

TEXAS STATE TECHNICAL COLLEGE
STATEWIDE OPERATING STANDARD

No. GA 1.11	Page 1 of 5	Effective Date: 08/31/15
DIVISION:	General Administration	
SUBJECT:	Passenger Transportation on TSTC Aircraft	
AUTHORITY:	Government Code, Title 10, Chapter 2205, Minute Order #97-00	
PROPOSED BY:	<i>Original Signed by Tom Hooker</i>	
TITLE:	Executive Director for Governance, Risk, and Compliance	Date: 08/31/15
RECOMMENDED BY:	<i>Original Signed by Jonathan Hoekstra</i>	
TITLE:	Vice Chancellor & Chief Financial Officer	Date: 08/31/15
APPROVED BY:	<i>Original Signed by Mike Reeser</i>	
TITLE:	Chancellor	Date: 08/31/15

STATUS: Approved by Chancellor 08/31/15

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 Proposed 09/11/00

POLICY

The airworthy aircraft fleet administrated by Texas State Technical College is designated for “Flight Training” purposes. However, so long as a flight is primarily for training purposes, passengers may travel on Texas State Technical College aircraft if the travel is incidental to training and is consistent with applicable operating requirements.

PERTINENT INFORMATION

The airworthy TSTC aircraft fleet is subject to Government Code, Title 10, Chapter 2205, the *State Aircraft Pooling Act*. Other state statutes, as they may be enacted, may also be applicable.

TSTC is only authorized to utilize its aircraft fleet for training purposes. Thus, all TSTC flights are training flights.

Section 2205.31 (b) of the *State Aircraft Pooling Act*, charges TSTC with utilization of its fleet as follows, “Each agency shall use state-owned aircraft to the extent feasible.”

State statute calls for TSTC to be efficient in its travel expenditures. Specifically, it requires that TSTC minimize the amount of travel expenses paid or reimbursed by the agency. TSTC is required to ensure that each travel arrangement is the most cost effective considering all relevant circumstances.

Section 2205.037 of the *State Aircraft Pooling Act* provides that:

1. A person may not use a state-owned aircraft solely for political purposes or spend state funds for the use of an aircraft solely for political purposes.
2. A person who violates this section is civilly liable to the state for the costs incurred by the state because of the violation.

TSTC aircraft that are powered by turboprop or jet engines will be collectively referred to as “turbine aircraft” throughout this Statewide Operating Standard and any related Campus Standard Operating Procedures.

Should any provisions herein conflict or contradict State or Federal statutes or regulations, the State or Federal statutes or regulations prevail.

DELEGATION OF AUTHORITY

The Chairman of the Board of Regents holds the authority to approve all training flights that include passengers on TSTC turbine aircraft. The Chairman may delegate this authority to various Regents or other designees within TSTC.

The Program Chair of the Air Pilot Training (APT) program has final authority to determine if any proposed flight that includes passengers fits within the training program and will be allowed.

The Chief Flight Instructor who oversees advanced flight instruction has final authority to decide if any proposed flight that includes passengers shall be made considering weather conditions, aircraft equipment, or other factors pertinent to the successful completion of the flight.

OPERATING REQUIREMENTS

Turbine Aircraft Authorization

Training flights that include passengers on TSTC turbine aircraft require the written authorization of the Chairman of the Board of Regents, or his/her designee. Such authorization must be provided on a specified form by the initiating party to the Air Pilot Training Program in advance of the proposed flight. No flights in turbine aircraft that include passengers will take place without this advance written authorization. This paragraph applies only to TSTC turbine aircraft.

No flights that include passengers on TSTC turbine aircraft are authorized unless at least four passengers will be transported on at least one leg of a planned flight. This paragraph applies only to TSTC turbine aircraft.

Note: Enrolled APT program students and members of the APT program faculty are not considered “passengers” subject to the requirements of this Statewide Operating Standard unless their presence on the aircraft is primarily for transportation purposes.

Permitted Passenger Flights

Passengers are permitted on TSTC aircraft if, and only if:

1. the flight is primarily for flight training, and
2. the flight is not disruptive to the overall TSTC flight training program, and
3. the flight is a necessary portion of the student-pilot's training curriculum, and
4. the student pilot enjoys academic benefit from the flight, and
5. the flight is otherwise in compliance with all applicable rules and regulations of TSTC, the state and the Federal Aviation Administration (FAA).

Authorized Passengers

The following passengers are permitted on TSTC aircraft:

1. TSTC employees who are traveling on official business;
2. persons in the company of TSTC employees whose transportation furthers the official business of TSTC; or
3. other persons specifically designated by the Texas Aircraft Pooling Board.

The following passengers are not permitted on TSTC aircraft:

1. family members of authorized passengers;
2. persons whose transportation does not directly further the official business of TSTC; or
3. persons whose travel purpose is contrary to this Statewide Operating Standard.

Authorized Travel Purposes

Transportation on TSTC aircraft is for official business purposes only and is incidental to TSTC's primary training purpose. TSTC may not provide aircraft transportation to a passenger if the passenger is to be transported to or from a place where the passenger:

1. will make or has made a speech not related to official state business;
2. will attend or has attended an event sponsored by a political party;
3. will perform a service or has performed a service for which the passenger is to receive an honorarium;
4. will attend or has attended an event at which money is raised for private or political purposes; or
5. will attend or has attended an event at which an audience was charged an admission fee to see or hear the passenger.

No transportation on TSTC aircraft may be provided for personal or private purposes.

Authorized Destinations

TSTC may not provide passenger transportation to a destination unless:

1. the destination is not served by a commercial carrier; or
2. the time required to use a commercial carrier interferes with passenger obligations; or
3. the number of passengers traveling makes the use of state aircraft cost-effective.

Aircraft Flight Logs

An Aircraft Flight Log for all TSTC flights will be kept and will be available for inspection. The Flight Log must contain the flight itinerary, the name of the instructor and student pilot, the names of any passengers, a detailed explanation of the purpose of the flight, and the total aircraft time logged. An electronic compilation of Aircraft Flight Logs will be forwarded to the Vice Chancellor of Finance on a monthly basis. After review, the Vice Chancellor of Finance will forward the electronic compilation of Aircraft Flight Logs to the Legislative Budget Board.

All TSTC campuses administering the APT program will also forward to the Vice Chancellor of Finance a copy of the monthly Aircraft TACH Cards covering turbine aircraft operations.

FAA Regulations

All TSTC training flights that include passengers will be conducted under Federal Aviation Regulations (FAR) Part 91 flight rules.

Rates and Billing Procedures

When passengers are present on TSTC training flights, the passengers are solely responsible for the direct expenses of the flight but not the expense of the flight instructor. These direct flight expenses will be billed by APT to the TSTC department account designated, in advance, by the passenger(s).

When passengers are transported on TSTC training flights, the student pilot is not liable for a per-hour expense of the aircraft. The student pilot is, however, liable for other routine flight expenses including, but not limited to, the cost of the flight instructor.

The TSTC APT program (or other TSTC department charged with the administration of TSTC aircraft) shall adopt rates for aircraft-flight-time-with-passengers that are sufficient to recover, in the aggregate and to the extent possible, all direct aircraft operating costs. In no case may the rates charged to TSTC departments for aircraft flight time be less than 80 percent of the rate which is routinely charged to APT students.

Report to the Board of Regents

A quarterly report will be issued by the Chancellor's Office to the Board of Regents on the use of TSTC turbine aircraft. Such report shall include the total number of hours of operation of the aircraft, the percentage of use exclusively for training purposes, the percentage of use that included passenger transportation on training flights, and the charge to TSTC for passenger-carrying training flights. Additionally, the quarterly report will have attached as exhibits a copy of the TACH Cards covering the quarter's turbine aircraft operations and copies of all Aircraft Flight Logs for passenger transportation on TSTC turbine aircraft.

Other Requirements

All state laws, rules, regulations and policies regarding employee use of air transportation apply in addition to the specific requirements set out above.

PERFORMANCE STANDARDS

1. All operating requirements of the Statewide Operating Standard are complied with at all times.

2. No training flights carrying passengers in TSTC turbine aircraft are conducted without the written authorization of the Chairman of the Board of Regents, or his/her designee.

3. The required quarterly report on the use of TSTC turbine aircraft is provided to the Board of Regents in a timely manner.