



SELF-FUELING POLICY

In accordance with Carson City Title 19.02.020.060, 19.02.020.0250, and 19.03.100 self-fuel is permitted if the aircraft owner receives a self-fueling permit from the Airport and complies with the conditions and assurances listed below. Self-fueling means using fuel obtained by the aircraft owner from the source of their preference.

Self-fueling from containers of 5 gallons or less is permitted.

Those dispensing fuel from containers of no more than 200 gallons annually are exempt from fuel flowage fees. For every gallon dispensed above 200 gallons a fuel flowage fee shall be remitted to the Airport Authority. Fuel flowage fees shall be remitted to the Airport monthly utilizing the Self-Fueling Report Form.

Operators dispensing fuel from mobile fuel trucks and/or trailers whom are not a Tenant based at Carson City Airport are subject to a \$1,200 per annum self fuel permit fee which shall not be pro-rated.

Conditions and Assurances:

1. All operators, tenants, and lessees shall conform with NFPA 407, FAA AC 5230-4B and 14 CFR Part 139.321.
2. A properly trained and qualified operator shall be present and responsive at all times while fuel is being transferred into or out of any fuel storage facility or fueling vehicles and equipment.
 - A. The operator shall not leave the discharge end of any hose unattended at any time while the transfer of fuel is in progress.
 - B. The operator shall not block open, disengage, or deactivate the deadman switch or any other related controls while fueling or transferring fuel.
3. No aircraft shall be fueled or defueled while passengers are on board unless a passenger boarding ramp, aircraft stairs or loading walkway is in place at the cabin door of the aircraft and a cabin attendant is present at the cabin door.
4. No aircraft shall be refueled or defueled while the aircraft engine(s) are running, or the aircraft is being warmed by application of heat, or while the aircraft is in a hangar, a congested space, or an enclosed space.
5. Unforeseen circumstances requiring "hot" fueling with engines running requires notification and approval of the Airport Manager. Aircraft fire/rescue personnel and apparatus shall be on site prior to any part of the operation starting and a loading ramp, stairs or similar device must be in place for evacuation of maintenance and air crew personnel.
6. A turbine powered auxiliary power unit installed aboard an aircraft may be operated during fueling or defueling provided its design, location, and combustion does not constitute a fuel vapor ignition source.

7. Only persons authorized in pursuit of official duties shall be permitted in the immediate vicinity of an aircraft while it is being fueled.
8. Refueling vehicle operators shall not operate the vehicle in reverse anywhere at or on the Airport unless a qualified and trained person is present to monitor and direct the safe movement of the vehicle.
9. All aircraft shall be positively bonded to the refueler, when applicable, during fueling or defueling operations. Over wing dispensing nozzles shall make positive contact with the edge of the intake or be connected by a bonding wire and clamp.
10. In the event of fuel spillage, and when there is no apparent presence of fire, fuel delivery units shall not be moved until the spillage is absorbed and removed. Spilled fuel must be cleaned immediately, and the area secured. Personnel conducting self-fuel operations shall be equipped with certified fire extinguisher rated for fuel fires and a spill kit capable of cleaning up a spill equal to the amount of fuel being delivered. No aircraft or vehicular movement shall be allowed in the area nor shall any vehicle or aircraft engine be started if there is fuel on the ground under the aircraft unless authorized by the Fire Department.
11. Any person causing or responsible for a fire in the fuel delivery unit while servicing an aircraft shall immediately notify the Carson Fire Department through 911 or and the Airport staff at 775-443-7288. In the event of spillage, fueling shall be discontinued immediately and all emergency valves and dome covers shall be secured.
12. If a fueling unit becomes disabled through accident or mechanical failure, fuel may be transferred to another refueling tank or vehicle provided the necessary bonding connections have been made prior to fuel transfer. Metallic "drop tubes" shall be utilized for top load fuel transfers.
13. Fuel trucks shall not approach within one hundred (100) feet of any aircraft to be serviced until aircraft engines are shut off and or propellers motionless and the pilot or authorized representative has approved the servicing of the plane.
14. Fuel trucks shall be positioned at the aircraft to permit direct driving away from the loading or fueling position. No more than one refueler shall be positioned to refuel each wing of the aircraft and no more than two (2) refuelers shall serve the same aircraft simultaneously. Additional fuelers shall remain at least one hundred (100) feet back from the aircraft.
15. No fueling personnel shall use or carry any material, equipment or wear any clothing article which would likely cause a spark or ignition.
16. No smoking or open flame is allowed within one hundred (100) feet of an aircraft being serviced, or any fuel storage area, fuel truck or hydrant or parked aircraft.
Fueling operations at storage sites, hydrants and mobile fuelers, and aircraft shall cease when electrical storms are active within five (5) nautical miles of the Airport.
17. No one shall operate any radio transmitter/receiver, cell phones, switch electrical appliances on or off, or operate aircraft radar equipment while an aircraft is being fueled.

18. Mobile fuelers shall have at least two (2) dry chemical fire extinguishers with a minimum rating of 40 BC readily available. Extinguishers shall be maintained in good working order and shall be inspected monthly by fueling personnel and annually by a competent, certified inspection company. Periodic inspections shall be conducted by fueling personnel as required by local or fire ordinances.
19. Mobile fuelers, shall be conspicuously marked in contrasting color with the word "FLAMMABLE" in letters at least six (6) inches in height, placed on both sides and rear of the cargo tank, and with the wording "EMERGENCY FUEL SHUT OFF" and other appropriate operating instructions required at the emergency operating devices, in letters at least two(2) inches in height. Each unit will also be conspicuously marked on both sides and rear with the type and grade of fuel it contains as well as DOT hazardous material placards. These standards shall be in compliance with NFPA 407.
20. Mobile fueling vehicles may be put into service upon inspection by the Airport Manager.
21. Pouring or gravity transfer of fuel from any container larger than five (5) gallons is prohibited.
22. If any malfunction or irregularity is detected on or within the aircraft being fueled or defueled, operations shall cease immediately, and the malfunction or irregularity shall be brought to the attention of the aircraft operator.
23. Self-fueling of aircraft shall only be conducted in areas designated by the Airport Manager.
24. Fueling agents and tenants shall take all precautions to ensure facilities are kept clean and safe of accumulated debris, trash, oily rags, vegetation and other conditions which represents serious fire hazards. Hoses, funnels, pumps, motors, electrical wiring and connections, and other equipment used in fueling or defueling operations are subject to inspection by Airport personnel and Fire Department personnel and must be maintained in a safe, sound and nonleaking condition.
25. The Airport assumes no liability or responsibility for any violation of any aircraft fueling requirement or procedure, any omission, error, negligence, or any other violation of regulatory measures relating to fuel activities.
26. **SPCC:** Prior to engaging in self-fueling from a mobile fueler or trailer, which includes transporting fuel onto the Airport, a self-fueling Permittee shall provide the Airport Manager with a written Spill Pollution Control & Countermeasures (SPCC) plan that meets applicable regulatory measures for fuel storage facilities and the self-fueling Permittee's activities.

Procedure of obtaining self-fueling permit

1. Obtain and complete self-fueling permit application from Airport Administration Office (775-841-2255 / 2600 E College Parkway, Carson City, NV 89706)
2. **Insurance Requirements to operate self-fueling mobile fuelers:**
 1. Commercial General Liability Insurance \$1,000,000 combined single limit for bodily injury, personal injury, and property damage each occurrence
 2. Workers Compensation Insurance
 - a. Bodily Injury by Accident \$1,000,000 each accident
 - b. Bodily injury by disease \$1,000,000 policy limit
 - c. Bodily injury by disease \$1,000,000 each employee
 3. Automobile liability Insurance \$1,000,000 combined single limit for each occurrence

4. Pollution Liability Insurance \$1,000,000 per occurrence and \$2,000,000 annual policy aggregate
The applicant must provide the Airport with a copy of their proof of insurance prior to issuance of a self-fueling permit.
3. All mobile fueling equipment must be inspected and approved by Airport staff.

SELF-FUELING PLACARD

INFORMATION			
LAST:	FIRST:	MI:	
MAILING ADDRESS:			
CITY:	STATE:	ZIP CODE:	COUNTY:
PHONE:	CELL:	EMAIL:	
ORGANIZATION:			
TYPE OF FUELING (CANS/TANK/MOBILE):			
INSURANCE PROVIDER:		POLICY #:	

SIGNATURE	
SIGNATURE:	DATE:

AIRPORT DIRECTOR APPROVAL	
SIGNATURE:	DATE:

PERMIT NUMBER
PERMIT #:



FlyCarsonCity.com

FUELING PERMIT

Carson City Airport 2600 E College Pkwy #6 Carson City, NV 89706
(775)841-2255



FlyCarsonCity.com

Please attach proof of insurance to application at the time of submittal.

By signing below the Permittee agrees to abide by the attached conditions and assurances and remit appropriate and timely payment for all fuel flowage fees.

INFORMATION

LAST:		FIRST:		MI:	
MAILING ADDRESS:					
CITY:		STATE:	ZIP CODE:		COUNTY:
PHONE:		CELL:		EMAIL:	
ORGANIZATION:					
TYPE OF FUELING (CANS/TANK/MOBILE):					

BILLING INFORMATION

BILLING ADDRESS:					
CITY:		STATE:	ZIP CODE:		COUNTY:
PHONE:		CELL:		EMAIL:	
INSURANCE PROVIDER:				POLICY #:	

SIGNATURE

SIGNATURE:		DATE:	
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AIRPORT DIRECTOR APPROVAL

SIGNATURE:		DATE:	
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