



Aeronautics Division Internship (Fall 2011)

Prepared By:

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**Please send a cover letter, resume, and a list of three references postmarked
by the close of business on Monday July 18, 2011**

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Overview of the Massachusetts Department of Transportation (MassDOT) Aeronautics Division

Airports are an essential element of Massachusetts' transportation system, and the Massachusetts Department of Transportation (MassDOT) Aeronautics Division (formerly the Massachusetts Aeronautics Commission or MAC) is responsible for the statewide airport system that encompasses 36 public use airports (seven of which are currently classified by the Federal Aviation Administration (FAA) as commercial service airports, three as reliever airports) and private landing areas, seaplane bases and heliports. See the Table 1-1 for a list of airports.

The Aeronautics Division is focused on aviation investments, airport improvements and safety and security for Massachusetts' airports. The Aeronautics Division's mission is to promote aviation throughout the Commonwealth while establishing an efficient integrated airport system that will enhance airport safety, economic development, and environmental stewardship. Overall, MassDOT Aeronautics' is the state agency with the legislative authority and responsibility to exercise general supervision and control over aeronautics within the Commonwealth. The Aeronautics Division does not own, operate or manage any airports. Additionally, the Aeronautics Division:

1. Awards state funding grants to airport owners for airport improvement, safety and maintenance projects;
2. Acts as the agent for public use airports in the application for and receipt of Federal funds;
3. Prepares and maintains the Massachusetts Airport System Plan;
4. Approves all plans, specifications, and contracts involving the acquisition, construction, establishment, enlargement, improvement or protection of airports and restricted landing areas;
5. Provides engineering, planning and technical assistance;
6. Approves all rules, regulations, ordinances and by-laws relative to the use or operation of airports, restricted landing areas and aircraft;
7. Ensures general public interests and safety;
8. Develops and implements aviation education programs and initiatives;
9. Investigates aircraft accidents;
10. Makes, amends and enforces (in the civil and criminal courts) aeronautical laws, orders and regulations;
11. Inspects and certificates 36 Public Use Airports, Seaplane Bases and annually licenses Airport Managers;
12. Registers Private Restricted Landing Areas annually;
13. Owns and operates Navigational Aids; and
14. Represents the Commonwealth in all matters related to aeronautics.

The Aeronautics Division is one of four divisions under the new Department of Transportation. In June 2009, Governor Deval Patrick signed Chapter 25 of the Acts of 2009, "An Act Modernizing the Transportation Systems of the Commonwealth of Massachusetts". This transportation reform legislation required that the Commonwealth integrate transportation agencies and authorities into a new, streamlined Massachusetts Department of Transportation (MassDOT), which was established on November 1, 2009. MassDOT Leadership includes a five-member Board of Directors appointed by the Governor with expertise in transportation, finance and engineering. The Board of Directors oversees the new organization, while serving as the governing body of MassDOT. MassDOT is administered by a Secretary

of Transportation, appointed by the Governor to serve as Chief Executive Officer. The Secretary of Transportation oversees four divisions of MassDOT including: Highway, Rail and Transit, Registry of Motor Vehicles (RMV), and Aeronautics.

The Aeronautics Division Administrator works for the Secretary of Transportation and directly supervises the Aeronautics Staff. In addition to the Administrator there are eight other positions (for a total of nine employees in the Aeronautics Division): a Manager of Airport Planning and two planning staff members (an aviation planner and an environmental planner), a Manager of Airport Engineering and one staff member (a junior airport engineer), a Manager of Administration and Finance, an Aeronautical Inspector, and an Office Program Coordinator.

Purpose of Internship

The purpose of the internship is twofold: to help us with tasks related to the operation, planning and administration of the 36 Public-Use Airports within the Commonwealth of Massachusetts and to give a deserving college student the ability to enhance their scholastic aviation knowledge with a real-world professional learning experience in airport management and public administration.

Currently, the internship is an approximately six month duration (to incorporate one college semester), but requests for extensions will be considered. As a college student, the daily and hourly schedule will vary according to the needs of the Aeronautics Division and the student's program needs. The Aeronautics Division's office hours are 9:00 am to 5:00 pm Monday through Friday. To provide the intern with a real-world professional learning experience, the intern may be asked to occasionally work at other times (nights and weekends) for meetings and/or special events. For example, we may hold public informational meetings regarding a particular airport project and may want the intern to attend to gain some experience and meet with other aviation professionals.

This is an unpaid internship. However, most college curriculums will offer college credit for completion of a number of hours in the field. Please check with the internship policies and procedures of your school for information on receiving college credit.

Internship Particulars

This internship can be one of the most beneficial additions to your college education and career pursuits, offering several major benefits:

- ➔ Practical, hands-on experience, a necessity in today's job market;
- ➔ An understanding and appreciation of the internal workings of a state-run aviation division for public use airports;
- ➔ The opportunity to make many valuable contacts within the aviation industry; and
- ➔ College credit during your internship (if applicable).

This internship will provide the selected candidate with a hands-on experience in both planning and development and airport operations within the statewide airport system that encompasses 36 public use airports (seven of which are currently classified by the FAA as commercial service airports, three as reliever airports) and private landing areas, seaplane bases and heliports. The selected candidate will gain valuable experience in the following areas:

- ➔ Customer service;
- ➔ Overview of MassDOT Aeronautics Division management and operational philosophy;

- ➔ Government, airport and public relations;
- ➔ Statewide programs including the statewide airport system plan and economic plan;
- ➔ Airport funding and grant programs;
- ➔ Airport obstruction analysis;
- ➔ Airport inspections, maintenance and construction procedures;
- ➔ Airport design and engineering;
- ➔ Airport land use and master planning;
- ➔ Airport environmental planning; and
- ➔ Networking opportunities.

Under supervision, the intern will assist in the performance of a variety of duties related to airport planning and engineering functions.

Duties may include:

- ➔ Implementing data entry and records management in direct support of MassDOT staff;
- ➔ Scanning and archiving documents of aeronautical significance;
- ➔ Researching and compiling data;
- ➔ Assisting in the preparation of reports, documents and presentations;
- ➔ Participating in weekly staff meetings;
- ➔ Providing clerical and administrative support as necessary; and
- ➔ Assisting in the implementation of programs, and other duties as assigned.

Required Skills and Qualifications:

- ➔ College students enrolled in an accredited college undergraduate or graduate degree program (sophomore college level or above) in aviation science/aeronautical studies or a civil engineering program;
- ➔ Excellent written/oral communication and interpersonal skills needed;
- ➔ Ability to write reports, business correspondence, and/or procedural manuals;
- ➔ Ability to read and analyze FAA and Massachusetts government regulations;
- ➔ Must be flexible and have the ability to multi-task, remain focused, present a professional demeanor, and be a team player;
- ➔ Ability to effectively present information and respond to questions; and
- ➔ Proficiency in Microsoft Office including: Access, Excel, PowerPoint, Word, and Publisher.

How/When to Apply:

Please send a cover letter, resume, and a list of three references **postmarked by the close of business on Monday July 18, 2011** to the following:

Massachusetts Department of Transportation Aeronautics Division
Internship Program
C/O: Katie R. Servis, Airport Environmental Analyst III
One Harborside Drive
Logan Office Center, Suite 205N
East Boston, MA 02128-2909

Items not included:

- ➔ Transportation to/from the internship program
- ➔ Health and insurance benefits
- ➔ This is an unpaid internship

Table 1-1: The Commonwealth’s Public Use Airport System

Airport ID	Airport City	Airport Name	Ownership
8B5	Barre/Barre Plains	Tanner-Hiller Airport	Private
1M8	Berkley	Myricks Airport	Private
BVY	Beverly	Beverly Municipal Airport	Public
CQX	Chatham	Chatham Municipal Airport	Public
1B2	Edgartown	Katama Airpark	Public
5B6	Falmouth	Falmouth Airpark	Private
FIT	Fitchburg	Fitchburg Municipal Airport	Public
GDM	Gardner	Gardner Municipal Airport	Public
GBR	Great Barrington	Walter J. Koladza Airport	Private
28M	Hanson	Cranland Airport	Private
1B6	Hopedale	Hopedale Industrial Park Airport	Private
HYA	Hyannis	Barnstable Municipal Airport- Boardman/Polando Field	Public
LWM	Lawrence	Lawrence Municipal Airport	Public
1B9	Mansfield	Mansfield Municipal Airport	Public
9B1	Marlboro	Marlboro Airport	Private
GHG	Marshfield	Marshfield Municipal Airport - George Harlow Field	Public
2B1	Marston Mills	Cape Cod Airport	Public
0B5	Montague	Turners Falls Airport	Public
ACK	Nantucket	Nantucket Memorial Airport	Public
EWB	New Bedford	New Bedford Regional Airport	Public
2B2	Newburyport	Plum Island Airport	Private
AQW	North Adams	Harriman-and-West Airport	Public
7B2	Northampton	Northampton Airport	Private
OWD	Norwood	Norwood Memorial Airport	Public
ORE	Orange	Orange Municipal Airport	Public
PSF	Pittsfield	Pittsfield Municipal Airport	Public
PYM	Plymouth	Plymouth Municipal Airport	Public
PVC	Provincetown	Provincetown Municipal Airport	Public
3B0	Southbridge	Southbridge Municipal Airport	Public
60M	Spencer	Spencer Airport	Private
3B3	Sterling	Sterling Airport	Public
6B6	Stow	Minute Man Air Field	Private
TAN	Taunton	Taunton Municipal Airport - King Field	Public
MVY	Vineyard Haven	Martha's Vineyard Airport	Public
BAF	Westfield/Springfield	Barnes Municipal Airport	Public
CEF	Westover/Chicopee	Westover Air Reserve Base/Metropolitan Airport	Public