

WESTLOCK COUNTY

POLICY # 14.01

TITLE: Westlock Municipal Airport Fuel Pricing



POLICY STATEMENT:

As the managing partner of the airport through the airport operating agreement, Westlock County is responsible to operate the fuel handling system as a reasonably prudent operator would so operate in similar circumstances and with similar funding as the County has. The County is also responsible for setting pricing of aviation fuel and reviewing that price from time to time to ensure fuel prices are competitive and at the same time cover operation and capital expenditures.

PURPOSE:

- To set fuel pricing at the Westlock Municipal Airport.
- To describe roles and responsibilities of the various parties.

1.0 DEFINITIONS:

"100LL" means aviation fuel known as 100 Octane Low Lead

"Airport" means The Westlock Municipal Airport and grounds located on the South Half of 31-59-25-W4M (containing 164.97 acres more or less)

"Airport Operating Agreement" means the operation agreement between the Town of Westlock and Westlock County

"Aviation Fuel" or "Fuel" means specialized petroleum-based fuel used to power aircraft

"CAO" means the individual appointed by County Council as the Chief Administrative Officer for the County or his/her designate.

"Capital Rider" means the percentage addition to the cost of fuel purchased by the County and placed for sale to airport users and will be placed in a capital reserve for future use.

"Committee" means the Airport Advisory Committee duly constituted as per County Bylaw from time to time

"Cost of Goods Sold" means the cost of fuel being sold which includes the cost of the bulk fuel, Point of Sales fees, meter and pumping system recertification fees, annual cardlock system maintenance fees.

"Council" means the duly elected Council of Westlock County

“Director of Infrastructure” or “Director” means the employee of Westlock County who currently fulfills the role of Director of Infrastructure.

“Fueling Handling System” means dispensing and storage systems of aviation fuel at the Airport

“Jet Fuel” means aviation fuel conforming to Jet A-1 Specifications

“Sale Price” or “Selling Price” means the cost of fuel purchased by the County plus a capital rider set by Council

“Town Council” means the duly elected Council of the Town of Westlock

“Town CAO” means the individual appointed by Town Council as the Chief Administrative Officer for the Town or his/her designate.

“Town of Westlock” or “the Town” means the Municipal Corporation of The Town of Westlock

“Westlock County” or “The County” means the Municipal Corporation of Westlock County

GENERAL

2.0 Westlock County Council deems it appropriate to maintain a minimum yearly capital rider of 25% on the fuel purchase price paid by the County for fuel purchases. The minimum yearly capital rider may be reviewed by the County from time to time.

3.0 The Director will review the purchases of fuel on a quarterly basis and will determine the selling price of aviation fuel for the following quarter as a minimum, and more frequently if there is a known material change in the cost of the fuel the County pays to the bulk fuel supplier.

4.0 The Director will ensure the price of fuel is updated at the fuel handling system on a quarterly basis as a minimum or more frequently as required.

5.0 The County will ensure that updated fuel prices are posted on the County website.

6.0 The Director will report on fuel prices to Council and the committee on a quarterly basis.

7.0 Private fuel handling systems (bulk storage tanks, dispensing systems) of flammable and combustible liquids (e.g. aviation fuels and oils, automotive fuels and oils) in an amount greater than 210 litres is prohibited except for private fuel handling systems for Jet Fuel. Any private fuel handling systems must comply with the current Westlock County land use bylaw, the current Petroleum Tank Management Association regulations and the current Alberta Fire Code regulations as amended from time to time.

8.0 END OF POLICY

First Enacted: March 26, 2019

Reeve

Original signed and on file

Chief Administrative Officer

March 26, 2019

Date Signed