

Welcome to the State Aircraft Scheduling Program!

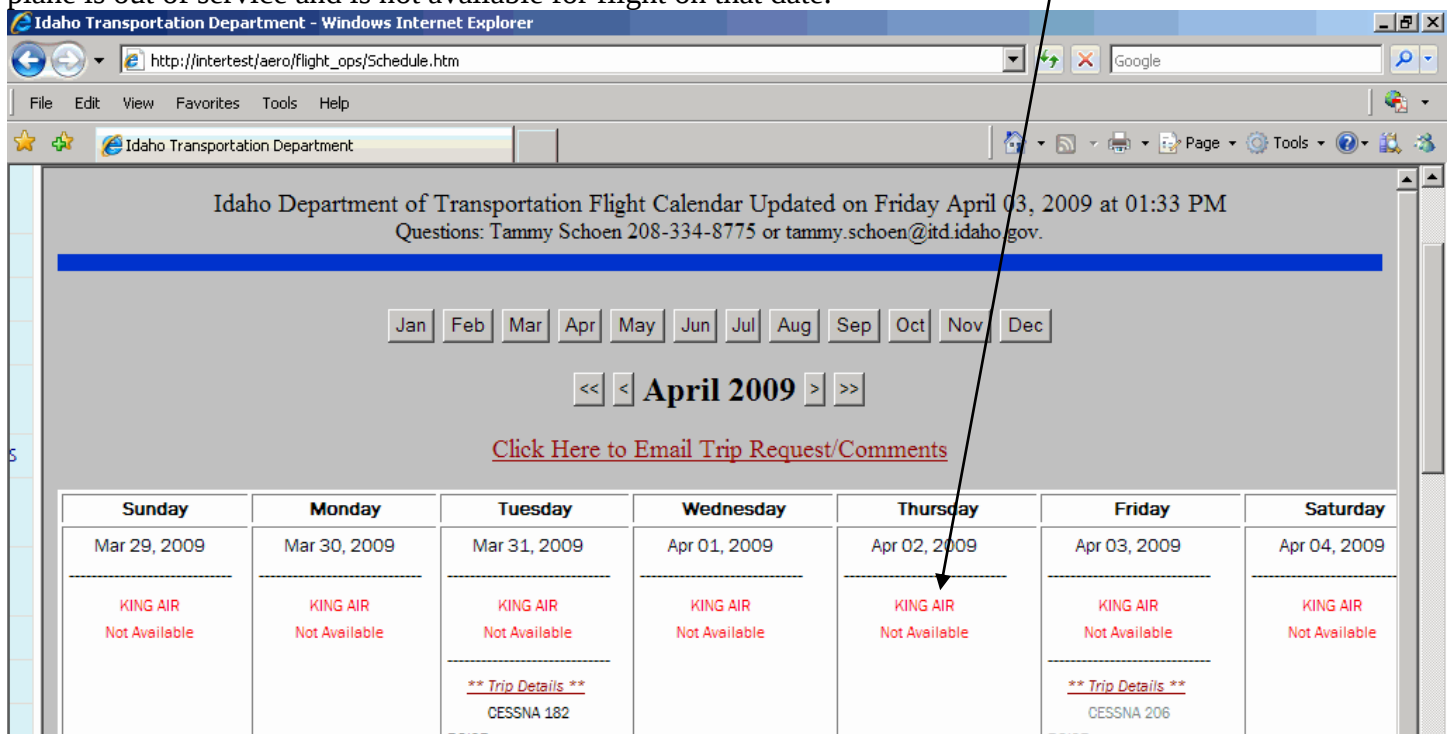
We are excited to offer a convenient flight scheduling program where any state employee can view aircraft availability, note scheduled flights, request a reservation (seat or entire plane), or even request a stop along an existing route. This program will help us continue efficient use of State aircraft by providing a convenient, cost effective travel option for all state employees.

Operating Instructions:

It is easy to access the Online Flight Schedule by going to our website <http://itd.idaho.gov/aero/>. You will have options to access all the information you should need to learn about the aircraft available.

Schedule:

You will see a monthly calendar listing all flights that are currently scheduled. Dates with no information listed means the aircraft is not yet scheduled, but is available. If it says “KING AIR Not Available”, that means the plane is out of service and is not available for flight on that date.



What do the codes mean?

<u>**Trip Details**</u>	Link for additional detailed information for this flight
KING AIR	Indicates the airplane
BOISE	Departure airport
LEWISTON	Arrival airport
07:45A-07:24A	Departure time (local), arrival time (local)
Seats Av	number of seats available, ten in this example

Apr 15, 2009	
<u>** Trip Details **</u>	
KING AIR	This is the first leg of the flight
BOISE	
LEWISTON	
07:30A-07:24A	
10 Seats Av	
KING AIR	This is the second leg of the flight
LEWISTON	
BOISE	
05:00P-06:54P	
10 Seats Av	

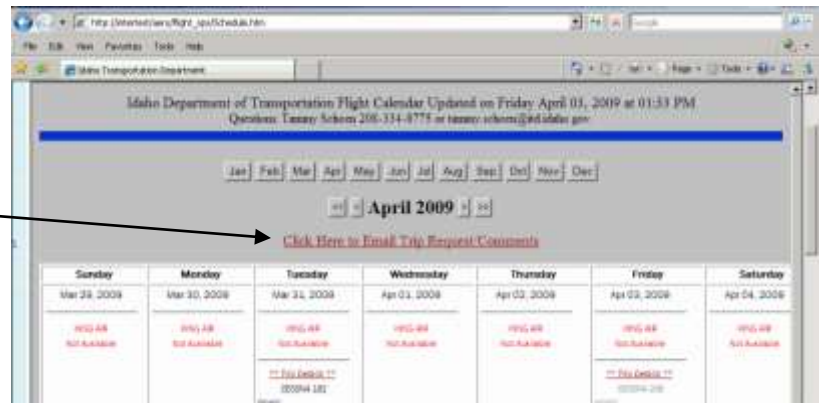
How do I request a seat?

Simply click on the link at the top of the page that reads:

[Click Here to Email Trip Requests/Comments](#)

This will allow you to email the flight scheduler (flightscheduling@itd.idaho.gov)

with your request for a reservation or any additional information you may require. We will respond to your request within two (2) business days or sooner if possible. For time critical flight requests or emergency needs, it is best to call our office directly (208-334-8775).



If you encounter any problems or confusion with the system, we can always be reached at **208-334-8775** or email: flightscheduling@itd.idaho.gov

Aeronautics Flight Operations:

Tammy Schoen
Flight Scheduler
208-334-8775
tammy.schoen@itd.idaho.gov

Mike Pape
Flight Operations Director
208-334-8661
208-830-9624 c
mike.pape@itd.idaho.gov

Tips for travelers:

- Check the aircraft web calendar before you plan your trip. Round trip flights departing Boise for north and east Idaho destinations occur frequently.
- Stops enroute or adjustments in departure times may be accommodated. Call our office to discuss such requests.
- Charges for riding on State aircraft are spread equally among passengers. Call or email our office to inquire about cost estimates.
- If you are traveling alone, let us schedule your trip and we will attempt to recruit other agencies to share the cost.