



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.7.

3/8/2022

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 Commissioner grant permission and authorize staff to accept grant funds delegated to Valkaria Airport through Florida Airports Council. Further, authorize the Chair, County Manager, or Airport Manager to execute the application and other documentation on behalf of the county in this regard and to approve all necessary financial/budget adjustments.

Summary Explanation and Background:

The Florida Airports Council (FAC) Internship Grant has allocated \$4,000 in grant funds 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 June 30,2022. There are currently no known additional requirements attached to this grant funding.

Clerk to the Board Instructions:



March 9, 2022

MEMORANDUM

TO: Steve Borowski, 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 March 8, 2022, granted permission and authorized staff to accept grant funds delegated to Valkaria Airport through Florida Airports Council; authorized the Chair, County Manager, or you to execute the application and other documentation on behalf of the County in this regard; and approved all necessary financial/budget adjustments.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK

Kimberly Powell
Kimberly Powell, Clerk to the Board

/tr

cc: Finance
Budget



**INTERNSHIP GRANT AGREEMENT
FOR
VALKARIA AIRPORT**

No. 21-07

This Internship Grant Agreement (Agreement) is entered between the Parties, consisting of **Florida Airports Council** (the Council) and **Valkaria Airport** (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 Recipient to employ an intern at Valkaria Airport. The grant will be issued to 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 providing direct supervision of the Intern at all times.

The Recipient agrees to provide the following by **June 30, 2022**:

- **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, if any.
- **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.
- **Recipient's Financial Report:** The Recipient will provide a report detailing the following:
 - Name of intern and contact information

- School attending and degree program *(If graduated, provide graduation date.)*
- The start-date/end-date of the internship
- Hours worked per week
- Hourly rate of pay
- Total amount paid to intern

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, Embry-Riddle Aeronautical University – Worldwide, Everglades University, Florida Institute of Technology, Lynn University, Miami Dade College, Polk State College, and University of South Florida.

3. Distribution of Grant Funds

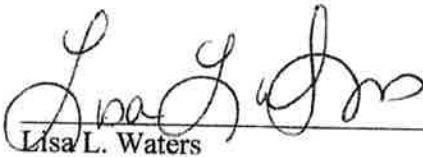
FAC's grant funds will be provided upon completion of the internship period and submittal of the three reports required in this Agreement. **Grant funds shall be disbursed as follows:**

- 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

9/13/21

 Date

By _____

Title _____

Printed Name _____

Date _____