

LACONIA AIRPORT AUTHORITY  
OPERATIONS MANUAL

**Section 6 – FUELING STANDARDS**

**1.0 PURPOSE**

1.1 The purpose of these standards is to insure that the storage and sale of aviation fuels at the Laconia Airport are done in a manner which provides for the safety of all aviation personnel and the general aviation public; takes into consideration environmental factors on and around the airport, including the protection of the aquifer located beneath the airport property; and promotes a policy of fair competition.

**2.0 GENERAL STANDARDS**

- 2.1 Fixed Base Operators (FBOs) are the only entities allowed to sell aviation fuels, oils and lubricants of kinds customarily sold to general aviation aircraft users (Minimum Standards Para. 5.3.2.1.4)..
- 2.2 All existing and proposed fuel storage facilities shall first have received approvals and/or permits from all appropriate Federal, State and Local permitting agencies including but not limited to the Environmental Protection Agency in conformance with legislative and regulatory requirements, the State of New Hampshire in accordance with regulations for aboveground and underground storage tanks, the Town of Gilford in conformance with zoning regulations and site plan review procedures, the FAA in conformance with applicable FAA regulations, the Airport Authority in conformance with the Airport Layout Plan, Minimum Standards and these Fueling Standards as well as any current BOCA and OSHA requirements.
- 2.3 FBOs shall agree to the periodic inspections and test requirements of the permitting and reviewing agencies mentioned above.
- 2.4 All fuel dispensing operations shall be performed only in areas designated by the Laconia Airport Authority, as consistent with the current version of the National Fire Protection Association's Standards NFPA 407 (Aircraft Fuel Servicing) and NFPA 415 (Airport Terminal Buildings, Fueling Ramp Drainage, etc.). Designated areas shall include, but not necessarily be limited to, a paved, sloped surface, provision for extinguisher protection, appropriate bonding and grounding, and fuel spillage containment.
- 2.5 All fuel storage facilities also must be constructed in conformance with the Recommendations set forth in the January 22, 1986, Report of the Supplemental Environmental Assessment prepared by the Dunn Geoscience Corporation, for the protection of the aquifer.

*FUELING STANDARDS*

*Adopted: 9/18/1986*

*Amended: 3/5/1987, 7/16/1987, 8/6/1987, 6/1/1989, 10/19/1989, 3/22/1994, 5/2007*

*Affirmed: 2-08*

*Clarification of Specific Standard 3.4 (previous Minimum Fueling Standard #10): 2/17/05*

*Amended 1/21/09*

*Affirmed 1/28/10*

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2.6 Due to the sensitive environmental characteristics of the airport as related to the aquifer and the lack of a separate waste fuel drainage and collection system or a grid grounding system in any of the airport aprons, mobile fueling equipment shall not be permitted on the field, except in those areas where compliance with 2.4 above is met.

2.7 Operators of mobile fueling equipment shall insure that fuels are free of contamination; and, if fuel is supplied by a major supplier, mobile fueling equipment shall be subject to inspections by the supplier or, if fuel is supplied by an independent supplier, shall be subject to inspections by a qualified inspector selected by the Airport Authority. Fueling equipment shall meet the current version of NFPA 385 (Tank Vehicles for Flammable and Combustible Liquids).

**3.0 SPECIFIC STANDARDS**

3.1 FBOs engaged in the sale of fuel shall operate within Airport Authority designated areas, and the FBO shall be responsible for the construction, operation and maintenance of the facility and of the designated area, including snow removal.

3.2 FBOs engaged in the sale of fuel shall be subject to random inspection by the Airport Authority and/or its authorized representative to insure that fuel products are free of impurities and meet acceptable standards.

3.3 FBOs engaged in the sale of fuel are required to maintain operations hours in accordance with the Airport Authority's **Minimum Standards** Para. 5.3.2.6 Hours.

3.4 FBOs engaged in the sale of fuel shall have the capability to perform minor repairs coupled with a requirement for tools, jacks, towing equipment, tire repair equipment, etc. in accordance with the Airport Authority's **Minimum Standards** Para. 5.3.2.1.3.

**Note:** Clarification of 2/17/05: It was the intent of the Laconia Airport Authority at the time Specific Standards 3.4 (previous Minimum Fueling Standard #10) was adopted, as well as at the time of this clarification, that Specific Standard 3.4 shall be interpreted so as to require FBOs (previous all enterprises) engaged in the sale of fuel to have an FAA certified Airframe and Powerplant mechanic employed on staff.

3.5 FBOs engaged in the sale of fuel shall provide suitable aircraft parking and tie-down areas and have the capability to efficiently and safely move and store aircraft in accordance with the Airport Authority's **Minimum Standards** Para. 5.3.2.4.4.

3.6 FBOs engaged in the sale of fuel shall make provisions for such equipment and

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supplies as may be required to serve the types of aircraft using the airport in accordance with the Airport Authority's **Minimum Standards** Para. 5.3.2.4.5.

- 3.7 FBOs engaged in the sale of fuel shall have the availability of conveniently located, comfortably heated waiting rooms for passengers and crew members of itinerant aircraft, including sanitary rest rooms and public telephones in accordance with the Airport Authority's **Minimum Standards** Para. 5.3.2.4.3.
- 3.8 FBOs engaged in the sale of fuel shall provide fire detection and fire fighting capability in accordance with the requirements of the Town of Gilford, coupled with a commitment to have employees participate for a minimum number of hours in fire, rescue or other emergency training when provided for tenants by the airport owner.
- 3.9 FBOs engaged in the sale of fuel shall maintain insurance in accordance with the Airport Authority's **Minimum Standards** Para. 4.5.

- 3.10 To ensure an acceptable public image, solicitation of fuel and other aircraft-related services will not occur on the LAA ramp or other LAA property.

Further, if an arriving aircraft has made prior service arrangements with a specific FBO, then that FBO will make every attempt to notify other FBO's that the arriving aircraft has made those prior servicing arrangements.

As FBO personnel park an aircraft, no attempt will be made to solicit fuel or any other service while on the ramp. The air crew will be permitted to care for their passengers' needs and to enter the terminal building without being approached by FBO sales personnel.

FBO personnel will wear a tag identifying their company when dealing with itinerant aircraft.

- 3.11 All aviation fuel at the Laconia Airport must initially be deposited in LAA-approved fixed-location fuel storage tanks at the Airport. Fuel that is deposited in a fixed-location fuel storage tank may be resold from LAA-approved mobile trucks provided all other fuel standards and regulations are met.

#### 4.0 REFERENCES

The current version of FAA Advisory Circular AC 150/5190-7, Minimum Standards for Commercial Aeronautical Activities

The current version of FAA Advisory Circular AC 150/5190-6 Exclusive Rights At Federally Obligated Airports,

The current version of State of New Hampshire, Department of Environmental Services Rules "*Underground Storage Facilities*" (Env-Wm 1401) and "*Control of Aboveground Petroleum Storage Facilities*" (Env-Wm 1402).

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The current version of the appropriate publications of the National Fire Protection Association (NFPA).

Report of the Supplemental Environmental Assessment for the Northwest Quadrant Development Project, Map No. 5, Land Management Zones, Dunn Geoscience Corporation, January 13, 1985.

Report of the Supplemental Environmental Assessment for the Northwest Quadrant Development Project, Page 7.7; Item No. 6, January 22, 1986.

*Adopted: 9/18/1986*

*Amended: 3/5/1987, 7/16/1987, 8/6/1987, 6/1/1989, 10/19/1989, 3/22/1994, 5/2007*

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