Memo

To: All Compass Airlines Employees
From: John Theodor, Manager Employee Travel
Date: December 1, 2017
Re: American Airlines 2018 Enrollment

The American Airlines travel program is available for enrollment for the 2018 calendar year. To accommodate the new Travel Tool, employees currently active in this program must enroll again for the new travel. This is also your only opportunity to make changes to your eligible travelers. If you are unsure who to add in 2018 (the registered guest for example), leave that space blank on the enrollment form. You will be able to fill that opening at a later date.

A notable change this year applies to the Registered Guest traveler. In the past, we were able to add the guest traveler in lieu of a spouse or domestic partner. The policy has been updated which only permits the registered guest if the employee is neither married or in a domestic partnership. Any registered guests identified in the 2017 program will be removed from employee profiles who have a marriage or domestic partnership on file with the company.

For those who do not re-enroll, the American travel benefit will terminate at the end of the current travel year, 12/31/2017. Employees always have the opportunity to enroll at any point throughout the travel year. Full enrollment fees apply regardless of when enrollment occurs.

To be eligible to participate in the travel program, employees must be Los Angeles or MSP-HQ based which directly supports the American Airlines operation. For those who do not qualify for the American travel program, standard ZED travel is still available under a separate agreement with American via My ID Travel. If you should base away from Los Angeles or MSP-HQ, your access to American will cease until you become eligible again.

The American Airlines travel application is included at the end of this information packet. Once you have completed and signed the application, forward to Employee Travel by email (employeetravel@tshstl.com) or by fax 866-730-0933. You may also request a copy of the form via email.
Eligible Travelers

- Employee
- Spouse or Domestic Partner (marriage certificate or domestic partner affidavit)
- Dependent children until age 24 (birth certificate required)
- Registered Companion (if employee is neither married nor in a domestic partnership)
- Parents of the Employee (no in-laws) (employee birth certificate required)

Enrollment Fees

- $75.00 for Employee
- $50.00 for each eligible traveler

Enrollment fees with American are payroll deducted over three (3) consecutive paychecks and will appear as Travel Cards on your paystub. Enrollment fees are not refundable.

Listing/Ticketing

Currently, new enrollments are added to the former US Airways employee website Wings. Once your application has been processed, Employee Travel will email you a link to the site as well as your User ID and temporary password. After log in, the site will direct you to a version of My ID Travel that will remove all fees with the exception of international taxes and parents’ service charges. My ID Travel does charge a user fee per flight segment.

Once American has processed new enrollments into the Travel Tool, you will receive an email directly from American that contains a user ID and password for that site. The Wings website will remain active until American is able to accept files daily for processing.

Boarding Priority

The priority code AAC will appear on the standby list above D3 (buddy travelers) as in the example below. Travelers are encouraged to check-in using the airport kiosk within 24 hours of departure.

Once you have been added to the new Travel Tool, check-in will be available online within 24 hours of departure.
Imputed Income

Imputed income (taxable wages) applies to Domestic Partner and/or Registered Companion. This tax is imposed by the IRS and will be deducted from the next available paycheck after the report is received from American Airlines. Generally this tax is figured using 10% of the lowest unrestricted fare (refundable coach). The employee is not charged the full imputed income amount, just the tax based on that amount.

If you have any questions, please contact us at employee_travel@tshstl.com.
Fee Authorization for American Airlines/American Eagle Travel

Active Compass Airlines employees who support the American division (LAX Based and MSP HQ), and their eligibles, are entitled to unlimited space available travel privileges on America/American Eagle; the annual administrative fees are noted below. The fees do not include any additional fees and/or taxes associated with non-revenue travel. The employee is not permitted to travel when using sick time. The employee and/or eligibles are not permitted to travel while employee is on inactive status (i.e. FMLA, Personal Leave, Suspension, or Termination).

$75............Employee
$50............Each eligible family member (to include legal spouse, domestic partner and minor (unmarried) dependent children under the age of 24)
$50............Registered Guest (Only permitted if employee is neither married nor in a domestic partnership)
$50............Parents of employee enrolled on this form will continue to pay a service charge

Specifics:
- Annual entitlement period is January 1 thru December 31, 2018.
- There are no prorated fees based on enrollment date.
- Administration fee will be payroll deducted automatically on the first pay period after enrollment.
- The Administration fee is non-refundable.

<table>
<thead>
<tr>
<th>Code/Relationship</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Employee, Full or Part-Time (Part-time must meet minimum work hour requirements)</td>
</tr>
<tr>
<td>200</td>
<td>Spouse, Legally Married Spouse</td>
</tr>
<tr>
<td>300-314</td>
<td>Children, Natural, Adopted, or Step-Children (unmarried, dependent, under 19)</td>
</tr>
<tr>
<td>330-339</td>
<td>Dependents, Unmarried Dependents until 24</td>
</tr>
<tr>
<td>201</td>
<td>Domestic Partner, Contact Employee Travel for criteria and Affidavit of Domestic Partnership</td>
</tr>
<tr>
<td>202</td>
<td>Registered Guest, Only permitted if employee is neither married nor in a domestic partnership</td>
</tr>
<tr>
<td>350-351</td>
<td>Parents, One set of Natural, Adoptive or Step-Parents. (No In-Laws)</td>
</tr>
</tbody>
</table>

List below all pass riders (including yourself) that you would like enrolled in the American Airlines/American Eagle Travel Program. Please indicate relationship codes below. Falsification of information listed on this application will be cause for suspension of travel privileges and possible termination.

<table>
<thead>
<tr>
<th>Code</th>
<th>$ Fee</th>
<th>Male/ Female</th>
<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
<th>LAST NAME</th>
<th>BIRTH DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>$75</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>200</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>300-314</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>330-339</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>201</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>202</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>350</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>351</td>
<td>$50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I have read and understand the contents of this form and the Conditions on the reverse side. My signature below authorizes the applicable administrative fee(s) to be payroll deducted.

Employee Signature _______________________ ID # ____________________ Date: ____________________
Conditions:

- After 30 days of continuous employment, you and your eligible family members enrolled on the front side of this form will qualify for travel privileges provided you complete this authorization form and sign the front side indicating your understanding of these conditions. Additionally, employees are eligible when transferring into a base that directly supports the American Airlines operation, provided the 30 days continuous employment has been met. This privilege will cease if/when employee is no longer eligible at any point throughout the travel year (i.e. base change, job function).

- The users expressly assumes all risks of accidents, personal injury and/or death and loss, damage to or delay in the delivery of property, regardless of their causes, and absolves the Company from all liability thereof.

- I agree that I am responsible for pass charges not included by this annual fee, such as any service charges and/or taxes associated with non-revenue travel, or those fees incurred outside the standard allotment. I agree that the company may payroll deduct the total cost of the pass charges incurred. It is understood that should I resign or my employment is terminated, any unpaid pass charges will be deducted from my final paycheck.

- By signing on the front side of this form, I understand and agree that if I currently have, or request in the future, travel privileges for myself and eligible members, or buddy, that I am responsible for all travel used in connection with that agreement. I further agree and understand that I am responsible for the behavior and travel usage by this person even if I am not traveling with them.

Eligibles. The employee is entitled to enroll as few or as many family eligibles in the American Airlines Travel Program. CERTIFIED GOVERNMENT-ISSUED DOCUMENT COPIES ARE REQUIRED TO ENROLL ALL ELIGIBLE FAMILY MEMBERS. Foreign language documents must be translated into English and notarized.

Administrative Fees. Fees are payroll deducted based on a calendar year January-December. There are no prorated fees based on enrollment date. Should you decide to enroll in the American Airlines/American Eagle Travel Program during any subsequent month, you will be charged the full annual fee for that calendar year.

Single employees eligible to register a companion. This is a separate feature from the domestic partner privilege. A single, active employee will be able to add one registered companion annually to the employee’s travel application. Your companion will be able to fly with or without you on a space available basis. Employees who add a domestic partner to their travel application will not be eligible to add a registered companion. Registered companion travel is taxable and the value of any flights taken will result in imputed income being added to the employee’s income for tax purposes. A registered companion can’t be changed during the travel year, but can be added at any time.

Dress Code. Dress codes, as outlined on www.flyzed.info/AA, will be strictly enforced with the possibility for pass suspensions for violators.

Sick Time/Leave of Absence. The employee is not permitted to travel when using sick time. The employee and/or eligibles are not permitted to travel while employee is on inactive status (i.e. FMLA, Personal Leave, Suspension, or Termination). Please remember that calling in sick and then traveling non-revenue is a violation of company policy except when approved, in advance, by your manager/ supervisor for: (1) required medical treatment; or, (2) in the case of employees who are sick out of base for travel back to base.