



## COMMONWEALTH of VIRGINIA

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Director

*Department of Aviation*  
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### ***Department of Aviation*** ***Aircraft Use Policy and Guidelines***

Effective March 12, 2004

#### **Eligible Users**

The employees of all state agencies directly funded by the Treasurer of Virginia may request the use of state aircraft. Passengers may include any invited guest or spouse provided the user's Cabinet Secretary on the form provided has granted prior authorization in writing. All passenger flights will be scheduled on multi-engine aircraft.

Agencies or individuals who wish to share the use of an aircraft to a destination or destinations along the same route with agreed upon schedules may do so and be proportionately charged for their portion of the flight. Individual passengers who desire to travel on flights scheduled by others parties may enquire about seat availability by calling the Department of Aviation (DOAV) Aircraft Scheduler at (804) 236-3639.

#### **Process for Flight Authorization**

Upon determining aircraft availability with DOAV, a hold will be placed on an appropriate aircraft. The eligible user initiating the flight must submit a "Request for State Aircraft" form (enclosed) to their Cabinet Secretary or designee for approval. The approved and signed request must then be mailed or faxed from the Cabinet Secretary to DOAV at (804) 236-3643. Once received, the Flight Scheduler via e-mail or facsimile will confirm final arrangements and details. Passengers desiring cost comparisons between state aircraft and other air transportation alternatives should contact the DOAV Flight Scheduler. It is the responsibility of the using agency to ensure compliance with all State travel regulations.

## **Scheduling Priorities**

Priority will be given to the Governor's office, Virginia Economic Development Partnership and Virginia Department of Transportation for aerial photography. All other scheduling will be on a first-come, first-served basis. Cancellations due to priorities may occur from time to time, but are normally not made within 72 hours of the scheduled flight departure.

Flights may be cancelled at the last minute due to aircraft maintenance, weather or emergency situations.

## **Use of Non-State Owned Aircraft**

Aircraft chartering is available when all Department of Aviation aircraft are fully scheduled or if there has been a flight cancellation of a state-owned aircraft and no other state-owned aircraft is available. Use of a non-state owned aircraft can be more costly, but may be pursued if a need exists. It is the responsibility of the requesting user to refer to State travel regulations for additional requirements related to private or chartered aircraft travel.

## **Aircraft Requirements**

All passenger fixed-wing flights, whether state-owned, charter, or private, must be conducted using twin-engine turbine powered aircraft with two pilots on board at all times.

## **Multi-engine Aircraft Rates and Charges**

<i>Aircraft Type</i>	<i>Passenger (Max Seating)</i>	<i>Charge (Per Hour)</i>	<i>Cruise Speed (Miles Per Hour)</i>
Citation S/II (jet)	8	\$985	450 MPH
King Air B200	10	\$850	330 MPH
Turbo Commander	7	\$850	350 MPH

Notes:

- a. All customers will be charged for non-passenger, re-positioning of aircraft to accomplish the intended flight (dead-head flights).
- b. Pilots expenses (e.g. meals, lodging, etc.) will be charged to the appropriate aircraft user only for overnight flights. Estimates range from \$160 to as high as \$380 for two pilots, depending upon traveler's destination.
- c. There is no charge for pilots waiting for passengers.

## Single Engine Aircraft Rates and Charges

The Commonwealth owns one single engine aircraft. Eligible users wishing to use that aircraft must provide their own appropriately rated and qualified pilots. Pilots who are not currently qualified in this aircraft may be re-qualified by contacting the DOAV Flight Scheduler at (804) 236-3639 for flight instructor scheduling. This aircraft is also subject to availability and appropriate authorization from a Cabinet Secretary.

<i>Aircraft Type</i>	<i>Passenger (Max Seating)</i>	<i>Charge Per (Per Hour)</i>	<i>Cruise Speed (Miles Per Hour)</i>
Cessna 206 N5VA (single-Engine)	3	\$205	140 MPH

**IMPORTANT:** Variations in billing for all state-owned aircraft use must be established at the time of scheduling or the agency representative requesting the flight will be held financially responsible.

### **Summary and Guidelines**

To summarize aircraft use policy, permission to use state aircraft operated by DOAV is granted by Cabinet Secretaries. The following tips are provided for potential aircraft user reference and convenience.

As eligible users evaluate state aircraft to other modes of transportation, they should consider these points.

- a. **Special Need** The eligible user should always consider “special need” first. A special need may include a unique requirement for security, confidentiality or travel convenience that is considered essential in the conduct of state business.
- b. **Schedule Demands** The eligible user’s schedule demands the efficiency that state aircraft provides to attend numerous meetings at separate, distant locations that can be accommodated by point-to-point air transportation.
- c. **Cost** Costs to travel by other modes should be calculated. Include the cost of travel, lodging, per diem, ground transportation at the destination, the eligible user’s time and any other costs associated with the trip. Rules of thumb:
  - (1) Normally, a round trip that will take more than 4 hours (two hours each direction) by another mode of transportation can justify the use of a state aircraft.
  - (2) Transporting four or more people by state aircraft will normally be competitive with commercial airfares.
  - (3) Any trip beyond 500 miles is normally cost effective.

Questions and information should be directed to the DOAV Flight Scheduler or the Manager, Safety and Operations Division at (804) 236-3639.

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All state-owned aircraft are based at the Department of Aviation Hangar, located at Richmond International Airport, 5702 Gulfstream Road, Richmond, Virginia 23250-2422, (804) 236-3639. Directions and other information concerning DOAV are on our web site at [www.doav.virginia.gov](http://www.doav.virginia.gov)

**Requested**

**Aircraft:** \_\_\_\_\_ **Requested by:** \_\_\_\_\_ **Dept:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Purpose of Flight:** \_\_\_\_\_

Requested Itinerary	Date	Time	Requested Itinerary	Date	Time
1. Depart			5. Depart		
Arrive			Arrive		
2. Depart			6. Depart		
Arrive			Arrive		
3. Depart			7. Depart		
Arrive			Arrive		
4. Depart			8. Depart		
Arrive			Arrive		

Passenger Name	Affiliation	Address	Method of Contact
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

The Department of Aviation requires a complete manifest on file before the aircraft departs any location. An itinerary will be faxed or e-mailed to the person responsible who initiates the request, for distribution among passengers.

**Billing agency (and code if available):**

\_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

I acknowledge that State Travel Regulations regarding the use of either State-owned or chartered aircraft apply, and that as the requesting agency, we will have complied with said regulations prior to the departure of this flight.

**Authorized Signature/Title** \_\_\_\_\_

Please return all approved requests to Bobbie Parker, Scheduler by Fax: 804-236-3643

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**Date:** \_\_\_\_\_ **Approved ( )** **Declined ( )**

**Secretary /Authorized Designee's Signature:** \_\_\_\_\_