November 5, 2019

Florida Airports Council
Airport Members
Statewide

RE: 2020 FAC Internship Application Period Open

The FAC Education Committee is pleased to announce the opening of the 2020 Internship Application period. Grants are awarded on a first-come first-served basis.

FAC awards Internship Grants to member airports to help provide on-the-job work experience for students interested in pursuing careers in airport management and to provide a talented workforce for Florida’s airports. Grants are awarded to airports that demonstrate a willingness and desire to employ and supervise an intern.

To qualify for this grant, the airport must be a member in good standing and submit an application that conforms to the guidelines provided here. If awarded a grant, the airport recipient must ensure that the intern is attending or has recently graduated (within one year unless approved by the Council) from an FAC member college or university with an emphasis on airport/aviation management, operations, or a closely-related field, and is unrelated to any member of airport management or the airport governing body. Exceptions to this policy may be made, from time to time, at the discretion of the FAC Board of Directors. Selections are made on a non-discriminatory basis.

2020 FAC member colleges/universities – Embry-Riddle Aeronautical University, Embry-Riddle Aeronautical University-Worldwide, Everglades University, Florida Institute of Technology, Lynn University, Miami Dade College, Polk State College and University of South Florida.

Grant Share – This program issues grants at an 80/20 match up to $4,000 to a general aviation recipient airport and at a 50/50 match up to $4,000 to a commercial service recipient airport to employ an intern. The airport agrees to dedicate $1,000 to the intern for work performed during the internship. The grant will be issued to the airport and not directly to the intern. The intern is not an employee of FAC and the Council is not responsible for supervision of the intern.

Agreement & Distribution of Grant Funds – The airport recipient will be required to execute an “Internship Grant Agreement” (Exhibit A) within 30-days from notice of award. FAC’s grant funds will be provided upon completion of the internship period and submittal of the three reports outlined below. FAC’s maximum participation is $4,000.

Deliverables and Obligations – The Recipient shall submit the following reports by September 30, 2020:

- Internship Paper: The Intern shall write a final report at the end of the internship period detailing the type of work assigned, work accomplished, what they learned from the experience and recommendations for future interns.
• Supervisor Report: This report shall describe the internship work plan, the intended experience, any deviations from the original work plan and lessons learned.
• Financial Report: The airport will provide a financial report outlining the compensation paid during the intern’s employ. The report shall include:
  o name of intern and contact information
  o school attending (attended)
  o the start-date/end-date of the internship
  o Payroll related documentation generated from Recipient’s payroll accounting software, to include:
    • hours worked per week
    • hourly rate of pay
    • total amount paid to intern

Application Process – The application process is simple.
• If you have an internship grant that is currently open, please submit your close-out paperwork as outlined above before submitting a new application.
• Submit a complete application by US Mail or electronic mail. Find a fillable PDF application [HERE](https://www.floridaairports.org) and at www.floridaairports.org under the Education Foundation tab.
• Attach a statement from the top executive at your organization or copy of board approval to accept grant funds, agree to execute the Internship Grant Agreement and agree to meet all the requirements under this program.

Application Evaluation Process – As applications are received, they will be reviewed to ensure they meet the set criteria. Airports that meet the criteria will be placed on a continuing list that will be maintained by FAC staff. Internships will be awarded in order of approval on an annual basis in accordance with the number of internship opportunities approved by the Board of Directors. Twelve Internship Grants will be awarded for 2020. Airports are eligible to reapply for their next internship after having fulfilled all the requirements of their previous internship.

Timeline – The application process is currently open, and applications must be received in sufficient time to complete an internship and return closing documents to FAC by September 30, 2020.

Applications will be accepted by mail or email at the below addresses. By mail to:
Florida Airports Council
Lisa Waters, President/CEO
5802 Hoffner Ave., Suite 708
Orlando, FL 32822

By email to: [lisa@floridaairports.org](mailto:lisa@floridaairports.org) with a copy to Gina Merrick at [gina@floridaairports.org](mailto:gina@floridaairports.org). Emailed applications will receive a response indicating receipt. If you do not receive a response, please resend or mail the application. If you have any questions, please do not hesitate to contact me.

Sincerely,

Lisa Waters
President/CEO