

Pinellas County

Staff Report

File #: 26-0953A, **Version:** 1

Agenda Date: 8/25/2026

Subject:

Receipt and file report of non-procurement items delegated to the County Administrator for the period ending July 31, 2026.

Recommended Action:

Accept the receipt and file report of non-procurement items delegated to the County Administrator.

Strategic Priorities:

Smart Service Delivery

4.2 Achieve and maintain a high level of customer satisfaction

Summary:

Attached is a list of items in alphabetical order, by submitting department, and the date the County Administrator executed the document. Only fully executed, complete items are filed on this report, resulting in a timing difference in filing of some items if the County Administrator executes the document prior to the other party.

Background Information:

The Board of County Commissioners (Board) granted authority to the County Administrator to approve and sign certain documents per §2-62, Pinellas County Code. This delegated authority includes, but is not limited to: contracts, interlocal agreements, intergovernmental contracts, grant agreements not to exceed \$250,000.00, change orders not exceeding 10% of the amount awarded by the Board or \$250,000.00, whichever is less, grant applications for grants from state or federal agencies in amounts not to exceed \$1,000,000.00, temporary licenses, options of renewal under same terms and conditions and releases of lien and mortgage paid in full. The items approved by the County Administrator are filed as a consent agenda item with the Board at least quarterly.

Fiscal Impact:

N/A

Staff Member Responsible:

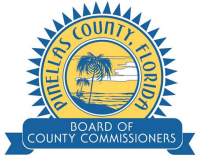
Jo Alejandra Lugo, Department Manager/ Agenda Coordinator

Partners:

N/A

Attachments:

8/25/2026 Delegated Log



Pinellas County

Staff Report

File #: 26-0451D, **Version:** 1

Agenda Date: 8/25/2026

Subject:

Internship Grant Agreement between the Florida Airports Council and St. Pete-Clearwater International Airport, a department of Pinellas County, a political subdivision of the State of Florida, to provide work experience for college students interested in pursuing careers in airport/aviation management, or a closely related field.

Recommended Action:

Approval and execution by the County Administrator of the Internship Grant Agreement between the Florida Airports Council (FAC) and St. Pete-Clearwater International Airport (PIE), a department of Pinellas County, a political subdivision of the State of Florida, to provide work experience for college students interested in pursuing careers in airport/aviation management, or a closely related field.

- FAC awards internship grants to provide work experience for college students pursuing careers in airport management, airport operations or a closely related field and to provide a talented workforce for Florida's airports.
- FAC grant funds will be provided upon completion of the internship, up to \$4,000, with a 50% FAC / 50% PIE split.
- This is requested in the Fiscal Year 2027 (FY27) Budget of PIE in the Airport Revenue and Operating Fund. In the event that future fiscal year funding is not available for this agreement, the County maintains the authority to terminate this agreement.

Strategic Plan:

Prosperity and Opportunity

3.4 Enhance educational and cultural opportunities.

Summary:

FAC awards internship grants to provide work experience for college students pursuing careers in airport management, airport operations, or a closely related field. The grant is issued to the Airport to help cover the intern's wage.

Background/Explanation:

FAC awards internship grants to member airports to provide work experience opportunities to college students pursuing careers in airport management and to provide a talented workforce for Florida's airports. Grants are awarded to airports that demonstrate a desire to employ college students and provide a structured curriculum that exposes students to various aspects of airport management and airport operations. To qualify for this grant, the intern must be attending or have recently graduated from a college or university with an emphasis on airport/aviation management, or a closely related field.

PIE will make every effort to select an intern from one of FAC's Educational Member Institutions:

Embry-Riddle Aeronautical University, Everglades University, Florida Institute of Technology, Lynn University, Polk State College, and University of South Florida.

Fiscal Impact:

FAC grant funds will be provided upon completion of the internship period and reporting requirements are met. FAC's participation is based upon the total amount paid to the intern. The Airport is providing the 50% match in an amount no more than \$4,000.00. If the total internship is less than \$8,000.00, FAC's and PIE's matching grant will be reduced accordingly.

This is requested in the FY27 Budget of PIE in the Airport Revenue and Operating Fund. In the event that future fiscal year funding is not available for this agreement, the County maintains the authority to terminate this agreement.

Delegated Authority:

Authority for the County Administrator to sign this Grant Agreement is granted pursuant to County Administrator Approval Authority Section 2-62(1).

Staff Member Responsible:

Mark E. Sprague, C.M., Director, Airport

Partners:

FAC

Attachments:

Internship Grant Agreement for St. Pete-Clearwater International Airport No. 26-04



**INTERNSHIP GRANT AGREEMENT
FOR
ST. PETE-CLEARWATER
INTERNATIONAL AIRPORT**

No. 26-04

This Internship Grant Agreement (Agreement) is entered between the Parties, consisting of **Florida Airports Council** (the Council) and **St. Pete-Clearwater International Airport** (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 matching grants to Recipient to employ an intern at St. Pete-Clearwater International Airport. 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 always providing direct supervision of the Intern.

The Recipient agrees to provide the following by **September 30, 2026**:

- **Internship Paper:** The Intern shall draft a final report at the end of the internship period, detailing the type of work assigned, work accomplished, what they learned from the experience and recommendations for future interns.
- **Supervisor Report:** The intern's immediate supervisor will provide a report describing the intention and work plan of the internship, the experience, any deviations from the work plan outlined in the Recipients original application and any lessons learned or pointers to others.

(Note: Work submitted may be used for advertising purposes.)

- Financial Report: The airport will provide a financial report outlining the compensation paid during the intern's employ. The report shall include:
 - Intern Contact Information: Name address, phone, and email address
 - Educational Information: School attending, degree program, and level of education, e.g., freshman, sophomore, etc. *(If graduated, provide graduation date.)*
 - Financial Information: Start-date/end-date of the internship, Payroll related documentation generated from Recipient's payroll accounting software, to include hours worked per week, hourly rate of pay, total amount paid to intern, and percentage of time per airport type (C.S. or G.A.).

The Recipient will make every effort to select interns from one of FAC's Educational Member Institutions, when possible. These institutions are Embry-Riddle Aeronautical University, Everglades University, Florida Institute of Technology, Lynn University, Polk State College, and University of South Florida.

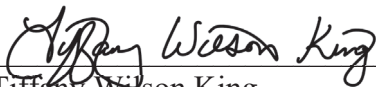
3. **Distribution of Grant Funds**

FAC's grant funds will be provided upon completion of the internship period and submittal of the three reports required in this Agreement. **Grant funds shall be disbursed as follows:**

- Commercial Service Airports – 50% airport / 50% Florida Airports Council up to \$4,000
- General Aviation Airports – 20% airport / 80% Florida Airports Council up to \$4,000

FAC's participation is based upon the total amount paid the intern.

FLORIDA AIRPORTS COUNCIL EDUCATION FOUNDATION

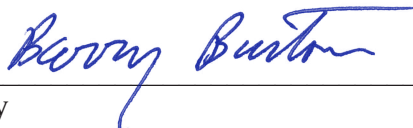


Tiffany Wilson King
President & CEO

6/8/2026

Date

RECIPIENT



By
Barry Burton

Printed Name

County Administrator

Title

July 13, 2026

Date