

RESTRUCTURING & SEVEN-YEAR PLAN

South Carolina Aeronautics Commission

Date of Submission: *March 31, 2015*

	Name	Date of Hire	Email
Agency Director	James D. Stephens	1/31/15	jstephens@aeronautics.sc.gov
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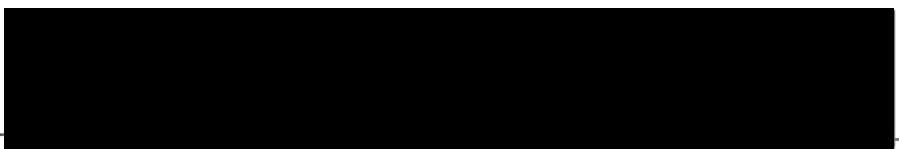
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Is the agency vested with revenue bonding authority? (re: Section 2-2-60(E)) No

I have reviewed and approved the enclosed 2015 Restructuring and Seven-Year Plan Report, which are complete and accurate to the extent of my knowledge.

Current Agency Director
(Sign/Date):

(Type/Print Name):


James D. Stephens

If applicable,
Board/Commission
Chair
(Sign/Date):

(Type/Print Name):


Delphin A. Gantt, Jr.

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EXECUTIVE SUMMARY

I. Executive Summary

A. Historical Perspective

1. See [Historical Perspective Chart \(Page 7\)](#).

B. Purpose, Mission and Vision

1. See [Purpose/Mission/Vision Chart \(Page 8\)](#).

C. Key Performance Measure Results

- Airport infrastructure development is being met by the work processes of the Airport Development Department.
- The Airport Development Department continues to pursue and receive federal grants associated with various airport improvements across the state.
- The Airport Development Department has a land-use inventory process in place, and has developed a review process for land-use controls around South Carolina airports.
- The Flight Department of the South Carolina Aeronautics Commission (SCAC) continues to provide safe transportation for its passengers, and has done so for nearly eighty years.
- The aircraft managed by the SCAC are utilized on a first-come, first-served basis, and the overall utilization continues to increase.
- The third annual aviation summer camp was held in Aiken, SC. Forty-eight students participated in the program.
- The enhancement of aviation educational programs is continually monitored for improvements.

ORGANIZATIONAL PROFILE

II. Organizational Profile

1. The agency's main deliverables (i.e., products or services) and the primary methods by which these are provided;
 - See [Key Deliverables Chart \(Page 9\)](#).
2. The agency's key customers and their requirements and expectations;
 - See [Key Customers Chart \(Page 10\)](#).

3. The agency's key stakeholders (other than customers);
 - See [Key Stakeholders Chart \(Page 11\)](#).
4. Other state agencies which have the biggest impact on the agency's mission success;
 - See [Key Partner Agency Chart \(Page 12\)](#).
5. The agency's performance improvement system(s);
 - See [Key Partner Agency Chart \(Page 12\)](#).
6. The agency's organizational structure in flow chart format;
 - See attached [Organizational Chart \(Page 13\)](#).
7. Details about the body to whom the Agency Head reports;
 - See [Overseeing Body Chart \(Page 14 and 15\)](#).
8. See [Major Program Areas Chart \(Page 16\)](#).
9. Per Proviso 87.6 of the 2014-2015 state budget, the Division of Aeronautics conducted a study to determine the continuing viability of the funding sources of the State Aviation Fund. Upon completion of the study, it was determined that "the need for public airport funding is clear, and the sources of available funding are already established. However, SCAC is concerned about the future funding needs of airports in South Carolina. The stability of funding for future projects is an area of concern due to the fluctuations in the fuel sales tax revenue and the lack of verifiable data needed for DOR to properly assess and tax airline companies that operate within the state. South Carolina continues to have needs at our airports, all of which are key components to the economic health of their communities and state as a whole. If the Sales Tax Exemptions and Airline Property Tax codes could be clarified, that could be a means of assuring future collections. Finally, if all of the taxes evaluated in this study (Fuel Sales Tax and Airline Property Tax) could be used at airports within the state, the future funding concerns would be greatly diminished."

The full report can be reviewed as submitted to the Chairmen of the House Ways and Means and Senate Finance Committees.

III. Laws (Statutes, Regulations, Provisos)

This section asks for state and federal statutes, regulations and provisos ("Laws") which apply to the agency.

1. See [Legal Standards Chart \(Page 17 and 18\)](#).

IV. Reports and Reviews

This section asks for information about reports the agency is required to submit to a legislative entity and the agency's internal review process.

1. See [Agency Reporting Requirements Chart \(Page 19\)](#).
2. See [Internal Audit Chart \(Page 20\)](#).

RESTRUCTURING REPORT

V. Key Performance Measurement Processes

A. Results of Agency's Key Performance Measurements

Mission Effectiveness

1. Our Mission categorizes our performance into 3 core performances including:
 - Oversight of the safety and development of the state's public use airports
 - Currently, SCAC continues to inspect our airports and assist the airport sponsors with the developmental needs of their respective community airports.
 - Providing safe and reliable air transportation
 - SCAC continues to provide safe, reliable transportation, and has done so for nearly eighty years.
 - Providing aviation education opportunities
 - SCAC sponsors an aviation science summer camp, and provides other educational opportunities by attending school career days, participating in the International Aviation Art Contest, by providing facility tours to schools, and by staff service on boards of educational institutions within the state.

Mission Efficiency

2. SCAC would characterize its performance levels as "meets" for all three of the core performances stated in our Mission Statement.

Quality (Customer Satisfaction)

3. SCAC Administrative staff along with departmental staff, continually monitors customer feedback, and respond accordingly. If customer satisfaction issues become apparent, action is immediately taken to remedy the situation. SCAC would characterize Customer Satisfaction as a "meets" the overall goal.

Workforce Engagement

4. SCAC engages the workforce through normal management practices, and provides opportunities for the workforce to engage management through staff meeting interaction, one-on-one project discussions, and through additional training resources as needed for the employee to stay engaged within their work areas.

Operational/Work System Performance

5. The performance levels at SCAC are continually evaluated throughout the year between Administration and Department Supervisors. Employees are reviewed annually to measure evaluate their performance through an Employee Performance Management System.

B. Most Critical Performance Measures

1. The three most critical Performance Measures needed to achieve the overall mission of the SCAC are:
 - Mission Effectiveness
 - Quality (Customer Satisfaction)
 - Operational/Work System Performance

C. Databases/Document Management

1. SCAC utilizes both internal and external database management systems. Internally, SCAC operates the CAIRS program which is the Comprehensive Airport Information Reporting System. This system was created by USC specifically for the airport information management needs of the SCAC. Externally, we utilize the Division of Technology Operations to manage our server systems, and we utilize USC to host some of our Share-point needs.

D. Recommended Restructuring

1. No, the agency does not have any recommendations for restructuring that would merge or eliminate duplicative or unnecessary divisions, programs, or personnel within each department of the agency to provide a more efficient administration of government services.

SEVEN-YEAR PLAN

VI. Seven-Year Plan

A. General

1. Due to the size of the agency, the mission of the agency, and the demands currently on the agency, the agency does not have a plan that provides initiatives and/or planned actions that the agency will take during the next seven fiscal years that implement cost savings and increased efficiencies of services and responsibilities in order to continually improve its ability to respond to the needs of the state's citizens. We continually monitor our programs and associated costs to determine whether or not we are meeting the needs of those we serve. As cost savings actions are offered, we will evaluate them, and make changes as necessary.

B. Additional Questions

1. The top three strategic objectives of the agency that will have the biggest impact on the agency's effectiveness in accomplishing its mission are:
 - Safe and Reliable Transportation of Passengers
 - Continued support of the state's system of airports
 - Continued support of aviation educational opportunities
2. The fundamentals required to accomplish our objectives include:
 - Having sufficient funding and staffing to meet the requests to utilize the aircraft for official state business
 - Having sufficient funding, staffing, and meaningful programs to assist the airports within the state per Title 55 and our Mission Statement
 - Having sufficient funding and partnerships to engage students to learn about the career opportunities within Aviation and Aerospace in SC
3. More information can be found on our website at: www.scaeronautics.com.
4. The Restructuring Report and Seven-Year review process has taken place and been spread out over a period of about three weeks. The actual Report took approximately 30 hours to complete.
5. See **Personnel Involved Chart (Page 21)**.

CHARTS APPENDIX

VII. Charts

Historical Perspective Chart _____	<i>Page Seven</i>
Purpose, Mission Chart _____	<i>Page Eight</i>
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Personnel Involved Chart _____	<i>Page Twenty-one</i>

Historical Perspective Chart

INSTRUCTIONS: Please provide information about any restructuring or major changes in the agency's purpose or mission during the last ten years. **NOTE:** Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency Submitting Report	Year	Description of Restructuring that Occurred	Description of Major Change in Agency's Purpose or Mission
South Carolina Aeronautics Commission	FY2015	In July 2009 Aeronautics was moved from Commerce and placed under the Budget and Control Board.	The mission and purpose never changed. Title 55 was revised in 2012, and significant administrative changes were implemented. The Budget and Control Board assumed an internal operational support role for Aeronautics, but the Division is not accountable to Budget and Control. Aeronautics has a commission directly accountable to the Executive Office and Legislative Branch. Procedurally Aeronautics independently secures the operational budget including capital improvement needs for both internal support and aviation infrastructure enhancements.

Purpose/Mission/Vision Chart

Agency Name: Aeronautics
 Agency Code: U30
 Agency Section: 87

INSTRUCTIONS: Provide information about the date the agency, in its current form, was initially created and the present purpose, mission and vision of the agency, with the date each were established in parentheses. The Legal Standards Cross Reference column should link the purpose, mission and vision to the statutes, regulations and provisos listed in the Legal Standards Chart, which they satisfy.

Agency Submitting Report	Date Agency created	Purpose	Mission	Vision	Legal Standards Cross References
South Carolina Aeronautics Commission	1935	The division shall promote and foster air commerce within the State and the division shall have an interest in the maintenance and enhancement of the aeronautical activities and facilities within the State. The division shall adopt reasonable rules and promulgate regulations as it may deem necessary and advisable, in conjunction with Federal Aviation Administration regulations, for the public safety and for the promotion of aeronautics governing the designing, laying out, location, building, equipping, operation and use of all airports.	Fostering air and economic development by overseeing the safety and development of the state's public use airports, by providing safe and reliable air transportation for state government and business prospects; and by providing aviation education opportunities.	It is the Vision of the South Carolina Aeronautics Commission to continue to meet the Purpose and Mission of the agency, as well as to continue to develop the programs offered to those we serve.	Purpose: 55-5-70 Mission: 55-5-70

Key Deliverables Chart

INSTRUCTIONS: Provide information about the agency's key deliverables (i.e. products or services); primary methods by which these are delivered; and, as applicable, actions that may reduce the general public and/or other agencies initial or repetitive need for the deliverable. List each deliverable on a separate line. If there are multiple ways in which the deliverable is provided, list the deliverable multiple times with each delivery method on a separate line. In the "These Greatest" column, indicate and rank the three most significant deliverables the agency brings to the people of South Carolina with #1 being the most significant. For the deliverables which are not one of three most significant, do not put anything in this column. The Major Program Areas Cross Reference Column should link the deliverable to the major program area. In the Major Program Areas Chart, when which that product or service is provided. NOTE: Responses are not limited to the number of rows below that have borders around them; please list all that are applicable.

Agency Submitting Report	Item #	Deliverable (i.e. product or service)	Three Most Significant (#1, #2, #3)	Primary Method of Delivery	What can be done to reduce the general public and/or other agencies initial need for this deliverable? (i.e. preventive measures before the citizen or agency needs to come to the agency)	What can be done to reduce the general public and/or other agencies need to return for this deliverable? (i.e. preventive measures to ensure they do not need to come back to the agency for this service or product after already receiving it once)	If deliverable is identified as one of the three most significant, what would allow the agency to focus on it more?	Major Program Areas Cross Reference
South Carolina Aeronautics Commission	1	Flight Support		1) In person	Nothing	Nothing	Additional partnerships with other State entities	I.B. D
South Carolina Aeronautics Commission	2	Airport Development		2) Grant and Aid Programs	This is reduced to the lowest suggested level to maintain local involvement, and the aid programs assist with procurement needs and timing at the local level.	Although not suggested, the cost matching levels could be adjusted to have the local communities bear more of the cost burdens.	Additional funding resources are needed	I.B. I.C. II
South Carolina Aeronautics Commission	3	Aviation Education & Promotion		Both in person and grant and aid programs	This happens very little apart from a few other agencies (school systems) who promote aviation education and workforce development in K-12 programs.	The State could allocate money to the school system to promote aviation educational tracks to encourage SC students to enter the industry.	Additional partnerships with other State entities	I.B. I.C. II
South Carolina Aeronautics Commission	4	Aircraft Maintenance		3) In person	Aircraft Maintenance is mandated by the Federal Aviation Administration, and cannot be reduced.	Nothing	The current focus is what it needs to be	I.B. I.C. II

Key Customers Chart

INSTRUCTIONS: Provide information about the key customer segments identified by the agency and each segment's key requirements/expectations. A customer is defined as an actual or potential user of the agency's deliverables. Please be as specific as possible in describing the separate customer segments (i.e. do not simply put "public.") The Deliverables Cross References column should link customer groups to the deliverable listed in the Key Deliverables Chart, which they utilize. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency Submitting Report	Item #	Customer Segments	Requirements/Expectations	Deliverables Cross References
South Carolina Aeronautics Commission	1	Flight Passengers	To provide safe, efficient, timely flight services when requested	1
South Carolina Aeronautics Commission	2	Public Airport Sponsors (owners)	To provide guidance, support, and funding as planned for and according to SCAC operational policy	2, 3
South Carolina Aeronautics Commission	3	Airport Consultants	To provide project support as needed to assist consultants with airport improvements	2
South Carolina Aeronautics Commission	4	SC Students	To provide an introduction to and multiple opportunities to become aware of the career paths within the aerospace/aviation industry	3
South Carolina Aeronautics Commission	5	Other State Agencies	To provide aircraft maintenance and flight support as needed to accomplish agency missions	1, 3, 4

Key Stakeholder Chart

INSTRUCTIONS: Provide information about the agency's key stakeholder groups and their key requirements and expectations. A stakeholder is defined as a person, group or organization that has interest or concern in an agency. Stakeholders can affect or be affected by the agency's actions, objectives and policies. Please be as specific as possible in describing the separate stakeholder groups (i.e. please do not simply put "the public.") The Deliverables Cross References column should link stakeholder groups to the deliverable, listed in the Key Deliverables Chart, for which they group has the most interest or concern. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

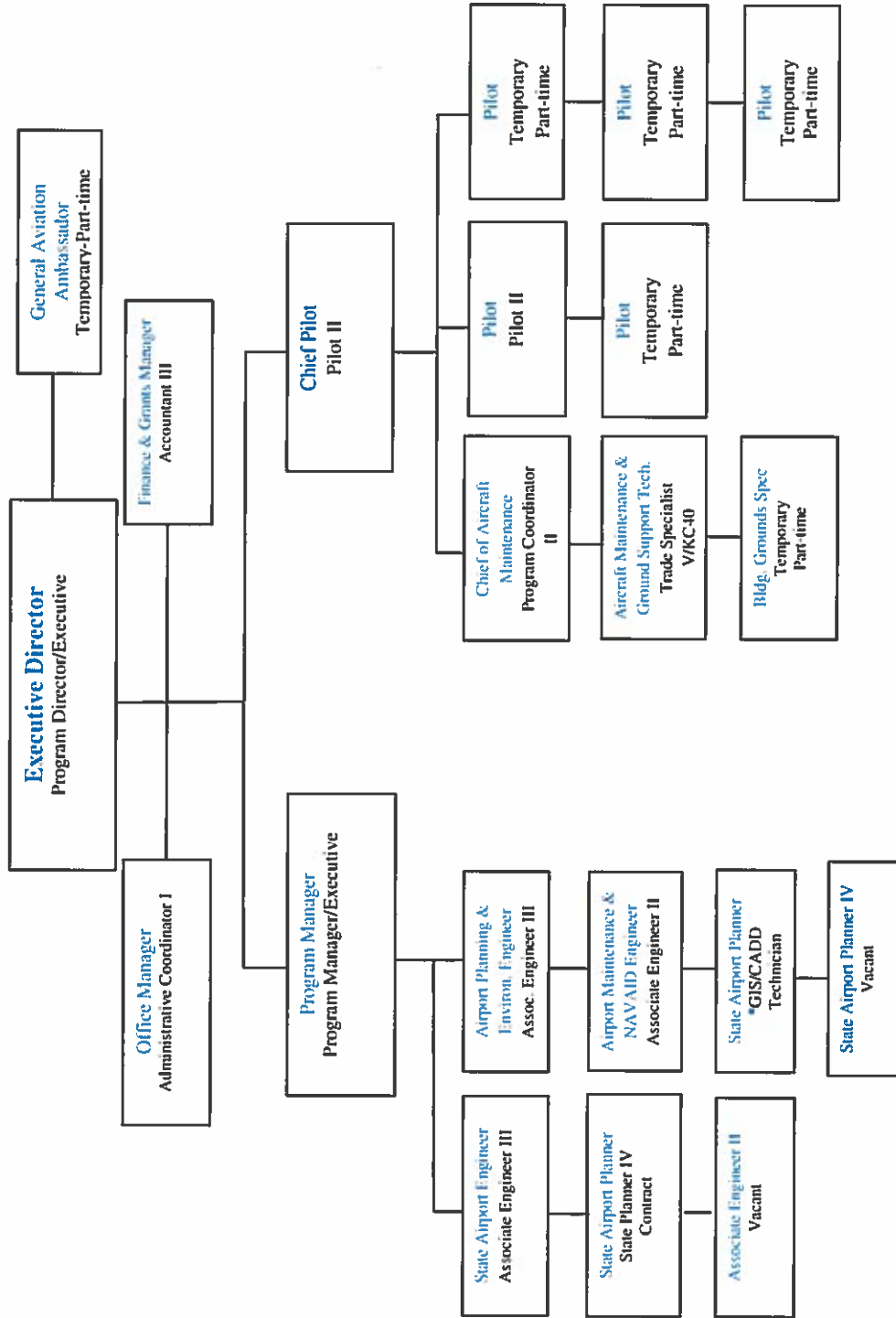
Agency Submitting Report	Item #	Stakeholder Group	Requirements/Expectations	Deliverables Cross References
South Carolina Aeronautics Commission	1	Governor and Elected Officials	Continued safe operations of aircraft to meet the flight support needs	1
South Carolina Aeronautics Commission	2	Public Airport Owners (counties and municipalities)	Continued program offerings to assist owners with the planning, capital improvement , and maintenance of their airports.	2
South Carolina Aeronautics Commission	3	Other State Agencies	Continued safe operations of aircraft to meet the flight support needs and continued offering of support services for other state owned aircraft. Also, continued support to Commerce and other economic development entities as it relates to airports located within SC.	1, 4
South Carolina Aeronautics Commission	4	SC Students	Continued offering of opportunities to engage students in Aviation/Aerospace programs, career paths, and industry connections.	3

Key Partner Agencies Chart

INSTRUCTIONS: List the names of the other state agencies which have the biggest impact on the agency's mission success (list a minimum of three); partnership arrangements established and performance measures routinely reviewed with the other entity. The Major Program Areas Cross References Column should link the Partner Agency to the major program area, in the Major Program Areas Chart, on which it has the biggest impact. **NOTE:** Responses are not limited to the number of rows below that have borders around them, please list all that are applicable and a minimum of three.

Agency Submitting Report	Agency w/ Impact on Mission Success	Partnership Arrangement Established	Performance Measures Routinely Reviewed Together	Major Program Areas Cross Reference
South Carolina Aeronautics Commission	South Carolina Budget & Control Board	2009	No formal review	I.A.
South Carolina Aeronautics Commission	Department of Natural Resources	From date of SCAC origination (1935)	Monthly	I.B.
South Carolina Aeronautics Commission	Governor's Office / Elected Officials	From date of SCAC origination (1935)	As needed	I.B.
South Carolina Aeronautics Commission	All other State Agencies	From date of SCAC origination (1935)	As needed	I.B.

SOUTH CAROLINA AERONAUTICS COMMISSION ORGANIZATIONAL CHART



Overseeing Body - General Chart

INSTRUCTIONS: Provide information about the body that oversees the agency and to whom the agency head reports including what the overseeing body is (i.e. board, commission, etc.); total number of individuals on the body; whether the individuals are elected or appointed; who elects or appoints the individuals; the length of term for each individual; whether there are any limitations on the total number of terms an individual can serve; whether there are any limitations on the number of consecutive terms an individual can serve; and any other requirements or nuances about the body which the agency believes is relevant to understanding how the agency performs and its results.

Agency Submitting Report	Type of Body (i.e. Board, Commission, etc.)	# of Times per Year Body Meets	Total # of Individuals on the Body	Are Individuals Elected or Appointed?	Who Elects or Appoints?	Length of Term	Limitations on Total Number of Terms	Limitations on Consecutive Number of Terms	Challenges imposed or that Agency staff and the Body have faced based on the structure of the overseeing body	Other Pertinent Information
South Carolina Aeronautics Commission	Commission	6	6	Both	Governor or Legislative Delegation	4 years	No	Yes	None	See Title 13, Article 6

Overseeing Body - Individual Members Chart

INSTRUCTIONS: Provide information about the individual members on the body that oversees the agency including their name, contact information, length of time on the body, profession and whether they are a Senator or House Member. The Major Program Areas Cross References Column should link the individual to the major program area, in the Major Program Areas Chart, in which the individual has a particular influence, if any, by way of serving on a subcommittee within the body, task force, etc. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency Submitting Report	Name of Individual on Body	Contact Information	Profession	Date First Started Serving on the Body	Last Date Served on the Body	Length of Time on the Body (in years)	Senator or House Member? (put Senate or House)	Major Program Areas Cross Reference
South Carolina Aeronautics Commission	Delphin A. Ganit, Jr.	803-479-7199	Air National Guard	19-May-11		3.83	Senate Confirmation	I. A.
South Carolina Aeronautics Commission	George P. (Pat) Waters	843-224-2272	Retired	27-Feb-14		1.08		I. A.
South Carolina Aeronautics Commission	Ira E. (Bud) Coward	803-645-4806	Retired	16-Jan-15		0.17		I. A.
South Carolina Aeronautics Commission	John R. Hunt, M.D.	864-356-2645	Medical Doctor	27-Feb-13		2.08	Representative Brian White	I. A.
South Carolina Aeronautics Commission	Matthew J. Kappel	864-467-9595	Attorney	23-May-12		2.83		I. A.
South Carolina Aeronautics Commission	Bill VanAntwerp	864-838-3300	Retired	15-May-13		1.83		I. A.
South Carolina Aeronautics Commission	Carroll W. Joye	803-682-5177	Professional Pilot	26-Feb-14		1.08		I. A.
South Carolina Aeronautics Commission	Gerald E. Harmon, M.D.	843-237-4296	Medical Doctor	31-May-12		2.83	Senator Raymond Cleary	I. A.

Major Program Areas Chart

INSTRUCTIONS: Provide information about the agency's Major Program Areas as those are defined in the Appropriations Act. When completing columns B - K, the agency can copy and paste the information the agency submitted in the Program Template of the FY 2013-14 Accountability Report, just make sure of the following:
 a) List only the programs that comprise at least 80% of the total budget. The remainder of the programs should be "labeled ONLY" in the box labeled "Remainder of Programs", with those program expenditures detailed in the box labeled "Remainder of Expenditures." If the agency has trouble understanding what is requested, refer to the 2012-13 Accountability Report, Section II, number 11.
 b) The "Associated Objective(s)" column in the Program Template of the FY 2013-14 Accountability Report has been changed to "Key Performance Measures Cross References." The Key Performance Measures Cross References column should link major programs to charts/graphs in the Key Performance Measurement Processes Section (ex. Chart 5.2.1 or Graph 5.2.2). If the agency has trouble understanding what is requested, refer to the 2012-13 Accountability Report, Section II, number 11, and c) An additional column, titled "Legal Standards Cross References," has been added at the end. The Legal Standards Cross Reference column should link major programs to the statutes, regulations and provisions listed in the Laws Section of this report, which they satisfy. Included below is an example, with a partial list of past Major Program Areas from the Department of Transportation. The example does not include information in the columns under expenditures. Key performance measures cross reference, legal standards cross references or remainder of expenditures, however the agency must complete these columns when submitting this chart in final form. Please delete the example information before submitting this chart in final form. NOTE: Responses are not limited to the number of rows below that have borders around them. Please list all that are applicable.

Note:
 -Key Performance Measures Cross References Column links major programs to the charts/graphs in the Key Performance Measurement Processes Section of the Restructuring Report.
 -Legal Standards Cross References Column links major programs to the statutes, regulations and provisions they satisfy which are listed in the Laws Section of the Restructuring Report.

Agency Submitting Report	Program/Title	Purpose	FY 2012-13 Expenditures			FY 2013-14 Expenditures			TOTAL	Key Performance Measures Cross Reference	Legal Standards Cross Reference
			General	Other	Federal	General	Other	Federal			
South Carolina Aeronautics Commission	I. A. Administration	Leadership and direction for the agency including administration, finance, legal and personal services.	\$501,183 47%	\$125,449 5%	\$115,007 8%	\$540,713 46%	\$85,343 3%	\$136,257 6%	\$774,313 13%	1.1.2, 1.2.2, 1.2.3, 2.1.1, 2.1.2, 2.2.1, 2.2.2, 3.1.1, 3.1.2, 3.2.1, 3.3.1, 3.3.3, 3.4.1, 3.4.2, 3.4.3, 3.5.1, 3.5.2, 4.1.1, 4.1.2, 4.2.1, 4.2.2, 4.2.3	55-1-1, 55-5-70, 55-80, 87-1, 87-2, 87-4, 117-22
South Carolina Aeronautics Commission	I. B. Other Operating	Includes 1) all costs to operate the agency except for personnel cost which is listed separately in the Key Performance Measures Cross Reference column. Includes 2) all costs for projects associated with both federal and state grants (ex. surveying, pavement repair and vegetation control) and 3) expenditures used to maintain and operate SCAC's aircraft.	\$400,382 38%	\$1,494,957 62%	\$383,081 28%	\$480,678 40%	\$2,152,478 77%	\$478,544 28%	\$3,111,701 53%	1.1.1, 1.2.1, 2.1.1, 2.1.2, 2.2.3, 3.2.2, 3.3.1, 3.3.2, 3.4.2, 4.1.1, 4.1.2, 4.2.3	55-1-80, 55-5-70, 55-5-150, 55-5-280, 55-9-290, 55-9-300, 55-13-5, 87-1, 87-2, 87-3, 87-4, 87-5, 117-22
South Carolina Aeronautics Commission	I. C. Allocations	Funds used for payments of airport development project, and matching for federal, state and local grants as approved by the Aeronautics Commission.	\$15,000 1%	\$750,879 31%	\$801,500 65%	\$7,803 1%	\$535,785 19%	\$1,184,683 64%	\$1,726,271 30%	2.1.1, 2.1.2, 2.2.3, 3.1.1, 3.1.2, 3.2.1, 3.2.2, 3.3.1, 3.3.2, 3.3.3, 3.4.2, 3.4.3, 3.5.1, 3.5.2, 4.1.1, 4.1.2, 4.2.3	55-5-70, 55-5-150, 55-5-280, 55-9-290, 55-9-300, 55-13-5, 87-1, 87-2, 87-3, 87-4, 87-5, 117-22
South Carolina Aeronautics Commission	II. Fringe	Benefits for employees including health-care, retirement, unemployment insurance and Social Security.	\$152,959 14%	\$51,566 2%	\$24,127 1%	\$170,578 14%	\$30,259 1%	\$27,719 2%	\$233,567 4%	1.1.1, 1.1.2, 1.2.1, 2.2.2, 3.1.1, 3.3.1, 3.3.2, 3.3.3, 3.4.1, 3.4.2, 3.4.3, 3.5.1, 3.5.2, 4.1.1, 4.1.2, 4.2.1, 4.2.2, 4.2.3	55-1-90, 55-5-70, 55-5-150, 55-5-280, 55-9-290, 55-9-300, 55-13-5, 87-1, 87-2, 87-3, 87-4, 87-5, 117-22

Remainder of Programs: List any programs not included above and show the remainder of expenditures by source of funds.

Remainder of Expenditures:	% of Total Budget	% of Total Budget	% of Total Budget	% of Total Budget	% of Total Budget

Legal Standards Chart

Agency Name: Aeronautics
 Agency Code: U30
 Agency Section: 87

INSTRUCTIONS: List all state and federal statutes, regulations and provisos that apply to the agency ("Laws") and a summary of the statutory requirement and/or authority granted in the particular Law listed. Included below is an example, with a partial list of Laws which apply to the Department of Juvenile Justice and Department of Transportation. The agency will see that a statute should be listed again on a separate line for each year there was an amendment to it. Please delete the example information before submitting this chart in final form. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency Submitting Report	Item #	Statute/Regulation/Provisos	State or Federal	Summary of Statutory Requirement and/or Authority Granted
South Carolina Aeronautics Commission	1	55-1-1	State	There is created a Division of Aeronautics within the South Carolina Budget and Control Board that shall be governed by the Aeronautics Commission as provided in Chapter 1, Title 57.
South Carolina Aeronautics Commission	2	55-1-90	State	Establishes the criteria for use of state-owned aircraft.
South Carolina Aeronautics Commission	3	55-5-70	State	Establishes the right and authority of the Division to promote and maintain air commerce and aeronautical activities, as well as the authority to promulgate rules as necessary.
South Carolina Aeronautics Commission	4	55-5-80	State	Establishes the responsibility and authority of the division.
South Carolina Aeronautics Commission	5	55-5-150	State	Establishes the criteria to close an airport or runway for imminent danger to aircraft, and the mediation method to resolve disputes with airport sponsors regarding closure.
South Carolina Aeronautics Commission	6	55-5-280	State	Establishes the criteria and use of the State Aviation Fund
South Carolina Aeronautics Commission	7	55-9-290	State	Establishes actions in equity maintained by the Division to restrain and abate airport hazards.
South Carolina Aeronautics Commission	8	55-9-300	State	Establishes the right for the Division to incorporate airport hazard area regulations.
South Carolina Aeronautics Commission	9	55-13-5	State	Establishes the notification requirement of land use changes within the limits of maps created by the Division.
South Carolina Aeronautics Commission	10	87.1	State	Establishes the right of the Division to receive reimbursement for services rendered.

Legal Standards Chart

Agency Name: Aeronautics
 Agency Code: U30
 Agency Section: 87

South Carolina Aeronautics Commission	11	87.2	State	Establishes the right of the Division to receive revenue from rental of Division office space.
South Carolina Aeronautics Commission	12	87.3	State	Establishes the funding sequence of airports in SC.
South Carolina Aeronautics Commission	13	87.4	State	Establishes the authority of the Division to provide hangar/parking facilities for government owned and/or operated aircraft.
South Carolina Aeronautics Commission	14	87.5	State	Establishes the criteria by which funds may be appropriated for aviation grants.
South Carolina Aeronautics Commission	15	117.22		Establishes the criteria and mandate to maintain logs of all flights for accountability and transparency.

INSTRUCTIONS: Complete this agency's internal audit report and submit during the next budget cycle enclosing the date the agency first started performing audits, subsequent requests for budget, the number of audits performed in the last five fiscal years, a list of months it took for internal audit, a list of months it took for external audit, and name of the most recent Peer Review of Self-Assessment by SC State Internal Auditors Association or other entity (if other entity, name of that entity).

Note: All audits are not the result of suspicious activity or alleged employee actions. Other times regular audits are required by statute/regulation or an agency's standard operating procedures apply as a method of ensuring operations are being run best.

Agency Submitting Report	Does agency have internal auditors? (Y/N)	Date Internal Audit began	Individuals responsible for Internal Audits	Individuals to whom Internal auditors report	Name and contact information for head Internal Auditor	General subject matters audited	Who makes decisions of when an internal audit is conducted?	Information considered when determining whether to conduct an internal audit?	Do internal auditors conduct an agency-wide risk assessment routinely? (Y/N)	Do internal auditors routinely evaluate the agency's performance improvement process? (Y/N)	Total Number of Audits performed in last five fiscal years	# of months for shortest audit	# of months for longest audit	# of months for longest audit needed to conduct audit	Date of most recent Peer Review of Self-Assessment by SC SIAA or other entity (if other entity, name of that entity)
South Carolina Aeronautics Commission	N														

* The South Carolina Aeronautics Commission is currently under the Budget and Control Board. Some financial functions including Internal Audit are performed by the Budget and Control Board.

Personnel Involved Chart

INSTRUCTIONS: List the name of all personnel at the agency who were consulted or performed work to obtain the information utilized when answering the questions in these reports, their title and their specific role in answering the question (i.e. searched the agency documents, asked for information because they are in charge of the department, etc.) Please delete the example information and instructions row before submitting this chart in final form. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency Submitting Report	Name	Phone	Email	Department/Division	Title	Question	Role in Answering Question
South Carolina Aeronautics Commission	James Stephens	803-896-6272	jstephens@aeronautics.sc.gov	Administration	Executive Director	I., II., III., IV., V., VI, VII	Researched and answered all other questions not completed by the Finance Director.
South Carolina Aeronautics Commission	Melody Mikell	803-896-6279	memikell@aeronautics.sc.gov	Administration	Finance Director	IV., VII.	Verified reporting requirements, associated costs, and answered internal audit questions.