

## **MISSISSIPPI AIRPORTS ASSOCIATION INTERNSHIP GRANT PROGRAM GUIDELINES**

The Mississippi Airports Association (MAA) will provide up to 50% of eligible matching grant funds to an MAA member airport for development and management of an internship program which results in the hosting of an intern at the member airport.

The maximum matching grant funds will be limited to \$2,500 per internship, subject to annual review and adjustment by the MAA 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 8-10 weeks, with the intern pay rate in the vicinity of \$12.50 per hour (without benefits). 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 either a current, full-time students at Delta State University or be a Mississippi resident enrolled as a full-time student at a four-year college or university in the geographic area defined by the Southern Region of the FAA. They must be enrolled in an accredited aviation management program and maintaining a minimum cumulative GPA of 3.0; 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 MAA President.

Internship funds will be provided directly to the host airport, not the intern. The intern is not an employee, contractor, or agent of the Mississippi Airports Association. 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, unless the intern is assigned to a specific airport project which requires a dedicated time commitment.

The intern will be required to submit a final report to the MAA upon completion of the internship so the MAA 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 as an alternative, may consist of a topic-specific report or case study based on specific project work performed at the host airport. The member management team will be required to furnish a financial report with documentation to the MAA at the conclusion of the internship detailing where the funds to support the internship were expended.

Internship grant funds will be issued by the MAA 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 MAA will reimburse the host airport up to 50% of eligible airport expenses supporting that particular internship, up to the maximum approved grant amount.

The MAA Internship Grant Program is consistent with the Association's mission to encourage and support the training and education of students of airport management and to foster the professional growth of its members.

**MISSISSIPPI AIRPORTS ASSOCIATION  
INTERNSHIP GRANT  
PROGRAM HIGHLIGHTS**

- MAA will provide 50% of eligible matching grant funds to a member airport hosting an airport management intern
  - Maximum of \$2500 per host airport annually
- Interns must be full-time students enrolled in a four-year accredited aviation management program with a minimum cumulative GPA of 3.00 and
  - Must be attending Delta State University or
  - Must be a Mississippi resident attending a university in the geographic area defined by the FAA Southern region and enrolled in a program as defined above.
- Application for grant must be submitted not later than April 30 of each year using the attached form and including required documentation.
- MAA Selection Committee will consist of three Board members, with representation of a minimum of one commercial service and one general aviation airport.
  - Selection will be based on competitiveness of both the prospective student as well as the completeness of the host airport's program
    - A draft syllabus will be provided for airports to use as a guide in setting up their internship program.
- Internship grant funds are paid directly to the host airport when
  - Intern's final report is submitted
  - Host airport's financial report is submitted and approved