

Performance  
Evaluation &  
Research Division  
(PERD)

**PERD's Objectives:**

This review aimed to determine if the Aviation Division was providing safe air travel and efficiency in reducing travel time and increasing productivity for state executives.

**Key Recommendations:**

*The Aviation Division should examine possible reasons for the declining use of the State's aircraft and establish the goal to increase aircraft usage to increase efficiency.*

*It should be mandated either statutorily or by rule that all state agencies, except the West Virginia State Police, submit a Flight Request Form for the use of the State's aircraft and that the purpose of the flight be certified.*

*The Legislature should also consider statutory language requiring the Aviation Division to publish a log of all flights on its website with pertinent information including the purpose of each flight.*

*The Division should consider more improvements to its website to provide more user-friendliness and transparency for online public users, especially in the area of transparency.*

February 2025

**Performance Review: West Virginia Aviation Division**

**Agency Purposes:**

The purpose of the Aviation Division is to provide safe and efficient air transportation to the governor and other state government officials in carrying out official state business.

**What Did PERD Find?**

The Division is needed and provides safe air transportation to the governor and other state officials. However, from fiscal years 2018 to 2024, there has been a steady decline in the number of passengers, the number of flights, and flight hours of the agency's fleet. Moreover, 93 percent of all flights during this same period were not required to complete a Flight Request Form, leaving the purposes of these flights undocumented. Additionally, the Division's website needs more improvement to be more user-friendly and transparent.

**Table 4**  
**Total Number of Flights by Aircraft**  
**FY 2018 to FY 2024**

Aircraft	2018	2019	2020	2021	2022	2023	2024
<b>Airplanes:</b>							
N1WV	175	131	118	80	86	117	98
N2WV	22	17	13	10	n/a	n/a	n/a
<b>Helicopters:</b>							
N3WV	382	198	281	141	113	79	131
N5WV	195	234	87	95	186	145	135
N67876 - N895SP*	3	62	41	106	53	55	35
N6WV	123	116	103	75	86	80	55
N890SP	187	125	130	68	87	21	8
<b>Total Flights</b>	<b>1,087</b>	<b>883</b>	<b>773</b>	<b>575</b>	<b>611</b>	<b>497</b>	<b>462</b>
<b>Total Passengers</b>	<b>671</b>	<b>509</b>	<b>484</b>	<b>315</b>	<b>417</b>	<b>394</b>	<b>247</b>

Source: PERD's compilation of flight logs from the Aviation Division, Department of Administration.  
n/a: not applicable – the aircraft was sold by the Department of Administration in 2022.  
\* This helicopter's designation was changed in 2020 from N67876 to N895SP.

- The State's aircraft are predominately used by 4 state agencies: the Aviation Division, the Division of Mining and Reclamation, the State Police, and the Governor's Office.
- Internal controls to guard against personal use of the State's aircraft, and the transparency of air travel services are weakened by exemptions from the requirement to document the reasons for aircraft use.
- Flight Request Forms that certify flights are for official state business are to be filled out before aircraft use. However, in 2018, an exemption was provided by the Governor's Office to the Aviation Division, the Division of Mining and Reclamation, the State Police, and the Governor's Office.
- During FY 2018 to 2024, more than 4,800 flights were taken and over 93 percent of them were taken by the four exempt agencies.
- The Department of Administration's website for the Aviation Division needs more improvement, especially in the area of transparency.