

TISMA AIR CHARTER

MANAGEMENT SERVICES SCHEDULE

Pre-Purchase Consulting

Assist the customer with subjective and objective assessment of the various air transportation options.

- **Air Transportation Needs Analysis**
 - Review customer travel requirements/mission profile
 - Analyze air transportation options
 - Ownership
 - National Fractional Ownership
 - Partnerships (Local Fractional Ownership)
 - Wet/Dry Lease
 - Block Charter
 - Charter

Procurement Process Consulting

Identify and collaborate with broker to negotiate most favorable terms and maximize value.

- **Assist in Identifying Appropriate A/C Type by:**
 - Customer Preferences
 - Needs Analysis
 - Mission Suitability
 - Range
 - Payload
 - Performance
 - Runway Requirements
 - Environmental (Noise) Issues
 - Procurement cost
 - Operating cost
 - Residual value
 - Market dynamics
 - Tax Shelter
- **Coordinate Search Process with Broker**
- **Provide Pre-purchase arrangements and oversight**
 - Airworthiness
 - History
 - Records
 - Air Carrier (135) suitability
 - Domestic (FAA)
 - International (ICAO/CAA/JAA)
 - Modifications
 - Upgrades

Aircraft and Charter Management

Provide complete management services to Initiate and maintain all aspects of aircraft asset control and operations for the benefit of owner including but not limited to the following general services; placing of aircraft on TISMA's FAR 135 Air Carrier Operating Certificate number T71A357H; employment and supervision of all management, administrative, flight and maintenance personnel; performance and supervision of all aircraft maintenance, continued certification eligibility and airworthiness; payment of all aircraft related expenses and the accurate and timely accounting thereof for reimbursement and income distribution.

- **Aircraft**
 - FAA/ICAO/JAA Compliance
 - Airframe/Engine
 - Avionics/Equipment
 - Cabin
 - Logbooks/Records
 - 135 Compliance and Operations Specifications
 - Domicile
 - Local/State Licensing Requirements
 - Hangar/Parking Arrangements/Leases
 - Customer Specific Outfitting/Amenities
 - Maintenance
 - Arrange for and/or conduct scheduled and unscheduled inspections, maintenance, preventive maintenance, servicing, repair, overhaul and testing in accordance with Manufacturers Recommended Inspection Program, Service Bulletins, AD's and MEL's; correction of operational discrepancies, startup organization of records, ongoing record keeping, RVSM, MNPS, RNP, CPDLC, ADS. FANS (as applicable) certification, maintenance of SATCOM, Airshow, FlightPhone, Internet/WiFi, Avionics and AFIS/Datalink contracts, etc.
- **Maintenance Administration**
 - Secure storage of Aircraft Documents, Logs and Records
 - Development, approval and implementation of Aircraft Inspection Program
 - Development, approval and implementation of MEL's
 - FAR 135 Compliant Maintenance Recordkeeping, Documentation
 - In-house Computerized Maintenance Tracking and History (AIS)
 - Tools and Test Equipment Calibration Records
 - Contract Maintenance Facilities Audit and Qualification
 - Alcohol and Drug Abatement Program
 - FAA/JAA/Manufacturer Qualification

- **Flight Operations Administration**
 - FAR 135 Air Carrier Certification
 - Operations Manual
 - International Procedures Manual
 - Maintenance Manual
 - Training Manual
 - Safety Program
 - FAR 135 Records and Management Personnel Compliance
 - International Air Carrier Permits and Licenses (As needed)
 - TSA and International Security Programs Certification
 - Twelve-Five Standard Security Program (TFSSP)
 - DCA Access Security Program (DASSP)
 - Regulatory Reference library
 - International Navigation and Operations Reference Publications
 - Customs Overflight Permits
 - TSA Overflight Exemptions
 - TSA/FAA/State Department Security Directives
 - Trade Organization Membership
 - NBAA
 - GWBAA
 - Safety Audit Qualifications
 - Currently IS-BAO Stage 2
 - Currently ARG/US Platinum Rating

- **General Administration**
 - Full time office staffing
 - Telecommunications
 - Domestic and International cellular capabilities for all flight crews
 - Personnel records
 - TSA investigation reports
 - SIDA investigation reports
 - Maintenance of security ID certifications
 - Training, Qualification and Medical records
 - Compensation and benefits records
 - Trip coordination and Dispatch
 - Full Time Office Staffing
 - Round-the-clock dispatch availability
 - Passenger services
 - Ground Transportation
 - Accommodations
 - International trip coordination
 - Customs and Immigration records
 - Permits, travel documents
 - Aggressive fleet fuel discount program with seven+ vendors
 - Crew accommodations and travel
 - Aircraft scheduling
 - Coordination of Owner and Charter schedules
 - Arrangement for supplemental Contract Charter as needed
 - Accounting
 - Full A/R and A/P management
 - Comprehensive, detailed monthly analysis, invoicing and reports
 - Management of domicile
 - Arranging for hangar and domicile
 - Aircraft Security

- **Personnel**

- Management Personnel (Required per FAR 135)
 - Director Of Operations
 - Chief Pilot
 - Director of Maintenance
- Flight Crew * (2 PIC, 1 SIC, 1 Maintenance Technician, 1 Flight Attendant)
 - Hiring
 - FAA Pilot Records Improvement Act of 1996 (PRIA) documentation
 - National Driver Register (NDR) Records Check
 - TSA Fingerprinting and Criminal Background History Check (CBHC)
 - FAA Drug and Alcohol Abatement Program Enrollment

* Additional crew required for missions which exceed FAR 135 Flight Time and Duty Limitations billed at cost. Contract Crew, Maintenance as required.

- **Training**

TISMA, Inc. will provide training for all personnel through in-house programs and outside contractors. Training will meet or exceed regulatory and industry safety audit standards.

- Pilot Initial/ 6 month Recurrent Aircraft
- Flight Attendant Initial/Annual Recurrent
- Maintenance Technician Initial/Annual Recurrent
- TISMA 135 Pilot Basic Indoctrination/Annual Recurrent
- Pilot International Procedures/Annual Recurrent
- TSA Crew Ground Security and In-flight Security Coordinator