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Announcement: FY09 Wisconsin Air Services Transportation Rates

Effective: November 1, 2008
Destroy Date: June 30, 2009

Air Services transportation rates are on a statute mileage basis per aircraft with a wait time charge. Regardless of the number of passengers on a flight, the rate for transportation will be determined on this basis. If more than one agency uses a flight, the rate will be split among agencies according to pro-rated use. Wisconsin Air Services will suggest to agencies possibilities for combined flights to reduce costs.

In order to provide complete air travel service availability for all state users, the Department of Administration has contracted for backup air charter through companies operating under Federal Aviation Regulation Part 135, Air Taxi Service. (See Department of Administration Announcement, Wisconsin Air Services Transportation, Aircraft Charter/Lease Procedures.)

All Madison-based state agencies are required to schedule all air transportation services through Wisconsin Air Services. Wisconsin Air Services will schedule requested service on state aircraft or provide for contracted service. When unable to provide service for any reason, a certificate of nonavailability will be issued and only under this condition will agencies be allowed to seek alternative air services on their own. This announcement does not apply to commercial airline travel.

State agencies, which are billed for air services charged directly or indirectly to the Federal government, should be advised that federal cost principles prohibit the cost of travel via state-owned, leased, or chartered aircraft to the extent it exceeds the cost of allowable commercial air travel except under specific circumstances listed in the principles.

Rates for State-Owned Aircraft*

Aircraft	Seats	Statute Mile Rate
Pilatus (PC-12)	9	$4.20/s.m.
King Air	9	$6.50/s.m.

Wait time on the ground charged at $30.00 per hour plus actual expenses incurred.

*Rates for backup charter are comparable and listed in detail at Wisconsin Air Services.

Aircraft Charter/Lease Procedures

The Department of Administration provides, under s. 16.04, air transportation for state officials and employees in the conduct of state business. The Department is charged with insuring optimum efficiency in providing such transportation and accomplishes this task through Wisconsin Air Services.

In order to provide complete air travel service availability for all state customers, the Department of Administration has contracted for backup air charter through companies operating under Federal Aviation Regulation Part 135, Air Taxi Service.

In an effort to provide customer convenience for all non-commercial air travel, Madison-based state agencies will be obligated to schedule all air transportation through Wisconsin Air Services. If the flight cannot be accommodated on state-owned aircraft, Wisconsin Air Services will schedule through the backup charter contractor.

1. The contractor will invoice all flights to Wisconsin Air Services, who will process for immediate payment. Wisconsin Air Services will assess the user agency a scheduling fee of $50 per flight.

2. The user agency will be billed through the monthly General Services Billing System and the detail will include: cost of service, service provider (Wisconsin Air Services or backup charter), aircraft type, itinerary, passenger(s) name, and wait time cost.

3. Wisconsin Air Services will continue to suggest possibilities for combined flights to reduce costs.

4. When service cannot be provided, a certificate of nonavailability will be issued to the customer by Wisconsin Air Services covering the specific service request. Only under this condition will agencies be allowed to seek alternative air service on their own according to standard procurement procedures.

5. All leases of general aviation aircraft/helicopter by any state agency for any purpose will be first approved by the Administrator, Division of Enterprise Operations, Department of Administration.

This announcement does not apply to commercial airline travel.

For all scheduling and cost information for Wisconsin Air Services, contact Ron Zweifel at (608) 246-4328 or ron.zweifel@wisconsin.gov.