



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.7.

2/20/2024

Subject:

Permission to Accept Florida Airports Council Internship Grant Funds

Fiscal Impact:

Grant Allocation: \$4,000

Local Match by Valkaria Airport: \$1,000

Dept/Office:

Valkaria Airport

Requested Action:

It is requested that the Board of County Commissioners approve, adopt, and authorize the airport manager to execute the attached grant agreement with Florida Airports Council for an internship at Valkaria Airport, and authorize all necessary budget change requests associated with this agreement.

Summary Explanation and Background:

The Florida Airports Council (FAC) Internship Grant has allocated \$4,000 in grant fund for Valkaria Airport. This is 80% (\$4,000) FAC funding and 20% (\$1,000) airport match. No general funds are required. These funds will be utilized to provide work experience for a student pursuing a career in airport management. The grant expires September 30, 2024. There are currently no known additional requirements to this grant funding.

Clerk to the Board Instructions:



Kimberly Powell, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972
Kimberly.Powell@brevardclerk.us

February 21, 2024

M E M O R A N D U M

TO: Adam Hied, Valkaria Airport Manager

RE: Item F.7., Permission to Accept Florida Airports Council Internship Grant Funds

The Board of County Commissioners, in regular session on February 20, 2024, granted permission to accept the Grant for an Internship at Valkaria Airport; authorized you to execute the Grant Agreement with Florida Airports Council; and authorized all necessary Budget Change Requests associated with this Agreement. Enclosed is two Agreements.

Upon execution by you and the Florida Airports Council, please return a fully-executed Agreement to this office for inclusion in the official minutes.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK

Kimberly Powell
Kimberly Powell, Clerk to the Board

/ds

Encls. (2)

cc: Finance
Budget



**INTERNSHIP GRANT AGREEMENT
FOR
BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS**

No. 23-03

This Internship Grant Agreement (Agreement) is entered between the Parties, consisting of **Florida Airports Council** (the Council) and **Brevard County Board of County Commissioners** (Recipient).

Recitals

The Council awards Internship Grants to FAC Member Airports to help provide 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 intern must be attending, or recently (*within one year unless approved by the Council*) graduated from a college or university with an emphasis on Airport/Aviation Management, Operations, or a closely related field, and unrelated to any member of the airport management or governing body of the airport. 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.

1. Duties of the Council

The Council agrees to provide matching grants to the Recipient to employ an intern at Brevard County Board of County Commissioners. The grant will be issued to the Recipient and not directly to the intern. The intern is not an employee of the Florida Airports Council, and the Council is not responsible for supervision of the intern.

2. Duties of Recipient

The Recipient agrees that in addition to providing staff assistance for the airport, the purpose of the grant is to provide on-the-job experience for the intern. The Recipient is responsible for always providing direct supervision of the Intern.

The Recipient agrees to provide the following by **September 30, 2024**:

- **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 Recipient's original application and any lessons learned or pointers to others.

(Note: Work submitted may be used for advertising purposes.)

- 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 the 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.).

The Recipient will make every effort to select interns from one of FAC's Educational Member Institutions, when possible. These institutions are Embry-Riddle Aeronautical University, Everglades University, Florida Institute of Technology, Lynn University, Polk State College, and University of South Florida.

3. Distribution of Grant Funds

FAC's grant funds will be provided upon completion of the internship period and submittal of the three reports required in this Agreement. **Grant funds shall be disbursed as follows:**

- Commercial Service Airports – 50% airport / 50% Florida Airports Council up to \$4,000
- General Aviation Airports – 20% airport / 80% Florida Airports Council up to \$4,000

FAC's participation is based upon the total amount paid the intern.

FLORIDA AIRPORTS COUNCIL

RECIPIENT

Lisa L. Waters
President/CEO

By

Date

Title

Printed Name

Date

**BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS**


CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

1. Contractor:		2. Amount: 4,000	
3. Fund/Account #: 0020/219600		4. Department Name: Valkaria Airport	
5. Contract Description: Florida Airports Council Internship Grant			
6. Contract Monitor: Liesl King		8. Contract Type: GRANT	
7. Dept/Office Director: Adam Hied			
9. Type of Procurement: Other			


SECTION II - REVIEW AND APPROVAL TO ADVERTISE

APPROVAL

<u>COUNTY OFFICE</u>	<u>YES</u>	<u>NO</u>	<u>SIGNATURE</u>
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Phillip Hied <small>Digitally signed by Phillip Hied Date: 2023.12.12 10:29:05 -05'00'</small>
Purchasing	<input type="checkbox"/>	<input type="checkbox"/>	
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	
County Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

SECTION III - REVIEW AND APPROVAL TO EXECUTE

APPROVAL

<u>COUNTY OFFICE</u>	<u>YES</u>	<u>NO</u>	<u>SIGNATURE</u>
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	King, Liesl <small>Digitally signed by King, Liesl Date: 2023.12.12 10:29:22 -05'00'</small>
Purchasing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Risk Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
County Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST

<u>CM DATABASE REQUIRED FIELDS</u>	<u>Complete</u> ✓
Department Information	<input type="checkbox"/>
Department	<input type="checkbox"/>
Program	<input type="checkbox"/>
Contact Name	<input type="checkbox"/>
Cost Center, Fund, and G/L Account	<input type="checkbox"/>
Vendor Information (SAP Vendor #)	<input type="checkbox"/>
Contract Status, Title, Type, and Amount	<input type="checkbox"/>
Storage Location (SAP)	<input type="checkbox"/>
Contract Approval Date, Effective Date, and Expiration Date	<input type="checkbox"/>
Contract Absolute End Date (No Additional Renewals/Extensions)	<input type="checkbox"/>
Material Group	<input type="checkbox"/>
Contract Documents Uploaded in CM database (Contract Form with County Attorney/ Risk Management/ Purchasing Approval; Signed/Executed Contract)	<input type="checkbox"/>
"Right To Audit" Clause Included in Contract	<input type="checkbox"/>
Monitored items: Uploaded to database (Insurance, Bonds, etc.)	<input type="checkbox"/>

BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS

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Purchasing	<input type="checkbox"/>	<input type="checkbox"/>	
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	
County Attorney	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION III - REVIEW AND APPROVAL TO EXECUTE

APPROVAL

COUNTY OFFICE	YES	NO	SIGNATURE
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	King, Liesl <small>Digitally signed by King, Liesl Date: 2023.12.12 10:29:22 -05'00'</small>
Purchasing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Risk Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Watson, Michael <small>Digitally signed by Watson, Michael Date: 2023.12.12 14:33:19 -05'00'</small>
County Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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CM DATABASE REQUIRED FIELDS	Complete ✓
Department Information	<input type="checkbox"/>
Department	<input type="checkbox"/>
Program	<input type="checkbox"/>
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Education Foundation President

Kerry Keith

Naples Airport Authority

Chairman of the Board

Karen Feaster, A.A.E., ACE, IACE

Daytona Beach International Airport

Vice-Chairman

Chad Rosenstein, MBA, A.A.E.

Punta Gorda Airport

Secretary/Treasurer

James Furiosi

Lee County Port Authority

President/CEO

Lisa Lyle Waters

Board of Directors

Rufus James

Fort Lauderdale Executive Airport

Judith-Ann Jarrette, A.A.E., ACE

**Greater Orlando Aviation
Authority/Orlando Executive Airport**

Scott Knight

Tampa International Airport

Scott Kohut

Boca Raton Airport

Sierra LePore, CM, ENV SP

Vanasse Hagen Brustlin (VHB)

Michael Nonnemacher, A.A.E., I.A.P.

**Fort Lauderdale-Hollywood
International Airport**

David Pollard, C.M.

Tallahassee International Airport

George D. Speake, A.A.E.

Orlando Sanford International Airport

January 12, 2024

Liesl M. King
Airport Operations Manager
Valkaria Airport
1 Pilots Place
Malabar, FL 32950

Dear Ms. King,

Please see attached *Internship Grant Agreement No. 23-03* between the Florida Airports Council and Brevard County Board of County Commissioners.

Once your review is complete, please facilitate the signature of this agreement and return it to us via email. I will sign and return one fully executed copy to you for your files. If you have any questions, feel free to contact me at (407) 745-4161. Thank you for participating in FAC's Internship Program.

Sincerely,

A handwritten signature in blue ink that reads 'Lisa L. Waters'.

Lisa L. Waters
President/CEO

FAC EDUCATION FOUNDATION

5802 Hoffner Avenue, Suite 708 | Orlando, FL 32822

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