



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.8.

3/21/2023

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 grant permission and authorize staff to accept grant funds delegated to Valkaria Airport through the Florida Airports Council. Further, authorize Airport Manager to execute the grant agreement, 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 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 students pursuing careers in airport management. This grant expires on August 31, 2023.

There are currently no known additional requirements attached to this grant funding.

Clerk to the Board Instructions:

CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

1. Contractor: Florida Airports Council		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"/>	
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

<u>COUNTY OFFICE</u>	<u>YES</u>	<u>NO</u>	<u>SIGNATURE</u>
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Liesl M. King <small>Digitally signed by Liesl M. King Date: 2023.02.09 16:28:32 -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"/>	Caron, Justin <small>Digitally signed by Caron, Justin Date: 2023.02.27 14:45:01 -05'00'</small>

SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST

CM DATABASE REQUIRED FIELDS	Complete ✓
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"/>

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SECTION II - REVIEW AND APPROVAL TO ADVERTISE

APPROVAL

COUNTY OFFICE

YES

NO

SIGNATURE

User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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"/>	Liesl M. King <small>Digitally signed by Liesl M. King Date: 2023.02.09 16:28:32 -05'00'</small>
Purchasing	<input type="checkbox"/>	<input type="checkbox"/>	
Risk Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Watson, Michael <small>Digitally signed by Watson, Michael Date: 2023.02.28 10:11:04 -05'00'</small>
County Attorney	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST

CM DATABASE REQUIRED FIELDS	Complete ✓
Department Information	<input type="checkbox"/>
Department	<input type="checkbox"/>
Program	<input type="checkbox"/>
Contact Name	<input type="checkbox"/>
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Vendor Information (SAP Vendor #)	<input type="checkbox"/>
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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"/>



March 22, 2023

M E M O R A N D U M

TO: Adam Hied, Interim Valkaira Airport Manager

RE: Item F.8., Permission to Accept Florida Airports Council Internship Grant Funds

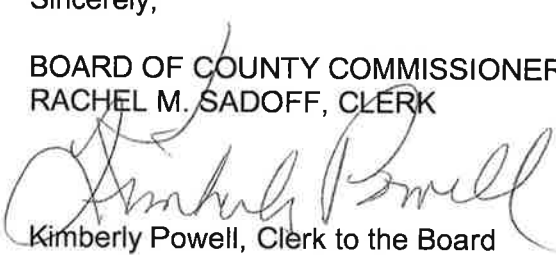
The Board of County Commissioners, in regular session on March 21, 2023, granted permission and authorized staff to accept the grant funds delegated to Valkaria Airport through the Florida Airports Council; authorized you to execute the Grant Agreement; and authorized all necessary Budget Change Requests associated with this Agreement. Enclosed is the executed Agreement.

Upon execution by all parties, 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, Clerk to the Board

Encl. (1)

cc: Finance
Budget



**INTERNSHIP GRANT AGREEMENT
FOR
VALKARIA AIRPORT**

No. 22-05

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 always providing direct supervision of the Intern.

The Recipient agrees to provide the following by **August 31, 2023**:

- **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:

- Full contact information of Intern (name, address, phone, and email)
- School attending and degree program (*If graduated, provide graduation date.*)
- Start-date/end-date of the internship
- Hours worked per week
- Hourly rate of pay
- Total amount paid to intern
- Percentage of time per Airport Type

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, 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

Date

Adam Hied
By ADAM HIED
AIRPORT MANAGER

AIRPORT MANAGER

Title AIRPORT MANAGER

ADAM HIED

Printed Name ADAM HIED

MARCH 21, 2023

Date MARCH 21, 2023

ATTEST:

Rachel M. Sadoff
RACHEL M. SADOFF, CLERK

Education Foundation President

Roy Sieger

Flagler Executive Airport

Chairman of the Board

Kerry Keith

Naples Airport Authority

Vice-Chairman

Karen Feaster

Daytona Beach International Airport

Secretary/Treasurer

Chad Rosenstein

Lee County Port Authority

President/CEO

Lisa Lyle Waters

Board of Directors

Mark Cervasio

Venice Municipal Airport

James Furiosi

Lee County Port Authority

Rufus James

Fort Lauderdale Executive Airport

Sierra LePore

Vanasse Hagen Brustlin (VHB)

Michael Nonnemacher, A.A.E.

**Fort Lauderdale-Hollywood
International Airport**

James W. Parish, P.E.

Punta Gorda Airport

Scott Knight

Tampa International Airport

Scott Kohut

Boca Raton Airport

February 24, 2023

Mr. Adam Hied, Airport Manager
c/o Liesl King, Airport Operations Specialist
Valkaria Airport
1 Pilot's Place
Malabar, FL 32950

Dear Mr. Hied,

Enclosed for signature are two copies of *Internship Grant Agreement No. 22-05* between the Florida Airports Council and Valkaria Airport. Please make sure to review the agreement thoroughly, as there was a change implemented in 2020 to the distribution of funds.

Once your review is complete, please facilitate the signature of both copies and return them to our office in Orlando. I will sign both 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,



Lisa L. Waters
President/CEO