

**POLICY AND
PROCEDURE
MANUAL
FOR THE
UTILIZATION AND
SCHEDULING OF
STATE AIRCRAFT**



***STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF AIR TRANSPORT SERVICES***

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1 ADMINISTRATIVE

101: MISSION STATEMENT

Section 61-13-1 of the Mississippi Code of 1972, as amended (the “Code”) states that “The Department of Finance and Administration of the State of Mississippi is authorized and empowered to purchase or lease, operate and maintain nonmilitary aircraft for use by the Governor’s Office, State departments, agencies, boards and commissions, the Legislature, its officers and employees, all under the general direction of the Department of Finance and Administration.” In accordance with this statute the Department of Finance and Administration’s Office of Air Transport Services provides air transportation to all entities of State government. The accessibility to air transportation by those entities gives them the flexibility to operate State government in a more efficient manner and provides the needed tools to promote, develop, and enhance the State of Mississippi.

102: PURPOSE OF THE POLICY AND PROCEDURE MANUAL

The purpose of this manual is to establish policies and procedures governing access by entities of State government to aircraft, owned and operated by the State of Mississippi, when there is a need for air transportation to conduct official State business.

103: USING THIS POLICY AND PROCEDURE MANUAL

This manual is developed pursuant to Section 61-13-25(e) of the Code and shall be used as a reference by all personnel of the State of Mississippi when scheduling flights in aircraft owned and operated by the State of Mississippi. This manual is to be used in furtherance of the laws and statutes set forth in Sections 61-13-1 through 61-13-25 of the Code and any other statutes pertaining to the use of State aircraft.

A copy of this manual shall be kept on file at the Department of Finance and Administration and shall be made available to any individual requesting a copy.

104: OBJECTIVE OF THE POLICY AND PROCEDURE MANUAL

The primary objective of the manual is to establish policies and procedures that will enhance efficiency when scheduling air transportation for State officials/employees.

2 MANAGEMENT AND ORGANIZATION

201: ORGANIZATION

The Department of Finance and Administration is given the authority to operate and maintain State aircraft. This authority is carried out through the Office of Air Transport Services.

The Office of Air Transport Services (“OATS”) is managed by the State Aviation Administrator. The State Aviation Administrator reports directly to the Executive Director of the Department of Finance and Administration or the Deputy Director of the Department of Finance and Administration in his absence.

3 POLICIES

301: RECORD KEEPING LAW

The Department of Finance and Administration shall require of all planes operated under the provisions of this chapter an accounting on forms furnished by the Department of Finance and Administration, which shall show among other things the trips made, names of passengers carried, date of beginning and termination of trips, miles traveled, stops made, fuel consumed, and cost per hour of operation. **Section 61-13-9** of the Code.

302: REQUEST FOR USE OF STATE AIRCRAFT FORM

All State agencies and officials requesting the use of State aircraft must first complete a *REQUEST FOR USE OF STATE AIRCRAFT* form. A copy of this form is attached hereto as Exhibit "A".

303: PUBLIC PURPOSE OF STATE AIRCRAFT

Public purpose of the State aircraft is defined as those instances where a State official or a State agency uses the aircraft to conduct business on behalf of the State or to the benefit of the State.

304: ACCOMPANYING TRAVEL BY NON-STATE PERSONNEL

Generally, persons who are not State officials/employees are discouraged from traveling aboard State aircraft unless authorized by State official/employee and the OATS and noted on the *REQUEST FOR USE OF STATE AIRCRAFT* form.

305: AIRCRAFT COSTS

Aircraft costs will be calculated annually to arrive at a direct operating cost per hour. This cost will be billed to the using agency after each flight. The agency using an aircraft will be billed for its cost after each flight.

4 SCHEDULING PROCEDURES

401: FORMS

All requests to use State aircraft shall be submitted in writing to the Office of Air Transport Services on a **REQUEST FOR USE OF STATE AIRCRAFT** form which may be obtained from <http://www.dfa.state.ms.us/Offices/AirTrans/AirTrans.htm>. This form can be sent by mail or fax but must be followed up with a telephone call to confirm request of state aircraft.

A blank Passenger Manifest form will be given to the principal passenger to be completed and returned to the flight crew at the completion of the flight.

All completed forms are subject to the Public Records Act of 1983 and shall be kept on file at the Office of Air Transport Services, 155 South Hangar Drive, Jackson International Airport, Jackson, Mississippi.

402: BILLING FOR USAGE OF STATE AIRCRAFT

All State entities, except the Executive Department, shall be invoiced for the direct operating cost of the State aircraft used based on the following rate schedule:

Citation Jet	\$ 1,800 per flight hour
Beechcraft King Air 350	\$ 1,150 per flight hour

The cost per hour does not include pilot's travel expenses and other aircraft fees and charges that are billed separately.

403: INVOICING PROCEDURES

Aircraft owned and operated by the State of Mississippi are licensed to operate under part 91 of the Federal Aviation Regulations. The Federal Aviation Administration prohibits aircraft operated under part 91 to be operated for hire.

There are provisions to assess charges within the State structure of agencies, offices and commissions for the cost of owning, operating and maintaining these aircraft. These charges can be assessed only when the usage is within the scope of, and incidental to, the business of the State of Mississippi.

When considering the above regulations, no personal usage of State owned or operated aircraft will be permitted, only usage pertaining to official business to promote the State of Mississippi will be allowed.

404: PRIORITY AND EMERGENCY USAGE OF AIRCRAFT

The following priority shall be used to decide the availability of aircraft: Governor, Lieutenant Governor, All Other Statewide Elected Officials, Mississippi Development Authority, and All Other State Agencies. Emergency use of State aircraft will be allowed upon availability and sufficient justification.

AUTHORIZATION OF POLICY AND PROCEDURE MANUAL FOR THE UTILIZATION AND SCHEDULING OF STATE AIRCRAFT

As Executive Director of the Department of Finance and Administration and by the authority empowered to me, I authorize the implementation of this policy and procedure manual on this date.


Kevin J. Upchurch

4-7-2009
Date

**THIS POLICY IS EFFECTIVE IMMEDIATELY AND REPLACES ALL
INCONSISTENT POLICIES. IT IS SUBJECT TO REVISION AS NECESSARY
BY THE OFFICE OF AIR TRANSPORT SERVICES.**