



Business Jet
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Aircraft Management | Monthly Management Services

Aircraft Management

- Hangar space at Business Jet, Dallas Love Field (KDAL)
- Aircraft management and consulting
- Advise owner on all functions necessary for the operation, maintenance, and administration of the aircraft
- Assist with obtaining, maintaining, and renewing insurance policies, as well as compliance with the policies
- Negotiate with vendors to gain the most favorable pricing for all the products and services purchased on behalf of the owner, using the volume buying power of the Business Jet fleet
- Oversee aircraft operating costs on behalf of owner
- Arrange and assist with any extra projects such as refurbishments or aircraft modifications
- Oversee maintenance to include providing parts and labor to owner when required

Flight Operations Management

- Maintain a complete and accurate record of the qualifications, ratings, certificates, and training of all flight crewmembers
- Schedule and arrange appropriate training for flight crewmembers, and oversee quality of training delivered
- Robust management infrastructure to drive accountability and standardization
- Access to Pilot Peer Group for continuing education
- Arrange for and assist flight crews in maintaining all flight manuals including airways charts, approach plates, software, and other documents and materials required to support aircraft operations
- Monitor and maintain Air Carrier Operations Specifications (Ops Specs) if the aircraft is on the Business Jet Air Carrier Certificate
- Periodically review industry wage rates for salary recommendations to owner
- Company Safety Policy
- Accident Prevention and Risk Management
- Emergency Incident Response Plan
- Flight and Maintenance Operations Monitoring
- Successful completion of Flight Physiology, Computer Training Systems, International Procedures Training, and Crew Resource Management

Flight Operations & Dispatch

- Provide flight scheduling on a 24-hour basis
- Coordinate all flight requests including ferry, training, maintenance, and owner flights
- Establish and follow procedures for dispatching of aircraft and scheduling of pilots
- Coordinate activities so that the aircraft is fully operational, and the aircraft and flight crews are positioned for departure and scheduled time
- Provide information on weather and other conditions that could reasonably be expected to impact the scheduled flight
- Arrange for security of the aircraft, landing permits, clearances, handling, storage, and catering



BUSINESS JET

Unrivaled service. Unforgettable experiences.

- Assist with trip planning and documentation
- Coordinate all ground transportation and hotel accommodations upon request
- Provide flight following and communication services in connection with flights
- Ensure that complete, accurate, and timely logs and records are maintained per industry standards and regulatory requirements
- Provide 24/7/365 coverage for any aircraft related needs, as well as centralized point of contact for all aircraft needs away from home base
- Schedule, dispatch, and track hours and trips on aircraft
- Schedule crews, coordinate crew uniforms, and crew duty times for trips

Maintenance Management

- Schedule all inspections, modifications and repairs to comply with all applicable regulations, manufacturer's instructions, and repairs or modifications to comply with any other laws or regulations
- Monitor all warranty programs, parts programs, engine programs, and any other like programs to ensure the owner receives the maximum benefit available
- Advise owner on equipment and modifications that may enhance the performance, utility, or aesthetics of the aircraft.
- Supervise and monitor all training and technical capabilities of aircraft mechanics
- Oversight of aircraft maintenance cost on behalf of owner
- Provide FAA interface on all aircraft issues

Administration & Accounting

- Manage and monitor all labor wages and benefit compliance issues; all state and federal agencies
- Process payroll for all employees as well as monitor and administer all benefit programs
- Assist employees with all payroll and benefit programs
- Coordinate ongoing drug & alcohol testing program
- Coordinate pre-employment screening and testing on replacement personnel
- Provide Business Jet credit cards for payment of aircraft expenses (fuel, crew expenses, communications, ground transportation, etc.)
- Detailed review of pass-through expenses for accuracy and approval including research and currency conversion of all international expenses
- Research and resolve all disputed charges
- Submit payment for all aircraft related bills including fuel, ramp fees, hangar rent/fees, airframe and engine support contracts, maintenance costs, client special requests, flight phone, etc
- Establish and review flight crew travel and incidental expenses associated with owner use of aircraft
- Provide a detailed monthly summary of costs incurred and revenue realized (if any) with regards to the operation of the aircraft
- Record and administer all revenue or credits earned for each flight under any lease, time-sharing or interchange agreement
- Record, monitor, and report to owner the status of on-flight activity with regard to aircraft acquisition tax strategies
- Preparation of Aircraft Utilization Report for sales tax reporting
- Maintain original copies of all aircraft operating costs for a minimum of three years and make available to owner for audit purposes
- Assist owner in preparing any required federal excise tax returns with respect to any taxable information
- Provide accounting for aircraft maintenance charges for labor, parts, and outside services
- Payment submission for all crew related costs including trip expenses, benefits, salaries, training, etc.
- Collection, submission, and reporting of all excise taxes
- Liaison with flight crews to ensure all expenses are approved prior to payment
- Research any discrepancies or issues that pertain to maintenance billings on owner's behalf

