



3. Executive Summary , Organization Chart, Job Descriptions, and Staff Roster:

A) Executive Summary:

Dreamline Aviation, LLC

16461 Sherman Way Van Nuys, CA 91406
(818) 988-0029 (818) 779 - 8682 fax

Dreamline Aviation, LLC (hereafter referred to as DLA) is a provider of aircraft acquisition, management, and flight operation services based at Van Nuys Airport, (FAA/ ICAO code: KVNY) in Van Nuys, CA.

Our mission is to consistently deliver aviation services that enable our clients to focus on what matters most to them. We strive to add value to our client’s needs by offering a consultancy-based approach to the aviation community, while holding ourselves accountable to safety standards that exceed FAA & industry requirements.

Each member of the DLA team is committed to delivering superior performance measured through results, value, and responsiveness. We believe in proactive and complete communication, thereby allowing our clients to render fully informed decisions about their plans and objectives in a timely manner. Our commitment to our client’s safety ensures that each and every operation is a safe and positive experience.

Dreamline Aviation, LLC is an FAA approved FAR Part 135 On – Demand Air Carrier that provides aircraft for hire, or owner use with *worldwide* authorizations to operate to destinations in the Continental U.S., Hawaii, Pacific Ocean (North, Central, and South) Europe, Asia, Russia, and China (FAA Operations Specifications B050). DLA operates a fleet of modern, comfortably appointed, and well maintained turbine powered aircraft with an excellent safety record that are available on a 24/7 basis. Our staff has over 100 years of combined experience in all areas of flight operation.

Dreamline Aviation, LLC has continued to build upon its commitment to serving the needs of general aviation and corporate travelers by offering a range of services such as:

Acquisition*

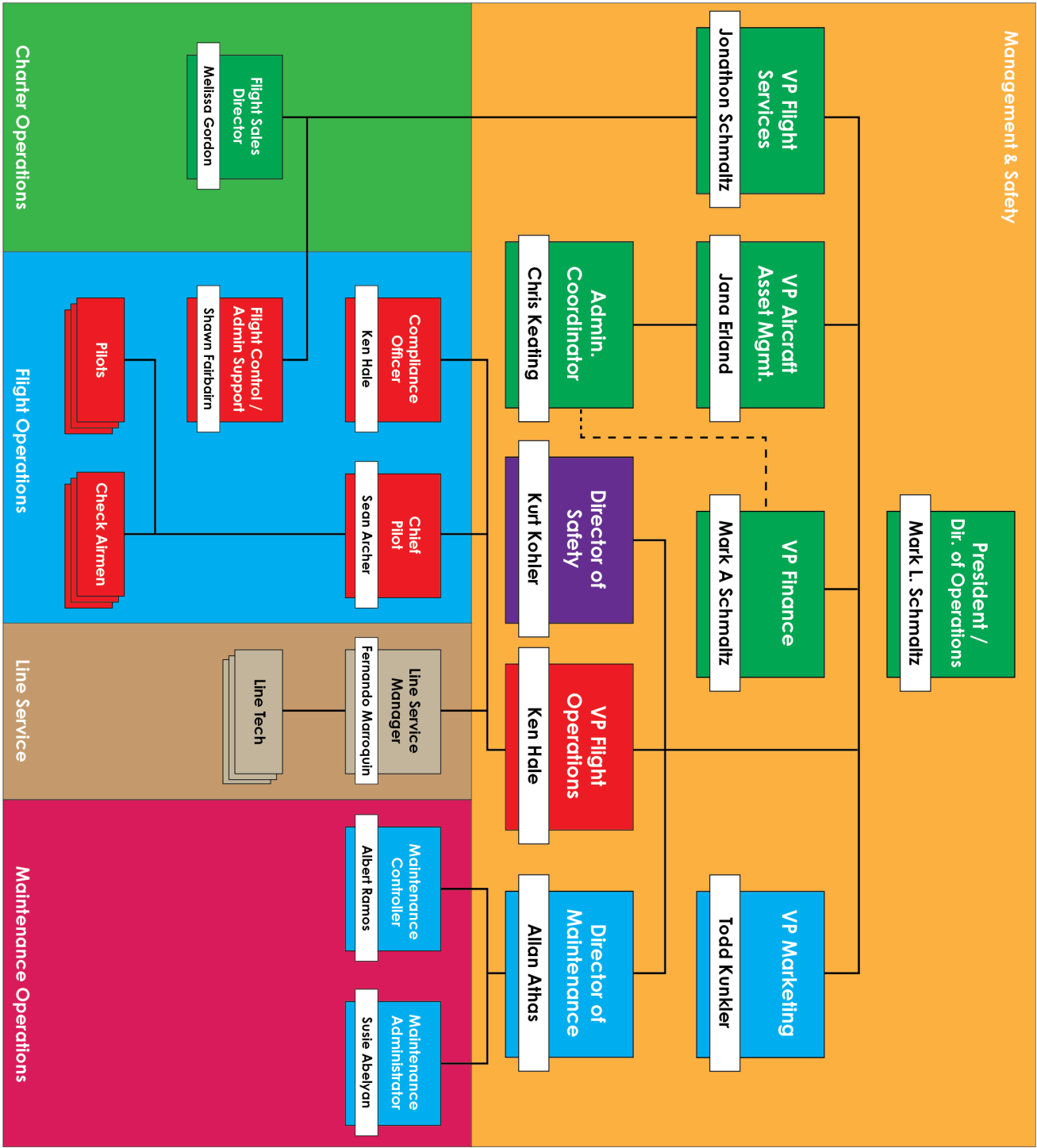
- · Feasibility studies
- · Fleet planning
- · Sales development
- · Appraisals
- · Contract negotiation
- · Technical analysis & assistance
- · Completion, modernization and retrofitting
- · Aircraft delivery

*These Services provided under Avmark Jet Sales

Flight Operations

- Aircraft Management
- Crew Staffing & Training
- Aircraft Charter & Brokering Services
- Trip planning
- International Handling
- 24 / 7 Dispatch

B) Organization Chart





C) Job Descriptions

President:

Essential Functions:

- Direct management and P&L responsibility for a aircraft charter operation.
- Oversee all aspects of the charter operation including: flight operations, charter sales, owner relations, management communications, new business development, customer retention, quality control, human resources, and safety compliance.

Responsibilities and Duties:

- Provide leadership and direction for world-class uncompromising service;
- Must be able to lead by example and set standards for all functional areas;
- Understand the market and growth opportunities for the business.
- Carry out management responsibilities in accordance with company policies and State and Federal applicable laws and regulations;
- Responsible for financial management of the operation including gross margins, capital expenditures, budgeting, forecasting and expense management;
- Conduct ongoing competitive analysis to include pricing, selling points and product offerings;
- Create new opportunities by developing and maintaining relationships with customers and the local airport administration;
- Maintain regular interaction with customers to promote the business and to measure the level of customer satisfaction while using customer feedback to continually develop and improve upon capabilities and processes;
- Establish a culture that promotes safety through daily observation, shift briefings, training and documented safety procedures, monthly safety meetings, and routine audits;
- Encourage employee involvement and suggestions in the improvement and growth of the operation, its people and its processes;
- Interview, hire, and train employees; conduct merit and performance reviews; plan, assign, and direct work while ensuring appropriate staffing levels are maintained; address employee relation issues;
- Ensure employees receive company communications and necessary training to include safety, customer service standards, company values, etc. as well as ensuring training and development of employees to improve work performance and maximize employee potential;
- Day-to-day management of all FBO operations.
- Other duties as required.



Director of Safety & Security:

The Director of Safety & Security is responsible for the administration of the company Safety Management System (SMS) program and functions as the Chairman of the Safety Committee. This position monitors safety issues, provides safety education, investigates incidents and accidents, acts as a resident expert on safety matters, helps to develop loss control standards, and makes recommendations to improve safety in the workplace.

Essential Duties and Responsibilities:

Responsible for the Safety Management System (SMS) program and for overall safety at Company facilities

- Ensures that safety program elements are carried out.
- Review all hazards; receive all safety forms - feedback or reports evaluate with management. Makes recommendations to correct/prevent identified safety issues. Implementation corrective or preventative action as needed or required.
- Monitors corrective/preventive actions as necessary.
- Monitors compliance with applicable regulatory safety standards, GSE equipment maintenance directives & operational notices.
- Provides regular reports to management on program status and compliance.
- Works with the FBO Safety Supervisor, Flight department and Maintenance Department, Chief Pilot and department heads.
- Assume Administrative Rights for Web based aviation safety management software program. Enroll (manage) personnel as required. Disburse program changes.
- Monitor / review data from the reported issues for high risk areas.
- Maintain all company documents and programs
- Conduct or distribute the internal evaluation audit (IEP). Review IEP audits for any corrective action or possible trends developing. If required complete the risk analysis on findings and concerns to find / address the root cause. Follow up / monitor / review all hazards (and or reports) as necessary. Implementation corrective action due to the severity or as required.



Admin Coordinator / Human Resources Manager:

The HR Manager performs advanced professional work advising DLA management and staff on the application of employment, benefits, workers compensation laws, employment regulations, and employment policies in the contexts of hiring, discipline, employment termination, training, compensation, benefits, leave, equal opportunity and other human resources issues. The HR Manager reports to the President, but also works with DLA management to administer DLA benefits program. The Human Resources (“HR”) Manager has overall responsibility for the HR function as it relates to all Dreamline Aviation, LLC team members, including:

- Employee relations, compensation and benefits administration
- Implementation and administration of JCLA human resources programs and employment policies,
- Personnel record-keeping, workers compensation
- Workforce development, and compliance with HR laws and regulations.,
- Address employee safety issues,
- Oversee JCLA third party administrator and outside counsel in the handling of workers compensation matters.
- Also performs such other functions as may be assigned by the General Manager

Flight Controller/ Scheduler:

Job Summary:

The primary function of this position is to meet every Dreamline Aviation, LLC Customer’s expectation in regards to personal service and satisfaction. To coordinate and coordinate all trip details to clients and crew. .

- Dispatch Responsibilities- coordinating services between customers and flight crews
- Track Expenses for each trip
- Set up car rental, hotel reservation, catering, etc.
- Making calls and emails regarding customer activity
- Develop and implement charter operations procedures
- Create & distribute trip information
- Handle & resolve customer problems and issues.
- Ensure staff is aware of arrivals and departures for the day.
- All other duties as required by management.

Quality Control / Chief Inspector (for more detail see DLA GMM)

The Maintenance Controller will serve as an intermediary between Operations and the Maintenance department to advise on planning and oversight of all maintenance activities on company aircraft, ensuring that there is a coordinated effort between both areas to ensure that all operations are properly executed.

He or she will make sure that every aircraft is meticulously maintained, presentable and safe for flight. The Maintenance Controller will be detailed oriented and have excellent communications skills.

Essential Functions

- Coordinate all maintenance performed on company aircraft.
- Monitor maintenance status reports and develop work packages to maintain aircraft in accordance with the manufacturer’s recommended maintenance schedule.
- Communicate timely and accurate aircraft status information to customers, lead pilots and flight control personnel.
- Ensure that all necessary documents pertaining to the release of an aircraft from a maintenance event have been properly completed prior to flight.
- Coordinate with Director of Maintenance to authorize flights within maintenance grace periods.
- Conducts bi-weekly maintenance planning meeting to ensure schedule conflicts are identified and resolved.



V.P. Finance Manager:

The Accounting Manager is responsible for all areas relating to accounting functions and financial reporting. This position will be responsible for daily, weekly and monthly accounting tasks and activities.. The Accounting Manager supervises one staff accountant. This position must meet tight deadlines and a multitude of accounting activities including general ledger preparation and financial reporting. Apply a thorough understanding of the financial reporting and general ledger structure

- Ensure an accurate and timely monthly, quarterly and year end close
- Ensure the timely reporting of all monthly financial information

All other job descriptions for positions required under 14 CFR Part 135 are located in the DLA GOM



D) Management & Staff Roster:

President:	Mark L. Schmaltz	Flight Coordinator:	Gabriel Candido
Director of Operations:	Mark L. Schmaltz	V.P. Aircraft Asset Mgmt:	Jana Erland
Chief Pilot:	Sean Archer	Flight Sales Dir.:	Melissa Gordon
Director of Maintenance:	Allan Athas	Maintenance Controller:	Albert Ramos
Director of Safety & Security:	Kurt Kohler	V.P. Finance:	Mark A. Schmaltz
Director of Flight Control:	Shawn Fairbairn	V.P. Client Services:	Jon Schmaltz
V.P. Ops (non-Regulatory):	Kenneth Hale	V.P. Marketing::	Todd Kunkler

Flight Crew:

POSITON	FIRST NAME	LAST NAME
Pilot	Artak	Abelyan
Pilot / Chief Pilot	Sean	Archer
Pilot	Glenn	Blythe
Pilot	Jason	De Mos
Pilot	Francesca	Fambrough
Pilot	Connor	Gurnee
Pilot	Robert	Hofer
Pilot	Kengo	Kato
Pilot	Laurent	Lazure
Pilot	Armando	Lewin
Pilot	Mark	Lynch
Pilot	Marian	Macwan
Pilot	Luca	Manderino
Pilot	Todd	Merizan
Pilot	Katrice	Mitchell
Pilot	Robert	Myers
Pilot	David	Parsons
Pilot	Natanael	Rios
Pilot / V.P. Finance	Mark	Schmaltz
Pilot	Corbin	Smith
Pilot	Michael	Smith
Pilot	Matthew	Sunday
Pilot / Bay Area Operations Mgr.	Bennett	Taber
Pilot	Scott	Tynan
Pilot	Rohan	Vashi

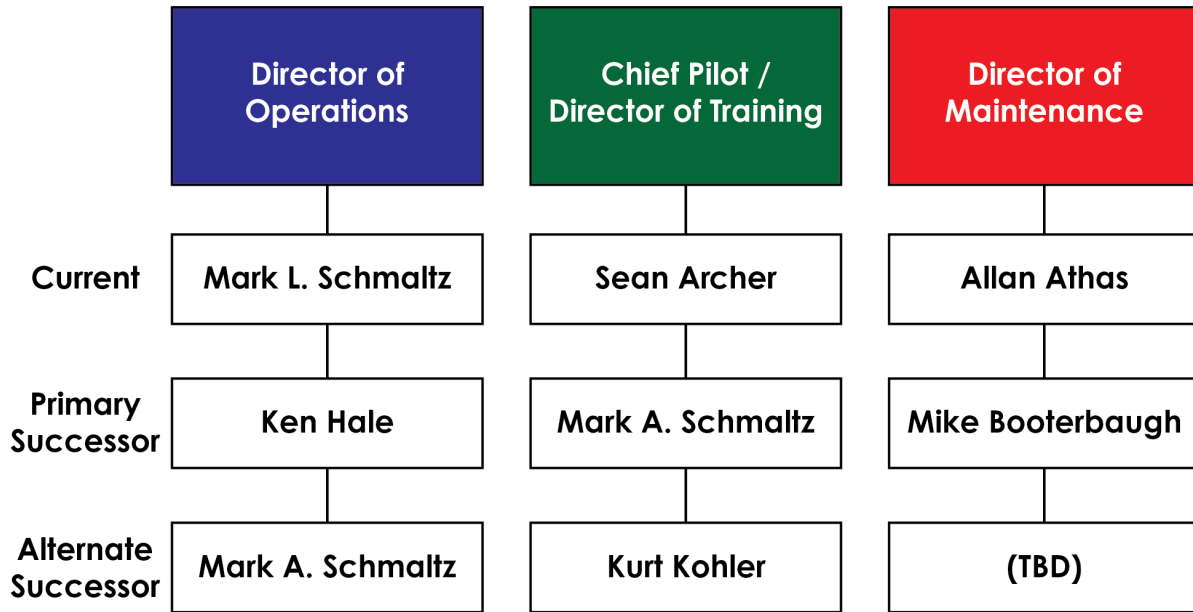
E)



F) Provision for Succession:

In the unfortunate event that one, or more, of DLA’s management were to be unable to meet the responsibilities of their positions due to personal or other events, the following hierarchy will be observed to ensure a smooth transition and minimize any interruption in normal operations.

Required Positions under 14 CFR 135



Non-Required Positions

