



Departmental Standard Operating Procedure (DSOP)

DSOP No. 21-01

Effective: April 21, 2021

SUBJECT: FUEL MANAGEMENT AT THE GENERAL AVIATION AIRPORTS

PURPOSE and SCOPE: To establish the Miami-Dade Aviation Department's (MDAD) policy and procedures for receiving, storing, dispensing, and reconciling unleaded and diesel fuel at the Miami-Dade County General Aviation Airports (GAA).

I. AUTHORITY:

- A. Operational Directive No. 99-03, Aviation Department Written Directive System.
- B. Departmental Standard Operating Procedure No. 00-01, Departmental Standard Operating Procedures
- C. Chapter 25-1.2 Miami-Dade County Code, Chapter 25 Miami-Dade Aviation Department Rules and Regulations.

II. DEFINITIONS:

- A. General Aviation Airports (GAA) – The following non-commercial airports under the control of the Miami-Dade Aviation Department to which this policy applies: Miami Opa-Locka Executive Airport (OPF), Miami Executive Airport (TMB), Homestead General Aviation Airport (X51), and the Dade-Collier Training and Transition Airport (TNT).

III. POLICY:

All unleaded and diesel fuel received, stored, and distributed at Department controlled fuel tanks at the GAAs must be safeguarded from unauthorized access and reconciled to ensure discrepancies in quantities are identified and investigated promptly. In addition, fuel gallonage billed by the supplier must be verified to ensure accuracy.

IV. PROCEDURES:

Fuel Storage:

- A. Fuel storage tank pits must remain locked, at all times, and keys stored in a secure location. Lost or misplaced keys must be immediately reported to the airport's Maintenance Supervisor.
- B. Storage tanks at OPF, TMB, and X51 must be measured on a bi-weekly basis by the Maintenance Supervisor, or designee. At TNT, the bi-weekly measuring of the tank(s) will be the responsibility of the Airport Auxiliary Coordinator.
- C. Once the measurement has been taken, the inches to gallons conversion must be calculated and documented. The total gallons in each tank should be verified against the fuel tank records.
- D. If discrepancies are noted, the MDAD Division Director for Maintenance and Airside Operations must be notified immediately and such variance must be investigated promptly.

Dispensing Fuel:

- A. All fuel pumps are to remain locked when not in use. Keys to the pumps are to be properly safeguarded and controlled. Keys assigned to designated MDAD Maintenance Supervisors, Airport Operations Supervisors and Operations Agents at the airport should not be given to unauthorized personnel and should not be left unattended. Lost or misplaced keys must be immediately reported to the airport's Maintenance Supervisor.
- B. Fueling requests are to be directed to MDAD Maintenance and/or Airport Operations staff at the corresponding airport.
- C. The *Daily Fueling Log* must be completed for the corresponding fuel type when such is removed from the storage tank by employees. The following information must be denoted: date, vehicle number, vehicle odometer reading or equipment hour reading, pump meter reading prior to and after fuel is dispensed, the printed name, in a legible form, of the person dispensing the fuel and signature.

Fuel Deliveries:

- A. All fuel deliveries must be performed by the distributor during business hours (Monday through Friday, 8 am to 2 pm) and must be witnessed by a Maintenance Supervisor, or designee, at OPF, TMB and X51. At TNT, fuel deliveries will be supervised by the Auxiliary Airport Coordinator. Deliveries will no longer be accepted without Department supervision nor after stated hours.
- B. The storage tanks at OPF, TMB and X51 receiving fuel must be measured by the Maintenance Supervisor, or designee, to verify the gallons contained in each fuel tank prior to the fuel delivery. At TNT, it will be the responsibility of the Auxiliary Airport Coordinator.
- C. Before the fuel transfer begins between the truck making the delivery and each of the fuel storage tanks, the Maintenance Supervisor, or designee, for OPF,

Departmental Standard Operating Procedure

DSOP No. 21-01

Effective: April 21, 2021

TMB and X51 (Auxiliary Airport Coordinator for TNT), will confirm that the fuel truck pump meter has been reset to zero.

- D. When the fuel transfer is complete for each fuel type, the meter reading for the fuel truck pump displaying the gallons transferred must be documented by the Maintenance Supervisor, or designee, at OPF, TMB and X51 (Auxiliary Airport Coordinator for TNT), and this amount should match the fuel receipt provided by the driver of the fuel delivery truck.
- E. Fuel storage tanks that received fuel must also be measured to verify gallons delivered equal the amount listed on the fuel delivery receipt and fuel truck meter reading. Variances in fuel quantities may exist as fuel expands and contracts with changes in temperature, however those variances should be minimal and should be documented.
- F. Fuel delivery receipts for each fuel type are to be sent via email to the MDAD Procurement Division Buyer, and the Maintenance or Airport Operations employee who ordered the fuel to ensure the accuracy of the gallonage billed by the supplier for each airport.

V. ENFORCEMENT:

- 1. MDAD does not accept any liability when actions are in violation of this policy.
- 2. Employees who violate this policy may be subject to appropriate administrative action as defined and deemed appropriate by the MDAD Human Resources Division and Department Management.

VI. AMENDMENTS:

The Department reserves the right to amend this operating policy at any time based on current law, Miami-Dade County policies and operating needs.

VII. REVOCATION:

Revocations and removal of established Department policies requires written justification by requesting division management for review and concurrence by the Department's Professional Compliance Division. Upon written concurrence, the revocation request will be submitted, by Professional Compliance, for approval by the Aviation Director. Should the written directive be an Operational Directive, the authorized revocation justification will be sent to the Clerk of the Board for filing with the original Operational Directive under revocation. All approved revocation justification memoranda shall be posted to the Department's Written Directives Log

Departmental Standard Operating Procedure

DSOP No. 21-01

Effective: April 21, 2021

to identify why the directive has been revoked to maintain ongoing operational accountability.

VIII. SEVERABILITY:

If any court of competent jurisdiction determines that any provision in this policy is illegal or void, that provision shall be nullified and the remainder of this policy shall continue in full force and effect. If such court rules that any charge, fee, or security deposit requirement is illegal or void, the Aviation Director is authorized and directed to impose a charge, fee, or security deposit requirement that complies with the court order or applicable provisions of law, which shall become effective on the date of imposition and shall continue until modified by the Miami-Dade County Board of County Commissioners.

Approved By:



Lester Sola, Aviation Director

Date: 4/21/2021