



CITY OF MOUNT VERNON, N.Y.  
DEPARTMENT OF YOUTH BUREAU

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 665-2344 (914) 665-1373

Debbie Burrell-Butler  
*Executive Director*  
Dena Williams  
*Deputy Director*

May 1, 2024

Honorable Members of the City Council  
**Through the Office of the Mayor**  
City Hall – One Roosevelt Square  
Mount Vernon, NY 10550

**Re:** Extraordinary Opportunity for Hands-On Experience Day trip for (5) Aviation Academy Participants

Dear Honorable Members:

This letter comes to respectfully request that the City Council enact legislation that will enable the Mayor permission to grant five Aviation Academy participants from the WDAY Program and two Mount Vernon Youth Bureau staff to experience an extraordinary opportunity for hands-on experience to the BITTS Headquarter in Miami, FL. The day trip is from **May 23, 2024** returning on **May 24, 2024** which will be paid for using funds from the Project RISE grant.

In an ordinance dated September 19, 2023, the Mount Vernon Youth was approved to accept funds in the amount of \$86,500 from Project RISE to support the WIOA/WDAY Program. Through the BITTS Program, five older youth through the WDAY Program started their life changing career in becoming fixed-base operators. A field that serves as a crucial cornerstone within the aviation industry, offering a comprehensive range of services and facilities to support private and business aircrafts. This trip will add to the participants' extraordinary hands-on experience which adds to the program holistic approach.

The following are estimates for 7 people: Hotel x 7 (1 nights with double & triple occupancies) \$109 \*3 room = **\$327**; Commuter Meals \$69 x 7 (breakfast, lunch, & dinner)= **\$483**; Ground Transportation, car rental & Uber **\$700**; Flight \$160 \*7= **\$1120**. Funds are to be accounted for in revenue code A4790.6 with the appropriations in budget codes: A6295.402 (Travel Expense) totalling **\$2,630**.

Please note this is a reimbursable grant and cost the city zero dollars. Participants will have the opportunity to fly on private aircraft leaving from Westchester County Airport (HPN) with the world-renowned Captain Barrington Irvington. Permission from parents and guardians will be in writing. Please visit the BITTS website: [About Us — BITTS \(bittschool.com\)](https://www.bittschool.com). Should you require further information, please feel free to contact me at (914) 665-2347 or by email at [Dburrell@cmvny.com](mailto:Dburrell@cmvny.com).

Sincerely,

*Debbie Burrell-Butler*

Debbie Burrell-Butler  
Executive Director, MBA

CC: Shawyn Patterson-Howard, Mayor  
Darren Morton, Comptroller  
Brian Johnson, Corporation Counsel

*“The Jewel of Westchester”*