

**MISSISSIPPI AIRPORTS ASSOCIATION
MAA INTERNSHIP GRANT
APPLICATION (due 4/30/2018)**

Name of Host Member Airport: _____

Host Member Airport Contact: _____

Title: _____

Phone: _____

Email: _____

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

Term of internship (start and end dates): _____ Hours per week: _____

Proposed hourly rate: \$ _____ Grant funds will be used for: Wages
 Housing
 Transportation

Who will directly supervise the intern?: _____
Name
_____ Title

Name of Intern: _____

Name of School: _____ Academic Status: Junior
 Senior
 Recent grad

Degree being pursued: _____

Will intern be receiving credit: _____ (Yes or No)

Submit this application to mhainsey@gtra.com not later than 4/30/2017

For further information on the MAA internship program, contact Mike Hainsey at mhainsey@gtra.com or call 662.327.4422 x201.

MAA INTERNSHIP GRANT AGREEMENT

FOR

_____AIRPORT

GRANT No. _____

This **Internship Grant Agreement** (Agreement) is entered into between the Parties, consisting of the Mississippi Airports Association (MAA) and the operator of _____
_____Airport (Host Airport).

Recitals

The MAA awards Internship Grants to MAA 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 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 either Delta State University or the intern must be a Mississippi resident attending a college or university in the area defined by the FAA Southern 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 may 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 MAA Internship Program criterion or requirements may be made at the discretion of the MAA President, if deemed to be in the best interests of the parties and consistent with the mission of the MAA.

1. Duties of the MAA

The MAA 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 MAA.

2. Duties of the Host Airport

The Host Airport must have at least one (1) current MAA dues paying member on staff to be considered for a MAA 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 MAA 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 MAA 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 MAA no later than thirty (30) days after completion of the Internship period.

3. Distribution of Internship Grant Funds

The MAA 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 MAA's up to 50% share of eligible expenses as provided for herein is less than the established grant maximum of \$2,500, then the MAA's grant amount shall be reduced accordingly.

MAA

HOST AIRPORT

President

Date: _____

Date: _____