



# **CONTRACT CREWING PROPOSAL**

Presented to



July 2017

Downloadable PDF

Also visit [www.jetpropilots.com/jetlinx-partnership](http://www.jetpropilots.com/jetlinx-partnership) for an interactive web page

30 June 2017

Josh Carstensen / Nick Johnson  
Jet Linx Aviation  
13030 Pierce Street, Ste. 100  
Omaha, NE 68144

Josh and Nick,

Thank you for the opportunity to submit a proposal to Jet Linx for our crewing services. We have organized our response into the following sections for your review and consideration:

1. In-line responses to Jet Linx RFP (*JetPro responses in green*)
2. About Us
3. Features - What makes us unique
4. Meet the Team
5. **TripTrac™** Overview (*in-house mobile app designed by JetPro for expense reports & invoices*)
6. **CrewTrac™** Overview (*internal HR/payroll system for crew signups, record keeping & payroll*)
  - Refer to online version of this proposal for link to sample **CrewTrac™** dashboard
7. Sample Custom Reporting (*3 samples to show what custom reports from our system look like*)
8. Pricing Information
9. Sample Invoice
10. Sample Dossiers (*1 pilot & 1 Flight Attendant*)
11. Background Checks (*available options & details*)
12. Sample Confidentiality Agreement (*each JetPro crew member signs this*)
13. Sample e-mail alert (*sent automatically from CrewTrac™ system for expiring credentials*)

This proposal has also been delivered online at [www.jetpropilots.com/jetlinx-partnership](http://www.jetpropilots.com/jetlinx-partnership)

Sincerely & respectfully,

Jason Wardwell & the JetPro team



## Request for Proposal: Jet Linx Contract Crew Sourcing

See JetPro in-line responses below in green.

### A. *Statement of Purpose*

Jet Linx Aviation is seeking an aviation staffing agency to provide all contract crewmember and cabin attendant procurement, including the vetting, billing, and logistics associated with utilizing contract crew.

### B. *Company Information*

Jet Linx Aviation is one of the largest Part 135 Operators in the U.S. Our main focuses are aircraft management, jet card sales, and wholesale charter.

#### Quick Facts:

- Headquartered in Omaha, Nebraska
- 14 Base Locations
- ~100 Aircraft under management
- ~250 Assigned Crew Members

#### Contract Crew Usage:

- **2016: 865 Contract Crew Days Used**
  - 231 Cabin Attendant
  - 634 Pilots
- **2017: On track for 1,500-2,000 Contract Crew Days**

### C. *Information Gathering*

The goal of this proposal process is to gain as much of an understanding about your agency as possible to ensure the relationship is a good fit and our requirements closely match your own. Please respond in word or PDF format to the following informational requests:

#### a. **Company Organization**

- i. How many employees does your agency have? All of our pilots, flight attendants, and maintenance technicians are hired as employees of JetPro. We have nearly 1000 total pilots in our system (including applicants and employees), around 175 of which are employed by JetPro (fully on-boarded, screened & vetted, complete with criminal history and FAA background checks, and added to our payroll.) In addition, we have approximately 110 total flight attendants in our system (applicants and employees), approximately 20 of whom are fully employed by JetPro. In our Fort Wayne office, we have six employees involved with the day-to-day back-office operations of JetPro. In



## Request for Proposal: Jet Linx Contract Crew Sourcing

addition, we have three partners who are also involved with all aspects of the business. See the 'Meet the Team' section of this proposal for details, including primary and secondary responsibilities.

- ii. What are your departments comprised of? Do your representatives handle all vetting, logistics, billing, etc. or are those functions split up? Responsibilities are split up with primary and secondary/backup roles. See 'Meet the Team' section for details.
- iii. Can you handle our contract crew requests 24/7? Yes, we offer 24/7 trip coverage assistance with a 'live' representative. JPP understands the fluid environment of the aviation industry and can assist clients with the scheduling changes that are a part of every flight operation. We are just one phone call away!
- iv. Please provide a referral from a comparable business aviation company (50+ aircraft, high volume, etc.). JetPro has agreements with three large fleet management companies. The first company has a signed formal agreement, but has yet to fly any trips through us. The second has engaged JetPro with a retainer agreement for pilot recruiting services. The third company is using JetPro for active crewing, however, we are not at liberty to disclose their name per confidentiality purposes in our contract.

### b. Pilot Sourcing

- i. Can you source crewmembers for all aircraft types? If not, which types are you unable to help with? Yes, we can crew all types of AC. JPP crews most of the common aircraft models, including clients operating a range of aircraft from the Falcon 10/100 to the Boeing 747. More importantly, JetPro has built the infrastructure to recruit, screen, hire, and on-board new crew members. Our CrewTrac™ system allows us to not only screen and sign up individuals very thoroughly and efficiently, but also ensure that our records *stay* current through our internal administrative reports, automated e-mail alerts to crew and our client-facing dashboards.
- ii. Can you provide contract crewmembers and cabin attendants that meet all Jet Linx Requirements (listed in the Jet Linx Requirements section)? Yes. Our database is large (and growing), and we can easily sort/filter crew members based on any variety of factors or combination of factors. Once chosen as the partner for Jet Linx, JetPro will collaborate with Jet Linx and make adjustments to our application process (across the board) to best align with Jet Linx needs.
- iii. If Jet Linx has a current relationship with a contract crewmember or cabin attendant we use on a regular basis, can we direct them to go through your agency if we'd like to continue using them? Yes of course. We are happy to screen and onboard crew members (provided they meet JetPro requirements) regardless of their source. Our practice has always been dual approval (by both



## Request for Proposal: Jet Linx Contract Crew Sourcing

JetPro and our client). JetPro will work very closely with Jet Linx to get you the right crew for the trip.

iv. What is your vetting process for crewmembers and cabin attendants?

*A general overview of this process is also outlined in the 'CrewTrac™ Overview' section of this proposal. However, the following section provides a bit more detail:*

**Online Application** – ([www.jetpropilots.com/careers](http://www.jetpropilots.com/careers))

*The following information is asked:*

**Pilots:** Demographic info, Resume, FAA License type, medical class, hours (total, PIC, MEL, Jet, etc.) Any FAA incidents, accidents, enforcement? (yes/no and if yes, please explain). List all type ratings. List up to 3 aircraft that the crew member is *currently* flying, including time in type, time in type as PIC, date and kind of most recent training.

**Flight Attendants:** Demographic info, resume, # of years in business aviation, CPR/AED training date, HAZMAT training date, CRM training date. FAA approved general emergency training (facility and date), and “Tell us about your experience with client confidentiality.”

**Initial Screening of Application.** Director of Operations (with assistance from partners/others as needed) will screen new applicants based on a variety of factors. As the situation requires, applicants may be screened for general crewing or for a particular client’s needs.

**Employment Offer.** If a decision is made to hire an applicant, an offer is made (“the hire is initiated”) within our **CrewTrac™** system, triggering an automated e-mail back to the applicant. The e-mail contains links to the onboarding portal and to detailed video instructions on how to complete the onboarding. *See below for the links to the onboarding instructions. We just ask that you keep these confidential and do not share with others and/or our competitors. These videos are not available to the public and designed to only be viewed by JetPro crew members:*

**Pilot:**

[https://www.youtube.com/watch?v=ndY\\_Dwo8KBc&list=PLP58ejxeQjgVUnKLhIRXPdTdxjx6gL8R&index=1](https://www.youtube.com/watch?v=ndY_Dwo8KBc&list=PLP58ejxeQjgVUnKLhIRXPdTdxjx6gL8R&index=1)

**Flight Attendant:**

[https://www.youtube.com/watch?v=hvlwsfG\\_rZE&list=PLP58ejxeQjih8V\\_1dS4bBw\\_5mOit2kszP&index=1](https://www.youtube.com/watch?v=hvlwsfG_rZE&list=PLP58ejxeQjih8V_1dS4bBw_5mOit2kszP&index=1)



## Request for Proposal: Jet Linx Contract Crew Sourcing

**Onboarding.** Onboarding (aka employee new hire paperwork) is completed online by the crew member, on their own time, by logging directly into our **CrewTrac™** system and following the step-by-step instructions. This includes signing a variety of JetPro documents, including an offer letter from JetPro, a formal confidentiality agreement, criminal background check authorization and a JetPro employee handbook acknowledgement. Employees also complete a Federal W4, I9, and any state withholding forms as required, based on their home state. Employees are then included on JetPro's workmen's comp policy and state taxes are withheld as required and per withholding instructions by the individual crew member. In addition, crew members, based on their position, are asked to upload their pilot certificate, medical, training documentation (detailed ROT is required), passport (or pertinent ID), photo, and any other documents/training as needed, i.e. International Procedures, radio permit, etc. Additional documentation may be requested and tracked per client request.

**Onboarding Verification & Final Processing.** Once a crew member has completed the onboarding, **CrewTrac™** automatically alerts our admin team. Our staff will then review the submitted documents and complete final processing to get the crew member 100% documented and set up with JetPro and ready to fly for our clients. To this point in the process, most of the sign-up process has been automated, but this is where human eyes come into play and evaluate/verify everything. The onboarding verification process is a detailed checklist followed by our admin team. The completion of this checklist, along with any notes and follow-up questions are documented and filed for each crew member, creating a full electronic personnel/HR file for each crew member and getting them set up in our system. At this time, we also do the final processing of the criminal background check (see the 'Background Checks' section of this proposal for additional info) and the FAA verification report (which verifies type ratings, limitations, incidents, accidents, and enforcement directly from the FAA).

**Ongoing Record Maintenance.** After the dust settles from the initial onboarding and time moves on, our **CrewTrac™** system is configured to send automated alerts to both crew members and JetPro admin staff when time-sensitive credentials are about to expire. Our default frequency is 90/60/30 days, but this is configurable. See 'Sample E-mail Alert' section of this presentation for a sample of a **CrewTrac™** alert e-mail that automatically goes out. Once the pilot sends this information back to JetPro (through a variety of methods, either via e-mail or by capturing the image using their smartphone camera in our **TripTrac™** application), our admin



## Request for Proposal: Jet Linx Contract Crew Sourcing

team will update the records within the system (including the client-facing **CrewTrac™** dashboard) as appropriate.

- v. Do you track the performance and/or gather feedback for the contractors and cabin attendants you provide? Yes, particularly on new crew members. We will ask our client for feedback after a new crew member flies on a first trip. In some cases where we crew both seats, we may ask our established/trusted PIC for verbal feedback on the performance of the SIC, to the extent they are comfortable. All clients know that we are a phone call away if there are issues and we will handle them so they don't have to. We are very sensitive to sloppy performance or bad attitudes. We have a system for tracking and documenting poor performers (through our **CrewTrac™** system) and those crew members with criminal and/or FAA violations. Also note that any type of positive criminal background report or FAA incident will be handled on a case-by-case basis. All findings will be fully disclosed to Jet Linx and a mutual decision will be made as to whether or not to use a particular crew member.
  - vi. Please provide 2 Sample Packages we would receive if you were presenting options to us for a given request (1 pilot and 1 cabin attendant). See the 'Sample Dossiers' section in this proposal.
  - vii. What is the turnaround time for most requests? This varies based on the needs of our clients. On average, we typically see 1-2 weeks notice on trip requests. However, we also have covered trips in as little as 24 hours if needed. Some of our retained crew members (assigned exclusively to one client) live local to that client and are on-call M-F and have a 4-hour window to respond. We fully understand that schedules in business aviation are extremely fluid (request/cancel/re-request/cancel again). We also understand that the scheduling needs and patterns of Jet Linx clients are going to vary as well. We are set up to accommodate this.
- c. Pricing and Administrative Information**
- i. Please provide pricing information for pilots and cabin attendants. See 'Pricing Info' section in this proposal.
  - ii. Please explain if pricing changes by aircraft type, aircraft class, etc. See 'Pricing Info' section in this proposal.
  - iii. How are travel arrangements, overnight expenses, and per diem allowances handled? Typically, these are managed and paid up front by the crew. We normally get at least a rough itinerary from the client and pass it along to the crew, who make their own travel arrangements. Using our **TripTrac™** application, crew members submit their expense reports. They are then paid on a weekly payroll cycle so they get paid quickly (wages and expense reimbursement). From our experience, 'common sense' seems to be the prevailing policy on crew expenses, but we do have some clients who have



## Request for Proposal: Jet Linx Contract Crew Sourcing

policies on certain items (e.g. no alcohol, pre-approval on international airline positioning, etc.)

- iv. What are your payment terms? **Net 30**
- v. How often and when do you invoice? Typically, this is done monthly after the first of the month (to bill for the prior month). In some situations, with permission from the client, we may invoice more frequently, i.e. after a trip.
- vi. Please provide a sample invoice. See 'Sample Invoice' section of this proposal.

### D. *Jet Linx Contract Crewmember and Cabin Attendant Requirements*

#### a. **Flight Crew requirements:**

- i. ATP and applicable PIC Type Rating \*See Notes Below
- ii. 3,000 Total Time/1,500 PIC \*
- iii. 1,500 MEL/500 MEL PIC \*\*JetPro asks Total MEL, but not MEL PIC
- iv. 250 PIC Time in Type \*
- v. 500 Turbine Time \*\*
- vi. 300 Instrument Time \*\*
- vii. First Class Medical \*\*

Notes: \*Single asterisk items are items that we already ask on our standard application.  
\*\* Double asterisk items are items that vary from our standard application. After being chosen as the Jet Linx partner, we will adjust our standard JetPro application to best align with Jet Linx needs.

\*SICs who do not meet these requirements may be accepted on a case by case basis. OK. JetPro's approach is that we only crew pilots who are captain qualified and 12-month current in the aircraft. We will, however, make exceptions for SIC crewing, considering FAA requirements and client requests/approval, including consideration to client's insurance provider requirements.

#### b. **Cabin Attendant Requirements:**

- i. DOB – Must be 23 years of age or older. By design, JetPro does not ask for DOB on our employment application. We would like to discuss this requirement a little further.
- ii. Industry recognized cabin service training. Yes. JetPro can track FAA required training and also track any specific cabin training vendor of interest. Also note that with our robust **CrewTrac™** system, custom training modules can be defined as needed. JetPro has clients that administer 'in-house' custom training programs, which JetPro can assist with tracking and monitoring.

### E. *How to Submit a Proposal*



## Request for Proposal: Jet Linx Contract Crew Sourcing

Please submit responses to the questions above and return all requested sample documents no later than **June 30<sup>th</sup>** to Josh Carstensen ([jcarstensen@jetlinx.com](mailto:jcarstensen@jetlinx.com)) and Nick Johnson ([njohnson@jetlinx.com](mailto:njohnson@jetlinx.com)). A final decision will be made no later than July 28<sup>th</sup>.

Questions or clarification can be directed to Josh Carstensen at (402) 315-1046

## Overview

- Staffing Company for Pilots, Flight Attendants, and Technicians
- Pilot Owned, founded in 2009
- Crew for very reputable Fortune 500 and Fortune 100 companies on most jet aircraft
- Domestic & International flights with frequent ocean crossings
- Industry leading technology, including **CrewTrac™** to maintain aviation & HR records for crew, plus **TripTrac™** mobile smartphone app for processing wages & expenses

## Easy Setup & Flexibility

- We set up a straightforward contract between JetPro and your organization
- Working with you on your specific needs, we do the screening, hiring, and on-boarding of the crew. Individual pilots or flight attendants may be referred to us
- JetPro becomes the employer of record for the staff
- No penalties or fees if you decide to hire a JetPro Pilot or Flight Attendant

## Easy Scheduling

- Simply contact JetPro with your flight information (and any crew preferences) and we will connect you with the right crew for the trip.
- JetPro is part of a wide network of pilots, flight attendants, and technicians across the US

## JetPro does all of the Payroll & Expense Reimbursement

- All JetPro crew are set up to use TripTrac™ to submit expense reports, taking pictures of receipts with their mobile phones & submitting them electronically via the Internet
- JetPro will screen & check expense reports, following any policies you may have
- By default, JetPro submits a single, consolidated invoice at the end of each month (billing by AC also available upon request). Invoices include trip summaries and full expense detail.
- JetPro does not markup expenses (straight pass-thru with full disclosure on expenses)

## Reduced Administration & Reduced Risk for your Organization

- No 1099s for you to process at the end of the year. All JetPro employees receive W2s from JetPro.
- JetPro withholds payroll taxes (Federal and State)
- With JetPro managing the withholdings for taxes, unemployment, etc., your risk of employee misclassification is virtually eliminated.
- JetPro carries Workmen's Comp insurance (\$1M per occurrence), as well as up to \$20M in Commercial General Liability insurance for all JetPro crew members.
- Expenses will be paid initially by Pilot (positioning, meals, hotels, incidentals, etc.)
- Expenses are captured by Pilot with JetPro's exclusive mobile app, **TripTrac™**
- Wages & Expenses are paid to our crews on a weekly basis
- Expenses added to monthly client invoice and passed on without markup by JetPro



# FEATURES

## Industry Experience (Pilot Owned)

- We are pilot-owned (3 equal partners) with 80+ years combined experience in aviation
  - Scott – Seasoned Gulfstream International Captain
  - Jack – Business Aviation Consultant & Seasoned International Captain
  - Ralph – Private Pilot & Mobile Banking Expert
- Owners have some direct experience in flight department management, plus JetPro has experience in working closely with other Fortune 500 and Fortune 100 companies to know industry best practices

## Wide Range of Clients

- Our clients range from small, private flight departments with one airplane to flight departments of Fortune 100 flight departments. We also have agreements with fleet management companies which manage and operate entire fleets of business aircraft.

## Industry Leading Technology

- Internally developed **TripTrac™** mobile app, designed and used exclusively by JetPro crew members. **TripTrac™** makes expense reporting simple and painless for crew, helps our admin team process expense reports more accurately and efficiently, and creates organized & detailed invoices to clients.
- **CrewTrac™** is a comprehensive HR and payroll system custom designed specifically for business aviation staffing. It handles everything from recruiting a crew member from the business aviation community to sending them a W2 at the end of the year...and everything in-between. **CrewTrac™** dashboards and custom reporting capabilities for client visibility into contracted crew records.

## Taking Good Care of the Crew

- As pilots, we understand the realities and pain-points experienced by contract pilots, our friends and colleagues
- We pay our crews weekly (wages and expense reimbursement) so credit card bills can be paid down quickly
- No hiring fees or penalties, which means JetPro does not get in the way of a pilot's career advancement
- Crews are fully insured (Commercial General Liability & Workmen's Comp)
- We provide good tools (**CrewTrac™/TripTrac™**) for them to use to minimize their administrative efforts

## Solid Procedures

- Our business model is built around the concepts of scalability and delivering consistent quality
- Team members have formal Six Sigma education, concepts used in manufacturing, but applicable in any business
- Written checklists (which are continuously evaluated/improved) are used heavily for consistent success

## Full Back-Office Support (including 24/7 scheduling coverage)

- Dedicated office staff for helping crew and clients with anything and everything
- Individual staff focus on specific areas for consistency and quality, but also back each other up to provide full client support
- JetPro not only offers the front-line support to day-to-day operations (supporting crew and clients), but we also have in-house staff to develop, maintain and support our in-house technology. Rather than outsourcing, we believe in having members of our team that are dedicated to JetPro. This all-in approach to our technology development helps our technical staff better understand business aviation, and why we do what we do.

## No Hiring Fees or Penalties

- This offers a unique opportunity to 'test fly' future staff using JetPro, with the option to hire or pass on a candidate. This is just one more way we are easy to do business with, helping both the crew member as well as you as the client.



# MEET THE TEAM

## Partners

**Scott Jeppson, Jack Arnold, Ralph Marcuccilli**

- **Primary Responsibilities:** Active day-to-day involvement (communicating closely with Director of Operations), advising as needed
- **Secondary Responsibilities:** Backup to trip scheduling, backup to invoicing, other ownership responsibilities

## Operations Team

**Jason Wardwell** Director of Operations

- **Primary Responsibilities:** Trip scheduling, client relations, crew recruiting & relations, sales, marketing, contract negotiations, insurance policy management, daily oversight of entire day-to-day operation.
- **Secondary Responsibilities:** Backup to all other company functions

**Lisa McKeeman** Recruitment Coordinator

- **Primary Responsibilities:** Recruiting, establishment and management of crew records database, and ongoing crew relations
- **Secondary Responsibilities:** Backup/assist with trip scheduling

**Brooke Penn** Payroll Administrator

- **Primary Responsibilities:** Payroll and Invoicing
- **Secondary Responsibilities:** Backup/Assist with trip scheduling, backup/assist with crew record management

**Brandon Young** Associate Software Developer

- **Primary Responsibilities:** Initial development and ongoing support of **CrewTrac™** infrastructure, JetPro website development and support, and tech support
- **Secondary Responsibilities:** Digital Marketing, Salesforce (CRM) infrastructure administration, **TripTrac™** support

**Nate ROSS** Software Developer

- **Primary Responsibilities:** Initial development and ongoing maintenance/support of **TripTrac™** mobile application
- **Secondary Responsibilities:** Advise on other technology areas as needed

**Keith Kelley** Accountant

- **Primary Responsibilities:** Management of state withholding accounts, employee garnishments
- **Secondary Responsibilities:** Backup to Payroll

# TRIPTRAC™

## Overview

JetPro Pilots is a people company that believes in leveraging technology to its fullest. We feel strongly that our people should be working with the most important things, the people, and not spending too much time on administrative tasks that can be made faster and easier with properly designed software.

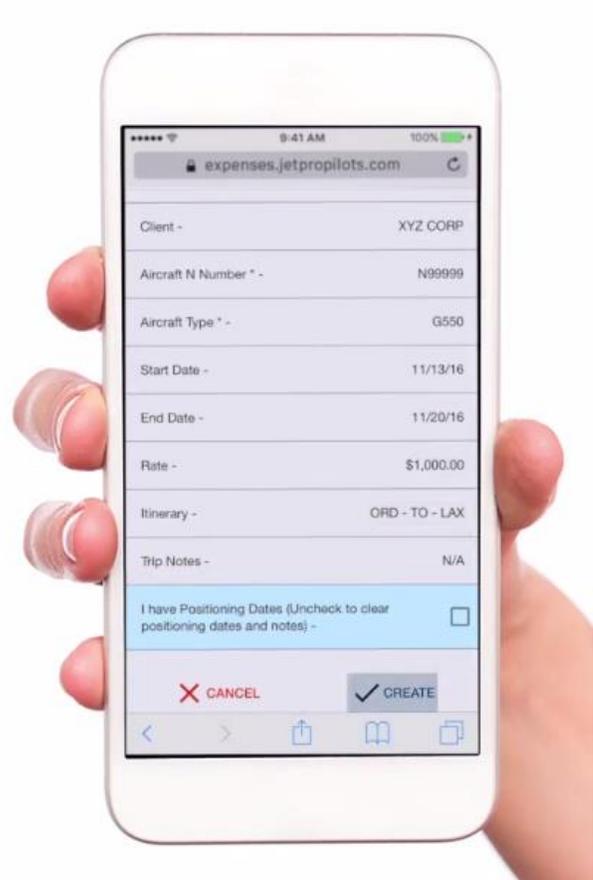
**Simple. Straightforward.  
Like it should be.**

Our exclusive TripTrac™ mobile app is designed for pilots and flight attendants to make time & expense reporting as straightforward as possible. TripTrac™ is made available, at no cost, to all of our crew members to process their time & expense reports. Basic trip information is entered, the receipts are captured using the camera on a smartphone, and everything is submitted electronically. This is coupled with our industry-leading fast payroll, making the pilot experience of flying with JetPro second to none in the industry.

### How Does it Work?

TripTrac™ has been created for daily use by JetPro's pilots and other crew members. The application is a mobile-friendly time & expense reporting application designed specifically for business aviation. TripTrac™ uses a smartphone's camera capabilities to take high quality photos of receipts and allows users to submit expenses electronically as part of the trip report. It can also be used on a tablet or PC.

TripTrac™ manages user information, including each crew member's daily rate, positioning rate, aircraft, and client information. The user simply enters travel and positioning dates (wages) along with receipt information, including snapping a picture of each receipt (expenses). This information is submitted electronically through the Internet, and payments are reimbursed fast with JetPro's weekly payroll cycle. Once the report has been approved, the crew member receives a full electronic version of their report e-mailed back to them in a PDF format. TripTrac™ is also used to distribute pay stubs to crew members, making it a single source for tracking wages, expenses, and pay stubs.



## Our Mindset with this Tool

- We want to be simple and easy to work with, one of our core values
- Designed in-house by JetPro, specifically for business aviation
- Simple and user friendly, minimizing administrative burdens on the crew
- Mobile Friendly
- Works on both Apple and Android platforms
- Uses Google+ (Gmail) credentials to log in, so there is no extra login/password to remember
- Available at no charge to all of our crew members

**Win – Win – Win.** That's how we do business.

***TripTrac™ is a Win for our Crew.*** During their onboarding process with JetPro, each crew member is given access to this application at no charge and as a benefit of being part of our JetPro team. The app has been designed to be simple and straightforward to use, requiring the crew members to spend as little time as possible on their expense reports. When we leverage this with our industry-leading fast payroll cycles, it creates a positive experience for our crew members that is second to none in our industry.

***TripTrac™ is a Win for our Operations Team.*** Since back-office administrative tools have also been designed into TripTrac™, our internal team enjoys the efficiencies of processing payroll for the crew. After all, we do this every single week with our FastPay payroll system, so making it easier is important to us internally as well. The system is intentionally designed so that human eyes will always be involved in the approval process, but the steps required to do so are highly streamlined to ensure efficiency and accuracy.

***TripTrac™ is a Win for our Clients.*** For two reasons: First, our client invoices are organized into monthly summaries for easy management review, and also detailed and broken down trip-by-trip for each crew member. This provides both summary level reporting for management review, as well as audit-friendly detail, including receipt images for every single expense. This format makes the invoice easy to review and 100% transparent. Second, our clients win because TripTrac is a tool that allows us to be very efficient in the back office. This minimizes our overhead and allows us to compete on price. The cost of this technology development will be spread out over a long period of time, minimizing our overhead for many years in the future.

# CREWTRAC™

## Overview

### Crew Record Tracking - Designed for Business Aviation

Record keeping is not the most glamorous part of aviation, but it is certainly vital. At JetPro, we have created automated systems to ensure crew members are maintaining their currency in their respective aircraft.

### What is CrewTrac™?

Keeping up with all of the required certifications, training, and other required credentials can become complex to maintain for a flight department. It's easy for things to fall through the cracks, especially as time moves on and things begin to expire. Our internal tracking system, **CrewTrac™**, enables us to ensure crew members maintain their currency in their respective aircraft in a systematic yet simple way. JetPro is able to actively manage hundreds of pilots and thousands of records. This is done with our system and database of pilots and crew developed and maintained exclusively by JetPro. In a nutshell, it allows us to process higher volumes of pilot records with accuracy and efficiency...all with less overhead.

JETPRO PILOTS LLC

Remember Username

[Forgot your password?](#)

## CREWTRAC™

BY JETPRO

### Welcome to CrewTrac™

Designed by JetPro Pilots exclusively for business aviation staffing, our industry-leading platform for Recruitment, Aviation/HR Record Management, and Payroll. Information maintained in CrewTrac™ is linked to TripTrac™, our exclusive mobile app used by our crews for reporting their wages & expenses.

**LOGIN NOTE:** Auto-filled information by your browser can cause problems. Clear any auto-filled entries for username/password and enter them yourself based on the instructions you have received from JetPro.

Still having trouble? Call 260-918-2784 or e-mail [support@jetpropilots.com](mailto:support@jetpropilots.com)

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## How Does it Work?

Using enterprise-level software customized for business aviation, **CrewTrac™** helps us to efficiently organize our crew. The system manages everything...including recruiting, screening, onboarding, ongoing record keeping, and payroll. Exclusively designed for business aviation, **CrewTrac™** manages the credentials and certifications to satisfy FAA requirements. **CrewTrac™** is used to establish credential sets, maintain them as time moves on, and alert us as old credentials expire.

## Sequence of Events: Crew Selection, Approval, & Processing

**Step 1: Application portal (One-Time, Completed by Crew).** This portal, linked to our public website, can be used by any pilot, flight attendant or technician that is interested in applying with JetPro. Applicants use this secure portal to create a secure temporary account in which they can submit their basic information. This includes demographic information as well as aviation credentials, including a variety of hour totals, type ratings, and recent aircraft training.

**Step 2: Application Review and Approval (One-Time, Completed by JetPro Admin).** Once the application is submitted, our admin team receives an alert. After reviewing the credentials (and sometimes after a phone interview, if required), if the crew member is approved, JetPro management will initiate the hiring sequence. This will trigger an e-mail and link back to the crew member with an invitation to complete the full onboarding (hiring paperwork) process.

**Step 3: Onboarding Portal (One-Time, Completed by Crew).** Once an applicant has been approved to be hired by JetPro, they are invited to log back into **CrewTrac™** to complete the full onboarding paperwork. With self-service and full instructional videos, this process includes signing a JetPro offer letter, full confidentiality agreement, I9, and completing banking and tax withholding information. Crew members are also asked to upload electronic copies of their aviation credentials, including pilot certificate, medical certificate, training records, etc.

**Step 4: Onboarding Verification & Final Processing (One-Time, Completed by JetPro Admin).** Once an applicant has completed their onboarding paperwork, a member from our admin team processes and approves the paperwork following a detailed checklist to ensure that the forms were filled out and signed properly, and that the documents that were provided by the crew member are complete and accurate. The internal employee file for the crew member is assembled, and the criminal and FAA background checks are also completed. This process, since it has been so streamlined, only takes about 30-45 minutes to process (start to finish).

**Step 5: Crew Approval by Client (One-Time).** Once the paperwork is 100% in place, the crew member(s) may be presented by JetPro to the client for approval (this step may be waived if the crew member is pre-approved and presented to JetPro by the client). Depending on the volume, crew information presented for approval may be presented to Jet Linx in the form of individual dossiers, custom CrewTrac™ reports, or in the form of a **CrewTrac™** dashboard.

## CrewTrac™ is Designed for Business Aviation Staffing

There are many varieties of HR and payroll systems on the market available for purchase, but none of them are tailored to business aviation staffing like **CrewTrac™**. The system was built with one objective in mind. The database is pre-populated with FAA type ratings, detailed aircraft makes & models, and other aviation-specific items so that crew members and the JetPro admin team can simply pick items from a list. This reduces errors, ensuring the data is stored properly, allowing accurate processing and reporting.

**CrewTrac™** touches each of the three main parties involved in the process: the JetPro admin team, the crew, and the client. Pertinent information from within the system is presented to different parties at different times, as appropriate.

**CrewTrac™** is not just a software product. The HR and payroll tracking software is certainly at the core of it, but the idea encompasses a broader vision. **CrewTrac™** incorporates the entire process, which includes the software itself, but even how we use it internally. It incorporates our internal checklists and quality control procedures to ensure that everything is processed correctly, every time.

## CrewTrac™ is Secure

Our IT team has worked hard to ensure that our system is safe & robust. Our hosting provider offers a redundant infrastructure to ensure that the system keeps running around the clock. To keep maintain security, we use a multi-layered approach. We actively manage security profiles to control who has access to what, we require strong passwords with rotation requirements, and we use two-factor authentication in the system.

The screenshot displays a web-based form for a pilot's profile. The form is organized into several sections:

- GENERAL INFO:** Includes dropdown menus for 'Desired Employment Type?' (Full-Time), 'Current Employment Type?' (Independent Contractor), 'Willing to Relocate?' (Maybe), and 'License Type\*' (ATP (Airline Transport Pilot)). It also has dropdowns for 'FAA Medical Class\*' (1st Class) and text input fields for 'Total Hours\*' (18500), 'PIC Hours\*' (16500), and 'Multi-Engine Hours\*' (15000).
- TYPE RATINGS:** A note states 'Although you may have more than 3 which you are currently most active'. It features a dropdown for 'FAA PIC Type Rating\*' with a list of aircraft types: Gulfstream G350, Gulfstream G450, Gulfstream G550, Gulfstream G650, Super King Air 300/350, **Beechjet 400** (selected), Beechjet 400A, Beechcraft 1900, Hawker 700, and Hawker 800.
- CURRENT AIRCRAFT:** A note says 'Enter details of up to 3 aircraft types actively flying.' It contains two sets of fields for 'AC #1' and 'AC #2', including 'Aircraft Type\*', 'Time in Type\*', 'Time in Type as PIC\*', 'Date of most recent training\*', and 'Training Type\*'. The 'AC #1 - Aircraft Type\*' dropdown is currently set to 'Beechjet 400'.

Screenshot - JetPro Application 1

## CrewTrac™ Dashboard (Initial Setup and ongoing maintenance done by JetPro Admin)

CrewTrac™ dashboards are designed to organize and display crew credentials to our clients, so that they can also have visibility to pertinent records. The CrewTrac™ dashboard is designed by JetPro for business aviation and customized to the needs of each client, visible to one or more client representatives. This dashboard, presented via a shared Google Sheet, is linked through an API to data in our back-end CrewTrac™ database, actively maintained and supported by JetPro administrative staff.

Best of all, this “live” dashboard design ensures that the most current credentials are presented to the client *in real time*, rather than static 'one-time' dossiers that are time sensitive, key portions of which expire on a periodic basis. While JetPro has standards for FAA-required items, the credential lists presented in the dashboard can be customized to fit client internal training requirements. The completion and expiration dates for each item are presented including color-coding based on expiration dates (green/yellow/red) for ease of use, as well as links to each individual training document, presented as a PDF and stored in a Google Drive folder shared with the client.

To keep crew up to date, automated email alerts are configured to notify crew members of training items or other documentation that will be expiring in X number of days. Multiple reminder emails may be configured within the system (e.g. 90/60/30 day alerts), and alerts may be sent to the client as well, if preferred. This way, clients can be assured that their crew maintains fresh recurrent training records, medicals, passports, visas, and any other time-sensitive credentials.

Credential Item	Last Completed	Next Due	Days Remaining
<a href="#">113.01 - Criminal Background Check (1 time)</a>	06/15/2017		
<a href="#">113.02 - US Passport (10 Year)</a>	6/3/2009	6/3/2019	700
113.03 - 2nd Valid US Passport (4 Year)			
<a href="#">113.04 - FAA Pilot Certificate (Front) (1 time)</a>			
113.05 - FAA Pilot Certificate (Back) (1 time)			
<a href="#">113.06a12 - GV 61.58 Training (12mo)</a>	05/28/2017	05/28/2018	329
113.06a24 - GV 61.58 Training (24 mo)			
113.07b12 - G650 61.58 Training (12 mo)			
113.07b24 - G650 61.58 Training (24 mo)			
113.07z12 - Other			
<a href="#">113.08 - FAA Medical (12 mo)</a>	05/18/2017	05/18/2018	319
113.09 - FAA Medical (6 mo)			
<a href="#">113.10 - FAA Verification Report (1 time)</a>	06/12/2017		
<a href="#">113.11 - JetPro Confidentiality Agreement (1 time)</a>	06/07/2017		
113.12 - Client Agency Letter (1 time)			

Screenshot - Sample Dashboard 1

## Custom Reports for Clients (Initial and/or ongoing reports based on client needs)

CREWTRAC		3201 Shelburn Road Fort Wayne, IN 46815 United States JetPro Pilots LLC		Employee List By Total Hours									
Pilot Name	License Type	Total Hours	PEC Hours	Multi-Engine Hours	Jet Hours	AC #1 - Aircraft Type	AC #1 - Time In Type	AC #1 - Time in Type as PIC	AC #1 - Date of most recent training	AC #1 - What type of training?			
Mike	ATP (Airline Transport Pilot)	28000	20000	20000	18000	Falcon 150/160	500	490	03/20/2016	PEC (Part 135) FAR 135.293/297/299			
Robert	ATP (Airline Transport Pilot)	21000	21000	20000	18000	Cessna 441/440/441	3000	3000	04/11/2017	PEC (Part 135) FAR 135.293/297/299			
August	ATP (Airline Transport Pilot)	18700	1200	13000	13000	Gulfstream G550	1700	1200	06/23/2016	PEC (Part 91) FAR 61.56/157			
Clint	ATP (Airline Transport Pilot)	15000	15000	14000	13000	Jeppesen G550	2500	2000	05/20/2016	PEC (Part 91) FAR 61.56/157			
Kath	ATP (Airline Transport Pilot)	10567	10288	10800	12430	Gulfstream G550	298	274	04/28/2017	PEC (Part 91) FAR 61.56/157			
Brent	ATP (Airline Transport Pilot)	14000	8700	12400	11400	Jeppesen G550	2400	1400	10/17/2016	PEC (Part 135) FAR 135.293/297/299			
Edward	ATP (Airline Transport Pilot)	12400	8900	12300	12300	Gulfstream G550	1400	810	01/13/2017	PEC (Part 91) FAR 61.56/157			
Matthew	ATP (Airline Transport Pilot)	12300	11000	9000	5000	1375 Westwind Astra	500	500	03/21/2016	PEC (Part 135) FAR 135.293/297/299			
Justin	ATP (Airline Transport Pilot)	10000	7900	9400	8500	Gulfstream G550	600	600	06/10/2016	PEC (Part 91) FAR 61.56/157			
Michael	ATP (Airline Transport Pilot)	10322	8750	10131	10017	Gulfstream G150	456	436	04/28/2017	SEC (Part 91) FAR 61.55			
Todd	ATP (Airline Transport Pilot)	10200	5450	9400	9100	Gulfstream GIV	2200	1300	06/28/2016	PEC (Part 91) FAR 61.56/157			
Byron	ATP (Airline Transport Pilot)	10000	3800	10000	10000	Jeppesen G550	1300	1000	06/08/2016	PEC (Part 135) FAR 135.293/297/299			
Glenn	ATP (Airline Transport Pilot)	9983	7650	8800	7935	Challenger 601	3000	1700	05/14/2016	PEC (Part 91) FAR 61.56/157			
Tom	ATP (Airline Transport Pilot)	9000	8100	8000	5800	Cessna 441/440/441	4000	4200	04/10/2016	PEC (Part 135) FAR 135.293/297/299			
Scott	ATP (Airline Transport Pilot)	8600	7950	8800	8100	Gulfstream G550	1000	910	03/08/2017	PEC (Part 135) FAR 135.293/297/299			
Paulie	ATP (Airline Transport Pilot)	8575	7200	8000	5300	Jeppesen G550	224	0	03/08/2016	SEC (Part 91) FAR 61.55			
Doug	ATP (Airline Transport Pilot)	8000	4400	8100	7950	Gulfstream G-IVC/300/G400	5800	3300	07/13/2016	PEC (Part 135) FAR 135.293/297/299			
Tom	ATP (Airline Transport Pilot)	8750	7200	7310	7400	Gulfstream G550	600	380	02/07/2017	PEC (Part 91) FAR 61.56/157			
David	ATP (Airline Transport Pilot)	8770	5270	7330	7040	Falcon EA-50/50EX	900	50	02/01/2017	PEC (Part 91) FAR 61.56/157			
Maureen	ATP (Airline Transport Pilot)	8500	3353	8844	6556	Gulfstream G550	650	375	01/16/2017	PEC (Part 91) FAR 61.56/157			
Mark	ATP (Airline Transport Pilot)	8142	2846	7992	7992	Gulfstream G550	2110	1444	12/04/2015	PEC (Part 91) FAR 61.56/157			
David	ATP (Airline Transport Pilot)	7861	4855	4320	3100	Jeppesen G550	1545	1100	04/26/2016	PEC (Part 91) FAR 61.56/157			
Scott	ATP (Airline Transport Pilot)	7800	3300	5200	3500	Cessna 441/440/441	300	50	10/16/2016	PEC (Part 135) FAR 135.293/297/299			
Ben	ATP (Airline Transport Pilot)	7000	3250	7000	5400	Gulfstream G550	2000	2000	05/28/2017	PEC (Part 91) FAR 61.56/157			
Douglas	ATP (Airline Transport Pilot)	7400	4840	3810	3080	Falcon EA-50/50EX	1780	475	06/06/2016	PEC (Part 91) FAR 61.56/157			
James	ATP (Airline Transport Pilot)	7000	4900	6800	3900	Jeppesen G550	2500	1300	03/10/2016	PEC (Part 91) FAR 61.56/157			
Paul	ATP (Airline Transport Pilot)	7005	4240	4277	3050	Boeing 40XA	2063	2320	10/10/2016	PEC (Part 135) FAR 135.293/297/299			
Dean	ATP (Airline Transport Pilot)	6020	3136	4824	3700	Cessna 441/440/441	400	400	04/20/2017	PEC (Part 135) FAR 135.293/297/299			
Deann	ATP (Airline Transport Pilot)	6000	4000	4000	4000	Jeppesen G550	70	50	12/13/2016	PEC (Part 91) FAR 61.56/157			
Blaine	ATP (Airline Transport Pilot)	5517	4301	3428	2806	Cessna 441/440/441	400	380	01/26/2017	PEC (Part 135) FAR 135.293/297/299			
Corey	ATP (Airline Transport Pilot)	5300	4300	4000	3600	Jeppesen G550	1000	800	12/03/2016	PEC (Part 91) FAR 61.56/157			

Screenshot - Custom Report 1

For most JetPro clients, the **CrewTrac™** dashboard is sufficient for keeping a close eye on their approved contract pilots through JetPro. However, large clients may need to see larger lists of crew members, perhaps organized or sorted differently for different purposes. For example, reports can be configured to sort/group by aircraft model, by experience, or by geography. For these situations, custom reports can be created (specific to each client as needed) and **CrewTrac™** can be configured to automatically release these reports on an as-needed or periodic basis to one or more client representatives.

## E-mail Alerts (Ongoing alerts for Crew, JetPro Admin and/or Clients)

To keep crew up to date, automated e-mail alerts are configured to be sent to alert crew members of training items or other documentation that will expire soon. Multiple reminder e-mails may be configured within the system (e.g. 90/60/30 day alerts), and alerts may be sent to the client as well, if preferred.



E-Mail Alert Sample 1

## CrewTrac™ is Customizable

The rules established by the FAA, IRS, and other government agencies cover a large portion of the rules that we need to follow. Out of the box, **CrewTrac™** is certainly designed with these rules in mind. However, we also recognize that each flight department or company may have its own internal set of requirements that may impact its contract staff. These can be driven by insurance requirements, ISBAO, Human Resources, or other internal policies developed by a flight department. We work with each client to incorporate any specialized in-house training that needs to be monitored. If such training exists, we can build these items into **CrewTrac™** as needed.



3201 Stellhorn Road  
Fort Wayne, IN 46815  
United States  
JetPro Pilots LLC

## Employee List Jet Linx Crew - By Aircraft



First Name	License Type	Total Hours	PIC Hours	Multi-Engine Hours	Jet Hours	AC #1 - Aircraft Type	AC #1 - Time in Type	AC #1 - Time in Type as PIC	AC #1 - Date of most recent training	AC #1 - What type of training?
Matthew	ATP (Airline Transport Pilot)	12300	11000	9000	5000	1125 Westwind Astra	500	500	03/21/2016	PIC (Part 135) FAR 135.293/297/299
Jerred	ATP (Airline Transport Pilot)	7100	4900	6600	5900	Astra SPX	2500	1250	03/18/2016	PIC (Part 91) FAR 61.58/157
Paul	ATP (Airline Transport Pilot)	7085	6260	4277	3050	Beechjet 400A	2863	2320	10/10/2016	PIC (Part 135) FAR 135.293/297/299
Glenn	ATP (Airline Transport Pilot)	9963	7650	6800	7535	Challenger 601	3500	1750	05/14/2016	PIC (Part 91) FAR 61.58/157
Scott	ATP (Airline Transport Pilot)	7600	2500	5200	3500	Citation Sovereign	350	50	12/16/2016	PIC (Part 135) FAR 135.293/297/299
Stuart	ATP (Airline Transport Pilot)	5517	4201	3428	2606	Citation XLS/XLS+	400	360	01/26/2017	PIC (Part 135) FAR 135.293/297/299
Tim	ATP (Airline Transport Pilot)	9600	8100	8200	5900	Citation XLS/XLS+	4600	4200	06/16/2016	PIC (Part 135) FAR 135.293/297/299
Robert	ATP (Airline Transport Pilot)	23500	21000	23000	18000	Citation XLS/XLS+	5000	5000	04/11/2017	PIC (Part 135) FAR 135.293/297/299
Sean	ATP (Airline Transport Pilot)	6025	5138	4824	3700	Citation XLS/XLS+	400	400	04/20/2017	PIC (Part 135) FAR 135.293/297/299
Mike	ATP (Airline Transport Pilot)	28000	20000	20000	16000	Falcon 10/100	500	490	03/20/2016	PIC (Part 135) FAR 135.293/297/299
David	ATP (Airline Transport Pilot)	8735	5275	7335	7040	Falcon DA-50/50EX	900	50	02/01/2017	PIC (Part 91) FAR 61.58/157
Douglas	ATP (Airline Transport Pilot)	7450	4840	3810	3080	Falcon DA-50/50EX	1780	475	06/06/2016	PIC (Part 91) FAR 61.58/157
Michall	ATP (Airline Transport Pilot)	10322	8756	10131	10017	Gulfstream G150	456	436	04/28/2017	SIC (Part 91) FAR 61.55
Ryan	ATP (Airline Transport Pilot)	7500	3250	7200	5460	Gulfstream G550	2200	2000	05/28/2017	PIC (Part 91) FAR 61.58/157
August	ATP (Airline Transport Pilot)	18700	1200	15000	13000	Gulfstream G550	1700	1200	09/23/2016	PIC (Part 91) FAR 61.58/157
Edward	ATP (Airline Transport Pilot)	12400	8300	12000	8300	Gulfstream G550	1050	250	01/13/2017	PIC (Part 91) FAR 61.58/157
Keith	ATP (Airline Transport Pilot)	16567	10380	10030	9430	Gulfstream G550	298	74	04/28/2017	PIC (Part 91) FAR 61.58/157
Mark	ATP (Airline Transport Pilot)	8143	5946	9200	7002	Gulfstream G550	2119	445	12/04/2015	PIC (Part 91) FAR 61.58/157
Tom	ATP (Airline Transport Pilot)	8750	7250	8310	7400	Gulfstream G550	600	80	02/07/2017	PIC (Part 91) FAR 61.58/157
Julio	ATP (Airline Transport Pilot)	10900	7900	9400	8500	Gulfstream G650	600	00	08/19/2016	PIC (Part 91) FAR 61.58/157
Maurice	ATP (Airline Transport Pilot)	8500	2300	6844	6556	Gulfstream G650	650	75	01/16/2017	PIC (Part 91) FAR 61.58/157
Scott	ATP (Airline Transport Pilot)	9600	7950	8600	8100	Gulfstream G650	1000	910	03/08/2017	PIC (Part 135) FAR 135.293/297/299
Doug	ATP (Airline Transport Pilot)	9000	4600	8100	7950	Gulfstream G-IV/G300/G400	5800	3300	07/15/2016	PIC (Part 135) FAR 135.293/297/299
Todd	ATP (Airline Transport Pilot)	10250	5450	9400	9150	Gulfstream GV	2250	1350	08/28/2016	PIC (Part 91) FAR 61.58/157
Byron	ATP (Airline Transport Pilot)	10000	3800	10000	10000	Learjet 45/45XR	1300	1000	08/08/2016	PIC (Part 135) FAR 135.293/297/299
Gary	ATP (Airline Transport Pilot)	5200	4300	4000	3600	Learjet 45/45XR	1000	800	12/02/2016	PIC (Part 91) FAR 61.58/157
Glen	ATP (Airline Transport Pilot)	16600	12000	14000	12500	Learjet 45/45XR	3500	3000	05/26/2016	PIC (Part 91) FAR 61.58/157
Maria	ATP (Airline Transport Pilot)	9575	7200	8500	5500	Learjet 60	229	0	03/18/2016	SIC (Part 91) FAR 61.55
David	ATP (Airline Transport Pilot)	7861	4856	4320	7310	Learjet 60	1545	1100	04/26/2016	PIC (Part 91) FAR 61.58/157
Brent	ATP (Airline Transport Pilot)	14058	8760	12400	11400	Learjet 60	2400	1400	10/27/2016	PIC (Part 135) FAR 135.293/297/299

**Employee List**  
**Jet Linx Crew - By Time in Type**



First Name	License Type	Total Hours	PIC Hours	Multi-Engine Hours	Jet Hours	AC #1 - Aircraft Type	AC #1 - Time in Type	AC #1 - Time in Type as PIC	AC #1 - Date of most recent training	AC #1 - What type of training?
Doug	ATP (Airline Transport Pilot)	9000	4600	8100	7950	Gulfstream G-IV/G300/G400	5800	3300	07/15/2016	PIC (Part 135) FAR 135.293/297/299
Robert	ATP (Airline Transport Pilot)	23500	21000	23000	18000	Citation XLS/XLS+	5000	5000	04/11/2017	PIC (Part 135) FAR 135.293/297/299
Tim	ATP (Airline Transport Pilot)	9600	8100	8200	5900	Citation XLS/XLS+	4600	4200	06/16/2016	PIC (Part 135) FAR 135.293/297/299
Glenn	ATP (Airline Transport Pilot)	9963	7650	6800	7535	Challenger 601	3500	1750	05/14/2016	PIC (Part 91) FAR 61.58/157
Glen	ATP (Airline Transport Pilot)	16600	12000	14000	12500	Learjet 45/45XR	3500	3000	05/26/2016	PIC (Part 91) FAR 61.58/157
Paul	ATP (Airline Transport Pilot)	7085	6260	4277	3050	Beechjet 400A	2863	2320	10/10/2016	PIC (Part 135) FAR 135.293/297/299
Jerred	ATP (Airline Transport Pilot)	7100	4900	6600	5900	Astra SPX	2500	1250	03/18/2016	PIC (Part 91) FAR 61.58/157
Brent	ATP (Airline Transport Pilot)	14058	8760	12400	11400	Learjet 60	2400	1400	10/27/2016	PIC (Part 135) FAR 135.293/297/299
Todd	ATP (Airline Transport Pilot)	10250	5450	9400	9150	Gulfstream GV	2250	1350	08/28/2016	PIC (Part 91) FAR 61.58/157
Ryan	ATP (Airline Transport Pilot)	7500	3250	7200	5460	Gulfstream G550	2200	2000	05/28/2017	PIC (Part 91) FAR 61.58/157
Mark	ATP (Airline Transport Pilot)	8143	5946	7992	7992	Gulfstream G550	2119	1445	12/04/2015	PIC (Part 91) FAR 61.58/157
Douglas	ATP (Airline Transport Pilot)	7450	4840	3810	3080	Falcon DA-50/50EX	1780	475	06/06/2016	PIC (Part 91) FAR 61.58/157
August	ATP (Airline Transport Pilot)	18700	1200	15000	13000	Gulfstream G550	1700	1200	09/23/2016	PIC (Part 91) FAR 61.58/157
David	ATP (Airline Transport Pilot)	7861	3800	4320	3100	Learjet 60	1545	1100	02/26/2016	PIC (Part 91) FAR 61.58/157
Byron	ATP (Airline Transport Pilot)	10000	3800	10000	7100	Learjet 45/45XR	1300	1100	08/08/2016	PIC (Part 135) FAR 135.293/297/299
Edward	ATP (Airline Transport Pilot)	12400	8900	12700	9230	Gulfstream G550	1050	600	01/13/2017	PIC (Part 91) FAR 61.58/157
Gary	ATP (Airline Transport Pilot)	5200	4400	4400	3500	Learjet 45/45XR	1000	800	01/02/2016	PIC (Part 91) FAR 61.58/157
Scott	ATP (Airline Transport Pilot)	9600	7950	8100	7100	Gulfstream G550	1000	900	03/08/2017	PIC (Part 135) FAR 135.293/297/299
David	ATP (Airline Transport Pilot)	8735	5275	6335	5040	Falcon DA-50/50EX	900	500	02/01/2017	PIC (Part 91) FAR 61.58/157
Maurice	ATP (Airline Transport Pilot)	8500	5800	6844	6556	Gulfstream G550	600	375	04/16/2017	PIC (Part 91) FAR 61.58/157
Tom	ATP (Airline Transport Pilot)	8750	7250	7310	7400	Gulfstream G650	600	380	02/07/2017	PIC (Part 91) FAR 61.58/157
Julio	ATP (Airline Transport Pilot)	10900	7900	9400	8500	Gulfstream G650	600	600	08/19/2016	PIC (Part 91) FAR 61.58/157
Mike	ATP (Airline Transport Pilot)	28000	20000	20000	16000	Falcon 10/100	500	490	03/20/2016	PIC (Part 135) FAR 135.293/297/299
Matthew	ATP (Airline Transport Pilot)	12300	11000	9000	5000	1125 Westwind Astra	500	500	03/21/2016	PIC (Part 135) FAR 135.293/297/299
Michall	ATP (Airline Transport Pilot)	10322	8756	10131	10017	Gulfstream G150	456	436	04/28/2017	SIC (Part 91) FAR 61.55
Stuart	ATP (Airline Transport Pilot)	5517	4201	3428	2606	Citation XLS/XLS+	400	360	01/26/2017	PIC (Part 135) FAR 135.293/297/299
Sean	ATP (Airline Transport Pilot)	6025	5138	4824	3700	Citation XLS/XLS+	400	400	04/20/2017	PIC (Part 135) FAR 135.293/297/299
Scott	ATP (Airline Transport Pilot)	7600	2500	5200	3500	Citation Sovereign	350	50	12/16/2016	PIC (Part 135) FAR 135.293/297/299
Keith	ATP (Airline Transport Pilot)	16567	10388	13830	12430	Gulfstream G550	298	274	04/28/2017	PIC (Part 91) FAR 61.58/157
Maria	ATP (Airline Transport Pilot)	9575	7200	8500	5500	Learjet 60	229	0	03/18/2016	SIC (Part 91) FAR 61.55
Darren	ATP (Airline Transport Pilot)	5600	4000	4000	4000	Astra SP	70	50	12/21/2016	PIC (Part 91) FAR 61.58/157

SAMPLE



3201 Stellhorn Road  
 Fort Wayne, IN 46815  
 United States  
 JetPro Pilots LLC



## Employee List

### Jet Linx Crew - By Total Hours

First Name	License Type	Total Hours	PIC Hours	Multi-Engine Hours	Jet Hours	AC #1 - Aircraft Type	AC #1 - Time in Type	AC #1 - Time in Type as PIC	AC #1 - Date of most recent training	AC #1 - What type of training?
Mike	ATP (Airline Transport Pilot)	28000	20000	20000	16000	Falcon 10/100	500	490	03/20/2016	PIC (Part 135) FAR 135.293/297/299
Robert	ATP (Airline Transport Pilot)	23500	21000	23000	18000	Citation XLS/XLS+	5000	5000	04/11/2017	PIC (Part 135) FAR 135.293/297/299
August	ATP (Airline Transport Pilot)	18700	1200	15000	13000	Gulfstream G550	1700	1200	09/23/2016	PIC (Part 91) FAR 61.58/157
Glen	ATP (Airline Transport Pilot)	16600	12000	14000	12500	Learjet 45/45XR	3500	3000	05/26/2016	PIC (Part 91) FAR 61.58/157
Keith	ATP (Airline Transport Pilot)	16567	10388	13830	12430	Gulfstream G550	298	274	04/28/2017	PIC (Part 91) FAR 61.58/157
Brent	ATP (Airline Transport Pilot)	14058	8760	12400	11400	Learjet 60	2400	1400	10/27/2016	PIC (Part 135) FAR 135.293/297/299
Edward	ATP (Airline Transport Pilot)	12400	8900	12300	12300	Gulfstream G550	1050	625	01/13/2017	PIC (Part 91) FAR 61.58/157
Matthew	ATP (Airline Transport Pilot)	12300	11000	9000	5000	1125 Westwind Astra	500	500	03/21/2016	PIC (Part 135) FAR 135.293/297/299
Julio	ATP (Airline Transport Pilot)	10900	7900	9400	8500	Gulfstream G650	600	600	08/19/2016	PIC (Part 91) FAR 61.58/157
Michall	ATP (Airline Transport Pilot)	10322	8756	10131	10017	Gulfstream G150	456	436	04/28/2017	SIC (Part 91) FAR 61.55
Todd	ATP (Airline Transport Pilot)	10250	5450	9400	9150	Gulfstream GV	2250	1350	08/28/2016	PIC (Part 91) FAR 61.58/157
Byron	ATP (Airline Transport Pilot)	10000	3800	10000	10000	Learjet 45/45XR	1300	1000	08/08/2016	PIC (Part 135) FAR 135.293/297/299
Glenn	ATP (Airline Transport Pilot)	9963	5500	6800	7535	Challenger 601	3500	1550	05/14/2016	PIC (Part 91) FAR 61.58/157
Tim	ATP (Airline Transport Pilot)	9600	8100	8700	7000	Citation S/XLS+	4600	2000	06/16/2016	PIC (Part 135) FAR 135.293/297/299
Scott	ATP (Airline Transport Pilot)	9600	7950	8000	8000	Gulfstream G650	1000	1000	03/08/2017	PIC (Part 135) FAR 135.293/297/299
Maria	ATP (Airline Transport Pilot)	9575	3000	6500	5300	Learjet 45	229	229	03/18/2016	SIC (Part 91) FAR 61.55
Doug	ATP (Airline Transport Pilot)	9000	4600	6000	7950	Gulfstream G-IV/G300/G400	5800	3000	07/15/2016	PIC (Part 135) FAR 135.293/297/299
Tom	ATP (Airline Transport Pilot)	8750	7250	7310	7400	Gulfstream G650	600	800	02/07/2017	PIC (Part 91) FAR 61.58/157
David	ATP (Airline Transport Pilot)	8735	3000	7335	7040	Falcon D 50/50EX	1000	1000	12/01/2017	PIC (Part 91) FAR 61.58/157
Maurice	ATP (Airline Transport Pilot)	8500	3253	6844	6556	Gulfstream G650	650	375	01/16/2017	PIC (Part 91) FAR 61.58/157
Mark	ATP (Airline Transport Pilot)	8143	5946	7992	7992	Gulfstream G550	2119	1445	12/04/2015	PIC (Part 91) FAR 61.58/157
David	ATP (Airline Transport Pilot)	7861	4856	4320	7310	Learjet 60	1545	1100	04/26/2016	PIC (Part 91) FAR 61.58/157
Scott	ATP (Airline Transport Pilot)	7600	2500	5200	3500	Citation Sovereign	350	50	12/16/2016	PIC (Part 135) FAR 135.293/297/299
Ryan	ATP (Airline Transport Pilot)	7500	3250	7200	5460	Gulfstream G550	2200	2000	05/28/2017	PIC (Part 91) FAR 61.58/157
Douglas	ATP (Airline Transport Pilot)	7450	4840	3810	3080	Falcon DA-50/50EX	1780	475	06/06/2016	PIC (Part 91) FAR 61.58/157
Jerred	ATP (Airline Transport Pilot)	7100	4900	6600	5900	Astra SPX	2500	1250	03/18/2016	PIC (Part 91) FAR 61.58/157
Paul	ATP (Airline Transport Pilot)	7085	6260	4277	3050	Beechjet 400A	2863	2320	10/10/2016	PIC (Part 135) FAR 135.293/297/299
Sean	ATP (Airline Transport Pilot)	6025	5138	4824	3700	Citation XLS/XLS+	400	400	04/20/2017	PIC (Part 135) FAR 135.293/297/299
Darren	ATP (Airline Transport Pilot)	5600	4000	4000	4000	Astra SP	70	50	12/21/2016	PIC (Part 91) FAR 61.58/157
Stuart	ATP (Airline Transport Pilot)	5517	4201	3428	2606	Citation XLS/XLS+	400	360	01/26/2017	PIC (Part 135) FAR 135.293/297/299
Gary	ATP (Airline Transport Pilot)	5200	4300	4000	3600	Learjet 45/45XR	1000	800	12/02/2016	PIC (Part 91) FAR 61.58/157



# PRICING INFO

## General Discussion

As a general rule, JetPro is agnostic to the daily rate of the pilot. We certainly want to pay the pilot a fair salary, but historically, we have not established fixed rates per aircraft across the board, and we negotiate these on per-aircraft model with each client. As an example, two Lear 45 pilots that fly for one JetPro client will be paid the same daily rate (assuming same seat), but one or both of those pilots may make a slightly different rate if flying for another client. Pilots may or may not make a different rate depending on SIC or PIC.

Our *TripTrac*™ system is set up to handle both trip-by-trip and/or fixed rates per aircraft. Also, the rate tracking in our CRM System (Salesforce) is configured to handle a myriad of rate configurations, depending on the need. Some may be the same (or blank) as needed. These rates may be configured per aircraft (per N number).

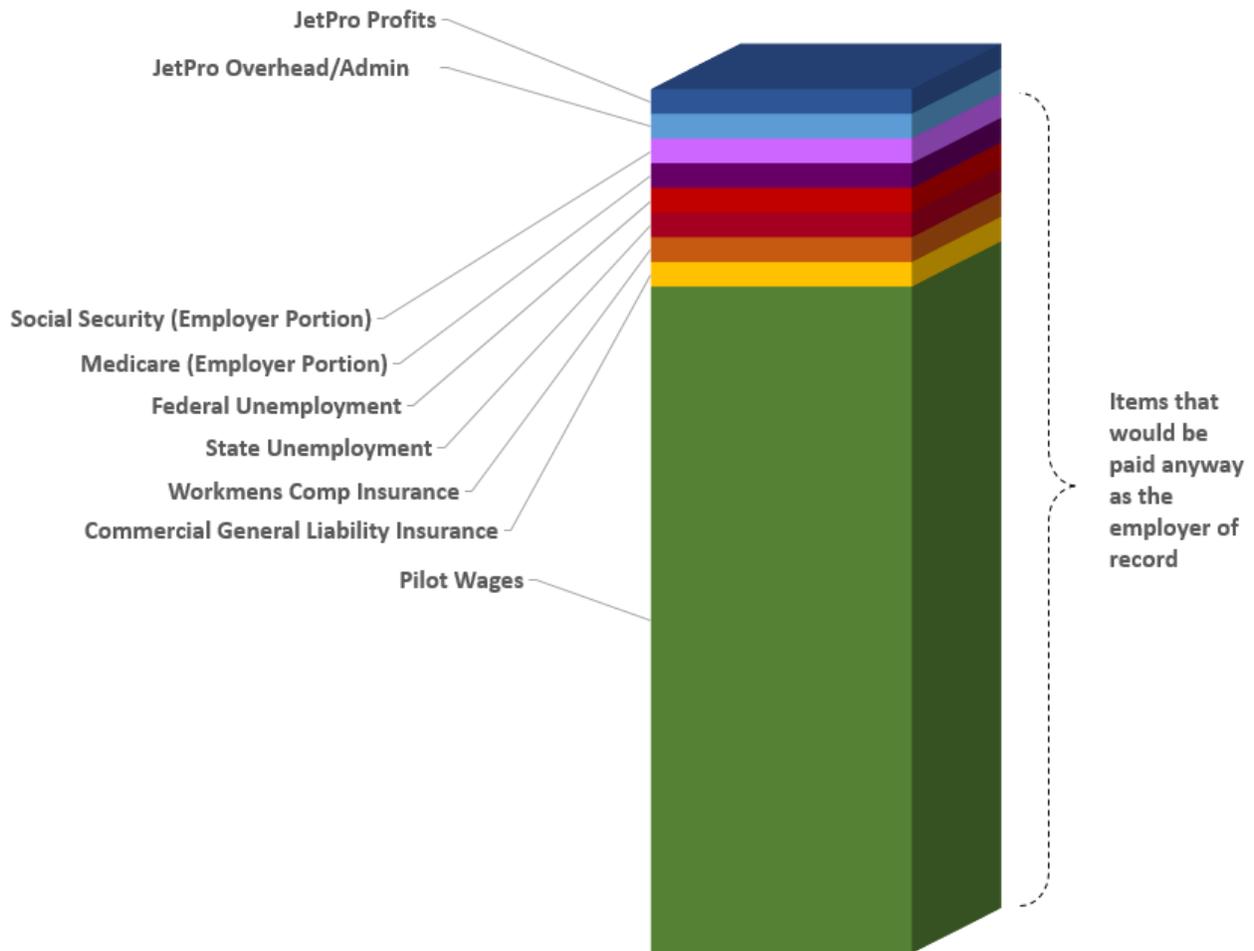
- Pilot PIC Domestic
- Pilot SIC Domestic
- Pilot PIC International
- Pilot SIC International
- Pilot PIC Positioning
- Pilot SIC Positioning
- Flight Attendant Domestic
- Flight Attendant International
- Flight Attendant Positioning

To set the rates themselves, we generally follow industry contract rates, understanding that a few key differences exist, i.e. a pilot working with JetPro versus working as an independent contractor. First, the typical independent contractor pays the employee *and* the employer portion of the FICA tax (SS & Medicare) at 7.65% each. When the pilot is employed by JetPro, JetPro pays the 7.65% employer portion as the employer of record, cutting the tax expense to the pilot in half. Second, independent contractors typically do not carry their own Workmen's Comp or Commercial General Liability Insurance. Given those facts, we can typically negotiate the pilot's daily rate down slightly (on average) from going industry rates for independent contractors. When establishing rates, we consider all 3 entities, you as the client, the crew (our employees), and JetPro itself. We want fair rates for everyone so that every trip and every invoice is win-win-win.

Given the variability of the aircraft under Jet Linx management and the inherent variety of daily rates, we are proposing two options for cost structure. Our first option is a straight markup which would apply to all aircraft. JetPro's overhead costs do not vary from aircraft to aircraft, but the daily rates (and associated taxes and insurance) can vary widely, sometimes as much as 2-3X or more. Our second option is designed to accommodate for this so that you are not over-charged on JetPro markups for larger aircraft, when our overhead costs are the same for all aircraft. We are open to discussing this option given the potential high volume.

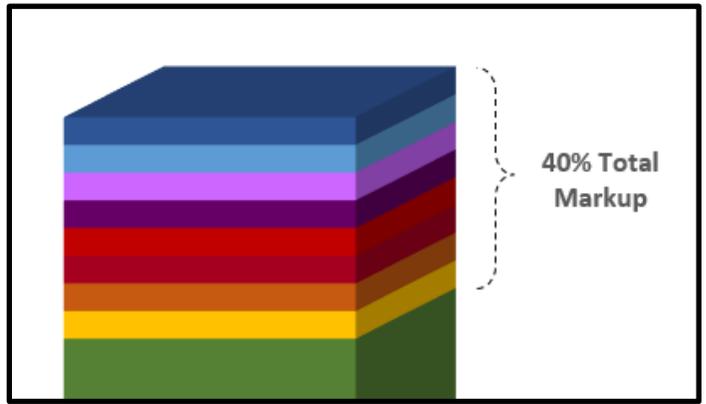
## Overview – Cost Breakdown

The graph below breaks down the various components of the billable costs to you as the client. The green portion illustrates the 'raw' (gross) wages to the pilot (of which his or her own taxes are deducted), and the various layers on top represent the JetPro markup to the client, broken down into multi-colored layers for transparency and clarity. The total height of the graph (including the blue layers) are the total billable rate to the client. It is important to note that many of the layers (excluding the blue layers) are costs that would be incurred by any employer of record who structures a W2-based payroll system and carries the proper insurance.



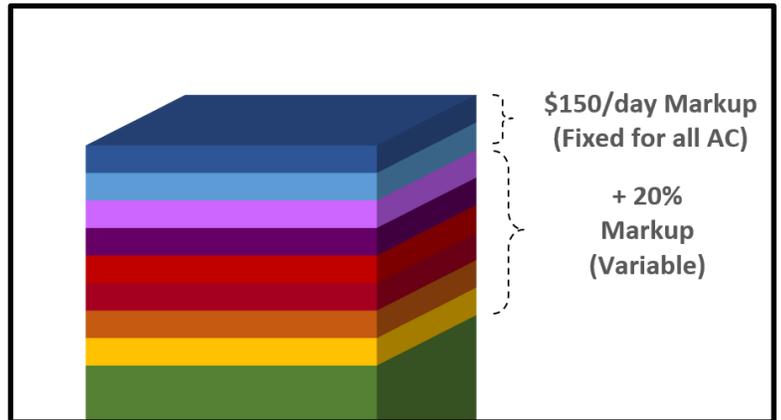
## Option A – Single Markup (40%)

- Simple Structure & one markup rate for all AC models (40% added to daily rate paid to pilot)
- Lower JetPro markup on smaller AC / Higher JetPro markup on larger AC
- Covers all colored layers (yellow thru blue) in graph



## Option B – Two-part Markup (20% + \$150)

- 20% markup to cover variable costs that fluctuate with higher/lower daily rates (i.e. payroll taxes & insurance expenses, which are percentages based on wages)
- \$150/day fixed markup to cover fixed JetPro admin & profits
- Creates two components to JetPro markup. This is slightly more complex, but helps keep JetPro fees consistent across all ranges of AC (even though taxes/insurance will vary)



<b>Examples</b> <i>(all rates are per day)</i>		
	<b>Example 1</b> (small AC): BE400A* (\$600 pilot rate)	<b>Example 2</b> (large AC): CL604* (\$1000 pilot rate)
<b>Option A</b> (40% markup)	$\$600 + (\$240) = \mathbf{\$840}$	$\$1000 + (\$400) = \mathbf{\$1400}$
<b>Option B</b> (20% + \$150)	$\$600 + (\$120 + \$150) = \mathbf{\$870}$	$\$1000 + (\$200 + \$150) = \mathbf{\$1350}$

*\*Note that pilot rates are only for purposes of this illustration and may vary*

## Specific Rates for Specific AC

Given the wide variety of aircraft, we would be more inclined to discuss per-aircraft rates in person or via phone with you so that we can craft a mutually agreeable solution. There are many complications when dealing with not only the range of AC rates, but PIC vs SIC, Domestic vs International, etc. We feel there is more value in explaining our markup structure (above) as opposed to trying to pin down potentially several dozen individual rates and numbers. Also note that we are flexible when working with markup rates and rate structures.



**JetPro Pilots, LLC**  
 3201 Stellhorn Road  
 Fort Wayne, IN 46814

(260) 376-2111 Fort Wayne  
 (773) 326-0225 Chicago

Fed ID [REDACTED]

## INVOICE

Customer

Name JetLinx  
 Address 6551 Pierson Dr  
 City Indianapolis, IN 46241  
 Phone 402-315-1046

Date 6/30/2017  
 Invoice# 2017-0630JL-N160BS

Qty	Description	Unit Price	TOTAL
<b>N160BS - Lear 60</b>			
	<b>06/12-06/14 FLL-CHS</b>		
3	PIC-Howard Hughes	\$1,000.00	\$3,000.00
2	Positioning Day (06/11 and 06/15)	\$1,000.00	\$2,000.00
1	Expenses	\$490.28	\$490.28
	<b>06/12-06/14 FLL-CHS</b>		
3	SIC-Chuck Yeager	\$1,000.00	\$3,000.00
1	Expenses	\$580.14	\$580.14
	<b>06/17-06/19</b>		
3	FA -Susie Smith	\$800.00	\$2,400.00
1	Expenses	\$1,296.96	\$1,296.96
<i>Thank you for Flying with JetPro!</i>			
<b>SAMPLE</b>			
Note: Invoices can be sent as a complete invoice, or on a per-aircraft basis, at the client's discretion			

**EFT PAYMENT INFO**  
 JetPro Pilots, LLC  
 R&T: [REDACTED]  
 AcctNo: [REDACTED]  
 Confirmation to: [Ralph@JetProPilots.com](mailto:Ralph@JetProPilots.com)

SubTotal	
Shipping & Handling	
Taxes	
<b>TOTAL</b>	<b>\$12,767.38</b>

Office Use Only

**Trip Invoice Details**

**Crew:** Howard Hughes  
**Crew Type:** PILOT  
**Client:** JETLINX  
**Aircraft:** LEAR 60  
 N160BS  
**Trip Name:** FLL-CHS  
 7764  
**Trip Dates:** 06/12/17 - 06/14/17 [3 day(s)]  
**Trip Charges:** \$1,000.00 x 3 = \$3,000.00  
**Positioning:** \$1,000.00 x 2 = \$2,000.00  
 06/11, 06/15 [2 day(s)]  
**Totals:**  
**Crew Charges:** \$5,000.00  
**Expenses:** \$490.28  
**Grand Total:** \$5,490.28

Note that expense report generation (PDF format) is fully automated by the TripTrac™ software

**Expense Summary By Date**

Date	Category	Receipt#	Memo	Amount	Subtotals
06/11/17	Airline	1		\$397.30	<b>\$397.30</b>
06/12/17	Meal	2	CHS Crew Meal	\$18.45	<b>\$18.45</b>
06/13/17	Rental	3	Rental Gas	\$5.68	<b>\$5.68</b>
06/14/17	Taxi	4	Uber	\$30.43	<b>\$30.43</b>
06/28/17	Rental	5		\$38.42	<b>\$38.42</b>
<b>Total:</b>				<b>\$490.28</b>	<b>\$490.28</b>

**Expense Summary By Category**

Category	Date	Receipt#	Memo	Amount	Subtotals
Airline	06/11/17	1		\$397.30	<b>\$397.30</b>
Meal	06/12/17	2	CHS Crew Meal	\$18.45	<b>\$18.45</b>
Rental	06/13/17	3	Rental Gas	\$5.68	
Rental	06/28/17	5		\$38.42	<b>\$44.10</b>
Taxi	06/14/17	4	Uber	\$30.43	<b>\$30.43</b>
<b>Total:</b>				<b>\$490.28</b>	<b>\$490.28</b>

Receipt #1, 06/11/17, \$397.30

Type of Expense: AIRLINE

### Passenger Info

NAME	FLIGHT	SEAT
██████████	DELTA AIR LINES INC 1463	04A
SkyMiles #*****538	DELTA AIR LINES INC 1527	05C

Visit [delta.com](http://delta.com) or use the [Fly Delta app](#) to view, select or change your seat.  
If you purchased a Trip Extra, please visit [My Trips](#) to access a receipt of your purchase.

### Flight Receipt

Ticket #: 0062381217869  
Place of Issue: Delta.com  
Ticket Issue Date: 25APR17  
Ticket Expiration Date: 25APR18

### METHOD OF PAYMENT

VI\*\*\*\*\*██████████ **\$397.30 USD**

### CHARGES

#### Air Transportation Charges

Base Fare **\$348.37 USD**

#### Taxes, Fees and Charges

United States - September 11th Security **\$5.60 USD**

Fee(Passenger Civil Aviation Security Service Fee) (AY)

United States - Transportation Tax (US) **\$26.13 USD**

United States - Passenger Facility Charge (XF) **\$9.00 USD**

United States - Flight Segment Tax (ZP) **\$8.20 USD**

**TICKET AMOUNT **\$397.30 USD****

Receipt #2, 06/12/17, \$18.45

Type of Expense: MEAL

CHS Crew Meal



**ISLANDS MOBILE KITCHEN**

84 Reid St.  
Charleston, SC 29401  
843-330-6969

"Where The Meals Are Served Fresh, Flavorful,  
& Fast!!!"

**ORDER: 42**

Cashier: AI  
26-Apr-2017 6:55:52P

1	Shrimp Platter	\$11.00
	Coleslaw	\$0.00
	Fries	\$0.00
	Hushpuppies	\$0.00
1	5 Wings & Fries	\$6.00
	Honey BBQ	\$0.00

<b>Subtotal</b>	<b>\$17.00</b>
<b>Tax</b>	<b>\$1.45</b>
<b>Total</b>	<b>\$18.45</b>
CASH SALE	\$18.45
Cash tendered	\$20.00
Change	\$1.55

Station: TheIslandsMobileKitchen

Order 5K3ZE169WPMR6

Online: [https://clover.com/p/  
JZGXGJXWYSVAG](https://clover.com/p/JZGXGJXWYSVAG)

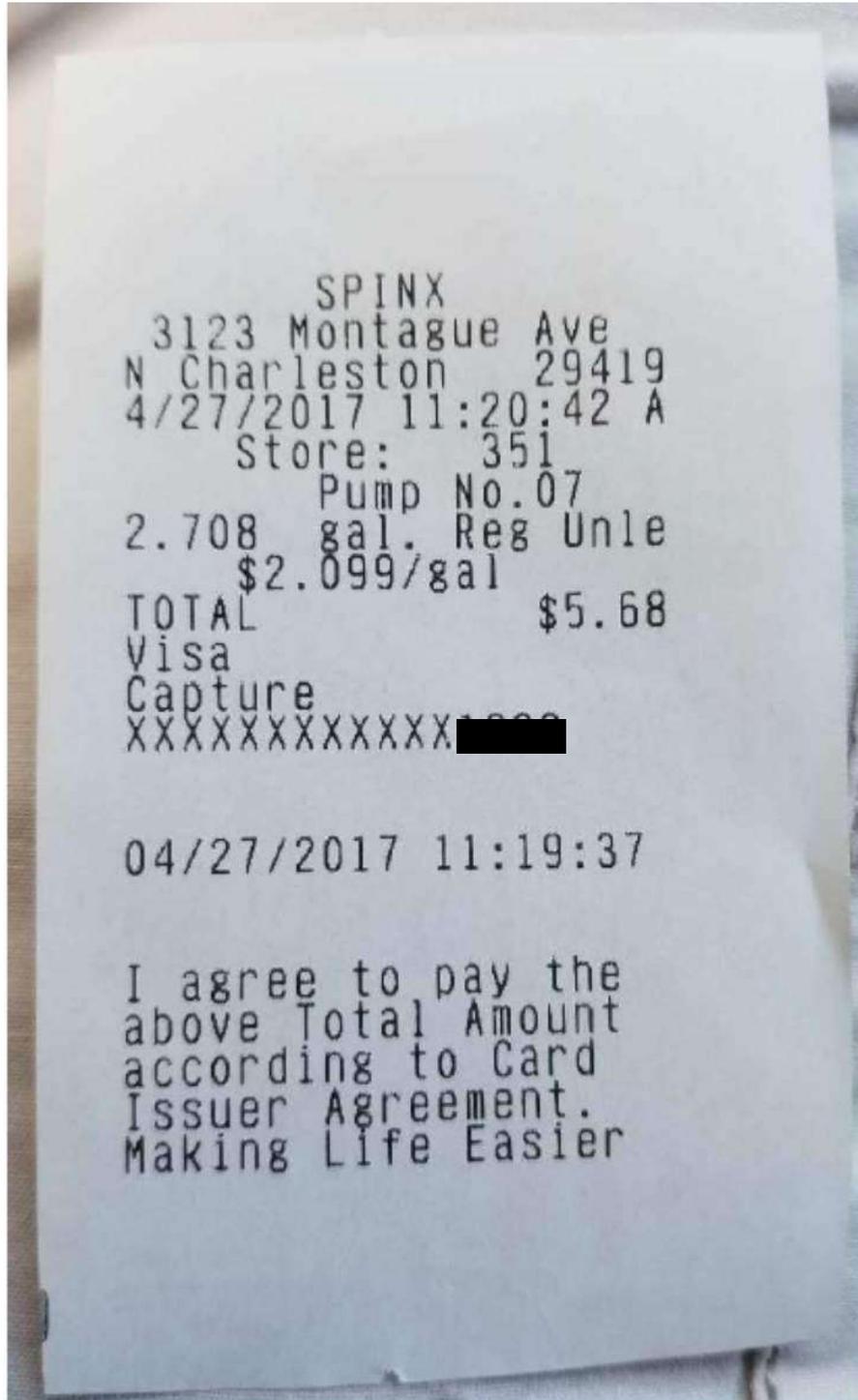


JZGXGJXWYSVAG

Receipt #3, 06/13/17, \$5.68

Type of Expense: RENTAL

Rental Gas



SPINX  
3123 Montague Ave  
N Charleston 29419  
4/27/2017 11:20:42 A  
Store: 351  
Pump No. 07  
2.708 gal. Reg Unle  
\$2.099/gal  
TOTAL \$5.68  
Visa  
Capture  
XXXXXXXXXXXX [REDACTED]

04/27/2017 11:19:37

I agree to pay the  
above Total Amount  
according to Card  
Issuer Agreement.  
Making Life Easier

Receipt #4, 06/14/17, \$30.43

Type of Expense: TAXI

Uber

From: Uber Receipts [uber.us@uber.com](mailto:uber.us@uber.com)  
Subject: Your Wednesday morning trip with Uber  
Date: Mar 15, 2017, 11:34:40  
To: [REDACTED]



**\$30.43**

Thanks for choosing Uber [REDACTED]

March 15, 2017 | uberX

● 11:06am | 2320 2322 Highlands Creek Rd, Carrollton, TX

● 11:32am | 3200 E Airfield Dr, Dallas, TX

Receipt #5, 06/28/17, \$38.42

Type of Expense: RENTAL

## Your Itinerary

### Pickup and Return Location

Charleston International Airport

### Address

5500 International Blvd.  
Charleston (North Charleston), SC US 29418

### Hours of Operation

Mon-Sun 5:30AM-0:30AM

### Location Type

Corporate

### Phone Number

(843) 767-4554

### Fax Number

(843) 767-7898

### Driving Instructions

[Google Maps](#) | [AAA TripTik<sup>\(R\)</sup>](#) | [NeverLost Online Trip Planning](#)

### Pickup Time

Wed, Apr 26, 2017 at 03:30 PM

### Return Time

Thu, Apr 27, 2017 at 09:00 AM

### Discounts

CDP: AAA AUTO CLUB SOUTH  
Official Travel

### Arrival/Flight Information

Not Arriving Airline or Train

What You Pay At Counter

**38.42 USD**

Total

**38.42 USD**

**Trip Invoice Details**

<b>Crew:</b>	Chuck Yaeger
<b>Crew Type:</b>	PILOT
<b>Client:</b>	JETLINX
<b>Aircraft:</b>	LEAR 60 N160BS
<b>Trip Name:</b>	FLL-CHS 7764
<b>Trip Dates:</b>	06/12/17 - 06/14/17 [3 day(s)]
<b>Trip Charges:</b>	\$1,000.00 x 3 = \$3,000.00
<b>Totals:</b>	
<b>Crew Charges:</b>	\$3,000.00
<b>Expenses:</b>	\$580.14
<b>Grand Total:</b>	\$3,580.14

**Expense Summary By Date**

Date	Category	Receipt#	Memo	Amount	Subtotals
06/12/17	Airline	1		\$357.80	<b>\$357.80</b>
06/13/17	Meal	2		\$22.80	
06/13/17	Hotel	3		\$167.87	<b>\$190.67</b>
06/14/17	Meal	4		\$11.77	
06/14/17	Taxi	5	uber	\$19.90	<b>\$31.67</b>
<b>Total:</b>				<b>\$580.14</b>	<b>\$580.14</b>

**Expense Summary By Category**

Category	Date	Receipt#	Memo	Amount	Subtotals
Airline	06/12/17	1		\$357.80	<b>\$357.80</b>
Hotel	06/13/17	3		\$167.87	<b>\$167.87</b>
Meal	06/13/17	2		\$22.80	
Meal	06/14/17	4		\$11.77	<b>\$34.57</b>
Taxi	06/14/17	5	uber	\$19.90	<b>\$19.90</b>
<b>Total:</b>				<b>\$580.14</b>	<b>\$580.14</b>

Receipt #1, 06/12/17, \$357.80

Type of Expense: AIRLINE

●●○○ AT&T LTE 12:11 PM 68%

< All Inboxes (505) < >

[REDACTED]

AAdvantage # 35T1WB4  
Ticket # 0012117768615

---

### Your trip receipt

 Visa XXXXXXXXXXXXX [REDACTED]

[REDACTED]

FARE-USD	\$ 311.63
TAXES AND CARRIER-IMPOSED FEES	\$ 46.17
TICKET TOTAL	\$ 357.80

---

New Message

Receipt #2, 06/13/17, \$22.80

Type of Expense: MEAL

**FLYERS #233**

2301 19TH AVE  
SAN FRANCISCO  
VV1018000233802  
NBS

Description	Qty	Amount
REGULAR CR #01	8.404G	22.85
SELF @ 2.719/ G		
	Subtotal	22.85
	Tax	0.00
<b>TOTAL</b>		<b>22.85</b>
	DEBIT \$	22.85

Debit  
Payment from  
Primary Account  
XXXXXXXXXXXX[REDACTED]4  
JERRED LOWREY  
Auth #: 012543  
Resp Code: 00  
Stan: 0164238918

SITE ID:  
VV1018000233802

Receipt #3, 06/13/17, \$167.87

Type of Expense: HOTEL



Holiday Inn

03-04-17

United States	Folio No. :	Cashier No. : 92	Room No. : 547
	A/R Number :		Arrival : 03-03-17
	Group Code :		Departure : 03-04-17
	Company : Flightline First		Conf. No. : 60139568
	Membership No. : PC 510433499		Rate Code : IKPT5
	Invoice No. :		Page No. : 1 of 1

Date	Description	Charges	Credits
03-03-17	*Accommodation	139.00	
03-03-17	Occupancy Tax	13.90	
03-03-17	Conference Center Tax	2.50	
03-03-17	BID (San Mateo County Tourist)	1.25	
03-03-17	TID (California Tourism Fee)	0.27	
03-03-17	Parking	9.95	
03-03-17	Parking Tax	1.00	
03-04-17	MasterCard		167.87
Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - <a href="http://www.ihg.com/reviews">www.ihg.com/reviews</a> . We look forward to welcoming you back soon.		<b>Total</b>	<b>167.87 167.87</b>
		<b>Balance</b>	<b>0.00</b>

Guest Signature: \_\_\_\_\_

I have received the goods and / or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn San Francisco Airport North  
275 South Airport Boulevard  
South San Francisco, CA 94080  
Telephone: (650) 873-3550 Fax: (650) 873-4524

Receipt #4, 06/14/17, \$11.77

Type of Expense: MEAL

Thai Terrace

(415) 331-8007

Mar 15, 2017

1:13 PM

Authorization 00213D

Visa [REDACTED]

Receipt 13Jj

CHASE VISA

AID A0 00 00 00 03 10 10

Total \$9.81

Visa [REDACTED] (Chip) \$9.81

ADD A TIP

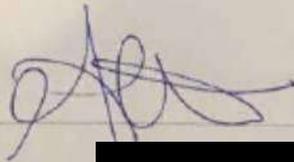
18% (Tip \$1.77, Total \$11.58)

20% (Tip \$1.96, Total \$11.77)

25% (Tip \$2.45, Total \$12.26)

CUSTOM TIP 11.77 TOTAL

x

  
[REDACTED]

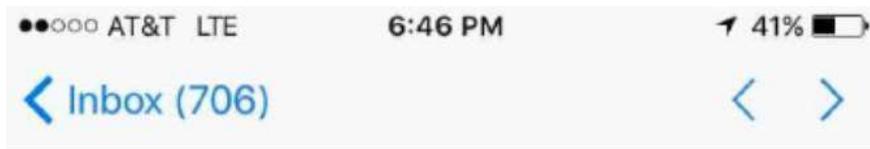
I agree to pay the above total amount according to my card issuer agreement.

MERCHANT COPY

Receipt #5, 06/14/17, \$19.90

Type of Expense: TAXI

uber



From: [Uber Receipts](#) >

To: [redacted]@gmail.com >

Hide



### Your Friday afternoon trip with Uber

Today at 3:52 PM



# \$19.90

Thanks for choosing Uber, [redacted]

March 17, 2017 | uberX



**Trip Invoice Details**

<b>Crew:</b>	Susie Smith
<b>Crew Type:</b>	ATTENDANT
<b>Client:</b>	JETLINX
<b>Aircraft:</b>	LEAR 60 N160BS
<b>Trip Name:</b>	7598
<b>Trip Dates:</b>	06/17/17 - 06/19/17 [3 day(s)]
<b>Trip Charges:</b>	\$800.00 x 3 = \$2,400.00
<b>Totals:</b>	
<b>Crew Charges:</b>	\$2,400.00
<b>Expenses:</b>	\$1,296.96
<b>Grand Total:</b>	\$3,696.96

**Expense Summary By Date**

Date	Category	Receipt#	Memo	Amount	Subtotals
06/17/17	Catering	1		\$24.55	<b>\$24.55</b>
06/18/17	Catering	2		\$168.25	
06/18/17	Airline	3		\$273.53	<b>\$441.78</b>
06/19/17	Catering	4	Dry Ice	\$58.45	
06/19/17	Hotel	5		\$772.18	<b>\$830.63</b>
<b>Total:</b>				<b>\$1,296.96</b>	<b>\$1,296.96</b>

**Expense Summary By Category**

Category	Date	Receipt#	Memo	Amount	Subtotals
Airline	06/18/17	3		\$273.53	<b>\$273.53</b>
Catering	06/17/17	1		\$24.55	
Catering	06/18/17	2		\$168.25	
Catering	06/19/17	4	Dry Ice	\$58.45	<b>\$251.25</b>
Hotel	06/19/17	5		\$772.18	<b>\$772.18</b>
<b>Total:</b>				<b>\$1,296.96</b>	<b>\$1,296.96</b>

Receipt #1, 06/17/17, \$24.55

Type of Expense: CATERING



Receipt #2, 06/18/17, \$168.25

Type of Expense: CATERING

**WHOLE FOODS MARKET**

Santa Clara SCA  
2732 Augustine Drive Suite 1600  
Santa Clara  
California, 95054  
408-562-9162

<b>Food/Beverage</b>	
PRELZ OG ANC GRN GRNL	\$5.99 F
WSBGL MHL WHEAT BAGEL	\$3.29 F
CNYNGK PLAIN BAGEL	\$5.99 F
NNCY CREAM CHEESE OG	\$3.49 F
ALXKDS OG EGGS	\$4.99 F
WCATCH CLD SMK SOCKEYE	\$9.99 F
WLBY YOG WFM GRK VAN	
2 @ \$1.79 EACH	\$3.58 F
CYPRR MIDNIGHT MOON	
0.31 lb @ \$25.99 / lb	\$8.06 F
DCM DBL CREAM 60 MONTH	
0.36 lb @ \$14.99 / lb	\$5.40 F
TRIGAL MANCHEGO 3 H	
0.31 lb @ \$13.99 / lb	\$4.27 F
LAPAN ORIGINAL MINI	\$3.99 F
STRAU HALF AND HALF	\$4.99 F
BOTTLE DEPOSIT	\$2.00 INCLUDED
HRMHRV OG CMUT WATER	
2 @ \$2.79 EACH	\$5.68 F
CRV BEVERAG 2 @ \$0.05 INCLUDED	
It's On Us	-\$2.79
WEDOR CAPERS	\$2.79 F
GLUTS TABLE CRACKERS	\$3.49 F
DRSCL OG RASPBERRIES 6OZ	\$5.99 F
DRSCL OG BLACKBERRIES 6OZ	\$4.99 F
CV LINES	
2 @ \$0.40 EACH	\$0.80 F
JERM OG BABY DILL	\$2.49 F
OG BLUEBERRIES 6OZ	\$4.99 F
ESVT HYDRAT NTR 9.5PH	\$2.69 F
CRV BEVERAGE	\$0.10 INCLUDED
HEM ORIGINAL HUMMUS	\$2.39 F

ORANGE JUICE			
2 @ \$3.99 EACH		\$8.08 F	
CRV BEVERAG 2 @ \$0.05 INCLUDED			
OG WTG BANANA			
2.27 lb @ \$0.99 / lb		\$2.25 F	
Tare Weight 0.021b			
CLOV 1 PCT MILK		\$1.19 F	
RF CARROT CELERY STIC		\$4.99 F	
SMALL SOUP		\$3.99 F	
OG RED ONION			
0.47 lb @ \$1.99 / lb		\$0.94 F	
Tare Weight 0.021b			
<b>General</b>			
URRMDY RAW OATMEAL			
2 @ \$6.50 EACH		\$13.00 F	
URRMDY AU LAIT MATCHA		\$6.00 F	
CRV BEVERAGE	\$0.05 INCLUDED		
NPF DONATION		\$0.10	
URRMDY RW CCAO MOUSSE		\$5.50 F	
<b>Personal Accessories</b>			
KCUSA SQR COOLER TOTE		\$5.99 T	
<b>Unknown Hierarchy</b>			
SALAD POKE BOWL		\$9.99 T	
Subtotal: \$169.34			
Total Savings: -\$2.79			
Net Sales: \$166.55			
Tax/Fee: \$1.70			
Total: \$168.25			
Sold Items: 40			
Paid: VISA \$168.25			
<b>Tax/Fee Summary</b>			
Name	Rate	Taxed Amt.	Tax Amt.
CALIFORNIA	6.00	19.97	1.20
SANTA CLARA	1.25	19.97	0.25
SANTA CLARA	1.25	19.97	0.25
Tax/Fee Total:			\$1.70

**Receipt #3, 06/18/17, \$273.53**

**Type of Expense: AIRLINE**

Verizon LTE 7:40 PM 37%  
mobile.jetblue.com

Nonstop

Long Beach, CA (LGB)

Fri Apr 7 2017, 4:08 PM

to

San Jose, CA (SJC)

Fri Apr 7 2017, 5:20 PM

**Fare breakdown**

Passenger Type	Adult
Base Fare per person	\$241.24
Taxes & fees per person	\$32.29
Total Fare per person	\$273.53
Number of travelers	x 1
<b>Total Fare</b>	<b>\$273.53 USD</b>

LGB - SJC: Blue Plus details +

**Total fare: \$273.53 USD**

**Extras**

Seats +

Receipt #4, 06/19/17, \$58.45  
Type of Expense: CATERING  
Dry Ice

SUPPLIES, DRY ICE

# Lucky®

234 Saratoga Ave  
408-296-0515

Lucky

Cashier: FastLane4 Clerk# 2504  
03/26/17 10:00:57

### DAIRY-DELI-FROZEN

BIRTHDATE: 03/03/33  
19.31 lb @ 1 lb / 2.79  
ICE-DRY ICE 1# 53.87 T  
SUBTOTAL 53.87  
Sales Tax 4.58  
TOTAL 58.45  
CREDIT CARDS TENDER 58.45  
CASH CHANGE .00

NUMBER OF ITEMS 1

Lucky #774  
234 Saratoga Avenue  
Santa Clara CA 95050  
(408)296-0515

03/26/2017 10:01:52  
Total: USD\$ 58.45  
CHASE VISA Entry Method: Chip  
CARD #: XXXXXXXXXXXX  
PURCHASE - APPROVED

Receipt #5, 06/19/17, \$772.18

Type of Expense: HOTEL

GUEST FOLIO

MARRIOTT AT GLENPOINTE

MARRIOTT

622 [REDACTED] 283.00 04/07/17 12:00 [REDACTED] ACCT# [REDACTED]  
Room Name Rate Depart Time  
SQ 04/05/17 21:31  
Type Active Time  
46

MRW#: XXXXX [REDACTED]

Room Clerk	Address	REFERENCE	CHARGES	CREDITS	BALANCE DUE
04/05	RM SERV	2564 622	39.20		
04/05	RM SERV	2568 622	82.78	- Crew meal	
04/05	ROOM	622, 1	283.00		
04/05	ROOM TAX	622, 1	19.46		
04/05	OCC TAX	622, 1	22.64		
04/06	ROOM	622, 1	283.00		
04/06	ROOM TAX	622, 1	19.46		
04/06	OCC TAX	622, 1	22.64		
04/07	VS CARD				\$772.18

TO BE SETTLED TO: VISA CARD CURRENT BALANCE .00

THANK YOU FOR CHOOSING MARRIOTT! TO EXPEDITE YOUR CHECK-OUT, PLEASE CALL THE FRONT DESK, OR PRESS "MENU" ON YOUR TV REMOTE CONTROL TO ACCESS VIDEO CHECK-OUT.

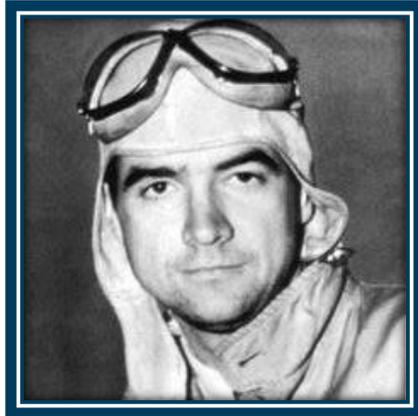
----- EXP. REPORT SUMMARY -----

04/05 RM SERV	121.98
ROOM&TAX	325.10
04/06 ROOM&TAX	325.10

AS REQUESTED, A FINAL COPY OF YOUR BILL WILL BE EMAILED TO: [REDACTED]@E.COM  
SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement for updated activity.

# PILOT DOSSIER



# HOWARD HUGHES

Citation Pilot – Fort Wayne, IN

Presented to



June 30, 2017



**Employee**



**Applicant Information**

<b>Name</b>	Howard Hughes
<b>Employee Id</b>	1287
<b>Username</b>	HHughes123@jetpropilots.com
<b>Status</b>	Active-PT
<b>Primary Email</b>	HHughes123@jetpropilots.com
<b>Cell Phone</b>	260-456-7890
<b>Address</b>	3201 Stellhorn Road Fort Wayne, IN 46815
<b>Hired</b>	06/30/2017

**Applicant Job Information**

**Eligible for Work in the USA Y**

**Objective/Summary**

Following my checklist and making sure my clients are safe and comfortable at all times.



3201 Stelhorn Road  
 Fort Wayne, IN 46815  
 United States  
 JetPro Pilots LLC

## Job Application Questionnaires

Default

Application Date	Position	First Name	Last Name	Application Question	Application Answer
06/30/2017 02:40p	Pilot	Howard	Hughes	Desired Employment Type?	Contractor (As Needed)
06/30/2017 02:40p	Pilot	Howard	Hughes	Current Employment Type?	Independent Contractor
06/30/2017 02:40p	Pilot	Howard	Hughes	Willing to Relocate?	Yes
06/30/2017 02:40p	Pilot	Howard	Hughes	FAA Medical Class	1st Class
06/30/2017 02:40p	Pilot	Howard	Hughes	Total Hours	7000
06/30/2017 02:40p	Pilot	Howard	Hughes	PIC Hours	5500
06/30/2017 02:40p	Pilot	Howard	Hughes	Multi-Engine Hours	1100
06/30/2017 02:40p	Pilot	Howard	Hughes	Jet Hours	700
06/30/2017 02:40p	Pilot	Howard	Hughes	Any FAA Incidents, Accidents, or Enforcement?	No
06/30/2017 02:40p	Pilot	Howard	Hughes	FAA PIC Type Rating	CE-560XL
06/30/2017 02:40p	Pilot	Howard	Hughes	FAA PIC Type Rating	N
06/30/2017 02:40p	Pilot	Howard	Hughes	FAA PIC Type Rating	N
06/30/2017 02:40p	Pilot	Howard	Hughes	AC #1 - Aircraft Type	Citation Excel
06/30/2017 02:40p	Pilot	Howard	Hughes	AC #1 - Time in Type	4500
06/30/2017 02:40p	Pilot	Howard	Hughes	AC #1 - Time in Type as PIC	3000
06/30/2017 02:40p	Pilot	Howard	Hughes	AC #1 - Date of most recent training	12/19/2016
06/30/2017 02:40p	Pilot	Howard	Hughes	AC #1 - Training Type	PIC (Part 91) FAR 61.58/157
06/30/2017 02:40p	Pilot	Howard	Hughes	AC #2 - Aircraft Type	Citation Ultra
06/30/2017 02:40p	Pilot	Howard	Hughes	License Type	ATP (Airline Transport Pilot)
06/30/2017 02:40p	Pilot	Howard	Hughes	AC #2 - Time in Type	700
06/30/2017 02:40p	Pilot	Howard	Hughes	AC #2 - Time in Type as PIC	0
06/30/2017 02:40p	Pilot	Howard	Hughes	AC #2 - Date of most recent training	12/01/2015
06/30/2017 02:40p	Pilot	Howard	Hughes	AC #3 - Aircraft Type	Citation Encore/Encore+
06/30/2017 02:40p	Pilot	Howard	Hughes	AC #3 - Time in Type	300
06/30/2017 02:40p	Pilot	Howard	Hughes	AC #3 - Time in Type as PIC	0
06/30/2017 02:40p	Pilot	Howard	Hughes	AC #3 - Date of most recent training	04/01/2014
06/30/2017 02:40p	Pilot	Howard	Hughes	AC #3 - Training Type	SIC (Part 91) FAR 61.55
06/30/2017 02:40p	Pilot	Howard	Hughes	I confirm that any and all information I submit to JetPro Pilots is accurate and truthful to the best of my knowledge. I understand that willfully providing false or misleading information may disqualify me from employment with JetPro Pilots.	Y

# Howard Hughes

howardhughes@gmail.com

3201 Stellhorn Rd Fort Wayne, IN 46815

(260) 456-7890

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## Certificates and Ratings

- Airline Transport Pilot
- CE-560XLS, CE-650, CE500 SII, Bravo, Ultra, Encore
- FAA Class 1 Medical
- CFI, CFII, MEI

---

## Flight Time

- Total 7000
- PIC 5500
- Turbine PIC 1415
- Jet 700
- Single-Engine 1300
- Multi 1100

---

## Employment History

06/10-Present	ABC Pilot Services	CE560XL, CE650 Captain
06/15-Present	STAR	CE560XLS Captain
06/15-06/16	Indiana Airways	Captain CE550 (91)
06/14-06/15	Flying A Pilot Services	Captain CE650 and CE500 (91)
01/12-05/14	AB Heavy Equip, Inc.	Pilot C414 (91)
01/11-12/12	US Travel Management	Pilot Citation SII (135)
01/09-12/10	Leo-King LLC	Captain CE550 and SIC CE650 (91)
01/07-12/08	Corporate Engineering	Captain BE60 (91)
01/04-12/06	A&B Construction	First Officer Seneca II (91)

---

## Certifications and Skills

- Fluent in English, Spanish, French, and Arabic
- FAA Certified Flight Attendant
- Trained SIM Evaluator

## RECORD OF TRAINING

[REDACTED]  
during the period December 16, 2016 through December 19, 2016 has completed

[REDACTED] **CE680 Pilot Recurrent Course**

Model: *Citation Sovereign*

### Ground Training Curriculum

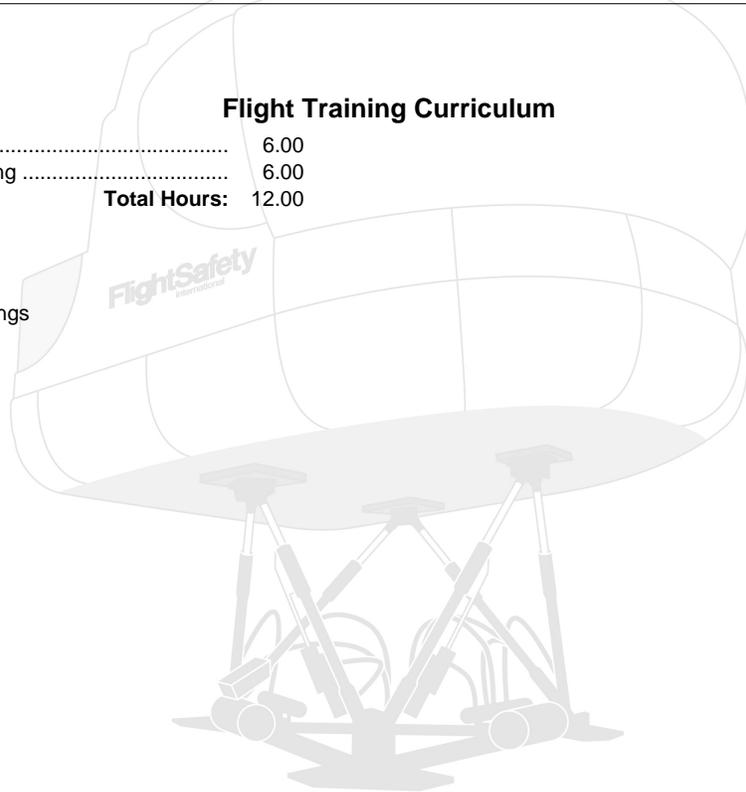
Aircraft General	Warning Systems	Cockpit Familiarization
Lighting	Emergency Equipment	Display Systems
Flight Controls	Oxygen	Navigation System
Communication Equipment	Dispatch, Flight Release, or Flight Locating	Maneuvers and Procedures
Flight Instruments	Op Specs Authorizations	Ice and Rain Protection
Pitot-Static	Adverse Weather - Winter	Aircraft Flight Manual
Navigation Equipment	Communication and Navigation Procedures	Approved AFM/AOM
Auto Flight	Use of Checklists	Winter Operations / Ground Deicing

Ground Training Hours: 13.00  
Briefing/Debriefing Hours: 1.58

### Flight Training Curriculum

<b>Flight Simulator:</b>	Pilot Flying .....	6.00
	Pilot Monitoring .....	6.00
	<b>Total Hours:</b>	<b>12.00</b>

121.409 LOS  
121.427(b)1 Recurrent Review  
6 night takeoffs and 6 night landings



[REDACTED]

[REDACTED] - Manager

[REDACTED]

21Dec16  
Date

[REDACTED]

## eLEARNING RECORD OF TRAINING

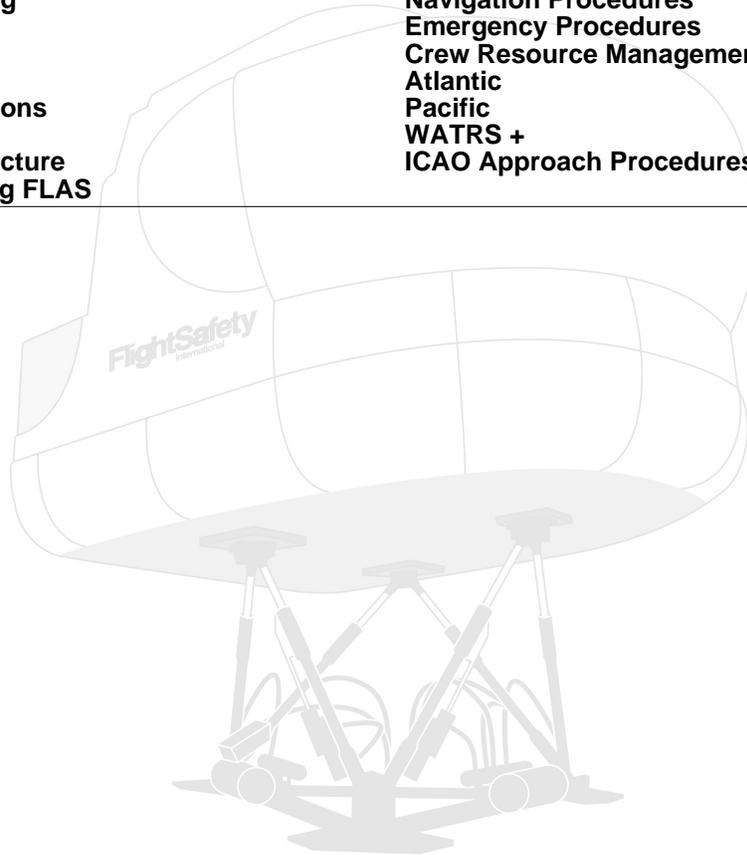
December 28, 2015 has completed  
FlightSafety's eLearning Int'l Procedures Recurrent Course

### Ground Training Curriculum

Customs/Immigration  
Altimetry Review  
ICAO Operations - Rules  
ICAO Operations - Regulations  
ICAO Measurement Standards  
Oceanic Planning Charts  
Publications Sources  
Flow Control/Itinerary Planning  
ICAO Flight Plan/Flight Log  
Route Planning  
Enroute Procedures  
Terminal Procedures  
Long Range Communications  
TCAS/ACAS Operations  
Special Use Airspace Structure  
Worldwide RVSM Including FLAS

MNPS  
P-RNAV  
BRNAV  
RNP 4  
Russian Operations  
RNP 10  
Air Traffic Clearances  
Meteorology  
Navigation Procedures  
Emergency Procedures  
Crew Resource Management (CRM)  
Atlantic  
Pacific  
WATRS +  
ICAO Approach Procedures

Total Hours: 8.00



  
- Specialty &  
Enrichment Manager

FlightSafety eLearning Center

29Dec15  
Date

**I UNITED STATES OF AMERICA** XI  
DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION



IV NAME

V ADDRESS

VI NATIONALITY USA

SEX HEIGHT WEIGHT HAIR EYES  
M 70 240 BROWN BROWN

IVa D.O.B. [REDACTED]

IX HAS BEEN FOUND TO BE PROPERLY QUALIFIED TO EXERCISE THE PRIVILEGES OF

II AIRLINE TRANSPORT PILOT

III CERTIFICATE NUMBER [REDACTED]

X DATE OF ISSUE [REDACTED]



XIV [REDACTED]

VIII ADMINISTRATOR

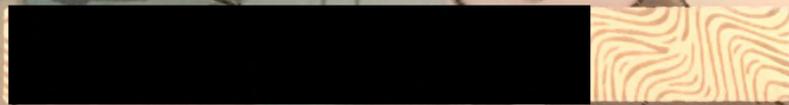
[REDACTED]  
AIRLINE TRANSPORT PILOT  
AIRPLANE MULTIENGINE LAND  
CE-560XL; CE-680; CL-65; G150; G-200  
COMMERCIAL PRIVILEGES  
AIRPLANE SINGLE ENGINE LAND

XII RATINGS

ENGLISH PROFICIENT.  
CL-65 CIRC. APCH. - VMC ONLY.

XIII LIMITATIONS

VII SIGNATURE  
OF HOLDER



UNITED STATES OF AMERICA  
**Department of Transportation**  
 Federal Aviation Administration

**MEDICAL CERTIFICATE FIRST CLASS**

**This certifies that (Full name and address):**  
 [REDACTED]

Date of Birth	Height	Weight	Hair	Eyes	Sex
[REDACTED]	70	246	BROWN	BROWN	M

has met the medical standards prescribed in part 67, Federal Aviation Regulations, for this class of Medical Certificate.

**Limitations**  
 Must wear corrective lenses.

**Examiner**  
 Date of Examination: 02/21/2017  
 Examiner's Designation No.: [REDACTED]  
 Signature: [REDACTED]  
 Typed Name: [REDACTED]

**AIRMAN'S SIGNATURE**  
 [REDACTED]

Applicant ID: [REDACTED] Control No.: [REDACTED]

Fold Here

**CONDITIONS OF ISSUE**

The holder of this certificate must:

- Have it in his or her personal possession at all times while exercising privileges of an airman certificate. (14CFR § 61.3)
- Understand that the issuance of a medical certificate by an Aviation Medical Examiner may be reversed by the FAA within 60 days. (14CFR § 67.407)
- Comply with validity standards specified for first-, second-, and third-class medical certificates. (14CFR § 61.23)
- Comply with any statement of functional, operational, and/or time limitation issued as a condition of certification. (14CFR § 67.401)
- Comply with the standards relating to prohibitions on operation during medical deficiency. (14CFR §§ 61.53, 63.19, and 65.49)

For International Operations Only: Some holders may be affected by certain international medical standards. Consult the U.S. Aeronautical Information Publication for U.S. differences with ICAO Annex 1 medical standards.



**AEROSPACE MEDICAL CERTIFICATION DIVISION, AAM - 300**  
 FAA Civil Aerospace Medical Institute  
 Mike Monroney Aeronautical Center  
 P.O Box 26080  
 Oklahoma City, OK 73125-9914



Dear Airman:

Above is your new medical certificate. It supersedes any previous one you may have been issued.

To validate this certificate, it is necessary that you sign it in the space provided (Airman's Signature).

This certificate must be in your possession at all times while exercising your pilot privileges.





U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Aviation Data Systems  
Branch, [REDACTED]

P.O. Box 25082  
Oklahoma City, Oklahoma 73125

LISA MCKEEMAN  
JETPRO PILOTS, LLC  
3201 STELLHORN ROAD-LISA@JETPROPILOTS.COM  
FORT WAYNE IN 46815-4697

Control Number: [REDACTED]

This is in response to your letter dated June 1, 2017, under the Privacy Act of 1974, 5 U.S.C. §552a, pertaining to accidents, incidents or enforcement actions and the verification of airman certificate(s) involving [REDACTED], certificate number(s) as indicated.

Certificate Number	Certificate Type
[REDACTED]	CTO
[REDACTED]	GI
[REDACTED]	PILOT

Your request was received in this office on June 1, 2017.

A search of the Accident/Incident Data System and Enforcement Information System on June 2, 2017, revealed no Accident/Incident or Enforcement record(s) concerning the above individual.

A search of the Comprehensive Airman Information System (CAIS) on June 2, 2017, revealed the following information concerning the medical certificate, current airman certificates and associated type ratings, including limitations to those certificates and ratings involving the above named individual.

**Airman Name:** [REDACTED]

[Medical Information](#)

**Medical ID:** [REDACTED]

**Medical Class:** First (ATP)

**Medical Date:** 02/21/2017

**Medical Limitations:**

(1): MUST WEAR CORRECTIVE LENSES.

[Certificate Information](#)

**Certificate Number:** [REDACTED] PILOT

**DOI:** 6/25/2016

**Certificate Description:**

- AIRLINE TRANSPORT PILOT
- AIRPLANE MULTIENGINE LAND
- COMMERCIAL PILOT
- AIRPLANE SINGLE ENGINE LAND

**Type Rating:** CE-560XL, CE-680, CL-65, G150, G-200

**Limitations:**

- ENGLISH PROFICIENT.
- CL-65 CIRC. APCH. - VMC ONLY.

---

**Certificate Number:** [REDACTED] GI

**DOI:** 2/25/2012

**Certificate Description:**

GROUND INSTRUCTOR  
ADVANCED  
INSTRUMENT

---

**Certificate Number:** [REDACTED] CTO

**DOI:** 2/25/2012

**Certificate Description:**

CONTROL TOWER OPERATOR

**Limitations:**

ENGLISH PROFICIENT.  
[REDACTED]

---

The preceding data was derived from official FAA data systems utilized by [REDACTED]. This report will not include pending legal action details as they are not releasable until the case is closed.

All AIE verification requests in accordance with the Privacy Act may be faxed to: 405-954-4655 ATTN: Privacy Act; or emailed to [9-amc-afs620-pa@faa.gov](mailto:9-amc-afs620-pa@faa.gov) or mailed to the: Aviation Data Systems Branch, [REDACTED], ATTN: Privacy Act, PO Box 25082, Oklahoma City, OK 73125.

Additional FAA records may be available as referenced in Advisory Circular [REDACTED] (current edition), paragraph 1-7 and Appendix 9: Additional Pilot Records. Appendix 9 identifies the additional records that may be available to an air carrier or operator and the procedure to request those records. Such records may include an airman's history of accidents, incidents, and enforcement history including open enforcement actions, administrative records, and records of failed practical tests (Notices of Disapproval) if an airman's file contains such records.

*With regard to administrative actions that may have been issued under the Aviation Safety Action Program to the person named in your request, we will neither confirm nor deny whether such administrative actions exist under exemption 3, which incorporates the various nondisclosure provisions that are contained in other federal statutes. In this case, the applicable statute is 49 U.S.C. section 40123, which provides that certain voluntarily provided safety and security information is protected from disclosure to encourage persons to provide the information to the Federal Aviation Administration (FAA). If the Administrator issues an order designating information as protected under 49 U.S.C., section 40123, that information will not be disclosed under the Freedom of Information Act (Title 5 of the United States Code (5 U.S.C.), section 552) or other laws, except as provided in 49 U.S.C. section 40123, 14 CFR part 193, and the order designating the information as protected. The Administrator has issued FAA Order 8000.82 designating certain information from an Aviation Safety Action Program as protected from disclosure under 49 U.S.C. section 40123.*

In our continuing effort to improve the quality of service to our customers, we would appreciate any comments you may have. Please send your comments to: <http://av-info.faa.gov/feedback/> or contact the [REDACTED] Reporting Group at: 405-954-4173. A phone menu will direct your call.

Sincerely,

[REDACTED]

[REDACTED]

Manager, Aviation Data Systems Branch  
[REDACTED]

**Lisa McKeeman**

---

**From:** Jason Wardwell  
**Sent:** Saturday, February 4, 2017 5:31 PM  
**To:** Lisa McKeeman  
**Subject:** Fwd: Completed Report - [REDACTED]

Jason Wardwell  
Director of Operations  
JetPro Pilots  
260-918-2784

Begin forwarded message:

**From:** [support@easybackgrounds.com](mailto:support@easybackgrounds.com)  
**Date:** February 3, 2017 at 4:20:06 PM EST  
**To:** [jason@jetpropilots.com](mailto:jason@jetpropilots.com)  
**Subject:** Completed Report - [REDACTED]



PO Box 952 Newfields, NH 03856  
Phone: 800-538-6525  
Fax: 888-410-4838  
Email: [support@easybackgrounds.com](mailto:support@easybackgrounds.com)

JetPro Pilots  
Jason Wardwell  
3201 Stellhorn Rd  
FORT WAYNE, IN 46815  
Phone: 260-918-2784  
Email: [jason@jetpropilots.com](mailto:jason@jetpropilots.com)

Profile Information

---

Name: [REDACTED]  
Date Ordered: 02/03/2017  
Date Completed: 02/03/2017  
Gender: M  
Reference: [REDACTED]

The following are included in this report:



# FLIGHT ATTENDANT DOSSIER



## SUSIE SMITH

Gulfstream Flight Attendant – Fort Wayne, IN

Presented to



June 30, 2017





3201 Stelhorn Road  
Fort Wayne, IN 46815  
United States  
JetPro Pilots LLC

## Applicant Information

### Employee



### Applicant Information

<b>Name</b>	Susie Smith
<b>Employee Id</b>	1280
<b>Username</b>	Susie@jetpropilots.com
<b>Status</b>	Active
<b>Primary Email</b>	Susie@jetpropilots.com
<b>Cell Phone</b>	1234567890
<b>Address</b>	3201 Stelhorn Rd Fort Wayne, IN 46815
<b>Hired</b>	06/27/2017

### Applicant Job Information

Eligible for Work in the USA Y

### Objective/Summary

Test



3201 Stelhorn Road  
Fort Wayne, IN 46815  
United States  
JetPro Pilots LLC

## Job Application Questionnaires Default

Application Date	Position	First Name	Last Name	Application Question	Application Answer
06/29/2017 05:23p	Flight Attendant	Susie	Smith	Years of experience in Business Aviation?	6 - 10
06/29/2017 05:23p	Flight Attendant	Susie	Smith	Have you completed Aviation Emergency Training?	Yes
06/29/2017 05:23p	Flight Attendant	Susie	Smith	If yes, please specify school	FACTS
06/29/2017 05:23p	Flight Attendant	Susie	Smith	If yes, please select completion date	05/17/2017
06/29/2017 05:23p	Flight Attendant	Susie	Smith	Have you completed CPR/AED Training?	Yes
06/29/2017 05:23p	Flight Attendant	Susie	Smith	If yes, please specify completion date	05/17/2017
06/29/2017 05:23p	Flight Attendant	Susie	Smith	Have you completed HAZMAT Training?	Yes
06/29/2017 05:23p	Flight Attendant	Susie	Smith	If yes, please specify completion date	05/17/2017
06/29/2017 05:23p	Flight Attendant	Susie	Smith	Have you completed CRM Training?	Yes
06/29/2017 05:23p	Flight Attendant	Susie	Smith	If yes, please specify completion date	05/17/2017
06/29/2017 05:23p	Flight Attendant	Susie	Smith	Tell us about your experience with client confidentiality.	I approach client confidentiality like I would approach the Golden Rule.
06/29/2017 05:23p	Flight Attendant	Susie	Smith	I confirm that any and all information I submit to JetPro Pilots is accurate and truthful to the best of my knowledge. I understand that willfully providing false or misleading information may disqualify me from employment with JetPro Pilots.	Y

# Susie Smith

3201 Stellhorn Road  
Fort Wayne, IN  
[SusieSmith@aol.com](mailto:SusieSmith@aol.com)  
Mobile: (123) 456-7890



---

Certified Flight Attendant with extensive background in refined customer service, outstanding planning and organization, proven leadership and interpersonal skills seeking a flight attendant position.

---

## TRAINING/CERTIFICATIONS

### FACTS

**Long Beach, CA  
May 2017**

- Emergency Training – FAR’s 91, 135, CAR 604/704, JAR Ops 1
- FACTS Access Inflight Medical – BBP, CPR, AED, First Aid
- FACTS High Altitude & Hypoxia Awareness Training
- Corporate Inflight Service Training
- Advanced Service & Etiquette Training

### Air Culinaire

**Long Beach, CA  
April 2017**

- Food Handling Safety Certificate
- Plating & Garnishing Culinary Training

---

## PROFESSIONAL EXPERIENCE

### Corporate Flight Attendant – AIR CREWS

**Indianapolis, IN  
October 2010 – Present**

- Ensure passenger safety satisfaction according to FAA and company standards on Gulfstream IV, Gulfstream V, Gulfstream 550, Falcon 2000LXS and Challenger 601.
- Plan, develop and execute all catering for passengers and crew.
- Maintain and respect all passenger profiles and preferences.
- Restock and maintain cleanliness of aircraft and commissary.

---

## EDUCATION

**Purdue University, West Lafayette, Indiana**

**August 2006 – May 2010**

Bachelors of Science, Business Administration



FACTS EPT  
TRAINING RECORD

Written Exam Results: PASS  
Practical Drills: PASS  
Precourse: Completed

Training Dates: 5/15/2017 - 5/17/2017 • DPA -  
OE  
Trainers: [Redacted]

Initial Training  
Course Completed 5/17/2017

Standard	Date	Module	Completed
1)	5/15/17 Online Learning Classroom	Introduction to FACTS & Aviation Basics	Yes
2)	5/15/17 Online Learning Classroom	Human Factors for Aviation Safety & Introduction to CRM 1	Yes
3)	5/15/17 Online Learning Classroom	Crew Coordination • Passenger & Crew Briefings	Yes
4)	5/15/17 Online Learning Classroom	Emergency Evacuations (Land & Water)	Yes
5)	5/16/17 Simulator Online Learning	Inflight Medical Emergencies, BBP, CPR, AED	Yes
6)	5/16/17 Online Learning Classroom	Decompression & Hypoxia Awareness	Yes
7)	5/16/17 Online Learning Classroom	Survival, Search & Rescue	Yes
8)	5/17/17 Online Learning Classroom	Crew Resource Management 2 & Fatigue	Yes
9)	5/17/17 Classroom Online Learning	Business Aviation & Personal Security	Yes
10)	5/17/17 Classroom Online Learning	Inflight Fire & Smoke Management	Yes
11)	5/17/17 Classroom Online Learning	Emergency Evacuations (Review)	Yes
12)	Online Learning	Dangerous Goods and Hazardous Materials	Yes
13)	Online Learning	Surface Contamination Awareness	Yes

Practicals	Date	Module	Completed
14)	5/15/17 Simulator	Practicals - Evacuation Drills/Scenarios 1	Yes
15)	5/16/17 Pool	Practicals - Water Landings/ Ditchings	Yes
16)	5/17/17 Fire Simulator	Practicals - Live Fire Fighting	Yes
17)	5/17/17 Simulator	Practicals - Evacuation Drills/Scenarios 2	Yes

If Applicable \*G500/550 Evacuation Crewmember requirements are not met until student completes an ASSET checklist for each of their assigned Gulfstream G500/550 aircraft.

I certify the information contained in this record of training is accurate and completed modules comply with emergency procedures in accordance with applicable FAR's, CAR's, EUOPS, ISBAO and Aircare FACTS® Training standards.

[Redacted Signature]



FACTS EPT  
TRAINING RECORD

Written Exam Results: PASS  
Practical Drills: PASS  
Precourse: Completed

Training Dates: 5/15/2017 - 5/17/2017 • DPA -  
OE  
Trainers: [Redacted]

Course Completed 5/17/2017

Initial EPT Curriculum

**Classroom**

- Introduction to Aviation
- Aviation Basics - Terminology, Time, Weather
- Federal Code of Regulations
- Crewmember Duties
- Accidents and Incidents
- Emergency Equipment
- Human Factors and CRM
- Crew Coordination
- Passenger and Crew Briefings
- Emergency Evacuation Procedures
- Inflight Medical Emergencies - Illness and Injuries
- AHA Heartsaver AED Certification
- Decompression and Hypoxia Awareness
- High Altitude Physiology

- Inflight Fires and Fire Science
- Survival Skills
- Hazardous Materials and Dangerous Goods
- Surface Contamination
- Business Aviation Security
- Exam
- Final Review

**Simulator/Drills:**

- Evacuation Drills
- Ditching Drills
- Live Firefighting Drills
- G550 Evac Crewmember
- Gulfstream G650 Exit
- Hawker Exit
- Type II Citation Style OWE
- Legacy 650 Exit
- Gulfstream G2, G3, G4, G550 Exits
- Falcon 900/2000, 7X, 8X
- Challenger/Global Exits
- Learjet 45/60 Exit

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Pre-Course Hours:	16.00
Classroom Hours:	17.00
Sim/Drills Hours:	7.00

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Total Credited Hours: 40.00

\*G500/550 Evacuation Crewmember requirements are not met until student completes an ASSET checklist for each of their assigned Gulfstream G500/550

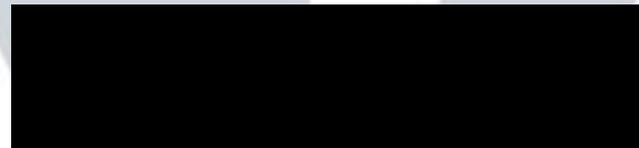
I certify the information contained in this record of training is accurate and completed modules comply with emergency procedures in accordance with applicable FAR's, CAR's, EUOPS, ISBAO and Aircare FACTS® Training standards.

[Signature] [Redacted] ing



# CERTIFICATE OF TRAINING

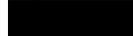
Awarded to



For professional achievement and successful completion of  
Aircare FACTS® Initial Crewmember Training

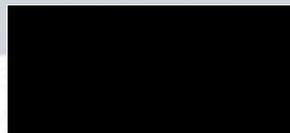
Emergency Procedures Training  
in accordance with applicable United States FARs,  
Canadian CARS and European JARS/EU-OPS.

Initial Training Completed May 17, 2017

Initial Training Certificate 



**Train to Save. Train to Survive.®**



Aircare FACTS® Training  
An Aircare International Company



# HEARTSAVER

**Heartsaver<sup>®</sup>  
CPR AED**



**American  
Heart  
Association<sup>®</sup>**

**[REDACTED]**  
has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Heartsaver<sup>®</sup> CPR AED Program.

### Optional modules completed:

**Issue Date**

05/16/2017

**Recommended Renewal Date**

05/2019

**Training Center Name**

Emergency Medical Training Center

**Instructor Name**

[REDACTED]

**Training Center ID**

[REDACTED]

**Instructor ID**

[REDACTED]

**Training Center Address**

3403 Steamboat Island Rd NW  
Olympia WA 98502 USA

**eCard Code**

[REDACTED]

**Training Center Phone  
Number**

(800) 634-8048

**QR Code**



To view or verify authenticity, students and employers should scan this QR code with their mobile device or go to [www.heart.org/cpr/mycards](http://www.heart.org/cpr/mycards).

© 2016 American Heart Association. All rights reserved. 15-3004 3/16



# Food Handler Certificate of Completion

\_\_\_\_\_ is recognized for successfully completing the **eFoodcard** Food Handler Basics Course.

Certificate Number: \_\_\_\_\_

Issued: 04/19/2017 Valid Through: 04/19/2020

eFoodCard - \_\_\_\_\_

[efoodcard.com](http://efoodcard.com) • **888.243.0222**



## Congratulations

You have successfully completed the **eFoodcard** Food Handler Basics Course. Cut cards along dotted lines. Provide one to your employer and keep one for your records. If you have questions, call **888.243.0222**.

## Felicidades

Ha terminado con éxito el curso básico **eFoodcard** de manejador de alimentos. Corte las tarjetas a lo largo de las líneas punteadas. Dé una a su empleador y guarde la otra para sus registros escritos. Si tiene preguntas, llame al **888.243.0222**.

# We the People

*Of the United States,  
in Order to form a more perfect Union,  
establish Justice, insure domestic Tranquility,  
provide for the common defence,  
promote the general Welfare, and secure  
the Blessings of Liberty to ourselves and  
our Posterity, do ordain and establish this  
Constitution for the United States of America.*



[Redacted Signature]

3

SIGNATURE OF BEARER / SIGNATURE DU TITULAIRE / FIRMA DEL TITULAR

PASSPORT  
PASSEPORT  
PASAPORTE

## UNITED STATES OF AMERICA

Type / Type / Tipo Code / Code / Código Passport No. / No. du Passeport / No. de Pasaporte

P

USA

[Redacted Passport No.]



Surname / Nom / Apellidos

[Redacted Surname]

Given Names / Prénoms / Nombres

[Redacted Given Names]

Nationality / Nationalité / Nacionalidad

UNITED STATES OF AMERICA

Date of birth / Date de naissance / Fecha de nacimiento

[Redacted Date of Birth]

Place of birth / Lieu de naissance / Lugar de nacimiento

ILLINOIS, U.S.A.

Sex / Sexe / Sexo

F

Date of issue / Date de délivrance / Fecha de expedición

17 Feb 2009

Authority / Autorité / Autoridad

United States

Date of expiration / Date d'expiration / Fecha de caducidad

16 Feb 2019

Department of State

Endorsements / Mentions Spéciales / Anotaciones

SEE PAGE 27



[Redacted Machine Readable Zone]

[Redacted Machine Readable Zone]

**Lisa McKeeman**

---

**From:** Jason Wardwell  
**Sent:** Monday, May 22, 2017 11:18 PM  
**To:** Lisa McKeeman  
**Subject:** FW: Completed Report - [REDACTED]

**Jason Wardwell**  
Director of Operations  
Office: 260.918.2784 | Mobile: 260.740.4390 (text or call)

---

**From:** support=easybackgrounds.com@screening.services [mailto:[support=easybackgrounds.com@screening.services](mailto:support=easybackgrounds.com@screening.services)]  
**On Behalf Of** [support@easybackgrounds.com](mailto:support@easybackgrounds.com)  
**Sent:** Friday, May 19, 2017 1:40 PM  
**To:** [jason@jetpropilots.com](mailto:jason@jetpropilots.com)  
**Subject:** Completed Report - [REDACTED]



PO Box 952 Newfields, NH 03856  
Phone: 800-538-6525  
Fax: 888-410-4838  
Email: [support@easybackgrounds.com](mailto:support@easybackgrounds.com)

**JetPro Pilots**  
Jason Wardwell  
3201 Stellhorn Rd  
FORT WAYNE, IN 46815  
Phone: 260-918-2784  
Email: [jason@jetpropilots.com](mailto:jason@jetpropilots.com)

**Profile Information**

---

**Name:** [REDACTED]  
**Date Ordered:** 05/18/2017  
**Date Completed:** 05/19/2017  
**Gender:** F  
**Reference:** [REDACTED]

**The following are included in this report:**

Search Type	Detail	Status
County Criminal	Kane, Illinois	Complete - No Record
County Criminal	Cook, Illinois	Complete - No Record
Instant Address History/SSN Trace		Complete

**County Criminal**

---

**Jurisdiction Searched** Kane, Illinois  
**Name Searched** [REDACTED]  
**Search ID** [REDACTED]  
**Reference** [REDACTED]  
**Date Ordered** 05/18/2017  
**Date Completed** 05/18/2017  
**Records Searched** Minimum of 7 years - Felony and Misdemeanor  
**Status** No Records Found

### County Criminal

---

**Jurisdiction Searched** Cook, Illinois  
**Name Searched** [REDACTED]  
**Search ID** [REDACTED]  
**Reference** [REDACTED]  
**Date Ordered** 05/18/2017  
**Date Completed** 05/19/2017  
**Records Searched** Minimum of 7 years - Felony and Misdemeanor  
**Status** No Records Found

### Instant Address History/SSN Trace

---

**Social Security Number**  
**Name** [REDACTED]  
**Search ID** [REDACTED]  
**Reference** [REDACTED]  
**Date Ordered** 05/18/2017  
**Date Completed** 05/18/2017

**Results**  
The Instant Address History/SSN Trace was performed.

Under the Fair Credit Report Act, address history details are not reportable. The address information produced by this search is used to identify and order other searches, such as criminal record history, but is not shown on the report.



# BACKGROUND CHECKS

JetPro offers a set of standard background checks as part of our base system. For each pilot hired, our standard hiring/onboarding process includes a record verification that we solicit directly from the FAA. We also run a standard criminal background check on all new crew members. In addition to the standard criminal background check, there are a variety of several other options available and may be negotiated.

## FAA Records Check

- For each pilot that is hired, we solicit records directly from the FAA, utilizing the pilot's certificate number and DOB
- JetPro formally solicits Type Ratings & Limitations as well as any records of Accidents, Incidents, or Enforcement
- The Type Ratings & Limitations request verifies what is presented to us directly from the pilot on their pilot certificate as well as their FAA medical
- The Accidents, Incidents, & Enforcement verification confirms what we ask them on their initial application: "Have you had any accidents, incidents, or enforcement? If yes, please explain," and they are given a free-form area to type a response (see below for how we handle findings).

## Criminal Records Check

- Once given permission from the crew member (applicant) to run the background check, through our **CrewTrac™** onboarding process, a JetPro administrative person will initiate the criminal background check.
- The criminal background check is broken into two parts.
  - The first part uses the pilot's name, DOB and SSN (captured during the onboarding process) to run a 'SSN verification and address trace.' This report verifies that the SSN is correct (matching government records). It then uses the verified SSN and other identifying information to run an address trace to find all known addresses for the individual in the past 6 years.
  - The second part uses the address trace information to request county-level criminal reports from every county that the individual has lived in over the past 6 years.
- JetPro receives a report indicating any findings in each county/counties
- Note that DUIs and DWIs are considered criminal offenses and should be captured on the standard county-level check

## How we Handle Findings

- Any findings whatsoever (FAA, Criminal, or findings generated from any other search) will be fully disclosed and communicated in detail with the client. A mutual decision will be made on whether to use that particular individual.

## Other Notes

- Turnaround times for the FAA Record Check are very fast (and have improved over the last year or so) and usually come back within 1-2 business days. Turnaround times for the Criminal Checks vary, since they are coming from individual counties around the US. We typically see a 2-3 day turnaround, sometimes as long as 4-5 days.
- For quick trips that may require quick signup with a new crew member, allowing a crew member to work a trip before the FAA/Criminal record checks are returned may be approved by JetPro on a case-by-case basis, with client approval.
- A variety of additional background check options are available upon request, for an additional fee. These include a variety of state & federal checks, drug screens, and other searches such as sex offender, bankruptcy, education verifications, employment verifications, and news/media searches.

## **CONFIDENTIALITY, NON-SOLICITATION AND NON-COMPETE AGREEMENT**

This Confidentiality, Non-Solicitation and Non-Compete Agreement (“Agreement”) is entered into on [SIGNATURE DATE], by JetPro Pilots, LLC, its subsidiaries, divisions, and affiliates (collectively “JetPro”), and John Doe (“You” or “Your”), whose present address is [EMPLOYEE ADDRESS].

As an employee of JetPro, You will provide services to JetPro customers, and their related subsidiaries, affiliates, officers, directors, members, employees, family members, shareholders, agents, and representatives (collectively “Customer”) including services considered personal and private in nature. In the performance of your duties, you may have access to sensitive, private, and confidential personal property and information about the Customer, as well as business property and secret information. You understand that the protection and preservation of Customer personal, proprietary, and/or confidential property and information is of great importance to JetPro and the Customer. Further, You will have access to personal, proprietary, and/or confidential property concerning JetPro, its related officers, directors, members, employees, family members, agents, and representatives (collectively “Company”). Accordingly, this Confidentiality Agreement, Non-Solicitation, and Non-Compete Agreement (“Agreement”) is entered into as a condition of Your employment/continuation of employment.

### **A. Confidential Information**

#### **1. Definition of Confidential Information**

“Information” means information whether intangible or embodied in tangible form (such as, documents, electronic data, emails, contracts, correspondence, faxes, films, tapes, compact discs, photographs, negatives, audio recordings, video recordings, magnetic data, computerized data, diskettes, digital recordings, or other recorded medium or any other format embodying information or data) pertaining to any Customer or the Company. “Confidential Information” means private and confidential information that is not generally known to the public or readily ascertainable by proper means by others and is subject to reasonable efforts to maintain its secrecy relating to the Customer or Company regarding:

- a. personal matters, private residence locations, unlisted telephone numbers, private email addresses, security alarm codes, schedules, itineraries, flight manifests, travel details (including but not limited to the names of any third parties or destination of any parties transported on the aircraft, except as required under applicable FAA regulations), calendars, household activities,

household schedules, household standards, household guests, staff requirements, Personal Identification Numbers (“PIN”), social security numbers, health and medical matters, religious practices and beliefs, organizational memberships, political affiliations and activities, leisure activities, personal preferences, and professional and personal relationships; or

- b. financial and tax information, legal and contractual matters, including this Agreement and its negotiation, and proprietary business information, including information concerning licensors, suppliers, customers, or prospective licensors, suppliers, or customers that is held in confidence and/or has economic value, such as, data, formulas, patterns, compilations, research, programs, devices, methods, techniques, drawings, processes, financial data and/or plans, product plans, or lists of actual or potential customers or suppliers.

## **2. Agreement Not to Disclose Confidential Information**

Without the advance express written consent of JetPro, You shall not directly or indirectly disclose Confidential Information to any person or entity whatsoever, including, but not limited to, family members, friends, associates, journalists, media organizations, newspapers, periodicals, magazines, publications, television stations, radio stations, tabloids, blogs, internet social networks, publishers, databases, or any other enterprise involved in the print, wire, internet, or electronic media (all collectively “Third Parties”). You shall refer any inquiries by Third Parties to [Name Jet Pro Officer] (or his designee).

## **3. No Prior Disclosure of Confidential Information**

If You have already started employment with JetPro, You warrant and represent that prior to entering into this Agreement You have not disclosed any Confidential Information to any Third Parties. You further acknowledge and agree any prior receipt by You of Confidential Information concerning the Customer or Company will now be subject to all of the provisions, procedures, and remedies in this Agreement.

## **4. Disposal of Documents; Return of Confidential Information**

You agree that upon the written request, or upon termination of Your employment for any reason, You shall promptly return to the Company all tangible Confidential Information in Your possession, custody, or control. You may retain personal copies of records reflecting Your compensation and Your copy of this Agreement.

## **5. No Participation in Books or Articles**

Without the advanced express written consent of [Name Jet Pro Officer] (or his designee), You shall not give or participate in any interviews or write or prepare, or assist in the preparation of, or be a source for, any books, memoirs, articles, programs, or stories about the Customer or the Company, whether truthful or fictionalized, and/or that directly or indirectly discloses any Confidential Information. In the event of any breach of this provision by You, Your copyright in any such unauthorized material shall be deemed automatically and immediately transferred by You to JetPro as of its creation, and this Agreement shall constitute a valid transfer of copyright.

## **6. Photography and Likenesses**

Without the advanced express written consent of [Name Jet Pro Officer] (or his designee), You shall not take any photographs, movies, videos, sound or image recordings, or otherwise capture any depictions or likenesses of any Customer of Company (“Images and Recordings”). In the event of any breach by You, Your copyright in any such unauthorized material shall be deemed automatically and immediately transferred by You to JetPro as of its creation, and this Agreement shall constitute a valid transfer of copyright. On occasion at the Customer’s express direction, You may be requested to create such Images and Recordings. You agree that all Images and Recordings shall constitute Confidential Information under this Agreement. All such Images and Recordings shall constitute works made for hire, and You agree that You have no rights or interest whatsoever, and shall acquire no such rights or interest, in them, including without limitation any copyright, trademark, “moral rights,” patent, or other similar rights. In the event that they are deemed not to constitute works made for hire, You hereby sell, transfer, and assign to the Customer all of Your right, title, and interest (including, without limitation, all copyrights and all extensions and renewals of copyrights) of whatever kind or nature in each of them, throughout the universe in perpetuity.

## **7. Permitted Disclosures, Responding to Subpoenas and Other Compulsory Means**

You shall be permitted to disclose Confidential Information in confidence to only JetPro employees and representatives who need to know the Confidential Information for the purpose of providing required services to the Customer. You shall be permitted to disclose Confidential Information in confidence to Your attorney as required only for the rendition of such professional services, or as is otherwise required by law.

You shall be responsible for any wrongful disclosure of Confidential Information by Your agents or representatives. In the event that You are compelled to disclose Confidential Information pursuant to valid legal process, such as a subpoena, You shall not make any such disclosure unless You first provide [Name Jet Pro Officer] (or his designee) with written notice of such legal process not less than twenty (20) days in advance of the required date of disclosure. If Your compliance is required less than twenty (20) days following Your receipt of such legal process, You shall provide written notice to [Name Jet Pro Officer] (or his designee) no more than forty-eight (48) hours following Your receipt of such legal process. Under no circumstances shall You volunteer to disclose Confidential Information, and in no event shall the unauthorized disclosure of any Confidential Information by You or any Third Party be deemed to render any disclosed Confidential Information “publicly known” and/or to no longer constitute Confidential Information.

#### **B. Access to Property and Premises**

You may be provided with means to enter the business or private residences owned by the Customer, but You may only enter these premises pursuant to the permission of the Customer. You shall not make any duplicates of the keys or devices required to gain access to these premises, and You shall not share or record any access codes or information except as expressly directed. Should You lose any such key or device, or should unauthorized persons gain access to codes or other such information in Your possession or control, You shall immediately notify the Customer or their personal representative and [Name Jet Pro Officer] (or his designee) and cooperate as directed to control the associated risk. You also may have access to personal and recreational property owned by the Customer, including vehicles, watercraft, and the like. You may enter and use such property only with the prior knowledge and permission of the Customer or their personal representative, and only in furtherance of Your duties to the Customer. Except as specifically required to fulfill Your duties, You shall not remove any property or documents owned by or regarding the Customer from the premises to which You have access. In addition, no duplicates or depictions of any of the property or documents, whether by photocopy, computer, photograph, videotape, audio tape, or otherwise, are to be made, except as directed to further the purposes of the Customer.

#### **C. Non-Solicitation of Customers**

You agree that for a period of twenty-four (24) months following the conclusion of Your employment with JetPro, You shall not, directly or indirectly, solicit, contact, call upon, or do any transaction/business with any Customer, with a view toward the sale or providing of any service or product competitive with

any service or product sold or provided by JetPro during Your employment with JetPro.

**D. Non-Solicitation of JetPro Employees.**

You agree that for a period of twenty-four (24) months following the conclusion of Your employment with JetPro, You shall not directly or indirectly, solicit, recruit, or induce any employee of JetPro to work for any other person or business.

**E. Work Made for Hire.**

You agree that all discoveries, inventions, processes, designs, plans, writings, creations, programs, product improvements, materials, Confidential Information, (“Work Made for Hire”) whether of a technical nature or not, made or developed by You alone or in conjunction with any other person during the course of his/her employment with JetPro, that relates to or affects the business of JetPro, shall be the sole and exclusive property of JetPro. You agree to disclose and release all such Work Made for Hire and all information regarding the same to JetPro concurrent with the discovery or development of the same. You hereby assign all right, title, and interest in any such Work Made for Hire to JetPro, and You agree to execute and deliver promptly to JetPro all required documents and to perform any other tasks as may be required to vest the entire right, title and interest in such Work Made for Hire in JetPro.

**F. Duty of Loyalty/Non-Compete.**

While employed by JetPro, You agree not to engage in any activity which is competitive with JetPro’s business, and You further agree not to wrongfully take or divert any JetPro business opportunity. If any JetPro customer asks you to become their employee and you want to accept the offer of employment, you shall give JetPro 30 days prior written notice and identify the customer who has agreed to hire you.

**G. Remedies for Your Breach**

Each actual or threatened breach of this Agreement shall render You liable to the company and the Customer for all resulting damages, including but not limited to the following, all of which shall be cumulative, to be sought pursuant to the Dispute Resolution procedures herein:

**1. Disgorgement of Monies**

Each actual or threatened breach by You shall obligate You to account and turn over to the Customer or the Company all monies, profits, remuneration, or other consideration or benefits that You directly or

indirectly derive therefrom, without prejudice to any other legal or equitable rights or remedies the Company or the Customer may have. You irrevocably direct any third-party payor(s) to pay same directly to the Company of the Customer, payment of which shall satisfy fully their obligation to make such payments to You. The foregoing shall not release any third party from liability for participating in or inducing a breach of this Agreement, or otherwise violating any rights of the Company or the Customer; and

## **2. Injunctive Relief**

Your actual or threatened breach of this Agreement will cause irreparable injury to the Company or the Customer that cannot be adequately compensated by money damages. Therefore, the Company or the Customer shall be entitled to obtain temporary, preliminary, and permanent injunctive relief to prevent Your breach or further breach (“Injunctive Relief”) obtained as provided in the Dispute Resolution provisions below. You irrevocably stipulate that: (a) any actual or threatened breach shall entitle the Company or the Customer to immediately obtain the expedited issuance of a temporary restraining order and preliminary injunction to prevent conduct prohibited by this Agreement; and (b) the balance of potential harm to You arising from the Injunctive Relief is substantially outweighed by the substantial harm to the Company or the Customer resulting from unauthorized dissemination or exploitation of Confidential Information or other breach hereof. The Company or the Customer shall be entitled to seek Injunctive Relief in any court of competent jurisdiction to prevent a breach of this Agreement and to secure its enforcement. Seeking such equitable relief from a judicial authority shall not be deemed incompatible with or a waiver of the arbitration provisions in this Agreement.

## **H. Miscellaneous Provisions**

### **1. No Implied Promises; At-will Service Agreement**

You acknowledge and agree that there is no express or implied promise of any kind of any current or future employment by JetPro, and that JetPro has not made any promises or inducements to persuade You to execute this Agreement, other than the express terms set forth herein. Nothing herein in any way alters Your status as an at-will employee of JetPro.

### **2. Intended Third-Party Beneficiaries**

You acknowledge and agree that the Company's Customers are intended third-party beneficiaries of this Agreement, with the right to enforce its terms and provisions.

### **3. Attorneys' Fees**

If any proceeding is brought to enforce or interpret any term or provision of this Agreement or the rights or your obligations under it, upon either JetPro or the Customer prevailing, either or both shall be entitled to recover all reasonable attorneys' fees, costs and expenses incurred or sustained in connection with such proceeding to the extent permitted by law.

### **4. Entire Agreement; Modification; Severability**

This Agreement constitutes the entire agreement between You and JetPro pertaining to the subject matter hereof, and there are no terms other than those contained herein. No supplement, modification, waiver, or termination of this Agreement shall be deemed valid unless executed by You and [Name Jet Pro Officer] (or his designee) in writing after the date hereof. If any term or provision is held to be invalid or unenforceable, the remaining portions of this Agreement will continue to be valid and will be performed, construed, and enforced to the fullest extent permitted by law, and the invalid or unenforceable term will be deemed amended and limited in accordance with the intent of the Parties, as determined from the face of the Agreement, to the extent necessary to permit the maximum enforceability or validation of the term or provision.

### **5. Successors and Assigns; Applicable Law; Jurisdiction and Venue**

This Agreement shall inure to the benefit of, and shall be binding upon, You and JetPro and the respective heirs, representatives, executors, administrators, successors, trustees in bankruptcy, and assigns. This Agreement is governed by and construed in accordance with the laws of Indiana, without regard to conflict of law principles. You and JetPro agree that if a dispute arises under the terms of this Agreement that jurisdiction and venue shall lie in the state or federal courts located in the County of Allen, State of Indiana.

### **6. Knowing and Voluntary Agreement**

You acknowledge that You have received a copy of this Agreement and are entering into this Agreement freely and voluntarily, and have either consulted with legal counsel before signing this Agreement or had the opportunity to do so but decided not to.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the day and year first above written.

Employee

John Doe

Dated:

Accepted and Agreed to:

JetPro Pilots, LLC

By

A handwritten signature in blue ink that reads "Ralph E. Marcuccilli". The signature is written in a cursive style with a large initial "R".

Name Ralph E. Marcuccilli

Title Partner

**Jason Wardwell**

---

**From:** support@jetpropilots.com  
**Sent:** Wednesday, June 28, 2017 9:34 AM  
**To:** Jason Wardwell  
**Subject:** Training/Cert Expiration Notice



This is a Friendly Reminder from JetPro's CrewTrac™ system that

Alert Frequency is customizable

**Your Training or Certification will expire in 45 days**

Stephanie,

Our CrewTrac™ system records show the following info about your recurrent training or certification:

Crew Name: [REDACTED]  
Crew e-mail: [REDACTED]  
Record Type: **100.40.01 - General Emergency (12 mo)**  
Expiration Date: **08/12/2017**

Training definitions/names and renewal frequencies are customizable

Please notify us when this training or certification has been updated. Your options include:

- Log into TripTrac™ (click [here](#)) and submit a picture with your smartphone
- E-mail it to: [support@jetpropilots.com](mailto:support@jetpropilots.com)
- Call us at 260-918-2784

Thank you! Fly Safe.

**Your Friends at JetPro**



Questions? Call 260-918-2784 or e-mail [support@jetpropilots.com](mailto:support@jetpropilots.com)