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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 dark 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



**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