
 <p><b>Department of Transportation</b></p> <p><b>PROCEDURE</b></p>	<p><b>CODE: 7.44-2</b></p> <p><b>SUPERSEDES: NONE</b></p> <p><b>TITLE: JET AIRCRAFT FUELING ON THE MAIN TERMINAL RAMP AT REPUBLIC AIRPORT</b></p>
<p><b>APPROVED:</b></p>  <p style="text-align: right;"><u>8/30/16</u> DATE</p> <p>RONALD L. EPSTEIN ASSISTANT COMMISSIONER POLICY AND PLANNING &amp; CFO</p>	<p><b>ORGANIZATION RESPONSIBLE FOR INTERPRETATION:</b></p> <p style="text-align: center;">POLICY AND PLANNING DIVISION/ AVIATION BUREAU</p>

## I. PROCEDURE OVERVIEW

The New York State Department of Transportation (Department) has determined that it is in the best interest of Republic Airport (FRG) to permit on-demand fueling operations on the Main Terminal Ramp (Ramp). This procedure outlines the requirements and mandatory operating protocols to enable fueling of jet aircraft on the Ramp. The Department, at its sole discretion, shall determine when it is safe for the fueling of jet aircraft on the Ramp.

Fixed Based Operators (FBO) requesting [approval](#) to fuel jet aircraft on the Ramp must meet, and demonstrate compliance with, all applicable Federal Aviation Administration (FAA) and New York State environmental and safety requirements.

To initiate this procedure, the Department will be implementing changes to the current use of the Ramp. Currently, the Ramp is used to accommodate charter flights; flights that require processing by the US Customs Services; and transient aircraft requiring FAA inspection. Effective immediately, the five transient aircraft positions on the Ramp will be relocated to Echo Ramp.

At present there are two main positions on the Ramp, Position 1 to the south and Position 2 to the north (Appendix I). To safely implement this procedure, refueling may only occur at Position 2 and only one FBO refueling vehicle will be permitted on the Ramp at a given time. To ensure adherence to this procedure, operations in and out of the Ramp will be coordinated with and cleared by the Air Traffic Control Tower (ATCT) at FRG. Airport operations, in consultation with ATCT, will make final determinations for access for each request received. FBOs found to be non-compliant with this procedure may have their access to the Ramp limited to non-fueling operations.

The Department will review this procedure annually and, in consultation with FBOs and other tenants, reserves the right to amend this procedure as appropriate. The Department, at its sole discretion, may suspend the Ramp fueling privileges of any FBO for failure to follow FAA or New York State environmental and safety requirements or the FRG operating protocols detailed below.

## II. DEFINITIONS

For the purposes of this Procedure, the following terms shall have the meanings defined here.

**Aircraft Fueling Request:** The required notification by an Aircraft Operator to Republic Airport Operations staff for approval to receive fueling services by an FBO on the Main Terminal Ramp. This notification is to be provided prior to each fueling operation and can be made via email, by phone, or on an airport operations radio frequency.

**Aircraft Operator:** Either the Pilot in Command of an aircraft requesting fueling services on the Ramp, or an agent of the aircraft owner (e.g. dispatcher) who is authorized to request fueling services on behalf of the pilot.

**Charter Flight:** A non-scheduled operation where an aircraft owner or operator offers transportation to a person or group for a specific trip and a fee. All charter aircraft using the Main Terminal Ramp are required to use an FBO for marshalling/parking the aircraft.

**Fixed Base Operator(FBO):** A firm doing business at the Airport dedicated to the sale, storage, and hangaring of aircraft, the sale of petroleum, oil and lubricants, the services of maintenance, repair, and modification of aircraft, engines and ancillary equipment, the cleaning and provisioning of aircraft, and the provision of transient and related services. At Republic there are currently three FBOs: SheltAir, Atlantic Aviation, and Talon.

**Main Terminal Ramp:** The paved area adjacent to the Airport's Main Terminal on the Air Operations Area intended for the parking of aircraft.

**Main Terminal Ramp Fueling Agreement:** A form to be submitted by an FBO to the Airport Director to express intention to provide fueling services on the Ramp. The Agreement shall be the acknowledgement by the FBO of all prerequisites for fueling on the Ramp and an attestation that the FBO is in compliance with all state and federal regularity requirements. A copy of the SPCC plan shall be submitted with the Agreement.

**Mobile (or Truck) Refueler:** A bulk storage container onboard a vehicle or being towed that is designed or used solely to store and transport fuel for transfer into or from an aircraft, motor vehicle, locomotive, vessel, ground service equipment, or other oil storage container.

**Position 1:** One of two aircraft parking areas on the Main Terminal Ramp. Position 1 is located on the south side of the Main Terminal Ramp (See Appendix I). This position is not to be used to fuel aircraft.

**Position 2:** One of two aircraft parking areas on the Main Terminal Ramp. Position 2 is located on the north side of the Main Terminal Ramp (See Appendix I). This position may be used to fuel aircraft per this Procedure.

**SPCC Plan.** A Spill Prevention, Control, and Countermeasure Plan required by the US Environmental Protection Agency to prevent oil discharges into waters of the United States (Title

40, Code of Federal Regulations, Part 112.3)

### **III. PREREQUISITES FOR FUELING ON THE RAMP**

1. FBOs must demonstrate compliance with State and federal “fuel handling” requirements/protocols when submitting a [Main Terminal Ramp Fueling Agreement](#); this includes appropriate fire codes and National Fire Protection Association (NFPA) standards for aircraft fuel servicing.
  - a. The specifications, maintenance and operation of refueler vehicles shall comply with New York State Fire Code (NYS FC) Chapters 20 and 57 and NFPA 407.
  - b. Refueler vehicle operators shall be trained in accordance with NYS FC Chapter 11, NFPA 407 and FAA Advisory Circular 150/5230-4B.
  - c. Fueling of aircraft shall be performed in compliance with NYS FC Chapters 20 and 57 and NFPA Standards 385 and 407.
2. Aircraft fueling operations shall be performed in accordance with federal and state spill prevention countermeasure and control requirements.
  - a. Ramp Position 2 must be incorporated into an active Spill Prevention, Control and Countermeasure (SPCC) plan.
  - b. The SPCC, submitted by the requesting FBOs, must be certified by a licensed New York State Professional Engineer.
  - c. Mobile refuelers must implement an active containment system and comply with the Environmental Protection Agency’s Rule 40/CFR 112.
3. Mobile refuelers must include fully stocked spill kits for immediate use.
4. Storm drains must be covered and/or absorbent socks must cover nearby downstream drains during fueling operations.

Links to relevant codes and requirements are provided in Section VI. RELATED AUTHORITATIVE SOURCES.

### **IV. PROCEDURAL GUIDELINES FOR FUELING ON THE RAMP**

1. Only one aircraft shall be fueled at a time on the Ramp.
2. Fueling activity shall occur only on Position 2, the northernmost position of the Ramp.
3. Aircraft movement on the adjacent position (Position 1) is allowed only if power-in and power-out maneuvers are executed as indicated in Appendix II.
4. Aircraft on Position 1 may have a maximum wingspan and length of an Embraer 120 (EMB120); aircraft on Position 2 may have a maximum wingspan and length of a Gulfstream 650 (G650).
5. If aircraft larger than the G650 request fueling services on the Ramp, advanced special authorization will need to be granted by Airport Operations.

6. All access to the ramp by aircraft for fueling purposes shall be subject to clearance through the Air Traffic Control Tower.
7. Jet A fuel shall be the only dispensed fuel to aircraft on the Ramp.
8. Aircraft shall not be defueled on the Ramp.
9. No rotary aircraft or helicopters shall be fueled on the Ramp.
10. Refuelers shall not be parked on the public Ramp.
11. Refuelers shall only enter the ramp after the aircraft has parked and its engines have shut down.
12. Refuelers shall promptly leave the ramp upon the completion of fueling and prior to passengers entering or leaving the ramp and the start of the aircraft engines per Republic Airport Rules and Regulations Section 78.36.

## **V. STEPS IN PROCEDURE**

### **A. Notice to the Airport of Intent to Fuel on the Ramp.**

#### **FBO**

1. Upon the implementation of this procedure, each FBO at Republic will submit to the Airport Director a [Main Terminal Ramp Fueling Agreement](#).
2. The Agreement shall be the acknowledgement by the FBO of all prerequisites for fueling on the Ramp and an attestation that the FBO is in compliance with all state and federal regularity requirements.
3. A copy of the revised SPCC plan, incorporating fueling on the Ramp, shall be submitted with the Agreement.

#### **Airport Director**

1. The Airport Director shall review the Agreement; ensure compliance with this procedure and provide a determination within 14 days of receipt. Any questions will be discussed with the FBO. Once accepted, the Airport Director will sign the Agreement and return a copy to the FBO. One copy of the Agreement will be sent to the Main Office Aviation Bureau Director and one copy to Airport Operations.

### **B. Requests for Access to Ramp for Fueling**

#### **Aircraft Operator**

1. Prior to each fueling operation, the Aircraft Operator shall request authorization from FRG

Airport Operations.

2. A minimum of 30 minutes notice shall be provided to Airport Operations to coordinate Ramp parking.
3. Once permission is granted, the aircraft operator shall contact the preferred FBO on the airport to request fueling services.
4. The aircraft operator shall follow standard ATCT procedures to request access to the Ramp.
5. The aircraft must be parked and its engines turned off prior to refueling.

#### **Air Traffic Control Tower**

1. The Air Traffic Control Tower (ATCT), at its sole discretion, shall prioritize access to the Ramp.
2. ATCT will stage aircraft, as necessary, based on airport operational needs.
3. ATCT may direct aircraft to the Alpha or Bravo run-up pads, or the Alpha Taxiway East of Runway 1 until such time aircraft are authorized to access the Ramp.

#### **Airport Operations Staff**

1. Airport Operations staff will evaluate the Aircraft Operator's request for any potential conflicts.
2. Once Airport Operations determines that it is safe to proceed, Airport Operations staff will approve the request to fuel on the Ramp.
3. Airport Operations staff will log the request in the [On-Demand Fuel Supply Request Log](#), including aircraft tail number, make/model, FBO providing services, and type/model of refueler truck being used.
4. Airport Operations staff shall have the sole discretion to approve fueling on the Ramp.
5. Airport Operations staff shall provide priority of Ramp space to customs and charter flights.
6. If Ramp space is unavailable at the requested time, the Aircraft Operator will be given the option to select an alternative time.
7. If no times are available on that specific day due to expected charter and Customs traffic, Airport Operations staff will advise the Aircraft Operator.
8. When only one non-fueling aircraft requests access to the ramp, the Operations Department will determine, based upon operational needs, where to position that aircraft. Position 1 will be the preferred position, leaving position 2 available for aircraft re-fueling.

### **Fixed Base Operator**

1. Once contacted by the Aircraft Operator for fueling services, the FBO will send a refueling truck to the Ramp following designated airside routes and obeying all ATCT restrictions. The FBO will send a refueling truck to the Ramp only after Airport Operations has granted approval.
2. The FBO will provide trained staff to coordinate the delivery of fuel.
3. The truck shall hold short and not enter the Ramp until the aircraft has been positioned; FBO staff will be responsible for marshalling aircraft and refueling trucks on the Ramp.
4. FBO staff will be responsible for the safe operation of the refueling trucks; any spills or safety-related events will be the responsibility of the FBO staff.
5. FBO staff shall inform Airport Operations immediately of any accident, spill or serious safety-related event.
6. If conditions do not allow for immediate notification, the events in the previous section shall be reported immediately after hazardous conditions have been addressed (once property and persons are safe).

### **Aircraft Operator**

1. Once fueling has been completed and the refueling truck has exited the Ramp, the aircraft operator shall inform Airport Operations and will coordinate exiting the Ramp with ATCT.

## **VI. RELATED AUTHORITATIVE SOURCES**

Applicable Federal Aviation Regulations and Advisory Circulars including:

[FAA Advisory Circular 150/5230-4B](#)

[Republic Airport Rules and Regulations Section 78.36 - Fuel Handling](#)

[Republic Airport Minimum Standards](#)

[New York State Fire Code \(NYS FC\) Chapter 20](#)

[New York State Fire Code \(NYS FC\) Chapter 57](#)

[National Fire Protection Association \(NFPA\) 407 and 415](#) (may require paid subscription)

[EPA SPCC Rule 40/CFR 112](#)

DY596-FRG-REP\_Ramp Fueling Requirements Final Report

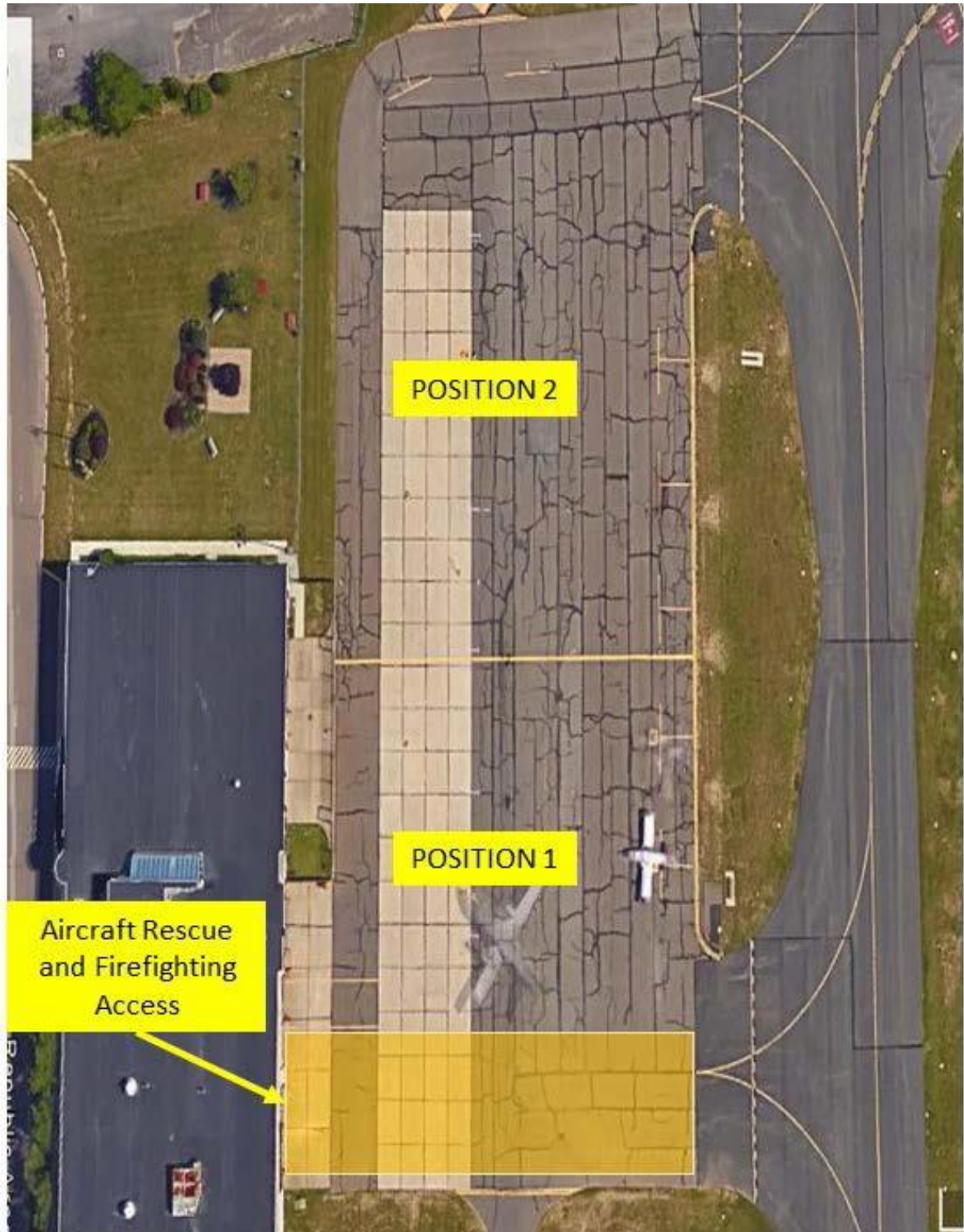
**VII. RELATED FORMS**

[Main Terminal Ramp Fueling Agreement](#)

[On-Demand Fuel Supply Request Log](#)

APPENDIX I

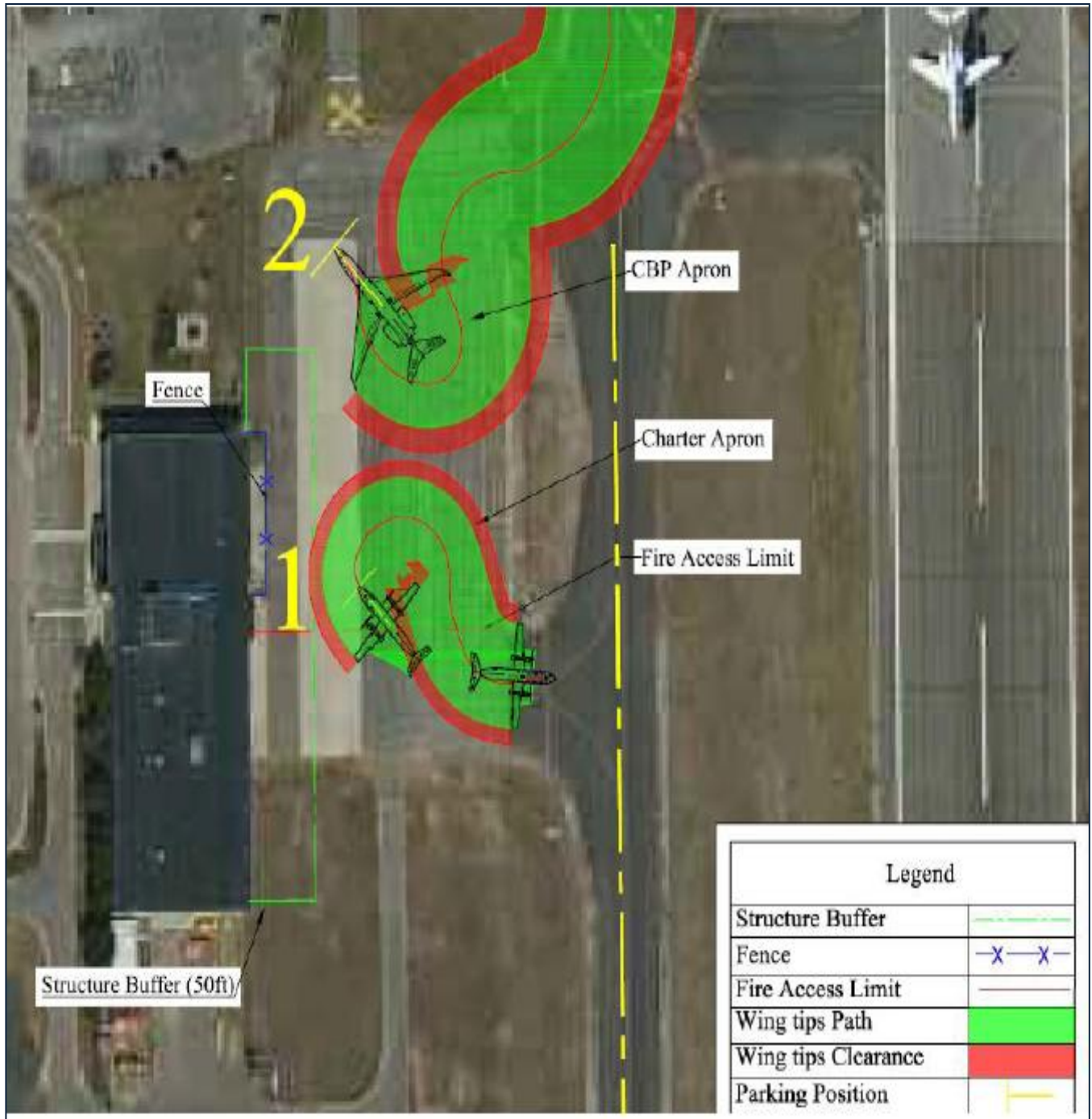
MAIN TERMINAL RAMP LAYOUT





APPENDIX II

POSITIONS 1 AND 2 AIRCRAFT MANEUVERS





APPLICATION FOR CERTIFICATION FOR ON-DEMAND FUEL SUPPLY ON THE MAIN TERMINAL RAMP

NAME OF FIXED BASED OPERATOR: \_\_\_\_\_

CONTACT: \_\_\_\_\_

PHONE NUMBER: ( ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

MOTORIZED EQUIPMENT TO BE USED IN THE SERVICE OF ON DEMAND FUELING OPERATIONS

Table with 3 columns: VEHICLE TYPE, MAKE/MODEL, FUEL CAPACITY IN GALLONS. It contains five empty rows for data entry.

Fixed Base Operators must demonstrate compliance with all requirements set forth in local, State and Federal laws, codes, and regulations and the conditions listed in Republic Airport Rules and Regulations.

- 1. FBOs must demonstrate compliance with State and federal "fuel handling" requirements/protocols when submitting a Main Terminal Ramp Fueling Agreement; this includes appropriate fire codes and National Fire Protection Association (NFPA) standards for aircraft fuel servicing.
a. The specifications, maintenance and operation of refueler vehicles shall comply with New York State Fire Code (NYS FC) Chapters 20 and 57 and NFPA 407.
b. Refueler vehicle operators shall be trained in accordance with NYS FC Chapter 11, NFPA 407 and FAA Advisory Circular 150/5230-4B.
c. Fueling of aircraft shall be performed in compliance with NYS FC Chapters 20 and 57 and NFPA Standards 385 and 407.
2. Aircraft fueling operations shall be performed in accordance with federal and state spill prevention countermeasure and control requirements.
a. Ramp Position 2 must be incorporated into an active Spill Prevention, Control and Countermeasure (SPCC) plan.
b. The SPCC, submitted by the requesting FBOs, must be certified by a licensed New York State Professional Engineer.
c. Mobile refuelers must implement an active containment system and comply with the Environmental Protection Agency's Rule 40/CFR 112



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- 3. Mobile refuelers must include fully stocked spill kits for immediate use.
- 4. Storm drains must be covered and/or absorbent socks must cover nearby downstream drains during fueling operations.

**ATTESTATION:**

I have read and understand the requirements set forth in the Republic Airport Procedure “Jet Aircraft Fueling on the Main Terminal Ramp at Republic Airport” dated: August 30, 2016.

I am an authorized official of the organization requesting certification, listed above and agree to the terms and conditions set forth to become certified as a provider of jet fuel on the Main Terminal Ramp at Republic Airport.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
\*TITLE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

*\*This form must be signed by a representative of the FBO who is authorized to enter into agreements on behalf of the FBO, (e.g. Chief Executive Officer, FBO General Manager, FBO Chief Safety Officer, or FBO Operations Manager).*

**FOR AIRPORT USE ONLY**

APPLICATION IS:     APPROVED             DISAPPROVED

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

*Applications are valid for a period not to exceed one year and expire on December 31<sup>st</sup> of each year. Renewal applications should be filed by December 15<sup>th</sup> of each year for the following year.*



**Department of  
Transportation**

**REQUEST FOR ON-DEMAND FUEL SUPPLY ON THE MAIN  
TERMINAL RAMP**

# REQUEST LOG



	Date	Time	Requestor Name/Organization	FBO	Aircraft		Aircraft Registration #
					Make	Model	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							