



GREAT LAKES CHAPTER □ AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES

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## Professional Development Committee 2024 Chapter Member Assistance Application

**Instructions:** The information presented on this application will determine your eligibility for assistance and will also be used as a basis for your ranking. For this reason, it is important that you answer all questions completely and attach all required documentation. You may also attach a resume, recommendation letter(s) or any other additional information you believe is pertinent.

In accordance with the GLC Policy and Practices Manual, this assistance is available for:

- Conference/CEU Attendance
- Scholarships (available for Graduate or Undergraduate course work, as well as AAAE Training/Certification programs)
- AAAE membership dues assistance

Requests will be accepted for expenditures that occurred within the preceding 12 months or that will occur within the upcoming 12 months. For all types of requests other than academic scholarships, reimbursement will be awarded to students upon confirmation of conference attendance or successful completion of an examination or certification program.

You must be an active member in good standing of the Great Lakes Chapter (GLC) for a period of at least 12 months to apply for this assistance.

If you have any questions, please contact Mark Miller at 612-726-5424, or via e-mail at [mark.miller@mspmact.org](mailto:mark.miller@mspmact.org).

**Applications must be received at the following address (or via e-mail) by September 30, 2024**

Mark Miller  
Minneapolis-St. Paul International Airport  
Metropolitan Airports Commission  
4300 Glumack Drive, Suite LT-3000  
St. Paul, MN 55111  
[mark.miller@mspmact.org](mailto:mark.miller@mspmact.org)

**First Name**

**Last Name**

|  |           |                                   |                |                     |
|--|-----------|-----------------------------------|----------------|---------------------|
|  |           |                                   |                |                     |
| Last name  |           | First name                        |                |                     |
| Mailing address                                      |           | Apt/Suite                         | City           | State               |
| Zip Code   | Telephone |                                   | E-mail address |                     |
| Employer   |           | Title                             |                | Years in Profession |
| How long have you been a member of GLC?              |           | Intended use for this assistance: |                |                     |
| Amount of Assistance Requested: (\$1,500.00 Maximum) |           |                                   | \$             |                     |

1. Does your employer offer financial assistance for the item you are requesting funding for?

Yes\_\_\_\_ No\_\_\_\_ Please explain: \_\_\_\_\_  
\_\_\_\_\_

2. Have you ever participated in the event for which you are applying for assistance?

Yes\_\_\_\_ No\_\_\_\_ N/A \_\_\_\_\_

A) If yes, what was your role the last time you attended this event?

Attendee \_\_\_\_\_ Speaker/Presenter \_\_\_\_\_ Board Member \_\_\_\_\_ Student \_\_\_\_\_

Other \_\_\_\_\_ Please explain: \_\_\_\_\_

B) If yes, when was the last time you attended this event? \_\_\_\_\_

3. Have you received a financial award from this Professional Development Committee in the past?

Yes\_\_\_\_ No\_\_\_\_

If yes, please provide the year(s) and amount(s) of past awards:

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**Please attach the following:**

1. A statement of your interest in the aviation industry and how the item you are requesting funding for will benefit you and your organization, not to exceed two pages.
2. If you are applying for a scholarship to cover Graduate/Undergraduate course work, attach the following items:
  - A most recent copy of your academic transcript (this can be an unofficial transcript)
  - A copy of your current college schedule
3. Any receipts and pertinent documents if you are requesting reimbursements for expenses incurred within the preceding 12 months.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_