

Memorandum

MIAMI-DADE
COUNTY

Date: March 6, 2012

To: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

Agenda Item No. 8(A)(3)

From: Carlos A. Gimenez
County Mayor

Subject: Internship Grant Agreement with Florida Airports Council

RECOMMENDATION

It is recommended that the Board of County Commissioners (Board) adopt the attached resolution authorizing acceptance and execution by the Mayor or Mayor's designee of the Internship Grant Agreement between the Miami-Dade Aviation Department (MDAD) and the Florida Airports Council (FAC) for interns pursuing careers in aviation.

DELEGATION OF AUTHORITY

The authority of the Mayor or his designee to execute and implement this Agreement is consistent with those authorities granted under the Code of Miami-Dade County. Additional delegation of authority requested for this Agreement includes exercising any termination provisions therein.

PROJECT NAME: Internship Grant Agreement

PROJECT DESCRIPTION:

The purpose of this Agreement is to provide work experience for students or recent graduates interested in pursuing careers in airport management or operations, and to provide a talented workforce for Florida's airports. As part of the internship program, interns will complement their formal education with career-related experience designed to prepare them for actual employment in the aviation industry. Interns must be attending or recently graduated from a college or university with an emphasis on airport/aviation management, operations, or a closely related field. They will be recommended by staff at Embry-Riddle, Florida Tech and Lynn University per FAC's request, and paid minimum wage.

Interns will not be used in lieu of professional or staff personnel and will be under the supervision of an MDAD employee. MDAD does warrant or guarantee a minimum level of instruction or participation for any student, and reserves for itself the right to allocate MDAD staff time in the manner which best meets MDAD's operational needs.

PROJECT LOCATION:

The Miami-Dade County Airport System includes Miami International Airport (MIA), Opa-locka Executive Airport

(OPF), OPF West, Kendall Tamiami Executive Airport (TMB), Homestead General Aviation Airport (X-51) and Dade-Collier Training & Transition Airport (TNT).

COMMISSION DISTRICT: Various Districts

APPROVAL PATH: Board of County Commissioners

USING DEPARTMENT: Miami-Dade Aviation Department

MANAGING DEPARTMENT: Miami-Dade Aviation Department

FISCAL IMPACT: FAC will provide a grant of up to \$5,000 to MDAD for two interns within the Miami-Dade System of Airports during the summer of 2012. Grant funds will be provided after completion of the internship and submittal of the interns' final reports and MDAD's financial report. FAC will reimburse MDAD for the exact amount of expenditures for the internship.

OPTION TO EXTEND: This Agreement shall be in effect for the period covering May 1, 2012, through September 30, 2012. A FAC Grant application must be completed for each year that interns are requested.

PROJECT MANAGER: Althea Coleman, HR Manager



Deputy Mayor



MEMORANDUM

(Revised)

TO: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

DATE: March 6, 2012

FROM: R. A. Cuevas, Jr.
County Attorney

SUBJECT: Agenda Item No. 8(A)(3)

Please note any items checked.

- "3-Day Rule" for committees applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Ordinance creating a new board requires detailed County Manager's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's ____, 3/5's ____, unanimous ____) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 8(A)(3)
3-6-12

RESOLUTION NO. _____

RESOLUTION RELATING TO MIAMI INTERNATIONAL AIRPORT; AUTHORIZING EXECUTION BY MAYOR OR MAYOR'S DESIGNEE OF GRANT AGREEMENT BETWEEN MIAMI-DADE COUNTY AND THE FLORIDA AIRPORTS COUNCIL FOR \$5,000 TO PROVIDE FOR STUDENT INTERNS

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum and document, copies of which are incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board approves the acceptance of the attached Grant Agreement between Miami-Dade County and the Florida Airports Council in the amount of \$5,000.00 to provide grant funds for student interns at the Miami-Dade System of Airports; and authorizes the Mayor or Mayor's designee to execute, amend, and extend such Agreement for and on behalf of Miami-Dade County, Florida.

The foregoing resolution was offered by Commissioner _____ who moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a vote, the vote was as follows:

Joe A. Martinez, Chairman	
Audrey M. Edmonson, Vice Chairwoman	
Bruno A. Barreiro	Lynda Bell
Esteban L. Bovo, Jr.	Jose "Pepe" Diaz
Sally A. Heyman	Barbara J. Jordan
Jean Monestime	Dennis C. Moss
Rebeca Sosa	Sen. Javier D. Souto
Xavier L. Suarez	

The Chairperson thereupon declared the resolution duly passed and adopted this 6th day of March, 2012. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

DN

David M. Murray



**INTERNSHIP GRANT AGREEMENT
FOR
MIAMI DADE AVIATION DEPARTMENT**

No. 12-01

This Internship Grant Agreement (Agreement) is entered into between the Parties, consisting of **Florida Airports Council** (the Council) and the **Miami Dade Aviation Department** (Recipient).

Recitals

The Council awards Internship Grants to FAC member airports to help provide work experience for students interested in pursuing careers in airport management and to provide a talented workforce for Florida's airports. Grants are awarded to airports that demonstrate a willingness and desire to employ and supervise an Intern.

To qualify for this grant, the Intern must be attending, or recently (*within one year unless approved by the Council*) graduated from a college or university with an emphasis on airport/aviation management, operations, or a closely-related field, and unrelated to any member of the airport management or governing body of the airport. Exceptions to this policy may be made, from time to time, at the discretion of the FAC Board of Directors. Selections are made on a non-discriminatory basis.

1. Duties of the Council

The Council agrees to provide a grant in an amount of up to **\$5,000** to Recipient to employ an Intern within the Miami Dade System of Airports in the summer of 2012. This grant shall be used to pay salary, housing, and/or transportation expenses during the internship period. The grant will be issued to Recipient and not directly to the Intern. The Intern is not an employee of the Florida Airports Council and the Council is not responsible for supervision of the Intern.

2. Duties of Recipient

The Recipient agrees that in addition to providing staff assistance for the airport, the purpose of the grant is to provide on-the-job experience for the Intern. The Recipient is responsible for providing direct supervision of the Intern at all times. The Recipient agrees to provide a **Financial Report** at the end of the Internship, including the following information:

- name of intern and contact information,

- school attending,
- the start-date/end-date of the internship,
- hours worked per week,
- hourly rate of pay,
- total amount paid to intern, and
- how grant funds were utilized (i.e. for salary, or to cover other expenses)

This report shall be provided to the Council no later than 30 days after the internship has been completed.

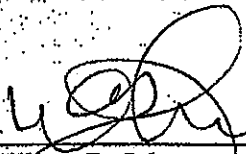
The Recipient must require the Intern to write a **Final Report** at the end of the internship period, detailing work assigned each week of the internship and work accomplished. A copy of this paper shall be provided to the Council no later than 30 days after the internship has been completed.

3. Distribution of Grant Funds

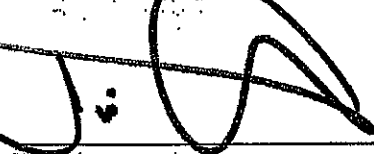
FAC's grant funds will be provided upon completion of the internship period and submittal of the two reports required in this Agreement. If the total amount of payments to intern are less than \$5,000, FAC's grant will be reduced accordingly.

FLORIDA AIRPORTS-COUNCIL

RECIPIENT



 William R. Johnson
 Executive Director



 By (signature):

12/19/11

 Date:

 Name: José Abreu, P.E.

 Title: Aviation Director

12-2-11

 Date:

* * *