



# **AIRPORT MANAGEMENT INTERNSHIP PROGRAM**

### Welcome

The Eastern Iowa Airport (CID) has established an Airport Management Internship Program, which allows students to align educational knowledge with real world experiences in the aviation industry. The Airport Management internship is sponsored by the Cedar Rapids Airport Commission, which is the policy making board for CID.

### Program Overview

The internship program is a 10-week program designed to give students access to many different departments within the airports organizational structure. The goal is to allow students the opportunity to help identify what he or she would like to specialize in post-graduation. Though the intern can expect to interact with various departments at CID, including the Administration, Facilities, Guest Services, Maintenance, and Public Safety Department. The intern will learn the needs of an airport in the day-to-day operations dealing with tenants, passengers, and other airport administration. Additionally, the intern will be expected to accurately complete assigned projects and tasks in regards to aviation management. A complete overview of the specific subject areas that may be covered during the course of the internship will be addressed later in this document. The internship position is also aimed at teaching other skills such as a good work ethic, a positive attitude, effective communication, and problem solving. These skills are equally important as understanding the daily operations of the airport. Airport departments are often called upon for an array of different tasks. With that said, it is important that the intern is capable of making sound decisions in a fast-paced environment.

### Pay

This is a paid internship with an anticipated starting pay of \$15 per hour on a bi-weekly basis.

### Schedule

The 10-week program will take place during the months of June - August, with the exact dates to be determined based on applicants' availability. The interns working schedule may be periodically altered based on special events, weather, or additional factors during the duration of the internship. Interns can anticipate working a minimum of 40 hours a week.



### Flex / Sick Leave

Interns are not full-time employees, and, therefore do not have access to paid flex (vacation) or sick leave. In the event an intern is unable to report to work, notification must be made to the airport as soon as possible and the missed time will be made up at a later date.

## Program Outline

The intern position was created in order to expose students to the many facets of what a career in the aviation industry consists of. The selected intern can expect to be exposed to the following subject areas during the duration of the internship program. Additionally, there are areas within the airport not listed that the intern may be exposed to throughout their time at CID. If the intern expresses a particular interest that he or she would like to experience, the airport will do its best efforts to allow them the opportunity to do so. Interns are required to keep a daily log that will contain notes of their daily activities and experiences. At the end of their internship, they will use this log to assist them in completing their final report.

### Introduction

- **Airport Badge Issue & SIDA Training**

The intern will complete SIDA badge training and be issued an Airport ID.

- **Establish Internship Goals**

Establishment of goals for the duration of the internship to include career goals, areas of interest to be addressed, priority subject areas, resume critique, etc.

- **Introduction to Airport Staff**

The intern will have the opportunity to meet all airport staff at CID.

- **Airport Tour/Overview**

Introduction to the following areas and departments of the airport, to include, a brief description of the role each area and department plays.

### 1. Airport Administration

- **Minimum Standards** - Knowledge of document, why it is necessary, and how it is applied.
- **Airport Rules and Regulations** - Knowledge of document, why it is necessary, and how it is applied.
- **Airport Master Plan** - Has reviewed and is generally familiar with the Airport Master Plan and the airport's long term development goals.
- **Standard Form of Lease Agreement** - Understanding of terms and conditions, and circumstances under which deviations would be considered.
- **Storm Water Management Plan** - Basic understanding of the regulations requiring the plan and how it is enforced. Conduct an actual storm water inspection, and complete all necessary forms for filing with the permitting agency.
- **Spill Prevention Control and Countermeasures Plan** - Knowledge of document, why it is necessary, and how it is applied.
- **Contract Negotiations** - Understanding of issues justifying negotiation of leases, service agreements, or consultant contracts.
- **Personnel Manual** - Familiar with the personnel regulations of the organization.
- **By-Laws and Airport Board/Council Relations** – Understands the makeup of the airport's governing body, resolutions relating to it, and has attended a Commission meeting.

## **2. Airport Finance**

- **Annual Budget and Preparation** - Familiar with the annual airport budget, understands the circumstances under which funds from the budget are to be expended/earned.
- **Purchasing Policy and Practices** - Familiar with the rules for the purchase of goods and services.
- **Accounts Payable and Receivable** - Knowledge of the collection of revenues and payment of expenses.
- **Rates and Charges** – Familiar with annual rates and charges booklet and impact to CPE.
- **Federal and State Grant Applications/Assurances** - Exposed to the grant application and grant assurance process, and understands the steps required to obtain funding.
- **Five Year Capital Improvement Program (CIP)** - Knows the contents of the 5-year CIP, and importance of annually updating same.

## **3. Federal Aviation Administration Requirements**

- **Relevant Federal Aviation Regulations** - Knows which FAR's are relevant to normal airport operations.
- **Advisory Circular System** - Familiar with the FAA AC system, knows how they are organized, and can reference them to solve operational problems or answer questions.
- **Notice to Airmen (NOTAMS)** - Understands what they are, what circumstances warrant their issuance, and understands how to write, issue, and disseminate same.

## **4. Airport Operations**

- **Part 77 Surfaces** - Familiar with the imaginary surfaces defined by FAR Part 77, and can reference it in working through airspace obstruction issues.
- **FAR Part 139** – Familiar with FAR Part 139, how it applies to the airport, and the necessity and requirements related to compliance.
- **TSAR Part 1542** – Familiar with TSAR 1542, how it applies to the airport, and the necessity and requirements related to compliance.
- **Airport Safety Self-Inspection Program** – Intern will become familiar how to properly conduct a safety self-inspection.
- **Airfield Escorts** - Conducts escorts of persons, vehicles and equipment requiring access to the restricted portions of the airport.
- **Wildlife Control** - Understand the hazards of wildlife in the airport environment, and has carried out activities in their control or removal from the airport.
- **NOTAM Issuance** - Is capable of identifying situations warranting the issuance of NOTAMS, and can write, issue and disseminate NOTAMS.
- **Snow and Ice Control Plan** - Is capable of identifying snow and ice threats, and carrying out the plan, including understanding priorities for snow removal. Also includes the operation of snow removal equipment during events, and conducting airfield inspections for field condition reporting.
- **FBO/Aircraft Ground Operations** - Basic knowledge of FBO and aircraft ground handling operations, including types of equipment and their use.
- **Fuel Farm and Mobile Refuelers** - Basic knowledge of airport fuel farm and mobile refueler equipment and their operations.

- **Surrounding Land Use** - Understands the nature of incompatible land uses and proposed development near the airport.
- **Vehicle/Pedestrian Operations** - Intern will learn best practices when operating in the movement areas including the use of the phonetic alphabet and proper radio communications.
- **Issuance of Work Orders** - Intern will become familiar with the work order processes and how to successfully issue and close airfield work orders.
- **Airport Layout Plan (ALP)** - Understands the importance of an ALP, Familiar with its contents, and is capable of using it in carrying out his/her regular duties.

### 5. Airport Terminal & Field Maintenance

- **Buildings Maintenance** - Assist with general repairs and maintenance on hangars and buildings.
- **Pavement Maintenance and Repairs** - Familiar with the various methods for conducting repairs to paved surfaces and the pavement maintenance program.
- **Airfield Lighting Fixtures and Equipment** - Understands the operation of the airfield lighting system and electrical vault.
- **Custodial** - Assist the maintenance division in carrying out routine and special custodial functions.
- **Airfield Mowing and Weed Control** - Familiar with airport tractors, mowing equipment, and weed control operations at the airport.
- **Equipment Maintenance** - Has knowledge of the basic principles of preventive maintenance on equipment.

### 6. Public Safety

- **ARFF Truck Inspection and Operations** – Familiar with regular preventive maintenance and equipment check on an aircraft rescue vehicle, and reasonably understands the performance of the truck, and has operated the vehicle.
- **Personal Protection Equipment (PPE) Use** - Knows the requirements and operating parameters of PPE, including maintenance and upkeep.
- **ARFF Policies** - Familiar with the requirements and limitations placed on airport fire fighters through current policies.
- **Airport Emergency Plan** - Familiar with the Airport Emergency Plan, and is capable of activating and carrying out the plan.
- **Mutual Aid Communications** - Familiar with established communication procedures with mutual aid agencies in the event of an emergency.
- **Documenting Incidents/Accidents** - Is capable of adequately documenting on behalf of the airport, the details of aircraft incidents and accidents, preserving the scene of an accident, and properly reporting an incident or accident.

### 7. Marketing, Communications & Guest Services

- **Media Relations and Press Releases** - Knows under what circumstances to provide press releases, and is familiar with generally acceptable practices concerning releasing information to the media about the airport or incidents occurring at the airport.
- **Airport Tour Program** - Has conducted tours of the airport facility to school groups and other similar organizations. **Direct Assistance** – Intern will offer comprehensive guest services designed to enhance passenger experience, including valet parking, wheelchair assistance, coat checks, and key checks.
- **Information Management** – Intern will greet guests, handle passenger inquiries, answer phone calls, and manage the airport's intercom system.

### 8. IT Systems

- **Network Operations** - Configuring and monitoring network infrastructure, including wireless and secure, redundant connections.
- **System Implementation** - Deploying and maintaining airport management platforms, security/credentialing systems, and operational data pipelines.
- **Technical Support** - Providing Level I/II support for workstations, users, laptops, servers, printers, and phones.
- **Hardware Maintenance** - Troubleshooting baggage handling systems, flight information displays, and access control systems.
- **Cybersecurity Defense** - Implementing firewall rules, monitoring for threats, managing endpoint security (e.g., antivirus), and scanning for potential breaches.

## Overview

The final requirement as part of your participation in the CID Airport Management Internship Program is the completion of a final essay. This essay is designed to capture a summary of the intern's experiences, observations, and/or accomplishments over the course of the internship. There are no specific requirements in regards to the topics to be covered or length of the paper, but the essay should explain how your experiences have contributed to your understanding of airport management. The director of marketing and communications will approve this paper prior to the completion of the internship. The questions listed below can be used to assist you in writing your paper, but they do not restrict the things that you can write about.

### Essay Questions

- How has this internship improved your knowledge about airports and how they operate?
- How has your participation in this program affected your career goals in the aviation industry?
- Has your participation in the internship developed an area of specific interest in the aviation industry? If so, which area and why?
- What was the most challenging part of the internship program and how did you learn from that experience?
- Explain what you believe to be is the most important skill you have developed through the participation in this internship and how it will help you in your career search.
- Describe a particular project or task you were assigned in detail and explain how it added to your understanding of task management.
- What general skills did you rely on most during your internship and how did your participation strengthen them?

### Formatting

The final paper must be completed in APA format and in paragraph form.

### Due Date

The final paper is to be submitted to the director of marketing and communications two weeks before completion of the internship program.