

DIVISION OF AERONAUTICS

Chapter Aer 4

**USE OF AIRCRAFT OWNED, OPERATED OR LEASED
BY THE DEPARTMENT OF TRANSPORTATION,
DIVISION OF AERONAUTICS.**

Aer 4.01 Scope and purpose

Aer 4.02 Aircraft available for use; billing procedures

Aer 4.03 Booking procedures; priorities

Aer 4.01 Scope and purpose. The purpose of this chapter is to establish the conditions governing the exercise of administrative discretion conferred by section 114.316, Wis. Stats. concerning the use of aircraft owned, operated or leased by the department of transportation, division of aeronautics in transporting persons and property of state institutions, departments or officials or of members of the legislature. This chapter does not apply to departmental aircraft used by the division of aeronautics in carrying out its assigned program responsibilities or used exclusively by the divisions of motor vehicles and highways for law enforcement, aerial photography or other engineering purposes.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77.

Aer 4.02 Aircraft available for use; billing procedures. (1) Aircraft owned, operated or leased by the department of transportation, division of aeronautics are available for use by state officers, institutions, departments and agencies in accordance with this chapter.

(2) The institution, department or agency booking the aircraft shall be responsible for payment of all charges incurred. However, when 2 or more institutions, departments or agencies share the same flight, the division of aeronautics will upon request, prorate the charges among the users.

(3) When departmental aircraft are used for political campaign purposes in accordance with section 11.37, Wis. Stats., the division of aeronautics shall bill the booking institution, department or agency for all charges incurred. The person using the aircraft for political campaign purposes shall be responsible for reimbursing the state treasury in the amount prescribed by the secretary of administration under section 11.37, Wis. Stats.

(4) The division of aeronautics may refuse to honor any aircraft request from any state institution, department or agency which has failed or refused to pay any overdue aircraft use charges incurred under this chapter.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77.

Aer 4.03 Booking procedures; priorities. (1) State institutions and agencies shall book aircraft flights through the air transportation service center of the division of aeronautics. If state-owned aircraft are unavailable, the division of aeronautics may, upon request, attempt to rent or lease aircraft from commercial sources. In such

cases, the using institution, department or agency will be billed directly for the aircraft charges.

(2) The air transportation center shall establish charges on a flight mile basis from the aircraft's home base, and charges for pilot's time and expenses.

(3) Requests for aircraft use shall be filled in the order in which they are received, except that:

(a) Requests made by the governor shall have priority over any other non-emergency request; and

(b) Requests made in emergency situations, including but not limited to search and rescue operations, shall have priority over all other requests.

(4) The air transportation service center is solely responsible for determining on the basis of weather, mechanical conditions or airport facilities and conditions whether any flight is flown.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77.