

Instructor Bidding in MINT

Presented by: Donald Eastlake

spirit[®]





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Manager II, Training Solutions and Analytics

MINT user/admin since 2018. Previously at JetBlue. Primarily interested in automation using MINT - replacing legacy processes with new and improved processes.



About Spirit

Founded in 1964, operated first flight in 1983 - Began operating as Spirit in 1992
Currently based in Dania Beach, Florida

All Airbus fleet (approx. 195)
Crew bases in ATL, DFW, DTW, FLL, IAH, LAS, MCO, MIA and ORD

Training in FLL, MCO, LAS, DFW for Pilots and Flight Attendants
MINT user since 2018

Instructor Bidding – Unique Requirements

Spirit has unique requirements for Instructor schedule bidding. Due to collective bargaining agreements, we do a two phase bid – Positions and then Schedules awarded separately, using different methodologies. We couldn't find an off-the-shelf solution, so developed one in-house using Microsoft Forms and Excel. This works but is cumbersome and very reliant on people with specific knowledge. MINT to the rescue!

- Phase One – Instructor Positions
 - More qualified instructors than are needed per bid period
 - Rotation Table
- Phase Two – Instructor Schedules
 - Based on seniority and specific scheduling requirements

· SCKA (EET) - FLL
 · SCKA (EET) - MCO
 · SCKA (EET) - LAS
 · SCKA (EET) - DFW
 · SIM INST (EET) - FLL
 · SIM INST (EET) - LAS
 · LC/FOTM - N/A

Inst Line SCKA EET C-24	Las Vegas
Inst Line SCKA EET	Fort Lauderdale
Inst Line SCKA C-1	Orlando
Inst Line SINST EET I-D	Fort Lauderdale
Inst Line SINST EET I-B	Fort Lauderdale
Inst Line SCKA EET	Fort Lauderdale
Inst Line SCKA EET C-25	Las Vegas
Inst Line SCKA EET - LAS OPEN	Las Vegas
Inst Line SINST EET I-A	Fort Lauderdale
Inst Line SCKA EET C-M	Dallas

Instructor Bidding – MINT Solution

- Store everything needed in MINT
 - Interface with HR system for Instructor metadata
 - Import rotation table (first time)
 - Qualifications already maintained in MINT for scheduling and compliance
- Collect all the information needed for a bid in MINT
 - Instructor dummy resources already in use to create schedules
 - Scheduling enters position information in MINT for each bid period
- Report on Bid options for Instructors to review before placing bids
- Collect bids using a MINT form / report on bids placed until end of period
- Award both phases of the bid entirely in MINT!
 - Report on who was awarded what and where

One Time

Every Bid

Positions Bid Data Entry

- Phase One of the bid process is for positions.
- Collect the data about the available positions for the upcoming bid period from a Scheduler.

The screenshot displays the MINT TMS Desktop interface. A dialog box titled "Enter Position Details" is open, prompting the user to "Please enter the values below." The dialog box contains a section labeled "Values" with four input fields:

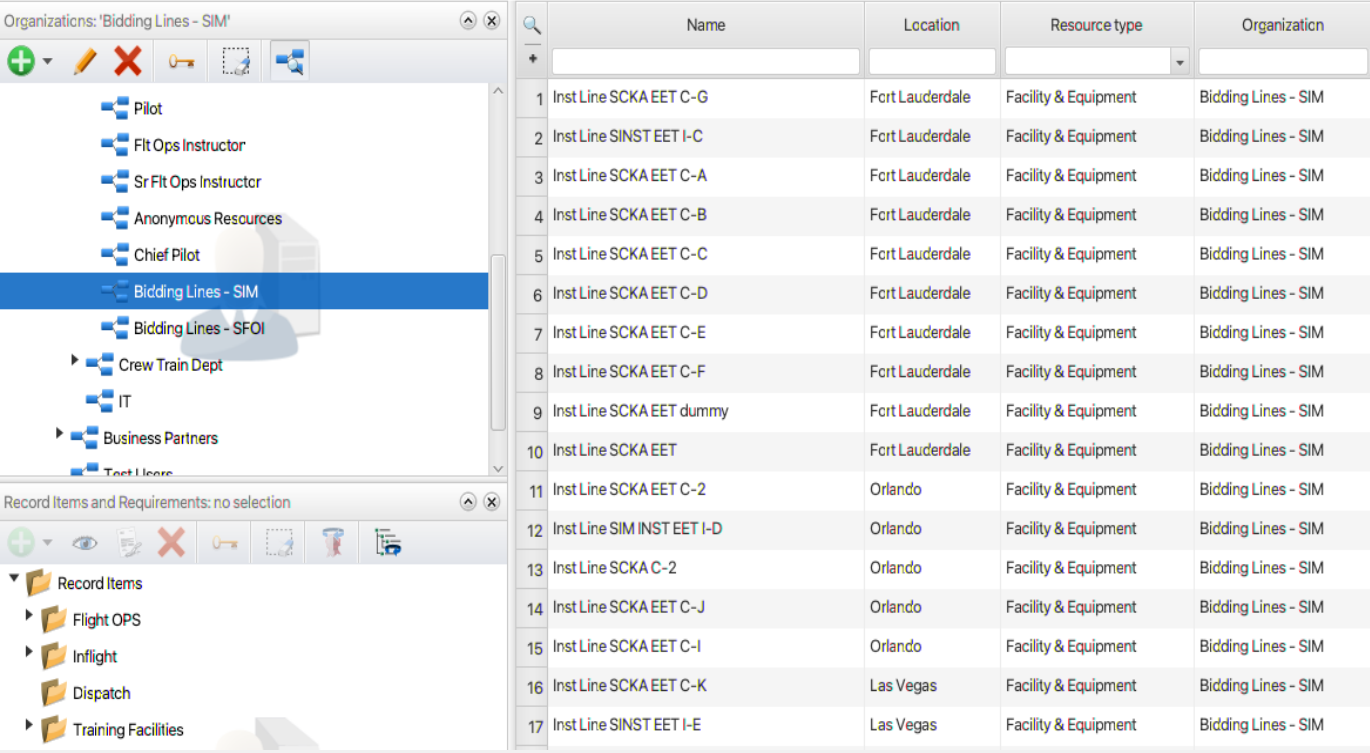
- Position Description
- Enter Location
- Enter # of Positions
- Qual Needed for Position

At the bottom of the dialog box are "Cancel" and "OK" buttons. In the background, a table is visible with columns for "Name", "Location", and "Resc". The table contains the following data:

	Name	Location	Resc
9989	Sisay	Las Vegas	HR-Staff
1	FEB RESERVE		02/02/2023 05:00
2	MAR RESERVE		03/01/2023 07:00
3	A320 2021 New Hire Class 20 (Shoot,...		08/23/2021 12:00
4	A320 2021 New Hire Class 20 (McCull...		08/23/2021 12:00

Schedule Bid Data Entry

- Phase Two of the bid process is for schedules.
- Collect the data about the available schedules from dummy Instructor Resources after auto-scheduling.



The screenshot shows a software interface for managing bidding lines. On the left, a tree view under 'Organizations: Bidding Lines - SIM' lists various roles and departments. 'Bidding Lines - SIM' is selected. Below it, 'Record Items and Requirements: no selection' shows a list of categories like Flight OPS, Inflight, Dispatch, and Training Facilities. On the right, a table displays 17 rows of bidding line data.

	Name	Location	Resource type	Organization
1	Inst Line SCKA EET C-G	Fort Lauderdale	Facility & Equipment	Bidding Lines - SIM
2	Inst Line SINST EET I-C	Fort Lauderdale	Facility & Equipment	Bidding Lines - SIM
3	Inst Line SCKA EET C-A	Fort Lauderdale	Facility & Equipment	Bidding Lines - SIM
4	Inst Line SCKA EET C-B	Fort Lauderdale	Facility & Equipment	Bidding Lines - SIM
5	Inst Line SCKA EET C-C	Fort Lauderdale	Facility & Equipment	Bidding Lines - SIM
6	Inst Line SCKA EET C-D	Fort Lauderdale	Facility & Equipment	Bidding Lines - SIM
7	Inst Line SCKA EET C-E	Fort Lauderdale	Facility & Equipment	Bidding Lines - SIM
8	Inst Line SCKA EET C-F	Fort Lauderdale	Facility & Equipment	Bidding Lines - SIM
9	Inst Line SCKA EET dummy	Fort Lauderdale	Facility & Equipment	Bidding Lines - SIM
10	Inst Line SCKA EET	Fort Lauderdale	Facility & Equipment	Bidding Lines - SIM
11	Inst Line SCKA EET C-2	Orlando	Facility & Equipment	Bidding Lines - SIM
12	Inst Line SIM INST EET I-D	Orlando	Facility & Equipment	Bidding Lines - SIM
13	Inst Line SCKA C-2	Orlando	Facility & Equipment	Bidding Lines - SIM
14	Inst Line SCKA EET C-J	Orlando	Facility & Equipment	Bidding Lines - SIM
15	Inst Line SCKA EET C-I	Orlando	Facility & Equipment	Bidding Lines - SIM
16	Inst Line SCKA EET C-K	Las Vegas	Facility & Equipment	Bidding Lines - SIM
17	Inst Line SINST EET I-E	Las Vegas	Facility & Equipment	Bidding Lines - SIM

Reporting Instructor Bid Configuration - Lines

- Included as a PDF in Bid Announcement
- Linked on bid form

December 2025

Days in Period 31

LINE

FLL

Inst Line SINST EET I-A Inst Line SINST EET I-A

BASE

FLL

	Start	End	
Saturday 12/06	06:30	10:30	Extended Envelope Training
Saturday 12/06	15:00	19:00	Extended Envelope Training
Sunday 12/07	06:30	10:30	Extended Envelope Training
Monday 12/08	15:00	19:00	Extended Envelope Training
Tuesday 12/09	06:30	10:30	Extended Envelope Training
Tuesday 12/09	15:00	19:00	Extended Envelope Training
Wednesday 12/10	06:30	10:30	Extended Envelope Training
Monday 12/15	06:30	10:30	Extended Envelope Training
Monday 12/15	15:00	19:00	Extended Envelope Training
Tuesday 12/16	06:30	10:30	Extended Envelope Training
Wednesday 12/17	15:00	19:00	Extended Envelope Training
Thursday 12/18	06:30	10:30	Extended Envelope Training
Thursday 12/18	15:00	19:00	Extended Envelope Training
Friday 12/19	06:30	10:30	Extended Envelope Training
Saturday 12/20	15:00	19:00	Extended Envelope Training
Tuesday 12/30	06:30	10:30	Extended Envelope Training
Tuesday 12/30	15:00	19:00	Extended Envelope Training

Count of Events 17

Count of Days Working 12

Days Off 19

Collecting Position Bids

- Bids are collected using a MINT form
- All available positions are listed, even if the specific instructor is not qualified. (CBA requirement) However, Instructors who bid for a position they are not qualified for are notified and the bid is ignored.
- Instructors enter their selections and can select based on qualification and training location.
- We allow for Primary, Backup and Provisional bids.

Instructor Schedule Bid Form

November 2025

Name Donald Eastlake ID 120446

Are you bidding for a training position?

☒ YES

☐ NO

Please 1) indicate what POSITION(S) you would like to hold in ORDER of PREFERENCE by entering a NUMBER below (1 = 1st choice, 2 = 2nd choice, etc.) AND 2) indicate if it is a PRIMARY or BACKUP bid. Select "No Bid" to clear the entries for a position.

Position and Location	Available Positions	Primary or Backup?	Order
SCKA EET - FLL	9 Available		☒ No Bid
SCKA - MCO	2 Available		☒ No Bid
SCKA EET - LAS	2 Available		☒ No Bid
SCKA EET - DFW	2 Available		☒ No Bid
SINST EET - FLL	3 Available		☒ No Bid
SINST EET - MCO	1 Available		☒ No Bid
LCKA - LC/FOTM MIXED LINE - N/A	6 Available		☒ No Bid
OE - Provisional Bid for Dual Qualified Instructors	0 Available		☒ No Bid

Collecting Schedule Bids

- Bids are collected on the same MINT form as Position bids
- All available schedules are listed, even if the specific instructor is not qualified or awarded a position. (CBA requirement) Any schedule bids which don't match the instructors awarded position are ignored.
- Instructors enter their selections. Schedule details are provided in a report they can self-run and as a PDF attachment to the bid announcement email.

Please 1) indicate what LINE(S) you would like to hold in ORDER of PREFERENCE by entering a NUMBER below (1 = 1st choice, 2 = 2nd choice, etc.) Select "No Bid" to clear the entries for a line.

Line	Order		
Inst Line SINST EET I-C - FLL		☐ Bid	☒ No Bid
Inst Line SCKA EET C-A - FLL		☐ Bid	☒ No Bid
Inst Line SCKA EET C-B - FLL		☐ Bid	☒ No Bid
Inst Line SCKA EET C-C - FLL		☐ Bid	☒ No Bid
Inst Line SCKA EET C-D - FLL		☐ Bid	☒ No Bid
Inst Line SINST EET I-D - FLL		☐ Bid	☒ No Bid
Inst Line SINST EET I-B - FLL		☐ Bid	☒ No Bid

Collecting Scheduling Misc Data

- Also on the same MINT form.
- Line Check Airmen can indicate their schedule preferences.
- If an Instructor has scheduled vacation time, it can affect the awarding of a position or schedule, so their vacation information and preferences are collected.

LCKA Pairing Requests & Preferences	Do you prefer commutable pairings? ☐ Yes ☐ No
	Any other preferences regarding your schedule?
	Are you willing to waive days off between pairings to accommodate your requests? ☐ Yes ☐ No ☐ Other
	If more information is required, select "Other" and fill in as needed.
Vacation	If you have vacation, please check one of the following options ☐ I will take my VAC ☐ Return VAC credits to bank ☐ Work on top of VAC
	Any additional comments?

“What If” - Reporting

- Schedulers can perform a “dry run” of the bid at any time when the bidding period is open.
- Allows for planning around vacations or other conflicts before awarding.

Bid Type	ID	Name	Rotation Number	Position	Position Total Count	Position Remaining Count	New Remaining Count
Primary	67315	Reber	31	LCKA - LC/FOTM	6	6	5
Primary	63840	Carls	36	LCKA - LC/FOTM	6	5	4
Primary	67264	Putna	38	LCKA - LC/FOTM	6	4	3
Primary	64337	Devri	42	LCKA - LC/FOTM	6	3	2
Primary	64805	Derm	43	LCKA - LC/FOTM	6	2	1
Primary	62918	Mora	48	LCKA - LC/FOTM	6	1	0
Primary	72005	Betof	55	SINST EET - FLL	3	3	2
Primary	70843	Beltz,	83	SINST EET - FLL	3	3	2
Primary	60752	Cable	84	SINST EET - FLL	3	2	1
Primary	60588	Pridg	93	SINST EET - FLL	3	1	0
Primary	65969	Scha	100	SCKA EET - LAS	2	2	1
Primary	60920	Iott, C	112	SCKA EET - DFW	2	1	0
Primary	66921	Loner	126	SCKA EET - FLL	9	9	8
Primary	65513	John,	129	SCKA - MCO	2	2	1
Primary	57091	Chan	130	SCKA EET - LAS	2	2	1
Primary	60646	Whee	131	SCKA - MCO	2	2	1
Primary	68504	Jones	133	SCKA EET - FLL	9	6	5
Primary	60291	Child	146	SCKA EET - FLL	9	5	4
Primary	66079	Herna	148	SCKA EET - FLL	9	4	3
Primary	65832	Carls	149	SCKA - MCO	2	1	0
Primary	63219	Kalas	150	SCKA EET - FLL	9	4	3
Primary	67562	Ortiz,	151	SCKA EET - FLL	9	4	3
Primary	59309	Baile	165	SCKA EET - FLL	9	3	2
Primary	64885	Pons	168	SCKA EET - FLL	9	2	1
Primary	62916	Hingl	195	SCKA EET - FLL	9	1	0

After Awards - Reporting

- All awards are reportable
- All details for any awards, as well as the bidding activity are recorded for each bidder.
- Reports are used by Schedulers to assign events as dictated by the winning bids.

Bidding Report

Qualified To Bid

☒ yes

Rotation Number

157

Bid Given

Bid In - Primary Only

Line Choice

☒ yes

Award Received

Primary Bid Received

Skipped

☐ no

Provisional Box Checked

☐ no

Awarded Position

SCKA (EET) - FLL

Awarded Location

Fort Lauderdale

Awarded Position Qualification

SCKA+EET

Awarded Line

S-C

ID	Name, FirstName	Award Received	A
4444	4444	Primary Bid Received	LC/FOTM - N/A
5555	5555	Primary Bid Received	LC/FOTM - N/A
6666	6666	Primary Bid Received	LC/FOTM - N/A
7777	7777	Primary Bid Received	LC/FOTM - N/A
8888	8888	Primary Bid Received	LC/FOTM - N/A
9999	9999	Primary Bid Received	LC/FOTM - N/A
0000	0000	Primary Bid Received	SCKA (EET) - DFW
1111	1111	Primary Bid Received	SCKA (EET) - FLL
2222	2222	Primary Bid Received	SCKA (EET) - FLL
3333	3333	Primary Bid Received	SCKA (EET) - FLL
4444	4444	Primary Bid Received	SCKA (EET) - FLL
5555	5555	Primary Bid Received	SCKA (EET) - FLL
6666	6666	Primary Bid Received	SCKA (EET) - FLL
7777	7777	Primary Bid Received	SCKA (EET) - FLL
8888	8888	Primary Bid Received	SCKA (EET) - FLL
9999	9999	Primary Bid Received	SCKA (EET) - FLL
0000	0000	Primary Bid Received	SCKA (EET) - LAS
1111	1111	Primary Bid Received	SCKA (EET) - LAS
2222	2222	Primary Bid Received	SCKA (EET) - MCO
3333	3333	Primary Bid Received	SCKA (EET) - MCO
4444	4444	Primary Bid Received	SIM INST (EET) - FLL
5555	5555	Primary Bid Received	SIM INST (EET) - FLL
6666	6666	Primary Bid Received	SIM INST (EET) - FLL
7777	7777	Primary Bid Received	SIM INST (EET) - FLL
8888	8888	Primary Bid Received	SIM INST (EET) - LAS

After Awards – Cleanup

- After the bid is awarded, a Scheduler must kick off clearing the results in preparation for the next bid period.
- A record of the bids is kept forever* and can be reported on, should any issues arise. (* Forever as in until there's a need to manually clean up the records, if ever needed.)
- The phase one bidding rotation is updated so the next bid period has the correct rotation, based on the previous award.
- And the whole thing can start over again next bid period.

Questions?



Thanks • Danke • Gracias