CITY OF MOUNT VERNON, N.Y.
YOUTH BUREAU

SHAWYN PATTERSON-HOWARD
Mayor

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DEBBIE BURRELL-BUTLER, MBA
Executive Director
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June 5, 2025

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

Dear Honorable Members:

This letter comes to respectfully request that the City Council enact legislation that will enable the Mayor to enter into an agreement with **(BITTS)** Barrington Irving Technical Training School to conduct Fixed Based Operator (Line Service Technician, Customer Service, Maintenance, Repair, and Operation Technician Careers training. The award from the Westchester-Putnam Workforce Development Board service period is from **May 19, 2025,** to **July 18, 2025,** in the amount of **$60,000.00.** This referral letter is retro based on some slight changes made to the original start date.

The BITTS course will offer a concise yet comprehensive exploration of key industry facets on-Line Service Technician, Maintenance, Repair, Operation Technician, and Customer Service roles. Beginning with a focus on Fixed-Based Operations (FBO), a crucial cornerstone in aviation, providing a comprehensive spectrum of services and facilities for private and business aircraft. FBO's fuel, hangar, move, and support business / general aviation aircraft across the country. The curriculum then delves into the integral role of marshalling for secure ground aircraft movement. Following this, it covers the various facets of ground service equipment, highlighting their impact on operational efficiency. The program concludes with a dedicated segment on elevating customer experience in aviation, emphasizing superior service and quality standards to enhance overall satisfaction. Collectively, these modules provide a holistic understanding of essential elements within the aviation landscape. Candidates will also conduct onsite trip(s) to the Westchester County Airport (HPN -FBO facilities) who will hopefully become the participants' employer.

Funds are to be accounted for in revenue code A3989 with the appropriations in budget code A7321.405 in the amount of $60,000 (Contracted Outside Services). The program requires no matching but is considered as a reimbursable grant. Should you require further information, please feel free to contact me at (914) 665-2344 or by email at Dburrell@cmvny.com.

Sincerely,
Debbie Burrell-Butler
Debbie Burrell-Butler
Executive Director, MBA

Enclosed: BITTS Schedules A & B

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