



PILOT CAREER GUIDE

Your career possibilities are endless.

AirSprint
PRIVATE AVIATION

AIRSPRINT

MISSION AND VALUES

Our mission is to provide successful Canadians with a better choice for optimizing their time by enhancing the private jet ownership experience with industry-leading safety standards, exceptional turn-key service, and increased flexibility, all at a fraction of the cost, and personalized for their individual needs.

Safety

Safety is our first priority, nothing is more important.

Service

We deliver exceptional customer service through passionate pursuit of excellence in everything we do.

People

We foster relationships with all stakeholders through respect and fairness.

Integrity

Our actions are guided by integrity, as the long-term rewards are incalculable.

Humility

We are our own toughest critic and strive to improve in everything that we do.

Community

We will be good corporate citizens and give back to the communities in which we work and live.



YOUR CAREER

WHY PILOTS CHOOSE AIRSPRINT?

With a driving passion for aviation, AirSprint pioneered Fractional Ownership in Canada. We are, uniquely, a customer service company that uses business aircraft to meet the travel needs of our extraordinary Fractional Owners. Our mission is to accomplish these needs with unparalleled turn-key experiences and a high level of personalization. Our pilots take care of our Fractional Owners, and as an industry-leading private aviation operator, we take care of our pilots.

STABILITY AND SECURITY: Our Fractional Ownership model is the foundation of our company and provides **job security typically unseen in the private and commercial aviation sectors.**

FLEXIBLE SCHEDULES: We provide **multiple schedule options**, from a Preferential Bidding System (PBS) to a rotational style—with **different schedule ratios for those who wish to work more or work less.**

OPTIMAL PILOT NUMBERS: Many private aviation operators staff a minimum number of pilots per aircraft. Our goal is to crew **4.8 pilots per aircraft**—this ratio ensures adequate coverage when pilots are on days off, out sick or on vacation.

EXCITING FLYING: Our approach to flying makes for exciting and unique missions. **From Europe and Hawaii to continental North and South America, our flights have a wide area of operation.**

TOP FLIGHT SUPPORT: Where many corporate pilots are left to handle everything independently, we have **a stellar Flight Support Team that takes care of the backend work.** Our Flight Support Team fulfills EAPIS and customs requirements, catering, transportation, and crew accommodations, so our **pilots can concentrate on flying.**

CAREER PROGRESSION: Career progression with us is steady and ongoing. With **internal upgrade requirements as low as 3,000 hours, you can find yourself in the Captain's seat much quicker than with the airlines.** Our **Captains and First Officers are some of the most talented pilots in Canada**, with experience that far exceeds most operators.

NEW BEST-IN-CLASS JETS: We have **North America's newest fractional fleet**—we operate **Embraer Praetor 500/600, Embraer Legacy 450/500, Cessna Citation CJ3+, and Cessna Citation CJ2+ aircraft.** Our fleet provides efficiency and reliability while sporting the latest avionics and safety features.

We are committed to creating a company culture that is welcoming, inclusive and representative of Canada - and we are taking steps to ensure employees have a sense of belonging, value, and opportunity. Since the company entered the Canadian aviation market in 2000, we have seen a long continuous stretch of prosperity and growth which has led us to be recognized amongst Canada's Best Managed Companies and Top Growing Companies.

The outlook is bright for AirSprint, and as we continue to grow and expand, we will be looking for exceptional people to join our team—see what AirSprint can do for you.

TOOLS TO SUCCEED

FLY SAFELY AND EFFICIENTLY

We believe in giving our pilots the tools to succeed and opportunities to better themselves as aviation professionals. Through technology friendly initiatives and company policies and procedures, we do our best to support and encourage our pilots to fly safely and efficiently while being able to enjoy their job and flying experiences. Some of the tools in place at AirSprint are as follows:

PILOT HANDBOOK: Our pilot handbook provides a go-to resource for information which covers many aspects of the job. From operational information to how to get a company jacket, almost anything can be found here.

AIRPORT BRIEFINGS: We see a lot of familiar and unfamiliar airports in our travels at AirSprint. To ensure a safe operation all airports go through an airport approval process and many get a specialized briefing to cover important details about the aerodrome.

FOREFLIGHT DISPATCH: ForeFlight Dispatch flight planning provides us with a one-stop shop for flight planning, performance calculations, weight and balance, weather, and runway analysis data. Flight planning doesn't need to be painful and ForeFlight streamlines the whole process.

PAPERLESS COCKPIT: AirSprint has moved to paperless cockpits by introducing Electronic Flight Bags (iPads) for all of our required documents, approach plates, and charts. All pilots receive a credit for purchase of an iPad at hire.

DUTY PILOT: All our pilots have 24-hour/ 365-day immediate access to the on-call duty pilot for flight planning advice, questions, concerns, operational assistance or anything else the pilots may wish to get a second opinion on.

24HR MAINTENANCE: In-house maintenance is on call 24 hours a day for those unfortunate late night maintenance hiccups. The condition of our aircraft and the safety of the people on board is always our top priority at AirSprint.

SAFETY MANAGEMENT SYSTEM (SMS): AirSprint utilizes a comprehensive Safety Management System. We promote non-punitive self reporting and operational observations to help be proactive when dealing with potential safety concerns. Remember, Safety is one of our core values and we take that very seriously.

AIRSPRINT SERVICE AND QUALITY REPORTS (ASQ): AirSprint Service and Quality program is our primary internal reporting and tracking system for maximizing quality and continuous improvement. We use ASQs for reporting Owner's concerns, self-reporting mistakes, and commenting on anything that might be out of the ordinary. All these reports are accepted, recorded, and reviewed on a weekly basis.

STANDARD OPERATING PROCEDURES (SOPS): We believe in structured two-crew SOPs and the safety net they provide. At AirSprint we are adamant about our flight crews following the SOPs to ensure a safe and efficient operation.

AIRSPRINT UNIVERSITY: AirSprint has partnered with FlightSafety International to create the AirSprint University training program. AirSprint University builds upon FlightSafety's industry leading training syllabus to provide a customized experience centred around AirSprint's flight operations and procedures.

TRANSPARENCY: We believe that being honest and transparent with our pilots is the best way to foster strong long-term relationships. You are not a number, you are a person and play a crucial role in AirSprint's success.

WAGES + BENEFITS

ATTRACTIVE BENEFITS AND OVERALL JOB SECURITY

SCHEDULE

AirSprint has adopted a fair-share Preferential Bidding System (PBS) to meet our scheduling needs. The PBS has been custom built to fit our requirements by one of the leaders in PBS who is responsible for developing of some the world's largest airline's PBS systems.

Pilots bid on the days they want off by applying a weight, or score, to their particular requests. The system then does its best to give everyone as many of their requests as possible. It is not seniority based and everyone has equal opportunity to shape their schedule in the way that works best for them. Giving pilots as much control as possible over their time off by using this system helps set us apart from other companies of our size and operational nature.

Our schedule is based on pilots being "on reserve". AirSprint pilots have 16 days on reserve, and 12 days off, out of every 28 day period as a standard schedule. AirSprint also has optional 18 days reserve (10 off) or 14 days reserve (14 off) schedules that can be requested by pilots when spots on that schedule are available. A pilot's salary is adjusted up or down based on the schedule they choose and is detailed on the next page. The minimum consecutive reserve days is six, with a maximum of eight. A pilot may choose to allow up to 13 consecutive reserve days if they select that option in the PBS software. There is also an option for a fixed rotational style schedule that correlates to the PBS schedule options. The 16/12 ratio schedule = eight reserve days followed by six days off; the 18/10 ratio schedule = nine reserve days followed by five days off; and the 14/14 ratio schedule = seven reserve days followed by seven days off. The rotational schedule options are limited, with most pilots being on the PBS system. They are requested by pilots when spots are available.

There is no requirement to be at the airport during your reserve days, but they must be able to report to the hangar or FBO within 90 minutes should a short notice flight assignment occur. After reporting for duty, the crew has 60 minutes to prepare the aircraft and get under way. The 90 minute requirement allows our pilots to live a normal life even during their reserve days where they are not assigned a flight duty.

PAID TIME OFF

We offer various types of leave to support employees' well-being and work-life balance. All employees receive two weeks of paid time off, inclusive of vacation and float leave (for scheduled employees), during the first three years of employment. This increases to three weeks starting in the fourth year and four weeks after completing 10 years of service. In addition, employees are entitled to other types of paid time off, including personal, flex, and sick leave.

OTHER BENEFITS

AirSprint pays Per Diems for every hour you are away from base. Currently we pay \$ 4.37 / hour. Pilots also receive an allowance of \$ 1,560 per year, paid semi-monthly to reimburse for gratuities and phone expenses and \$ 300 uniform allowance per year—also paid semi-monthly.

AIRSPRINT GO

AirSprint's business model results in frequent repositioning flights. Through our AirSprint GO program, we allow family and friends to travel along with employees on a set number of repositioning flights, with certain restrictions. There are many common destinations and we are happy to say our team members and their family and friends have been able to take advantage of some excellent travel opportunities at no charge.

WAGES + BENEFITS

ATTRACTIVE BENEFITS AND OVERALL JOB SECURITY

SALARY

Pilots at AirSprint are paid according to their position and year of service. Every pilot starts at year one for their type and position they have been hired for. Your salary commences on the first day of initial training in Calgary and all pilots can expect an annual increase on the anniversary of their date of hire. Those transitioning from First Officer to Captain move into the Captain year one pay scale upon completion of Captain line indoctrination. CJ series Captains transitioning to Legacy/Praetor Captain will move across into the same year pay scale they are currently in.

LEGACY/PRAETOR CAPTAIN Salary			
Year	14/14 Schedule	16/12 Schedule	18/10 Schedule
1	\$ 123,250	\$ 145,000	\$ 163,125
2	\$ 125,800	\$ 148,000	\$ 166,500
3	\$ 128,350	\$ 151,000	\$ 169,875
4	\$ 130,900	\$ 154,000	\$ 173,250
5	\$ 133,450	\$ 157,000	\$ 176,625
6	\$ 136,000	\$ 160,000	\$ 180,000
7	\$ 138,550	\$ 163,000	\$ 183,375
8	\$ 141,100	\$ 166,000	\$ 186,750
9	\$ 143,650	\$ 169,000	\$ 190,125
10	\$ 146,200	\$ 172,000	\$ 193,500
11	\$ 148,750	\$ 175,000	\$ 196,875
12	\$ 151,300	\$ 178,000	\$ 200,250
13	\$ 153,850	\$ 181,000	\$ 203,625
14	\$ 156,400	\$ 184,000	\$ 207,000
15	\$ 158,950	\$ 187,000	\$ 210,375
16	\$ 161,500	\$ 190,000	\$ 213,750
17	\$ 164,050	\$ 193,000	\$ 217,125
18	\$ 166,600	\$ 196,000	\$ 220,500
19	\$ 169,150	\$ 199,000	\$ 223,875
20	\$ 171,700	\$ 202,000	\$ 227,250
21	\$ 174,250	\$ 205,000	\$ 230,625
22	\$ 176,800	\$ 208,000	\$ 234,000
23	\$ 179,350	\$ 211,000	\$ 237,375
24	\$ 181,900	\$ 214,000	\$ 240,750
25	\$ 184,450	\$ 217,000	\$ 244,125

CJ SERIES CAPTAIN Salary			
Year	14/14 Schedule	16/12 Schedule	18/10 Schedule
1	\$ 114,750	\$ 135,000	\$ 151,875
2	\$ 117,300	\$ 138,000	\$ 155,250
3	\$ 119,850	\$ 141,000	\$ 158,625
4	\$ 122,400	\$ 144,000	\$ 162,000
5	\$ 124,950	\$ 147,000	\$ 165,375
6	\$ 127,500	\$ 150,000	\$ 168,750
7	\$ 130,050	\$ 153,000	\$ 172,125
8	\$ 132,600	\$ 156,000	\$ 175,500
9	\$ 135,150	\$ 159,000	\$ 178,875
10	\$ 137,700	\$ 162,000	\$ 182,250
11	\$ 140,250	\$ 165,000	\$ 185,625
12	\$ 142,800	\$ 168,000	\$ 189,000
13	\$ 145,350	\$ 171,000	\$ 192,375
14	\$ 147,900	\$ 174,000	\$ 195,750
15	\$ 150,450	\$ 177,000	\$ 199,125
16	\$ 153,000	\$ 180,000	\$ 202,500
17	\$ 155,550	\$ 183,000	\$ 205,875
18	\$ 158,100	\$ 186,000	\$ 209,250
19	\$ 160,650	\$ 189,000	\$ 212,625
20	\$ 163,200	\$ 192,000	\$ 216,000
21	\$ 165,750	\$ 195,000	\$ 219,375
22	\$ 168,300	\$ 198,000	\$ 222,750
23	\$ 170,850	\$ 201,000	\$ 226,125
24	\$ 173,400	\$ 204,000	\$ 229,500
25	\$ 175,950	\$ 207,000	\$ 232,875

WAGES + BENEFITS

ATTRACTIVE BENEFITS AND OVERALL JOB SECURITY

JET FIRST OFFICER Salary			
Year	14/14 Schedule	16/12 Schedule	18/10 Schedule
1	\$ 68,000	\$ 80,000	\$ 90,000
2	\$ 69,700	\$ 82,000	\$ 92,250
3	\$ 72,250	\$ 85,000	\$ 95,625
4	\$ 74,800	\$ 88,000	\$ 99,000
5	\$ 77,350	\$ 91,000	\$ 102,375
6	\$ 79,900	\$ 94,000	\$ 105,750
7	\$ 82,450	\$ 97,000	\$ 109,125
8	\$ 85,000	\$ 100,000	\$ 112,500

WELL-BEING BENEFITS

AirSprint offers a competitive group benefits plan with extended health, dental, and vision care; emergency travel coverage; short and long-term disability coverage; AD&D, and life insurance. We also provide a flexible spending account that employees can allocate between health spending or wellness spending. AirSprint also offers an employee and family assistance program, e-pharmacy services, and virtual healthcare options.

RRSP PLAN

AirSprint offers an RRSP matching program available immediately upon hire. We match dollar-for-dollar up to 5% of your salary from your start date, increasing to 6% after five years of service.

ELECTRONIC FLIGHT BAGS (iPads)

AirSprint uses iPads as Electronic Flight Bags. They are used for all of our required documents, approach plates, charts, performance calculations, and much more. Once hired at AirSprint you will receive \$ 800 towards the purchase of a personal iPad that belongs to you after a 6 month probationary period.



OUR AIRCRAFT

CANADA'S LARGEST + NORTH AMERICA'S NEWEST FLEET

AirSprint currently operates Embraer Praetor 500/600, Embraer Legacy 450/500, Cessna Citation CJ3+, and Cessna Citation CJ2+ aircraft to fulfill our fractional flying needs. Our modern aircraft fleet is maintained to an exceptionally high standard by our in-house maintenance departments in Calgary and Toronto. We take pride in our aircraft and maintain a strict standardization between the airplanes in the fleet.

EMBRAER PRAETOR 500 		MAXIMUM CRUISE SPEED 531 mph MAXIMUM CRUISE ALTITUDE 45,000 ft BAGGAGE CAPACITY 1,000 lb / 150 cu ft	<ul style="list-style-type: none"> • 8 Passengers (up to 9) • ProLine Fusion Avionics • Coast-to-Coast Capabilities • Wi-Fi
EMBRAER LEGACY 450 		MAXIMUM CRUISE SPEED 479 mph MAXIMUM CRUISE ALTITUDE 45,000 ft BAGGAGE CAPACITY 900 lb / 65 cu ft	<ul style="list-style-type: none"> • 6 Passengers (up to 7) • Garmin G3000 Avionics • XM Weather • Wi-Fi
CESSNA CITATION CJ3+ 		MAXIMUM CRUISE SPEED 479 mph MAXIMUM CRUISE ALTITUDE 45,000 ft BAGGAGE CAPACITY 900 lb / 65 cu ft	<ul style="list-style-type: none"> • 6 Passengers • ProLine 21 Avionics • XM Weather • Wi-Fi
CESSNA CITATION CJ2+ 			

All of the aircraft in AirSprint's fleet are great airplanes to fly from the pilots' perspective. Modern avionics make for a comfortable workload and ease of operation. A 45,000 foot service ceiling allows us to get up and over the majority of the weather and traffic which opens up more direct routes and less deviation.

The larger Embraer Praetor and Legacy have the benefits of a large stand-up cabin, direct coast-to-coast operations, and Hawaii capable range. The CJ3+ and CJ2+ are beautiful, efficient aircraft which combine excellent performance and comfort which enable our Owners to get where they need to be, when they need to be there. AirSprint is proud to offer Wi-Fi and satellite phone technology on all of our Praetor 500/600, Legacy 450/500, CJ3+ and CJ2+ aircraft allowing our Owners to stay connected, no matter where their travels take them.

PARTNERSHIPS

THE AIRSPRINT AWARD: GIVING BACK TO THE AVIATION COMMUNITY

AirSprint is proud of our partnership with the Mount Royal University Aviation Program.

AirSprint will present an annual award to a member of each graduating class. Along with this award, the winner will be offered an entry level Operations Service Team Member position. We have had exceptional success with this program in the past and now have a number of pilots flying the line who have come up through the AirSprint award program.



We are especially excited about our relationship with MRU in that our facilities and proximity to each other will allow for a strong mutually beneficial relationship. We hope to help ensure that the next generation of Corporate Pilots are given the tools to succeed and be able to make some meaningful connections with our management team and pilot group.

Community is an important value to AirSprint and we are happy to be involved with the training and growth of the pilots within our industry.



For more information about careers at AirSprint please feel free to contact me anytime via email. I am always happy to setup an appointment to talk about what we have to offer, and answer any questions you might have about our North American operations.

Adam Fallwell

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HIRING PROCESS

WHO WE ARE LOOKING FOR

AirSprint is not just looking for pilots, we are looking for skilled and enthusiastic individuals who will make us better while embracing our culture, company values, and work ethic. We require our pilots be skilled in customer service as this is what defines our excellence and sets us apart from the competition. We want mentors and leaders to help move AirSprint forward as we are always seeking ways to improve. If this sounds like you, we would be happy to speak with you about a career at AirSprint.

APPLICATION PROCESS

You can apply for a job at AirSprint by visiting the Careers section on our website. By clicking on the job opening, you'll be directed to our Dayforce recruitment portal. All applications will be reviewed, identifying those that meet both our experience requirements and who we believe will most closely represent our company values and culture.

INTERVIEW

Shortlisted applicants will be contacted to arrange an interview, which can take place in Calgary or Toronto. If distance or schedule present an obstacle to hold an in-person meeting, AirSprint can arrange a virtual interview.

OFFER OF EMPLOYMENT

Following the interview, if we feel you are a great fit with our AirSprint team we will make you an offer of employment. You will receive an employment contract, our Code of Conduct, and a Pilot Training Performance Agreement.

The Pilot Training Performance Agreement states that AirSprint will pay all applicable training costs and in exchange the pilot will remain with AirSprint for two years. Should the Agreement be broken, the pilot agrees to reimburse AirSprint \$ 49.31 (CJ Series)/ \$ 61.64 (Legacy) per day remaining in the two year period. No payment is required in advance from the pilot.

If the Employment Contract, Code of Conduct, and Pilot Training Performance Agreement are accepted and signed, then we will consider you to be hired and we will start organizing the training process.

TRAINING

Training begins in Calgary approximately two weeks prior to your FlightSafety International training course. During this time we will cover company indoctrination, CRM, SOPs, company procedures, and cockpit procedure training. Our goal is have everyone familiar with the SOPs, avionics and FMS before heading to simulator training.

Simulator training is completed at FlightSafety International St. Louis (Legacy/Praetor), Wichita (CJ3+) and San Antonio (CJ2+), each of which are commonly referred to as the AirSprint Universities. The instructors are well versed in our SOPs, company operations, and procedures which makes for a great learning experience for our new pilots.

After completion of your simulator course and PPC flight test, you will be returned to your home base to start line indoctrination. Those hired as direct entry Captains will first complete a First Officer indoctrination to allow time to get used to AirSprint procedures and the aircraft. After the First Officer indoctrination, the pilot will commence with Captain line indoctrination.

External Pilot Experience Requirements

JET CAPTAIN

- **4,000 hours total time**
- **1000 PIC**
- **ATPL**

Jet experience, time on Type and corporate experience are an asset, but not required.

JET FIRST OFFICER

- **1,500 hours total time**
- **250 PIC**
- **CPL+ IATRA or ATPL Exams Written**

Jet experience, time on Type and corporate experience are an asset, but not required.

VIEW CURRENT JOB POSTINGS:
[AirSprint.com/careers](https://www.airsprint.com/careers)

OUR STORY

ABOUT AIRSPRINT PRIVATE AVIATION



AirSprint is Canada's premier Fractional Ownership program that will change the way you live, work and play.

A passion for aviation and for providing exceptional service formed the foundation of AirSprint's introduction of Fractional Ownership to Canada in 2000. Today, each of our dedicated staff is passionate about delivering a private aviation experience that positively contributes to the personal and professional lives of successful Canadians.

OUR MISSION

Our mission is to provide successful Canadians with a better choice for optimizing their time by enhancing the private jet ownership experience with industry-leading safety standards, exceptional turn-key service, and increased flexibility, all at a fraction of the cost, and personalized for their individual needs.

OUR VALUES

Safety • Service • People • Integrity • Humility • Community

Find out how AirSprint can help take your career to new heights.

[AirSprint.com/careers](https://airsprint.com/careers)





Have what it takes? We are always looking for skilled, enthusiastic and customer focused pilots to join our team! Visit AirSprint.com/careers for open positions!

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Toronto | 6120 Midfield Road | Mississauga, ON

Montréal | 9785 Ryan Avenue | Dorval, QC

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AirSprint
PRIVATE AVIATION