

## SECTION 4 - FIRE AND SAFETY

### 4.01 GENERAL

All chapters and referenced standards of the Statewide Fire Prevention Code now in existence, or hereafter promulgated are hereby incorporated by reference as part of these Rules and Regulations of the Airport, and are to be enforced by the City of Manassas Fire Marshal. The purpose of this Section 4 is to provide fire prevention and self-fueling regulations and standards for those Persons who service or fuel Aircraft. A Copy of NFPA 407 and the Virginia Statewide Fire Prevention Code are available in the offices of the City's Fire Marshal and Building Official. Copies of relevant FAA documents are available for reference in the Director's office.

### 4.02 FUELING OPERATIONS

Fuel sales to the public shall only be conducted on the Airport by a Full Service Fixed Base Operator and in accordance with the Airport Minimum Standards. All fueling operations, including self-fueling, at the Airport shall be conducted in accordance with the Statewide Fire Prevention Code, and FAA Advisory Circular 150/5230-4, Section 17. No deviations from the procedures of NFPA 407 are permitted without the prior written approval of the City Fire Marshal. All fueling operations, including self-fueling, shall comply with the following requirements:

- a. All Aircraft, refueling apparatus and containers shall be bonded in accordance with NFPA 407.
- b. No Aircraft shall be fueled while the Aircraft is being pre-heated.
- c. Hot fueling or fueling while an Aircraft engine is running is prohibited unless the fueling personnel are properly trained and the Aircraft is equipped for such operations.
- d. No person shall smoke within 50 feet of an Aircraft that is undergoing fuel servicing.
- e. No Aircraft shall be fueled when lightning is observed or evident in the immediate vicinity of the Airport.
- f. Extreme caution shall be exercised at all times to prevent fuel spills. When a spill occurs, servicing shall cease immediately and the person in charge shall call Airport Operations and/or 911. Section 3.03 (f) should be referenced as the situation applies.
- g. Persons engaged in the fueling of Aircraft shall exercise care to prevent overflow of fuel, and shall be personally and financially responsible for all costs of cleanup if spillage should occur.
- h. No Aircraft shall be fueled while it is inside of any Building or structure.

i. No fuel vehicle designed for or employed in the transportation of fuel shall be operated on a Runway or Taxiway without an operating beacon and continuous two-way radio communications with the Control Tower. During periods when the Control Tower is not in operation, the vehicle operator shall self-announce his or her position and his or her intentions prior to crossing an active Runway on the Common Traffic Advisory Frequency (CTAF) (133.1). The vehicle operator shall also announce when he or she is clear of all-active Runways and Taxiways

j. No fuel vehicle shall be Parked within 50 feet of any Airport Building.

k. Aircraft fuel servicing personnel shall not carry lighters, or matches in their possession while performing servicing operations, or loading and unloading operations.

l. Defueling of Aircraft in a hangar is prohibited.

m. No Aircraft shall be fueled on the Runway, Taxiway or Taxilane.

#### 4.03 NON-COMMERCIAL SELF-FUELING

Non-Commercial Self-Fueling is the dispensing of fuel into an Aircraft by an owner of the Aircraft from facilities and equipment that are provided by that owner. This Section 4.03 applies exclusively to the dispensing of fuel by Persons into Aircraft at the Manassas Regional Airport. This Section 4.03 shall not apply to Aircraft fuels and oil sales and services by a Full-Service FBO.

Any Person desirous of engaging in Non-Commercial Self-Fueling shall be accorded a fair and reasonable opportunity, without unjust discrimination, to qualify to receive a Non-Commercial Self-Fueling permit, if one is necessary. A Person that has a Franchise Agreement, Lease Agreement, or other Agreement expressly granting them the rights to perform commercial fueling are not required to apply for a Non-Commercial Self-Fueling permit.

No Person who dispenses over 1,200 gallons of fuel annually in their Aircraft shall engage in Non-Commercial Self-Fueling activities unless a valid Non-Commercial Self-Fueling permit authorizing such activity has been issued by the Airport. Any Person who dispenses less than 1,200 gallons of fuel annually in their Aircraft may engage in Non-Commercial Self-Fueling without obtaining a permit, so long as industry standards and these Rules and Regulations are adhered to.

Any person who negligently engages in Non-Commercial Self-Fueling shall be responsible for any and all costs associated therewith, including, but not limited to, any required cleanup, any property or personal damage, or any reasonable remedial measures undertaken by the City.

a. Non-Commercial Self-Fueling < 1,200 gallons

1. All Aircraft Non-Commercial Self-Fueling operations shall be done in a safe manner using methods that will not cause spillage. Some method of bonding shall be used at all times and shall be done in accordance with industry standards.

2. An Aircraft owner/operator may fuel his or her Aircraft.
3. Except in the Airport's consolidated fuel farm, no more than 5 gallons of fuel shall be stored in any Building or structure on the Airport at any time. A safety fuel container (with a self-closing lid) shall be used at all times.
4. A non-conductive funnel shall be used to reduce the chance of spillage during Non-Commercial Self- Fueling operations, unless a hose with an approved nozzle is being used.
5. A working fire extinguisher shall be available and located in close proximity during all Non-Commercial Self-Fueling operations.
6. All Non-Commercial Self-Fueling devices, containers, pumps, fuel trucks and tanks are subject to inspection and approval by the City Fire Marshal.

b. Non-Commercial Self-Fueling > 1,200 gallons

1. The permit shall not reduce or limit the Permittee's obligations with respect to these Non-Commercial Self-Fueling Standards, which shall be incorporated by reference into the permit. The requirements of Section (a) above are incorporated into this Section (b) by reference.
2. Prior to issuance of a permit, and at any time, upon the request by the Director, the Permittee shall provide evidence of ownership (and/or lease agreement) of any Aircraft being fueled by the Permittee or his employee(s). Aircraft that are leased must be under the complete operational control of the Permittee and leased for a minimum of two (2) years. The Permittee may be required at any time by Airport staff to show proof that the Person fueling the Aircraft is an employee of the Permittee.
3. The Permittee shall report all fuel dispensed during each calendar month and submit a summary report along with the appropriate fuel flowage fee to the Director on or before the 10th of each month.
4. The Permittee, shall during the term of the permit, and for three (3) years thereafter, maintain records identifying the total number of aviation fuel gallons purchased and delivered. Records shall be made available for audit by the Director or representatives from the City. In the case of a discrepancy, Permittee shall promptly pay, in cash, all additional fees and charges due to the Airport, plus interest on the unpaid balance at the maximum rate allowable by law from the original due date.
5. The Permittee shall arrange and demonstrate that satisfactory arrangements have been made for the purchase of fuel through either an authorized Full-Service FBO at the Airport or through a reputable off-airport aviation petroleum supplier/distributor, as determined in the sole discretion of the Director.

6. The Permittee shall utilize the Airport's fuel farm facility to store his or her bulk fuel. If there is room for expansion in the Airport's fuel farm, the Permittee may expand the fuel farm at his or her expense with written permission of the Airport Commission. Under no circumstance shall the Airport be responsible for expanding the fuel farm.

7. A Permittee who is authorized in writing by the Airport to construct or install a fuel storage facility at the Airport shall do so at their cost and in a manner approved by the City. In no event shall the total storage capacity be less than:

i. 12,000 gallons for Jet A Fuel

ii. 10,000 gallons for 100 LL Fuel (Avgas)

8. The use of a fuel truck for storing fuel or fueling directly from a fuel truck to avoid using a tank in the Airport's fuel farm is prohibited.

9. Permittee shall utilize a single refueling vehicle for each type of fuel to be dispensed. Avgas re-fuelers shall have a minimum capacity of 750 gallons and Jet re-fuelers shall have a minimum capacity of 1,200 gallons. All refueling vehicles shall be capable of bottom loading.

i. Each refueling vehicle shall be equipped and maintained to comply at all times with all applicable safety and fire prevention requirements as set fourth in the Airport Rules and Regulations, the City of Manassas Fire Codes, and the National Fire Protection Association (NFPA) Codes.

ii. Prior to transporting Fuel onto the Airport, the Permittee shall provide the Airport with a Spill Prevention Contingency and Control Plan (SPCC) which meets the regulatory requirements of the Virginia Department of Environmental Quality (DEQ) for above-ground fuel storage facilities. A copy of such SPCC Plan shall be filed with the Airport Director at least ten (10) business days prior to such implementation. Such Plan shall describe, in detail, those methods that shall be used by the Permittee to clean up any potentially hazardous fuel spills. This plan shall also describe, in detail, which methods the Permittee intends to use to prevent any such spill from occurring.

iii. In accordance with all applicable regulations and appropriate industry practices, the Permittee shall develop, maintain, and at all times abide by Standard Operating Procedures (SOP) for fueling, and shall ensure compliance with standards set forth in FAA Advisory Circular 00-34A, entitled "Aircraft Ground Handling and Servicing (including updates)." The SOP shall include a training plan, fuel quality assurance procedures, record keeping, and emergency response procedures for fuel spills and fires. The SOP shall be submitted to the Director no later than ten (10) business days before the Permittee commences Non-Commercial Self-Fueling at the Airport. The Airport shall conduct inspections on a periodic basis to ensure compliance with the SOP.

- iv. The dispensing of fuel must meet all applicable Airport, Commonwealth of Virginia, and Federal regulations, including Federal Aviation Administration (FAA) Advisory Circulars, as well as American Standard Testing Method (ASTM) D-910 for Av-Gas, ASTM D-1655 for Jet Fuel and ASTM D-439-58 for Mogas, and NFPA 407.
- v. Prior to the Non-Commercial Self-Fueling of any Aircraft, the Permittee shall provide to the Director a copy of the FAA's aircraft registration certificate for that Aircraft verifying sole ownership by the Permittee, or proof of being the lessee of said Aircraft and that he or she has complete operational control over the Aircraft.
- vi. Prior to the Non-Commercial Self-Fueling of any Aircraft, the Permittee shall provide insurance coverage in amounts no less than those specified in Appendix B of the Airport Minimum Standards, to include \$3,000,000 of Pollution Liability Insurance.
- vii. When not in use, refueling vehicles shall be stored on the Permittee's leased or franchised or otherwise assigned area, unless prior permission has been granted in writing to the Permittee by the Director for storage of the vehicle on another site.
- viii. Permittees who do not have written permission from a Full-Service FBO which allows the user to fuel on the Full-Service FBO's leased premises shall coordinate with and receive written permission from the Director for the location of, and access routes to, an alternative fueling location.

#### 4.04 SMOKING

Smoking or carrying lighted smoking materials or striking matches or other lighting devices shall not be permitted on any Apron area, nor in any area on the Airport where smoking is prohibited by the City, nor in any hangars, shops, or other Buildings in which flammable liquids are stored or used.

#### 4.05 OPEN FLAME OPERATIONS

- a. No Person shall conduct any open flame operations on the Airport unless specifically approved in advance in writing by the Director. Engine pre-heaters that generate open flames shall not be permitted in hangars.
- b. Lead and carbon burning, fusion gas and electric welding, blow-torch work, reservoir repairs, engine testing, battery charging, and all operations involving open flames shall be restricted to approved repair shop sections that meet the requirements of the Fire Marshal.

#### 4.06 FRANCHISE AGREEMENT AND LEASE AGREEMENT HOUSEKEEPING

All Franchisees, Lessees, and Tenants shall keep the space franchised, leased, or occupied by them free from rubbish and the accumulation of any debris. The use of volatile or flammable solvents for cleaning floors is prohibited. Only metal receptacles with a self-extinguishing covers shall be used for the storage of oily waste rags and similar materials. The contents of these receptacles shall be removed daily by Persons occupying the space. When necessary, drip pans shall be placed under engines and other equipment and kept clean at all times.

#### 4.07 STORAGE OF MATERIALS

- a. No Person shall keep or store material or equipment in such manner as to constitute a fire hazard or to be in violation of applicable City codes, or federal or state laws. Except in the Airport's consolidated fuel farm, no more than 5 gallons of fuel shall be stored in any Building or structure on the Airport at any time.
- b. Permitted gasoline, kerosene, ethyl, jet fuel, ether, lubricating oil, oxygen, compressible gases, and all other flammable gases or liquids shall be stored only in strict accordance with Virginia Uniform Statewide Building Code.
- c. No Person shall keep, transport, or store lubricating oils on the Airport except in strict compliance with the applicable codes of the City of Manassas and the Commonwealth of Virginia.
- d. No Person shall store vehicles, trailers, or equipment such as campers, boats, recreational vehicles, or tractor trailers on Airport property unless the vehicle or equipment is used in conjunction with an approved commercial operation, and has the prior written approval of the Director.

#### 4.08 HAZARDOUS MATERIALS

- a. No Person shall keep, transport, handle, or store at, in, or upon the Airport any cargo containing hazardous articles which are barred from transportation by civil Aircraft in the United States in accordance with the provisions of 49 CFR Part 171, and those regulations on this subject that may in the future be promulgated by the FAA or other competent authority.
- b. No Person may offer, and no Person may knowingly accept, any hazardous article for shipment at the Airport except in compliance with all federal, state and local regulations and statutes.
- c. Only those hazardous materials used in the maintenance of Aircraft, engines and components may be stored and utilized on the Airport. Such materials must be stored in accordance with the applicable codes, standards, and recommended practices of the City of Manassas, the Commonwealth of Virginia and the FAA FAR's ( Federal Aviation Regulations).

#### 4.09 MOTORIZED GROUND EQUIPMENT AROUND AIRPORT

No Person shall Park motorized ground equipment near any Aircraft in such a manner so as to prevent it or the other ground equipment from being readily driven or towed away from the Aircraft in case of an emergency.

#### 4.10 OPERATING MOTOR VEHICLES IN HANGARS

No person shall operate a Motor Vehicle in any hangar except for entering or departing the hangar for vehicle storage. This exception only applies when a hangared Aircraft is being operated or serviced outside of the hangar.

#### 4.11 AIRCRAFT ELECTRICAL AND ELECTRONIC SYSTEMS

No airborne radar equipment shall be operated or ground tested in any area on the Airport where the directional beam of high intensity radar is within 300 feet of an Aircraft fueling operation, Aircraft fueling truck or flammable liquid storage facility, unless an approved shielding device is used during the radar operation. Extreme caution shall be exercised when operating airborne radar equipment when people are within 300 feet of the directional beam.

#### 4.12 ELECTRICAL EQUIPMENT AND LIGHTING SYSTEMS

- a. As a matter of safety, only electrical equipment and lighting systems installed and maintained in accordance with the Virginia Uniform Statewide Building Code shall be permitted within hangars or maintenance shelters. All electrical equipment and lighting systems are subject to inspection by the City Fire Marshal.
- b. All power-operated equipment or electrical devices shall be shut off when not in actual use.

#### 4.13 CONTAINERS

- a. Persons doing business on the Airport must keep their trash in covered containers adjacent to sidewalks or roads in any public area of the Airport.
- b. No Person shall operate an uncovered Motor Vehicle hauling trash, dirt, or any other material on the Airport unless prior permission is obtained from the Director or his authorized representative.
- c. As a matter of safety, any Person spilling dirt or any other materials from a Motor Vehicle operated on the Airport must immediately remove such material.
- d. Trash dumpster lids must be closed at all times and the surrounding area must be clear of debris.

#### 4.14 DOPING, SPRAY-PAINTING AND PAINT STRIPPING

- a. The use of "dope" (cellulose nitrate or cellulose acetate dissolved in volatile flammable solvents) within any hangars is prohibited.
- b. For paint, varnish, or lacquer spraying operations, the arrangement, construction, ventilation and protection of spraying booths and the storing and handling of materials shall be done in accordance with NFPA Standards. The Director must approve all painting operations at the Airport. No approval will be granted unless the proper permits from the Virginia Department of Environmental Quality (DEQ) and the Environmental Protection Agency (EPA) are in place and the facility has been approved by the City Fire Marshal.

#### 4.15 FIRE EXTINGUISHERS

- a. Fire extinguishing equipment at the Airport shall not be tampered with at any time nor used for any purpose other than fire fighting or fire prevention. All such equipment shall be maintained in accordance with the standards of the NFPA. Tags showing the date of the last inspection shall be attached to each unit showing the status of such equipment.
- b. All Persons occupying hangars, Aircraft Maintenance Buildings, or shop facilities shall supply and maintain readily accessible fire extinguishers of a type and number that are determined by appropriate laws and building code. Fueling vehicles designed for the transport and transfer of fuel shall carry on board at least (2) fire extinguishers, one located on each side of the vehicle. All extinguishers shall conform to applicable NFPA Standards.