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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,

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

Lisa L. Waters  
President/CEO

**FLORIDA AIRPORTS COUNCIL**

5802 Hoffner Avenue, Suite 708 | Orlando, FL 32822

Phone: 407-745-4161 | [www.floridairports.org](http://www.floridairports.org)



## 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

\_\_\_\_\_  
By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date