

Aviation Services Bureau

Policy and Guidelines for Use of State Aircraft

TITLE: Policy and Guidelines for Use of State Aircraft - Effective April 07, 2011.

PURPOSE: To provide State entities with a policy and guideline document that delineates the permissible use of state aircraft on and after April 07, 2011 and until further notice.

POLICY: It is the Policy of the General Services Department (GSD), Transportation Services Division (TSD) that all aircraft flights will be for "Official Use Only," and that all monies used to pay for these services must be generated from a State of New Mexico funded entity.

Effective FY14, pursuant to state statute 15-9-4, NMSA, 1978, "Travel Charges," all fees charged to entities will offset the amount needed to cover the costs associated with fuel consumption and depreciation costs. The remaining operational costs will be covered through a General Fund appropriation. Fuel Costs are based on actual market rates while depreciation costs are determined at a rate of \$494.00 per flight hour.

Effective FY15, based upon interpretation from GSD independent auditors of NMSA 1978, Section 15-9-4, and NMAC Section 1.5.5.1, because the aircraft has been fully depreciated, only fuel expenses will be the basis for the aviation rate structure.

Only "Authorized Passengers" will be allowed to travel on state aircraft. An authorized passenger will consist of an elected or appointed State official; law enforcement officer; persons acting on behalf of or in the service of the State of New Mexico, its political sub-divisions or institutions (in any official capacity that directly adds to the furtherance of State business); persons in the custody or care of the State; medical and healthcare providers authorized by the State; and, licensed foster parents providing care for children in the custody of the State. The requesting entity is required to submit a list of all proposed passengers to the Aviation Services Division (ASB) identifying their role in the travel prior to the actual flight

CURRENT APPROVED RATES: King Air – Fuel Costs - As an example a one hour flight at \$5.50/ per gallon would cost an agency \$495.00 for fuel.

GUIDELINES: Until further notice from the Office of the Governor, the use of State Aircraft is permissible only if one or more of the following criteria can be satisfied:

ESSENTIAL SERVICE: A requesting entity may utilize state aircraft to perform essential services or missions that are considered to be "high priority" by the Governor's Office, and the Secretary of GSD, or their designee(s) where the services or missions cannot be accomplished in a timely or cost-effective manner by using other modes of transportation. Primary factors that require consideration are: the requesting entities' primary responsibility and need to provide essential services in outlying areas of the state on a timely basis, and high prioritization of services.

EMERGENCY RESPONSE: Subject to the approval of the Governor's Office, entities may utilize state aircraft to respond to emergency situations that fall within the responsibility of the requesting entity. The Governor's Office and the Secretary of GSD, or their designee(s) shall determine when an emergency exists.

SURVEILLANCE ACTIVITIES: An authorized entity may utilize state aircraft to perform surveillance activities such as fire suppression, aerial photography, mapping or law enforcement where those activities fall within the entities' mission and responsibilities.

COST EFFECTIVENESS (MULTI-PASSENGER TRANSPORTATION): An entity may utilize state aircraft to transport three (3) or more passengers on state official business when it is more cost-effective to do so, considering the cost of alternate modes of transportation, including, the costs of per diem, mileage and lost staff productivity. In each such case, the entity shall request that the Aviation Services Bureau attempt to schedule other approved entities on the same flight to maximize the use of seating capacity on each flight. Flexibility in scheduling shall be required to achieve these efficiencies.

HEALTH AND SAFETY CONSIDERATIONS: Subject to the approval of the Governor's Office, in addition to the foregoing, an entity may utilize the state's aircraft when the Governor's Office and the Secretary of GSD or their designee determines that the travel in question is essential to the health, safety and welfare of the state or the operation of state government.

Aviation Services Bureau Coordination: Every reasonable effort will be made by the GSD/TSD/Aviation Services Bureau to coordinate travel and to schedule flights to common destinations on coordinated routes in order to maximize the cost efficiency of state aircraft utilization. The coordination of schedules and flights will spread the cost per flight hour among the authorized users and save operational costs. Please contact the GSD/TSD/Aviation Services Bureau for flight scheduling information (505-827-1960).

Documentation: Prior to each scheduled flight, each agency must submit a State Aircraft Use Form to the Aviation Services Bureau identifying the criteria relied on for the flight, with supporting facts, signed by the requesting Cabinet Secretary, his or her authorized delegate or by the senior executive head of an authorized entity. Once all documentation is received in the Aviation Services Bureau, the request will be reviewed by the division acquiring final approval