



**AIRCRAFT SELF-FUELING AND SELF-SERVICING POLICY**  
**AT OKLAHOMA CITY AIRPORTS**

**(REVISING AND REPLACING DEPARTMENTAL POLICY NOS. 19-01, 17-04, and 08-01)**

1. **EFFECTIVE DATE**

This Aircraft Self-Fueling and Self-Servicing Policy ("Policy") is effective December 1, 2022 ("Effective Date"), and replaces Departmental Policy Nos. 19-01, 17-04, and 08-01, Aircraft Self-Fueling Policy at Oklahoma City Airports.

2. **DEFINITIONS**

For the purposes of this Policy, the following definitions shall apply:

**"Aircraft Manager"** shall mean an individual or entity that is commonly owned by or an Employee of either the Owner or Guarantor and the Owner or Guarantor retains exclusive control of the Aircraft Manager. An Aircraft Manager excludes a third-party entity or an individual that does not have a common ownership or employment status with an Owner or Guarantor. The Aircraft Manager must solely manage aircraft of the Owner or Guarantor, and the aircraft management does not result in a FAR Parts 121, 125 or 135 operations.

**"Authorized Aircraft"** shall mean general aviation aircraft that is exclusively owned by or exclusively leased to an Owner, as defined herein, and is approved by the Trust. The Trust may allow Authorized Aircraft to include aircraft that is exclusively owned by or exclusively leased to a Guarantor(s). Authorized Aircraft shall only include aircraft that is operated as general aviation aircraft according to Federal Aviation Regulations ("FAR") Part 91. No Authorized Aircraft may engage in any commercial or for hire operations, or operate under FAR Parts 121, 125, or 135.

**"Airport(s)"** shall mean collectively the Will Rogers World Airport, Wiley Post Airport, and Clarence E. Page Airport unless otherwise designated in their individual capacity.

**"CO-OP" or "Consortium"** shall mean more than two individuals or entities either owning a single entity or otherwise jointly sharing and operating a Self-Fueling Facility.

**"Co-tenant"** shall mean no more than two (2) Persons who are jointly and severally responsible as Owners on a lease and a Fuel Agreement with the Trust. The entity or Person owning or controlling a named Co-tenant must have a common ownership and control with the Co-tenant and is not organized for the purpose of gaining Self-Fueling Facility access for aircraft that is not common with the named Co-tenant.

**"Director"** shall mean the City of Oklahoma City's Director of Airports, who also serves as the General Manager of the Trust.

**"Employee"** shall mean a person that is providing into-plane fueling of an Authorized Aircraft for an Owner and is directly employed by the Owner. In the event of a Guarantor, an Employee shall mean a person that is providing into-plane fueling of an Authorized Aircraft for a Guarantor and is directly employed by the Guarantor. An Employee of the Owner may be considered an Employee of the Guarantor and an Employee of a Guarantor may be considered an Employee of the Owner for purposes of being Fuel Personnel for providing into-plane fueling: (i) if the Guarantor and the Owner are under common ownership or common control; and (ii) the use of the Owner's Employee does not result in wet lease or an operation under FAR Parts 121, 125 or 135. An Employee does not include a person or entity providing aircraft management services or into-plane fueling to an Owner or Guarantor on contract or through an aircraft management arrangement with a third party. To be considered an Employee of the Owner or of the Guarantor, the Owner and/or the Guarantor shall provide upon request, proof of federal withholding for social security, Medicare, and taxes, payroll records or other pertinent documents for an Employee. The Owner and/or Guarantor must be responsible for directing, supervising, and controlling the Employee's actions and activities while fueling the aircraft and will be responsible for any resulting mitigation, removal or remediation that may be necessary following an Employee related fuel spill or release. If the Owner or Guarantor is unsure whether the person who will be providing the into-plane fueling is an Employee or a contractor, the Owner or Guarantor shall submit Form SS-8 to the Internal Revenue Service for a determination of employee status and consult the Airport Director. The result of such determination by the Internal Revenue Service shall be reported to the Director.

**"FBO"** shall mean a Fixed Base Operation that is a commercial business operating on an Airport that is granted the right by the Trust to store and sell aircraft fuel, to fuel aircraft, or such other services authorized by the Trust.

**"Fuel Agreement"** shall mean an agreement between an Owner and the Trust that generally allows the Owner to store aviation fuels in above ground storage tanks and to operate a Self-Fueling Facility on certain designated areas of the leased premises in order to dispense fuel into Authorized Aircraft.

**"Fueling Personnel"** shall mean only persons who are Employees of the Owner or Employees of a Guarantor but may also include, at the Trust's discretion, an Aircraft Manager. The pilot-in-command may be considered Fueling Personnel when the pilot is: (i) in command of an Authorized Aircraft; and (ii) is an Employee of the Owner, Guarantor, or Aircraft Manager. All Fueling Personnel must be experienced and properly trained in fueling aircraft.

**"Guarantor"** shall mean a Person that (a) (i) solely owns and exclusively controls, directly or indirectly, the Owner, or (ii) is solely owned and controlled, directly or indirectly, by the Owner, and (b) has the financial resources available to guaranty the fulfillment of an

Owner's obligations owed to the Trust for both a ground and/or facility lease agreement and a Fuel Agreement in the event of an Owner's default. The entity owning or controlling the Guarantor must have a common ownership and control with the Owner and is not organized for the purpose of gaining Self-Fueling Facility access for aircraft that is not common with the Owner.

**"Owner(s)"** shall mean either (i) no more than two (2) Persons, or (ii) only two (2) Co-tenants, that: (a) each individually or jointly with each other, exclusively owns or exclusively leases Authorized Aircraft; (b) leases a hangar or land from the Trust for the storage of general aviation Authorized Aircraft; and (c) has a Fuel Agreement with the Trust in a designated Self-Fueling Facility area at an Airport with the privilege to engage in Self-Fueling Activities on the leased premises. Each Person owning or controlling the Owner must have common ownership or control and may not become a member for purpose and intent of, owning, operating, or maintaining an Authorized Aircraft, utilizing the Self-Fueling Facility, or performing Self-Servicing Activities.

**"Person"** shall mean a legal entity consisting of an individual, Partnership, company, or trust.

**"Partnership"** shall mean no more than two (2) Persons with a common ownership and control that are formed to operate aircraft that in their own individual capacity exclusively owns or exclusively leases Authorized Aircraft, jointly leases facilities, and/or land from the Trust with another individual or person. Each Partner and each Person owning or controlling a Partner must have a common ownership and control and is not organized for the purpose of gaining Self-Fueling Facility access for Authorized Aircraft that is not common to each Partner.

**"Self-Fueling Facility"** shall mean the construction, placement, maintenance, and/or operation of above ground fuel storage tank(s), piping, pumping, and dispensing equipment on the premises leased by the Owner, as authorized in a Fuel Agreement, in order to fuel the Owner's Authorized Aircraft on the Owner's leased premises by the Owner or the Owner's Fueling Personnel.

**"Self-Fueling Activities"** shall mean the physical act of fueling Authorized Aircraft by the Owner or by Employee or Fueling Personnel using the Owner's equipment at an Owner's Self-Fueling Facility. Self-Fueling Activities do not include the fueling of Authorized Aircraft by an FBO.

**"Self-Servicing Activities"** shall mean the performance of minor maintenance, minor repairs, cleaning, washing, or fueling of aircraft by an owner or an Employee using the owner's own equipment in a designated Self-Servicing Activities area on the Airport. For purposes of this Policy, fueling an aircraft under Self-Servicing Activities does not include purchasing fuel directly from an FBO, or utilizing an FBO or Trust provided self-service fuel pump.

"Trust" shall mean the Oklahoma City Airport Trust.

3. **POLICY STATEMENT**

Self-Fueling of aircraft is a privilege that is granted by the Trust to an Owner through a Fuel Agreement in certain designated areas of the Airports consistent with this Policy. The FARs, Grant Assurances, and Advisory Circulars of the Federal Aviation Administration do not require public airport operators to provide airport facilities and land for Self-Fueling Facilities, but only to provide for Self-Servicing Activities of aircraft on public airports. Additionally, there is no obligation to permit aircraft Owners or Fueling Personnel to introduce equipment, personnel, or practices on the Airports that would be unsafe, unsightly, or detrimental to the public welfare or that would affect the efficient use of Airport facilities by the public. It is the responsibility of the Director to efficiently operate and manage the daily operations of the Trust's Airports, including how aircraft Self-Fueling Activities will be conducted at the Trust's Airports for long term sustainability of the airport system in Oklahoma City.

In order to efficiently manage the resources of the Airports and to protect the Airport's environs, the Trust has created this Policy which only allows Self-Fueling Activities on its Airports in designated areas and under certain conditions as specified in this Policy. Unless self-fueling privileges consistent with this Policy have been granted by the Trust or as otherwise authorized with a FBO, no fuel storage shall be permitted on the Airports. All fueling of aircraft should be conducted by either an authorized FBO or by an owner of the aircraft in designated Self-Servicing Activities areas. Self-Fueling Activities and Self-Servicing Activities may only occur in the areas designated in Section 6 of this Policy for each of the Airports.

4. **APPLICABILITY**

This Policy applies to Will Rogers World Airport, Wiley Post Airport, and Clarence E. Page Airport and governs all Self-Fueling Activities and Self-Servicing Activities. This Policy does not apply to fueling by a FBO authorized to sell or dispense fuel on the Airports.

5. **OPERATING GUIDELINES**

The following requirements shall be followed by Owners allowed to engage in Self-Fueling Activities:

- (1) No person, entity or Owner may engage in Self-Fueling Activities or have a Self-Fueling Facility without a Fuel Agreement with the Trust.
- (2) Owner(s) may not give, sell, barter, trade, distribute, or otherwise provide any aircraft fuel from a Self-Fueling Facility to others unless previously authorized by the Trust.
- (3) Fuel may be dispensed only from a Self-Fueling Facility by Owner(s) or Fueling Personnel.
- (4) Fuel may only be dispensed into Authorized Aircraft for the use of an Owner or an approved Guarantor.

- (5) Owner(s) must provide proof of and maintain at least the minimum levels of insurance, which may include pollution legal liability insurance, with the Trust and City of Oklahoma City named as additional insured.
- (6) Owners, Guarantors and Fuel Personnel must be properly trained in aircraft fueling procedures before providing into-plane fueling.
- (7) Owners must provide to the Director detailed record keeping and reporting on all fuel inventories at the beginning and ending of the month, fuel deliveries received, training of Fuel Personnel, and tank/equipment maintenance.
- (8) Above-ground tank capacity for fuel storage shall not to exceed a 10,000-gallon capacity unless approved in writing by the Director. In the event the Owner is authorized to have more than 20,000 gallons of aircraft fuel from any combined number of tanks on the leased premises, pollution legal liability insurance may be required.
- (9) Owner(s) and Guarantor(s) must agree to release, defend, indemnify, and hold-harmless the Oklahoma City Airport Trust and the City of Oklahoma City for all of the Owner's or Guarantor's Self-Fueling Activities.
- (10) Self-Fueling Facilities and Self-Fueling Activities must be limited to specific areas at the Airports and only used for Authorized Aircraft.
- (11) Compliance with any local, state, or federal laws, rules, regulations, policies, or guidelines including, but not limited to, obtaining all necessary building and operational permits from the Oklahoma Corporation Commission ("OCC"), the City of Oklahoma City, and the Oklahoma City Fire Department Fire Marshal's Office.
- (12) Every above ground storage tank must be registered by the Owner with the OCC and permitted for operational use by the Oklahoma City Fire Marshal's Office.
- (13) Self-Fueling Activities cannot be contracted out to a third party, or contracted to an aircraft management company, or aircraft manager that is not under common ownership with an Owner or Guarantor. All Self-Fueling Activities must be performed by the Owner of Authorized Aircraft or by Fueling Personnel. An entity that provides aircraft operational and management service to, and only to, the Owner or a Guarantor, and is a wholly owned and controlled entity of the Owner or a Guarantor, may provide into-plane fueling of an Authorized Aircraft.
- (14) Self-Servicing Activities cannot be contracted out to a third party, but may be provided by an FBO, an owner of aircraft, or an Employee of an aircraft owner.
- (15) The Owner may obtain aviation fuel supplied from a source of his/her preference but must pay the applicable Fuel Flowage Fees adopted by the Trust, as the same may be amended from time to time, for each gallon of aviation fuel received into the Owner's above ground storage tank. Owner's will be required to provide monthly bills of lading for each shipment of fuel received and may be required to provide fuel logs for each gallon of fuel dispensed. The method and arrangement for delivery of fuel to the Airport, including, but not limited to, access to ramp and areas of ramp approved for fueling, shall be subject to the review and approval of the Director.

- (16) Any new CO-OP, Consortium, or other entity owned by more than two aircraft Owner(s) operating Self-Fueling Facilities after October 10, 2008, the commencement of the Self-Fueling Policy in Departmental Policy No. 08-01, are prohibited.
- (17) All Authorized Aircraft must be operated only as general aviation aircraft operated pursuant to FAR Part 91. Commercial or charter aircraft, including Part 121, 125, or 135 operations, are not allowed to participate in Self-Fueling Activities at any Airport.
- (18) The Owner of Authorized Aircraft to be stored or fueled from the Self-Fueling Facility must be (a) either (i) the only identified registered owner of the Authorized Aircraft at the Aircraft Registry, or (ii) the exclusive lessee of the Authorized Aircraft pursuant to a lease agreement recorded of record with the Aircraft Registry, and (b) (a named party in the hangar/ground lease agreement and Fuel Agreement with the Trust. . Only Authorized Aircraft may be hangared or fueled from the Self-Fueling Facility on the leased premises. The Trust may approve as Authorized Aircraft any aircraft exclusively owned by or exclusively leased to a Guarantor.
- (19) All fuel storage tanks must be above-ground, double walled, protected from collision with vehicles or aircraft with bollards and fencing and have a spill/overflow prevention device installed.
- (20) All fuel storage tanks must be located at least 50' from any building, structure, utility main, or lease premises boundary line unless approved in writing by the Director.
- (21) The Director shall have authority to inspect any fuel facilities or fueling equipment on any Airport at any time. Owner shall have appropriate fire extinguishers on site and a Spill Prevention, Control and Countermeasure Plan.

These requirements are not intended to be a comprehensive list of all operating requirements and may be amended or updated as necessary. All Self-Fueling Activities shall be conducted in accordance with this Policy, and the rules and regulations of the Airport and other federal, state, and local requirements, and the applicable Fuel Agreement. In the event of non-compliance with this Policy, any lease or Fuel Agreement may be terminated by the Trust.

The Director may impose additional interim restrictions on any Self-Fueling Facility and Self-Fueling Activities as deemed reasonably necessary to protect the Airports, persons, or property. The Trust, by and through the Director, may grant reasonable variances from this policy in writing upon request of an Owner or Guarantor if such deviation, conduct, or activity is agreed to by the parties in a valid written agreement and such deviation does not create or result in an environmental hazardous condition, affect the safety, operations, or maintenance of an airport, or does not violate any federal, state or local law, rule or regulation. Upon termination of such written agreements, the Owner or Guarantor may be required to comply with this policy for any future agreement with the Trust.

6. **LOCATION OF PERMITTED SELF-FUELING FACILITIES/ACTIVITIES & SELF-SERVICING ACTIVITIES**

Will Rogers World Airport

Self-Fueling Facilities are permitted only in the corporate hangar area west of Runway 17L-35R and east of Air Cargo Road and at the southwest corner of Portland Ave and SW 54<sup>th</sup> Street. Self-Servicing Activities will be allowed to be conducted only on the southeast corner of the terminal ramp. See Exhibit A.

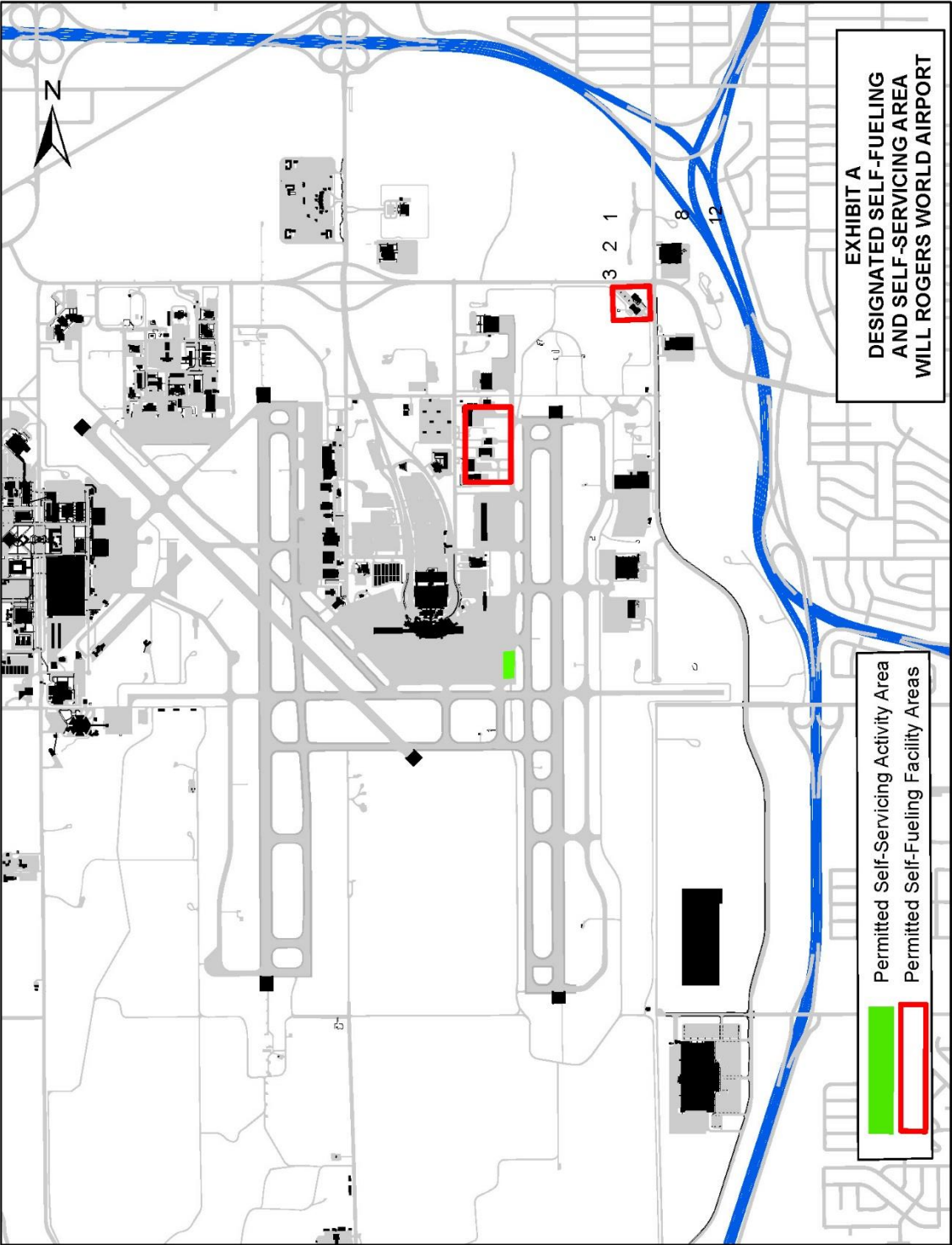
Wiley Post Airport

Self-Fueling Facilities will be permitted only in the areas indicated and located north of Millionaire Drive and north of Taxiway A-5, and will be permitted on parcels 1, 2, 3, 8 and 12 in the Northeast Development Area. Self-Servicing Activities will be allowed to be conducted only on the public terminal ramp in front of the terminal building. See Exhibit B.

Clarence E. Page Airport

There is no designated location for the placement of Self-Fueling Facilities; however, Self-Servicing Activities will be allowed to be conducted on the south end of the terminal ramp. See Exhibit C.

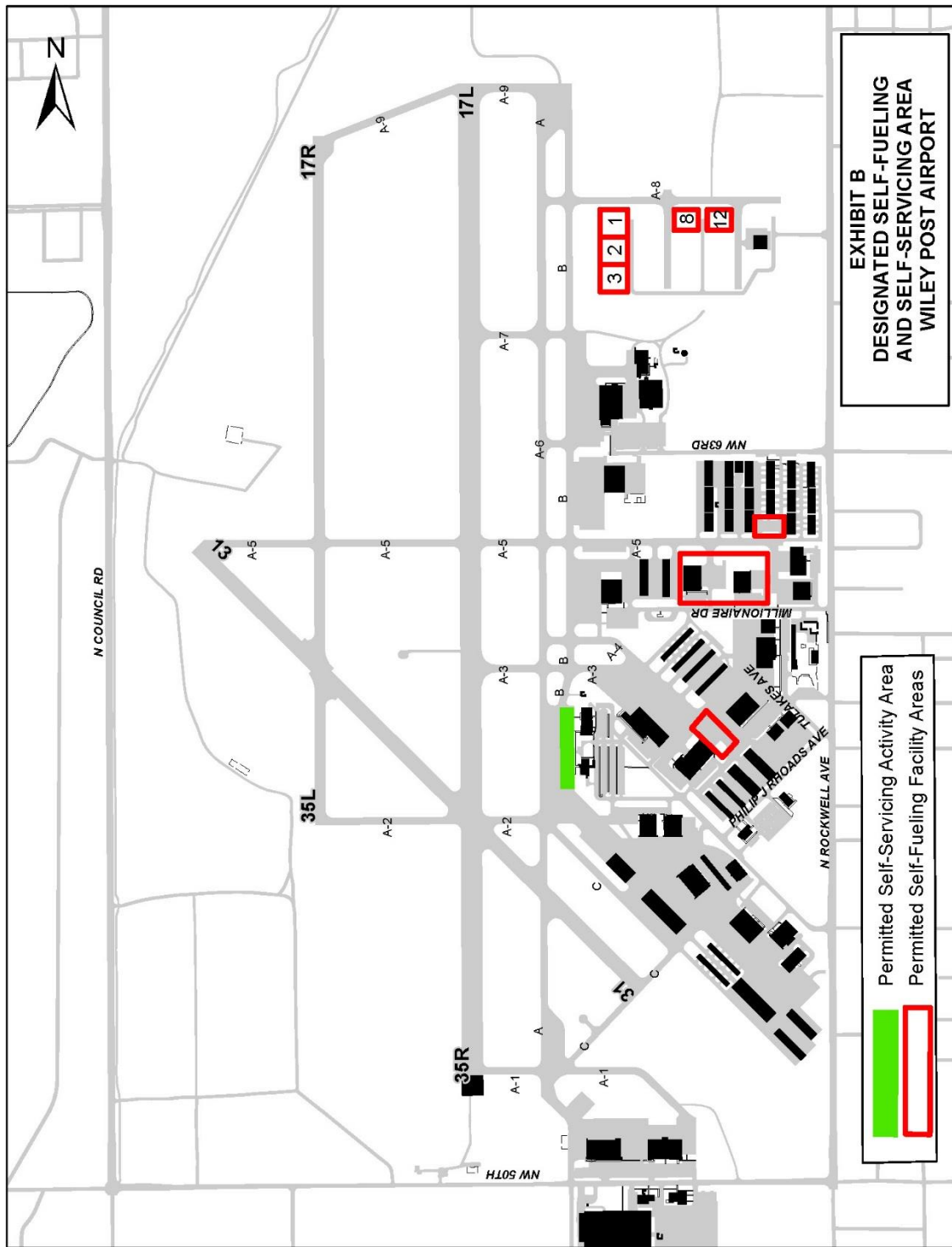
**EXHIBIT A – DESIGNATED SELF-FUELING & SELF-SERVICING AREAS  
AT WILL ROGERS WORLD AIRPORT**



Aircraft Self-Fueling and Self-Servicing Policy  
at Oklahoma City Airports  
Exhibit A

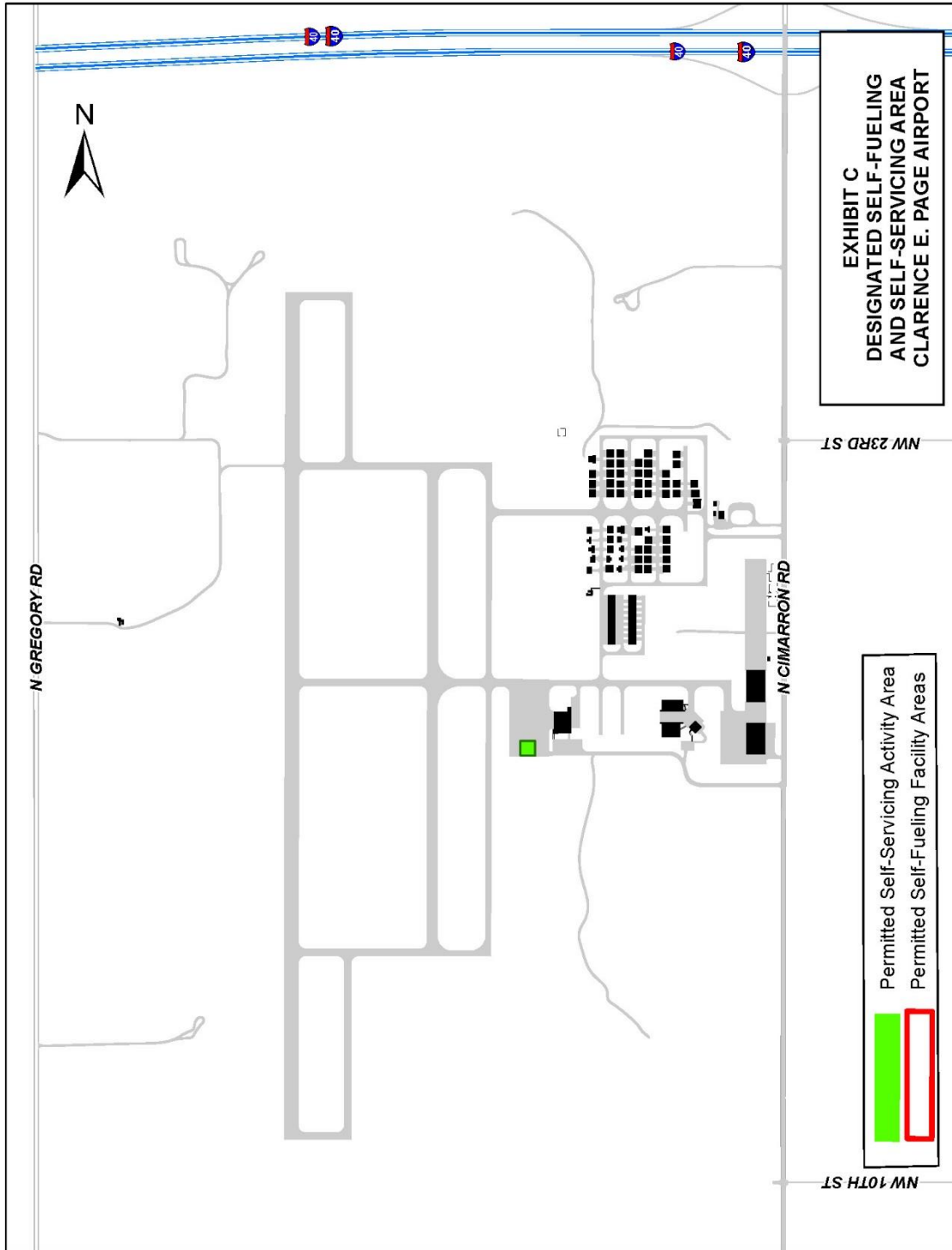


**EXHIBIT B – DESIGNATED SELF-FUELING & SELF-SERVICING AREAS  
AT WILEY POST AIRPORT**



Aircraft Self-Fueling and Self-Servicing Policy  
at Oklahoma City Airports  
Exhibit B

**EXHIBIT C – DESIGNATED SELF-FUELING & SELF-SERVICING AREA  
AT CLARENCE E. PAGE AIRPORT**



Aircraft Self-Fueling and Self-Servicing Policy  
at Oklahoma City Airports  
Exhibit C