



## INSTRUCTIONS FOR COMPLETING BOE-570-IS

*Using a separate sheet for each aircraft type as described in California Code of Regulations, Title 18, section 202, list name of carrier, type of aircraft being reported, county in which the airport is located, airport name, number of sheets, and the representative period or periods. Do not report flight and ground time prior to an aircraft's first entry into revenue service of this carrier; report the details of such excluded time separately.*

**Column A.** Scheduled operations — list the flight number and whether the flight is daily, Sunday only, etc. Nonscheduled operations — list the aircraft tail number and the flight number, if applicable. This should include unscheduled replacement or spare aircraft located at this airport.

**Column B.** Enter the location of the last stop prior to arrival at this airport.

**Column C.** Enter the time of arrival at this airport, using the 0000 to 2400 clock. All time entries must be recorded in Pacific time.

**Column D.** Scheduled operations — list the flight number and whether the flight is daily, Sunday only, etc. A flight originating at this airport should be recorded on the line used for the terminating flight if the same aircraft is scheduled for both flights. Nonscheduled operations — list the aircraft tail number and the flight number, if applicable. Attach a copy of the published schedule in effect during the representative period.

**Column E.** Enter the location of the first stop after leaving this airport.

**Column F.** Enter the time of departure from this airport.

**Column G.** **Intrastate Flight Activity** — report one-half the scheduled time between airports within the state. Do not use State Board of Equalization intrastate standard flight times; these are for Assessor use only.

**Interstate Flight Activity** — use the State Board of Equalization interstate standard flight times as published in the *State Board of Equalization Annual Letter to Assessors and Interested Parties*. If flight times are not available, then report per Revenue and Taxation Code section 1152 and California Code of Regulations, Title 18, section 202 (d).

**Column H.** See the instructions for Column G.

**Column I.** Calculate by subtracting the Column C entry from the Column F entry and convert to minutes. There may be situations where a scheduled air carrier's operating schedule reflects on aircraft remaining at the subject airport for a specified period of time, but, during some or all of these stops, the aircraft is actually flown into other ports to provide nonscheduled service. When circumstances such as this exist, the air carrier shall report the nonscheduled flight and ground time to the affected California counties and exclude from the scheduled ground time at the first airport an equivalent amount of time. The equivalent amount of scheduled ground time to be excluded shall be calculated as follows:

Within the scheduled representative period, the total nonscheduled time which is reflected on the schedule as ground time at the first airport shall be divided by the number of weeks in the assigned nonscheduled representative period. The quotient represents the scheduled ground time to be excluded at the first airport.

Detailed calculations of the excluded ground time must be supplied the county in which the specified stop was scheduled.

This exclusion is not to be made unless the nonscheduled activity establishes situs for the aircraft type elsewhere. Time devoted to training flights not involving actual landings for embarking or disembarking crew, passengers, or freight at other airports, for example, may not be excluded.

**Column J.** If flights are made at least once a week, enter the total number of flights per week. If flights are made less frequently than once a week, enter the total number of flights during the representative period as the numerator of a fraction and the number of weeks in the representative period as the denominator of a fraction. For example, if a flight is scheduled once every other week and the representative period is one week long, the fraction  $\frac{1}{2}$  would be the numerator and 1 would be the denominator. The fraction  $\frac{1}{2}/1$  would then be entered in this column.

**Column K.** Calculate by adding the entries in Columns G, H, and I and multiplying the total by the number of flights in Column J.

If during the representative period on aircraft spent 720 or more **consecutive** hours on the ground, report 168 (hours) and a bold asterisk (168\*) for that period of ground time.

*\*This form is to be used by air carriers for reporting flight activity or their jet engine aircraft types. The flight activity of all other aircraft is to be reported on BOE-570-IL, Flight Detail — Piston-Powered and Turboprop Types.*