



# COMMONWEALTH of VIRGINIA

Randall P. Burdette  
Executive Director

**Department of Aviation**  
5702 Gulfstream Road  
Richmond, Virginia 23250-2422

VTDD • (804) 236-3624  
FAX • (804) 236-3635

ISO 9001:2008 Certified  
IS-BAO Registered

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

Effective May 14, 2014

### **Purpose**

The purpose of this policy is to:

- Ensure safe and efficient use of aircraft for Commonwealth business.
- Ensure state agencies' aviation needs are met as economically as possible.
- Enable the Department of Aviation (DOAV) to provide single point data collection on aircraft utilization in the Commonwealth.

### **Applicability and Responsibility**

This policy applies to all state agencies and the personnel directly funded by the Treasurer of Virginia. Agencies are responsible for coordinating with DOAV on all aviation needs beyond those being met by aviation assets owned by the agency to execute the agency's mission. DOAV is responsible for collecting data on aircraft use in the Commonwealth to facilitate informed decisions on future aircraft purchases and future use policies. DOAV is responsible for the maintenance and update of this policy.

### **Safety and Standardization**

DOAV is certified to the highest international standard for aviation safety following the "Best Practices" established by the International Standard for Business Aircraft Operations (IS-BAO). The practices include safety standardization, maintenance procedures and practices, flight crew and maintenance personnel training, and a risk analysis and assessment program. Our goal is to ensure every flight is conducted to the highest level of safety and that all customer needs are met as efficiently as possible. DOAV will assist any state agency operating aircraft to raise safety awareness and implement processes to aid in safety and risk management. For assistance in safety and risk management, call the DOAV Director of Flight Operations and Safety, (804) 236-3639.

### **Aircraft Categories**

Aircraft used for Commonwealth business fall into three categories: state owned, chartered, and privately owned by state employees. The procedures described in this policy shall apply to all state owned and chartered aircraft. In cases when an aircraft is privately owned by a state employee, the state employee owner may use his or her personal aircraft for state business travel at the discretion of his or her agency head or designee and may be reimbursed in accordance with the State Travel Regulations.



This policy is not intended to prohibit a state employee's use of any other private or corporate aircraft for business travel. Contact DOAV for assistance and reporting such travel. However, if a state employee uses an aircraft that is privately or corporately owned by someone other than the state employee, FAA regulations prohibit any reimbursement or compensation for such aircraft use.

#### **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 users initiating the flight request 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 emailed (preferred), 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 transportation may have IRS implications. Ask the Flight Operations Manager for details.

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 inquire about seat availability by calling the DOAV Flight Operations Manager at (804) 236-3639. DOAV will allow additional parties on the aircraft only with the approval of the agency that scheduled the aircraft.

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

Priority for aircraft will be given to the Governor's office and the Virginia Economic Development Partnership. 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 on short notice due to aircraft maintenance, weather or emergency situations. In such cases DOAV will work to provide charter aircraft to meet the customer needs or reschedule if the customer desires. Charter aircraft will incur additional expense and must be approved by the requesting agency prior to flight.

#### **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 three or more people by state aircraft will normally be less expensive than commercial airfares.
  - (3) Any trip beyond 300 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. Time costs include the total time away from the workplace to include the drive to the airport, time required to be at the airport prior to departure, and time to get through security.

- 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 Operations Manager or the Director Flight Operations and Safety at (804) 236-3639.

**Process for Flight Reservation**

The requester should communicate their travel needs to the DOAV Flight Operations Manager, 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 is normally more costly, but may be arranged if needed. Upon receipt of requesting agency approval, aircraft charter arrangements will be finalized.

The State Travel Regulations require the requesting agency to prepare a written cost / benefit analysis to justify chartering an aircraft. DOAV does not need or request a copy of the analysis. This analysis is for the use of 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. DOAV can provide data for the analysis. 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. An example of the cost/benefit analysis can be provided if requested.

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 State Travel Regulations. The DOAV Flight Operations Manager 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 Flight Operations Manager, the professional pilot staff, or the Director of Flight Operations and Safety to ensure the all the customer needs are met in the most efficient way possible.

**Aircraft Capabilities**

<i>Aircraft (Type)</i>	<i>Passenger (Max Seating)</i>	<i>Cruise Speed (Miles Per Hour)</i>
King Air 350 (Twin Turbine- Executive Transport)	11 day trip (no baggage) 9 overnight (with baggage)	345 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.

<i>Aircraft (Type)</i>	<i>Passenger (Max Seating)</i>	<i>Cruise Speed (Miles Per Hour)</i>
Cessna 206	4	140 MPH

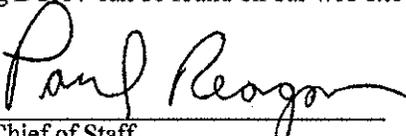
**Notes:**

- a. If re-positioning of aircraft to accomplish the intended flight is necessary, customers will be charged for the flight 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. There is no charge for crew waiting time.

**Miscellaneous**

All DOAV owned aircraft are based at the Department of Aviation Hangar, located at Richmond International Airport, 5702 Gulfstream Rd, Richmond, VA 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

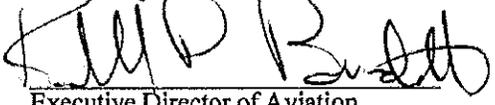
Date: June 3, 2014

Approval:   
Secretary of Administration

Date: May 27 2014

Approval:   
Secretary of Transportation

Date: May 27, 2014

Approval:   
Executive Director of Aviation

Date: May 14, 2014

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

**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	Emergency Contact	*Asked Weights
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

\* Flights with 7 or more passengers must complete the "Asked Weights" for aircraft weight and balance purposes

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): \_\_\_\_\_

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 the Flight Operations Manager by email and/or fax: 804-236-3643.

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

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