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October 16, 2023

Florida Airports Council

Airport Members

RE: **2023/24 FAC Internship Application Period Is Open**

The Education Foundation President Kerry Keith and the FAC Education Committee is pleased to announce the opening of the 2023/24 internship application period. *Grants are awarded on a first-come first-served basis.*

FAC awards Internship Grants to airport members to help provide on-the-job work experience for students pursuing careers in aviation-related fields and to provide a pipeline of talented labor force 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 must 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.

FAC Member Colleges/Universities: Embry-Riddle Aeronautical University, Everglades University, Florida Institute of Technology, Lynn University, Polk State College, and University of South Florida.

Agreement: The airport will be required to execute an "Internship Grant Agreement" (Exhibit A) within 30-days from notice of award.

Grant Funds: *This program issues grants at an 80/20 match up to \$4,000 to a general aviation airport and at a 50/50 match up to \$4,000 to a commercial service 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.

FAC EDUCATION FOUNDATION

5802 Hoffner Avenue, Suite 708 | Orlando, FL 32822

Phone: 407-745-4161 | www.floridaairports.org

Deliverables and Obligations – *The final closing documents must be submitted via email by September 30, 2024. If additional time is needed, please send a request to the FAC team.*

- **Internship Paper:** The intern shall draft 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:** The intern’s immediate supervisor will provide a report describing the intention and work plan of the internship, the experience, any deviations from the work plan outlined in the Recipients original application and any lessons learned or pointers to others.
- **Financial Report:** The airport will provide a financial report outlining the compensation paid during the intern’s employ. The report shall include:
 - Intern Contact Information: Name address, phone, and email address
 - Educational Information: School attending, degree program, and level of education, e.g., freshman, sophomore, etc. *(If graduated, provide graduation date.)*
 - Financial Information: Start-date/end-date of the internship, 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, and percentage of time per airport type (C.S. or G.A.).

Application Process –

- Submit a completed application via email. You can find the fillable PDF application at www.floridaairports.org under the Education Foundation tab, then click the Internship Program page, found in the left column menu.
- Attach a statement from a top executive at your organization or copy of board approval to accept grant funds and their accord to execute the Internship Grant Agreement with agreement to meet all the requirements specified for 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. **Ten Internship Grants will be awarded for 2023/24.** Airports are eligible to reapply for their next internship after having fulfilled all the requirements of their previous internship.

Timeline – **Applications must be received in sufficient time to complete an internship and submit the closing documents to FAC by September 30, 2024.** If you are unable to utilize the awarded grant, please notify FAC as soon as possible.

Email applications to idalia@floridaairports.org and carbon copy (CC) admin@floridaairports.org. If you do not receive a response, please contact us. If you have any questions, please do not hesitate to call me.

Sincerely,



Lisa Waters, President/CEO