

**GUIDELINES
FOR
USE OF STATE AIRCRAFT**
November 15, 2005

All state agencies and personnel shall comply with the following guidelines regarding use of state aircraft assigned to the Tennessee Department of Transportation (“TDOT”).

I) Justification

- A) State aircraft are available to be used in the interest of state business.
- B) The requesting agency should consider the costs and benefits to using state aircraft. Possible considerations include comparing scheduled airline service, other travel expenses, and time. Time is an important consideration for the Governor, cabinet officers, and senior employees.
- C) The head of the agency making the request is charged with the responsibility of making the business interest determination.
- D) To fulfill the duties of the office, the Governor and First Lady must attend numerous events and meetings with public officials and private citizens on state business or otherwise representing the state. Traditionally, the Governor has been provided with ground and air transportation to facilitate the fulfillment of these duties and to ensure the security of the Governor and his family. All use of state aircraft by the Governor and his guests will continue to be considered to be in the interest of state business and of the security of the Governor and his family and in conformance with these guidelines.

II) Accountability

- A) The Department of Transportation, through its Aeronautics Division, Flight Services Section (“Flight Services”), shall be responsible for the following:
- 1) Operation and assignment of aircraft and flight crews;
 - 2) Receipt and coordination of requests for aircraft use;
 - 3) Maintenance of aircraft logbooks which will include the name of the lead person, the number of passengers and the flight time;
 - 4) Billing the appropriate agency for aircraft use; and
 - 5) Recording the names of individuals on each flight subject to B) 3) below.
- B) The requesting department/agency shall be responsible for the following:
- 1) Submission of aircraft use request by the head of the requesting agency;
 - 2) Creation and maintenance of appropriate records regarding aircraft use justification and compliance with this guideline, using a standard form to be provided by Flight Services; and
 - 3) Creation and maintenance of records regarding the identity of individuals on each flight, provided, however that the Governor and Department of Economic and Community Development (“ECD”) are not required to create this record if the Governor or Commissioner of ECD determines that to do so would impede the State’s efforts to attract business or other development to Tennessee.

III. Scheduling

- A) The control of state aircraft and the scheduling of flights is the responsibility of TDOT.
- B) In order of priority, available aircraft will be scheduled for: (1) travel by the Governor or at his direction, (2) travel by the Governor's Cabinet, (3) industrial development and recruitment activities, and (4) other state business.
- C) Arrangements for use of aircraft shall be made by contacting Flight Services at the State Hangar as far in advance as possible. The following information must be provided to Flight Services:
 - 1) Destination(s);
 - 2) Aircraft departure and return times;
 - 3) Name of the senior official or "lead person" on the flight; and
 - 4) Total number of passengers on each leg of the flight.
- D) Flight Services will attempt to accommodate all requests consistent with efficient utilization of aircraft and flight crews. They have the responsibility and the authority to make aircraft assignment changes as necessary to maximize efficiency. Accordingly, users are requested to:
 - 1) When possible, contact Flight Services prior to establishing exact times for meetings or appointments. Major aircraft scheduling problems can sometimes be avoided by minor variations in departure and return times.
 - 2) Be as accurate as possible in the number of passengers. The seating capacity is different for each aircraft, and the number of passengers is a major factor in efficient assignment of aircraft.
 - 3) Notify Flight Services as soon as possible, no later than 24 hours prior, of any cancellations or changes in departure or return times. Even minor changes could conflict with other flights already scheduled on the same aircraft.

- E) Flight Services may request changes in flight schedules to accommodate two or more departments with flights scheduled at approximately the same time to the same or nearby location. Requesting agencies shall cooperate to the fullest extent possible to accommodate these changes.
- F) Flight Services will attempt to confirm the next day's flight arrangements late on the afternoon of the preceding working day. Changes, after normal working hours or on weekends, can be made by contacting Flight Services as directed.

IV. Billing

- A) Hourly rates for aircraft usage are determined jointly and revised annually by TDOT and the Department of Finance and Administration. Any additional airport or landing fees incurred at out of state airports will be added to the hourly rate charged for the aircraft.
- B) TDOT bills aircraft users monthly by journal voucher and charges are determined by multiplying the actual recorded flight time by the hourly rate for the aircraft that is used.
- C) If it is necessary to "dead-head" (fly a leg with no passengers) to accommodate the user's schedule, the "dead-head" time is included in the charge.

V. Shared Flights

Two or more departments may jointly reserve the same aircraft. Alternatively, if Flight Services sees an opportunity (or necessity) to combine flights that have been requisitioned or scheduled by two or more agencies, then Flight Services may contact both agencies to determine if schedules can be modified. In either case, TDOT will bill each department for a portion of the flight. If the destinations are the same, the costs will be shared equally by each department. If destinations are different, each agency will be billed for the attributable amount of flight time.

VI. Charters

In some cases, it will be impossible to accommodate all requests for state aircraft on a given day. If requested by the agency head, Flight Services will arrange for charter aircraft. However, the user agency will be responsible for the full costs. Flight Services can provide a cost estimate in advance, and passengers will depart and return through the State Hangar. Chartered aircraft are usually very expensive and should be considered only as a last resort.

VII. Overnight Trips

If it is necessary for passengers to remain at their destination overnight, every effort will be made to keep the aircraft and flight crew in place, to avoid the cost of dead-heads. However, such trips, especially those involving more than one night, may require dead-heads to meet other flight needs.

VIII. Miscellaneous

Any use of state aircraft for travel outside of Tennessee must be approved in advance in writing by the Deputy to the Governor.