



Ohio Administrative Code

Rule 3337-47-30 University air transportation.

Effective: July 30, 2016

The version of this rule that includes live linksto associated resources is online at

<https://www.ohio.edu/policy/47-030.html>

(A) Overview

This policy establishes the process for using aircraft operated by the air transportation service department ("ATS") of Ohio university airport operations.

This policy is intended to ensure:

- (1) Air travel safety during university business.
- (2) The use of university owned aircraft when available and cost effective.
- (3) All university travel needs are accomplished efficiently and in a timely manner.
- (4) Conformance to all applicable federal aviation regulations.

University personnel are encouraged to consider university owned and operated aircraft for business travel. The air transportation service department has several tools available to efficiently plan your air travel needs. In many cases flying on university aircraft is more cost effective and greatly reduces time away from home when compared to other modes of transportation. Travel on university owned aircraft also supports the university's academic mission by using student co-pilot interns. Students in the department of aviation's flight training program are provided an opportunity to receive training and build valuable flight time and experience in the university's advanced aircraft.



If ATS cannot accommodate your air travel needs, please see policy 47.020 for further information.

ATS will maintain detailed information on aircraft, services, and contact information online, linked through <https://www.ohio.edu/airport/>.

(B) Rates for use

Air travel fees are calculated using an hourly rate times the number of flight hours (from the time of takeoff to the time of landing). Traffic delays, routing changes due to weather, and diversions may increase the travel time and associated costs above the initial estimates.

ATS will be reimbursed for providing transportation from a valid account within the university accounting system. The responsibility for verifying that a flight has been scheduled for the purpose of conducting official university business shall rest with the administrative budget head to whose account the expense for the flight has been charged.

Please contact airport operations at 597-2600 for travel cost estimates.

(C) Additional fees

If ground wait time at destination is in excess of eight hours, hotel room(s) could be charged to the customer to ensure that the crew is adequately rested for the return trip. See also part (E) ("Longer Duration Trips") of this policy.

On an overnight stay, the customer will be charged for hotel rooms, meals, and ground transportation for the crew.

The customer will be charged for all destination airport and fixed base operator ("FBO") fees. These fees may include landing, ramp, hanger, and servicing. Several of these fees can be avoided or reduced by flying to smaller airports. ATS staff can help to determine which airport best fits your needs.

(D) Schedule and reservations



In order to learn whether aircraft and crews are available for planned trips, and, if they are, to make a reservation:

(1) Call airport operations at 597-2600 or 2602

(2) State the purpose of the flight and give the required itinerary.

(3) Give the names of the passengers who will be making the flight.

(4) Give the university account number(s) to which expenses for the flight will be charged and the name of the administrative budget head who has authorized the flight. Expenses may be shared by providing the account numbers of those departments participating and the percentage that should be charged to each.

(E) Longer duration trips

Trips that require over a fourteen-hour duty day for the pilots will require at least one of the following for safety:

(1) Eight hour rest time and possible hotel charge

(2) Overnight stay

(3) Airport director or chief pilot approval

Decisions regarding crew duty times will be in accordance with the air transportation service department's operating manual and FAA regulations.

ATS staff will estimate the total cost and flight time required and will confirm the flight if an aircraft is available. An e-mail reminder will be sent to the person reserving the aircraft on the day before the trip occurs.



ATS has several resources to help accommodate ground transportation, catering, meeting rooms, and hotels at your destination. A physical address of the meeting location will also help us to recommend the most economical and accessible airport for landing.

(F) Priority rights

Aircraft are scheduled on a first-come, first-served basis, except that the president has priority rights. The president may grant priority rights categorically to other departments, or may approve priority rights on a case-by-case basis. A trip with priority rights status will take precedence over a previously scheduled trip.

In cases where priority rights have been exercised, ATS will consider several options to fulfill its obligation to the original customer. This could include repositioning the aircraft, exploring alternate departure times, or utilizing the services of an outside charter company.

(G) Holds

A customer may place a hold on an aircraft for a specific date and time if a trip is expected, but cannot yet be confirmed. A hold will grant that customer first-right-of-refusal if another customer or department wishes to reserve the aircraft. In such cases, the department requesting the hold will be given twenty-four hours from the time of notice to either confirm their trip or release the aircraft for another customer's use. The air transportation service department will exhaust all means to resolve these multiple service requests and can usually find a solution to accommodate both parties wishing to travel by air.

(H) Cancellations

If a customer reserves or holds a plane, and then cancels six days or less prior to the date of the trip, a five hundred dollar cancellation fee will be assessed.

If a customer reserves or holds a plane, and then cancels seven to fourteen days prior to the date of the trip, a two hundred fifty dollar cancellation fee will be assessed.



(I) Pertinent trip information

Destinations should be selected with airports having adequate approach facilities, assuring the maximum probability of completing the trip as planned. ATS staff will gladly make recommendations in regard to appropriate facilities.

When unable to land at Ohio university airport (UNI) upon return from a trip, an alternate airport will be selected by the pilot after consultation with the passengers. Usually, the crew will rent a vehicle and bring the passengers to Athens if the alternate is nearby, such as Columbus or Parkersburg. There will be no charge to the passengers or department for the vehicle; however, the original charge for the trip will be assessed to the department.

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