**Fiscal Year 2014-15**

**Agency Budget Plan**

### FORM A – SUMMARY

#### Recurring Funds (Form B Decision Packages)

My agency is submitting the following recurring decision packages (Form B):

<table>
<thead>
<tr>
<th>For FY 2014-15, my agency is (mark “X”):</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Requesting a net increase in recurring General Fund appropriations.</td>
</tr>
<tr>
<td>[x] Not requesting a net increase in recurring General Fund Appropriations.</td>
</tr>
</tbody>
</table>

#### Capital & Non-Recurring Funds (Form C Decision Packages)

My agency is submitting the following one-time decision packages (Form C):

<table>
<thead>
<tr>
<th>For FY 2014-15, my agency is (mark “X”):</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Requesting capital and/or non-recurring funds.</td>
</tr>
<tr>
<td>[x] Not requesting capital and/or non-recurring funds.</td>
</tr>
</tbody>
</table>

#### Provisos

<table>
<thead>
<tr>
<th>For FY 2014-15, my agency is (mark “X”):</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Requesting a new proviso and/or substantive changes to existing provisos.</td>
</tr>
<tr>
<td>[ ] Only requesting technical proviso changes (such as date references).</td>
</tr>
<tr>
<td>[x] Not requesting any proviso changes.</td>
</tr>
</tbody>
</table>

Please identify your agency’s preferred contacts for this year’s budget process.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact:</td>
<td>Paul Werts</td>
<td>803-896-6273</td>
</tr>
<tr>
<td>Secondary Contact:</td>
<td>Melody Mickell</td>
<td>803-896-6279</td>
</tr>
</tbody>
</table>

I have reviewed and approved the enclosed FY 2014-15 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

**Agency Director**

**Sign/Date:** 10/11/2013

**Type/Print Name:**

This form must be signed by the department head – not a delegate.
### FORM B – PROGRAM REVISION REQUEST

**Decision Package**

ID 1566

*Provide the decision package number issued by the PBF system (“Governor’s Request”).*

**Title**

Professional Management Appropriation Increase

*Provide a brief, descriptive title for this request.*

**Amount**

$150,000 – Appropriation Increase

*What is the net change in requested appropriations for FY 2014-15? This amount should correspond to the decision package’s total in PBF across all funding sources.*

**Enabling Authority**

Title 55 requires the Commission to retain key personnel to administer federal and state codes and regulations. Essential personnel are needed to meet regulatory requirements.

*What state or federal statutory, regulatory, and/or administrative authority established this program? Is this decision package prompted by the establishment of or a revision to that authority?*

**Factors Associated with the Request**

Mark “X” for all that apply:

- [x] Change in cost of providing current services to existing program audience.
- Non-mandated change in eligibility / enrollment for existing program.
- [x] Change in case load / enrollment under existing program guidelines.
- Non-mandated program change in service levels or areas.
- Loss of federal or other external financial support for existing program.
- [x] Exhaustion of fund balances previously used to support program.
- [x] Proposed establishment of a new program or initiative.

**Recipients of Funds**

Appropriated funds for Aeronautics Division for professional management oversight services. Reclassify an unnecessary chief pilot position into a multi-role classified position.

*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*
**Agency Name:** Aeronautics Division  
**Agency Code:** U300  
**Section:** 87

### Related Request(s)
N/A

**Is this decision package associated with other decision packages requested by your agency or other agencies this year? Is it associated with a specific capital or non-recurring request?**

### Matching Funds
No matching funding available for administrative support because does not meet criteria.

**Would these funds be matched by federal, institutional, philanthropic, or other resources? If so, identify the source and amount.**

### Funding Alternatives
Other funds credited to aviation fuel tax are used to support flight maintenance operations and capital improvement projects or airport maintenance projects stipulated by budget proviso and in accordance to Title 55 laws. No alternate source of funds allocated to the Division of Aeronautics may be indirectly used to offset non-grant administrative expenses.

**What other possible funding sources were considered? Could this request be met in whole or in part with the use of other resources, including fund balances? If so, please comment on the sustainability of such an approach.**

### Summary
Administrative increase needed for essential duties and operational expenses required to execute management oversight. Changes to the Federal Aviation Administration (FAA) programs enable Aeronautics to receive federal grant earmarks requiring management oversight for compliance, tenant agreements, and contractual service. The grants do not provide funding for these additional administrative duties.

General Assembly directed Aeronautics to execute airport land use controls and regulations with directional control for implementing internal and external aviation safety management system practices. Organizational workflow by staff reviewing, approving, or denying local judicial permitting of building permits which create unsafe aeronautical obstacles have appeal process and panel reviews. This mandate for Division accountability is an administrative overhead expense whereby administrative personnel will be needed to execute aviation regulations.
Provide a summary of the rationale for the decision package. Why has it been requested? How specifically would the requested funds be used?
**Method of Calculation**

Labor rates were determined by reviewing other southern state aviation departments documented in the National Association of State Aviation Officials (NASAO) Salary Survey database. Fringe benefits used a calculated rate of 32 percent.

Factors associated with administrative overhead deviation would occur once the Aeronautics Division project workload is up and running with the implementation of land use control mandated requirements. The potential of additional administration services in future fiscal years are unknown at this time.

*How was the amount of the request calculated? What factors could cause deviations between the request and the amount that could ultimately be required in order to perform the underlying work?*

**Future Impact**

The life safety issues involved as well as project development savings will be indirectly benefitted from implementing land use controls and internal control of safety management systems. Computer technology by way of GIS operating platforms will greatly enhance maintenance and performance by users and regulators. The administrative burden of maintaining and administering such a robust system and associated programs and attending legal hearings when necessary will have financial consequences. The Division has no other sources of funds to cover the projected administrative burden in executing the land use mandate.

*Will the state incur any maintenance-of-effort or other obligations by adopting this decision package? What impact will there be on future capital and/or operating budgets if this request is or is not honored? Has a source of any such funds been identified and/or obtained by your agency?*

**Prioritization**

Aviation property tax assessments on airlines, currently directed to the general fund is a user fee/tax paid by aviation operators/users which could be revenue transferred to the Division of Aeronautics to offset the administrative services of implementing airport land use administration. The State Aviation Fuel Tax is a revenue fund generated by general aviation users and used to support the maintenance and capital improvement demands for maintaining and improving airport infrastructure.

*If no or insufficient new funds are available in order to meet this need, how would the agency prefer to proceed? By using fund balances, generating new revenue, cutting other programs, or deferring action on this request in FY 2014-15?*
**Intended Impact**

Approval of decision package would allow the Division to fulfill its obligations in enforcement of FAA Rules and Regulations required with new FAA grants awarded while maintaining the obligations incurred with existing grants and providing administration of the mandated land use/zoning requirements at 56 general aviation airports.

Both of these administrative obligations will be indefinite ongoing costs to the Division.

*What impact is this decision package intended to have on service delivery and program outcomes, and over what period of time?*

**Program Evaluation**

Supervisory oversight as well as job description and annual Employee Performance Management System evaluations.

*How would the use of these funds be evaluated? What specific outcome or performance measures would be used to assess the effectiveness of this program?*