵ FAA Advisory Circular 150/5230-4B page 1 part 3

related activities on the Airport.

1.2 Authority

The Airport Manager has the responsibility to fairly and equally enforce these regulations and standards.⁶ The Airport Manager may delegate all or part of this authority at their discretion, or as specified herein.

1.3 Effective Date

These Standards go into effect following passage and approval by the City Council of Boulder City, and any operator currently conducting any activities identified in these Standards will have thirty (30) days to respond in writing to the Airport Manager providing an outline with milestone dates as to how they will comply with the Standards within ninety (90) days of the effective date. Any new operator is required to have plans in place to be fully compliant within thirty (30) days of the beginning of their fuel related operations.

1.4 Regulatory Measures

Aviation fuel and oil sales or services are required to conform to all Regulatory Measures and industry standards pertaining to the safe storage and handling of fuel including, but not limited to:

- ❖ Most recent adopted fire codes of the City of Boulder City
- ❖ National Fire Protection Association (NFPA) 407 *Standard for Aircraft Fuel Servicing* <https://www.nfpa.org/>
- ❖ American Society of Testing Materials (ASTM) D1655, D910, and Manual 5 ‘Aviation Fuel Quality Control Procedures’ <https://www.astm.org/>
- ❖ American Petroleum Institute (API) <https://www.api.org/>
- ❖ Air Transport Association (ATA) Specification 103 <https://publications.airlines.org/CommerceProductDetail.aspx?Product=289>
- ❖ OBP35A-35C-Misfueling Prevention <https://www.nata.aero/misfueling-prevention-program/misfueling-references>
- ❖ OBP-36-DEF Handling and Contamination Prevention
- ❖ FAA Advisory Circular 150/5230-4B Aircraft Fuel Storage, Handling, Training, and Dispensing on Airports
- ❖ FAA Order 5190.6B (Compliance Manual)
- ❖ FAA Advisory Circular 150/5300 (Airport Design)

The above Regulatory Measures and industry standards may be updated, revised or changed from time to time; the most current version is applicable when referenced in these Standards. These Standards define the minimum requirements for the storage, dispensing and handling of aviation and other related fuel within authorized areas of the Air Operations Area (AOA) of the Boulder City Municipal Airport. These Regulatory Measures and industry standards are designed to promote:

- ❖ A safe environment for those persons engaging in aviation fuel activities
- ❖ Clean and dry fuel quality provided to customers at the airport
- ❖ Continued enhancement of aviation safety

2 Fuel Handling, Dispensing & Storage Standards

2.1 Permits

Aviation fuel and oil sales or services are required to conform to all Federal, State, County, and

⁶ Airport Rules and Minimum Standards Section 12.3

Airport sponsor requirements and fire codes pertaining to the safe storage and handling of fuel.⁷ Any FBO, commercial operator, pilot, tenant, or tenant organizations, personnel and equipment involved in the storage, dispensing and handling of aviation fuel must be authorized by the Airport.⁸ This authorization may require one or more of the permits listed in this section along with any permits required by the Boulder City Fire Department.

Permits set forth below must be issued to each and every qualified applicant within 10 business days. If a permit is denied the Airport Manager must notify the permit applicant of denial by sending a notice of denial. The notice of denial must include the reasons for denial and advise the permittee of the permittee's right to appeal as set forth in section 7.3.

2.1.1 Fuel Vendor Permit

This permit is required by any FBO or commercial operator wishing to engage in selling and dispensing aviation fuel to aircraft with trained Fueling Agents and the fuel vendor permittees are required to operate with permitted mobile refuelers.

2.1.2 Mobile Refueler Permit

This permit is required for each mobile refueling vehicle owned or leased by a fuel vendor required to meet further requirements as outlined in section 3.

2.1.3 Fuel Storage System Permit

This permit is required prior to an FBO installing a fuel storage system. This permit requires annual certification by the Airport.

- A. The FBO must have a written agreement with the City permitting the installation of fuel storage tanks within the leased boundary area. Fuel storage systems must be fixed and contain required safety and filtration devices per all applicable industry standards.⁹
- B. The system will be required to have at least 10,000 gallons of storage for each type of fuel the FBO is required to provide.¹⁰
- C. The storage system must be designed and installed meeting all applicable industry standards and all local permitting requirements.¹¹
- D. The storage system must include adequate fuel spill prevention features and containment capabilities, together with an approved fuel Spill Prevention Countermeasures and Control Plan (SPCCP).¹²

2.1.4 Fuel Distributor Permit

This permit authorizes the petroleum product company to deliver fuel to a fixed fuel storage system at the Airport. Refer to section 5 of these Standards.

2.1.5 Non-Commercial Self-Fueling Permit

This permit is required for self-fueling. Self-fueling is the dispensing of aviation fuels into fuel tanks of aircraft owned or operated by an authorized Airport tenant or based aircraft owner, using the tenant's/owner's equipment and employees. Refer to section 7 of these Standards. This permit is not required for general aviation pilots or crewmembers who may be fueling their

⁷ Boulder City Municipal Airport Rules and Minimum Standards Section 4.11; 4.11.4

⁸ Boulder City Municipal Airport Rules and Minimum Standards Section 4.11.8

⁹ Boulder City Municipal Airport Rules and Minimum Standards Section 4.11.8

¹⁰ Boulder City Municipal Airport Rules and Minimum Standards Section 4.11.8

¹¹ Boulder City Municipal Airport Rules and Minimum Standards Section 4.11.3, 4.11.4

¹² Boulder City Municipal Airport Rules and Minimum Standards Section 4.11.8

aircraft at authorized fixed, self-serve fuel facilities at the Airport.

2.2 Fueling Agent Training¹³

Fuel services must be administered by trained and authorized personnel using the proper safety equipment in the designated area with proper standard safety precautions.¹³ Safe handling of fuel must be in accordance with NFPA 407 and fuel quality must be in accordance to ASTM International Manual Aviation Fuel Quality Control Procedures 5th Edition. This ensures the safe storage and transportation of fuel and ensuring clean dry fuel is delivered to the aircraft.

A fuel vendor shall train each employee whose duties include monitoring the loading of mobile refuelers, checking fuel quality, providing into plane service, or driving a mobile refueler. The fueling agent shall renew his/her credentials every twenty-four (24) consecutive calendar months (CCM). Recurrent training must be the same training as the initial training course, and include any updated information or standards. The training syllabus shall be made available at the Airport Manager's request. The training syllabus must contain the items outlined in section 2.2.1, but is not limited to these items.

2.2.1 Training Syllabus

- (1) Aviation Fuel Safety Course (ref. AC 150/5230-4B)
- (2) Fuel Quality Control
- (3) Hands-on Fire Extinguisher Training
- (4) Misfueling Prevention Training
- (5) Diesel Exhaust Fluid Contamination Prevention Training
- (6) SPCC Plan Training
- (7) Recurrent Training – to be completed every 24 CCM

2.2.2 Training Confirmation

Fuel vendors are required to submit written confirmation once every 12 CCM verifying employees have been trained in compliance with section 2.2. This confirmation should be placed on company letterhead and utilize the Annual Tenant Fueling Agent Training Confirmation Letter Template, found in Appendix B.

2.2.3 Fire Extinguisher Training¹⁴

All Fueling Agents are required receive bi-annual hands-on training in the proper use of handheld fire extinguishers from their local fire department or other local qualified source. A statement or certificate of completion must be submitted along with the training confirmation letter.

2.2.4 Airport Fuel Cards

Fuel vendors that obtain fuel from the Airport Fuel Farm will be issued Airport fuel cards, from the Airport Administration Office. These fuel cards will be issued to each fueling agents listed on the training confirmation letter from the fuel vendor(s). Fueling agents will be required to check out the fuel card and will be required to complete a proficiency check at the initial time of pickup.

Upon the termination or separation of a fueling agent from a fuel vendor (employer) the fuel card will be returned to the Airport Administration Office.

¹³ Boulder City Municipal Airport Rules and Minimum Standards Section 2.12.7

¹⁴ NFPA 407 4.2.7.4

Airport fuel cards that have already been issued to fueling agents will be verified against the training confirmation letter annually or upon implementation of these Standards.

2.3 Fuel Dispensing Equipment

2.3.1 Equipment Standards

Fuel vendors with fuel dispensing equipment (either fuel storage system or mobile refueler) are required to comply with and/or provide:

- A. Fuel dispensing equipment for the appropriate grades of fuel¹⁵ and meeting all applicable Regulatory Measures and industry standards for each type of fuel dispensed and the type of equipment¹⁶.
 - (1) Aviation fuel storage tanks and related equipment must be fire-rated by Underwriter Laboratories (UL) and conform to the applicable requirements of NFPA 30.¹⁷
 - (2) Those permitted and authorized to conduct aircraft fueling are responsible for the proper and safe operation of all fuel storage systems and for ensuring all items are inspected and maintained in a safe and operable condition at all times.
 - (3) All fuel storage and fixed fueling cabinet equipment must be placarded in accordance with pertinent guidelines.¹⁸ In addition, instructions for fueling cabinet equipment use must be posted in close proximity to those cabinets.
 - (4) Continuous public liability, property damage and chemical and environmental damage liability insurance with coverage limits established by the City, and/or meet or exceed industry standards, and/or specified in any lease agreement and/or the Airport's Rules and Minimum Standards, whichever is greater.
- B. The safe storage and handling of fuel in conformance with Regulatory Measures and industry standards requirements for the safe storage and handling of fuel.¹⁹
- C. Adequate bonding wires installed, frequently inspected and maintained on all fueling equipment, to reduce the hazards of static electricity.²⁰
- D. An adequate supply of properly located fire extinguishers and other precautions and/or equipment required by applicable fire codes.²¹
- E. Contain safety fixtures and filtration systems to ensure adequate quality.²²
- F. Must include adequate fuel spill prevention and safety features.²³

2.3.2 Quality Control

Fuel vendors shall regularly carry out fuel quality testing to ensure adequate quality because contamination of aviation fuel is an extremely hazardous situation.²⁴ A comprehensive program of inspection and maintenance of equipment to ensure clean dry fuel is delivered to aviation customers.

Testing fuel quality is accomplished by visually inspecting a fuel sample. Fuel should be

¹⁵ Boulder City Municipal Airport Rules and Minimum Standards Section 4.11.1

¹⁶ Boulder City Municipal Airport Rules and Minimum Standards Section 4.11.3

¹⁷ NFPA 407 5.1.2.1

¹⁸ NFPA 407 5.1.11.4

¹⁹ Boulder City Municipal Airport Rules and Minimum Standards Section 4.11.1, 4.11.3

²⁰ Boulder City Municipal Airport Rules and Minimum Standards Section 4.11.6; NFPA 407 4.2.5

²¹ Boulder City Municipal Airport Rules and Minimum Standards Section 4.11.7; NFPA 407 A.4.2.7.1

²² Boulder City Municipal Airport Rules and Minimum Standards Section 4.11.8

²³ Boulder City Municipal Airport Rules and Minimum Standards Section 4.11.8

²⁴ Boulder City Municipal Airport Rules and Minimum Standards Section 4.11.8

sumped daily and inspected using the clear, bright, and dry visual test:

- A. Clear: The fuel should be free of sediment or emulsion
- B. Bright: The fuel should be free of clouding or haze caused by fine water droplets
- C. Dry: The fuel should be consistent with no separate water layers

2.3.3 **Sample Retention – Aircraft Mishaps**

Upon receiving any report of a mishap involving an aircraft that has received fuel at the Airport, the fuel vendor, upon learning such information shall immediately notify the Airport Manager's office who will immediately quarantine the fuel service vehicle or equipment used to deliver that fuel. Upon receipt of satisfactory results after quarantine the vehicle may be returned to service by the Airport Manager.

2.3.4 **Inspections**

The Airport Manager or designee and the City Fire Inspector will conduct sufficient announced and unannounced inspections²⁵ of fuel storage and/or handling sites, fuel service equipment, personnel training records and written procedures to ensure full compliance. Inspections must be conducted not less than once **every 12 CCM** and be documented by a written report that must be maintained by the Airport Administration Office for a period of not less than 24 CCM. Copies of inspection reports must be provided to inspected organizations and other certified personnel within seven (7) working days of inspection completion.

Airport and Fire inspections may be conducted separately or at the same time.

2.3.5 **Defueling & Aircraft Fuel Maintenance Equipment**

The fuel vendor performing defueling for either maintenance or weight and balance purposes must provide a defuel plan meeting industry standards.

2.4 **Fuel Spill Prevention, Response and Reporting**

Fuel spill prevention is of utmost importance due to the associated environmental and fire safety hazards. Equipment must comply with all applicable design and operating standards, and must be free from leaks and malfunctioning equipment in order to avoid dangerous and costly circumstances. To prevent fuel spills, fuel may only be transferred using appropriate methods.

2.4.1 **Spill Prevention Countermeasures and Control Plan (SPCCP)²⁶**

Each Fuel Storage Permit Holder must list each fuel distributor, vendor or mobile refueler that delivers or obtains fuel from their fuel storage facility in their SPCCP. In addition, each fuel vendor must have a SPCCP that conforms with Title 40 Code of Federal Regulations, Part 112 – Oil Pollution Prevention. All Airport fuel vendors and Distributors permitted and authorized to store, dispense or handle aviation or other fuel on or at the Airport, shall develop an SPCCP. This plan must take inventory of all fuel dispensing equipment that could present a fire or environmental hazard and describe the actions that will be taken to minimize those hazards and outline the spill response, cleanup, and disposal of hazardous materials should an incident occur. The following is required:

²⁵ If inspection language is defined in a lease agreement the fuel vendor has with the City, then the lease agreement language must be used

²⁶ Boulder City Municipal Airport Rules and Minimum Standards Section 4.11.8

- A. Plan must be stamped by a civil engineer, unless specifically qualified for self-certification program.
- B. Copies of completed SPCCPs must be provided to the Airport Manager.
- C. The Airport Manager will review for compliance and maintain a file on record.

The fuel vendor may be required to have a discharge permit for certain activities that discharge stormwater to waters of the United States. In compliance with U.S. EPA regulations at 40 CFR § 122.26(b)(14), the Nevada Division of Environmental Protection (NDEP) has issued several General Permits for stormwater discharge. If applicable, a copy must be provided to the Airport Manager and maintain a file on record.

2.4.2 **Spill Response Materials**

Fuel vendors must maintain spill kits that are contained within the refueling truck and additional supplies necessary to respond to a fuel spill. Fuel vendors with fixed fuel storage facilities are required to maintain spill kits necessary to respond to a fuel spill.

If a fuel spill occurs or is observed during aircraft fuel services, the equipment operator shall stop the fuel flowage, activate the emergency shut-off control, and immediately report the spill as provided below.

2.4.3 **Reporting Fuel Spills**

The Boulder City Fire Department must be notified immediately (via 9-1-1) of a fuel spill that meets one or more of the following:

- A. Comprises 5-gallons or more;
- B. Covers an area extending 10-feet in any direction or an area of 50-square feet;²⁷
- C. Continues to flow; or
- D. Otherwise poses a hazard to persons or property.

During the corresponding Fire Department response, the tenant organizations and/or persons involved or witnessing the spill shall immediately notify the Airport Manager's Office.

All fuel spills must be reported in writing to the Airport Manager within 48-hours of the initial spill occurrence. Reports must include the date, time and location of the spill; the cause and contributing circumstances; the persons involved (if any); and any actions taken. The Fire Department shall provide the Airport Manager a report on the spill event.

NOTE: Response of the Boulder City Fire Department and supporting units may subject organizations and individuals involved in the spill to the payment of fees for spill cleanup.

2.5 **Fuel Flowage Fee**

For the privilege to dispense aircraft fuels, fuel vendors shall pay to the Airport a fuel flowage fee on all aircraft fuels sold or dispensed. The fee is applicable and is established in the current Airport Fee Schedule. If a fuel flowage fee is defined in a lease agreement with the City, then the rate in the lease agreement must be used.

2.5.1 **Records**

Fuel vendor is required to keep true and accurate records and books of all fuel sales and

²⁷ NFPA 407 4.2.3.5.7

dispensing into all aircraft²⁸. Whether they are owned by the fuel vendor or others, fuel vendors shall submit to the Airport Manager statements of all fuel sales for the preceding calendar month in a form shown in Appendix D and with such detail as may be reasonably required by the Airport.

2.5.2 **Payment**

Payment of the fuel flowage fee is due on the twentieth (20th) day of the month following that in which the aircraft fuels were supplied by fuel vendor and is delinquent and subject to a ten percent (10%) late payment penalty if paid after the thirtieth (30th) day of the month and every month after.

2.5.3 **Audits**

The City of Boulder City has the right to perform scheduled and non-scheduled audits of all aviation fuel related activity and finances.

3 Mobile Refuelers

A mobile refueler is a mobile tender type vehicle having a cargo tank attached to the truck frame and designed for or used in the transportation and transfer or dispensing of fuel into or from an aircraft while on the Airport.

Mobile refueler vehicles must be operated by a FBO or a commercial operator with a Fuel Vendor Permit. Mobile refuelers may only provide fuel-dispensing services into aircraft in parking or tie down locations²⁹ and must obtain fuel from a permitted fixed fuel storage system or the Airport Fuel Farm, and require approval from the Airport Manager prior to entering the Aircraft Operating Area (AOA). This permit is required along with any additional permits required by the Boulder City Fire Department.

3.1 **Permits**

Permits will be issued annually for mobile refuelers. Airport Manager may renew the mobile refueler permit, after annual inspections have been accomplished and no discrepancies noted.

3.2 **Inspections and Repairs**

Inspections are conducted not less than once every 12 CCM and be documented by a written report that is maintained by the Airport Administration Office for a period of not less than 24 CCM.

Mobile refuelers must not be operated unless they are in proper repair. Leaking vehicles must be removed from service and parked in a safe area with secondary containment until repaired.

Maintenance and servicing of aircraft fuel service vehicles and equipment may only be performed outdoors or in a building approved for such purpose.

Any mobile refueler requiring repair may be fixed on site for minor maintenance discrepancies but may not remain in a nonoperational condition for more than 14 days. After 14 days, the vehicle must be removed from the Airport.

All spills from a leak are handled as described in section 2.4.

²⁸ Boulder City Municipal Airport Rules and Minimum Standards Section 4.11

²⁹ As stated all commercial lease agreements under Exhibit C Section II.C.1

3.3 Parking

The Airport Manager has sole discretion (within the scope of law and Boulder City Code) and as depicted in the Airport Master Plan and Airport Layout Plan, to approve and disapprove ramp parking and the location for the parking of all mobile refuelers operating on the airport.

Fuel vendors may designate parking areas for unattended mobile refuelers with the Airport Manager's approval. Fuel Vendors may not park inactive mobile refuelers within the AOA. Inactive indicates that the mobile refueler has not been actively used in fueling operations for a period of one week or more. Fuel equipment of any type may not enter in or be parked inside hangars or buildings other than legally permitted maintenance facilities or garages. Vehicles must be parked in the following fashion:

- A. A minimum of 10-feet of clear space between parked vehicles for accessibility for fire control purposes;
- B. A minimum of 50-feet of clear space from any parked aircraft, hangars, paint/dope shops, fuel storage systems, or other critical installations;
- C. Prevention of any leakage from draining into an adjacent buildings or storm drains that are not suitable or designed to handle fuel; and
- D. For the efficient dispersal of the vehicles in the event of an emergency.

4 Fuel Safety Standards

Appropriate training and equipment maintained in the manner set forth above significantly aid in avoiding unsafe practices. However, technical knowledge and appropriate tools must be used in conjunction with alertness and performing all tasks in a manner in accordance with applicable fire regulations and in compliance with the highest standards. Accordingly, the Boulder City Municipal Airport highlights the following additional fuel safety standards to ensure all fuel dispensing, handing, and storage meets the highest standard of safety.

4.1 Fire Regulations³⁰

The following fire regulations apply, except where applicable fire or building codes differ, in which case the latter prevails.

- A. Fueling is done in such a manner and with such equipment that adequate connection for bonding³¹ the aircraft to the mobile refueler, is made prior to any fueling activity, and that aircraft bonding is continuously maintained during the fueling process.
- B. All appropriate fire codes and regulations prescribed by the State of Nevada and Boulder City must be adhered to.
- C. No person may smoke or ignite any matches, flares, lighters or other object that produces an open flame within one hundred (100) feet of an aircraft being fueled, any fueling truck or mobile refueler, or fueling facility. All fuel truck, mobile refueler or fuel facility operators must ensure that (1) proper and legal signs are installed to warn of the flammable fuel dangers, and (2) that all distances between the fuel truck or facility and open flames are enforced.
- D. All persons using the Airport area or facilities shall exercise the utmost care to guard against fire, accident, and injury to persons or property.
- E. Fuel services are only administered either by trained and authorized personnel using the proper safety equipment or by the aircraft operator in the designated area with proper standard safety precautions.
- F. No aircraft may be fueled or de-fueled while the aircraft engine is running, unless the

³⁰ Boulder City Municipal Airport Rules and Minimum Standards Section 2.12

³¹ NFPA 407 4.2.5

Company's FAA approved operating certificate provide specific authorization and the Company maintains insurance and hold harmless coverage for the City. This does not apply to use of APUs or other engines required for refueling operations.

- G. No aircraft may be fueled or de-fueled while the aircraft is in a hangar or other enclosed area.
- H. All aircraft fuel service vehicles, equipment and meters used in the sale of retail or contract fuel servicing must be certified annually by the Nevada Department of Weights and Measures. Certification reports must be retained for not less than 12 CCM.
- I. Fire extinguishers must be available on aircraft servicing ramps and/or aprons³²:
 - (1) Aircraft fuel servicing equipment must be equipped with at least two (2) UL-listed fire extinguishers, each having a minimum rating of 80B/C, with one extinguisher mounted on each side of the vehicle/equipment.
 - (2) Ramp operations must have at least one wheeled extinguisher having a minimum listed rating of 80B/C provided at each gate or stand or at intervals of sixty meters (60m) or two hundred feet (200ft) along the length of aircraft ramp.

4.2 Positioning of Fuel Service Equipment

- A. Aircraft fuel servicing equipment must be positioned so that a clear path of egress from the aircraft for that equipment is maintained.
- B. The propulsion or pumping systems of aircraft fuel servicing equipment may not be positioned under the wing of an aircraft during over-wing fueling, or where aircraft fuel system vents are located on the upper wing surface or within ten (10) feet of aircraft fuel system vent openings.
- C. Parking brakes must be set on all aircraft fuel servicing vehicles before operators begin the fueling operation.
- D. Wheeled service equipment must have at least one of its wheels chocked during the entire fuel servicing operation.
- E. Electrical equipment, such as battery chargers and ground power units (GPU), may not be connected or disconnected during fuel servicing. Electric tools or similar tools likely to produce sparks or arcs may not be connected, operated, or disconnected while fuel servicing is being performed on any aircraft.

4.3 Aircraft Fueling Hoses & Nozzles:

- A. Selective fueling spouts should be used. If operations require round spouts or non-selective spouts, specific training should be provided to all fuel agents.
- B. Aircraft fueling hose must be inspected before use each day by extending it per normal aircraft fuel serving procedures. Any defective hose must be removed from service.³³
- C. At least once monthly, fueling hoses must be completely extended, pressurized and inspected.
- D. Nozzle screens must be inspected for rubber particles that may indicate possible deterioration of the hose interior.
- E. During fueling operations, the fueling vehicle must be adequately bonded to the aircraft or the loading rack.
- F. Upon completion of fuel operations, all hoses must be removed and properly stored.
- G. Fuel flow must be controlled by use of a Deadman Control device and the use of any means to defeat this control is prohibited.
- H. Bottom-Loading is the only permitted method for replenishing aircraft fuel service vehicle tanks, except as provided in section 4.4.

³² NFPA 407 4.2.7, 5.2.7

³³ NFPA 407 4.2.9.5

- I. Operators shall perform a pre-check of the vehicle tanks overfill or automatic high-level shut-off system during the commencement of tank filling operations to determine if the system is functioning properly.
- J. The operator shall immediately inform their supervisor of inoperative systems and shall remove the system from service until repaired.

4.4 Truck to Truck Transfer / Top Loading

Truck to truck transfer and or top loading is only done in extraordinary or emergency circumstances with the explicit permission and direction of the Airport Manager and/or Fire Chief.³⁴

4.5 Prohibited Operations

Aviation fuel is highly volatile because it evaporates rapidly producing vapors that can be easily ignited. Additionally, vapors are heavier than air and are capable of traveling along the ground and finding an ignition source, such as a spark from a motor or static electric discharge. The movement of fuel, a highly flammable and combustible substance, causes the fuel to become electrostatically charged. If the electrostatic charge is sufficiently high, the fuel vapors may ignite causing a fire.

For these and other reasons, the items listed below are considered possible public safety concerns and are prohibited operations:

- A. Aircraft fuel and other related servicing personnel shall not carry lighters, matches or other ignition sources on their person while performing fuel servicing operations.
- B. Fueling operations shall not be conducted during periods of intense thunderstorm activity when lightning is within five miles of the Airport.
- C. No person shall operate a:
 - (1) Radio transmitter or receiver or switch electrical appliances on or off in an aircraft, while it is being fueled or defueled.
 - (2) Photographic, phone, and radio equipment within ten (10) feet of fuel servicing equipment, or the fill or vent points of aircraft fuel systems during fueling operations.
- D. Only approved and permitted aircraft mobile refuelers are allowed to engage in fueling on the Airport. The Airport Manager or his/her designee may grant exceptions in writing on a case by case basis.
- E. Aircraft hot refueling (when aircraft engines are operating) is prohibited, unless allowed by the Company's FAA approved operating certificate and the Company maintains insurance and hold harmless coverage for the City. This does not apply to use of APUs or other engines required for refueling operations.
- F. Aircraft must not be fueled or defueled while passengers are onboard, unless the Company's FAA approved operating certificate provides specific authorization and the Company maintains insurance and hold harmless coverage for the City. Requirements contained in NFPA 407 4.2.11.2 must be complied with.
- G. Aircraft may not be fueled with non-ambulatory passengers onboard, except for patients aboard air medical aircraft.
- H. Persons other than those engaged in fueling, servicing and operation of an aircraft must not be permitted within fifty (50) feet of such aircraft.
- I. Aircraft must not be fueled or defueled while inside any building or structure.
- J. Fuel vehicles must be loaded only at an approved loading rack or fixed fuel storage

³⁴ NFPA 407, 4.2.3.6, 6.2.11.10; *see also* ATA Spec 103, 2-9 Refueling Truck Loading, Caution ("IT IS NOT ACCEPTABLE TO TRANSFER FUEL FROM A TRANSPORT TRUCK INTO A REFEULING TRUCK.")

facility on the Airport.

- K. Fuel vehicles and equipment must not be operated on a taxiway or runway at any time without prior written permission from the Airport Manager or permitted through the Airport Ground Vehicle Operations Program.
- L. Fuel vehicles and equipment must not be driven or parked on unpaved surfaces.

4.6 Ground Support Equipment (GSE) Fueling:

All approved fuel vendors operating on the Airport must fuel their mobile refuelers gasoline or diesel tanks. If legally permissible, they are permitted to leave the Airport to go to a gas station or they may use Airport-permitted, company owned portable gasoline or diesel storage tanks with a maximum a tank capacity of 500 gallons and must meet all applicable industry standards. All tank systems and locations must be approved by the Airport Manager and/or Fire Chief.

5 Fuel Distributor

A Fuel Distributor Permit authorizes petroleum product delivery companies to deliver by tanker truck and trailer, fuel to fixed fuel storage facilities located at the Airport. This permit is a non-exclusive right to provide fuel delivery services to the Airport. This permit is issued by the Airport and any company providing fuel delivery services to the fuel storage facility (or facilities) located on the Airport.

The following requirements and references in Appendix D, are to assist in obtaining a permit. This permit is required along with any additional permits required by the Boulder City Fire Department. Other requirements, may be needed for review by the Fire Department, Southern Nevada Health District, etc., to complete the permit process.

5.1 Application Requirements

- A. Letter of Intent – On applicant’s company letterhead, providing the following information.
- B. Verification Letter(s) – A letter on company letterhead from the Airport and/or each fixed based operator that is contracted with the fuel company, confirming the following information.
- C. Contact Information Form – Complete form and enclose with submission.
- D. NV Business Identification and City of Boulder City Business License – Provide a copy of applicant’s business identification number/certificate for the state of Nevada and City of Boulder City.
- E. A copy of applicant business entity’s Articles of Incorporation, Limited Liability Partnership, Limited Liability Corporation or Sole Proprietorship documentation is required, documenting the legal name. For “Doing Business As” (DBA) a copy of the Fictitious Business Name Statement is also required. Out of state documentation is acceptable.
- F. Insurance – Must be approved by the Airport and City of Boulder City. The City will determine the appropriate insurance coverage based on risk analysis and industry standards.

5.2 Fees

All fuels, including Jet-A, Avgas, and other liquid and alternative energy, are charged a delivery and or storage fee at the Boulder City Airport. All permittees are required to report, every month, all aviation fuel delivered to Airport and/or tenants and submit the appropriate fees. Fees associated with the Fuel Distributor Permit will be calculated per the Airport Fee Schedule.

Annual Administrative Fee:

Due at commencement of the permit, and annually on July 1st, regardless of if services have been

provided.

Fuel delivered to and/or stored at the Airport:

All Aviation Fuels: per gallon for all fuel delivered to or stored in a facility or activity on the Airport.

All required documents must be submitted in person, by courier delivery, US Mail or email to the address listed below:

In Person or Courier Delivery:

or

US Mail:

Boulder City Municipal Airport
1201 Airport Road, Suite 200
Boulder City, NV 89005

City of Boulder City
Attention: Airport Manager
401 California Ave
Boulder City, NV 89005

E-mail: AirportAdmin@bcnv.org (a hard copy must also be forwarded)

5.3 Audits

The City of Boulder City has the right to perform scheduled and non-scheduled audits of all aviation fuel related activity and finances.

6 Non-Commercial Self-Fueling

A self-fueling permit authorizes the dispensing of aviation fuels into fuel tanks of aircraft owned or operated by an authorized Airport tenant or based aircraft owner, using the tenant's/owner's equipment and employees. This permit is required along with any additional permits required by the Boulder City Fire Department and Southern Nevada Health District.

The following procedures do not allow for, or apply to commercial fueling at the Airport, where someone other than the actual owner of the aircraft is providing a fueling service of any kind, as defined in these Standards, or other Airport policies and agreements. The owner/operator, conducting self-fueling may be assisted by another person during the self-refueling process so long as the other party is not compensated in any manner for assistance or supplies.

A method of self-dispensing Class I flammable liquids into a privately owned Aircraft is allowable. The Airport's approved method requires the utilization of a Department of Transportation approved portable safety container, and for the activity to only be conducted by those persons authorized by the Airport Manager or designee that hold a current self-fueling permit with the Airport. The Airport will enforce the following safety precautions upon individuals who elect to self-fuel their Aircraft utilizing:

- A. Safety container(s) shall be adequately secured during transport on the Airport and smoking (fire or electronic) will not be allowed inside of, or within 50 feet of, the transport vehicle.
- B. Dispensing of fuel shall not be performed where the public is invited or where there is unusual exposure to life and property.
- C. Dispensing of fuel shall not be permitted within 25 feet of any building, any combustible material, or include any storage of Class I, II or III flammable or combustible liquids, and shall be conducted at least 25 feet from any opening in a building, property line, street, alley or public way.
- D. Dispensing of fuel may be gravity-fed using 5-gallon capacity or less safety containers, with other full or empty containers stored at least 15 feet from the dispensing area, or with a refuel vehicle/tank and pump unit that meets the requirements in section 4.5.
- E. Smoking, open flame or other sources of ignition shall be prohibited within 50 feet of the dispensing area.

- F. Empty flammable liquid safety containers shall be treated as if they were full, until they are purged of flammable vapors by an approved method.
- G. An approved industry certified portable fire extinguisher, having a minimum classification of 40-B, shall be staged and within 50 feet of the self-fueling dispensing operation for the extinguishment of any fire.
- H. An approved industry certified means shall be on site and maintained, to control and recover spilled fuel, such as an approved industry certified absorbent material. All such material shall be promptly and thoroughly cleaned up by the person fueling. All contaminated absorbent material will be considered hazardous waste and must be disposed of in accordance with Local, State and Federal laws, and at no time should any hazardous material be left on Airport property.
- I. Any person conducting self-fueling shall not store fuel in excess of 10 gallons in a Department of Transportation approved industry certified portable safety container at the Airport.
- J. Fuel may not be stored in hangars.
- K. Vehicles transporting fuels must be properly marked with Department of Transportation labeling, and shall not be parked inside hangars.
- L. Any individuals, persons or entities conducting self-fueling must maintain the Airport's minimum insurance policy limits, demonstrating general liability insurance with coverage limits established by the City, and/or meet or exceed industry standards and listing the City of Boulder City as additionally insured.

7 Enforcement

7.1 Authority

The Airport Manager, Fire Chief (for applicable fire codes), or designee, has the authority to enforce these standards and the application of Permits, as outlined herein in section 2.1, upon the following operations:

- ❖ Airport employees whose work involves the storage, dispensing and handling of aviation and other fuel;
- ❖ Fixed base operators (FBO) and commercial operators who perform aircraft fuel servicing functions; and
- ❖ Fuel Distributors, and delivery companies, of the petroleum product.

7.2 Violations

Violations of any Standards, policy, procedure or Regulatory Measure contained herein, whether specified or implied by reference, may subject permit holders or airport employees to issuance of a notice of violation by the Airport Manager, Fire Chief (for applicable fire codes) or their designee; including up to suspension or revocation of any permits or privileges. In addition, equipment, if found to be unsafe or improper for use, is required to be removed from service until corrective action is accomplished. A notice of violation must list the specific violation and cite to the governing Standard, policy, procedure, or regulation that applies.

Upon receipt of the first notice of violation, the permit holder shall take action within three (3) business days to correct the citation or violation. If circumstances preclude taking immediate corrective action, permit holder shall report such, in writing, to the Airport Manager, Fire Chief or their designee within the three (3) business days with a detailed timeline on when corrective action will be taken.

If a permittee fails to take corrective action required to be in compliance with any Standards, policy, procedure or Regulatory Measure contained herein the Airport Manager may suspend or

revoke the permit by issuing a notice of suspension or revocation. The Airport Manager must include the reasons for suspension or revocation and advise the permittee of the permittee's right to appeal as set forth in section 7.3 in the notice of suspension or revocation. Upon suspension or revocation, the permittee shall cease and desist all permitted activities.

7.3 Appeal

Once issued, a permit may only be suspended or revoked if there is first a Notice of Violation, and a failure to take corrective action on the part of the permittee that results in a danger or hazard at the Airport. Due to the extremely hazardous nature of aviation fuel handling, dispensing, and storage, the Airport Manager or Fire Chief must be afforded the authority to act quickly in the event there is a safety hazard at the Airport that jeopardizes life or property. However, in order to ensure due process, permittees will be afforded an expedient appeal of any permit denial, suspension, or revocation.

7.3.1 Airport Permit Review Board

The Airport Permit Review Board consists of the Finance Director, the City Attorney, and the Fire Chief, or their designee.

7.3.2 Request for Appeal

A person may appeal a permit denial, suspension, or revocation by submitting written request for appeal within ten (10) business days of the notice of denial, suspension, or revocation to the Airport Permit Review Board, to the attention of the City Clerk at 401 California Avenue Boulder City, Nevada 89005.

Upon receipt of a written request for appeal, the City Clerk shall schedule a hearing of the Airport Permit Review Board as soon as practicable but no later than forty-five (45) calendar days after receipt of the request, unless otherwise agreed to by both the aggrieved person and the Airport Permit Review Board.

Notice of such a hearing must be given to the affected person by personal service or certified mail to the last known address as set forth in NRS 241.033.

A person may request expedited appeal by providing a waiver of the notice requirements set forth in NRS 241.033, and in such case the appeal must be scheduled within ten (10) business days, unless otherwise agreed to by both the aggrieved person and the Airport Permit Review Board.

7.3.3 Notice of Hearing

The notice of hearing must include the time and place for hearing, the reasons for hearing, and a statement advising the aggrieved person that the person may bring any documents or supporting evidence for consideration to change, modify, or rescind any recommendation or order.

7.3.4 Hearing Procedure

The Airport Permit Review Board hearings will be conducted as a public meeting.

The Airport Permit Review Board will not be bound by the technical rules of evidence in conducting such hearings.

The burden of proof is on the party appealing the denial, suspension or revocation.

The decision of the Airport Permit Review Board must be rendered in writing on a form to be prescribed by the City Attorney within ten (10) business days of the hearing's conclusion and must affirm, modify, or reverse the denial, suspension or revocation.

7.4 Review by the City Council of Boulder City

Should a permittee be aggrieved by a decision of the Airport Permit Review Board, the permittee may request review of the City Council of Boulder City.

7.4.1 Request for Review

Any person aggrieved by any decision of the Airport Permit Review Board has the right to request review by the City Council by filing a written request with the City Clerk within ten (10) business days after receipt of notice of the decision rendered by the Airport Permit Review Board. Such request for review must set out a copy of the order or decision appealed from and include a statement of the facts relied upon to avoid such order.

7.4.2 Notice of Meeting

The City Clerk shall schedule the decision review for a regularly scheduled City Council meeting occurring within ninety (90) calendar days from receipt of the request for review.

The City Clerk shall send twenty-one (21) working days' notice to the appellant via certified mail informing the appellant of time and place for the meeting during which the City Council will review the appeal decision.

The City Clerk shall also give such notice in a form and manner to be prescribed by the City to the Airport Manager and Airport Permit Review Board and such Board is entitled to appear and defend such order.

7.4.3 Standard of Review

The decision of the Airport Permit Review Board must be upheld unless the City Council finds the decision to be arbitrary or capricious.

7.4.4 Decision

The City Attorney must prepare a written decision of the City Council and provide copies of such decision to all parties within ten (10) business days of the meeting of the City Council to review the decision of the Airport Permit Review Board indicating whether the decision is affirmed or reversed. The decision of the City Council is final and conclusive.

8 Appendix A – Glossary

Aircraft Fuel Servicing: The transfer of fuel into an aircraft.

Aircraft: A vehicle designed for flight that is powered by liquid petroleum fuel.

Aircraft Operating Area: Any area of the Airport used or intended to be used for landing, takeoff, or the surface maneuvering of aircraft. The AOA includes, but is not necessarily limited to runways, taxiways, taxi-lanes, safety areas, aprons, ramps, and any other aircraft parking areas.

Airport Fuel Cards: The method in which fuel vendors purchase fuel from the Airport Fuel Farm.

Airport Fuel Farm (or Facility): The fuel storage facility owned by the Airport. *See also* Fuel Storage System.

Airport Rules and Minimum Standards: The City of Boulder City Municipal Airport has established Airport Rules and Minimum Standards. This document is adopted by City Council and may be amended from time to time.

Airport: Boulder City Municipal Airport, Nevada owned and operated by the City of Boulder City, Nevada.

Approved: Acceptable to Airport. As evidenced by written approval signed by the Airport Manger or his/her designee.

Aviation Fuel: Any petroleum fuel designed for and used by aircraft engines.

Bonding: is the process of connecting two or more conductive objects together by means of a conductor connected to establish electrical continuity and conductivity.

Deadman Control: A device that requires a positive continuing action of a person to allow the flow of fuel.

Fire Chief: The designated authority charged with the administration and enforcement of the fire code, or a duly authorized representative.

Fixed Base Operator (FBO): Common title for aviation fuel vendors at Airports.

Fuel Agent: Are employees of fuel vendors and trained and authorized personnel using the proper safety equipment in the designated area with proper standard safety precautions to handle fuel on the Airport.

Fuel Dispensing Equipment: Any fuel storage system or mobile refueler vehicle.

Fuel Storage System: An arrangement of fixed aviation fuel storage tanks, pumps, piping and associated equipment, such as filters, water separators installed and operating at an Airport.

Fuel Vendor: An entity engaged in selling and dispensing aviation fuel to aircraft.

Fueling Operation: The dispensing of aviation fuel.

Mobile Refueler: A mobile tender type vehicle having a cargo tank attached to the truck frame and designed for or used in the transportation and transfer or dispensing of fuel into or from an aircraft while on the Airport.

Must: Indicates a mandatory requirement.

Notice of Denial: A written document noticing a permit applicant that the permit application has not been approved and citing the reasons for denial.

Notice of Revocation: A written document issued after a notice of violation noticing a permittee that the permit has been revoked, and citing the reasons for revocation.

Notice of Suspension: A written document issued after a notice of violation noticing a permittee that the permit has been suspended, citing the reasons for suspension, and the specifying the duration of the suspension.

Notice of Violation: A written document evidencing a violation of these Standards.

Jet A: is a clear straw-colored fuel

Regulatory Measures: All applicable federal, state, and local laws, rules, policies, regulations, and Airport standards, as may be in existence, hereafter enacted, renamed, and amended from time to time.

Self-fueling – the dispensing of aviation fuels into fuel tanks of aircraft that are owned or operated by an authorized Airport tenant or based aircraft owner, using the tenant’s/owner’s fueling equipment and employees.

Shall: Indicates a mandatory requirement.

Should: Indicates a recommendation or that which is advised, but not mandatory.

9 Appendix B – Forms Index

9.1 Fuel Vendor and Mobile Refueling Vehicle Permit Application

Permit Application Fuel Vendor and Mobile Refueling Vehicles

COMPANY INFORMATION

Date: _____ New Permit Renewal / Year: _____

Company Name: _____

Completed By: _____ Office Telephone: _____

Company Principal: _____ Signature _____ Print: _____

PERMIT INFORMATION - Check all that apply

- Fuel Storage System
- Fuel Vendor
- Mobile Refueling Vehicle Permit(s)

MAXIMUM ALLOWED FUEL CAPACITY

Fuel Type	Maximum Daily Fuel Capacity	Hourly Fuel Consumption	Hours operated Per day	Number of Aircraft
			X	X
			X	X
Fuel Type	Maximum Daily Fuel Capacity	Hourly Fuel Consumption	Hours operated Per day	Number of Aircraft

MOBILE REFUELING VEHICLES

List Fuel Dispensing Vehicles in the chart below, if additional space is required, attach a list detailing the information below:

Fuel Type	Capacity in Gallons	Year	Make/Model	Insurance Policy	BCFD Approval Y/N & Attach approval
					Y / N <input type="checkbox"/> Attached
					Y / N <input type="checkbox"/> Attached
					Y / N <input type="checkbox"/> Attached
					Y / N <input type="checkbox"/> Attached
					Y / N <input type="checkbox"/> Attached
					Y / N <input type="checkbox"/> Attached

AIRPORT USE ONLY

This applicant has submitted the appropriate documentation, and is in good standing:

Application Date ___ / ___ / ___ Payment ___ / ___ / ___ Check or Credit

Airport Approval By: _____ Signature: _____

Permit Issue Date: _____ Permit Expires: _____

9.3 Fuel Storage, Handling, & Dispensing Equipment Inspection Form

FUEL STORAGE, HANDLING & DISPENSING EQUIPMENT INSPECTION FORM

Boulder City Municipal Airport
 1201 Airport Road Suite 200
 Boulder City NV 89005
 PHONE (702) 293-9405
 FAX (702) 294-4883

Organization or Entity: SAMPLE NAME

Equipment Number & Description: SAMPLE NUMBER

BVU Fuel Permit Number: XXX

Date of Issuance: XXXXX

Date of Expiration: XXXXX

Inspection Item	1 ST QTR		2 ND QTR		3 RD QTR		4 TH QTR	
	Date	Result	Date	Result	Date	Result	Date	Result
Safety and Security								
Placards & Warning Signs (proper, present)	Date	Result	Date	Result	Date	Result	Date	Result
Fire Extinguishers (present, current, tagged)	Date	Result	Date	Result	Date	Result	Date	Result
Bonding Equipment (condition, operation)	Date	Result	Date	Result	Date	Result	Date	Result
Emergency Equipment (shut-offs, overfill protection, etc.)	Date	Result	Date	Result	Date	Result	Date	Result
General Condition (e.g., housekeeping, cleanliness)	Date	Result	Date	Result	Date	Result	Date	Result
Security (access control)	Date	Result	Date	Result	Date	Result	Date	Result
Equipment Maintenance and Operation								
PM Program (in-force, active)	Date	Result	Date	Result	Date	Result	Date	Result
Operation (no leaks, potential hazards)	Date	Result	Date	Result	Date	Result	Date	Result
Record-Keeping								
PM records (maintained, etc.)	Date	Result	Date	Result	Date	Result	Date	Result
QC records (maintained and on file 24 months)	Date	Result	Date	Result	Date	Result	Date	Result
Equipment inspection records	Date	Result	Date	Result	Date	Result	Date	Result

Results Scale: P – pass; PC – pass with comments; F – fail (not to be used until discrepancy corrected).

Inspection Period	Notation		Date	Inspector Initials
1 ST QUARTER	Comment or Discrepancy		Date	
	Corrective Action		Date	
2 ND QUARTER	Comment or Discrepancy		Date	
	Corrective Action		Date	
3 RD QUARTER	Comment or Discrepancy		Date	
	Corrective Action		Date	
4 TH QUARTER	Comment or Discrepancy		Date	
	Corrective Action		Date	

9.4 Annual Tenant Fueling Agent Training Confirmation Letter Template

Company Letterhead

To: Boulder City Municipal Airport
 1201 Airport Road Suite 200
 Boulder City, NV 89005

From: ABC Flying FBO

RE: Annual Training Verification Letter

Date: DATE of submission

The following personnel are fuel safety supervisors who have successfully completed FAA Safety Supervisor Course (AC 150/5230-4(series)) and Hands-On Fire Extinguisher Training. A copy of their training certificate(s), and documented Supervisor and Line Service Fire Training is attached.

Fuel Safety Supervisor		
Last Name, First Name	FAA Approved Fuel Safety Supervisor Course Completion Date	Hands-On Fire Extinguisher Training Completion Date

The following personnel are line service employees and have successfully completed on the job training by a fuel safety supervisor on fire and line service fuel safety.

Line Service Employee				
Last Name, First Name	Fire Safety		Line Service Fuel Safety	
	Date	Supervisor Initials	Date	Supervisor Initials

10 Appendix C – References

Organizations and personnel affected by these guidelines and the underlying reference documents are encouraged to familiarize themselves with those references.

FEDERAL AVIATION ADMINISTRATION (FAA)

- AC 150/5230-4 Aircraft Fuel Storage, Handling and Dispensing on Airports
https://www.faa.gov/airports/resources/advisory_circulars/index.cfm/go/document.current/documentNumber/150_5230-4/
- FAA Order 5190.6B Compliance Manual
https://www.faa.gov/airports/resources/publications/orders/compliance_5190_6/

INDUSTRY STANDARDS

- Air Transportation Association: ATA 103
<https://publications.airlines.org/CommerceProductDetail.aspx?Product=289>
- OBP35A-35C-Misfueling Prevention <https://www.nata.aero/misfueling-prevention-program/misfueling-references>
- OBP-36-DEF Handling and Contamination Prevention
- American Society of Testing Materials (ASTM) D1655, D910, and Manual 5 ‘Aviation Fuel Quality Control Procedures <https://www.astm.org/>
- American Petroleum Institute (API) <https://www.api.org/>

ENVIRONMENTAL PROTECTION AGENCY

- The Clean Water Act of 1977
- The Oil Pollution Act of 1990

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) <https://www.nfpa.org/>

- Publication 10 Standards for Portable Fire Extinguishers
- Publication 30 Flammable and Combustible Liquid Code
- Publication 407 Standard for Aircraft Fuel Servicing
- Publication 410 Standard on Aircraft Maintenance

CITY OF BOULDER CITY, NEVADA

- Boulder City Code Chapter 9
- Boulder City Municipal Airport Rules and Minimum Standards

11 Appendix D –Fuel Distributer Permit

SAMPLE LETTER OF INTENT TEMPLATE (FOR FUEL DISTRIBUTER PERMIT)

[Date]

Boulder City Municipal Airport
Attn: [Airport Manager]
1201 Airport Road Suite 200
Boulder City NV 89005

Subject: Letter of Intent

[Your Company Name] has been contracted by [Airport sponsoring Company (Companies), i.e. name of company (companies) who awarded you the contract]. The contract number(s) between [Your Company Name] and [Airport sponsoring Company Name(s)] is/are [00-0000-00000-00]. The contract(s) [began/is/are scheduled to begin] on [mm/dd/yyyy] and will terminate on [mm/dd/yyyy] (or, until cancellation by either party.)

We will provide fuel for the following airlines:

- [List operators/entities/FBO(s) that are to receive fuel from your company. (Your list of operators/entities/FBO(s) should be corroborated by a matching list on the Letter of Verification from Airport or the fixed base operator[s] [FBO(s)]

We will provide fuel delivery services by the following method(s):

- [Describe in detail, e.g., by truck, pipeline, etc.]

The fuel will be delivered to the following location(s):

- [List ALL specific location(s) where the fuel will be provided. (e.g., terminals, ramps, fuel storage facilities, trucking facilities, pipeline, airfield area, etc., including postal addresses where appropriate). Justify why the company requires the desired/requested access (if applicable).]

We [require/do not require] pedestrian access to the Airport Operations Area (AOA) to provide fuel at BVU.

Vehicle access to the airfield [is/is not] required. Vehicles [are/are not] street licensed.

Our designated authorized signer(s) and certified trainer(s) [is/are] [name(s) of employee(s) and job title(s)].

Job titles for our employees include [list job titles (i.e. manager, foreman, technician, laborer, and driver)]. We are requesting [number of badges] badges.

If you require any additional information, please contact [name of employee(s) and job titles] at [phone number(s) and email address(es)].

Respectfully,

[Name of Highest-Ranking Local Authority]

[Title]

[Phone Number]

LETTER OF VERIFICATION TEMPLATE (FOR FUEL DISTRIBUTER PERMIT)

[Date]

Boulder City Municipal Airport
Attn: [Airport Manager]
1201 Airport Road Suite 200
Boulder City NV 89005

Subject: Letter of Verification

[Your Company Name] has contracted with [Name of fuel company awarded the contract]. The contract number between [Your Company Name] and [fuel delivery company] is [00-0000-00000-00]. The contract [began/is scheduled to begin] on [mm/dd/yyyy] and will terminate on [mm/dd/yyyy] (or, until cancellation by either party).

[Fuel delivery company] will provide fuel to the following operators/entities/FBO(s):

- List operators/entities/FBO(s) that are to receive fuel from the contracted company.]

They will provide fuel delivery by the following method(s):

- [Describe methods in detail, e.g. by truck, pipeline, etc.]

The fuel will be delivered to the following location(s)

- [List ALL specific location(s) where the fuel will be provided. (e.g., terminals, ramps, fuel storage facilities, etc., including postal address where appropriate).]

Pedestrian access to the airfield [is/is not] required to deliver fuel under the contract.

Vehicle access to the airfield [is/is not] required. Vehicles [are/are not] street licensed.

If you require any additional information, please contact [name of employee(s) and job titles] at [phone number(s) and email address(es)].

Respectfully,

[Name of Highest-Ranking Local Authority]

[Title]

[Phone Number66666]

Fuel Distributor Contact Information Form

Corporate/Legal Name			
Business Name (DBA)			
Contact Information			
Corporate Contact:			Title:
Mailing Address			
Telephone			Fax
Email			
Local Manager <i>if different</i>			Title:
Local Address			
Telephone			Fax
Email			
Billing Contact			Title
Billing Address			
Telephone			Fax
Email			
Nevada Sate Business License #	Boulder City Business License #		
Send all Permit Correspondence to:	Circle one: Corporate Local Manager Billing Contact		
Operational Information			Start Date:
Description of methods by which fuel is to be delivered			
List all companies that will perform into plane fueling on behalf of your company:			
List facilities including leased premises where Airport access is required:			
Will motor vehicles be utilized on non-public areas of the Airport? Yes / No			