



Dave Yost • Auditor of State

TABLE OF CONTENTS

TITLE	PAGE
Independent Accountants' Report	1
Supplement to the Audit Report	
Background	5
Objective No. 1 – Examination of State Airplane Policies and Procedures	6
Objective No. 2 – Examination of State Airplane Travel Records	7
Objective No. 3 – Performance Review of State Airplane Operational Costs	10
Management Comments	12
Exhibit A – List of All Non-ODOT Executive Travel Flights for CY 2011	
Exhibit B – State Agency Use of Funds for Aviation Expenditures	
Exhibit C – Memorandum: Use of Funds for Aviation Expenses by State Agencies	
Exhibit D – List of All ODOT Executive Travel Flights for CY 2011	
Exhibit E – 1973 King Air – Leasing Analysis	
Exhibit F – Summary of States' Executive Travel Policies	
Exhibit G – Tennessee State Aircraft Policies	
Exhibit H – Florida Executive Aircraft Policy	
Exhibit I – Illinois Air Transportation Guidelines	
Exhibit J – North Carolina Executive Aircraft Policies and Procedures	
Exhibit K – Pennsylvania Operation and Use of State Aircraft	
Exhibit L – West Virginia Aviation Division Standard Operation Procedures	

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Dave Yost • Auditor of State

INDEPENDENT ACCOUNTANTS' REPORT

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We conducted an audit of the executive travel use of state airplanes maintained at the Ohio Department of Transportation (ODOT)'s Office of Aviation¹ by performing the procedures described in the attached Supplement to the Audit Report for the period January 1, 2011 through December 31, 2011 (the Period) solely to:

- Determine whether the established policies and procedures for using the State's airplanes for executive travel are sufficient to provide adequate guidance for those individuals using the planes and overseeing their use.
- Establish whether all uses of the state airplanes for executive travel during calendar year 2011 were for a proper public purpose and in accordance with ODOT and State of Ohio policies.
- Determine whether all charges to the state agencies and funds used by the agencies to reimburse ODOT were proper.
- Ascertain whether any instances of reimbursements by state officials, employees or individuals for airplane travel-related expenses were reasonably calculated and paid.
- Identify the operational costs involved with the use of state airplanes for executive travel and compare with private flight providers and selected peer states.
- Determine whether additional cost savings can be achieved.

This engagement was conducted in accordance with the Quality Standards for Inspection and Evaluation established by the Council of the Inspectors General on Integrity and Efficiency (January 2012). The procedures and associated findings are detailed in the attached Supplement to the Audit Report. A summary of our procedures and significant results is as follows:

1. We examined ODOT's policies and procedures related to the use of state airplanes for executive travel and internal controls designed to reasonably assure executive travel is related to official state business.

Significant Results – The policies and procedures for executive travel maintained at the ODOT Office of Aviation were procedural in nature and did not contain guidance regarding allowable and unallowable uses of state airplanes for executive travel. Without this guidance, there were no internal controls established to prevent inappropriate use of state airplanes for executive travel.

1 While the subject of our audit report is the Ohio Department of Transportation - Office of Aviation, we also reviewed activity at other agencies such as the Governor's office, the House of Representatives, and various cabinet agencies.

The policies and procedures also did not require the state agencies to include a specific, detailed reason for using the state aircraft. Because of this, we needed to inquire further with those state agencies to ascertain their purpose for using the state aircraft.

A review of all flights for calendar year 2011 found that ODOT and the applicable state agencies complied with the policies and procedures that were in place, limited as they were. We issued a recommendation for the development of more comprehensive policies and procedures regarding the use of state planes for official state business.

In addition, when establishing the scope of this engagement, the Auditor's office learned that ODOT's records retention schedule for their flight sheets (effective May 2008) was "retain current year plus one, then destroy". As a result of ODOT's retention schedule, we were not able to include the CY 2010 records in our audit.

We issued a recommendation for ODOT and other state agencies to revise their records retention policy to maintain flight information for four years plus the current year so that records may be audited for greater periods of time and trends and analyses can be performed on the flight information, if needed.

2. We examined all instances where state officials and other individuals used a state airplane for executive travel and examined documentation supporting the nature and purpose of the travel related to official state business. When specific documentation was limited, we inquired with the applicable state agencies on the nature and purpose of the flight. We also examined all billings issued by ODOT to other state agencies for usage of the state planes for executive travel which occurred during calendar year 2011. In addition, we tested the reimbursements provided by individuals to the State for usage of the planes that were considered personal use.

Significant Results – Of the 73 non-ODOT flights we tested, three flights which included Lt. Governor Mary Taylor contained routes that were utilized as a diversion for convenience to or from the Canton, Ohio airport, which is near her private residence. In addition, Ohio Speaker of the House William Batchelder utilized a state airplane to return from a private function to the Statehouse. We found no other exceptions in the remaining 69 non-ODOT flights or the 19 internal ODOT flights.

When performing our testing on whether the purpose of using the state aircraft for executive travel may be improper, we found no objective standard or legal basis on which to make this determination. The lack of a more specific, objective standard makes it impossible to make an audit determination. Our recommendations include a comment that policymakers create a rule or regulation that would provide guidance and clarity on what is permissible regarding executive travel on state aircraft.

Although the billing method and process was deemed to be inefficient, all billings reviewed were found to be according to the reimbursement practice in place. All reimbursements from individuals were found to be reasonably calculated and paid. However, while testing the funds used by the various agencies to reimburse ODOT for the flights, we found one agency that charged their portion of the Governor's general flights to a special purpose fund whereas it would have been more appropriate to either allocate the expenditures over several funds or utilize their general administrative fund. Also, another agency incorrectly charged a small adjustment invoice from ODOT to a special purpose fund.

We issued a recommendation for a single cost center to be developed for all State of Ohio aviation expenses related to executive travel.

3. We identified the operational costs associated with maintaining and operating state airplanes utilized for executive travel and compared the amounts ODOT spent maintaining and operating state airplanes to comparable costs other flight providers incur. We also verified ODOT's method of calculating the hourly rate associated with the use of the airplanes and helicopter.

Significant Results – Our review indicated that the state airplanes used for executive travel are underutilized.

We issued three comments to ODOT Aviation management, one regarding the possible sale or repurposing of their helicopter, one about considering private sector options for the plane used as a backup and the last regarding updating rates to reflect the actual operating costs.

4. On August 20, 2012, we held an exit conference with the following individuals representing ODOT:

Sonja Simpson, Deputy Director, Division of Operations
Patrick Piccininni, Deputy Director and Chief Legal Counsel
Jim Bryant, Aviation Administrator, Division of Operations – Office of Aviation
Jana Cassidy, Administrator, Division of Finance – Office of Audits

Also, Kim Kutschbach, Assistant Legal Counsel from the Governor's office, attended the meeting.

The attendees were informed that they had an opportunity to respond to this audit report. A response was received on September 5, 2012. The response was evaluated and included in our audit work papers. No changes were made to this report.



Dave Yost
Auditor of State

August 28, 2012

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Supplement to the Audit Report

Background

The State of Ohio, through the Ohio Department of Transportation, provides executive transportation services to the Governor and his staff, as well as senior government and agency officials for official business. Executive travel on state aircraft requires approval by the ODOT Director or an appropriate Agency Director or designee.

On December 18, 2011, the Columbus Dispatch reported their observations regarding Governor John Kasich's administration's use of the state airplanes for air travel. The Dispatch article also mentioned Lt. Governor Mary Taylor's use of the state planes on four occasions during the year and that she had been either dropped off or picked up at the Canton airport near her home for three of the four flights.

On December 21, 2011, State Representative Matt Lundy sent a letter to Auditor of State Dave Yost requesting an audit of ODOT in regards to use of state planes. Representative Lundy also asked about the Administration's policy for air travel and of reimbursements made by the Lt. Governor for portions of those flights. On January 13, 2012, Auditor Yost responded to Representative Lundy in a letter which indicated that the Auditor of State's office would undertake a review of state officials' use of state aircraft for calendar years 2010 and 2011. This was intended to look at such items as costs associated with the operation of the state planes, policies related to the use of the planes, and the purpose of the flights taken during the period in question.

Auditor Yost initiated an audit of the Ohio Department of Transportation's Office of Aviation on February 9, 2012. Upon undertaking this engagement it was determined that, in accordance with their records retention schedules, ODOT no longer had flight records that allowed for a review of the use of state planes by state officials for calendar year 2010. As such, the audit was limited to calendar year 2011.

Supplement to the Audit Report

Objective No. 1 – Examination of State Airplane Policies and Procedures

Procedures

We obtained all written policies and procedures related to the use of state airplanes for executive travel and examined them for significant provisions related to items such as those governing allowable use, permitted passengers, calculated travel costs, reimbursements for use, and required documentation.

We also obtained a draft “State of Ohio Plane Use Policy” from the Governor’s office which includes guidelines on use of the state plane, non-state employee use, priority for flights, and reservations. This draft policy also includes an updated flight request form.

We inquired with various State of Ohio agency officials and reviewed relevant documents such as flight request forms and supporting documentation in order to determine whether identified controls were suitably designed and had been placed in operation, and whether ODOT (and other applicable agencies) had complied with the related policies and procedures.

We also conducted a peer state analysis of executive transportation policies of other states.

Results

When Auditor of State Dave Yost determined that an audit of executive travel on state airplanes was to be performed, he intended for the audit to cover the two year period January 1, 2010 through December 31, 2011. When communicating this intention to ODOT, it was learned that the Office of Aviation’s records retention schedule only required that the current year (i.e. 2012) plus one prior year’s records be maintained. As a result, we were not able to include calendar year 2010 in our audit.

Written policies and procedures provided by ODOT’s Office of Aviation related to the use of state airplanes for executive travel are contained within a small section of its *Flight Operations Manual*. This section indicates that all ODOT and non-ODOT state officials wishing to use state aircraft for executive travel must complete a formal request form indicating which agency is requesting the flight, the name and agency of all passengers on the flight, the name of the state official authorizing the request, the purpose of the flight, and the intended date and destination(s) for the flight. This section also establishes a priority order for who is eligible to use the plane (Governor, House and Senate elected officials, cabinet members, Governor and/or ODOT’s support staff, other agency support staff). These were the only statewide policies regarding executive travel that were provided to us during our audit.

There are no policies regarding specific allowable uses for the state plane, other than a general statement on the request form that “All state aircraft shall be used for official state business only”. As indicated above, the request form does ask for the purpose of the flight, but there is no set level of detail required for the purpose, and the space provided for this information is limited. In addition, ODOT does not evaluate the adequacy or propriety of the listed purpose, other than to ensure it appears to be for official state business. Likewise, ODOT does not evaluate the propriety of the passengers on board, but ensures that the actual passengers agree to the submitted request. The policy does not require agencies to provide or maintain documentation supporting the purpose of the flight or the passengers on board,

We surveyed nearby or similar states to Ohio with regard to state airplane policies and procedures. Our survey indicates that policies range from specific and detailed documents to no written documentation. The results of the survey are summarized in Exhibit F and copies of actual policies are included as Exhibits G through L.

In order to calculate travel costs, ODOT has established specific hourly rates for the use of the state airplanes for executive travel. ODOT is permitted by Federal Aviation Administration (FAA) rules to seek reimbursement from other state agencies for the costs of executive travel flights via Intrastate Transfer Vouchers (ISTVs) since these reimbursements come from a common treasury.

Supplement to the Audit Report

Objective No. 1 – Examination of State Airplane Policies and Procedures (Continued)

However, there are no formally documented policies and procedures for the billing process specifically related to the allocation of costs between state agencies for state aircraft use. Flights requested by the House, Senate or specific cabinet agencies are billed directly to those entities. For flights requested by the Governor's office, the ODOT Office of Aviation sends a request to the Governor's office for information. The Governor's staff then reviews the request to determine the primary purpose for the travel in question, and informs ODOT which agencies to bill. Generally these are only the agencies with officials on the flight, and ODOT attempts to send these bills monthly. However, when the purpose of the travel is more general in nature, the Governor's office requests that the cost of the flight be billed equally to all cabinet-level agencies. This occurred in eight (8) of the 73 non-ODOT flights we tested. These bills are usually sent quarterly, and ODOT divides the cost of all such flights during the quarter by the designated number of agencies. During calendar year 2011, there were 26 agencies listed on the Governor's website as cabinet agencies which were billed for the flights that were general in nature; however, in calendar year 2012, ODOT removed the Office of Medicaid/Ohio Health Plans from the billings and retroactively adjusted the CY 2011 flights for the remaining 25 agencies.

As defined in the most recent version of the Memorandum of Understanding between agencies, the hourly billing rates for state aircraft will be revised and published as deemed necessary. The last update to the hourly billing rates occurred in 2007, according to ODOT. At present, state aircraft used for executive transportation are currently under-billed by \$87 to \$264 per flight hour, based on current cost of operation.

A review of all flights for calendar year 2011 found that ODOT and the applicable state agencies complied with the aforementioned policies and procedures for executive travel, limited as they were. All flights had a properly completed request form on file. However, the reasons provided for the purpose of the travel were often vague. Evidentiary matter to support the purpose was not required or transparent; therefore, Auditor of State staff was required to expend approximately 20 hours in audit time verifying the reasons for travel stated on the response forms.

As for the reimbursements from other state agencies, the lack of formally documented policies and procedures for the billing process and the methodology used to determine how to bill flights requested by the Governor's office can lead to potential issues. For example, the decision-making process used by the Governor's office to determine which agencies to bill for specific flights is by nature subjective, and cannot always be supported by evidence. Furthermore, given the unpredictable nature of the flights which are billed to all cabinet agencies, most of these agencies are not aware they are going to receive such a bill, and cannot budget accordingly. This leads to the potential for agencies to determine which funds to use for reimbursement based on availability rather than propriety. Finally, spreading executive travel expenditures across a wide range of agencies instead of billing one cost center results in cumbersome billing procedures and makes it difficult to identify actual executive travel costs, resulting in a lack of transparency. Auditor of State staff expended approximately 70 hours in audit time testing, tracing and verifying agency billings.

Objective No. 2 – Examination of State Airplane Travel Records

Procedures

We obtained a list of all instances where state officials used a state airplane for executive travel during calendar year 2011 and verified the completeness and accuracy of the list by comparing it to ODOT's internal records, as well as discussing with other state agencies and reviewing their available documentation.

Supplement to the Audit Report

Objective No. 2 – Examination of State Airplane Travel Records (Continued)

We compiled the following information regarding all identified flights involving ODOT employees and non-ODOT employees:

- Date and time of travel
- Point of origination, destination, and any intermediate stops
- Name and Agency of all state officials or employees on board
- Name, Agency, and purpose of all non-state officials or employees on board
- Nature and purpose of the travel
- Cost of the flight, the agency(ies) billed for the costs of non-ODOT flights and the funds used to reimburse ODOT for those costs
- Amount of any reimbursements received from individuals for portions of any flights

We examined the compiled information, discussed the flights with the pertinent state employees, determined the purpose of the flight, and assessed whether the funds used to reimburse ODOT from the state agencies were proper. We also examined supporting documentation to determine if any reimbursements were obtained from individuals for any personal-related travel, and whether the reimbursements were calculated accurately and processed properly.

Results

The ODOT Office of Aviation provided us with lists of all executive travel flights for calendar year 2011 for both ODOT and non-ODOT employees. From these lists (which included details such as dates, destinations, passengers, flight hours, total costs, and agencies billed), we determined there were 73 flights involving non-ODOT officials, and 19 internal ODOT flights for the period. See Exhibits A and D for a summary of this flight information for non-ODOT and ODOT flights, respectively.

The completeness and accuracy of these lists were verified by reviewing flight logs and other supporting documentation from ODOT and via interviews with the applicable agencies. The lists provided did not include any information regarding the nature and purpose of the flights, so we initially obtained this information from the flight request forms. However, the reasons provided on the request forms were general, non-descriptive phrases such as “economic development meetings” or “funeral”, requiring us to discuss the flights in question with representatives of the agencies involved (primarily the Governor’s office and ODOT) in order to obtain additional information for the flights’ purposes.

Of the 73 non-ODOT flights we tested, three flights which included Lt. Governor Mary Taylor contained routes that were utilized as a diversion for convenience to or from the Canton, Ohio airport, which is near her private residence. In addition, Ohio Speaker of the House William Batchelder utilized a state airplane to return from a private function to the Statehouse. We found no exceptions in the remaining 69 non-ODOT flights or the 19 internal ODOT flights,

When performing our testing on whether the purpose of using the state aircraft for executive travel may be improper, we found no objective standard or legal basis on which to make this determination. With the exception of the most egregious acts, which would fail the basic test of a public purpose, the lack of a more specific, objective standard or statute makes it impossible to make an audit determination.

Given that ODOT’s established policies and procedures for executive travel do not essentially address allowable or unallowable uses with any specificity, we had no choice but to accept a certain level of executive discretion by state officials requesting the flights. It can easily be argued that a flight diversion for convenience is inappropriate; one may counter that, but for the diversion for convenience, the presence of a senior government officer at a particular place would not have been possible. It is not the role of an auditor to make these policy decisions.

Supplement to the Audit Report

Objective No. 2 – Examination of State Airplane Travel Records (Continued)

Instead, we point out the lack of an objective standard and urge that standards be adopted so that government officers, the taxpayers, and future auditors are on notice as to the proper standards of conduct. All stated reasons for the flights were determined to be within the functions of their offices, and through discussions with applicable agency personnel and reviews of available documentation, we found no indication that the flights involved any purpose other than what was stated on the request form.

In addition, all of the state employees (elected officials, cabinet members, agency support staff and security personnel) on each flight had a valid reason for being on the flight, and were documented properly on the flight requests and logs.

Several non-state employees (such as business and education leaders, members of the media, and federal elected officials), also flew on state planes during calendar year 2011, but all of them flew with state employees on flights which were for official state business and their inclusion was properly documented.

When examining billings for our test, we found that there were two types of billings: direct billings for flights which included state agency officials or directly involved the mission of the state agency; and indirect billings, which were for the Governor's flights of a general nature, for example, attending the Cleveland Mayor's State of the City address. The billings to the state agencies for CY 11 travel are detailed in Exhibit B.

ODOT's stated practice was to process direct billings on a monthly basis and indirect billings on a quarterly basis. The state agency's share of the indirect billings is the total cost of the flight divided by the number of cabinet level state agencies. All billings are prepared using the standard rate per hour of the aircraft, multiplied by the number of hours in flight. The cost of pilot time and other miscellaneous expenses, such as hangar fees and overnight stays, are also included in the calculation.

Our review of the billings issued by ODOT to other agencies for executive travel found the system for directly billing agencies who request use of the plane for executive travel to be working as intended; however, the process for billing costs associated with general flights requested by the Governor's office is inefficient and lacks transparency and objectivity. Also, agencies with officials on a flight requested by the Governor's office can reasonably assume they will be billed for at least a portion of the flight and budget accordingly. However, when it is determined that the costs for a particular flight should be shared by all of the cabinet agencies, these agencies generally have no advance notice of the expense, so when they receive the bill they may have difficulty identifying available funds to cover the expense. When assessing whether the use of a fund for a flight was proper, we focused on the use of federal funds as well as specific-use funds for a general purpose. The results of this assessment can be found in Exhibit C. There was one agency that charged their portion of the Governor's general flights to a special purpose fund whereas it would have been more appropriate to either allocate the expenditures over several funds or utilize their general administrative fund. Also, another agency charged the small adjustment invoice from ODOT to a special purpose fund since they were processing other flight expenditures at the same time.

As indicated in the Background on page 4, questions were raised regarding three flights where the Lt. Governor was either picked up or dropped off in Canton prior to or following official state business elsewhere. Governor Kasich requested that the Lt. Governor reimburse the State for the cost of the additional legs. Without an objective standard or legal requirements guiding the use of state airplanes for executive travel, the decision to have the Lt. Governor pay for those legs was based on judgment. At the request of the Governor's office, ODOT estimated the cost of these legs since exact costs could not be determined. They did this by estimating what the costs of the flights would have been between Columbus and the Lt. Governor's official destination, and then subtracting this amount from the actual total cost of the flight.

Supplement to the Audit Report

Objective No. 2 – Examination of State Airplane Travel Records (Continued)

For one of the three flights (October 6, 2011), additional estimated expenses such as crew charges were factored in since the state plane flew from Columbus to Canton without any passengers, solely to pick up the Lt. Governor for an official trip to Middletown.

Based on the information provided by ODOT, the Lt. Governor provided reimbursements to the State on November 8, 2011 totaling \$1,039.50 to cover those costs. The cost estimates by ODOT were calculated in an informed and logical manner, and the reimbursements were processed properly.

In addition to the Lt. Governor's reimbursements, we found that on November 16, 2011, Speaker of the House William Batchelder was attending a private event out of town when it was determined he needed to return to Columbus for a House voting session, so a state plane was requested by the House in order to transport him. While the return to Columbus for the vote was within his official capacities, because the Speaker was attending the private event in an unofficial capacity, he chose to reimburse the House on January 26, 2012 for the entire \$1,037.68 cost of the flight.

Since there was no objective standard or legal requirements guiding the use of state airplanes for executive travel, a decision was made to reimburse the House for the flight based on judgment. The reimbursement was based on the actual cost of the entire flight with no estimates being necessary.

The entire reimbursement was deposited to the credit of the House (which had been billed by ODOT for the flight), and it was found to have been calculated accurately and processed properly.

Objective No. 3 – Performance Review of State Airplane Operational Costs

Procedures

We interviewed management of the Office of Aviation and gathered documentation related to the acquisition on use of state airplanes for executive transportation.

The three aircraft used for executive transportation services are based at The Ohio State University Airport (OSU). The ODOT facility includes secure indoor hangar and maintenance space for state owned aircraft, along with a dedicated outdoor fueling facility. Given the security needs for the three executive transportation aircraft, as well as other aircraft used for law enforcement purposes, this facility is not suitable for sharing with general public aviation.

The three state-owned aircraft are:

- 1982 Super King Air 200 (N860H) with a 8 passenger capacity – initial purchase price of \$1,210,175 in 1984;
- 1973 King Air C90A (N880H) with a 6 passenger capacity – initial purchase price of \$529,777 in 1973;
- 1983 American Eurocopter (N810H) with a 5 passenger capacity – initial purchase price of \$985,000 in 2006.

During the 119th General Assembly, House Bill 298 authorized the consolidation of the flight operations of ODOT with that of the Ohio Department of Natural Resources (ODNR) and the Ohio Department of Public Safety (ODPS). The responsibility for determining the cost of such a combined operation was delegated to ODOT and was formalized in the Memorandum of Understanding executed by the aforementioned agencies in February 1992 with the most recent revision executed in February 2003.

Supplement to the Audit Report

Objective No. 3 – Performance Review of State Airplane Operational Costs (Continued)

Results

During 2011, the Super King Air 200 flew 75.6 executive transportation hours along with 6.5 pilot proficiency training hours (a total of 4.1% of available hours). Virtually all of the flight hours involved the transportation of the Governor and various staff members to official meetings within the state.

In 2011, the King Air C90A flew 32.1 executive transportation hours along with 5.8 pilot proficiency training hours (a total of 1.9% of available hours). Less than 50% of the flights involved transportation of the Governor and staff.

Also in 2011, the American Eurocopter flew 13.8 executive transportation hours; 104.8 non-transportation hours (Bureau of Criminal Investigations (BCI), ODOT, Aerial and Traffic Engineering) along with 5.5 pilot proficiency training hours for a total of 124.1 hours (a total of 6.2% of available hours). No flights involved the transportation of the Governor or his staff. Excluding the training hours, our analysis indicates that the Eurocopter flew a total of 30.4 hours (25.6%) in either executive transportation or other ODOT related roles. The remaining 88.2 hours (74.4%) were flown for the BCI, a division of the Ohio Attorney General.

We reviewed eight peer states that provided executive air transportation to their Governor and senior government and agency staff. The peer states included Florida, Georgia, North Carolina, Pennsylvania, Tennessee, South Carolina, Washington and West Virginia. Two of the eight states (Florida and Georgia) have outsourced executive transportation flights to private vendors.

Six of the states had fixed wing aircraft. Only two other states in the peer analysis, North Carolina and West Virginia, also operate helicopters for executive transportation. The average size of the executive transportation fleet among peer states is three aircraft, the same size fleet as Ohio. Peer state average flying hours range from a low of 83 hours (state of Washington) to a high of 1,137 hours (Florida)² with the overall average of 386 hours of executive transportation per year. Ohio's aircraft flew a total of 121.5 hours in 2011 for executive travel, far below the average number of flight hours for the peer states.

The 1982 Super King Air 200 (N860H) is considered to be the primary executive transportation aircraft. This twin engine turboprop aircraft flew 61 transportation missions during 2011, primarily to airports within Ohio. The 1973 King Air C90A (N880H) is considered to be the back-up unit to the primary aircraft, but is also used for smaller passenger manifests. N880H flew 26 transportation missions in 2011, primarily to airports within Ohio. ODOT has stated that the backup is necessary when the primary aircraft is down for extended maintenance. Over the last three years, the primary aircraft was down for an average of 35 days per year for extended maintenance. The backup aircraft was down for an average of 53 days per year for extended maintenance.

The King Air aircraft are better suited for in-state aviation than business jets since turboprop operations are less impacted by suboptimal runway conditions encountered on rural and certain smaller airfields utilized in Ohio.

The 1983 American Eurocopter (N810H) flew five transportation missions in 2011 for a total of 13.8 hours. In 2011, the most senior level government official to be transported on N810H was the Lt. Governor on just one mission. The American Eurocopter (N810) appears to be the most underutilized asset in the executive transportation fleet.

² Florida is one of the two states that outsourced executive transportation flights to private vendors.

Supplement to the Audit Report

Objective No. 3 – Performance Review of State Airplane Operational Costs (Continued)

In March 2012, the Program Evaluation Division of the North Carolina General Assembly issued a report regarding the state aviation program. North Carolina utilizes a 200 hour efficiency threshold for passenger air service per year. Further review of aviation industry sources set this threshold between 200 to 400 hours, indicating that if passenger aircraft are flown fewer than 200 hours, the operator should consider alternatives such as fractional ownership or charter.

Additionally, we have reviewed the billing rate process as defined by the Memorandum of Understanding and determined that the methodology is consistent with what is provided by the Office of Management and Budget Circular A-126, dated May 22, 1992.

As set forth by the Memorandum of Understanding, such billing rates are updated at the discretion of the ODOT Aviation Administrator. According to ODOT, the last update to aircraft billing rates occurred in 2007. At present, the executive transportation aircraft are under-billed from \$87 to \$264 per flight hour based on current operating costs.

Management Comments

Recommendation No. 1 – Develop a Statewide Set of Policies and Procedures for Executive Travel and Create a Rule or Regulation on Use of State Aircraft for Executive Travel

ODOT, in conjunction with the Governor's office, Office of Budget and Management (OBM) and other appropriate agencies should develop a formal set of statewide policies and procedures related to the usage of state planes for executive travel so that all users of the planes are aware of all corresponding and appropriate rules and regulations prior to requesting the travel.

We observed the draft "State of Ohio Plane Use Policy", which provided additional guidelines to state agencies, including an expanded area for documenting the reason for the trip in the revised flight request form. This draft policy is an improved starting point for a comprehensive policy that would include additional direction for state agencies using state aircraft for executive travel.

The final policy should provide for more detail in areas such as incidental trips, ride-alongs, required documentation for travel purposes, and, if applicable, billing and reimbursements. Also, while these policies should strive for consistency among all users where appropriate, they should also take into account the differences in necessary travel and plane access among various users and allow for discretion, when applicable. A summary of other states' policies, some of which contain additional elements, are included in Exhibits G through L for the State's use and consideration.

As indicated above, the current policies and procedures in place for executive travel via state plane are less than comprehensive and are currently available only at ODOT. A lack of clarity at the statewide level on applicable rules and regulations related to executive travel via state plane is in part what led to the need for this audit. The development of statewide rules for executive travel, with input from various sectors of state government, should clarify expectations while providing for greater consistency, transparency and accountability.

Among the observations made during this engagement was that different levels of state government require differing levels of travel access. Given that the Governor, as chief executive of the state, has inherently broader job duties and responsibilities, greater discretion and latitude in usage of the state planes for executive travel is expected.

Supplement to the Audit Report

Management Comments (Continued)

Recommendation No. 1 – Develop a Statewide Set of Policies and Procedures for Executive Travel and Create a Rule or Regulation on Use of State Aircraft for Executive Travel (Continued)

Similarly, policies regarding usage of the state planes by individuals at the cabinet and legislative levels should acknowledge the narrower focus these positions entail, and thus provide for appropriate degrees of authorization and limitation.

That being said, policies and procedures which provide for transparency and accountability in regards to executive travel should be the goal at all levels of state government.

When performing our testing on whether the purpose of using the state aircraft for executive travel may be improper, we found no objective standard or legal basis on which to make this determination. The lack of an objective standard makes it impossible to determine if the use of state aircraft for executive travel is proper. Only the most egregious acts, which were not found in our testing, for example using the state aircraft for a family vacation, could be assessed as clearly improper.

We recommend that policy makers create a rule or regulation that would provide specific guidance and clarity on what is permissible regarding executive travel on state aircraft. This rule or regulation should include specific objective descriptions as to what would constitute proper use of the state plane for executive travel.

Recommendation No. 2 – Develop a Single Cost Center for Executive Travel Expenses

A single cost center should be developed for all State of Ohio aviation expenses related to executive travel in order to provide for better accountability and increased transparency. This would include flights that have been spread out among all the agencies as well as the flights that have been directly billed to individual agencies, such as the Department of Development. ODOT should work with the Governor's office, OBM and other appropriate elected officials and cabinet agencies to determine the best location for this cost center and to develop guidelines for accounting of these expenses within the State's accounting system.

As mentioned earlier, the State does not have formal documented policies for billings related to executive travel. As a result, decisions such as which agency to bill or which funds to use for these bills are often made subjectively. These decisions may lead to billings which are inconsistent with actual usage or payments that are not consistent with allowable uses of the funds from which they are drawn. Similarly, determining the actual expenditure totals for executive travel is difficult when these expenditures are spread out among various agencies. The development of a single cost center, with accounting codes specific to executive travel, should allow for easier access to this information (and increased transparency), and will also eliminate the current issues encountered with the billing process.

Recommendation No. 3 – Update ODOT Office of Aviation's Record Retention Schedules

The Ohio Department of Transportation, Office of Aviation provides in its Records Retention Policy effective May 2008 that paper Flight Schedules are retained for a period of "current tear (sic) (year), plus one year." Flight Sheets are described as "original documents showing flight locations, date, aircraft flown, departure time, pilot(s) on flight, aircraft flight information, passenger manifest and travel request." The Office of Aviation's Records Retention Policy recorded by the Department of Administrative Services does not list a justification for the length of retention. The policy provides the outdated records are to be "recycled."

Supplement to the Audit Report

Management Comments (Continued)

Recommendation No. 3 – Update ODOT Office of Aviation’s Record Retention Schedules (Continued)

Users of ODOT’s flight services can be elected officials holding office for at least four years. With the current policy in place, flight sheets may be subject to destruction before any review or analysis by the Auditor of State. As stated previously, for this audit engagement, we intended to review flight schedules for 2010 and 2011; however, all paper flight schedules for 2010 had been destroyed.

The paper record of flight usage through the Office of Aviation reveals travel of the State’s highest public officials.

This is historically significant. Further, an abbreviated records retention schedule has a negative effect on the reporting of any misuse of flight services. Accordingly, it is strongly recommended that the retention period for flight schedules be expanded.

ODOT and other state agencies should update their records retention policy so that flight schedules and other documentation supporting the purpose of flights are retained for a period of four years plus the current year. These records should be transferred to the Ohio Historical Society for retention or destruction after that period of time. Further, flight schedules should not exist solely on paper, but should be retained digitally to insure the integrity and preservation of each document.

Recommendation No. 4 – Consider Selling or Repurposing the American Eurocopter

The mission of the American Eurocopter (N810H) is executive transportation. At less than 14 hours of actual passenger transportation missions and 110 hours of non-transportation missions in 2011, the American Eurocopter (N810H) is underutilized as compared to aviation industry efficiency standards. Although ODOT has had some success in repurposing this aircraft for other non-passenger transportation missions, aviation industry sources indicate that operators of passenger aircraft flying fewer than 200 hours per year should consider fractional ownership or charter. A peer state, North Carolina, utilizes a 200 hour annual efficiency threshold for passenger aircraft operations. To increase utilization beyond the current 124 hours of use seen in 2011, the N810H unit could be further repurposed within the state fleet, replacing either older or less capable units within the state aircraft inventory to meet the needs of other state agencies.

This additional repurposing could include a more formalized approach to an interagency shared services agreement that could potentially lead to a more appropriate utilization of this aircraft. ODOT could take the lead in negotiating this agreement and coordinating the overall operation.

If optimal utilization is unable to be achieved and minimum utilization threshold cannot be overcome, ODOT could consider the sale of this asset. The potential sale value of the N810H unit is the range of \$625,000 to \$1.25 million.

Recommendation No. 5 – Explore Private Sector Options for Backup Role

The 1973 King Air C90A (N880H) role as the backup unit to the primary aircraft could be filled by a similarly capable leased unit at a cost of \$1,900 per flight hour with an additional \$700 per day charge for crew costs. We explored private sector options to understand capability, availability, and economic viability of a leased alternative to fill the backup need of 32 hours annually.

Supplement to the Audit Report

Management Comments (Continued)

Recommendation No. 5 – Explore Private Sector Options for Backup Role (Continued)

As cited in Recommendation 4 above, aviation industry sources indicate that operation of passenger aircraft fewer than 200 hours per year should lead the operator to consider other ownership options.

The potential sale value of the N880H unit is in the range of \$395,000 to \$1.15 million. We completed an analysis of breakeven points of continuing to own the backup unit versus leasing a suitable replacement for the primary unit during periods N860H was out of service for maintenance issues. The result of our analysis is located in Exhibit E

Recommendation No. 6 – Adjust Aircraft Hourly Rate to Correspond with Costs

The original legislation (H.B. 298) that established the consolidated function of the flight operations is silent with respect to cost recovery, but does indicate that details were to be worked out between the Director of Budget and Management and the Controlling Board. The Memorandum of Understanding between agencies is the document that formalizes the details of this agreement. Additionally, the Memorandum of Understanding (and revisions) states that ODOT will establish and publish billing rates for the use of aircraft at the discretion of the Director of Aviation. The last update to billing rates occurred during 2007 according to ODOT. Our review of the billing rates indicate that the three aircraft used for executive transportation are not billed at actual in-house costs. The table below summarized the rate differentials:

Aircraft	Billed Rate Per Hour	2011 Actual Cost Per Hour	Variance Per Hour	Percentage Variance From Billed
1982 Super King Air 200 (N860H)	\$510	\$774	\$264	51.8%
1973 King Air C90A (N880H)	\$465	\$720	\$255	54.8%
1983 American Eurocopter (N810H)	\$350	\$437	\$87	24.9%

Our recommendation is for ODOT to adjust the rates to reflect the actual cost of operation as set forth in the Memorandum of Understanding.

EXHIBIT A

ODOT Division of Aviation
January 1, 2011 through December 31, 2011
List of all non-ODOT Executive Travel Flights for CY 2011

Flight #	Date	Passengers - Agency	Agency Billing Breakout	Cost	Aircraft used	Itinerary	Reason for Flight Per Request Form	Additional Information Obtained from Requesting Agency
1	1/12/2011	1. Governor John Kasich 2. John Wickham - GOV 3. Wayne Struble - GOV 4. Mark Kvamme - DEV 5. Pat Kellum - OHP 6. Gordon Gee - OSU 7. Jim Boland - Former CEO of Cavaliers Operating Co.	100% Dept of Development	\$1,350.00	N860H	OSU to Detroit Detroit to OSU	Travel to Detroit Auto Show	Attended Detroit Auto Show Mtgs with Ford Motor Company & General Motors
2	1/13/2011	1. Mark Kvamme - DEV 2. Tracy Allen - DEV	100% Dept of Development	\$836.00	N880H	Columbus to Wauseon Wauseon to Columbus	Meeting with North Star Steel	Meeting with North Star Steel
3	1/14/2011	1. Governor John Kasich 2. Pat Kellum - OHP 3. John Wickham - GOV 4. Rob Nichols - GOV	100% Dept of Development	\$959.00	N860H	Columbus to Cleveland Cleveland to Columbus	Economic Development Event	Attended Cleveland Medical Mart Groundbreaking
4	1/19/2011	1. Mark Kvamme - DEV 2. Kristi Clouse - DEV 3. Matt Cybulski - DEV 4. Mike Dew - DEV	100% Dept of Development	\$1,495.25	N880H	Columbus to Akron Akron to Columbus	Meetings with Rolls Royce, Diebold and Goodyear	Meetings with Rolls Royce, Diebold and Goodyear
5	1/25/2011	1. Governor John Kasich 2. Jim Thompson - OHP 3. John Wickham - GOV 4. Rob Nichols - GOV 5. Matt Cybulski - GOV	100% Dept of Development	\$1,321.13	N860H	Columbus to Youngstown Youngstown to Columbus	Travel to Warren OH	Visited General Motors - Lordstown Mtgs with Warren Tribune Chronicle Editorial Board and local legislators
6	2/3/2011	1. Governor John Kasich 2. Jim Thompson - OHP 3. John Wickham - GOV 4. Wayne Struble - GOV 5. Rob Nichols - GOV 6. Mark Patton - DEV	100% Dept of Development	\$1,879.25	N860H	Columbus to Cleveland Cleveland to Canton Canton to Columbus	Travel to Canton for Emergency Management Operations Center	Mtgs with Greater Cleveland Partnership, Pastor CJ Matthews - Mt. Sinai Baptist Church, and Cleveland area business leaders Visited Stark Co. Emergency Management Operations Center & Shelter
7	2/7/2011	1. Governor John Kasich 2. Pat Kellum - OHP 3. John Wickham - GOV 4. Rob Nichols - GOV	50% Dept of Public Safety 50% Dept of Development	\$1,832.84	N860H	Columbus to Toledo Toledo to Youngstown Youngstown to Columbus	Events Related to YSU Shooting	Mtgs with Toledo Rotary Club & Chamber of Commerce, Youngstown State University & local law enforcement
8	2/10/2011	1. Governor John Kasich 2. Jim Thompson - OHP 3. John Wickham - GOV 4. Jai Chabria - GOV 5. Rob Nichols - GOV	100% Public Utilities Commission	\$846.50	N860H	Columbus to Canton Canton to Columbus	Event for PUCO	Press conference announcing PUCO Chairman
9	2/21/2011	1. Governor John Kasich 2. Scott White - OHP 3. John Wickham - GOV 4. Rob Nichols - GOV 5. Tracy Intihar - GOV 6. Orman Hall - ADA 7. Betty Montgomery - GOV Advisor on Prescription Drugs	100% Dept of Alcohol & Drug Addiction Services	\$1,533.75	N860H	Columbus to Portsmouth Portsmouth to Columbus	Economic Development Event	Prescription drug abuse event

EXHIBIT A

ODOT Division of Aviation
 January 1, 2011 through December 31, 2011
 List of all non-ODOT Executive Travel Flights for CY 2011

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10	2/22/2011	1. Governor John Kasich 2. Scott White - OHP 3. John Wickham - GOV 4. Rob Nichols - GOV	100% Dept of Development	\$2,189.25	N860H	Columbus to Cleveland Cleveland to Canton Canton to Columbus	POTUS	Tarmac greeting with President Obama Mtg with Parker Hannifin & Diebold Attended Canton Regional Chamber of Commerce Dinner
11	2/24/2011	1. Governor John Kasich 2. Eric Ruffin - OHP 3. John Wickham - GOV 4. Rob Nichols - GOV 5. Mark Patton - DEV 6. Pat Kellum - OHP 7. Ross Schneiderman - Newsweek	100% Dept of Development	\$1,870.13	N860H	Columbus to Youngstown Youngstown to Canton Canton to Columbus	Regional Business Meetings	Mtg with Youngstown Warren Regional Chamber of Commerce, Akron Chamber of Commerce, and Akron Area Business Leaders.
12	2/27/2011	1. Governor John Kasich 2. Pat Kellum - OHP 3. John Wickham - GOV 4. Rob Nichols - GOV 5. Wayne Struble - GOV	Shared equally amongst 25 agencies	\$1,340.50	N860H	Columbus to Washington DC	National Governors Association Meeting	Press Roundtable Attended White House Dinner hosted by President Obama Attended NGA Meeting at White House
13	2/28/2011	1. Governor John Kasich 2. Pat Kellum - OHP 3. John Wickham - GOV 4. Rob Nichols - GOV 5. Wayne Struble - GOV	Shared equally amongst 25 agencies	\$1,693.11	N860H	Washington DC to Columbus	National Governors Association Meeting	Press Roundtable Attended White House Dinner hosted by President Obama Attended NGA Meeting at White House
14	3/1/2011	1. Governor John Kasich 2. Toby Wagner - OHP 3. John Wickham - GOV 4. Rob Nichols - GOV	100% Dept of Youth Services	\$727.00	N880H	Columbus to Cincinnati Cincinnati to Columbus	Press Conference for DYS	Press conference announcing DYS Director
15	3/3/2011	1. Governor John Kasich 2. John Wickham - GOV 3. Rob Nichols - GOV 4. Jim Thompson - OHP	Shared equally amongst 25 agencies	\$934.50	N880H	Columbus to Cleveland Cleveland to Columbus	State of the City Address and Economic Development Meetings	Attended Cleveland State of the City Address Mtg with Mayor Frank Jackson
16	3/7/2011	1. Governor John Kasich 2. Scott White - OHP 3. John Wickham - GOV 4. Connie Wehrkamp - GOV 5. Mark Kvamme - DEV 6. Denny Griffith - Columbus College of Art & Design	100% Dept of Development	\$1,192.50	N860H	Columbus to Cleveland Cleveland to Columbus	Bill Signing Ceremony	Bill signing event at American Greetings

EXHIBIT A

ODOT Division of Aviation
January 1, 2011 through December 31, 2011
List of all non-ODOT Executive Travel Flights for CY 2011

Flight #	Date	Passengers - Agency	Agency Billing Breakout	Cost	Aircraft used	Itinerary	Reason for Flight Per Request Form	Additional Information Obtained from Requesting Agency
17	3/16/2011	1. Governor John Kasich 2. Al Derikito - OHP 3. Greg Moody - OHT 4. John Wickham - GOV 5. Bonnie Kantor Burman - AGE 6. Rob Nichols - GOV 7. Wayne Struble - GOV 8. John McCarthy - JFS	33% Dept of Aging 33% Dept of Health 33% Dept of Development	\$1,163.25	N860H	Columbus to Cleveland Cleveland to Columbus	Long term care event	Mtg with Plain Dealer Editorial Board Budget policy outreach event in Cleveland
18	3/16/2011	1. Mark Kvamme - DEV 2. Tim Keen - OBM 3. Gary Mohr - DRC	50% Office of Budget and Management 50% Dept of Rehabilitation & Correction	\$994.00	N880H	Columbus to Cleveland Cleveland to Columbus	2011 Budget	Presentation for state budget
19	3/17/2011	1. Governor John Kasich 2. Scott White - OHP 3. John Wickham - GOV 4. Wayne Struble - GOV 5. William Batchelder - OHR 6. Tom Neihaus - Ohio Senate 7. Pat Tiberi - US Congress 8. Steve Austria - US Congress	Shared equally amongst 25 agencies	\$2,536.01	N860H	Columbus to Washington DC Washington DC to Columbus	Education, Workforce Development, Energy and Commerce Meetings	Mtgs with Ohio Congressional Delegation, Congressman John Kline, and Congressman Fred Upton.
20	3/18/2011	1. Governor John Kasich 2. Jim Thompson - OHP 3. JD Pisula - GOV 4. Rob Nichols - GOV 5. Jim Petro - BOR 6. Ben Kanzeg - GOV	100% Board of Regents	\$1,093.00	N860H	Columbus to Cincinnati Cincinnati to Columbus	Higher Education Event	Higher education policy event - University of Cincinnati
21	3/23/2011	1. Governor John Kasich 2. Toby Wagner - OHP 3. John Wickham - GOV 4. Connie Wehrkamp - GOV 5. Mark Patton - DEV 6. David Mustine - DNR 7. Jim Zehringer - AGR	25% Dept of Natural Resources 25% Dept of Agriculture 25% Dept of Development 25% Dept of Transportation	\$1,429.00	N860H	Columbus to Findlay Findlay to Columbus	ODOT Budget and Economics Development Event	Mtgs with CSX - North Baltimore and Lake Erie Stakeholders Attended Wood Co. Economic Development Dinner
22	3/24/2011	1. Governor John Kasich 2. Scott White - OHP 3. John Wickham - GOV 4. Rob Nichols - GOV 5. Mark Kvamme - DEV	100% Dept of Development	\$1,308.75	N860H	Columbus to Wooster Wooster to Columbus	Economic and Budget Events	Wayne Co. Economic Development Luncheon Canton Area Business Leaders Meeting
23	3/25/2011	1. Governor John Kasich 2. Jim Thompson - OHP 3. Eric Ruffin - OHP 4. Tim Keen - OBM 5. Kurt Kauffman - OBM 6. Larry Scurlock - OBM 7. Wayne Struble - GOV	100% Office of Budget and Management	\$3,396.13	N860H	Columbus to Flushing NY Flushing NY to Columbus	Meetings with Bond Rating Agencies	Mtgs with Moody's Investors Service, Standard & Poor's Rating Agency, and Fitch Ratings
24	3/31/2011	1. Governor John Kasich 2. Eric Ruffin - OHP 3. John Wickham - OHP 4. Wayne Struble - GOV	100% Dept of Development	\$1,410.25	N860H	Columbus to Cleveland Cleveland to Columbus	Development Meetings	Mtgs with Cleveland Area Business Leaders and Hoover Millstein

EXHIBIT A

ODOT Division of Aviation
January 1, 2011 through December 31, 2011
List of all non-ODOT Executive Travel Flights for CY 2011

Flight #	Date	Passengers - Agency	Agency Billing Breakout	Cost	Aircraft used	Itinerary	Reason for Flight Per Request Form	Additional Information Obtained from Requesting Agency
25	4/7/2011	1. Governor John Kasich 2. Toby Wagner - OHP 3. Randy Cole - OBM 4. Bob Blair - DAS 5. Ben Kanzeg - GOV 6. Mark Patton - DEV	50% Dept of Development 50% Dept of Administrative Services	\$1,532.00	N880H	Columbus to Cleveland Cleveland to Columbus	Development Meetings	Mtgs with African American President's Council, Italian Ambassador, and Cuyahoga County Mayors. Attended Cleveland World Affairs Luncheon honoring Mayor Frank Jackson
26	4/12/2011	1. Governor John Kasich 2. Eric Ruffin - OHP 3. John Wickham - GOV 4. Rob Nichols - GOV 5. Mark Patton - DEV	100% Dept of Development	\$1,019.00	N880H	Columbus to Canton Canton to Columbus	Press Conference-Development	Event at Diebold
27	4/14/2011	1. Governor John Kasich 2. Jim Thompson - OHP 3. John Wickham - GOV 4. Rob Nichols - GOV 5. Ben Kanzeg - GOV 6. Nate Green - DEV	100% Dept of Development	\$996.50	N880H	Columbus to Cincinnati Cincinnati to Columbus	Cincinnati Rotary	Mtg with Rotary Club of Cincinnati
28	4/18/2011	1. Governor John Kasich 2. Toby Wagner - OHP 3. Ben Kanzeg - GOV 4. Matt Carle - GOV 5. Rob Nichols - GOV 6. Mark Patton - DEV	100% Dept of Development	\$1,214.00	N880H	Columbus to Akron Akron to Columbus	Goodyear Groundbreaking and Budget Event	Event at Goodyear Budget policy outreach event in Salem
29	4/21/2011	1. Governor John Kasich 2. Jim Thompson - OHP 3. Craig Butler - GOV 4. Matt Carle - GOV 5. Jim Zehringer - AGR	50% Dept of Agriculture 50% Dept of Natural Resources	\$1,052.00	N880H	Columbus to Canton Canton to Columbus	Job Training Event/Visit to Shale Site	Budget policy outreach event in Canton Shale well visit in Carrollton
30	4/25/2011	1. Jim Leftwich - DEV 2. Thomas Seward - DEV	100% Dept of Development	\$1,568.00	N880H	Columbus to Toledo Toledo to Cleveland Cleveland to Columbus	Speech and Meetings in Toledo and Cleveland	Meeting and speech in Cleveland for economic development and innovation at University of Toledo.
31	5/3/2011	1. Governor John Kasich 2. Scott White - OHP 3. John Wickham - GOV 4. Ben Kanzeg - GOV 5. Mark Patton - DEV 6. Rob Nichols - GOV	100% Dept of Development	\$1,204.25	N860H	Columbus to Toledo Toledo to Columbus	Regional Economic Development and Business Leader Meetings	Attended Northwest Ohio Mayors and Managers Association Annual Meeting Mtg with Toledo Area Business Leaders
32	5/9/2011	1. Governor John Kasich 2. Toby Wagner - OHP 3. John Wickham - GOV 4. Mark Patton - DEV 5. Dawn Larzelere - GOV 6. Connie Wehrkamp - GOV 7. Matt Carle - GOV	100% Dept of Development	\$1,064.00	N860H	Columbus to Cincinnati Cincinnati to Columbus	Budget Events	Budget policy outreach event in Mason Attended Cincinnati World President's Organization Forum

EXHIBIT A

ODOT Division of Aviation
January 1, 2011 through December 31, 2011
List of all non-ODOT Executive Travel Flights for CY 2011

Flight #	Date	Passengers - Agency	Agency Billing Breakout	Cost	Aircraft used	Itinerary	Reason for Flight Per Request Form	Additional Information Obtained from Requesting Agency
33	5/10/2011	1. Governor John Kasich 2. Toby Wagner - OHP 3. John Wickham - GOV 4. Rob Nichols - GOV 5. Matt Cybulski - JobsOhio 6. John Minor - DEV	100% Dept of Development	\$887.00	N860H	Columbus to Toledo Toledo to Columbus	Development Meetings	Mtg with General Motors - Toledo
34	5/19/2011	1. Governor John Kasich 2. Eric Ruffin - OHP 3. John Wickham - GOV 4. Connie Wehrkamp - GOV 5. John Minor - DEV	50% Dept of Education 50% Dept of Development	\$1,455.50	N860H	Columbus to Cleveland Cleveland to Columbus	Dept of Development Meeting	Attended Lorain Area business roundtable. Education reform awareness event
35	5/31/2011	1. Governor John Kasich 2. John Wickham - GOV 3. Toby Wagner - OHP 4. Scott Milburn - GOV	50% Dept of Development 50% Alcohol and Drug Addiction Services	\$1,291.90	N860H	Columbus to West Union West Union to Parkersburg WV Parkersburg to Columbus	Bill signing HB 93, Marietta Budget Event	Prescription drug abuse / HB 93 signing event Budget policy outreach event in Marietta
36	6/1/2011	1. Governor John Kasich 2. Toby Wagner - OHP 3. John Wickham - GOV 4. Wayne Struble - GOV 5. Dawn Larzelere - GOV 6. Mark Patton - DEV	100% Dept of Development	\$1,093.25	N860H	Columbus to Cleveland Cleveland to Columbus	Development Meetings	Mtgs with Cleveland Area Business Leaders and Cleveland Area Hispanic Leaders
37	6/13/2011	1. Governor John Kasich 2. John Wickham - GOV 3. Jim Thompson - OHP 4. Rob Nichols - GOV	33% Dept of Veterans Services 33% Dept of Public Safety 33% Dept of Development	\$1,342.50	N860H	Columbus to Bowling Green Bowling Green to Hamilton Hamilton to Columbus	Buckeye Boys State and Development Meetings	Toured Wood County tornado damage Attended Buckeye Boys State Mtg with Thyssen Krupp Billstein
38	6/15/2011	1. Governor John Kasich 2. Jim Thompson - OHP 3. Jai Chabria - GOV 4. Rob Nichols - GOV 5. David Felman - Moelis & Co (GOV consultant) 6. Evan Winkler - Moelis & Co (GOV consultant)	Shared equally amongst 25 agencies	\$1,391.00	N860H	Columbus to Cleveland Cleveland to Cincinnati Cincinnati to Columbus	Cincinnati and Cleveland Casino Press Events	Gaming policy announcements in Cleveland and Cincinnati
39	6/17/2011	1. Governor John Kasich 2. Toby Wagner - OHP 3. Mindy McLaughlin - GOV 4. Connie Wehrkamp - GOV 5. Mark Kvamme - DEV	100% Dept of Development	\$1,378.75	N860H	Columbus to Cleveland Cleveland to Columbus	Business Development Meetings	Mtgs with Tremco, RPM International, and Hoover Millstein
40	6/20/2011	1. Mark Kvamme - DEV 2. Thomas Seward - DEV	100% Dept of Development	\$1,389.25	N860H	Columbus to Cleveland Cleveland to Columbus	Meeting with Case Western Reserve Officials	Meetings with Case Western Reserve Officials and others concerning economic development.
41	6/27/2011	1. Governor John Kasich 2. Toby Wagner - OHP 3. John Wickham - GOV 4. Beth Hansen - GOV	Shared equally amongst 25 agencies	\$1,383.75	N860H	Columbus to Cincinnati Cincinnati to Columbus	Development Meeting	Mtgs with American Financial and Cincinnati Area local elected officials

EXHIBIT A

ODOT Division of Aviation
January 1, 2011 through December 31, 2011
List of all non-ODOT Executive Travel Flights for CY 2011

Flight #	Date	Passengers - Agency	Agency Billing Breakout	Cost	Aircraft used	Itinerary	Reason for Flight Per Request Form	Additional Information Obtained from Requesting Agency
42	6/28/2011	1. Governor John Kasich 2. Toby Wagner - OHP 3. Connie Wehrkamp - GOV 4. Jim Zehringer - AGR 5. Craig Butler - GOV 6. Kristi Clouse - DEV	100% Dept of Agriculture	\$847.00	N860H	Columbus to Wapakoneta Wapakoneta to Columbus	Agriculture/Development Meetings	Mtgs with Dannon Yogurt and agriculture community leaders
43	6/28/2011	1. Lt Governor Mary Taylor 2. Steve Faulkner - Lt Gov 3. Susan Verble - Lt Gov	50% Dept of Development 50% Dept of Transportation	\$1,008.00	N810H	Columbus to Canton Canton to Findlay Findlay to Columbus	Lt Governor participated in NW Ohio CSX Intermodal Terminal Grand Opening	Attended NW Ohio CSX Intermodal Terminal Grand Opening
44	6/30/2011	1. Governor John Kasich 2. Jim Thompson - OHP 3. John Wickham - GOV 4. Craig Butler - GOV 5. Connie Wehrkamp - GOV 6. Mark Kvamme - DEV 7. Mark Patton - DEV	100% Dept of Development	\$530.00	N860H	Columbus to Findlay Findlay to Columbus	Development Meetings	Mtg with Marathon Oil
45	7/11/2011	1. Governor John Kasich 2. John Wickham - GOV 3. Jeff Polesovsky - GOV 4. Craig Butler - GOV 5. Connie Wehrkamp - GOV 6. Scott White - OHP	100% Dept of Natural Resources	\$627.00	N860H	Columbus to Port Clinton Port Clinton to Columbus	Ohio Dept of Natural Resources Event	Attended Fish Ohio Day and Ohio Sportsmen Meeting.
46	7/15/2011	1. Lt Governor Mary Taylor 2. Susan Faulkner - Lt Gov 3. Susan Verble - Lt Gov	100% Dept of Development	\$1,169.50	N860H	Columbus to Sydney Sydney to Canton Canton to Columbus	Meeting with Mitsui Chemicals Advanced Composites	Mtg with Mitsui Chemicals Advanced Composites
47	7/20/2011	1. Governor John Kasich 2. Toby Wagner - OHP 3. John Wickham - GOV 4. Rob Nichols - GOV 5. Angi Lee - GOV 6. Tom Charles - DPS 7. John Born - OHP	100% Dept of Public Safety	\$694.50	N860H	Columbus to Findlay Findlay to Columbus	Ohio Highway Patrol Training Event	Attended Ohio Highway Patrol Enforcement Training
48	7/22/2011	1. Governor John Kasich 2. Jim Thompson - OHP 3. Rob Nichols - GOV	100% Dept of Development	\$1,013.00	N880H	Columbus to Cincinnati Cincinnati to Columbus	Development Meetings	Mtgs with Proctor & Gamble and Fifth Third Bank
49	7/25/2011	1. Governor John Kasich 2. Toby Wagner - OHP 3. John Wickham - GOV 4. Rob Nichols - GOV 5. Jerry Wray - DOT 6. Mark Patton - DEV 7. David Mustine - DNR 8. Dawn Larzelere - GOV	50% Dept of Development 50% Dept of Transportation	\$1,197.00	N860H	Columbus to Toledo Toledo to Columbus	Toledo Turnpike Event	Turnpike policy outreach in Toledo Mtgs with Toledo Area business leaders and Northwest Ohio elected officials
50	8/2/2011	1. Governor John Kasich 2. Toby Wagner - OHP 3. John Wickham - GOV 4. Connie Wehrkamp - GOV 5. Mark Kvamme - JobsOhio 6. Ben Kaiser - GOV	100% Dept of Development	\$1,333.38	N860H	Columbus to Youngstown Youngstown to Columbus	Economic Development Meeting	Mtgs with Anderson DuBose, Wheatland Tube, and TMK IPSCO

EXHIBIT A

ODOT Division of Aviation
January 1, 2011 through December 31, 2011
List of all non-ODOT Executive Travel Flights for CY 2011

Flight #	Date	Passengers - Agency	Agency Billing Breakout	Cost	Aircraft used	Itinerary	Reason for Flight Per Request Form	Additional Information Obtained from Requesting Agency
51	8/3/2011	1. Governor John Kasich 2. Eric Ruffin - OHP 3. John Wickham - GOV 4. Scott Nally - EPA 5. Wayne Struble - GOV 6. Mark Patton - JobsOhio 7. Bob Blair - DAS	100% Dept of Development	\$999.00	N860H	Columbus to Cleveland Cleveland to Columbus	Economic Meeting	Mtg with Cleveland Area business leaders
52	8/15/2011	1. Governor John Kasich 2. Toby Wagner - OHP 3. Rob Nichols - GOV 4. JD Pisula - GOV	100% Dept of Jobs & Family Services	\$985.00	N860H	Columbus to Cleveland Cleveland to Columbus	Office of Public Liaison Event	Attended Feast of the Assumption mass
53	8/23/2011	1. Governor John Kasich 2. John Wickham - GOV 3. Rob Nichols - GOV 4. Matt Cybulski - JobsOhio 5. Mark Kvamme - JobsOhio 6. Mark Patton - JobsOhio 7. Wayne Struble - GOV 8. Toby Wagner - OHP	100% Dept of Development	\$2,035.50	N860H	Columbus to Detroit Detroit to Cleveland Cleveland to Columbus	Economic Development Meetings	Mtgs with Ford Motor Company, Chrysler, and General Motors Visit to Avengers movie set in Cleveland.
54	8/29/2011	1. David Mustine - DNR 2. Mike Biddison - DNR 3. Tom Tugend - DNR 4. Dave Hall - OHR 5. Craig Butler - GOV 6. Scott Nally - EPA	100% Dept of Natural Resources	\$770.00	N880H	Columbus to Williamsport PA	Trip to oil and gas drilling facility	Visited Anadarko Drilling Facility
55	8/30/2011	1. David Mustine - DNR 2. Mike Biddison - DNR 3. Tom Tugend - DNR 4. Dave Hall - OHR 5. Craig Butler - GOV 6. Scott Nally - EPA	100% Dept of Natural Resources	\$848.50	N880H	Williamsport PA to Columbus	Trip to oil and gas drilling facility	Visited Anadarko Drilling Facility
56	9/1/2011	1. Mike Flynn - DOT 2. Scott Nally - EPA 3. Laura Jones - DNR 4. David Mustine - DNR 5. Stanley Dixon - TAX 6. Craig Butler - GOV	100% Dept of Natural Resources	\$1,198.38	N860H	Columbus to Youngstown Youngstown to Columbus	Regional Shale Meeting	Meetings with local government officials regarding oil & gas benefits for local governments
57	9/7/2011	1. Governor John Kasich 2. Toby Wagner - OHP 3. John Wickham - GOV 4. Rob Nichols - GOV	Shared equally amongst 25 agencies	\$1,711.00	N860H	Columbus to Cleveland Cleveland to Zanesville Zanesville to Columbus	Developmental Meetings	Events at Harvard Club of Northeast Ohio and Gordon Square Arts District Mtg with Plain Dealer Publisher Region 5 shale meetings
58	10/4/2011	1. Governor John Kasich 2. John Wickham - GOV 3. Toby Wagner - OHP 4. Rob Nichols - GOV 5. William Batchelder - OHR	100% Dept of Development	\$1,203.50	N880H	Columbus to Akron Akron to Wilmington Wilmington to Columbus	Economic Development Meeting & Announcement	Attended Akron roundtable Event at AMES - Wilmington

EXHIBIT A

ODOT Division of Aviation
January 1, 2011 through December 31, 2011
List of all non-ODOT Executive Travel Flights for CY 2011

Flight #	Date	Passengers - Agency	Agency Billing Breakout	Cost	Aircraft used	Itinerary	Reason for Flight Per Request Form	Additional Information Obtained from Requesting Agency
59	10/6/2011	1. Lt Governor Mary Taylor 2. Susan Verble - Lt Gov	100% Dept of Insurance	\$1,105.50	N880H	Columbus to Canton Canton to Middletown Middletown to Columbus	Lt. Gov to attend Middletown, Monroe, & Trenton Chamber monthly mtg	Attended chamber of commerce meeting
60	10/7/2011	1. Governor John Kasich 2. John Wickham - GOV 3. Dawn Larzelere - GOV 4. Jim Thompson - OHP	100% Dept of Development	\$992.00	N860H	Columbus to Canton Canton to Columbus	Economic Development Meeting	Mtg with Alliance area business leaders
61	10/13/2011	1. Governor John Kasich 2. Matt Tharp - OHP 3. John Wickham - GOV 4. Dawn Larzelere - GOV 5. Mark Patton - JobsOhio 6. Jerry Wray - DOT	100% Dept of Development	\$1,223.25	N860H	Columbus to Akron Akron to Columbus	Economic Development Meetings	Mtgs with Akron Area business leaders and Cleveland Area business leaders
62	10/17/2011	1. Governor John Kasich 2. John Wickham - GOV 3. Dawn Larzelere - GOV 4. Mark Patton - JobsOhio 5. Robert Sommers - GOV 6. Toby Wagner - OHP	100% Dept of Development	\$1,011.00	N860H	Columbus to Cincinnati Cincinnati to Columbus	Economic Development Meeting	Mtg with Cincinnati Area business leaders
63	10/19/2011	1. Governor John Kasich 2. Rob Nichols - GOV 3. Craig Butler - GOV 4. Justin Bryant - OHP	100% Dept of Natural Resources	\$950.00	N860H	Columbus to Canton Canton to Columbus	Economic Development Meeting	Attended Ohio Oilfield Expo
64	10/21/2011	1. Governor John Kasich 2. Jim Thompson - OHP 3. John Wickham - GOV 4. Rob Nichols - GOV	Shared equally amongst 25 agencies	\$725.50	N860H	Columbus to Cincinnati Cincinnati to Columbus	Funeral	Attended funeral of Carl Lindner
65	10/27/2011	1. Lt Governor Mary Taylor 2. Susan Verble - Lt Gov	100% Dept of Insurance	\$976.30	N860H	Columbus to Huntington WV Huntington to Columbus	Lawrence County Chamber of Commerce Annual Dinner	Attended chamber of commerce dinner
66	10/27/2011	1. Governor John Kasich 2. John Wickham - GOV 3. Jim Thompson - OHP 4. Rob Nichols - GOV 5. Nate Green - JobsOhio	100% Dept of Development	\$866.50	N860H	Columbus to Toledo Toledo to Columbus	Economic Development Announcement	Event at Toledo Airport for BX Solutions
67	11/16/2011	1. Governor John Kasich 2. Toby Wagner-OHP 3. John Wickham - GOV 4. Rob Nichols - GOV 5. Mark Kvamme - JobsOhio 6. Kristi Clouse - JobsOhio 7. Kristi Tanner - JobsOhio	100% Dept of Development	\$1,307.40	N860H	Columbus to Toledo Toledo to Lorain Lorain to Columbus	Economic Development Announcements	Events at Chrysler and Republic Steel
68	11/16/2011	1. William Batchelder - OHR 2. Alex Coorey - OHR	100% House of Representatives	\$1,037.58	N880H	Columbus to Youngstown Youngstown to Columbus	Return to Columbus for Voting House Session	Returned from private event for a House vote
69	11/18/2011	1. Governor John Kasich 2. Jim Thompson - OHP 3. John Wickham - GOV 4. Rob Nichols - GOV 5. Craig Butler - GOV 6. Jai Chabria - GOV	100% Dept of Development	\$846.50	N860H	Columbus to New Philadelphia New Philadelphia to Columbus	Economic Development Meeting-Chamber of Commerce	Mtg. with RJ Corman Event at Tuscarawas Co. Chamber of Commerce

EXHIBIT A

ODOT Division of Aviation
 January 1, 2011 through December 31, 2011
 List of all non-ODOT Executive Travel Flights for CY 2011

Flight #	Date	Passengers - Agency	Agency Billing Breakout	Cost	Aircraft used	Itinerary	Reason for Flight Per Request Form	Additional Information Obtained from Requesting Agency
70	11/21/2011	1. Governor John Kasich 2. Toby Wagner - OHP 3. Rob Nichols - GOV 4. Reggie Fields - Cleveland Plain Dealer	100% Dept of Development	\$1,129.00	N880H	Columbus to Cincinnati Cincinnati to Columbus	Economic Development Announcement	Event at Intelligraded
71	12/6/2011	1. Governor John Kasich 2. Toby Wagner - OHP 3. Connie Wehrkamp - GOV 4. Matt Cybulski - JobsOhio	100% Dept of Development	\$1,041.00	N860H	Columbus to Cleveland Cleveland to Columbus	Economic Development Announcement	Event at Ford Motor Company
72	12/13/2011	1. Governor John Kasich 2. Justin Bryant - OHP 3. Beth Hansen - GOV 4. Dawn Larzelere - GOV 5. Mark Patton - JobsOhio 6. Wayne Struble - GOV	100% Dept of Development	\$923.50	N860H	Columbus to Cleveland Cleveland to Columbus	Cleveland Economic Development Meeting	Mtg with Cleveland Area business leaders
73	12/20/2011	1. Governor John Kasich 2. Toby Wagner - OHP 3. John Wickham - GOV 4. Connie Wehrkamp - GOV 5. Mark Patton - JobsOhio	100% Dept of Development	\$1,359.75	N860H	Columbus to Cleveland Cleveland to Columbus	Economic Development Announcements	Events at STERIS Corporation and Phillips Healthcare

EXHIBIT B

ODOT Division of Aviation
 January 1, 2011 through December 31, 2011
 State Agency Use of Funds for Aviation Expenditures

Agency	Fund ¹	Appropriation Line Item	Fund Title	Amount	Flight # Ref ²
Dept. of Alcohol & Drug Addiction Services	3N80	038611	Administrative Reimbursement	\$ 1,533.75	9
	3FG0	038627	Vocational Rehabilitation Administration	645.95	35a
	3FG0	038627	Vocational Rehabilitation Administration	356.88	12, 13, 15, 19, 38, 41
	3FG0	038627	Vocational Rehabilitation Administration	93.71	57, 64
	3FG0	038627	Vocational Rehabilitation Administration	18.02	12, 13, 15, 19, 38, 41, 57, 64
	Total			\$ 2,648.31	
Adjutant General	GRF	745409	General Revenue Fund	\$ 356.88	12, 13, 15, 19, 38, 41
	GRF	745409	General Revenue Fund	93.71	57, 64
	GRF	745409	General Revenue Fund	18.02	12, 13, 15, 19, 38, 41, 57, 64
		Total		\$ 468.61	
Dept. of Aging	GRF	490321	General Revenue Fund	\$ 744.63	17c, 12, 13, 15, 19, 38, 41
	GRF	490321	General Revenue Fund	93.71	57, 64
	GRF	490321	General Revenue Fund	18.02	12, 13, 15, 19, 38, 41, 57, 64
		Total		\$ 856.36	
Dept. of Agriculture	3J40	700607	Indirect Cost	\$ 526.00	29a
	5GH0	700655	Central Support Indirect Cost	1,561.13	21b, 42, 12, 13, 15, 19, 38, 41
	5GH0	700655	Central Support Indirect Cost	93.71	57, 64
	3J40	700607	Indirect Cost	18.02	12, 13, 15, 19, 38, 41, 57, 64
		Total		\$ 2,198.86	
Board of Regents	GRF	235321	General Revenue Fund	\$ 1,449.88	20, 12, 13, 15, 19, 38, 41
	GRF	235321	General Revenue Fund	93.71	57, 64
	GRF	235321	General Revenue Fund	18.02	12, 13, 15, 19, 38, 41, 57, 64
		Total		\$ 1,561.61	
Bureau of Workers Compensation	7023	855409	Workers Compensation	\$ 356.88	12, 13, 15, 19, 38, 41
	7023	855409	Workers Compensation	93.71	57, 64
	7023	855409	Workers Compensation	18.02	12, 13, 15, 19, 38, 41, 57, 64
		Total		\$ 468.61	
Dept. of Commerce	5560	800615	Industrial Compliance Operating Fund	\$ 93.71	57, 64
	5560	800615	Industrial Compliance Operating Fund	356.88	12, 13, 15, 19, 38, 41
	5560	800615	Industrial Compliance Operating Fund	18.02	12, 13, 15, 19, 38, 41, 57, 64
		Total		\$ 468.61	
Dept. of Administrative Services	1280	100620	Collective Bargaining	\$ 766.00	25a
	GRF	130321	General Revenue Fund	356.88	12, 13, 15, 19, 38, 41
	GRF	130321	General Revenue Fund	93.71	57, 64
	GRF	130321	General Revenue Fund	18.02	12, 13, 15, 19, 38, 41, 57, 64
		Total		\$ 1,234.61	
Dept. of Development ³	1350	195684	Supportive Services	\$ 1,350.00	1
	4510	195625	Economic Development Financing Operating	836.00	2
	GRF	195415	General Revenue Fund	2,816.38	4, 5
	GRF	195422	General Revenue Fund	959.00	3
	GRF	195415	General Revenue Fund	6,855.05	6, 7a, 10, 11
	1350	195684	Supportive Services	1,709.95	32, 35b
	GRF	195415	General Revenue Fund	2,819.00	31, 33, 34a
	GRF	195415	General Revenue Fund	17,703.26	16, 17a, 21a, 22, 24, 36, 37a, 39, 40, 43a, 44, 46, 48, 49a, 50, 51, 53, 12, 13, 15, 19, 38, 41
	GRF	195415	General Revenue Fund	3,390.06	71, 72, 73, 57, 64
	1350	195684	Supportive Services	27.90	57, 64
	GRF	195415	General Revenue Fund	3,282.90	67, 69, 70
	GRF	195415	General Revenue Fund	5,296.25	58, 60, 61, 62, 66
	GRF	195415	General Revenue Fund	18.02	12, 13, 15, 19, 38, 41, 57, 64
	GRF	195415	General Revenue Fund	3,229.50	26, 27, 28
	1350	195684	Supportive Services	2,334.00	25b, 30
	Total		\$ 52,627.27		
Dept. of Mental Health	GRF	333321	General Revenue Fund	\$ 356.88	12, 13, 15, 19, 38, 41
	GRF	333321	General Revenue Fund	93.71	57, 64
	GRF	333321	General Revenue Fund	18.02	12, 13, 15, 19, 38, 41, 57, 64
		Total		\$ 468.61	
Dept. of Developmental Disabilities	3G60	322639	Medicaid Waiver - Federal	\$ 356.88	12, 13, 15, 19, 38, 41
	3G60	322639	Medicaid Waiver - Federal	93.71	57, 64
	3G60	322639	Medicaid Waiver - Federal	18.02	12, 13, 15, 19, 38, 41, 57, 64
		Total		\$ 468.61	
Dept. of Natural Resources	1570	725651	Central Support Indirect	\$ 526.00	29b
	1570	725651	Central Support Indirect	2,959.63	21c, 45, 54, 55, 12, 13, 15, 19, 38, 41
	1570	725651	Central Support Indirect	1,198.38	56
	1570	725651	Central Support Indirect	93.71	57, 64
	1570	725651	Central Support Indirect	950.00	63
	1570	725651	Central Support Indirect	18.02	12, 13, 15, 19, 38, 41, 57, 64
		Total		\$ 5,745.74	

EXHIBIT B

ODOT Division of Aviation
 January 1, 2011 through December 31, 2011
 State Agency Use of Funds for Aviation Expenditures

Dept. of Health	2110	440613	Central Support Indirect Costs	\$ 744.63	17b, 12, 13, 15, 19, 38, 41
	2110	440613	Central Support Indirect Costs	93.71	57, 64
	2110	440613	Central Support Indirect Costs	18.02	12, 13, 15, 19, 38, 41, 57, 64
	Total			<u>\$ 856.36</u>	
Dept. of Public Safety ³	7036	764321	State Highway Safety	\$ 1,119.80	7b, 47, 12, 13, 15, 19, 38, 41
	7036	761321	State Highway Safety	424.00	7b, 12, 13, 15, 19, 38, 41
	4W40	762321	Operating Expense - BMV	424.00	7b, 12, 13, 15, 19, 38, 41
	7036	761321	State Highway Safety	93.71	57, 64
	7036	764321	State Highway Safety	432.21	37b
	5330	763601	State Disaster Relief	18.02	12, 13, 15, 19, 38, 41, 57, 64
	Total			<u>\$ 2,511.74</u>	
Dept. of Rehabilitation and Correction	GRF	504321	General Revenue Fund	\$ 853.88	18b, 12, 13, 15, 19, 38, 41
	GRF	504321	General Revenue Fund	18.02	12, 13, 15, 19, 38, 41, 57, 64
	GRF	504321	General Revenue Fund	93.71	57, 64
	Total			<u>\$ 965.61</u>	
Dept. of Veterans Services ³	GRF	900408	General Revenue Fund	\$ 1,002.63	37c, 12, 13, 15, 19, 38, 41
Dept. of Youth Services	3210	470614	Federal Special Revenue	\$ 1,083.88	14, 12, 13, 15, 19, 38, 41
	3210	470614	Federal Special Revenue	93.71	57, 64
	3210	470614	Federal Special Revenue	18.02	12, 13, 15, 19, 38, 41, 57, 64
	Total			<u>\$ 1,195.61</u>	
Dept. of Education	GRF	200320	General Revenue Fund	\$ 727.75	34b
Environmental Protection Agency	2190	715604	Central Support Indirect	\$ 356.88	12, 13, 15, 19, 38, 41
	2190	715604	Central Support Indirect	93.71	57, 64
	2190	715604	Central Support Indirect	18.02	12, 13, 15, 19, 38, 41, 57, 64
	Total			<u>\$ 468.61</u>	
Dept. of Insurance	5540	820606	Dept. of Insurance Operating	\$ 356.88	12, 13, 15, 19, 38, 41
	5540	820606	Dept. of Insurance Operating	2,081.80	59, 65
	5540	820606	Dept. of Insurance Operating	93.71	57, 64
	5540	820606	Dept. of Insurance Operating	18.02	12, 13, 15, 19, 38, 41, 57, 64
	Total			<u>\$ 2,550.41</u>	
Dept of Job and Family Services	GRF	600321	General Revenue Fund	\$ 1,341.88	52, 12, 13, 15, 19, 38, 41
	GRF	600321	General Revenue Fund	93.71	57, 64
	GRF	600321	General Revenue Fund	18.02	12, 13, 15, 19, 38, 41, 57, 64
	Total			<u>\$ 1,453.61</u>	
Office of Budget & Management ⁴	1050	42603	State Accounting & Budgeting	\$ 4,606.89	18a, 23, 12, 13, 15, 19, 38, 41
	GRF	42321	General Revenue Fund	187.42	57, 64
	GRF	42321	General Revenue Fund	36.04	12, 13, 15, 19, 38, 41, 57, 64
	Total			<u>\$ 4,830.35</u>	
Public Utilities Commission of Ohio	5F60	870622	Public Utilities	\$ 677.20	8
	5F60	870625	Public Utilities	169.30	8
	5F60	870622	Public Utilities	285.51	12, 13, 15, 19, 38, 41
	5F60	870625	Public Utilities	71.37	12, 13, 15, 19, 38, 41
	5F60	870622	Public Utilities	93.71	57, 64
	5F60	870622	Public Utilities	18.02	12, 13, 15, 19, 38, 41, 57, 64
	Total			<u>\$ 1,315.11</u>	
House of Representatives	1030	025601	House Reimbursement	\$ 1,037.58	68
Dept. of Taxation	GRF	110321	General Revenue Fund	\$ 356.88	12, 13, 15, 19, 38, 41
	GRF	110321	General Revenue Fund	93.71	57, 64
	GRF	110321	General Revenue Fund	18.02	12, 13, 15, 19, 38, 41, 57, 64
	Total			<u>\$ 468.61</u>	

¹ Those funds beginning with a "3" are typically federal funds

² The costs for certain flights that occurred between January 1, 2011 and December 31, 2011 were allocated over 26 agencies and later an adjustment was made to allocate over 25 agencies
 - Flights 12, 13, 15, 19, 38, 41 - Agencies were each billed \$356.88 for flights that occurred between January 1, 2011 through August 31, 2011
 - Flights 57, 64 - Agencies were each billed \$93.71 for flights that occurred between September 1, 2011 through December 31, 2011
 - Flights 12, 13, 15, 39, 38, 41, 57, 64 - After re-allocating the costs to 25 agencies, the agencies were billed for an additional \$18.02

³ Flight 37 was to be paid by Development, Public Safety, and Veteran Services. However, in the initial billing, these costs were incorrectly split equally between only Development and Veteran Services. As a result, these two agencies paid half the costs each. Later, ODOT billed Public Safety for their 1/3 share and provided both Development and Veteran Services with a credit. Development utilized that credit to pay for a portion of a 2012 flight. Veteran Services used the credit to pay for the \$93.71 billing for Flights 57 and 64 along with the \$18.02 billing for the adjustment of the general flights from 26 agencies to 25 agencies, and for some 2012 flight charges.

⁴ The Office of Budget & Management was responsible for paying both their share of the costs that were allocated over all the cabinet agencies and those for the Governor's Office of Health Transformation

MEMORANDUM: Use of Funds for Aviation Expenses by State Agencies

We preliminarily identified six state agencies which were billed, at the Governor's direction, by the Ohio Department of Transportation (ODOT) for executive travel that may have used improper funds to cover these expenses. Upon further evaluation, we determined that billings for five of these agencies were paid with proper funds; three separate payments for the one remaining agency (Department of Commerce) were inappropriately allocated to one fund instead of being allocated among several funds or paid with the Department's general administrative fund. In addition, another agency (Department of Public Safety) utilized an incorrect fund for a small adjustment invoice received from ODOT. Following is a brief description of the disposition for each agency.

Dept. of Alcohol & Drug Addiction Services – The Department used two separate Federal Special Revenue Funds to pay for a total of \$2,648 in executive travel expenses. One fund was designated for federal administrative expenses and the other was designated for the administration of a federal Vocational Rehabilitation program. Upon further review, it was determined that both funds contained “earned federal” dollars, which represent a reimbursement from the federal government to replace state funds previously used to pay for federal program costs. These funds were permitted to be expended for travel expenses as long as they were not claimed subsequently for federal reimbursements; it was determined that they were not. As such, the use of these funds was proper.

Dept. of Agriculture – The Department used a Federal Special Revenue Fund designated for federal indirect costs to pay for a total of \$544 in executive travel expenses. Further review found that the fund contained only “earned federal” dollars, and the expenses were not subsequently claimed for federal reimbursement, so the use of this fund was proper.

Dept. of Commerce – The Department used a State Special Revenue Fund designated to cover operating expenses for the Division of Industrial Compliance to pay for \$469 in executive travel expenses. These expenses were for the eight flights the Governor directed ODOT to bill all cabinet agencies, so they were not specifically related to Industrial Compliance. The State Region's review determined that a General Services Fund designated to pay for Department-wide administrative support would have been a more appropriate fund to use for these expenses, although Section 121.084, Revised Code, permits the Industrial Compliance Fund to bear a proportionate share of the Department's administrative costs. Please see our concluding remarks on this fund use in the last paragraph.

Dept. of Developmental Disabilities – The Department used a Federal Special Revenue Fund designated for Medicaid funds to pay for a total of \$469 in executive travel expenses. Further review found that the fund contained only “earned federal” dollars, and the expenses were not subsequently claimed for federal reimbursement, so the use of this fund was proper.

EXHIBIT C

Dept. of Public Safety - The Department used a Highway Safety Fund designated to cover operating expenses for the Bureau of Motor Vehicles (BMV) to pay for \$424 in executive travel expenses. These expenses included a portion of flights for which the Governor directed ODOT to bill all cabinet agencies, and a portion of one flight directly billed to the Department which supported the Department as a whole. Our review determined that the Department does not have a single fund designated to specifically pay for Department-wide administrative expenses, but instead has three separate funds that are used for its three major divisions, one of which is BMV. As such, the travel expenses in question were split evenly between these three funds, so the use of BMV funds for these expenses was appropriate.

Dept. of Youth Services - The Department used a Federal Special Revenue Fund designated for the federal Title IV-E program to pay for a total of \$1,195 in executive travel expenses. Further review and discussions with the Department found that this fund contained only “earned federal” dollars. The Department is two years behind in their federal draw requests; as such, they have not yet requested these expenditures. The Department is currently preparing a request. We will follow up with them to make certain that they do not include these expenditures on the subsequent federal draw request.

Concluding Remarks: Section 121.084, Revised Code permits the Department of Commerce to use the Industrial Compliance fund for a proportionate share of the Department’s administrative costs. It would have been appropriate to charge this fund for a portion of the aviation costs, but not the entire billing. The Department claimed that two of the flights, one for the Governor’s announcement of casino gaming policies and the other for the Governor and staff to meet with various groups to discuss shale drilling, would relate to Industrial Compliance/Labor. They had no such response for the other six flights which were general in nature. As such, we recommend the Department of Commerce adjust the \$469 expenditure from OAKS Fund 5560 and charge \$345 to OAKS fund 1630, a General Services Fund, since this fund typically is used for the administrative expenditures of the Department. The \$345 represents the six flights which did not directly relate to Industrial Compliance/Labor.

In addition, when compiling information for the attached schedule, we determined that Public Safety charged \$18 to the State Disaster Relief Fund, which was not appropriate for the eight general flights in CY 11. As such, we recommend Public Safety adjust the \$18 charged to the Disaster Relief Fund and charge \$6 to fund 4W40, \$6 to fund 7036, appropriation line item (ALI) 761321, and \$6 to fund 7036, ALI 764321.

When the Governor directs ODOT to bill all state agencies for his flights of a general nature, agencies are left to decide which funds to use for those expenditures. State agency personnel typically have limited knowledge about these flights. Our recommendation for the State to have a single cost center for the billing of executive travel would help prevent the use of incorrect funds, reduce the administrative work involved in the reimbursement process and provide clear transparency of the reimbursements.

EXHIBIT D

ODOT Division of Aviation
 January 1, 2011 through December 31, 2011
 List of all ODOT Executive Travel Flights for CY 2011

Flight #	Date	Passengers - Title	Aircraft used	Itinerary	Reason for Flight Per Request Form	Additional Information obtained from ODOT
1	3/22/2011	1. Jerry Wray - Director 2. Greg Murphy - Chief of Staff	N880H	Columbus to Cleveland Cleveland to Columbus	Meeting with Cleveland Mayor	Meeting with Mayor Frank Jackson
2	3/25/2011	1. Gary Middleton - Transportation Engineer 2. Megan Blackford - Deputy Director 3. Gary Angles - Administrator	N880H	Columbus to Toledo Toledo to Columbus	OCA Conaway Conference	Plane was used since ODOT business prevented attendees from getting to the conference the night before.
3	3/28/2011	1. Mike Cope - Assistant Director 2. Spencer Wood - Deputy Director 3. Jayne Barker - Program Manager	N860H	Columbus to New Philidelphia New Philidelphia to Cleveland Cleveland to Columbus	Governance Board Meetings	Meetings to discuss various projects and their progress towards completion.
4	4/7/2011	1. Spencer Wood - Deputy Director 2. Mike Cope - Assistant Director 3. Jayne Barker - Program Manager	N810H	Columbus to D1 heliport (Cols) D1 heliport to Bowling Green Bowling Green to D1 heliport D1 heliport to Columbus	DDD Governance Board Meetings	District Deputy Director meetings to discuss various projects and their progress towards completion.
5	4/8/2011	1. Jim Barna - Assistant Director 2. James Young - Deputy Director	N880H	Columbus to Hillsboro Hillsboro to Columbus	Meeting in Adams County	Jaybird Rd. GE Plant Visit with local officials
6	4/11/2011	1. Mike Cope - Assistant Director 2. Dan Barr - Administrator	N880H	Columbus to Ravenna Ravenna to Columbus	None Provided	Met with potential buyers of a facility, then flew back for meetings at the Central Office.
7	6/6/2011	1. John Dean - Labor Relations Officer 2. Willa O'Neill - Union Quality Coordinator 3. John Maynard - Real Estate Administrator 4. Jim Beverly - QCSEA	N860H	Columbus to Findlay Findlay to Akron Akron to Columbus	Meeting with Real Estate Region Associates	Meetings involved potential district office employment issues, so union representation was required.
8	6/22/2011	1. Jerry Wray - Director 2. Greg Murphy - Chief of Staff 3. Jim Barna - Assistant Director 4. Melissa Ayers - Deputy Director	N860H	Columbus to Youngstown Youngstown to Columbus	Turnpike Meeting	Meeting with local business leaders and media to discuss the leasing of the Ohio Turnpike
9	7/13/2011	1. Jerry Wray - Director 2. Greg Murphy - Chief of Staff 3. Jim Barna - Assistant Director	N860H	Columbus to Bowling Green Bowling Green to Columbus	Pre-turnpike Meeting	Meeting to discuss the potential leasing of Toledo turnpike and pre-meeting for discussions with Governor
10	9/16/2011	1. Jim Barna - Assistant Director 2. Jennifer Townley - Systems Administrator 3. Tim Hill - Environmental Administrator 4. Susan Springer - Administrative Assistant 5. Laurie Leffler - Federal Highway Administration 6. Noel Mehlo - Federal Highway Administration 7. Steve Mary - District Deputy Director 8. Andy Fluegemann - Transportation Engineer 9. Gary Middleton - Transportation Engineer 10. Mark Vonderembe - Federal Highway Administration 11. Joe Vogel - Deputy Director 12. Dave Snyder - Federal Highway Administration	N810H	Columbus to D-8 (Lebanon) Various sites in District 8 District 8 to Cincinnati Cincinnati to District 8 District 8 to Columbus	Travel to District 8	Tour of various construction sites; various people were picked up throughout the day to tour select areas. Flight from District 8 to Cincinnati was to view Eastern Corridor project with FHA officials.

EXHIBIT D

ODOT Division of Aviation
January 1, 2011 through December 31, 2011
List of all ODOT Executive Travel Flights for CY 2011

Flight #	Date	Passengers - Title	Aircraft used	Itinerary	Reason for Flight Per Request Form	Additional Information obtained from ODOT
11	9/29/2011	1. Jerry Wray - Director 2. Greg Murphy - Chief of Staff 3. Jim Barna - Assistant Director 4. Melissa Ayers - Deputy Director	N880H	Columbus to Toledo Toledo to Columbus	TRAC Meeting	Transportation Review & Advisory Committee meeting to discuss any funding issues and future road construction projects throughout Ohio.
12	10/6/2011	1. Greg Murphy - Chief of Staff	N810H	Columbus to Cleveland Cleveland to Columbus	Business Meeting with Senator Patton	Meeting to discuss ODOT issues
13	10/11/2011	1. Jerry Wray - Director 2. Mike Cope - Assistant Director	N810H	Columbus to D1 heliport D1 heliport to Waverly Waverly to D1 heliport D1 heliport to Columbus	No record of flight request form on file	District 9 annual meeting. Request was last minute, so it was done via phone.
14	10/21/2011	1. Jerry Wray - Director 2. Greg Murphy - Chief of Staff	N860H	Columbus to Canton Canton to Columbus	AMATS Meetings	Meetings re: Akron Metropolitan Area Transportation Study
15	10/24/2011	1. Jerry Wray - Director 2. Mike Flynn - Assistant Director	N860H	Columbus to Toledo Toledo to Bowling Green Bowling Green to Columbus	D-2 Annual Meeting @ Owens Community College	Dropped off in Toledo for Owens meeting, then picked up from District 2 office in Bowling Green.
16	10/31/2011	1. Jerry Wray - Director 2. Greg Murphy - Chief of Staff 3. Jim Barna - Assistant Director 4. Stephen Faulkner - Press Secretary	N860H	Columbus to Fremont Fremont to Columbus	Turnpike Meetings with Locals	Meeting with local business leaders and media to discuss the leasing of the Ohio Turnpike
17	11/2/2011	1. Jerry Wray - Director 2. Greg Murphy - Chief of Staff 3. Jim Barna - Assistant Director 4. Stephen Faulkner - Press Secretary	N880H	Columbus to Lorain Lorain to Columbus	None Provided	Meeting with local business leaders, elected officials, and media to discuss the leasing of the Ohio Turnpike
18	11/3/2011	1. Jerry Wray - Director 2. Terri Barnhart - Executive Assistant to Director 3. Sonja Simpson - Deputy Director 4. Patrick Piccininni - Chief Legal Counsel	N880H	Columbus to Parkersburg WV Parkersburg to Columbus	None Provided	District 10 annual meeting
19	11/15/2011	1. Jerry Wray - Director 2. Mike Cope - Assistant Director 3. Mike Flynn - Assistant Director	N880H	Columbus to New Philadelphia New Philadelphia to Columbus	Conference	District 11 annual meeting

ODOT Division of Aviation
January 1, 2011 through December 31, 2011
1973 King Air 880H - Leasing Analysis

1973 KING AIR - LEASING ANALYSIS

Assumptions		Notes:	
Crew Days	23	Crew days for 2011	
Flying Hours	32	Flying hours for 2011	
Cost Increase	5%	In line with client's assumption of cost increase	
Discount Rate	2%		

Operating Scenario

		2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Cost to Operate											
Inspection Cost		\$5,169	\$6,704	\$5,373	\$3,516	\$7,977	\$3,617	\$10,933	\$4,042	\$5,842	\$6,160
Variable Cost		\$54,428	\$815	\$6,358	\$0	\$3,554	\$55,867	\$2,624	\$858	\$6,564	\$167
Total Cost		\$59,597	\$7,519	\$11,731	\$3,516	\$11,531	\$59,484	\$13,557	\$4,900	\$12,406	\$6,327

Leasing Scenario

Potential Sale Value		
Low	\$395,000	
High	\$1,150,000	
Proceed		\$772,500
Cost to lease		
Crew Rate		\$16,100
Hourly Rate		\$1,900
Yearly Lease Cost		(\$76,900)
Cash Flows for Leasing		\$755,197
NPV of Selling Scenario	\$70,182	

Sensitivity Analysis

		Hours per Year								
		32	33	34	35	36	37	38	39	
Discount Rate	1%	\$70,182	\$34,792	\$8,032	(\$18,728)	(\$45,488)	(\$72,248)	(\$99,008)	(\$125,768)	(\$152,528)
	2%	\$70,182	\$44,908	\$19,633	(\$5,641)	(\$30,915)	(\$56,190)	(\$81,464)	(\$106,738)	
	3%	\$102,345	\$78,442	\$54,538	\$30,635	\$6,732	(\$17,171)	(\$41,075)	(\$64,978)	
	4%	\$131,590	\$108,954	\$86,318	\$63,681	\$41,045	\$18,409	(\$4,227)	(\$26,863)	
	5%	\$158,194	\$136,730	\$115,267	\$93,803	\$72,339	\$50,875	\$29,412	\$7,948	

Note: Shaded means ODOT should Sell the plane

Break-Even Hours & Days

Discount Rate	Hours per Year	Crew Days
1%	33	24
2%	35	25
3%	36	26
4%	38	27
5%	39	28

Summary
Analysis shows that for annual usage of less than 35 flight hours and 25 flight days it would be more efficient to lease the plane. Conversely, for annual usage of more than 35 flight hours and 25 flight days it would be more efficient to own the plane. As annual flight hours and days increase past this break-even point the cost for leasing rapidly outpaces the cost to own and operate the plane.

No	State	Department	Eligible Uses	Who is Accountable	Scheduling Process	Billing Process	Other Provisions of Note	Comments
1	Tennessee	TDOT- Tennessee Department of Transportation	<ul style="list-style-type: none"> - For official state business only - All use of state aircraft by the Governor and his guests would be considered to be in the interest of state business - Priority of use: (1) Governor; (2) Governor's cabinet; (3) industrial development and recruitment activities; (4) other state business 	<ul style="list-style-type: none"> - Operation: Aeronautics Division (TDOT), Flight Service Section. Responsibilities: <ul style="list-style-type: none"> + Operation and assignments of crews + Maintain the log book, proper billing, request for aircraft use - Requesting Departments responsibilities: <ul style="list-style-type: none"> + Submission of aircraft request, record of aircraft use justification, identities of people fly (except the Governor and Economic and Community Commitment) 	<ul style="list-style-type: none"> - Responsibility of TDOT - Requesting departments have to provide adequate information to Flight Service - Flight Service will be in charge of accommodate and schedule the requests for use of state aircrafts 	<ul style="list-style-type: none"> - TDOT builds hour rate and revises annually - Fees incurred at out of state airports would be charged to the bill - Issue aircraft bills monthly - Charges for "dead-head" flights 	<ul style="list-style-type: none"> - Shared flights to the same destination are billed in equal shares; to different destinations, by flight time - Charter aircraft: should be used as a last resort as charter aircrafts are expensive, user agency will be charged for full costs; flight service provides cost estimate in advance - Overnight trips: should make every effort to keep the crew in place to avoid "dead-head", yet in some situations still require dead-head to accommodate other flight requests - Any use of state aircraft outside Tennessee requires approval of Deputy to the Governor 	Overall: Good quality policy, clearly written, comprehensive
2	Florida	Department of Management Services	<ul style="list-style-type: none"> - For official state business only - A specified subset of users (Priority One Flyers) can authorize travel by others that is not for official state business, or, if seats are available, spouse and immediate family members, but Priority One Flyers must accompany such authorized users 	<ul style="list-style-type: none"> - Department directors are responsible for authorization 		<ul style="list-style-type: none"> - For use of state business: billed at the "variable cost" - For other purposes: at full costs (fixed and variable costs) 	<ul style="list-style-type: none"> - Chief of Bureau of Executive Aircraft Transportation is responsible for updating the policy and monitoring compliance 	Overall: Written policy rather than informal, but lacking some provisions regarding accountabilities and scheduling
3	Illinois	IDOT- Illinois Department of Transportation, Division of Aeronautics, Bureau of Air Operations	<ul style="list-style-type: none"> - Officers and employees of the State Government - Priority of use: (1) the Governor; (2) the Lieutenant Governor; (3) the legislative leaders of the General Assembly; (4) The Judges and Supreme Court; (5) The Attorney General; (6) The Secretary of State; (7) the Comptroller; (8) The Treasurer; (9) other members of General Assembly 	<ul style="list-style-type: none"> - Operation: Division of Aeronautics - Requesting agencies: Schedulers 	<ul style="list-style-type: none"> - Responsibility of Division of Aeronautics - Requests filled in accordance with Executive Order Number 8 - Elected constitutional officers of the executive branch and leaders of the General Assembly are responsible for properly authorizing the flight requests - Each agency or organization that anticipates using state aircraft must maintain one flight scheduler and one alternate scheduler; All requests should be made by the agency schedulers - The Bureau of Air Operation schedules flights 	<ul style="list-style-type: none"> -Billing: shall not exceed the expenses and the costs incurred - All the moneys and fees received shall be paid into the Air Transportation Revolving Fund and use solely for operation of state aircraft purposes - Official state business: <ul style="list-style-type: none"> + Fixed wing aircraft: based on seat-mile rate + Helicopters: based on applicable hourly rate - Personal/Political exclusive use (charge for round trip) <ul style="list-style-type: none"> + Fixed wing: based on appropriate plane mile rate + Helicopter: based on hourly rate - Monthly billing 		Overall: High quality policy. Highly comprehensive, well written, easy to review and comprehend
4	North Carolina	NCDOC-North Carolina Department of Commerce	<ul style="list-style-type: none"> - Priority: (1) economic development purposes; (2) the Governor or other State Official; (3) Attend athletic events (charged based on direct cost) 	<ul style="list-style-type: none"> + The Assistance Secretary for Economic Development may approve single day trips for business recruiting efforts, site visits, openings, and dedications + The Assistance Secretary for Administration: may approve for: overnight stay, other than business recruiting 		<ul style="list-style-type: none"> - Rates charged for all users other than DOC: <ul style="list-style-type: none"> + \$770 per hour + \$325 per night 		Overall: Adequate policy. Written rather than informal. Substantially covers basic needs, but not fully developed.
5	Pennsylvania	PDOT- Pennsylvania Department of Transportation, Bureau of Aviation	<ul style="list-style-type: none"> -Priority: (1) the Governor; (2) other statewide elected officials; members of the Governor's Cabinet, Senior Staff, Board and Commission Chairpersons; (4) other legislators and employees 	<ul style="list-style-type: none"> - Flight service coordinates the sharing of flights - Flight requests shall be directed to Flight Services, Bureau of Aviation, DOT, Capital City Airport; should be in writing (with required information) and 48 hours in advance 	<ul style="list-style-type: none"> - The Flight Services Department schedules aircraft - FSD will schedule all multiple-engine aircraft 	<ul style="list-style-type: none"> - All agencies under the Governor's jurisdiction will be assessed an annual membership fee equal to 2.25% of their annual travel budget and will get a reduced hourly rate; agencies not under Governor's jurisdiction can pay an amount of annual membership fee to get the reduced price; all other agencies pay hourly rates establish by PDOT to cover the full cost of aircraft - A lump sum of \$100,000 shall be allocated from the Office of the Governor to PDOT for executive aviation 	<ul style="list-style-type: none"> - Criteria for flight requests: time constraint, cost effectiveness, security, other special purposes - Operation will comply with <i>Flight Services Flight and Maintenance Guidelines</i> 	Overall: High quality policy. Highly comprehensive, well written, easy to review and comprehend
6	West Virginia	WVAD-West Virginia Aviation Division	<ul style="list-style-type: none"> - State aircraft will only be used in circumstances when the best interest of the state is served - Might be used by state employees or non employees as necessary or reasonable (who have connection with state business) 	<ul style="list-style-type: none"> + Governor and his/her representative + Secretary of a Department or his/her representative + Director of Aviation 				Overall: Less than adequate. Not comprehensive, not fully developed. Limited to an inadequate portion of SOPs for State of WV Aviation Division

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.

	DEPARTMENT OF MANAGEMENT SERVICES Division of Specialized Services
TITLE: State Aircraft: Appropriate Use, Authorization, and Billing	POLICY NUMBER Bureau of Executive Aircraft Operations 09-101
EFFECTIVE: July 1, 2009 REVISED: July 9, 2009	

PURPOSE

To set forth policy for the Bureau of Executive Aircraft Operations (Bureau) regarding the appropriate use, authorization, and billing of air travel on state aircraft to comply with Section 287.161 & 287.17, Florida Statutes.

SCOPE

This policy is applicable to all passengers on state-owned, state-leased and/or state-operated aircraft managed by the Bureau.

AUTHORITY

Sections 287.16, 287.161, and 287.17, Florida Statutes; Chapter 60B-4, Florida Administrative Code.

DISTRIBUTION

The following individuals should be notified of this policy	Method of notification
Bureau of Executive Aircraft Operations employees	<ul style="list-style-type: none"> • Staff meeting • Internal memorandum and/or e-mail
Director of Specialized Services	<ul style="list-style-type: none"> • Staff meeting • Internal memorandum and/or e-mail
DMS Executive Leadership	<ul style="list-style-type: none"> • Executive leadership meetings
Priority One and Priority Two Schedulers	<ul style="list-style-type: none"> • Memorandum and/or e-mail
All other executive aircraft schedulers sponsoring non-state employees	<ul style="list-style-type: none"> • Direct communication at the time the aircraft is reserved/scheduled

EXHIBIT H
POLICY

This policy outlines appropriate use, authorization, and billing standards for travel on state aircraft. The policy impacts two basic types of authorized flyers: persons travelling for official state business or for performing services for the state, and persons travelling for purposes other than official state business.

PROCEDURE

Use the following criteria to verify the appropriate authorization/use of state aircraft:

- 1) All flights in state aircraft shall be for official state business only. (F.S. 287.17(1))
- 2) All flights must be authorized as compliant with state law by the head of the agency (or representative), or legislative or judicial entity requesting use of aircraft. (F.S. 287.17(1); F.A.C. 60B-4.006(2))
- 3) Any agency head can authorize travel on state aircraft by persons travelling for official state business or for performing services for the state. (F.S. 287.17(2); F.A.C. 60B-4.006(2))
- 4) The agency head (or representative) must certify to the Bureau at the time of scheduling that the purpose of the requested travel is official state business. (F.S. 287.17(1); F.A.C. 60B-4.006(2))
- 5) Only Priority One Flyers can authorize, and must accompany, travel on state aircraft by persons travelling for purposes other than official state business, provided the aircraft has seats available. (F.S. 287.17(5),(6))
- 6) Only Priority One Flyers can authorize, and must accompany, travel on state aircraft by their spouse or other immediate family member, provided the aircraft has seats available. Immediate family members of other authorized flyers are not permitted to fly on state aircraft. (F.S. 287.17(5))

Use the following billing process for the two different types of flyers:

- 1) Persons travelling for official state business or for performing services for the state are billed at the "variable cost" rate of the aircraft service. These flyers are billed for the pro rata share of the variable costs of each flight based on the total number of passengers on the aircraft. (F.S. 287.161(2); F.A.C. 60B-4.004(3)(a))
- 2) Persons travelling for purposes other than official state business are billed at the "full cost" rate of the aircraft service. These flyers are billed for the pro rata share of the total costs of each flight (fixed and variable expenses related to the ownership, operation and use of the aircraft), based on the total number of passenger seats on the aircraft. (F.S. 287.17(5),(6); F.A.C. 60B-4.004(3)(c))

EXHIBIT H
RESPONSIBILITIES

Individual or Group	Responsibilities
Chief, Bureau of Executive Aircraft Operations	<p>Researches current policy to determine whether a new policy, policy revision or policy rescission is required.</p> <p>Creates and amends policy in 'draft' and submits to the Director of Administration via the Director of Specialized Services.</p> <p>Ensures policy content is accurate.</p> <p>Develops and maintains procedures and forms to ensure efficient and successful implementation of policy.</p> <p>Monitors policy compliance and elevates concerns, as appropriate.</p> <p>Performs periodic review of policies and recommends policy modifications.</p>

DEFINITIONS

Word/Term	Definition
Bureau	The Bureau of Aircraft Operations manages the operation and maintenance of state-owned aircraft for executive travel.
Department	The Florida Department of Management Services.
Full Cost Rate	The prorated share of all fixed and variable expenses related to the ownership, operation, and use of the state aircraft.
Priority One Flyer	Governor, Lieutenant Governor, Cabinet member, Senate President, House Speaker, and Chief Justice of the Florida Supreme Court.

ILLINOIS DEPARTMENT OF TRANSPORTATION

Division of Aeronautics

AIR TRANSPORTATION GUIDELINES

Revision 3 (01/09/2003)

Susan R. Shea, Ph.D. Director of Aeronautics

Steven M. Young Bureau Chief Air Operations

Appendix A revised 1 Sept 2007
Appendix B Revised 1 Sept 2007

ILLINOIS DEPARTMENT OF TRANSPORTATION

AIR TRANSPORTATION GUIDELINES

I. General

A. The following guidelines govern the use of State aircraft for air transportation services. These guidelines are intended to promote equitable, consistent, efficient administration and insure full disclosure and complete accountability regarding the air fleet utilization.

II. Statutory Authority

A. The statutory authority for air transportation services is set forth in the Civil Administrative Code, Section 49.02a (20ILCS 2705/49.02a) as follows:

“The Department of Transportation may provide air transportation for officers and employees of the Offices, Departments, and Agencies of the State Government, and charge such Office, Department or Agency for such transportation. Charges for such transportation shall not exceed the expenses incurred and costs involved in providing air transportation, and may include expenses for equipment, personnel and operational expenses...”

Except as provided herein all requests shall be filled in the following priority: (1) the Governor, (2) the Lieutenant Governor, (3) the legislative leaders of the General Assembly, specifically, the President and minority leader of the Senate and the Speaker and minority leader of the House of Representatives, (4) the Judges of the Supreme Court, (5) the Attorney General, (6) the Secretary of State, (7) the Comptroller, (8) the Treasurer, (9) other members of the General Assembly; and thereafter as provided by the Department of Transportation.”

B. The statutory authority for establishing the Air Transportation Revolving Fund is set forth in the State Finance Act. Section 6m (30ILCS 105/6m) as follows:

“All fees and other moneys received by the Department of Transportation from any officer, department or agency of the State for providing air transportation to or for such officer, department or agency shall be paid into the Air Transportation Revolving Fund. The moneys in this fund shall be used by the Department of Transportation only for equipment, personnel, operational expenses and such other expenses as may be incidental to providing air transportation for officers, department or agencies of the State Government.”

III. Air Transportation Policies

A. Statement of Purpose:

The Department of Transportation, Division of Aeronautics, Bureau of Air Operations is responsible for operating and maintaining an air transportation services program which provides executive and emergency air transportation services to State officials, Departments, Agencies and other authorized users on a 24-hour, seven day a week basis.

B. Categories of Aircraft Utilization:

In order to insure full disclosure and complete accountability, the following definitions set forth the purpose of the flight which all passengers must identify and attest to by signing the aircraft manifest when using the State's aircraft:

1. Official State Business – Travel via State aircraft in an official capacity to conduct the business of the State of Illinois. Business use is limited to the elected constitution officers of the executive branch; the leaders of the General Assembly (President and minority leader of the Senate and the Speaker and minority leader of the House of Representatives); members of the General Assembly; Judges of the Supreme Court; other elected state officials; officers and employees of other government entities; and other individuals traveling under the auspices of a state agency for state purposes.

All travel by the Governor and Lieutenant Governor within the State of Illinois, other than for political purposes, shall be deemed official state business unless otherwise designated by them as personal travel. Since the Illinois Constitution requires executive branch statewide elected officers to maintain a residence at the seat of government during their terms of office, these elected constitutional officers and their spouses may travel via state aircraft between their permanent residence and their constitutionality required residence as part of official state business.

Family members of business users may fly on a seat available basis. Family members may fly at the state business rate when representing the state in an official capacity. Family members will be charged at the personal (mixed-use) rate when not representing the state in an official capacity.

2. Personal Business – Travel via State aircraft to conduct affairs of a personal nature. Personal business may be scheduled only by the elected constitution officer of the executive branch and the leaders of the General Assembly (President and minority leader of the Senate and the Speaker

and minority leader of the House of Representatives). Personal users will be charged for the costs of flights in accordance with current rate structure and billing procedure.

3. Political Business – Travel via State aircraft to conduct affairs of a political nature. The political use of State aircraft is limited to the elected constitutional officers of the executive branch and the leaders of the General Assembly (President and minority leader of the Senate and the Speaker and minority leader of the House of Representatives.) Political users will be charged for the costs of flights in accordance with current rate structure and billing procedures.

C. General Guidelines:

1. All requests for air transportation will be filled in accordance with Executive Order Number 8 (1985) (see Attachment A).
2. Spouses of the following state officials shall maintain the status and passenger priority equal to that of their respective husband/wife for scheduling and billing purposes:
 - a. Elected constitutional officers of the executive branch, and
 - b. Leaders of the General Assembly (President and minority leader of the Senate and the Speaker and minority leader of the House of Representatives).
3. The Division of Aeronautics will respond to all authorized flight requests within the capabilities of the available equipment and personnel. The Division of Aeronautics will determine which aircraft will be utilized for each flight requested.
4. It is the responsibility of each elected constitution officer of the executive branch and the leaders of the General Assembly (President and minority leader of the Senate and the Speaker and minority leader of the House of Representatives), the head of each Office, Department, Agency or Commission using State aircraft to assure that all flight requests received from that organization are properly authorized. Justification for any flight will be the sole responsibility of the requesting entity.

D. Security Personnel:

Security personnel are paid by the Department of State Police unless the entire leg is political; then the political user pays for the security personnel.

If security personnel are the only passengers on a leg (to meet an official or after dropping an official off), their seats are charged to the Department of State Police regardless of the nature of the official's activity.

IV. Air Transportation Scheduling Procedures

A. Appointment of the Agency Schedulers

Each agency or organization that anticipates use of state aircraft for air transportation services will designate an individual as the air transportation permanent scheduler and a second individual as the alternate scheduler. These internal agency schedulers are to coordinate with the Bureau of Air Operations scheduling section to help achieve the most effective use of the state fleet of aircraft and helicopters. The primary reasons for assigning an internal scheduler for each agency are: (1) to assure proper authorization of flight requests, (2) to reduce the number of parties contacting the Bureau of Air Operation's scheduler, (3) to promote flight coordination with agencies, and (4) to simplify the scheduling procedure.

The air transportation scheduling assignments should be given to no more than two individuals who are centrally located in the agency and within the same office. These scheduling duties would be additional duties assigned to established positions with the current organization. In order to assure the validity of all flight requests, each agency or organization will continually keep Air Operations apprised in writing of the names of the permanent and alternate schedulers.

B. Responsibilities of the Agency Scheduler

The permanent scheduler will be the agency's primary contact with the Division of Aeronautics on the subject of flight scheduling and availability. He/She will be responsible for arranging flights, forwarding alternations or cancellations assigning internal priorities, maintaining records and keeping the alternate scheduler well versed on the system's operation.. The alternate scheduler should be prepared to fill-in for the permanent scheduler in the case of sickness, personal leave, vacation or any similar circumstances.

C. All requests should be made by the agency scheduler as soon as they become aware of a request. All requests for travel via Department of Transportation aircraft should be received no later than the morning of the day preceding the date of travel. Normally, flights are determined and scheduled the afternoon, one (1) day prior to the flight, i.e., Wednesday's flights are built on Tuesday, Thursday's on Wednesday, Friday's on Thursday, Saturday's and Sunday's on Friday, and Monday's are formulated on Friday. Exceptions to the above guidelines will be subject to the availability of aircraft and crew.

D. Flight Scheduling Procedures

All flight requests will be made to the Bureau of Air Operations at 785-8381 or 8328. If an adjustment in time is necessary to accommodate flight scheduling, the Air Operations dispatcher will advise the agency scheduler of necessary changes at that time. A passenger manifest will be prepared prior to each flight and taken aboard the aircraft by a pilot. Each passenger must sign the flight manifest and is responsible to verify the flight purpose thereon. At the conclusion of the flight, the Division of Aeronautics will prepare the necessary billing documentation. All passengers are requested to be present and ready to board the aircraft at the departure point at least ten minutes prior to departure time. This will enable the pilot to depart on schedule and meet all subsequent schedules on time. The cooperation of each passenger is needed in order to avoid inconveniences to other passengers. If a passenger is unavoidably delayed in arriving at the airport, a call to the Air Operations dispatcher is requested prior to the scheduled departure time. Do not count on the flight automatically delaying 10 minutes to wait on late arrivals. If the passenger fails to arrive for a confirmed flight, without properly canceling with the Bureau of Air Operations, the user agency will be billed for the reserved seat.

E. Flight Cancellation

In order to preclude being billed for the trip, all passengers must cancel their seat prior to the flight's scheduled departure time. Upon receipt of cancellation, a cancellation number will be issued by the Division of Aeronautics for confirmation and record-keeping purposes.

V. Rate Structure and Billing

A. All users of executive air transportation shall be charged in accordance with the guidelines herein set forth. Charges will be computed based on the purpose of flights (Official State Business; Political; Personal) and the applicable aircraft rate schedule. (See Appendix A, Air Fleet Rates)

B. Executive Air Transportation

1. Official State Business

Charges for trips designated as Official State Business shall be as follows:

- a. Fixed Wing Aircraft: Charges to the individual user will be computed by multiplying the actual air mileage (nautical miles) of the requested routing multiplied by the applicable seat-mile rate.

- b. Helicopter: Charges to the individual user will be computed by multiplying the actual time from the aircraft tachometer multiplied by the applicable hourly rate.

Routing: For maximum utilization of aircraft, a user may be routed via points other than those requested, but will not be charged for other than requested point-to-point mileage. Since more than one user may be scheduled to travel on the same flight, each user will be charged according to their respective requested routing.

2. Personal or political

Charges for trips designated as Personal or Political shall be as follows:

- a. Personal/Political Exclusive Use (Round Trip)

Executive Fixed Wing Aircraft: Charges to the Personal/Political user will be computed by multiplying the actual round trip air mileage (nautical miles) by the appropriate plane mile rate. The Personal/Political user will be charged for the entire round trip of the aircraft (including return to base).

Helicopter: Charges to the Personal/Political user will be computed by multiplying the actual time from the aircraft tachometer times the applicable hourly rate. The personal/Political user will be charged for the entire round trip of the aircraft (including return to base).

- b. Mixed Use: Utilization of an aircraft for both official state business and personal/political business on the same legs is considered mixed use. With mixed use, the business user pays at the business rate; the personal/political user pays the personal/political mixed-use rate for shared legs. On exclusive legs (including repositioning legs or diversions made necessary to serve the personal/political user) the personal/political user pays the personal/political plane-mile or hourly rate.
- c. Minimum Charge: When a flight is diverted from an official state business flight to include a leg/legs for personal/political business, the charges will be assessed based on either the differential mileage between the business trip and the personal political trip or a \$100 landing fee, whichever is greater. The charges would be computed as follows:

Fixed Wing: (A) The differential mileage times the applicable plane mile rate, or
(B) A fee of \$100.00 per landing.

EXHIBIT I

- Rotary Wing: (A) The differential flight time times the applicable hourly rate, or
(B) A fee of \$100.00 per landing.

C. Monthly Billing

The Division of Aeronautics will bill each user on a monthly basis. The cut-off date for billing will be the end of each month. Each user will receive an Accounts Receivable Invoice (bill) by the 15th of the following month which will identify the date of the flight; aircraft number; flight identification; passenger's name; passenger's point of origin and destination; and the respective charges.

EXHIBIT I

APPENDIX A
Air Fleet Rates
Air Transportation Guidelines
Illinois Department of Transportation

Type Aircraft	Seats	State Business Rate	Personal/Political Rate
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Fixed Wing Fleet			
King Air 350	9	\$0.68/seat-mile (a)	Mixed Use: \$1.02 /seat mile (b) Exclusive Use: \$8.16/plane-mile (b)
Cessna 337	4	\$0.68/seat-mile	NOT APPLICABLE
Cessna 210	5	\$0.68/seat-mile	NOT APPLICABLE
Cessna 206	5	\$0.68/seat-mile	NOT APPLICABLE
Cessna 182	3	\$0.68/seat-mile	NOT APPLICABLE
Helicopter Fleet			
Sikorsky S-76	6	\$84.00/seat- hour	Exclusive Use: \$504.00/hour Mixed Use: \$84.00/seat/hour
Bell 206	5	\$84.00/seat-hour	NOT APPLICABLE

- (a) – Effective date 1 July 2007
- (b) – Effective date 1 September 2007

**APPENDIX B
Springfield-Chicago-Springfield Shuttle
Air Transportation Guidelines
Illinois Department of Transportation**

The Springfield-Chicago-Springfield Shuttle operates on weekdays (State Holidays excepted) utilizing Chicago Midway Airport. Three round trips are provided at the scheduled times listed below. Diversions from the scheduled route/times are not permitted.

Aircraft and seats will be assigned as per priorities set forth in Executive Order #8. In the case of equal priorities, time of request will be used.

Cut-Off time: For the weekday shuttle only, there will be a cut-off time of 12:00 noon, the day prior, Friday for Mondays flights. At that time seats will be assigned per above. No bumping will be allowed after 12:00 noon. Seats are reserved. Any requests after 12:00 noon will be wait listed by the time of request.

Springfield-Chicago-Springfield Shuttle Schedule

Depart Springfield	7:30 a.m.	10:45 a.m.	4:45 p.m.
Arrive Chicago	8:20 a.m.	11:35 a.m.	5:35 p.m.
Depart Chicago	8:45 a.m.	12:00 p.m.	6:00 p.m.
Arrive Springfield	9:35 a.m.	12:50 p.m.	6:50 p.m.



SPRINGFIELD, ILLINOIS

EXECUTIVE ORDER

NUMBER 8 (1985)

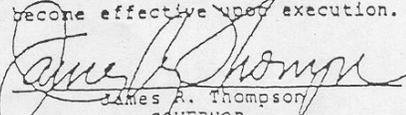
ESTABLISHING AIR TRANSPORTATION
PASSENGER PRIORITY SCHEDULE

In the hurried pace of State government, there is a pressing need for State officials to attend meetings at various points within the State. There is more demand for efficient air transportation than the fleet of State aircraft can deliver. To be practical and fair in making available the air transportation provided by the Department of Transportation, a schedule of priority is needed.

Unless otherwise provided by law, I hereby direct the Department of Transportation to fill requests for air transportation in the following order:

- (1) the Governor,
- (2) the Lieutenant Governor,
- (3) the four legislative leaders of the General Assembly (The President and minority leader of the Senate and the Speaker and minority leader of the House of Representatives),
- (4) the Judges of the Supreme Court,
- (5) the Attorney General,
- (6) the Secretary of State,
- (7) the Comptroller,
- (8) the Treasurer,
- (9) the remaining members of the General Assembly,
- (10) the Governor's Chief of Staff and the Chiefs of Staff of the four legislative leaders,
- (11) the Senior Staff of the Office of the Governor,
- (12) the directors of the departments and agencies of the executive branch of State government,
- (13) the Chief of Staff of each of the above elected officers as designated by them in the same order as provided above for the elected officers,
- (14) the remaining staff of the Office of the Governor,
- (15) the assistant and deputy directors and division chiefs of the departments, agencies and officials in the same order as provided above for such departments, agencies and officials, and
- (16) the remaining staffs and employees of the departments, agencies and officials in the same order as provided above for such departments, agencies and officials.

This Executive Order shall become effective upon execution.


James A. Thompson
GOVERNOR

NORTH CAROLINA DEPARTMENT OF COMMERCE		POLICY# EA 1
Title: Executive Aircraft Priorities and Rates		
Effective Date: May 11, 1998 Revised: October 20, 2009	Administering Authority: Assistant Secretary - Administration	
Statutory Authority (if applicable):		

Purpose: To outline the priorities for use of the Department of Commerce Executive Aircraft and to establish charges for usage of the aircraft by agencies other than the Department. The priorities are established in North Carolina General Assembly Session Law 2009-451, Section 14.7

Scope: All Agencies and Individuals using Executive Aircraft services.

Policy: Inasmuch as the Executive Aircraft operation is located in the Department of Commerce to be used primarily for economic development purposes the following priorities have been developed for use of the Executive Aircraft:

- The use of Executive Aircraft by the Department of Commerce for economic development purposes shall take precedence over all other uses.
- If an Executive Aircraft is not being used by the Department of Commerce for economic development purposes, the aircraft may be used by the Governor or a State official who is employed by an agency that does not have its own aircraft and is traveling on State business.
- If an Executive Aircraft is used to attend athletic events or for any other purpose related to collegiate athletics, the rate charged shall be equal to the direct cost of operating the aircraft as established by the aircraft manufacturer, adjusted for inflation.

The rates to be charged for all users other than the Department of Commerce shall be:

Citation Bravo C-550	Airplane	\$770.00 per hour
Sikorsky S-76	Helicopter	\$770.00 per hour

\$325 per night will be charged for all flights requiring an overnight stay by the flight crew.

NORTH CAROLINA DEPARTMENT OF COMMERCE		POLICY # Aircraft 2
Title: Approval Process for Use of Executive Aircraft		
Effective Date: 7/1/99	Administering Authority:	
Revisions: NA	Assistant Secretary - Administration	
Statutory Authority (if applicable): NA		

Purpose: To outline the approval authority delegated by the Secretary of the Department of Commerce for the use of the Department's Executive Aircraft by Department staff.

Scope: All Department of Commerce Divisions/Boards/Commissions

Policy: The Secretary delegates approval for use of the Executive Aircraft by Department of Commerce staff as follows:

1. The Assistant Secretary for Economic Development may approve use of the aircraft for single day trips for business recruiting efforts: trips with potential clients on the passenger roster or present at destination; site visits; openings; and dedications.
2. The Assistant Secretary for Administration may approve use of the aircraft for travel:
 - Requiring overnight stay for business recruiting efforts. Such requests must include justification demonstrating the cost effectiveness of using Department aircraft in comparison with commercial airlines or an explanation of why time constraints or other factors dictate the use of the aircraft in comparison to other means of transportation.
 - By Department staff for purposes other than business recruiting that include the Governor and the Secretary or an Assistant Secretary of Commerce on the passenger list.
 - By Department staff for purposes other than business recruiting that do not include the Governor and the Secretary or an Assistant Secretary of Commerce on the passenger list. Such trips will only be approved with justification that:
 - Demonstrates the cost effectiveness of using Department aircraft in comparison with commercial airlines, and
 - Explains why time constraints dictate the use of the aircraft as opposed to other means of transportation.

Operation and Use of State Aircraft

This directive provides guidance regarding the use of state aircraft.

Scope

This directive applies to the use of all aircraft owned, leased, rented or chartered by the Commonwealth and piloted by licensed professional pilots of the Department of Transportation or rented aircraft piloted by Commonwealth employees whose job requires them to fly in the performance of their assigned duties.

Commonwealth Aircraft

Aircraft purchased or leased under Act 1984-164 are the responsibility of the Department of Transportation, Bureau of Aviation (Bureau). The Bureau is responsible for maintaining the aircraft operationally ready and properly crewed.

Priority of Flight Requests

The Governor shall have first priority in the use of Commonwealth Aircraft. The Lieutenant Governor shall have the next priority.

Statewide elected Commonwealth Officials, members of the Governor's Cabinet and Senior Staff, Board and Commission Chairpersons and legislative leadership will be considered next in priority on a first come, first served basis.

Flight requests for other legislators and other Commonwealth employees will be last in priority. Requests by other state employees must be approved by that employee's agency head or his/her delegate. Such flights will be scheduled on a first come, first served basis.

Criteria for Flight Requests

The agency, board, commission or legislative entity that is requesting aircraft services should first determine that use of Commonwealth aircraft is cost effective or otherwise necessary. PennDOT's Fly or Drive program located at www.flyvsdrive.com will assist travelers in their decision making process. Considerations should include whether:

- ✘ Use of Commonwealth aircraft is less expensive than use of commercial airline(s), or a combination of commercial airline(s) and ground transportation.
- ✘ Commercial flights are not available to reach the travel destination.
- ✘ Commercially available flights cannot accommodate travel-time constraints of Commonwealth official(s) or employee(s).
- ✘ Security of the Commonwealth official(s) counsels against the use of commercial airline(s) or other available forms of transportation.
- ✘ Use of Commonwealth aircraft is more cost effective than use of ground transportation (Fly or Drive Program).

The agency, board, commission or legislative entity that is requesting aircraft services should document in writing the reason(s) for choosing use of Commonwealth aircraft over other modes of transportation (this could include a printout of the calculation from the Fly or Drive Program). The justification for the use of Commonwealth aircraft shall be maintained by the agency, board, commission, or legislative entity making the request.

Passengers may also wish to look at scheduled flights to determine if a flight is already scheduled for their desired travel date/destination. In an effort to conserve fuel and reduce the per-passenger flight cost, Flight Services coordinates the sharing of flights whenever possible. To facilitate this effort Flight Services provides flight schedule information on the PennDOT Intranet. This information may be accessed by all state agencies. The schedule lists all scheduled flights (with the exception of the Governor's). The information includes flight times, destination and available seats. To access the schedule agencies would go to PennDOT's intranet site at dot.state.pa.us (no http or www), click on flight services availability listed under "our services" and then open the spreadsheet linked on that page. If there is a flight they are interested in sharing, they would then contact the Flight Services' Dispatcher.

Flight Requests

Requests for use of Commonwealth or chartered aircraft shall be directed to Flight Services, Bureau of Aviation, Department of Transportation, Capital City Airport.

Flight requests must be in writing and should be made at least 48 hours in advance.

Flight requests must include:

- ✘ The date(s) of the planned travel.
- ✘ The flight destination(s).
- ✘ The agency(ies) to be charged for the flight.
- ✘ The identity of all persons to be carried on the flight.
- ✘ Justification for the use of commonwealth aircraft.

The agency, board, commission or legislative entity submitting the flight request must certify that the flight is in furtherance of official Commonwealth business. All passengers on aircraft operated, chartered or rented for official Commonwealth business must be officials or employees of the Commonwealth or members of the public needed for the conduct of the official Commonwealth business for which the flight request is made. The agency, board, commission or legislative entity submitting the flight request will be responsible for determining whether the flight should include non-Commonwealth passengers and will be responsible for all charges incurred for including those passengers. For security reasons, the restrictions outlined above do not necessarily apply to travel by the Governor. The Governor's Office may seek full or partial reimbursement where appropriate. These procedures may be modified or waived by the Secretary of Transportation in the event of an emergency.

Changes to the flight request, including departure times, enroute stops, number or identity of passengers should be communicated to Flight Services as soon as possible. Last minute changes should be communicated to the aircraft pilot(s) by the agency's senior member on the flight.

Executive Agency Requests

In addition to the other provisions of this policy, the following shall apply to executive agency employees under the jurisdiction of the Governor:

- Each agency shall establish a process to approve and schedule the use of state aircraft. Approval and scheduling shall be made exclusively through the office of the agency head.
- In no event shall state aircraft be used to enable a state employee to commute to or from his or her residence to his or her assigned worksite.

Scheduling of Aircraft

The FSD will first schedule Commonwealth aircraft to handle flight requests if such an aircraft is operationally ready and can be properly crewed.

Flight requests which exceed Flight Services' equipment, personnel or other capability may be handled by the charter or rental of aircraft. Flight Services will verify that the Commonwealth could not provide adequate operationally ready or properly crewed aircraft to handle the flight request.

All passenger flights scheduled by Flight Services will use multi-engine aircraft with a crew of two pilots. Single engine aircraft may be used for aerial survey and other Commonwealth business and for transport of Bureau personnel as appropriate but may not be used to provide passenger flights for non-Bureau personnel unless approved by the Secretary of Transportation or the Deputy Secretary for Aviation.

Any passenger flights by helicopter chartered by the Bureau for operation under instrument flight rules will use multi-engine helicopters with two qualified pilots. Passenger flights conducted under visual flight rules may be made using single-engine helicopters and will have two qualified pilots whenever practical. The Bureau Director or his designee may authorize single pilot helicopter passenger flights.

Subject to the discretion of the Bureau Director or the Chief of Flight Services, Commonwealth aircraft should be scheduled for longer flights, with chartered or rented aircraft scheduled for shorter flights.

Charges and Billing

The Governor's Office shall pay to the Department a flat annual charge, in an amount to be agreed to, which will cover the cost of all travel by the Governor for official Commonwealth business.

All agencies under the Governor's jurisdiction will be assessed an annual membership fee equal to 2.25% of their travel budget to provide for all costs associated with the operation of Flight Services. In turn, these agencies will be provided with a reduced hourly rate for the use of the state aircraft. Agencies not under the Governor's jurisdiction are eligible to pay a set annual membership fee as determined by the Department of Transportation that would entitle them to the reduced hourly rate. Any entity authorized to fly on the state aircraft not paying an annual membership fee will pay an hourly rate established by the Department of Transportation that includes the full cost of the use of the aircraft.

Following the end of each fiscal year, any deficit or profit realized by Flight Services will be used to adjust the membership fee assessed to members in the following year. As necessary, Flight Services will assess a fuel surcharge in addition to the hourly rate to compensate for fuel cost increases. The Department will revise the fees charged periodically to reflect the costs associated with operating and maintaining the Commonwealth aircraft.

The agency, board, commission or legislative entity that is provided aircraft services by Flight Services will be charged for the ordinary and necessary expenses of the operation of the aircraft, reflected in the fee schedule in the appendix to this directive.

An agency, board, commission or legislative entity which cancels a flight less than 24 hours prior to scheduled take-off will be charged for aircraft and pilot mobilization time and any actual time flown, as well as any expenses incident thereto.

Payment for charges to an agency, board, commission or legislative entity that has been provided aircraft services will become due upon invoice.

Operation

Commonwealth aircraft or rented aircraft piloted by licensed Bureau personnel will be operated in accordance with the *Flight Services Flight and Maintenance Guidelines*.

Rented aircraft piloted by licensed Commonwealth personnel other than the Bureau's pilots will be secured through Flight Services and operated in accordance with the Aircraft Flight Manual, the Renter's Operations Manual or Rental Agreement, and applicable Federal Aviation Regulations.

Aircraft chartered by Flight Services and piloted by the charter company's pilots shall be operated in accordance with the Aircraft Flight Manual, the charter operator's FAA Approved Operations Manual and Federal Aviation Regulations Parts 119, 121, 135 and 137 as applicable.

State Airplane Fee Schedule Fiscal Year 2006-2007

Use of Aircraft by Governor and his staff:

Lump Sum Appropriation — A lump sum of \$100,000 shall be allocated from the budget of the Office of the Governor to be transferred to the Department as compensation for the use of Commonwealth aircraft by the Governor and his staff.

Use of Aircraft by other Commonwealth Agencies and Officials:

Membership Fee – All agencies under the Governor’s jurisdiction will be assessed an annual membership fee equal to 2.25% of their travel budget to provide for all costs associated with the operation of Flight Services. In turn, these agencies will be provided with a reduced hourly rate for the use of the state aircraft. Agencies not under the Governor’s jurisdiction are eligible to pay a membership fee comparable to a similar size agency under the Governor’s jurisdiction as determined by the Department of Transportation. This would then entitle the agency to the reduced hourly rate. Any entity authorized to fly on the state aircraft not paying an annual membership fee will pay an hourly rate established by the Department of Transportation that includes the full cost of the use of the aircraft.

Following the end of each fiscal year, any deficit or profit realized by Flight Services will be used to adjust the membership fee assessed to members in the following year.

Fuel Surcharge – As necessary, Flight Services will assess a fuel surcharge in addition to the hourly rate to compensate for fuel cost increases.

Pilot Charges — Charges for pilot services will be based on the individual pilots’ salaries. Individual salaries range from \$25.42/hr to \$29.02/hr. Pilot time up to the first eight hours is included in the aircraft hourly rate. The eight hours includes 1hour preflight for each pilot, the actual flight time for both pilots, wait time at the out location for both pilots, and ½ hour post-flight for each pilot. Pilot overtime, subsistence and pilot lodging costs will also be charged when applicable.

Aircraft Charges — The rate for use of the aircraft will be as follows:

	King Air 350	King Air 200
Members	\$ 895	\$ 895
Non-Members	\$2,480	\$2,480

Membership Fee:

Agencies under the Governor’s Jurisdiction: 2.25% of annual travel budget
 All others: A percentage of annual travel budget comparable to a similar size agency under the Governor’s jurisdiction, but not to exceed \$300,000

Other Fees —Landing fees at the out destination and any other costs incidental to the flight will also be charged to the aircraft user.

In response to your inquiry, the following is an excerpt of the '*Policies and Procedures*' section of the State of WV Aviation Division's standard operating procedures:

Authorization of use of state aircraft will be approved by:

1. Governor or his/her designated representative
2. Secretary of a Department or his/her designated representative
3. Director of Aviation

State aircraft will only be used in circumstances where the best interest of the state is served.

State owned aircraft are to be used by state employees and/or non-employees, as necessary or reasonable. Non-employees are agents, brokers, clients, prospective clients, persons involved in missions of mercy, or other persons outside the state government of the State of West Virginia who have a connection with state business.

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Dave Yost • Auditor of State

OHIO DEPARTMENT OF TRANSPORTATION – OFFICE OF AVIATION

FRANKLIN COUNTY

CLERK'S CERTIFICATION

This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.

Susan Babbitt

CLERK OF THE BUREAU

CERTIFIED
SEPTEMBER 6, 2012