

SEC - AAAE

Sample Internship Manual

**Program Syllabus
Program Progress Checklist
References**

Southeast Chapter
American Association of Airport Executives

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I. GENERAL

This manual was produced as a general guide in assisting Southeast Chapter (SEC) AAAE airports in establishing and carrying out a collegiate internship program for their Airports, in conjunction with the SEC Internship Program Policy and Guidelines.

The internship functions and activities described in this manual are intended to provide an all-around introduction to professional airport management and operations at a public use airport.

The SEC-AAAE Internship Program is consistent with the association's mission to encourage and support the training and education of students of airport management; to foster the professional growth of its members; and, to cooperate with other organizations for the general benefit of aviation.

The host airport and intern should determine the objectives of the internship to ensure the maximum benefit to both parties. A general internship will provide the intern with exposure to at least three of the functional areas described in this program syllabus. Some interns may prefer to concentrate on a specific area of interest which would represent a primary department focus, but interns, at a minimum, should spend time in at least three functional areas in order to have a well-rounded internship experience.

Alternatively, the airport and intern may elect to provide for the intern to perform a specific project or program function, consistent with the needs of the host airport and the interests of the intern. The intern and airport should clearly identify the project scope, objectives, timeline, and milestones, with due consideration given to the extent of the work in relation to the term of the internship.

Host airports may use this document by changing the titles and headings to represent their organization, and by adding or deleting any sections or syllabus items to or from this document, if used.

II. WORK RESPONSIBILITIES

The intern's work duties will be directly related to the operation of the airport, and may involve both indoor and outdoor work. Work duties may generally include airport management functions, airfield operations, airport maintenance activities (including operation of maintenance equipment) airport finance and budgeting, marketing and promotions, aircraft rescue and fire fighting, and special projects.

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INTERNSHIP PROGRAM SYLLABUS OUTLINE

The intern position is intended to be exposed to any of the following areas of airport management and operations during the program. At the end of the internship period, the intern is intended to be able to either demonstrate adequate knowledge in each of those areas, and/or to adequately perform the noted functions to a degree reasonably consistent with the level or amount of exposure which had been provided in these areas during the program.

A. AIRPORT ADMINISTRATION

1. **Minimum Standards** - Demonstrate knowledge of document, why it is necessary, and how it is applied.
2. **Airport Rules and Regulations** - Demonstrate knowledge of document, why it is necessary, and how it is applied.
3. **Standard Form of Ground Lease Agreement** - Demonstrate understanding of terms and conditions, and circumstances under which deviations would be considered.
4. **Standard Form of T-Hangar Lease Agreement** - Demonstrate knowledge of document, why it is necessary, and how it is applied.
5. **Storm Water Management Plan** - Demonstrate familiarity with the plan and a basic understanding of the regulations requiring the plan and how it is enforced. Conduct an actual storm water inspection, and complete all necessary forms for filing with the permitting agency.
6. **Spill Prevention Control and Countermeasures Plan** - Demonstrate knowledge of document, why it is necessary, and how it is applied.
7. **Special Projects, Reports, Surveys Etc.** - Is able to follow instructions and work independently in carrying out special projects which may require substantial research, and written or oral reports which document results.
8. **Contract Negotiations** - Demonstrates understanding of issues justifying negotiation of leases, service agreements, or consultant contracts.

9. **Asset Inventory System** - Is able to carry out the identification, cataloging, and tagging of assets, including conducting an equipment audit.

10. **Computer System/Network** - Possesses the skills to competently operate a personal computer which is networked with others, including proficiency with standardized software programs used in the daily management and operations of the airport.

11. **Personnel Manual** - Has read and is familiar with the personnel regulations of the organization, and can reference back to the appropriate documents when necessary.

12. **By-Laws and Airport Board/Council Relations** - Understands the makeup of the airport's governing body, ordinances relating to it, and has attended a Board/Council meeting.

B. **AIRPORT FINANCE**

1. **Annual Budget and Preparation** - Has reviewed and is familiar with the annual airport budget, understands the circumstances under which funds from the budget are to be expended/earned, and has assisted with the budget's preparation.

2. **Purchasing Policy and Practices** - Has reviewed and is familiar with the rules for the purchase of goods and services, and has conducted purchases and solicited bids for services.

3. **Accounts Payable and Receivable** - Has a working knowledge of the collection of revenues and payment of expenses.

4. **Petty Cash Procedures** - Can determine when petty cash expenditures are warranted and is familiar with reimbursement procedures.

5. **Budget Deviations** - Has a basic understanding of circumstances which may warrant a deviation from the established budget, and knows how to go about obtaining approval for same.

6. **Emergency Purchases** - Has a basic understanding of circumstances which may warrant an emergency purchase, and is familiar with the airport's policy on same.

C. FEDERAL AVIATION ADMINISTRATION REQUIREMENTS

1. **Relevant Federal Aviation Regulations** - Knows which FAR's are relevant to normal airport operations, and can reference details of each to solve problems or answer questions.
2. **Advisory Circular System** - Is familiar with the FAA AC system, knows how they are organized, and can competently reference them to solve operational problems or answer questions.
3. **Notice to Airmen (NOTAMS)** - Understands what they are, what circumstances warrant their issuance, and understands how to write, issue, and disseminate same.
4. **Grant Applications/Assurances** - Has been exposed to the grant application and grant assurance process, and understands the steps required to obtain a federal grant.
5. **State Grant Applications** - Has been exposed to the grant application and grant assurance process, and understands the steps required to obtain a state grant.

D. ENGINEERING/PLANNING

1. **Plans Filing System** - Is familiar with the method used to organize and file plan drawings, and can file or locate plans when necessary.
2. **Reading/Interpreting Drawings** - Can read and accurately interpret the basic features of design plans, and how they relate to airport operational characteristics.
3. **Specifications and Bid Documents** - Is familiar with the basic inclusions of a specification/bid document, and can locate sections relevant to airport operational safety.
4. **Plans Review** - Has reviewed a set of partial plans for airport planning and operational considerations.
5. **Construction Safety/Phasing Plans** - Has been involved with the planning and conduct of on-going airfield safety during both the design and construction process of a project.
6. **Airport Layout Plan (ALP)** - Understands the importance of an ALP, is familiar with its contents, and is capable of using it in carrying out his/her regular duties.

E. AIRPORT OPERATIONS

1. **FAR Part 139** – Is familiar with FAR Part 139, how it applies to the airport, and the necessity and requirements related to compliance.
2. **TSAR Part 1542** – Is familiar with TSAR 1542, how it applies to the airport, and the necessity and requirements related to compliance.
3. **Airport Safety Self Inspection Program** - Knows how to properly conduct a safety self inspection, and can conduct one with little to no direct supervision.
4. **Building Area Inspections** - Knows what to look for during a safety inspection within the building areas of the airport.
5. **Airport Security Plan** - Is familiar with the Airport Security Plan, has conducted enforcement activities of the plan, and can issue and maintain the ID card system of the airport.
6. **Airfield Escorts** - Has conducted escorts of persons, vehicles and equipment requiring access to the restricted portions of the airport.
7. **Wildlife Control** - Understands the hazards of wildlife in the airport environment, and has carried out activities in their control or removal from the airport.
8. **NOTAM Issuance** - Is capable of identifying situations warranting the issuance of NOTAMS, and can write, issue and disseminate NOTAMS.
9. **Snow and Ice Control Plan** - Is capable of identifying snow and ice threats, and carrying out the plan, including understanding priorities for snow removal. Also includes the operation of snow removal equipment during events, and conducting airfield inspections for field condition reporting.
10. **Company Radio Communications** - Is capable of routinely using the company radio system in the manner necessary to fulfill work obligations.
11. **Aeronautical Communications** - Has become familiar with typical aeronautical communications language and use, and can appropriately apply these skills in carrying out his/her duties.
12. **Standard Phraseology** - Has learned the phonetic alphabet and standard aeronautical phraseology and uses it in his/her normal work routine.
13. **Cell Phone Operations and Requirements** - Knows of the requirements in carrying and using an airport issued cell phone.

14. **Aircraft Recognition** - Can recognize by make and model those type of aircraft that frequent the airport, and knows of the basic seating and operating characteristics.
15. **FBO/Aircraft Ground Operations** - Has a basic knowledge of FBO and aircraft ground handling operations, including types of equipment and their use.
16. **Fuel Farm and Mobile Refuelers** - Has a basic knowledge of airport fuel farm and mobile refueler equipment and their operations.
17. **After Hours On Call Policy** - Has worked on call hours and responded to the airport after hours for emergencies or other related issues.
18. **Part 77 Surfaces** - Is familiar with the imaginary surfaces defined by FAR Part 77, and can reference it in working through airspace obstruction issues.
19. **Airspace Studies** - Can collect relevant information pertaining to an airspace study, and has completed the appropriate forms for transmitting to the FAA.
20. **Surrounding Land Use** - Understands the nature of incompatible land uses, and has participated in the review of proposed development near the airport.

F. **AIRPORT MAINTENANCE**

1. **Buildings Maintenance** - Has assisted maintenance division with general repairs and maintenance on hangars and buildings.
2. **Pavement Maintenance and Repairs** - Is familiar with the various methods for conducting repairs to paved surfaces and the pavement maintenance program, and has assisted the maintenance division in carrying out typical maintenance and repair activities.
3. **Airfield Lighting Fixtures and Equipment** - Understands the operation of the airfield lighting system and electrical vault, and has assisted the maintenance division in repairing equipment and systems.
4. **Custodial** - Has assisted the maintenance division in carrying out routine and special custodial functions.

5. **Airfield Mowing and Weed Control** - Can operate airport tractors and mowing equipment, and has conducted typical mowing and weed control operations on the airport.
6. **Equipment Maintenance** - Has knowledge of the basic principles of preventive maintenance on equipment, and has assisted the maintenance division in performing routine or special maintenance on equipment.

G. **AIRCRAFT RESCUE AND FIRE FIGHTING**

1. **ARFF Truck Inspection and Operations** - Can conduct a regular preventive maintenance and equipment check on an aircraft rescue vehicle, and reasonably understands the performance of the truck, and has operated the vehicle.
2. **Personal Protection Equipment (PPE) Use** - Knows the requirements and operating parameters of PPE, including maintenance and upkeep, and can don and use the equipment properly.
3. **SCBA Use** - Can competently inspect, operate, and use self contained breathing apparatus, along with PPE.
4. **ARFF Policies** - Is familiar with the requirements and limitations placed on airport fire fighters through current policies.
5. **Live Burn Scenario** - If available, attend annual live fire training and conduct actual live fire extinguishing activities.
6. **Airport Emergency Plan** - Is familiar with the Airport Emergency Plan, and is capable of activating and carrying out the plan.
7. **Mutual Aid Communications** - Is capable of conducting and following the established communication procedures with mutual aid agencies in the event of an emergency.
8. **Documenting Incidents/Accidents** - Is capable of adequately documenting on behalf of the airport, the details of aircraft incidents and accidents.
9. **Preservation of Scene** - Understands and complies with the requirements of preserving the scene of an accident.
10. **FAA and NTSB Notifications** - Knows how and who to contact in properly reporting an incident or accident.

H. **MARKETING AND PROMOTIONS**

1. **Public Presentation** - If available, has conducted a public presentation to assist in the marketing of the airport within the local community.
2. **Marketing Literature** - Is familiar with marketing literature and knows when and how to properly distribute same.
3. **Development Opportunities** - Can speak intelligently concerning the opportunities for development on the airport.
4. **Media Relations and Press Releases** - Knows under what circumstances to provide press releases, and is familiar with generally acceptable practices concerning releasing information to the media about the airport or incidents occurring at the airport.
5. **Airport Tour Program** - Has conducted tours of the airport facility to school groups and other similar organizations.

I. **CAPITAL IMPROVEMENT PROGRAM**

1. **Airport Master Plan** - Has reviewed and is generally familiar with the Airport Master Plan and the airport's long term development goals.
2. **Five Year Capital Improvement Program (CIP)** - Knows the contents of the 5 year CIP, and importance of annually updating same.
3. **FAA and State Reporting Requirements** - Knows the requirements for updating and submittal of capital improvement programs.
4. **Construction Project Safety, Coordination and Monitoring** - Can successfully monitor construction projects on an on-going basis, to ensure compatibility with plans and safety on the airport.

SEC - AAAE INTERN PROGRAM
PROGRAM PROGRESS CHECKLIST

This checklist will be completed periodically throughout the course of the internship to document the student's ability to adequately demonstrate knowledge or performance in each of the required areas.

NAME: _____

INTERNSHIP DATES (To/From): _____

		ADEQUATELY DEMONSTRATES OR PERFORMS	
		YES	NO
A.	AIRPORT ADMINISTRATION		
	1. Minimum Standards	_____	_____
	2. Airport Rules and Regulations	_____	_____
	3. Standard Form of Ground Lease Agreement	_____	_____
	4. Standard Form of T-Hangar Lease Agreement	_____	_____
	5. Storm Water Management Plan (SWMP)	_____	_____
	6. Spill Prevention Control & Countermeasures Plan (SPCC)	_____	_____
	7. Special Projects, Reports, Surveys, etc.	_____	_____
	8. Contract Negotiations	_____	_____
	9. Asset Inventory System	_____	_____
	10. Computer System/Network	_____	_____
	11. Personnel Manual	_____	_____
	12. By-Laws and Airport Board/Council Relations	_____	_____

Reviewers Comments:

**ADEQUATELY
DEMONSTRATES OR
PERFORMS**

YES NO

B. AIRPORT FINANCE

- | | | | |
|----|----------------------------------|-----|-----|
| 1. | Annual Budget and Preparation | ___ | ___ |
| 2. | Purchasing Policy and Practices | ___ | ___ |
| 3. | Accounts Payable and Receivables | ___ | ___ |
| 4. | Petty Cash Procedures | ___ | ___ |
| 5. | Budget Deviations | ___ | ___ |
| 6. | Emergency Purchases | ___ | ___ |

Reviewers Comments:

C. FEDERAL AVIATION ADMINISTRATION REQUIREMENTS

- | | | | |
|----|-------------------------------|-----|-----|
| 1. | Relevant FAR's | ___ | ___ |
| 2. | Advisory Circular System | ___ | ___ |
| 3. | Notice To Airmen (NOTAMS) | ___ | ___ |
| 4. | Grant Applications/Assurances | ___ | ___ |
| 5. | CAB Grant Applications | ___ | ___ |

Reviewers Comments:

**ADEQUATELY
DEMONSTRATES OR
PERFORMS**

YES NO

D. ENGINEERING

- | | | | |
|----|-----------------------------------|-----|-----|
| 1. | Plans Filing System | ___ | ___ |
| 2. | Reading/Interpreting Drawings | ___ | ___ |
| 3. | Specifications and Bid Documents | ___ | ___ |
| 4. | Plans Review | ___ | ___ |
| 5. | Construction Safety/Phasing Plans | ___ | ___ |
| 6. | Airport Layout Plan (ALP) | ___ | ___ |

Reviewers Comments:

E. AIRPORT MAINTENANCE

- | | | | |
|-----|--|-----|-----|
| 7. | Buildings Maintenance | ___ | ___ |
| 8. | Pavement Maintenance and Repairs | ___ | ___ |
| 9. | Airfield Lighting Fixtures and Equipment | ___ | ___ |
| 10. | Custodial | ___ | ___ |
| 11. | Airfield Mowing & Weed Control | ___ | ___ |
| 12. | Equipment Maintenance | ___ | ___ |

Reviewers Comments:

**ADEQUATELY
DEMONSTRATES OR
PERFORMS**

YES NO

F. AIRPORT OPERATIONS

1.	Airport Inspection Program	___	___
2.	Building Area Inspections	___	___
3.	Airport Security Plan	___	___
4.	Airfield Escorts	___	___
5.	Wildlife Control	___	___
6.	NOTAM Issuance	___	___
7.	Snow and Ice Control Plan and Reporting	___	___
8.	Company Radio Communications	___	___
9.	Aeronautical Communications	___	___
10.	Standard Phraseology	___	___
11.	Cell Phone Operations and Requirements	___	___
12.	Aircraft Recognition	___	___
13.	FBO/Aircraft Ground Operations and Support Equipment	___	___
14.	Fuel Farm and Mobile Refuelers	___	___
15.	After Hours On Call Policy and Procedures	___	___
16.	Part 77 Surfaces	___	___
17.	Airspace Studies	___	___
18.	Surrounding Land Uses	___	___

Reviewers Comments:

**ADEQUATELY
DEMONSTRATES OR
PERFORMS**

YES NO

G. EQUIPMENT OPERATIONS

- | | | | |
|----|---------------------------------------|-----|-----|
| 1. | Snow Removal Equipment and Operations | ___ | ___ |
| 2. | Operations Vehicle | ___ | ___ |
| 3. | Heavy Equipment Operations | ___ | ___ |
| 4. | Small Equipment Operations | ___ | ___ |

Reviewers Comments:

H. AIRCRAFT RESCUE AND FIRE FIGHTING

- | | | | |
|-----|---|-----|-----|
| 1. | ARFF Truck Inspection and Operations | ___ | ___ |
| 2. | Personal Protection Equipment (PPE) Use | ___ | ___ |
| 3. | SCBA Use | ___ | ___ |
| 4. | ARFF Policies | ___ | ___ |
| 5. | Live Burn Scenario | ___ | ___ |
| 6. | Airport Emergency Plan | ___ | ___ |
| 7. | Mutual Aid Communications | ___ | ___ |
| 8. | Documenting Incidents/Accidents | ___ | ___ |
| 9. | Preservation of Scene | ___ | ___ |
| 10. | FAA, NTSB notifications | ___ | ___ |

Reviewers Comments:

**ADEQUATELY
DEMONSTRATES OR
PERFORMS**

YES NO

I. MARKETING AND PROMOTIONS

- | | | |
|---------------------------------------|-----|-----|
| 1. Public Presentation | ___ | ___ |
| 2. Marketing Literature | ___ | ___ |
| 3. Development Opportunities | ___ | ___ |
| 4. Media Relations and Press Releases | ___ | ___ |

Reviewers Comments:

J. CAPITAL IMPROVEMENT PROGRAM

- | | | |
|---|-----|-----|
| 1. Airport Master Plan | ___ | ___ |
| 2. Five Year Capital Improvement Program (CIP) | ___ | ___ |
| 3. FAA and State Reporting Requirements | ___ | ___ |
| 4. Construction Project Safety, Coordination and Monitoring | ___ | ___ |

Reviewers Comments:

Reviewers Signature: _____ Date: _____

REFERENCE DOCUMENTS

FEDERAL AVIATION REGULATIONS

- FAR Part 139
- TSAR Part 1542
- FAR Part 77

FAA ADVISORY CIRCULARS

- Airport Safety Self Inspection / AC 150/5200-18B
- Operational Safety on Airports During Construction / AC 150/5370-2C
- Airport Master Plans / AC 150/5070-6A
- Standard for Airport Markings / AC 150/5340-1H
- Airport Design / AC 150/5300-13
- Notices to Airmen for Airport Operators / AC 150/5200-28B
- Airport Winter Safety Operations / AC 150/5200-30A
- Debris Hazards at Civil Airports / AC 150/5380-5B

LOCAL AIRPORT DOCUMENTS

- Airport Certification Manual
- Minimum Standards for Commercial Activities
- Airport Rules and Regulations
- Airport By-Laws
- Storm Water Management Plan
- Spill Prevention Control and Countermeasures Plan
- Airport Security Plan
- Airport Budget and Rates and Charges
- Ground Lease Agreement
- T-Hangar Lease Agreement
- NOTAM Logbook
- Airport Emergency Plan