



NORTH DAKOTA AERONAUTICS COMMISSION

POLICY #: GEN – 3

POLICY: Airport Intern Policy

PURPOSE: To clarify the intent and funding eligibility for airport intern program

GOALS:

To provide internship opportunities for college students in, and recent graduates of, airport management degree programs through financial assistance to the commercial service airports in North Dakota. The goal of this program is to expose the student, at a minimum, to the 1) organization and administration of airports; 2) components of the airside and landside; 3) airport operations pertaining to Federal Aviation Administration's Federal Aviation Regulation Part 139; and 4) airport security in congruence with the Transportation Security Administration.

FUNDING:

This program is budgeted through an educational grant and allows each of the eight commercial airports to be reimbursed for 80% of the salary, not to exceed \$5000 per calendar year.

REIMBURSEMENT:

NDAC will reimburse the commercial airport for 80% of the gross salary of the intern(s) up to a maximum of \$5,000 per calendar year. Reimbursement will be provided upon receipt of the following:

- 1) Payroll and work verification submission by the airport representative; and
- 2) A summary statement from the intern outlining the educational opportunities and work experience that was gained by the program

Adopted: July 1, 2010

Reviewed and Approved: May 26, 2016

Next Review Date: May, 2018