

SELF-SERVICE FUELING POLICY

I. Basic Requirements

- A. Only "full service fixed base operators (ie. those authorized to provide aircraft maintenance, fueling, line service, and aircraft storage) may install self-service aircraft fueling facilities intended for use by the general flying public.
- B. A minimum of 6,000 square feet of leased ramp space must be available for the operation of the fueling facilities and associated aircraft parking.
- C. Each fuel tank must have a minimum capacity of 10,000 gallons. (Applicable to new installation only)
- D. Owners and operators of fueling facilities must comply with the applicable codes of the federal, state, and local governments, including the Metropolitan Airports Commission, regarding installation, operation, and maintenance of fueling facilities.

II. System Access

- A. No jet fuel will be dispensed at the self-service facilities.
- B. Fuel dispensed by self-service facilities will be into aircraft only.
- C. The system will be accessible 24 hours per day, seven days per week, 365 days per year.

III. Mandatory Safety Features

- A. A least a two point grounding system (Per FTC) will be used during all fueling operations.
- B. Each self-service fueling facility will be adequately lighted from dusk to dawn so that it may be easily located and fueling can be done in a safe manner.
- C. Each self-service fueling facility will have a telephone and a number for an operator who is available 24 hours per day, seven days a

week for users who may need assistance with the computer operated equipment.

- D. A complete set of legible instructions will be posted at each self-service fueling facility.

IV. Inspections

- A. Each self-service fueling facility will be inspected by the fixed based operator at least once every twelve hours used an approved checklist, to ensure it is operating properly.
- B. Each operator will maintain and make available, for inspection by appropriate MAC staff, records on the following: fuel delivery, fuel flowage, and inspections.

V. Insurance

- A. Each operator must carry a minimum of \$2 million dollars of comprehensive general liability insurance including products liability with the MAC named as an additional insured.

VI. Violations

- A. Penalties for violations of this Policy will be determined by MAC staff and will depend on the severity and frequency of the violation. Penalties may range from written warnings to revocation of self-service fueling privileges.