

**SOUTHEAST CHAPTER
of the
AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES
SEC-AAAE INTERNSHIP GRANT PROGRAM**

Pursuant to a motion presented at the SEC-AAAE Board of Directors' Meeting held on October 21, 2012, the following policy was unanimously adopted by the Board of Directors for consideration and approval by the general membership of the Association:

- I. The SEC-AAAE Board of Directors shall establish the SEC-AAAE Internship Grant Program to provide up to 50% matching funds, with a maximum annual cap, to SEC-AAAE member airports hosting fixed term internships for eligible collegiate students, as may be provided for in the Association's annual operating or designated budget, and as specified in an associated grant agreement with the Host Airport as it relates to the grant amount, participation ratios, terms and conditions, eligible expenses, and related program criterion and requirements.
- II. SEC-AAAE Internship Grant Application Program Guidelines shall set forth the SEC-AAAE Internship Program Grant Application primary elements and criterion of the Grant Agreement, and will be subject to annual review and revision. Each grant will be based on the Program Guidelines as well as any mutually-agreeable terms and conditions as may be agreed to by the parties and included in the Grant Agreement. Each SEC-AAAE Internship Grant Application must be approved by the Host Airport and the Chapter President, consistent with this policy, the program guidelines, and the approved budget.
- III. The SEC-AAAE Internship Grant Program is restricted to public-use member airports in the defined Southeast Chapter of AAAE region which has at least one (1) current SEC-AAAE dues-paying member on staff.
- IV. This program shall be administered by the SEC-AAAE Board of Directors, the SEC-AAAE Scholarship & Student Outreach Committee, or other committee or program director as may be designated by the SEC-AAAE President, as well as the Chapter's Executive Secretary.
- V. Exceptions to the SEC-AAAE Internship Program criterion and requirements may be made, from time to time, if deemed to be in the best interests of the parties and consistent with the mission of the Association, at the discretion of the SEC-AAAE President.
- VI. The policy is contingent upon approval of the Associations' General Membership, and, if approved, shall become effective April 22, 2013.

The Southeast Chapter of the American Association of Airport Executives Internship Grant Policy complies with ARTICLE VII – POLICY DECISIONS, of the Amended and Restated Charter and Bylaws of the Southeast Chapter of the American Association of Airport Executives adopted September 19, 1995, amended February 22, 2004 and again on May 22, 2006. This policy is subject to annual review and approval by a majority vote of the voting members present at the SEC-AAAE Annual Meeting.

Dated this 22nd day of April, 2013.

**THE SOUTHEAST CHAPTER OF THE
AMERICAN ASSOCIATION OF AIRPORT
EXECUTIVES**

**Christopher U. Browne
President**

**POLICY SERIAL NUMBER
001-2013**

**SOUTHEAST CHAPTER
of the
AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES**

**SEC-AAAE INTERNSHIP GRANT PROGRAM
PROGRAM GUIDELINES**

The **Southeast Chapter of the American Association of Airport Executives (SEC-AAAE) Internship Grant Program** will provide up to 50% of eligible matching grant funds to a SEC-AAAE member airport (Host Airport) for development and management of an internship program which results in the hosting of an Intern at the Host Airport.

The maximum matching grant funds will be limited to \$2,500 per Internship for Board Year 2013/14, subject to annual review and adjustment by the SEC-AAAE Board of Directors, and shall be used to reimburse direct wages and/or certain Intern transportation and living expenses during the internship period. It is anticipated that a typical internship term would be approximately ten (10) weeks, with the Intern pay rate in the vicinity of ~\$12.50 per hour (without benefits), and the Host Airport will assist the Intern with locating temporary living arrangements for the duration of the internship period. Interns must not be related to any member of the Host Airport's management or governing body.

Interns selected by the Host Airport must be current, full-time students at a four-year college or university in the Southeast Region with an accredited aviation management or similar program; must be at least a Junior or above as measured by credit hours or a recent graduate (within one year); and, must be actively pursuing a career in airport management, operations, planning, or a closely related airport or aviation management field, unless approved, in advance, by the SEC-AAAE President.

Internship grant funds will be provided directly to the Host Airport, not the Intern. The Intern is not an employee, contractor, or agent of the SEC-AAAE. Supervision and development of the intern will be the responsibility of the Host Airport's management team. The Intern shall be expected to participate in the activities of at least two or more distinct airport departments or disciplines, consistent with the interests and scholastic pursuits of the Intern in relation to the needs of the airport, unless the Intern is assigned a specific airport project which requires a dedicated time commitment.

The Intern will be required to submit a final report to the SEC-AAAE upon completion of the internship so the SEC-AAAE can evaluate the effectiveness and direction of the Internship Program. The final report may represent a summary of the experience, observations, and/or accomplishments of the Intern during the course of the internship; or, alternatively, may consist of a topic-specific report or case study based on specific project work performed at the Host Airport. The member airport management team will be required to furnish a financial report to the SEC-AAAE Treasurer at the conclusion of the internship detailing where the funds to support the internship were expended.

Internship Grant funds will be issued by the SEC-AAAE to the Host member airport upon completion of the internship and satisfactory submittal of the Intern's final report, as well as the Host Airport's financial report. The SEC-AAAE will reimburse the Host Airport up to 50% of eligible airport expenses supporting that particular internship, up to the maximum approved grant amount.

The SEC-AAAE Internship Grant 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.

**SOUTHEAST CHAPTER
of the
AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES**

APPLICATION – SEC-AAAE INTERNSHIP GRANT

Name of Host Member Airport: _____

Host Member Airport Contact: _____

- Title: _____
- Telephone: _____
- E-mail address: _____

What duties or projects will the Intern be expected to perform?

What is the proposed term of the internship (provide internship Start and End dates)?

How many hours per week will the Intern be expected to work?

What is the proposed hourly rate of pay for the Intern? _____

Will the Grant funds be used for? _____ Wages; _____ Housing; _____ Transportation
(check the items that apply)

Who will directly supervise the Intern? (Name, Title, Telephone, and e-mail address)

If you have any questions or require additional information regarding this program, you may contact Mr. Robert Brammer, Executive Secretary, at secaaae@aol.com, or by telephone at (843)767-7015.



SEC-AAAE INTERNSHIP GRANT AGREEMENT FOR XYZ AIRPORT AUTHORITY GRANT No. 12-01

This **Internship Grant Agreement** (Agreement) is entered into between the Parties, consisting of the Southeast Chapter of the American Association of Airport Executives (SEC-AAAE), 8712 Caspia Lane, North Charleston, South Carolina 29420; and the XYZ Airport Authority (Host Airport), owner and operator of XYZ Airport[s].

Recitals

The SEC-AAAE awards Internship Grants to SEC-AAAE member airports to help provide work experience and field training for students interested in pursuing a career in airport management, and to provide cost effective and talented workforce resources airports in the Southeast Region. Grants in amounts of up to \$2,500 are available to interested member airports on a 50:50 matching fund basis, and may be awarded to airports that demonstrate a willingness to participate in the program and to employ and supervise an eligible Intern attending, or who has recently graduated from, a four-year college or university in the Southeast region with an accredited aviation management program.

To qualify for this grant, the Intern must be a full time student at a credit level of Junior or above, or recently (within one year) graduated from, a college or university in the Southeast Region with an accredited aviation management program, with the student actively pursuing a career field in airport/aviation management, operations, planning, or closely related field. If a current student, the student must be enrolled in an internship/work-study course and be receiving credit for the internship program. The Intern must not be related to any member of the host airport management staff or governing authority. Exceptions to SEC-AAAE Internship Program criterion or requirements may be made at the discretion of the SEC-AAAE President, if deemed to be in the best interests of the parties and consistent with the mission of the SEC-AAAE.

1. Duties of the SEC-AAAE

The SEC-AAAE agrees to provide a financial grant, on a 50:50 matching basis not to exceed \$2,500.00, to the Host Airport to employ an Intern at their airport[s] which shall commence no later than ninety (90)-days from the date of this Agreement. The grant shall be used to reimburse the Host Airport for the Intern's salary/wages (and required payroll taxes and insurance), and/or to assist with direct housing and transportation expenses during the Internship period. The grant funds will be reimbursed, at the conclusion of the Internship, following receipt of the Host Airport's Financial Report properly documenting eligible expenses supporting the Internship, and upon receipt of the Intern's report. Grant funds shall not be paid directly to the Intern from the SEC-AAAE.

2. Duties of the Host Airport

The Host Airport must have at least one (1) current SEC-AAAE dues paying member on staff to be considered for a SEC-AAAE Internship Grant. The Host Airport agrees that, in addition to providing staff assistance and project support at their airport[s], a primary purpose of the grant is to provide on-the-job experience and field training for the Intern in at least two airport departments or disciplines, unless assigned an airport project or function that requires a dedicated time commitment, consistent with the interests and scholastic pursuits of the Intern in relation to the needs of the Host Airport. The Host Airport is responsible for providing direct supervision, training, and mentoring of the Intern at all times.

The Host Airport management team agrees to furnish the SEC-AAAE with a **Financial Report** at the conclusion of the Internship detailing, at a minimum, the following items:

- Student Intern's Name and College/University attending (or recently attended)
- Start and End Dates of the Internship
- Hours worked per week
- How eligible matching grant funds were expended

This report shall be furnished to the SEC-AAAE no later than thirty (30) days after completion of the internship period.

The Host Airport must require and support the Intern in preparing an **Internship Report** at the conclusion of the Internship detailing, at a minimum, the following items:

- Details of work/tasks assigned throughout the term of the Internship (or, if a dedicated project, a description of the project elements and milestone updates)
- Description of the departments and disciplines experienced during the internship, or the status of any project work performed and/or completed

A copy of this report **Internship Report** shall also be furnished to the SEC-AAAE no later than thirty (30) days after completion of the Internship period.

3. Distribution of Internship Grant Funds

The SEC-AAAE Grant Funds approved in this Agreement will be provided to the Host Airport at the conclusion of the Internship period, upon receipt of the two (2) reports required in this Agreement as described above. If the total amount of SEC-AAAE's up to 50% share of eligible expenses as provided for herein is less than the established grant maximum of \$2,500, then the SEC-AAAE's grant amount shall be reduced accordingly.

SEC-AAAE

HOST AIRPORT

President:

Written: _____

Date: _____

Written: _____

Date: _____