

Request for Proposals

Self-Service Fueling Equipment for the Tulsa Riverside
Airport, Tulsa Airports Improvement Trust, Tulsa,
Oklahoma

Austin Wheeler
TULSA AIRPORT IMPROVEMENT TRUST | 7777 AIRPORT DRIVE

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Tulsa Airports Improvement Trust

Tulsa Riverside Airport

Request for Proposals for Aviation Fuel and Self-Service Fueling Equipment

Section 1: Objective

Tulsa Airports Improvement Trust (“TAIT”) invites proposals from qualified self-service fuel operators that meet the requirements of the TAIT Schedule of Minimum Standards to Conduct Commercial Aeronautical Services at Tulsa Riverside Airport to operate a self-service fueling option at Tulsa Riverside Airport (“Airport”), located in Tulsa, Oklahoma. TAIT is the operator of the Airport and will enter into an appropriate agreement (“self-service fueling agreement”) with the successful proposer.

Section 2: Airport

Tulsa Riverside Airport is owned by the City of Tulsa and operated by the Tulsa Airports Improvement Trust. It is located in the southern portion of the City of Tulsa, adjacent to the Arkansas River (on the east) and the City of Jenks (on the South). The Airport was established in 1958 in order to help alleviate congestion and overcrowding that was beginning to occur at Tulsa International Airport (the primary commercial airport in the region). The Airport is now an important element of the national airport system and an integral component of the transportation infrastructure for the region.

The Airport is an excellent aviation facility and, along with the aviation-related businesses and facilities, represents a vital and significant economic asset to the region. Additionally, the Airport provides benefits to local businesses and industry, promotes tourism, and encourages additional economic development and expansion throughout the region.

The Airport is the busiest in the state in terms of aircraft operations with roughly 243,000 operations for the calendar year 2023 and an anticipated 275,000 operations for 2024 with 1.2% forecasted growth over the next 20 years.

Currently there are two Fixed Base Operators (“FBOs”) on the field that provide full-service fuel to users. There are 248 based aircraft at the Airport of which there are 189 single engine aircraft, 25 multi engine aircraft, 21 jets, and 6 helicopters.

The airport has three runways, the largest being Runway 1L/19R which is 5,101 feet long and 100 feet wide. There are plans in place to extend this runway an additional 600 feet off of each end bringing the total length to 6,300 feet long.

The primary user of the Airport is student/training traffic with 5 flight schools based at Tulsa Riverside. There are also numerous business charter aircraft utilizing the airport.

Table 1 Historical Operations

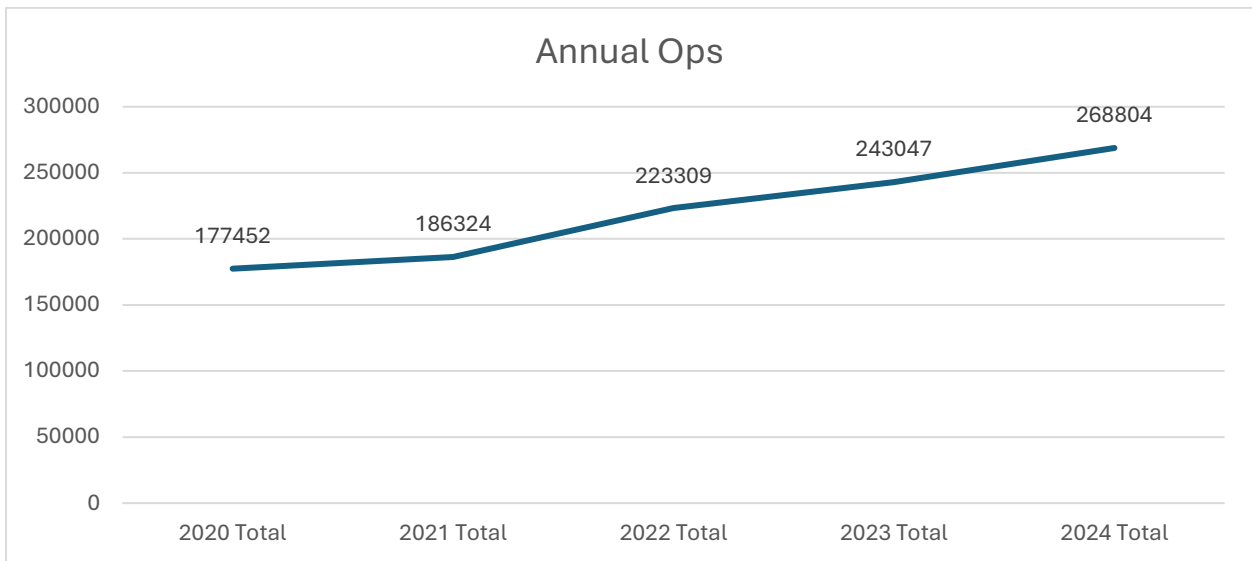
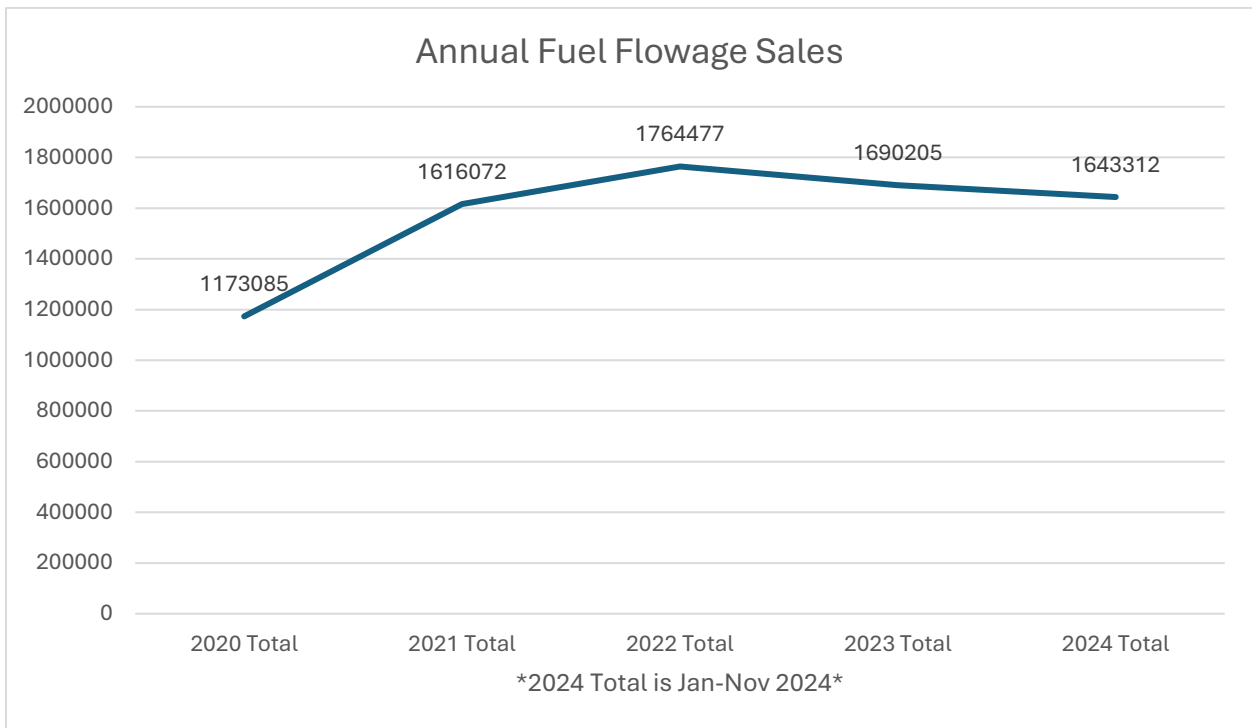


Table 2 Historical Fuel Flowage



Section 3: The need for aviation fuel supplier and self-service fuel operator

In order to provide for an option of self-service of aviation fuel at a predictable price, TAIT wishes to select a Self-Service Fuel Operator commencing on April 10, 2025, following the selection of the Self-Service Fuel Operator based upon competitive proposals submitted pursuant to this RFP. After evaluation of all proposals TAIT intends to enter into an agreement by which the selected proposer will serve as the Airport's Self-Service Fuel Operator for the term of the new self-service fueling agreement.

Section 4: Aviation Fuel Specifications

Proposers must propose to supply to the Airport its requirements of aviation fuel that meets or exceeds the following specifications:

1. Avgas: Aviation reciprocating engine fuel supplied shall conform to the current and future ASTM-D-910 specifications.
2. Supplier will provide a certificate of analysis on all aviation fuel shipments. Supplier will also provide traceability on all shipments back to refinery.

Section 5: Minimum Qualifications

To be considered for selection as the Fuel Supplier, proposers should possess the following Minimum Qualifications:

1. Proposer must be compliant with chapters four and five as found in the current "*Schedule of Minimum Standards to Conduct Commercial Aeronautical Services at Tulsa Riverside Airport*" (chapters inserted in Appendix 1)
2. Proposer must be able to supply the Airport with its requirements for aviation fuels and lubricants for at least five (5) years.
3. Proposer must be a full-service general aviation marketer who provides a complete package of marketing support, including a nationally recognized brand identity.
4. Proposer must agree to indemnify TAIT from loss arising from damage to property and injury to or death of persons arising from a failure of the quality of its products delivered to the Airport.
5. Supplier must provide services to do yearly inspection and filter service on refuelers fuel tank.
6. Supplier shall reimburse the Airport for credit transmittals by direct deposit to the Airport bank account of records within two (2) days of receipt.
7. Proposer must have in place a quality control program that meets or exceeds regulatory and industry standards.
8. Proposer must have in place a customer service program that includes:
 - a. A representative that can answer fueling and quality control questions and provide support in a timely manner.

- b. A credit card program that utilizes standard Point of Sale (POS) equipment.
 - c. The POS system must be capable of electronically processing the following cards with moneys returned to the Airport electronically:
 - i. Supplier shall accept state and federal government issued credit cards.
 - ii. Supplier shall accept other general use credit cards such as, but not limited to Visa, MasterCard and American Express. General use cards are defined as: Recognized name brand cards carried by the general public and used for a variety of purchases other than aviation.
 - d. An account manager whose total interest and function is aviation related.
 - e. Also, the successful proposer shall be required to outlay all startup costs related to the commencement of service to the Airport.
9. Proposer must make available training for both fueling supervisors and other employees in the safe handling of hazardous materials.

Section 6: Selection of Successful Proposer

The Self-Service Fuel Operator will be selected by TAIT based upon the TAIT's evaluation of the qualifications of the proposer, the services to be provided to the Airport by the proposer, the contract terms offered by the proposer and any capital investments in the general aviation facilities of the Airport or other incentives to TAIT offered by the proposer. TAIT will select, in its sole and absolute discretion, the proposer with which TAIT wishes to perfect a Self-Service Fuel Operator agreement. Under Self-Service Fuel Operator Agreement, the Operator will agree to meet the Airport's requirements for aviation fuel and provide other services and do other things in accordance with the Self-Service Fuel Operator's proposal, as it may be modified through negotiations with TAIT and incorporated into the Self-Service Fuel Operator Agreement. The Self-Service Fuel Operator Agreement may vary significantly from the contract terms offered by the proposer. It is possible that TAIT and the selected proposer may agree upon modifications and addendums to the contract terms offered by proposer and in such cases such agreements will be incorporated into the Self-Service Fuel Operator Agreement. If TAIT and the selected proposer cannot agree on contract terms or if the selected proposer fails to promptly execute the Self-Service Fuel Operator Agreement eventually tendered to it by TAIT following post-proposal negotiations, TAIT may abandon its discussions with the selected proposer and select another proposer as the Self-Service Fuel Operator.

Section 7: Pre-Proposal Conference

TAIT will not hold a pre-proposal conference. Any questions or inquires concerning this RFP should be submitted to the Airport Manager, Austin Wheeler by e-mail to AustinWheeler@tulsaairports.com at least one (1) week prior to the Proposal Due Date (February 3, 2025).

Section 8: Proposal Deadline

Proposals must be received by TAIT no later than 5:00 P.M. on February 3, 2025 (“Proposal Due Date”). Proposals may be mailed to or personally delivered to:

Tulsa Airports Improvement Trust
Attn: Austin Wheeler
7777 Airport Drive
Room A-211, Passenger Terminal Building
Tulsa, OK, 74115
OR
P.O. BOX 581838
Tulsa, Oklahoma 74158

Alternatively, proposals may be sent via email to: AustinWheeler@tulsaairports.com

Costs for developing proposals in response to this RFP are entirely the obligation of the proposer and shall not be charged in any manner to TAIT.

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Appendix 1

Chapters four and five as found in the current “*Schedule of Minimum Standards to Conduct Commercial Aeronautical Services at Tulsa Riverside Airport*”

4.0 GENERAL REQUIREMENTS

4.1 Experience/Capability. An Operator must demonstrate its business background and capability, together with its financial capacity, to the satisfaction of TAIT.

4.2 Activities or Services.

a. All Operators engaging in CAA or CAS at the Airport must meet or exceed the requirements of this Section 4 as well as the Minimum Standards specifically applicable to the Operator's CAA or CAS.

b. An Operator may provide services or product sales, which it is licensed to conduct, through a written contractual relationship with an entity licensed by TAIT for that purpose. In that event, the Operator and the licensed entity are mutually responsible for compliance with the Minimum Standards applicable to the services or product sales so provided.

4.3 Multiple Activities or Services. When more than one CAA or CAS is conducted, the minimum requirements may vary depending upon the nature of each activity/service or combination of activities/services, but will not necessarily be cumulative.

4.4 Leased Space. Operators must Lease from TAIT (or sublease from an FBO or Operator with TAIT approval) an area of adequate and appropriate size, shape, and location to provide for its activities/services and operations. The Operator must, at all times, comply with all Governmental Requirements, and the subleasees are required to follow the same terms and conditions of the sublessor, and these Minimum Standards.

4.5 Development Standards.

a. **Site and Physical Facilities.** The minimum space requirements provided herein are considered adequate and appropriate for the specified services. The Facilities must meet all Governmental Requirements whether currently in effect or hereafter enacted. The Facilities must fully and efficiently utilize the Leased Premises to the maximum extent practical.

b. Plan Submission. Improvements constructed on the Airport by the Operator are subject to the development standards contained in the most current Airport Master Plan for RVS. Detailed development plans must be submitted to TAIT through the Airport CEO's office. All construction plans must be submitted for approval prior to modification or construction of any building, hangar, or other aeronautical facility on the Leased Premises. All construction must be approved in writing by TAIT.

4.6 Through the Fence Operations. TAIT may authorize through-the-fence operators to the extent allowed by Minimum Standards for Commercial Aeronautical Activities, FAA Advisory Circular 150/5190-7 (August 28, 2006), or as amended, or any other regulation subsequently imposed by the FAA or other governmental entity succeeding to its jurisdiction, functions or responsibilities.

4.7 Application. A prospective Operator must submit the following information to TAIT, in writing, and thereafter such additional information as may be requested by TAIT:

a. Application. Operator must submit a detailed description of the intended operation and the means and methods it will employ to provide high-quality service to RVS users in accordance with commercially reasonable operating standards and requirements, to include:

1. Names, addresses, telephone numbers, service agents, and additional information appropriate to its business entity type;
2. Services to be offered;
3. Proposed commencement date for operations;
4. Amount of land to be leased;
5. Square footage of improvements to be constructed or leased;
6. Number of aircraft to be provided;
7. Number of personnel to be available to provide services;
8. Hours of proposed operation;
9. Acknowledgment of insurance requirements;
10. Copies of licenses, certificates/certifications, and permits possessed by the Applicant or its key employees, based at the Airport, which are necessary or required to perform the proposed CAA or CAS; and
11. Non-refundable application fee established by TAIT.

b. Experience. The prospective Operator must furnish a statement which demonstrates its competency in the specified CAA or CAS.

4.8 Grounds for Denial. TAIT will consider a completed application to provide CAA or CAS upon receipt, and will not unreasonably deny or delay consideration. A delay to implement a competitive process to select an Operator is not unreasonable. Grounds for denial of an application include, but are not limited to, the following:

a. Failure to meet the qualifications, standards, and requirements established by these Minimum Standards for the proposed CAS or CAA;

b. The proposed operation, development, or construction would create a safety hazard on the Airport;

c. Approval would require the Airport to, divert its own revenue, expend funds, or supply labor or materials in connection with the proposed activity or operation that the Airport is unable or unwilling to spend or supply, or the proposed activity or operation will result in a loss of revenues, or affect the ability of the Airport to be self-sufficient;

d. No appropriate, adequate, or available land, space, or building exists at the Airport to accommodate the entire operation(s) of the applicant at the time of application, and none is contemplated to be available within a reasonable time thereafter;

e. The proposed operation, development, or construction would create congestion of aircraft or buildings, or result in undue interference with the operations of any other Operator at the Airport;

f. Intentional or unintentional misrepresentation or failure to make full disclosure in the application or supporting documents;

g. The applicant, or any officer, director, key employee, or person having a controlling interest in the applicant has a record of:

1. Violating the laws, rules, and regulations applicable to the Airport or any other airport;

2. Defaulting in the performance of a lease, license, permit or similar agreement at the Airport or any other airport, or;

3. Conviction of a felony.

h. The inability of the applicant to demonstrate competency or the lack of experience to undertake the proposed operation or activity;

i. Inability to provide the required performance and other bonds, security deposits, or other acceptable surety in the amount required by TAIT for the proposed operation, activity, or construction;

j. Inability or failure to provide required insurance coverage;

k. Revocation or suspension of a fueling license within two (2) years preceding the date of application.

4.9 Insurance.

The Operator must maintain insurance coverage, as reasonably may be required by TAIT during the Lease or License term based on the services it is licensed to provide at the Airport. Certificates of Insurance are required to be on file with the Airport, which name TAIT, the TAA, and the City, and their trustees, councilors, agents, officers, and Employees as additional insureds. Complete specifications for insurance are set out in detail in the Lease or License and may change from time to time in order for TAIT and the Lessee/Licensee to best manage their appropriate risks.

a. Insurance Certificate. Concurrent with the execution of a Lease or License Agreement, Operator must furnish to TAIT an Insurance Certificate in compliance with the Lease or License. TAIT, the TAA, and the City, and their trustees, councilors, agents, officers, and Employees are named as additional insureds

4.10 Hours of Operation. Entities licensed by TAIT to perform CAA or CAS must be open for business, to meet reasonable public demand.

4.11 Personnel. Entities licensed by TAIT to perform CAA or CAS must have adequately trained and FAA-certificated (as required and appropriate) personnel available during published hours of operation to meet reasonable public demand.

4.12 Parking. Each Commercial entity on the Airport must provide sufficient automobile parking space on its Leased Premises to accommodate employees and customers with no on-street parking.

4.13 Motor Vehicles on the Airport. An Operator may make provisions for the transportation of pilots and passengers of transient General Aviation Aircraft (using the Operator's facilities and services and in the conduct of the Operator's business) to and from the Operator's office to the Operator's Aircraft Tie-down areas and other areas on the Airport; provided, that the motor vehicles do not enter the Aircraft Movement Area. The Operator performing this service with motor vehicles driven on the Airport must do so in strict accordance with applicable Airport Rules and Regulations, federal, state, and municipal laws, ordinances, codes, or other similar regulatory measures now in existence or hereafter modified or amended. No vehicle with dual-wheeled axle loadings greater than that provided for in construction plans, certified by a professional engineer, or subsequently approved by the FAA, will be allowed on any paved or treated Aircraft Movement Area or Aircraft Parking Area.

4.14 Security. The Operator shall control its Leased Premises to the extent reasonably possible to prevent unauthorized access to the airside. TAIT has the right to install security devices in or on Leased Premises as it deems necessary. Such installation will be at TAIT's expense. If TAIT exercises its right, Operator must provide access to TAIT staff,

or its contractor in the installation of security devices. Installation will be scheduled in advance with the Operator for a reasonably convenient time. Any devices installed must not deny access to an Operator's Employees without the concurrence of the Operator.

4.15 General Maintenance Responsibilities. Unless otherwise provided for in its Lease Agreement or License Agreement, the Operator must, at its sole cost and expense, maintain, repair, and keep in good condition all of its Improvements in accordance with these Minimum Standards and all Governmental Requirements.

a. The Operator must maintain pavement, lighting, and all Equipment on its Leased Premises.

b. The Operator must maintain its landscaping, lawn, and grounds. Grass must be maintained at a height not greater than six (6) inches. Trees and shrubbery must not limit visibility for vehicular or aircraft movement.

c. The Operator must clean debris and trash from driveway, taxiways, aprons, lawn and grounds, and sidewalks to maintain safe, clear, unobstructed access to the Improvements at all times for authorized users and emergency vehicles.

d. The Operator must maintain the exterior appearance of its Leasehold Improvements and must prevent, repair and paint any visible peeling, chipped, faded or rusted areas. Operator must re-skin the exterior surfaces of a hangar if the skin is penetrated using, at a minimum, 26-gauge metal siding with 20-year paint guarantee. Areas damaged by rust may be overlaid or repaired with corrosive inhibitor coating and painted to match the hangar exterior.

e. Lessee must not store any items on the exterior of the hangar structure except with the prior written consent of the Airports CEO or designee. Aircraft in an unairworthy condition or disabled, disassembled, or partially assembled aircraft, parts, or other aircraft components must not be parked, stored or left standing for a period in excess of thirty (30) days. Approval of the Airports CEO or designee is required if this period will be exceeded.

f. The Operator must install and maintain hand-held fire extinguishers in the interior of all buildings, Aircraft parking and Tie-down areas, and fuel storage areas, pursuant to applicable fire and safety codes.

g. The Operator must provide, at its sole cost and expense, sufficient and appropriate refuse receptacles and necessary arrangements for adequate sanitation, handling and disposal of all refuse from the Airport. Refuse Receptacles on the Leased Premises must not be visible from off-Airport public streets.

h. The Operator will not permit any action on the Leased Premises that has an adverse effect on, or interferes with the proper function of, any drainage system, sanitary sewer system, or other Airport facility.

4.16 Environmental Compliance. Prior to commencing operations at the Airport, Operator must complete an Airport baseline environmental questionnaire. Operator must strictly comply with all applicable environmental laws, Airport policies and

procedures, including the Storm water Pollution Prevention Plan, and generally accepted industry environmental practices and standards. Operator must not use or store Regulated Substances on the Airport except as reasonably necessary in the ordinary course of Operator's permitted activities at the Airport, and then only if such Regulated Substances are properly labeled and contained, and notice of and a copy of the current MSD Sheet is provided to the City of Tulsa Fire Department c/o TAIT.

If Operator uses, handles, treats or stores Regulated Substances at the Airport, Operator must have a contract with an EPA or ODEQ approved waste transport or disposal company, and must identify spill response contractors to assist with spills and facilitate waste characterization, transport and disposal. Complete records of disposal manifests, receipts and other documentation must be retained by the Operator and made available to TAIT for review upon request. TAIT has the right as the Grant Sponsor and as the entity with exclusive management and control of the airport, upon reasonable notice, to enter the Operator's premises to inspect, take samples for testing, and otherwise investigate the Operator's premises for the presence of Regulated Substances. Operator is responsible for complying with all reporting requirements under environmental laws with regard to spills, releases or discharges of Regulated Substances by Operator at the Airport. Operator must provide TAIT with copies of all reports, complaints, claims, citations, demands, inquiries, or notices relating to the environmental condition of the Airport, or any alleged material noncompliance with environmental laws by Operator at the Airport within ten (10) days after such documents are generated, or received, by Operator. Operator will be liable and responsible for the payment of all environmental claims arising out of, or caused in whole or in part by, Operator's use, handling, treatment, storage, disposal, discharge, or transportation of Regulated Substances on the Airport, the violation of any environmental law by Operator, or the failure of Operator to comply with these Minimum Standards. If TAIT incurs any costs or expenses (including attorney, consultant and expert witness fees arising from Operator's use, handling, treatment, storage, discharge, disposal, or transportation of Regulated Substances on the Airport), Operator must promptly reimburse TAIT for such costs upon demand by TAIT.

5.0 FIXED BASE OPERATOR (FBO)

5.1 License Provisions for Fixed Based Operator. A TAIT-Licensed Fixed Based Operator (FBO) will be licensed to sale products and services, and provide facilities which must include, at a minimum:

- a. Aviation fuels and lubricants;
- b. Passenger and crew support services;
- c. Aircraft line services and support;
- d. Aircraft airframe and power plant repair;
- e. Tie-downs;

- f. Indoor Aircraft storage;
- g. Office space, flight planning area, restroom facilities, and pilot shop (each of which must be provided in a separate area).

An FBO may also provide any of the following services:

- a. Aircraft sales;
- b. Aircraft charter operations;
- c. Avionics, instrument, or propeller repair; and/or
- d. Other Commercial operations that are determined by TAIT to be complementary and/or supportive of Airport/aviation activities.

Additional services may only be authorized by TAIT in compliance with these Minimum Standards and after TAIT approval.

Fueling Operations requirements are established herein to address safety and environmental concerns as well as to protect the Airport, its users and Operators. Only licensed FBOs may sell fuel at RVS. TAIT has the right, in its sole discretion, to grant fueling concession rights and privileges on the Airport to additional FBOs in compliance with these Minimum Standards. TAIT will not grant additional FBOs the right and privilege of operating under any better rates, terms, or conditions than those granted to existing FBOs.

An FBO may sell fuel by making Aircraft fuel commercially available for pilot self-service from separate pumps installed for that purpose on its own Leased Premises.

5.2 Minimum Requirements. In addition to the General Requirements in Section 4.0, an FBO must provide the following:

a. Terminal/Office Space. An FBO's terminal and office space must be of sufficient size to accommodate the activities and operations provided by the FBO and must conform to all Governmental Requirements.

b. Tie-down Areas. The FBO must provide adequate Tie-down areas with 3-point tie-down apparatus to accommodate ten (10) Airplane Design Group 1 Aircraft.

c. Aircraft Storage. The FBO must provide on its Leased Premises an Aircraft storage Hangar capable of storing four (4) Airplane Design Group 1 Aircraft or one (1) Airplane Design Group 2 Aircraft.

d. Fuel Tanks.

1. If the FBO offers 100LL fuel, it must provide a fuel tank with a minimum capacity of 5,000 gallons or a 15-day supply, whichever is greater.

2. If the FBO offers Jet-A fuel, it must provide a fuel tank with a minimum capacity of 7,500 gallons or a 5 day supply, whichever is greater.

e. Equipment. The FBO must have and maintain adequate Equipment for:

1. Recharging or energizing discharged Aircraft batteries;
2. Moving or towing Aircraft of the maximum size planned for service at the FBO in all reasonably expected weather conditions;
3. Spill control;
4. Extinguishing fire (NFPA-certified dry chemical fire extinguisher units) - Extinguishers must be located within all Hangars, on Apron areas, at fuel storage facilities, and on all ground handling and fueling vehicles;
5. Inflation of Aircraft tires and servicing struts;
6. Washing Aircraft windows and windshields

f. Minor Repair and Cabin Services. The FBO must provide such minor repair and cabin services as may be performed efficiently in Operator's Hangar, Ramp, or Apron parking areas or on other TAIT-authorized areas.

g. Airframe and Power Plant Repair Services. Airframe. and Power Plant Repair Services may be provided by an Airframe and Power Plant Operator licensed by TAIT. The FBO must have a written agreement with an entity licensed by TAIT for such service and make the same available to TAIT, upon request, for inspection and copying.

h. Insurance. FBOs must provide evidence of the following insurance coverage: Worker's Compensation and Employer's Liability, Airport Liability with Products and Completed Operations Liability - Operator Licensed to Fuel, Hangar keeper's Liability, and Automobile Liability, in the amounts and limits specified in the Operator's Lease or License with TAIT.

i. Additional Personnel Requirements. Entities licensed by TAIT to perform FBO Services must be open for business, to meet reasonable public demand at the airport. At least one qualified person must be on-call after hours to meet a response time of no more than one (1) hour. This provision will be enforced under the terms and conditions of the Sublease.

5.3 FBO Fueling Operations.

a. Application, Inspection and Fueling Equipment.

1. The application for a fueling license is contained in the FBO Lease application.

2. TAIT must inspect the planned site and approve fueling equipment to ensure compliance with all Governmental Requirements prior to issuance of a TAIT fueling license.

b. Fueling Operations Standards. The FBO holding a license to provide fueling services must meet all Governmental Requirements, as appropriate, and develop, enforce, and maintain minimum standards for the storage, handling, and dispensing of fuels and lubricants on the Airport as prescribed in the most current revision of: (1) Aircraft Fuel Storage, Handling, and Dispensing on Airports, FAA Advisory Circular 150/5230-4C (September 23, 2021) Addendum;; (2) NFPA 30, Flammable and Combustible Liquids Code; (3) Air Transport Association Specification 103, Standards for Jet Fuel Quality at Airports, Revision 2016.1; (4) NFPA 407 - Standard for Aircraft Fuel Servicing; (5) NFPA Standard 415, Airport Terminal Buildings, Fueling Ramp Drainage, and Loading Walkways; (6) American Petroleum Institute Standard 1542, Airport Equipment Marking for Fuel Identification; (7) International Fire Codes (IFC); (8) City of Tulsa and State of Oklahoma (including Oklahoma Department of Environmental Quality) requirements.

5.4. Fueling Personnel and Training. All personnel involved in the handling of fuel and lubrication products for aviation use at the Airport must be trained and qualified for the duties of the position held. FBOs serving the public must document initial training and testing of supervisors and line personnel directly involved in servicing Aircraft. Recurrent training of personnel involved in fueling operations must occur periodically to assure training and knowledge levels are maintained. Training records must be made available to representatives of the TAIT or the FAA upon request during normal business hours. FBO Line and Self-Service Fueling personnel training must include the following subjects, as applicable to assigned duties:

- a. Static electricity sources, hazards, and precautions;
- b. Fire hazard properties of fuels;
- c. Fire extinguishing principles and practices;
- d. Location and use of fire extinguisher in Hangar(s) and fueler(s);
- e. Locations of fire alarms and alarm procedures;
- f. Aircraft engine types and fuel requirements;
- g. Aircraft recognition;

- h. Procedures for the prevention of mixing fuel grades;
- i. Fuel contamination effects on Aircraft engines and performance;
- j. Types and sources of contamination, including water, surfactants, and particles;
- k. Quality control procedures and record keeping, including product delivery control, clear/bright test, Millipore test, differential pressure checks, white bucket checks, settling time, water paste check, and sump drain checks;
- l. Ordering, confirming, and reporting Aircraft fueling;
- m. Fueling procedures, to include bonding, fueler operation and inspection, fueler loading at storage areas - top or bottom, purpose and use of dead man controls, quality control Equipment, emergency shut-off operations, fueler positioning during fueling, record keeping during fueler loading and delivery, record keeping during Aircraft refueling, procedures for fuel spills and cleanup, security, and inventory control;

5.5 FBO Fueling Responsibilities.

- a. All into-plane delivery of fuel must be performed only on the FBO's Leased Premises, other areas specifically designated by TAIT, or as authorized by an Airport tenant on its Leased Premises and must be done in accordance with NFPA 407 which requires fueling outdoors and no closer than twenty-five (25) feet from any building.
- b. The FBO must maintain all fueling facilities in a safe and clean condition equal in appearance and character to similar Airport improvements.
- c. An FBO must promptly repair any damage caused by its employees, agents, patrons, or invitees.
- d. An FBO must replace any fueling facility improvement on its Leased Premises which has been destroyed by fire, explosion, weather conditions, or disaster within sixty (60) days of such destruction. Timeframes may be modified, with TAIT approval, to accommodate insurance claims.

5.6 Fueling Facilities.

- a. The FBO must lease sufficient space to provide fuel storage tanks required by Section 5.2.d. The leased space may be in the FBO's operations area or in the designated fuel farm area. With prior TAIT approval, the FBO may provide evidence, satisfactory to TAIT, that its fueling storage requirements are met through a written contractual relationship with another licensed FBO at the Airport.
 - 1. All new Fuel Tanks must be constructed above ground.
 - 2. Existing Fuel tanks within Operators' operations area may above or below ground.
 - 3. Existing Fuel tanks in the fuel farm area may be above or below ground.

4. Existing Commercial Self-Service Fueling tanks must be below ground.

b. Self-Service Fueling Facilities may only be provided with TAIT approval, in areas designated and identified on the FAA-approved Airport Layout Plan.

1. An FBO providing Self-Service Fueling must provide separate metered, filter-equipped fixed dispensers for each fuel grade offered for sale.

2. At least one qualified person must be on-call during all hours of operation to meet service demands. The phone number for "on-call" personnel must be conspicuously posted at the self-service facility.

c. Primary fuel delivery from an outside vendor must be into a permanent stationary storage tank. Excess fuel may be delivered directly into a fuel truck only if Operator's stationary fuel storage tank is full to capacity.