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# STATE AIRCRAFT POOLING BOARD

## SELF-EVALUATION REPORT

Submitted to the  
SUNSET ADVISORY COMMISSION

AUGUST 13, 1999

Jerry Daniels  
Executive Director



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## **State Aircraft Pooling Board Self-Evaluation Report**

### ***I. Key Functions, Powers, and Duties***

Please provide the following information about the overall operations of the agency. More detailed information about individual programs will be requested in a later section.

<b>A. Provide an overview of the agency's mission, key functions, powers, and duties. Specify which duties are statutory.</b>
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The State Aircraft Pooling Board was created in 1979 by the Sixty-sixth Legislature to establish and operate a pool for the custody, control, operation, and maintenance of aircraft owned or leased by the state [TEX. GOV'T CODE ANN. §2205.032 (a)]. There are two primary missions. One is to provide air transportation services to state officials and employees traveling on official state business. The second is to provide ground services (i.e. maintenance, repair, fuel, oil and hangar space) for aircraft owned by the agency as well as aircraft operated by other state agencies.

Three functions enable the agency to carry out its missions. These functions include administration, aircraft operations and ground services. The administrative function provides support to the Board, aircraft operations and maintenance. The support provided includes executive administration, planning and budgeting, accounts payable and receivable, personnel/payroll, data processing, managerial/cost accounting, and records administration. Aircraft operations serves the major function of the agency, to provide safe, cost effective air transportation for state officials and employees. The ground services function allows for aircraft maintenance and repairs, avionics and line service. These areas include not only services to SAPB aircraft, but also to aircraft operated by other agencies. In addition, ground services are offered to state aircraft not based in Austin when official business brings them to the Austin area.

Statutorily identified powers and duties of the agency are as follows:

H.B. 1, 75<sup>th</sup> Leg., R.S., article IX-66, Sec. 21 (e)

The SAPB shall purchase liability insurance for all state agencies operating state owned aircraft and shall be reimbursed by those agencies on a pro-rata basis.

H.B. 1 75<sup>th</sup> Leg., R.S., article IX-66, Sec. 21 (i)

All rates charged for interagency aircraft services shall be approved by the SAPB.

H.B. 1 75<sup>th</sup> Leg., R.S., article IX-67, Sec 21 (2)(a)

Lease or rental of aircraft or helicopters by any state agency shall be authorized by the SAPB.

TEX. GOV'T CODE ANN. §2205.038 (a)(1)

The board shall prepare a manual that establishes minimum standards for the operation of aircraft by state agencies.

TEX. GOV'T CODE ANN. §2205.039 (a)(1)

SAPB shall create and maintain a travel log for gathering information about the use of state operated aircraft.

**B. Does the agency's enabling law correctly reflect the agency's mission, key functions, powers, and duties?**

The Texas Government Code Annotated, Chapter 2205 accurately reflects this agency's mission, key functions, powers and duties.

**C. Please explain why these functions are needed. Are any of these functions required by federal law?**

The functions provided by the SAPB are necessary and essential to the State. The agency performs many activities including purchasing and leasing of aircraft for state operation, acquiring and maintaining facilities for storing aircraft, purchasing liability insurance for all state owned aircraft, performing all scheduled maintenance and other repairs as needed and performing scheduling of flights. By pooling the aircraft together and having these activities performed by a central agency the cost of operating all state aircraft is reduced. Maintenance records for all state aircraft are maintained in a like form, and scheduling of aircraft is more efficient.

With respect to flight availability and scheduling, the SAPB has the ability to travel directly to remote locations in Texas where commercial flights might require the official/employee to incur a layover, rent a car to reach their final destination and most likely stay overnight due to limited return flight availability. When traveling via car, the official/employee would likely incur expenses for lodging, mileage and employee travel time. When taking the expenses of car rental, lodging, mileage and employee travel time into consideration during planning of a trip, more often than not, the SAPB can get the job done more economically. The flexibility the agency provides regarding departure and arrival times virtually eliminates down time for the traveler resulting in fewer overnight trips and less employee time wasted.

Overall, the existence of the agency serves to reduce state expenditures where aircraft operation, maintenance and travel are concerned.

This agency is not required by federal law to provide these functions.

**D. In general, how do other states carry out similar functions?**

The states of Kentucky, New Mexico and Colorado were found to have agencies or departments of agencies that take care of state owned aircraft and related flight operations. Each of these states operations is discussed below.

The State of Kentucky's Division of Air Transport was developed to manage the Capital City Airport, oversee the maintenance and care for all state-owned aircraft, and control the scheduling and operational use of state aircraft including charters. There are six aircraft available for passenger service. We were unable to verify how many aircraft are owned statewide and whether or not their maintenance oversight would include aircraft owned by other state agencies.

The state of New Mexico's General Services Department has the Transportation Services Division. This division houses the Aviation Services Bureau. Based on our research we were able to verify that New Mexico has three state aircraft available for state employee use and the Aviation Services Bureau handles flight scheduling. However, we were unable to determine to what extent aircraft are serviced by this entity.

The state of Colorado was also found to have state aircraft available for state employee use. The Aircraft Section of the Colorado State Patrol administers the operation of the state's pool of aircraft. It appears that this section takes care of flight operations exclusively. The Aircraft Section has five passenger aircraft available. Whether or not the state maintains the aircraft as we do here in Texas is not known.

Due to time constraints, our research did not cover all fifty states. While these three states have agencies or divisions of agencies that provide some of the services our agency provides, only Kentucky appears to have an actual agency that publicly states they take care of all state-owned aircraft.

**E. Describe any major agency functions that are outsourced.**

The SAPB does hire people on a contract basis. Our prior Executive Director, Bob Dulaney has been retained via contract for consulting purposes and to assist in the relocation of the airport to Austin Bergstrom International Airport. When there is a heavy load of repairs/maintenance to be done it is more cost effective to bring in a contract aircraft mechanic since these peak periods do exist but do not warrant hiring a full time employee. We also operate a blue pilot program. This program provides us with contract pilots to fly as co-pilots for a very reduced rate. Basically a blue pilot is a pilot that is fully licensed but in need of logging flight hours to become more marketable. Occasionally, our flight load has all pilots booked with passenger planes still available and calls for flights still coming in. In this instance, the agency will contract Captains to pilot our aircraft to cover these flights.

**F. Discuss anticipated changes in federal law and outstanding court cases as they impact the agency's key functions.**

To the best of our knowledge, there are no anticipated federal law changes or outstanding court cases that affect our agency's key functions.

**G. Please fill in the following chart, listing citations for all state and federal statutes that grant authority to or otherwise significantly impact the agency. Do not include general state statutes that apply to all agencies, such as the Open Records Act, the Open Meetings Act, or the Administrative Procedure and Texas Register Act. Provide the same information for Attorney**

General opinions from FY 1995 - 1999, or earlier significant Attorney General opinions, that affect the agency's operations.

<b>State Aircraft Pooling Board Exhibit 1: Statutes/Attorney General Opinions</b>	
<b>Statutes</b>	
<b>Citation/Title</b>	<b>Authority/Impact on Agency</b> (e.g., "provides authority to license and regulate nursing home administrators")
TEX. GOV'T CODE ANN. Ch. 2205	Enabling statutory authority for the existence of the SAPB.
TEX. GOV'T CODE ANN. §2205.035	The board by interagency contract may lease state-owned aircraft to state agencies authorized to operate state aircraft.
TEX. GOV'T CODE ANN. §2205.038 (a)(1)	Prepare a manual that establishes minimum standards for the operation of aircraft by state agencies.
TEX. GOV'T CODE ANN. §2205.039 & .041	The SAPB, together with the LBB, shall establish specific formats for the annual reporting of state operated aircraft costs and utilization.
TEX. GOV'T CODE ANN. §2205.042	The board must approve all pilots who are to operate state owned aircraft other than instructional/training aircraft.
H.B. 1, 75 <sup>th</sup> Leg., R.S., art. IX-66, Sec. 21 (1)(c)	SAPB must approve purchasing of replacement aircraft by agencies listed in (1)(b).
H.B. 1, 75 <sup>th</sup> Leg., R.S., art. IX-67, Sec. 21 (1)(e)	Authorizes the agency to purchase liability insurance for all state owned aircraft
H.B. 1, 75 <sup>th</sup> Leg., R.S., art. IX-67, Sec. 21 (1)(f)	All Austin-based, state operated aircraft must use SAPB facilities.
H.B. 1, 75 <sup>th</sup> Leg., R.S., art. IX-67, Sec 21 (1)(I)	Rates charged for interagency aircraft services shall be approved by the board.
H.B. 1, 75 <sup>th</sup> Leg., R.S. art. IX-67, Sec. 21 (2) (a)	Provides the agency oversight authority requiring all agencies to obtain SAPB approval for any lease or rental of aircraft or helicopters.
<b>Attorney General Opinions</b>	
<b>Attorney General Opinion No.</b>	<b>Impact on Agency</b>
DM-436	Confirms SAPB authority to own and operate an airport for the use of state aircraft.

<b>H. Please fill in the following chart:</b>			
<b>State Aircraft Pooling Board Exhibit 2: Agency Contacts</b>			
	<b>Name</b>	<b>Address</b>	<b>Telephone Number Fax Number E-mail Address</b>
<b>Agency Head</b>	Jerald A. Daniels	10335 Golf Course Rd.	Phone 512/936-8900 fax 512/936-9169 jerry.daniels@shield.com
<b>Agency's Sunset Liaison</b>	Jerald A. Daniels	10335 Golf Course Rd	same as above

## *II. History and Major Events*

**Provide a timeline discussion of the agency's history, briefly describing the key events in the development of the agency, including:**

- the date the agency was established;
- the original purpose and responsibilities of the agency;
- major changes in responsibilities or statutory authority;
- agency/policymaking body name and composition changes;
- the impact of state/federal legislation, mandates, and funding;
- the impact of significant state/federal litigation that specifically affects the agency's operations; and
- key organizational events and areas of change and impact on the agency's organization (e.g., a major reorganization of the agency's divisions or program areas).

See History and Major Events Examples or [click here to link directly to the examples](#).

1979 The Texas Legislature created the State Aircraft Pooling Board. The board was charged with operating a pool for the custody, control, operation and maintenance of aircraft owned or leased by the state. Although this legislation passed, no funds were appropriated for operation.

1981 The Legislature appropriated funds to staff the agency, purchase aircraft and to acquire land and build the initial facilities adjoining Austin's Robert Mueller Airport.

1983 The Legislature gave the board authority to authorize expenditures for all rental or lease of aircraft to state agencies. Authority to purchase liability insurance for all state-owned aircraft was also provided.

The Legislature also appropriated funds to purchase additional property at Robert Mueller Airport and construct a second storage hangar, an aircraft maintenance hangar and additional office and passenger lounge. The maintenance function was greatly expanded at this time. Maintenance tools and equipment, and an inventory of replacement parts were acquired

1985 The Legislature instructed the board to insure the rates set for interagency aircraft services were sufficient to recover the direct costs of the services provided.

1987 The Legislature appropriated an additional 1.08 million to the State Purchasing and General Services Commission and authorized the sale of 2.7 million in revenue bonds to complete construction of the SAPB facility.

1989 The Legislature instructed the board to work with the Legislative Budget Board and the State Auditor's Office to develop standardized forms and procedures with regard to travel logs, utilization reports and billing for passenger travel. Additionally, the SAPB was directed to develop an Aircraft Operations Manual governing aircraft operated by state agencies.

1993 The Legislature repealed V.A.C.S. Art. 4413(34b) and created TEX.GOV'T CODE ANN. CH. 2205 Aircraft Pooling.

1995 The General Services Commission was appropriated \$300,000 for project analysis, planning and design of a new facility for the relocation of the Aircraft Pooling Board to Austin-Bergstrom International Airport.

The United States Congress passed the Independent Safety Board Act Amendments, Public Law 103-411, which substantially changes definitions and requirements for government-owned aircraft. The law became effective April 23, 1995. According to our understanding of the law, the SAPB can operate under Federal Aviation Regulations (FAR) Part 91, as long as we are paid wholly by other state agencies. However, reimbursement by other entities would, according to the new definitions, comprise flying for "commercial purposes" and subject our operations to FAR Part 135. Operations under

FAR Part 135 would require us to add a separate inspection division to our maintenance section, require additional personnel for increased paper work and training requirements, and cost at least \$30,000 per aircraft for additional equipment. Therefore, all flights booked must be paid for with state funds so that the SAPB operates under the parameters of FAR Part 91.

1997 The Texas Legislature authorized the issuance of approximately 7.0 million in bond proceeds for the relocation of the Aircraft Pooling Board to Austin-Bergstrom International Airport. An estimated amount of 5.0 million in property sale proceeds was also appropriated for the same purpose. These monies were appropriated to the General Services Commission.

In addition, the Legislature authorized the SAPB to transfer aircraft to public technical institutes or other public post-secondary educational institutions for flight training use. The maintenance responsibility would rest with the entity receiving the aircraft.

1999 The new facility at Austin-Bergstrom International Airport was completed and the SAPB moved during July.

**III. Policymaking Structure**

<b>A. Please complete the following chart:</b>				
<b>State Aircraft Pooling Board Exhibit 3: Policymaking Body</b>				
<b>Member Name</b>	<b>Term/ Appointment Dates/ Appointed by ____ (e.g., Governor, Lt. Governor, Speaker)</b>	<b>Qualification (e.g., public member, industry representative)</b>	<b>Address</b>	<b>Telephone Number Fax Number E-mail Address</b>
Bill Clayton	4/5/93 – 01/31/05 4/5/93 & 2/1/99 Speaker of the House	Public member	1122 Colorado, Suite307, Austin, TX 78701	512/474-1181 Fax 512/474- 9088
Roy Q. Minton	2/1/97 – 1/31/03 2/1/97 Lt. Governor	Public member	Minton, Burton, Foster & Collins, P.C., 1100 Guadalupe Street, Austin, TX 78701-2198	512/476-4873 Fax 512/479- 8315
Scott E. Rozzell	8/25/97 – 1/31/01 8/25/97 Governor	Public member	One Shell Plaza 910 Louisiana, Suite 3819,	713/2291502 Fax 713/229-

			Houston, TX 77002-4995	1522
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**B. How is the chair of the policymaking body appointed?**

The voting members of the board biennially elect a voting member of the board as presiding officer.

**C. Describe the primary role and responsibilities of the policymaking body.**

The primary responsibilities of the board include establishing policy, selection of the Executive Director, approval of the agency budget, and oversight of agency administration.

**D. List any special circumstances or unique features about the policymaking body or its responsibilities.**

There are no special or unique features about the policymaking body.

**E. In general, how often does the policymaking body meet? How many times did it meet in FY 1998? in FY 1999?**

The SAPB's governing board generally meets two to four times a year. In fiscal year 1998 they met two times on January 27, 1998 and on April 9, 1998. In fiscal year 1999 they met three times on September 14, 1998, January 11, 1999 and July 30, 1999.

**F. What type of training do the agency's policymaking body members receive?**

When a new member is appointed, the Executive Director provides the member with agency background information as well as current financial statements and budget information.

**G. Does the agency have policies that describe the respective roles of the policymaking body and agency staff in running the agency? If so, please describe these policies.**

Yes, policies have been put in place respectively. The primary responsibility of the board is to set agency policy and employ or dismiss, direct and evaluate the performance of the executive director. The responsibility of the executive director is to implement board policies and manage the agency's operations on a day to day basis. *See attachment 6A for more details.*

**H. If the policymaking body uses subcommittees or advisory committees to carry out its duties, please fill in the following chart. See Exhibit 4 Example or [click here to link directly to the example](#).**

No subcommittees or advisory committees are utilized.

**I. How does the policymaking body obtain input from the public regarding issues under the jurisdiction of the agency? How is this input incorporated into the operations of the agency?**

Board meetings are published as required in the Texas Register and the meetings are open to the public. Any amendments to statute are also published in the Texas Register for public comment.

SAPB conducts annual user surveys and maintains an ‘open door’ practice. Management compiles data received, analyzes comments and suggestions and implements changes where appropriate to facilitate efficient practices.

**IV. Funding**

**A. Describe the agency’s process for determining budgetary needs and priorities.**

Each department head reviews past performance, assesses needs for the future and conveys their findings to the Executive Director. Based on historical information, information from the department heads and limitations imposed by the State’s leadership, the Executive Director works up the budget.

Once the budget is complete, the Executive Director presents it to the board for their review and approval. Any comments or suggestions the board has are taken into consideration and the budget is revised accordingly if needed.

PLEASE FILL IN EACH OF THE CHARTS BELOW, USING EXACT DOLLAR AMOUNTS.	
<b>B. Show the agency’s sources of revenue. Please include all local, state, and federal sources. See Exhibit 5 Example or <a href="#">click here to link directly to the example.</a></b>	
State Aircraft Pooling Board Exhibit 5: Sources of Revenue — Fiscal Year 1998 (Actual)	
Source	Amount
Appropriated Receipts	1,763,302.73
Interagency Contracts	1,256,855.00
<b>TOTAL</b>	<b>3,020,157.73</b>

**C. If you receive funds from multiple federal programs, show the types of federal funding sources. See Exhibit 6 Example or [click here to link directly to the example.](#)**

The SAPB has no federal funding sources.

**D. Show the agency’s expenditures by strategy. See Exhibit 7 Example or [click here to link directly to the example.](#)**

State Aircraft Pooling Board Exhibit 7: Expenditures by Strategy — Fiscal Year 1998 (Actual)	
Goal/Strategy	Amount
Goal A: Efficient Aircraft Travel	Goal A: Total \$714,138.99
Central Fleet Operations	714,138.99
Goal B: Aircraft Maintenance	Goal B: Total \$2,105,069.44
Aircraft Maintenance	2,105,069.44
Goal C: Indirect Administration	Goal C: Total \$200,949.30
Indirect Administration	200,949.30
GRAND TOTAL:	\$3,020,157.73

E. Show the agency's expenditures and FTEs by program. See Exhibit 8 Example or [click here to link directly to the example.](#)

State Aircraft Pooling Board Exhibit 8: Expenditures and FTEs by Program — Fiscal Year 1998 (Actual)					
Program	Budgeted FTEs, FY 1998	Actual FTEs as of August 31, 1998	Federal Funds Expended	State Funds Expended	Total Actual Expenditures
Aircraft Operations	16	13.1	\$0.00	714,138.99	714,138.99
Aircraft Mtnc./Ground Services	20	17.2	\$0.00	2,105,069.44	2,105,069.44
Administration	5.5	4.5	\$0.00	200,949.30	200,949.30
<b>TOTAL</b>	<b>41.5</b>	<b>34.8</b>			

F. If applicable, please provide information on fees collected by the agency. See Exhibit 9 Example or [click here to link directly to the example.](#)

The SAPB does not collect any fees.

G. Please fill in the following chart. See Exhibit 10 Example or [click here to link directly to the example.](#)

State Aircraft Pooling Board Exhibit 10: Purchases from HUBs				
FISCAL YEAR 1996				
Category	Total \$ Spent	Total HUB \$ Spent	Percent	Statewide Goal
Heavy Construction	NA	NA	NA	11.9%
Building Construction	NA	NA	NA	26.1%
Special Trade	NA	NA	NA	57.2%
Professional Services	1,155.00	0.00	0.00%	20.0%

<b>Other Services</b>	401,003.00	1,821.00	.454%	33.0%
<b>Commodities</b>	1,030,690.00	44,156.00	4.00%	12.6%
<b>TOTAL</b>	1,432,848.00	45,977.00	3.21%	

FISCAL YEAR 1997				
Category	Total \$ Spent	Total HUB \$ Spent	Percent	Statewide Goal
Heavy Construction	NA	NA	NA	11.9%
Building Construction	NA	NA	NA	26.1%
Special Trade	NA	NA	NA	57.2%
Professional Services	465.00	0.00	0.0%	20.0%
Other Services	555,188.00	11,604.00	2.09%	33.0%
Commodities	983,127.00	67,704.00	7.00%	12.6%
<b>TOTAL</b>	<b>1,538,780.00</b>	<b>79308.00</b>	<b>5.15%</b>	

FISCAL YEAR 1998				
Category	Total \$ Spent	Total HUB \$ Spent	Percent	Statewide Goal
Heavy Construction	NA	NA	NA	11.9%
Building Construction	NA	NA	NA	26.1%
Special Trade	NA	NA	NA	57.2%
Professional Services	840.00	0.00	0.00%	20.0%
Other Services	504,826.00	31,043.00	.14%	33.0%
Commodities	1,136,444.00	82,695.00	7.00%	12.6%
<b>TOTAL</b>	<b>1,642,110.00</b>	<b>113,738.00</b>	<b>6.93%</b>	

**H. Does the agency have a HUB policy? How does the agency address performance shortfalls related to the policy?**

Yes. In our strategic plan, utilization of historically underutilized businesses (HUB) is outlined. The agency strives to make all computer and office supply purchases from HUB's. The agency's major spending category in the budget, after personnel costs, is for Cessna, Beech, Bell and Eurocopter parts. It is our policy to continue searching for parts distributors that are HUB's. The agency's objective is to include HUB's in at least 10 percent of the total value of purchases by 2003.

In the event of performance shortfalls, data compiled throughout the year will be reviewed to insure the plan has been followed. Reasons for shortfalls in performance will be noted. If all plans and policies have been followed, the policy and objectives will be reviewed and revised as necessary.

**V. Organization**

**A. Please fill in the chart below. If applicable, list field or regional offices. See Exhibit 11 Example or [click here to link directly to the example.](#)**

State Aircraft Pooling Board Exhibit 11: FTEs by Location — Fiscal Year 1998			
Headquarters, Region, or Field Office	Location	Number of Budgeted FTEs, FY 1998	Number of Actual FTEs as of August 31, 1998
Headquarters	10335 Golf Course Rd., Austin, TX 78719	41.5	34.8
<b>TOTAL</b>		41.5	34.8

**B. What was the agency's FTE cap for FY 1998?**

The agency's FTE cap for FY 1998 was 41.5.

**C. How many temporary or contract employees did the agency have as of August 31, 1998?**

There were two contract employees as of August 31, 1998.

**D. Please fill in the chart below. See Exhibit 12 Example or [click here to link directly to the example.](#)**

State Aircraft Pooling Board Exhibit 12: Equal Employment Opportunity Statistics FISCAL YEAR 1996							
Job Category	Total Positions	Minority Workforce Percentages					
		Black		Hispanic		Female	
		Agency	Civilian Labor Force %	Agency	Civilian Labor Force %	Agency	Civilian Labor Force %
Officials/Administration	3	0%	5%	0%	8%	0%	26%
Professional	23	0%	7%	4%	7%	17%	44%
Technical	NA	NA	13%	NA	14%	NA	41%
Protective Services	NA	NA	13%	NA	18%	NA	15%
Para-Professionals	NA	NA	25%	NA	30%	NA	55%
Administrative Support	5	20%	16%	0%	17%	80%	84%
Skilled Craft	7	0%	11%	0%	20%	0%	8%
Service/Maintenance	8	25%	19%	0%	32%	0%	27%

State Aircraft Pooling Board Exhibit 12: Equal Employment Opportunity Statistics (cont.) FISCAL YEAR 1997							
Job Category	Total Positions	Minority Workforce Percentages					
		Black		Hispanic		Female	
		Agency	Civilian Labor Force %	Agency	Civilian Labor Force %	Agency	Civilian Labor Force %

		<b>Agency</b>	<b>Civilian Labor Force %</b>	<b>Agency</b>	<b>Civilian Labor Force %</b>	<b>Agency</b>	<b>Civilian Labor Force %</b>
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<b>Officials/Administration</b>	3	0%	5%	0%	8%	0%	26%
<b>Professional</b>	19	0%	7%	5%	7%	16%	44%
<b>Technical</b>	NA	NA	13%	NA	14%	NA	41%
<b>Protective Services</b>	NA	NA	13%	NA	18%	NA	15%
<b>Para-Professionals</b>	NA	NA	25%	NA	30%	NA	55%
<b>Administrative Support</b>	6	17%	16%	33%	17%	83%	84%
<b>Skilled Craft</b>	8	0%	11%	0%	20%	0%	8%
<b>Service/Maintenance</b>	10	10%	19%	20%	32%	0%	27%

<b>FISCAL YEAR 1998</b>							
<b>Job Category</b>	<b>Total Positions</b>	<b>Minority Workforce Percentages</b>					
		<b>Black</b>		<b>Hispanic</b>		<b>Female</b>	
		<b>Agency</b>	<b>Civilian Labor Force %</b>	<b>Agency</b>	<b>Civilian Labor Force %</b>	<b>Agency</b>	<b>Civilian Labor Force %</b>
<b>Officials/Administration</b>	3	0%	5%	0%	8%	0%	26%
<b>Professional</b>	18	0%	7%	6%	7%	11%	44%
<b>Technical</b>	NA	NA	13%	NA	14%	NA	41%
<b>Protective Services</b>	NA	NA	13%	NA	18%	NA	15%
<b>Para-Professionals</b>	NA	NA	25%	NA	30%	NA	55%
<b>Administrative Support</b>	5	0%	16%	40%	17%	80%	84%
<b>Skilled Craft</b>	7	0%	11%	0%	20%	0%	8%
<b>Service/Maintenance</b>	10	30%	19%	20%	32%	0%	27%

**E. Does the agency have an equal employment opportunity policy? How does the agency address performance shortfalls related to the policy?**

Yes, our agency has an equal employment opportunity policy. In the event of performance shortfalls, the EEO Committee shall conduct appropriate investigations and report their findings to the Executive Director who shall determine actions to be taken.

***VI. Guide to Agency Programs***

Please complete this section for each agency program (or each agency function, activity, or service). Copy and paste the question boxes as many times as needed to discuss each program. Please contact Sunset staff with any questions about applying this section to the agency.

***Administration***

<b>A. Please complete the following chart.</b>	
<b>State Aircraft Pooling Board</b> <b>Exhibit 13: Program Information — Fiscal Year 1998</b>	
<b>Name of Program</b>	Administration
<b>Location/Division</b>	10335 Golf Course Road, Austin, TX 78719
<b>Contact Name</b>	Carol Jordan
<b>Number of Budgeted FTEs, FY 1998</b>	5.5
<b>Number of Actual FTEs as of August 31, 1998</b>	4.5

**B. What are the key services and functions of this program? Describe the major program activities involved in providing all services or functions.**

The key services and functions of this program are to provide administrative support to the board and the other programs of the agency in the performance of their statutory responsibilities. Activities involved in providing key services and functions include providing executive administration, planning and budgeting, accounts payable and receivable, personnel/payroll, data processing, managerial/cost accounting, and records administration.

**C. When and for what purpose was the program created? Describe any statutory or other requirements for this program.**

The administration program was created to handle the administrative duties that go along with the creation of an active state agency. In addition to SAPB activities, the administration program is responsible for statewide activities as statutorily identified in Section I.A. above.

**D. Describe any important history not included in the general agency history section, including a discussion of how the services or functions have changed from the original intent. Will there be a time when the mission will be accomplished and the program will no longer be needed?**

Section D. does not apply to the administration program.

**E. Describe who this program serves. How many people or entities are served? List any qualifications or eligibility requirements for receiving services or benefits.**

The administration program serves the board, ground services and aircraft operations. There are no qualifications or eligibility requirements to receive administrative services.

**F. Describe how the program is administered. Include flowcharts, timelines, or other illustrations as necessary. List any field or regional services.**

Section F. does not apply to the administration division program.

**G. If the program works with local units of government, (e.g., Councils of Governments, Soil and Water Conservation Districts), please include a brief, general description of these entities and their relationship to the agency. Briefly discuss any memorandums of understanding (MOUs), interagency agreements, or interagency contracts.**

Section G. does not apply to the administration division program.

**H. Identify all funding sources and amounts for the program, including federal grants and pass-through monies. Describe any funding formulas or funding conventions. For state funding sources, please specify (e.g., general revenue, appropriations rider, budget strategy, fees/dues).**

The administration division is funded by a combination of appropriated receipts and interagency contracts. Funds are transferred into the Indirect Administration strategy from

the direct strategies: Aircraft Operations (Appropriated Receipts) 40% and Aircraft Maintenance/Ground Services (Interagency Contracts) 60%.

Actual expenditures for 1998 totaled \$200,949.30. A total of \$80,379.72 of appropriated receipts was transferred in from aircraft operations and a total of \$120,569.58 of interagency contract receipts was transferred in from maintenance/ground services.

**I. Are current and future funding resources appropriate to achieve program mission, goals, objectives, and performance targets? Explain.**

Yes, our current level of funding is adequate for this program to function efficiently.

**J. Identify any programs internal or external to the agency that provide identical or similar services or functions. Describe the similarities and differences.**

Section J. does not apply to the administration program.

**K. Discuss how the program is coordinating its activities to avoid duplication or conflict with the other programs listed in Question J and with the agency's customers.**

Section K. does not apply to the administration program.

**L. Please provide any additional information needed to gain a preliminary understanding of the program.**

Section L. does not apply to the administration program.

**M. Regulatory programs relate to the licensing, registration, certification, or permitting of a person, business, or other entity. If this is a regulatory program, please describe:**

- why the regulation is needed;
- the scope of, and procedures for, inspections or audits of regulated entities;
- follow-up activities conducted when non-compliance is identified;
- sanctions available to the agency to ensure compliance; and
- procedures for handling consumer/public complaints against regulated entities.

Section M. does not apply to the administration program.

**N. Please fill in the following chart for each regulatory program. The chart headings may be changed if needed to better reflect the agency's practices.**

Section N. does not apply to the administration program.

*Ground Services*

<b>A. Please complete the following chart.</b>	
<b>State Aircraft Pooling Board Exhibit 13: Program Information — Fiscal Year 1998</b>	
<b>Name of Program</b>	Ground Services
<b>Location/Division</b>	10335 Golf Course Road, Austin, TX 78719
<b>Contact Name</b>	Berl Mumy
<b>Number of Budgeted FTEs, FY 1998</b>	20
<b>Number of Actual FTEs as of August 31, 1998</b>	17.2

**B. What are the key services and functions of this program? Describe the major program activities involved in providing all services or functions.**

The key service provided by this program is that of aircraft maintenance of all state owned aircraft (except aircraft owned by TSTC). Maintenance services can range from minor repairs to engine overhauls, major inspections, fuel and oil checks and avionics repair/installation. Avionics services are included in maintenance services.

Line service is also provided by this program. Line service personnel are responsible for towing, fueling, and cleaning aircraft. Line employees also maintain agency hangars, vehicles, and equipment and are utilized frequently for delivering documents and picking up parts. The line service schedule provides employees to make aircraft ready for flights twenty-four hours a day, seven days a week.

Additionally, hangar rental is provided by the ground services program.

**C. When and for what purpose was the program created? Describe any statutory or other requirements for this program.**

During the 66<sup>th</sup> Legislative Session, House Bill 1146 was passed creating the SAPB and giving the agency authority to provide maintenance services. The primary purpose in creating this program is to centralize maintenance repair services on a statewide basis, thus reducing the cost to the state for these services. Additionally, by centralizing all state owned aircraft, the agency is able to purchase fuel in bulk and create a parts inventory for ready and economic access to most commonly needed aircraft parts.

**D. Describe any important history not included in the general agency history section, including a discussion of how the services or functions have changed from the original intent. Will there be a time when the mission will be accomplished and the program will no longer be needed?**

Section D. does not apply to the ground services program.

**E. 1. Describe who this program serves. 2. How many people or entities are served? 3. List any qualifications or eligibility requirements for receiving services or benefits.**

1. All State Agencies who operate state owned aircraft (except TSTC).
2. DPS, TAMUS, UTS, TDCJ, PWD
3. Only state agencies, institutions or other governmental entities may receive services from the SAPB.

**F. Describe how the program is administered. Include flowcharts, timelines, or other illustrations as necessary. List any field or regional services.**

The Director of Aircraft Maintenance sets a schedule for the required maintenance on State aircraft and obtains the required number of aircraft mechanics to perform these services. Included in this function is developing a stock of parts to maintain these aircraft and an avionics repair facility to maintain the radios and navigational equipment on State aircraft.

Line service employees work two regular shifts to clean and fuel aircraft and are on call 24 hours a day to assist in the enplaning or departure of aircraft.

**G. If the program works with local units of government, (e.g., Councils of Governments, Soil and Water Conservation Districts), please include a brief, general description of these entities and their relationship to the agency. Briefly discuss any memorandums of understanding (MOUs), interagency agreements, or interagency contracts.**

Interagency contracts are entered into with state agencies to establish services to be performed regarding maintenance, fueling and storage of state owned aircraft.

**H. Identify all funding sources and amounts for the program, including federal grants and pass-through monies. Describe any funding formulas or funding conventions. For state funding sources, please specify (e.g., general revenue, appropriations rider, budget strategy, fees/dues).**

Interagency contracts for maintenance services and hangar rental provided to state agencies. Actual expenditures for 1998 totaled \$2,105,069.44. Of this amount \$1,195,672.55 came from interagency contracts, \$909,396.89 came from appropriated receipts (transferred from aircraft operations) and \$120,569.58 of interagency contract funds were transferred to indirect administration.

**I. Are current and future funding resources appropriate to achieve program mission, goals, objectives, and performance targets? Explain.**

Only because H.B. 1, 75<sup>th</sup> Leg., R.S., art. IX, Sec. 21 (1)(h) reappropriates reimbursements received for authorized aircraft services, is the agency able to expend amounts greater than originally budgeted. Otherwise, the budget has been frozen to prior biennium levels for too long.

**J. Identify any programs internal or external to the agency that provide identical or similar services or functions. Describe the similarities and differences.**

Aircraft maintenance operations are located at major airports in the state. Currently one is located at the new Austin Bergstrom International Airport. Many full-service aircraft maintenance facilities could maintain the state's aircraft. However, the cost would be 25% to 35% more. By having an in-house maintenance facility, all cost savings (i.e. parts, outside repair services, avionics repair) are less and can be passed on to agencies that operate state aircraft. There are no other aircraft maintenance operations owned by the State of Texas, except TSTC. They maintain their own training fleet.

**K. Discuss how the program is coordinating its activities to avoid duplication or conflict with the other programs listed in Question J and with the agency's customers.**

There is no duplication of this service.

**L. Please provide any additional information needed to gain a preliminary understanding of the program.**

No additional information is needed.

**M. Regulatory programs relate to the licensing, registration, certification, or permitting of a person, business, or other entity. If this is a regulatory program, please describe:**

- why the regulation is needed;
- the scope of, and procedures for, inspections or audits of regulated entities;
- follow-up activities conducted when non-compliance is identified;
- sanctions available to the agency to ensure compliance; and

procedures for handling consumer/public complaints against regulated entities.

Section M. does not apply to the ground services program.

**N. Please fill in the following chart for each regulatory program. The chart headings may be changed if needed to better reflect the agency's practices.**

Section N. does not apply to the ground services program.

***Aircraft Operations***

**A. Please complete the following chart.**

<b>State Aircraft Pooling Board Exhibit 13: Program Information — Fiscal Year 1998</b>	
<b>Name of Program</b>	Aircraft Operations
<b>Location/Division</b>	10335 Golf Course Road, Austin, TX 78719
<b>Contact Name</b>	Don Ramsey
<b>Number of Budgeted FTEs, FY 1998</b>	16
<b>Number of Actual FTEs as of August 31, 1998</b>	13.1

**B. What are the key services and functions of this program? Describe the major program activities involved in providing all services or functions.**

The provision of safe, cost effective air transportation for state officials and employees is the major function of the aircraft operation program and the agency as well. In providing this service, the SAPB scheduler attempts to accommodate the individual needs of each user agency while providing maximum utilization of state aircraft.

**C. When and for what purpose was the program created? Describe any statutory or other requirements for this program.**

The aircraft operation program was created in 1979 by the Sixty-sixth Legislature (H.B. 1146) to save the state money by creating a centralized aircraft pool as opposed to each agency owning and operating its own aircraft. Currently, TEX. GOV'T CODE ANN. CH. 2205 provides the agency authority to operate the aircraft operation program.

**D. Describe any important history not included in the general agency history section, including a discussion of how the services or functions have changed from the original intent. Will there be a time when the mission will be accomplished and the program will no longer be needed?**

The program will be needed as long as there is a need for state officials and employees to travel in order to conduct state business.

**E. Describe who this program serves. How many people or entities are served? List any qualifications or eligibility requirements for receiving services or benefits.**

This program serves all state officials and employees from all state agencies traveling on

official state business. It is up to the participating agency to determine if the SAPB is the most economical form of transportation. Our web site ([www.sapb.state.tx.us](http://www.sapb.state.tx.us)) provides comparisons and breakeven point between the SAPB and commercial air transportation rates.

The only eligibility requirement is that the air transportation provided is for a state agency and is for official state business.

**F. Describe how the program is administered. Include flowcharts, timelines, or other illustrations as necessary. List any field or regional services.**

The participating agency contacts the SAPB scheduler to coordinate the dates and times of the needed flight. An aircraft is then selected that would best serve those needs. If the best aircraft is unavailable due to prior scheduling or maintenance, the next best aircraft is selected. Requests for flights that the SAPB is unable to accommodate are channeled to other agencies such as UT, TAMUS, and TDCJ. Flight cost estimates are routinely given to those requesting them, and rideshares are coordinated. In addition to scheduling, aircraft operations personnel enter all SAPB flights into the computer for statistical and annual reports, as well as for billing purposes.

Pilots are assigned to the flight based on a point system. The point system takes into consideration prior duty hours and flight times.

Line service personnel are responsible for towing, fueling, and cleaning aircraft. They assist passengers with luggage and boarding and often help transport passengers to and from the SAPB. Line employees also maintain agency hangars, vehicles, and equipment and are used frequently for delivering documents and picking up parts. The line service schedule provides employees available to make aircraft ready for flights twenty-four hours a day, seven days a week. The line service personnel are accounted for under the ground services program, however, their duties lie with both ground services and aircraft operations.

**G. If the program works with local units of government, (e.g., Councils of Governments, Soil and Water Conservation Districts), please include a brief, general description of these entities and their relationship to the agency. Briefly discuss any memorandums of understanding (MOUs), interagency agreements, or interagency contracts.**

Section G. does not apply to the aircraft operations program.

**H. Identify all funding sources and amounts for the program, including federal grants and pass-through monies. Describe any funding formulas or funding conventions. For state funding sources, please specify (e.g., general revenue, appropriations rider, budget strategy, fees/dues).**

Funding for this activity comes from fees charged to participating agencies. Rates are charged by the flight hour for each aircraft. Rates per aircraft vary depending on the type of aircraft. Any overnight or per diem charges incurred by the flight crew is also charged back to the participating agency.

Actual expenditures for 1998 totaled \$714,138.99. A total of \$1,703,915.60 of appropriated

receipts was collected, \$909,396.89 was transferred to aircraft maintenance/ground services for direct and indirect labor, parts, fuel and oil used on SAPB aircraft. A total of \$80,379.72 was transferred to indirect administration.

**I. Are current and future funding resources appropriate to achieve program mission, goals, objectives, and performance targets? Explain.**

Only because H.B. 1, 75<sup>th</sup> Leg., R.S., art. IX, Sec. 21 (1)(h) reappropriates reimbursements received for authorized aircraft services, is the agency able to expend amounts greater than originally budgeted. Otherwise, the budget has been frozen to prior biennium levels for too long.

**J. Identify any programs internal or external to the agency that provide identical or similar services or functions. Describe the similarities and differences.**

These services are available through the private sector in the form of commercial airline travel and charter companies. However, based on annual studies conducted by the SAPB, these outside services come at a higher cost and with less reliability, consistency, and control.

Charter companies offer flexibility, time savings and other advantages the SAPB offers but at a higher cost.

Commercial airlines take more time, are less flexible and do not serve enough locations. Additionally, depending on the number of passengers, the cost may be more than that offered by the SAPB.

**K. Discuss how the program is coordinating its activities to avoid duplication or conflict with the other programs listed in Question J and with the agency's customers.**

Section K. does not apply to the aircraft operations program.

**L. Please provide any additional information needed to gain a preliminary understanding of the program.**

No additional information is warranted.

**M. Regulatory programs relate to the licensing, registration, certification, or permitting of a person, business, or other entity. If this is a regulatory program, please describe:**

- why the regulation is needed;

- the scope of, and procedures for, inspections or audits of regulated entities;
- follow-up activities conducted when non-compliance is identified;
- sanctions available to the agency to ensure compliance; and
- procedures for handling consumer/public complaints against regulated entities.

Section M. does not apply to the aircraft operations program.

**N. Please fill in the following chart for each regulatory program. The chart headings may be changed if needed to better reflect the agency's practices.**

Section N. does not apply to the aircraft operations program.

## ***VII. Agency Performance Evaluation***

### **A. What are the agency's most significant accomplishments?**

Our most significant accomplishment in the area of efficient state business is the fact that we have reduced the cost to the state to operate and maintain state owned aircraft. With respect to flight safety, as of December 1998, our pilots have flown for 40,454 hours accident free.

**B. Describe the internal process used to evaluate agency performance, including how often performance is formally evaluated and how the resulting information is used by the policymaking body, management, the public, and customers.**

Performance measures are reviewed on a quarterly basis to insure our performance is within range to meet our internal expectations as well as those set in the General Appropriations Act. If any shortfalls in performance are noted during the quarterly review, management analyzes the data, notes why there was a problem and determines how and if it can be corrected.

On a yearly basis, the agency solicits feedback from user agencies through a survey. The information from the survey is compiled and analyzed and if there are any shortfalls in performance, management insures they are corrected by contacting the personnel involved or revising the procedures in place.

**C. What are the agency's biggest opportunities for improvement?**

Our agencies operations could be significantly improved by upgrading equipment to enable the agency to make more efficient use of limited personnel. One example of how equipment could enhance efficiency is the use of a video borescope with a computer interface. Our current borescope is optical only. When we need to look inside an engine or component it is very hard to interpret what the situation is. A video borescope would allow more than one mechanic to look at the problem at one time, and enable us to save images and sent them to a manufacturer for evaluation.

**D. How does the agency ensure its functions do not duplicate those of other entities?**

Only two state agencies have statutory authority to maintain state owned aircraft, SAPB and TSTC. Our agency is the only agency with statutory authority to offer air transportation for a price to state officials and employees for state business.

**E. Are there any other entities that could perform any of the agency's functions?**

Yes, but at a higher cost, less reliability and consistency. The state would have less control.

**F. What process does the agency use to determine customer satisfaction and how does the agency use this information?**

On a yearly basis, the agency solicits feedback from user agencies through a survey. The information from the survey is compiled and analyzed and if there are any shortfalls in performance, management insures they are corrected by contacting the personnel involved or revising the procedures in place.

**G. Describe the agency's process for handling complaints against the agency, including the maintenance of complaint files and procedures for keeping parties informed about the process. If the agency has a division or office, such as an ombudsman, for tracking**

**and resolving complaints from the public or other entities, please provide a description.**

This agency has never had a formal complaint filed against it.

**H. Please fill in the following chart. The chart headings may be changed if needed to better reflect the agency's practices.**

State Aircraft Pooling Board Exhibit 15: Complaints Against the Agency – Fiscal Years 1997 and 1998		
	FY 1997	FY 1998
Number of complaints received	NONE	NONE
Number of complaints resolved	NA	NA
Number of complaints dropped/found to be without merit	NA	NA
Number of complaints pending from prior years	NA	NA
Average time period for resolution of a complaint	NA	NA

**I. What process does the agency use to respond to requests under the Public Information (Open Records) Act?**

We specify that the request be in writing and include the name, address and phone number of the requestor. There is no specific form for this information. Our goal is to have the information available for the requestor within 10 working days. If more time is needed to prepare the information, we respond to the requestor in writing giving them an estimated date of completion and cost.

Our agency handles open records requests in one of two ways, depending on how extensive the request is. If the request will cost more than \$100 we may ask for payment in advance from the requestor. If the request is for information that is readily available and is only one to two pages of data, we may provide the information at no charge. It would cost more to process billing and make deposits on this type of request.

**J. Please fill in the following chart:**

State Aircraft Pooling Board Exhibit 16: Contacts		
INTEREST GROUPS (groups affected by agency actions or that represent others served by or affected by agency actions)		
Group or Association Name/ Contact Person	Address	Telephone Number Fax Number/ E-mail Address
N/A	N/A	

INTERAGENCY, STATE, OR NATIONAL ASSOCIATIONS (that serve as an information clearinghouse or regularly interact with the agency)		
Group or Association Name/ Contact Person	Address	Telephone Number Fax Number/ E-mail Address

DPS Chief Pilot: Bill Isbell	5805 N. Lamar Austin, TX 78701	Bill (512) 424-2095 Fax (512) 424-2841
UT Austin –Schedulers President: Sharon McGraw Men’s Athletics: Betty Corely Women’s Volley: Tina Lockhart Women’s Basket: Annette Knight	PO Box T Austin, TX 78713 PO Box 7399 Austin, TX 78713 324 Belmont Austin, TX 78712 324 Belmont Austin, TX 78712	Sharon 512-471-2303/Fax 471-8102 Betty 512-471-5757/Fax 477-0823 Tina 512-471-8190/Fax 471-3940 Annette 512-471-8278/Fx 471-3940
PWD Chief Pilot: Oscar Lopez	10335 Golf Course Road, Austin, TX 78719	Oscar 512/936-9150 Fax 512/936-9169
UTS Chief Pilot: Bud Miner Scheduler: Jane McNeal	702 Colorado St. Ste 6.200 Austin, TX 78701	Bud (512) 936-8900 Jane (512) 499-4691 Fax (512) 499-4684
TAMUS Chief Pilot: Bob McCreight Scheduler: Dorothy Holtkamp	Mail Stop 1589 College Station, TX 77843	Bob (409) 845-8181 Dorothy (409) 845-8181 Fax (409) 862-2336
GLO Scheduler: Corinna Gunn	1700 N Congress Austin, TX 78701	Corrina (512) 463-5015 Fax (512) 305-9273
TSUS Chancellor: Lamar Urbanovsky	200 E 10 <sup>th</sup> STE 600 Austin, TX 78701	Lamar (512) 463-1808 Fax (512) 463-1816

Governor Scheduler: Ashlee Low	P.O. Box 12428 Austin, TX 78711-2428	Ashlee (512) 463-1795 Fax (512) 475-3247
MHMR Scheduler: Susan Raney	909 W. 45 <sup>th</sup> St. Austin, TX 78756	Susan (512) 206-4649 Fax (512) 206-4703
DHS Scheduler: Mildren Taylor- Rosenboro	701 W. 51 <sup>st</sup> St. Austin, TX 78714	Mildren (512) 438-5137 Fax (512) 438-5640
TDCJ Chief Pilot: Weldon Fischer Scheduler: Donna Brown	PO Box 99 Huntsville, TX 77320	Donna (409) 294-2101 Fax (409) 294-2123
AG Scheduler: Beth Nikiel	PO Box 12548 Austin, TX 78711-2548	Beth (512) 936-1856 Fax (512) 463-2063
TxDOT Scheduler: Susanna Vrendenburg	125 E. 11 <sup>th</sup> St. Austin, TX 78701-2483	Susanna (512) 486-5663 Fax (512) 416-4510
TNRCC Scheduler: Paula Dukes-Green	PO Box 13087 Austin, TX 78711-3087	Paula (512) 239-2959 Fax (512) 239-5533
TX. Air National Guard Fuel Only	PO Box 5218 Austin, TX 78763-5218	Headquarters (512) 465-5055

<b>LIAISONS AT OTHER STATE AGENCIES</b> (with which the agency maintains an ongoing relationship, e.g., the agency's assigned analyst at the Legislative Budget Board, or attorney at the Attorney General's office)		
<b>Agency Name/ Relationship/ Contact Person</b>	<b>Address</b>	<b>Telephone Number Fax Number E-mail Address</b>
Legislative Budget Board/Budget Analyst/Mike Leo	P.O. Box 12666, Capital Station, Austin, TX 78711	512/463-1200; Fax 512/475-2902
Governor's Office of Budget & Planning/Analyst/Sylvia Ibanez	P.O. Box 12428, Austin, TX 78711	512/463-1756; Fax 512/936-2681
Comptroller of Public Accounts/Appropriation Control Officer/Eileen Pulliam	111 E. 17 <sup>th</sup> St., Austin, TX 78774	512/475-0578; Fax 512/475-0527; <a href="mailto:eileen.pulliam@cpa.state.tx.us">eileen.pulliam@cpa.state.tx.us</a>
General Services Commission/FCSM Director/John Davenport	1711 San Jacinto, Austin, TX 78701	512/463-3216; Fax 512/463-3366
General Services Commission/Attorney/Cynthia Hill	1711 San Jacinto, Austin, TX 78701	512/463-3583; Fax 512/475-3779

**VIII. 76th Legislative Session Chart**

There was no specific legislation introduced in the 76<sup>th</sup> Legislative Session regarding our agency.

## ***IX. Policy Issues***

The purpose of this section is to briefly describe any potential policy issues that would help the agency operate better and improve service delivery. This section is intended to give the Sunset Commission a basic understanding of the issues so staff can develop more information during our detailed research on the agency. Some questions to ask in preparing this section may include: (1) How can the agency do a better job in meeting the needs of clients or in achieving agency goals? (2) What barriers exist that limit the agency's ability to get the job done?

Emphasis should be given to major policy issues and issues appropriate for resolution through changes in state law. Issues related to funding or actions by other governmental entities (federal, local, quasi-governmental, etc.) may be included, but the Sunset Commission has no authority in the appropriations process or with other units of government. If these types of issues are included, the focus should be on solutions which can be enacted in state law. Focus should also be given to areas where the agency can improve its interaction with other state agencies.

The policy issues presented should not be limited to issues the agency supports, and inclusion of issues in this document will not be interpreted as an endorsement by the agency.

This section contains three components:

1. Brief Description of Issue. Often, the issue is best presented as a question, e.g., "Should the agency be required to . . . ?"
2. Discussion. Include enough background information to give context for the issue. Information helpful in building context includes:
  - What is the general scope of the issue?
  - What is the agency's authority (statutory or other) related to the issue?
  - What is the current practice or situation related to the issue?
  - Any previous legislative action related to the issue?
3. Possible Solutions and Impact. Provide specific recommendations to solve the problem. Keep in mind each issue may have multiple and/or competing solutions. Feel free to include a more detailed discussion of each proposed solution. This section should also include the impact of the proposed solution, including:
  - Will the proposed change impact any entities or interest groups?
  - How will the performance of the agency be impacted by the proposed change?
  - What are the benefits of the recommended change?
  - What are the possible drawbacks of the recommended change?
  - What is the fiscal impact of the proposed change?

Please complete this section for each policy issue. Copy and paste boxes A through C as many times as needed to discuss each issue. See Policy Issue Example or [click here to link directly to the example](#).

**A. Brief Description of Issue**

The SAPB has no issues to address during the sunset process.

**B. Discussion**

Not Applicable

**C. Possible Solutions and Impact**

Not applicable

**X. Comments**

Please provide any additional information needed to gain a preliminary understanding of the agency.

There are a few industry issues that warrant mentioning. ASDI (aircraft situational display to industry) provides radar reports on aircraft operating on instrument flight plans which the FAA distributes to industry after removing sensitive information, such as military and other government flights. A number of software companies have begun offering ASDI services to the aviation industry. Access to this data is increasing at an alarming rate. Through the BARR (Blocked Aircraft Registration Request) program, a private operator can request to

have their aircraft data blocked from the public display. Due to the status of some of our passengers (Governor, other statewide elected officials, senators, representatives etc.) this subject may become an issue in the future.

Fractional ownership is another industry issue worth mentioning. Fractional ownership is the partial purchase of an aircraft (thus the aircraft is partially owned by two or more individuals or entities). Fractional ownership is one way of ‘inexpensively’ expanding aircraft availability. With respect to deadhead costs, (flying an empty cabin on a leg or more of a flight) one company reduced its deadhead flights from 30% to 10% in just one year by participating in the fractional ownership of an aircraft. One Texas institution is currently researching a form of fractional ownership. This industry issue may very well turn out to be an agency issue before long.

## ***ATTACHMENTS***

Please submit the following supplemental data or documents with the hard copy of the Self-Evaluation Report. Please label each attachment with its number (e.g., Attachment 1).

### **Attachments Relating to Key Functions, Powers, and Duties**

1. A **copy** of the agency’s enabling statute. If the enabling statute is too burdensome to attach, explain and list the citation of the statute.  
ATTACHED
2. A **copy** of each annual report published by the agency from FY 1995 - 1999.  
NOT APPLICABLE
3. A **copy** of each internal or external newsletter published by the agency from FY 1998 - 1999.

NOT APPLICABLE

4. A **list** of publications and brochures describing the agency.  
ONE BROCHURE ATTACHED
5. A **list** of studies that the agency is required to do by legislation or riders adopted in the 76th Legislative Session.  
NOT APPLICABLE

#### **Attachments Relating to Policymaking Structure**

6. Biographical information (e.g, education, employment, affiliations, honors) or resumes of all policymaking body members. See Attachment 6 Example or [click here to link directly to the example](#).  
ATTACHED
- 6A. A **copy** of the Responsibilities of the Board and Executive Director.  
ATTACHED
7. A **copy** of the agency's most recent rules, or an explanation that the rules are too burdensome to attach.  
ATTACHED

#### **Attachments Relating to Funding**

8. A **copy** of the agency's Legislative Appropriations Request for FY 2000-2001.  
ATTACHED
9. A **copy** of each annual financial report from FY 1996 - 1998.  
ATTACHED  
Due to volume, the AFR supplement Annual Aircraft Flight Report, is not included. This supplemental report is available at our facility.
10. A **copy** of each operating budget from FY 1996 - 1998.  
ATTACHED

#### **Attachments Relating to Organization**

11. An organizational chart of the agency that includes major divisions and programs, and that shows the number of FTEs in each division or program.  
ATTACHED
12. If applicable, a map to illustrate the regional boundaries, headquarters location, and field or regional office locations.  
NOT APPLICABLE

#### **Attachments Relating to Agency Performance Evaluation**

13. A **copy** of each quarterly performance report completed by the agency in FY 1997 - 1999.  
ATTACHED

ATTACHMENT REQUESTS 14 THROUGH 19 ARE NOT APPLICABLE.

14. A **copy** of any recent studies on the agency or any of its functions conducted by outside

management consultants or academic institutions.

15. A **copy** of the agency's current internal audit plan.
16. A **list** of internal audit reports from FY 1995 - 1999 completed by or in progress at the agency.
17. A **list** of State Auditor reports from FY 1997 - 1999 that relate to the agency or any of its functions.
18. A **list** of legislative or interagency studies relating to the agency that are being performed during the current interim.
19. A **list** of studies from other states, the federal government, or national groups/associations that relate to or affect the agency or agencies with similar duties or functions.