

Permit No.: \_\_\_\_\_

**Charlotte County Airport Authority**

**Punta Gorda Airport**

**SELF-FUELING PERMIT**

THIS PERMIT is issued to \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the **Charlotte County Airport Authority** (“Authority”), at 28000 A-1 Airport Road, Punta Gorda FL 33982.

**BACKGROUND**

The Authority operates Punta Gorda Airport (“Airport”) in Punta Gorda, FL. and has adopted Airport Minimum Standards for Commercial Aeronautical Activities necessary to ensure quality aviation services for the public. Authority retains the exclusive right to sell all aviation fuel products at the Airport. FAA regulations allow an aircraft owner to self-fuel his or her owned aircraft provided the aircraft owner meets specific criteria as established by the FAA and the Airport operator.

Authority grants this Self-Fueling Permit under the conditions and terms set forth herein to ensure safe and consistent practices for self-fueling. Authority issues this Permit allowing self-fueling under the following terms and conditions:

1. Fuel Type Authorized \_\_\_\_\_
2. Description of Permittee’s Fuel Storage Facility:
  - a. Aboveground Fuel Farm  
\_\_\_\_\_  
\_\_\_\_\_
  - b. Mobile Fuel Truck  
\_\_\_\_\_  
\_\_\_\_\_

c. Mobile Fuel Vessel

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3. Aircraft authorized to be fueled under this permit (year, make, model, and registration number)

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4. Authority hereby grants Permittee permission to self-fuel Permittee's owned aircraft, as listed above, using only Permittee's fuel storage facilities as described above. Permittee shall conduct aircraft self-fueling only by the owner of the aircraft with his or her own employees using his or her equipment upon its leased premises or in an area as designated by the Authority.
5. The term of this permit is thirty (30) days from the date written above, and continuing month-to-month thereafter, or until terminated by either party as provided herein. Permittee hereby waives all claims for any damages alleged to arise out of termination.
6. This permit is governed under the laws of Florida and any litigation brought under this Permit shall be exclusively in State Courts in and for Charlotte County Florida. The prevailing party shall be entitled to recover all legal fees and costs of litigation.
7. If Permittee self-fuels using any fuel not purchased from Authority, the Permittee agrees to pay Authority a monthly fuel flowage fee, calculated by multiplying the number of gallons of fuel purchased from any source other than the Authority and delivered to Permittee's fuel storage facility during each calendar month, times Authority's established -current "Fuel Flowage Fee." Authority may periodically adjust the Fuel Flowage Fee by written notice to Permittee. Any such revised fee will apply to the first full month's fuel flowage fee after Permittee is notified of the fee change. Authority's current Fuel Flowage Fee as approved by the Charlotte County Board is 30 cents per gallon.

If Permittee purchases fuel from Authority in bulk quantities, out of truck, at an amount of no less than 250 gallons at any one time and is pumped into the Permittees approved fuel storage facility as described in this permit application, the price charged to the Permittee will be Authority cost for fuel plus \$1.00 as outlined in the Authority's published Rates and Charges. Permittee shall pay the monthly fuel flowage fee no later than the 10th day of the month following the reporting period.

Payments must be made to Authority, or to such other place as Authority may direct in writing from time to time.

8. Permittee is authorized to dispense only the fuel types at the facilities designated by above into aircraft owned by Permittee. Permittee is strictly prohibited from selling, trading, bartering, or dispensing aircraft fuel or other fuel products to all other Airport user, including locally based or transient aircraft operators. Authority may terminate this Permit immediately if that Permittee dispenses any fuel products into aircraft or to others. Thereafter, Permittee shall thereafter immediately cease all self-fueling operations.
9. While conducting self-fueling operations, Permittee shall observe and be in complete compliance with all federal, state, and local regulations and Airport rules, regulations, and orders and specifically agrees to abide by the "Self-Fueling Regulations" attached as Exhibit "A" to this Permit, which are specifically incorporated by reference. Permittee shall accept full responsibility for clean-up of any fuel spills and shall hold Charlotte County Airport Authority harmless and otherwise indemnify Authority for all costs for clean up or other expenses incurred because of self-fueling operations.
10. Authority may amend, repeal, or replace any rules, regulations, or orders applicable to aircraft self-fueling at any time, and Permittee agrees to obey such rules, regulations, or orders as amended.
11. Authority may immediately cancel this permit if Permittee has violated or is believed to have violated any provisions of this permit or the applicable rules and regulations. Either party may terminate this Permit without cause upon thirty (30) days' advance written notice to the other party.
12. This Permit may not be assigned to any person, company, or entity whether or not such company is Permittee's parent company, subsidiary, affiliate, or successor.
13. Permittee shall provide Authority evidence of general liability insurance with Authority named as an additional insured for personal injuries, including death, arising out of any one (1) accident or other cause in a minimum sum of One Million Dollars (\$1,000,000) for each person; shall provide property damage liability insurance in a minimum sum of One Million Dollars (\$1,000,000) for property damage arising out of any one (1) accident or other cause; shall provide Pollution/Environmental coverage in a minimum sum of One Million Dollars (\$1,000,000) for damage arising out of fuel spills or leakage and for cleanup or remediation costs; automobile liability of at least \$500,000; and workers' compensation insurance as (and if) required by law.

14. Permittee shall not store mobile fuel trucks or mobile fuel vessels at the Airport except upon Permittee's leased premises.  
A tie-down space shall not be considered "leased premises" for the purpose of this permit and shall not be used for storage of a mobile fuel truck or a mobile fuel vessel.
15. This Permit may only be modified in writing and signed using the same formalities as the original Permit.
16. Permittee agrees to provide any documentation Authority requires to satisfactorily determine the ownership of any aircraft Permittee intends to self-fuel under this permit.
17. If Permittee uses a non-mobile, non-portable fuel storage tank, it shall be above ground and shall be in an area designated by the Authority with prior written authorization from the Executive Director and installed and maintained in compliance with all governing rules and regulations.

IN WITNESS WHEREOF, the parties to hereto have executed this permit agreement on the date first above written.

**Charlotte County Airport Authority**

\_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Executive Director or Designee

**PERMITTEE** \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**EXHIBIT "A" TO SELF-FUELING PERMIT**

**Charlotte County Airport Authority**

**Punta Gorda Airport**

**Self-Fueling Regulations**

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## **I. Introduction**

As aviation fuel sales have proved vital in producing Airport revenues necessary to meet the goal of obtaining self-sufficient financial status and to support the capital improvement needs of Punta Gorda Airport, it is equally vital to safeguard these revenues through the establishment of fueling regulations. Specifically, this document establishes regulations that govern the self-fueling of aircraft at the Punta Gorda Airport.

“Self-fueling” as used herein shall mean the fueling of an aircraft by the owner of the aircraft or by the owner’s employees with resources owned or leased by the aircraft owner. Aircraft owners who wish to self-fuel their aircraft must obtain a Charlotte County Self-Fueling Permit prior to receiving or dispensing fuel products on the Airport.

## **II. General**

- A.** Permittee must own and operate a “fuel storage facility” meeting all local, state, and federal guidelines in order to be eligible for a Self-Fueling Permit. A “fuel storage facility” shall mean: (a) a non-mobile, above ground, on-Airport, fuel tank or tanks, (b) a “mobile fuel vessel” as defined in part IV.B. below; or (c) a “mobile fueltruck” as defined in part IV.C. below.
- B.** Permittee shall submit satisfactory evidence to the Authority substantiating that those aircraft he intends to fuel under his self-fueling permit are owned by Permittee, prior to providing any fueling services to such aircraft. Permittee recognizes that failure to provide such satisfactory information will be cause for immediate revocation of Permittee’s Self-Fueling Permit.
- C.** Permittee shall provide adequate handling and disposal, away from the Airport and in compliance with law, of all trash, garbage, and other refuse generated from his fueling operation. Permittee shall provide and use suitably covered metal receptacles for all such garbage, trash, and other refuse.
- D.** Permittee shall provide the Authority with a monthly statement of fuel receipts if fuel is purchased off-airport and disbursements for all fueling activity conducted during the previous month. Such statement shall be submitted to the Authority’s FBO Manager by the 10th day of each month. Such reporting is intended to account for each, and every gallon of fuel delivered to Permittee’s fuel storage system and all such fuel dispensed. This accounting shall include, at a minimum, delivery and disbursement dates of fuel product, fuel type, quantity in gallons, aircraft identification receiving fuel disbursement, and a reconciliation of fuel received to fuel disbursed.

- E. Permittee shall comply with any and all requirements of regulatory and environmental agencies governing the storage and delivery of fuel products upon airports; and the provisions of Federal Aviation Administration Advisory Circular 150/5230-4A, Aircraft Fuel Storage, Handling, and Dispensing on Airports, as amended, renumbered, or replaced during the term of the Self-Fueling Permit.

### **III. Fueling Operations**

- A. No fuel shall be dispensed into Permittee's aircraft except from Permittee's approved fuel storage facility (as identified in Permittee's Self-Fueling Permit), or from the Authority's fuel facilities.
- B. Permittee shall properly train his or her employees in fueling, handling, storage, and associated safety procedures. Permittee shall provide the Authority with evidence of such training for each employee who will conduct fuel-dispensing activities. Only trained employees of the Permittee shall be allowed to dispense fuel into Permittee's aircraft.
- C. Permittee shall maintain an aviation quality control manual outlining specific procedures and guidelines for aircraft fueling, fuel storage, and handling. Such Quality Control Manual shall be either FAA-approved for Permittee's Part 135 operations, or a Quality Control Manual that is approved by the Charlotte County Airport Authority, prior to fueling operations. Permittee shall make daily inspections of its fuel storage facility using an inspection form approved by the Authority. Permittee shall maintain inspection records for at least two (2) years and shall make them available to the Authority upon request. Permittee's failure to inspect his or her fuel storage facility or to provide inspection records to the Authority shall be grounds for the revocation of Permittee's Self-Fueling Permit.
- D. In the event of an incident or accident involving Permittee's aircraft, or if the Authority has any other reason to believe there is a potential problem with the quality of fuel stored by Permittee, the Authority may require Permittee to obtain samples of Permittee's stored fuel. Permittee will, at no cost to the Authority, have basic and/or complete specification testing of such samples performed by a laboratory testing service. The results of such testing will be transmitted to the Authority in their original form by the testing service or Permittee. Permittee agrees to refrain from using a testing service having a direct business relationship with Permittee's fuel supplier.
- E. Mobile fueling equipment must be stored or permanently parked on an Authority-approved, impervious surface and be within Permittee's leased property.
- F. Permittee shall ensure that preventive maintenance and repair is performed on Permittee's fuel storage facility. In the event Permittee fails to complete any such maintenance, after receiving written notice from the Authority, Permittee agrees to cease fueling operations until such maintenance has been completed. In the event



Permittee continues to utilize such fuel storage facility after the Authority has given appropriate notice, Permittee understands that the Authority shall have cause to immediately revoke Permittee's Self-Fueling Permit.

- G.** Permittee agrees to notify the Authority of all fuel spills arising from Permittee's fueling operation. Permittee further agrees to be bound to the terms and conditions of the Charlotte County Airport Authority Spill Prevention Control and Countermeasure Program. Permittee shall be responsible for and shall bear the cost of any cleanup required due to fuel spills caused by Permittee.
- H.** Permittee shall receive, store, and dispense only fuel products of the type required by those aircraft which Permittee is authorized to self-fuel.
- I.** Permittee agrees to comply with applicable NFPA 407 Standard for Aircraft Fuel Servicing, Fuel Quality ATA Specification 103.19.1, FAA Advisory Circulars, ASTM Standard D910 for aviation fuels, and ATM Standard D1655 for jet fuels.

#### **IV. Fuel Systems**

##### **A. Aboveground Non-mobile Storage Tanks**

- 1.** If Permittee uses a non-mobile fuel storage tank, it must be located within a Charlotte County Airport Authority designated Fuel Storage Facility site. Commercial Aeronautical Service Providers as defined in the Airport's Minimum Standards for Commercial Aeronautical Activities may construct such a facility on their leasehold with prior written authorization from the Executive Director.
- 2.** Permittee shall install a storage tank for each grade of fuel to be dispensed. Each storage tank shall be appropriately marked and shall properly identify the stored fuel product.
- 3.** Prior to use, Permittee must receive Authority's approval of Permittee's aboveground fuel storage facility. Detailed plans and specifications of Permittee's storage facility shall be presented to the Authority for appropriate review purposes and must be sealed by a registered professional engineer. Only an appropriately licensed general contractor may construct fuel storage facilities. Facility construction shall not commence prior to written approval by the Authority.
- 4.** Construction and installation of Permittee's fuel storage facility shall conform to all local, state, and federal codes, ordinances, and regulations.

Permittee shall, at its sole cost and expense, obtain all necessary building permits and pay for all labor and material bonds necessary to construct, install, or fabricate Permittee's fuel storage facility.

5. Permittee shall, at its sole cost and expense, maintain the storage tank(s) and all appurtenances thereto in a presentable condition consistent with best management practices and equal in appearance and character to other similar improvements at the Airport.
6. Permittee is responsible, at its sole expense, for any improvements to the facility. Plans for such changes shall be submitted to the Authority for review and subsequent approval prior to such improvements being made.
7. Permittee's fuel storage facilities must incorporate a fuel storage quantity measuring device as well as a calibratable fuel-dispensing meter providing an audit record of all fuel receipts and disbursements. The Authority must approve such equipment in advance.
8. Upon expiration or cancellation of Permittee's lease or other permission to occupy Airport premises, Permittee shall have sixty (60) days to disassemble and remove all aboveground storage facilities. Any facility not removed within that period shall become the property of the Authority, without cost to the Authority.

**B. Fuel Vessels**

1. A "fuel vessel" shall mean a self-contained, portable, fuel storage and dispensing unit, which is trailer-mounted and contains no more than two thousand (2,000) gallons of fuel product.
2. Permittee's fuel vessel must be stored within Permittee's leased area. The Authority may designate an alternate storage space for the vessel at its discretion. Permittee's tie-down space shall not be used as a fuel vessel storage area.
3. Permittee's fuel vessel must include a minimum of the following:
  - Vehicle with interlock parking brake system
  - Calibratable Meter with 1/10-gallon register Aviation grade fuel hose
  - Aviation grade nozzle with 100-micron mesh screen
  - Ground reel with 50' cable and clip
  - Velcon UF-61E or equivalent with Aquacon® Aviation Fuel Filter Cartridge
4. Permittee's fuel vessel shall conform to any local, state, and federal codes, ordinances, and regulations now or hereinafter in force and effect, including any fire codes.
5. Permittee may only dispense fuel from its fuel vessel within Permittee's leased area.

6. Permittee's fuel vessel(s) must include a calibrated quantity-measuring device, which produces a verifiable record of all fuel disbursements. Permittee must receive approval of the proposed measuring device and fuel-dispensing control method from the Authority prior to placing such equipment into service.
7. Fuel vessels may only be loaded at the approved Fuel Storage Facility site.
8. Charlotte County Airport Authority reserves the right to designate or change fuel vessel fueling sites whenever necessary to preserve the safe and orderly operation of the Airport.

**C. Fuel Trucks**

1. A "fuel truck" shall mean a mobile truck-based fuel storage and dispensing unit designed to travel to a parked aircraft for the purpose of dispensing fuel.
2. Each fuel truck shall be of the bottom-loading type and restricted to a total capacity of two thousand (2,000) gallons of aviation product. Fuel dispensing must be done only within Permittee's leased area.
3. All fuel trucks shall conform to all local, state, or federal codes, ordinances, and regulations, now and hereinafter in force and effect.
4. Permittee's fuel truck or trucks shall be stored within Permittee's leased area and shall conform to all local, state, and federal regulations related to such storage. The Authority may designate an alternate storage space for this equipment. Permittee's tie-down space shall not be used as mobile truck storage area.
5. Permittee's fuel truck(s) must include a calibratable quantity-measuring device, which produces a verifiable record of all fuel disbursements. Permittee must receive approval of the proposed measuring device and fuel-dispensing control method from the Authority prior to placing such equipment into service.
6. Mobile fuel trucks may only be fueled at the approved Fuel Storage Facility site.

**V. Audit and Reports**

Permittee agrees to submit a comprehensive annual report in order to allow the Authority an opportunity to analyze any and all such fuel receipts and disbursements that occurred during the previous year. Permittee agrees to provide sufficient detail, as determined by the Authority, necessary to conduct a thorough review regarding any and all such fueling operations conducted during the previous year. Permittee's fueling records shall be available to the Authority or its authorized representatives at reasonable times during normal business hours.

## **VI. Additional Resources**

1. National Fire Prevention Association (NFPA) 407, Standard for Aircraft Fuel Servicing. NFPA 407 provides a standard for the storage and delivery of aviation fuel in an airport environment.

Copies of Standards. You can order NFPA 407 from:  
National Fire Protection Association 1 Batterymarch Park  
PO Box 9101 Quincy MA 02269-9101  
1-800-344-3555  
<http://www.nfpa.org>

2. Federal Aviation Administration Advisory Circular 150/5230-4A  
Aircraft Fuel Storage, Handling, Training, and Dispensing on Airports  
[https://www.faa.gov/documentLibrary/media/Advisory\\_Circular/AC\\_150\\_5230-4B.pdf](https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_150_5230-4B.pdf)
3. ATA Spec 103 – Spec. 103, Standard for Jet Fuel Quality Control at Airports, produced by Airlines for America, provides guidance for the safe storage and distribution of jet fuel at airports as currently practiced in the commercial aviation industry. Spec. 103 can be obtained from:

A4A Publications Department  
1275 Pennsylvania Avenue, NW  
Suite 1300  
Washington, DC 20004  
p. 202-626-4062  
e. [pubs@airlines.org](mailto:pubs@airlines.org)  
<https://publications.airlines.org>

4. The National Air Transportation Association's NATA Safety 1st® is the leading resource for preparing individuals to safely handle general and business aviation aircraft. Refueling, and quality control guidebook provides information and detailed procedures on the safe handling and delivery of aviation fuels. The guide is available from:

National Air Transportation Association  
818 Connecticut Avenue, NW  
Suite 900  
Washington, DC 20006  
Ph: 202-774-1535  
Toll Free: 800-808-6282  
<http://www.nata.aero>