



## COMMONWEALTH of VIRGINIA

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Director

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

Effective September 15, 2005

#### **Applicability and Responsibility**

This policy applies to all state agencies and the personnel directly funded by the Treasurer of Virginia. The Department of Aviation (DOAV) is responsible for the maintenance and update of this policy.

#### **Aircraft Categories**

Aircraft used for Commonwealth business fall into three categories; state owned, chartered, and privately owned. Privately owned aircraft may be used at the discretion of the Agency Head and are reimbursed in accordance with the State Travel Regulations. DOAV owned and charter aircraft follow the procedures described in this policy.

#### **Eligible Users**

The employees of all state agencies directly funded by the Treasurer of Virginia may request the use of state owned aircraft and/or chartered aircraft. Eligible user initiating the flight must submit the attached "Travel Request & Passenger Manifest Form" to his/her Cabinet Secretary or designee for approval. The approved and signed request must then be mailed or faxed to DOAV at (804) 236-3643.

Passengers may include invited guests or spouse, if space is available, provided the user's Cabinet Secretary or designee has approved the passengers in advance on the "Travel Request & Passenger Manifest Form". Invited guests and spouses may have IRS implications.

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 DOAV Flight Scheduler at (804) 236-3639.

#### **Scheduling Priorities for Aircraft**

Priority for aircraft will be given to the Governor's office, Virginia Economic Development Partnership and for aerial photography by the Virginia Department of Transportation. All other scheduling will be on a first-come, first-served basis. Cancellations



due to priorities, although rare, may occur from time to time, but are normally not made within 72 hours of the scheduled flight departure. Flights may also be cancelled at the last minute due to aircraft maintenance, weather or emergency situations.

### **Flight Planning Considerations**

As eligible users compare state aircraft and/or charter to other modes of transportation, they should consider the following 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 user’s schedule demands the efficiency of point-to-point air transportation that state or charter aircraft provides, enabling the user to attend numerous meetings at separate, distant locations.
- c. Cost - Costs to travel by other modes should be calculated. Include the cost of transportation, lodging, M&IE per diem, ground transportation at the destination, and any other costs associated with the trip. Rules of thumb:
  - (1) Normally, a round trip exceeding 4 hours (two hours each direction) of travel by another mode of transportation can justify the use of a state or charter 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.
- d. Employee Time – Employee time has a value to the agency. Time away from the workplace should be evaluated by the requesting agency as part of the total travel cost.
- e. Security – Personnel security requirements should be considered when evaluating the use of state or charter aircraft.

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

### **Process for Flight Reservation**

The requester should communicate their travel needs to the DOAV Flight Scheduler, who will determine the aircraft requirements and availability of state owned aircraft. If state owned aircraft are available, a hold will be placed on an appropriate aircraft pending receipt of final approval.

If state aircraft are not available, DOAV will provide the cost to charter an aircraft to the requestor. The DOAV has the responsibility for planning, scheduling and oversight of charters for the Commonwealth. Charter aircraft will only be used when state owned aircraft are not available or will not meet customer needs. Use of charter aircraft can be more costly, but may be arranged if needed. The State Travel Regulations require the requesting agency to prepare a written cost/benefit analysis to justify chartering an aircraft. This analysis should be retained by the requesting agency. The analysis may involve many considerations at the discretion of the requesting agency, and therefore, its content and format are up to the requesting agency. Considerations should include as a minimum: flight cost comparisons, employee time, layover costs, and security issues. Refer to the State Travel Regulations for additional guidance and requirements. Upon receipt of requesting agency approval, aircraft charter arrangements will be finalized.

While the DOAV will assist in planning, and provide customer advice and options, it is the responsibility of the using agency to ensure compliance with all State Travel Regulations. The DOAV Flight Scheduler will handle the scheduling of all flights and will e-mail or facsimile the final arrangements and details.

**Aircraft Requirements**

Aircraft requirements for the customer mission profile can be discussed with the DOAV Flight Scheduler, the DOAV professional pilot staff, or the Director of Flight Operations and Safety to ensure the best aircraft and crew are selected to meet the customer needs.

**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 - Executive Transport)	8	\$1000	450 MPH
King Air B200 (Twin Turbine – Executive Transport)	8	\$875	330 MPH
Turbo Commander (Twin Turbine – Executive Transport)	7	\$875	350 MPH

When the executive transport aircraft can meet mission requirements, they will be used for the mission. On some occasions the mission may require a flight into a short airfield where the normal executive transport aircraft cannot land or takeoff. If the need arises, DOAV may use its utility aircraft to meet the mission requirement. The Cessna 206 is not an executive transport aircraft. It is a slower utility aircraft used for a variety of missions within the DOAV to include access into short airfields in Virginia.

Cessna 206 (Single Engine Utility)	4		140 MPH
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Notes:

- a. If re-positioning of aircraft to accomplish the intended flight is necessary, customers will be charged for the time required to reposition the aircraft.
- b. Crew 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 crew waiting time.

**Miscellaneous**

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.

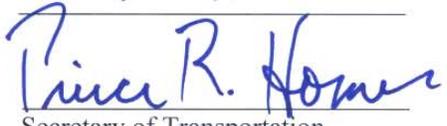
Directions and other information concerning DOAV can be found on our web site at [www.doav.virginia.gov](http://www.doav.virginia.gov).

Approval:   
Chief of Staff

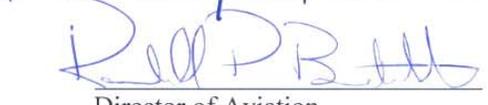
Date: 9/26/05

Approval:   
Secretary of Administration

Date: 9-21-05

Approval:   
Secretary of Transportation

Date: 9/20/05

Approval:   
Director of Aviation

Date: 9/16/05

**Commonwealth of Virginia  
Travel Request & Passenger Manifest Form**

**Requested**

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

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

Requested Itinerary	Date	Time	Flight Requested	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.					

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 certify that my agency has complied with the State Travel Regulations regarding use of State owned and/or chartered aircraft.

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

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**Date:** \_\_\_\_\_

**Approved ( )**

**Declined ( )**

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

Please return approved requests by fax to 804-236-3643.