



## Washington Airport Management Association

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### **2024 Solicitation for Airport Management Internship Grant**

The Washington Airport Management Association (WAMA) is excited to announce the 2024 solicitation for candidates for the Airport Management Internship Grant.

WAMA has established an internship grant to assist airports in funding internship salaries and activities. The grant can be applied to an existing airport internship program or to the establishment of a new program. The purpose of the grant is to encourage airports to establish and maintain internship programs in support of the development of future airport professionals. A well designed internship program is valuable to the airport and the intern. The grant funding level will be \$1000 per year.

Guidelines for the internship grant application are outlined in the attached application packet. Applicants should submit their application packet by email to [scholarship.grants@wama.us](mailto:scholarship.grants@wama.us) by the submittal deadline of March 31<sup>st</sup> of this year. Time frame for submittal may be extended if no applications are received by March 31<sup>st</sup>.

If you have any questions, please feel free to contact me via e-mail [Keith@portofskagit.com](mailto:Keith@portofskagit.com) or telephone at (360-757-9839).

Thank you for your interest.

Best Regards,

*Keith Love*

Keith Love  
Chair, WAMA Scholarship Committee

**Executive Officers, Board Members and Executive Director,**

Dave Decoteau, President; Lorene Robinson, Vice President; Joshua Marcy, Secretary; Jennifer Skoglund, Treasurer  
Brandon Rakes, Past President; Tim Mensonides, Keith Love, Samantha Peterson, and Eric Johnson, Board Members;  
9900 Airport Way, Snohomish, WA 98296 | Fax: 360-568-0834 | Telephone: 360-568-1541 ext. 224

Marjy Leggett, Executive Director  
[www.wama.us](http://www.wama.us)

# Airport Management Internship Grant

WAMA has established an internship grant to assist airports in funding internship salaries and activities. The grant can be applied to an existing airport internship program or to the establishment of a new program. The purpose of the grant is to encourage airports to establish and maintain internship programs in support of the development of future airport professionals. Internships are very valuable to both the airport and the intern. The airport receives the benefit of additional help with airport operation, maintenance, and development tasks, and the intern receives the benefit of experience from being involved in these tasks. Internships are not very readily available to students in the aviation field and there is a need to provide incentives and financial support to encourage the establishment and enhancement of additional internship programs. Any airport with an existing internship program or an interest in establishing one can apply for the \$1,000 WAMA internship grant. One internship per year will be awarded to one WAMA member airport. Emphasis will be placed on development of new internship programs at member airports.

The guidelines for the internship should generally follow the parameters outlined below:

## GENERAL FUNCTIONS

Airport interns are assigned a variety of projects involving airport operations, maintenance, security, administrative, finance and budgeting, planning, construction, and property management. Additionally, interns are afforded training opportunities in airfield safety and inspection, emergency response, adverse weather conditions and other airport related disciplines. Special projects may be assigned.

## LEARNING OBJECTIVES

To gain observational experience or applied experience in airport operations and management to enhance the incumbents academic experience and airport operations knowledge.

## ESSENTIAL FUNCTIONS

Airport Operations; may include:

- Airfield inspections
- Emergency response
- Air-To-Ground and Ground-to-Ground Company Radio use and procedures
- FAR Part 141 Flight School Operations
- USPA Skydiving Operations
- Aircraft Maintenance and Line Service Operations
- Rules/Regulations/Standards enforcement
- Passenger/security reviews Part 135 Operations
- Issuance/Cancellation of NOTAMs
- Tenant relations
- Coordination of snow removal/surface assessment
- Federal Aviation Regulations
- Advisory Circular application
- Airfield construction activities

Airport Maintenance and Repair; may include:

- Work order issuance/Discrepancy reporting and completion
- Business system implementation and administration
- Scheduling and/or coordinating maintenance activities
- Pavement management and/or maintenance program
- Snow removal procedures/techniques
- Asset inventory and working inventory management
- Vehicle and facility maintenance planning programs

Airport Administration; may include:

- Customer and Tenant Facility Charges
- Budgeting/purchasing
- Standard Operating Procedures and Practices
- Rates and charges fee schedules
- Capital Improvement Plan

Planning and Special Projects; may include:

- Economic development research
- Customer survey development and analysis
- Volunteer program coordination
- Marketing program development and implementation

#### OTHER FUNCTIONS

- Attends a variety of meetings to gain the maximum exposure to airport management and how it relates to each department.
- Assists with the planning and day-to-day functions of all airport maintenance, operations and related public services.
- Receives and responds to concerns of traveling public and tenants on matters relating to parking, traffic congestion, ground transportation, public use building conditions, etc.
- Under supervision, performs semi-skilled and unskilled work in the maintenance and repair of runways, taxiways, equipment, buildings, hangars, lands and other airport facilities.
- Performs other related duties as required.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA rules and regulations
- Basic record keeping principles and ability to keep accurate records and reports
- Establish and maintain effective working relationships with employees, customers, FAA, private businesses and the general public
- Work independently with minimal supervision
- Follow oral and written instructions
- Utilizing a personal computer at an acceptable level and proficiency as required of the position; and operating standard office equipment
- Perform a variety of maintenance tasks such as painting, plumbing, general repair work, equipment maintenance
- Working with the public in a professional manner
- Knowledge of occupational standards, safety, and hazardous precautions associated with various trades, construction areas and airports.

## RECRUITING REQUIREMENTS

Current enrollment in an accredited two or four-year college or university with major coursework Aviation Management or related field, such as Airport Maintenance, Airport Operations, Airport Engineering, or Airport Planning.

## SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS

A valid Washington State driver's license may be required when travel is required of the position.

The funds can be used to cover part of the internship salary or for other activities such as attendance at aviation conferences. It can be more difficult for some airports to receive budget approval for special activities than for intern salaries. The WAMA grant can be most helpful by funding those activities that are more difficult for the airport to fund. The grant funding level will be \$1,000 per year for the one airport that scores the highest against the grant scoring criteria. The selection of the airport to receive funding will be made by the WAMA Scholarship Committee. Consideration in selection will be given first to airports that have not recently received this award. Subject to that, the award will be made to the airport that:

- Can demonstrate the greatest benefit to the prospective intern.
- Can demonstrate the most benefit to the airport.
- Has the greatest financial need to support the internship program.

Application forms are available on the WAMA website at: <http://www.wama.us/scholarships>

# Airport Management Internship Grant

## Application Form

Date \_\_\_\_\_

Applicant Name \_\_\_\_\_

Airport/Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

### Requirements:

Submit a concise statement addressing the following:

- A description of your current or proposed internship program.
- The activities that the intern could be involved in at your airport.
- Benefit to the prospective intern from being at your airport.
- Benefit to the airport from having an intern.
- Financial need to support an internship program.
- Specific program that the grant would support (e.g., salary augmentation, registration/travel assistance for professional training).
- Any other special considerations that could influence the selection of your airport.

**Award Amount: \$1,000.00**

**Submittal deadline: March 31<sup>st</sup> of this year**

**Submit application to the WAMA Scholarship Committee via e-mail:**

[scholarship.grants@wama.us](mailto:scholarship.grants@wama.us)