

COUNTY OF MILWAUKEE INTEROFFICE COMMUNICATION

Date: February 14, 2024

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: Donna Brown-Martin, Director, Department of Transportation

Subject: From the Director, Department of Transportation and the Airport Director, Department of Transportation seeking authorization to enter into a Professional Service Agreement for production of updated interactive employee training courses.

File Type: Action Report

REQUEST

The Department of Transportation, Airport Division, is seeking authorization to enter into a multi-year Professional Service Agreement with the American Association of Airport Executives (AAAE) for production of updated interactive employee training courses.

POLICY

Per Wisconsin Statutes, 59.52 (31), approval by the County Board is required for multi-year budget agreements.

BACKGROUND

The American Association of Airport Executives (AAAE) creates interactive employee training courses and makes them available to airports in order to comply with federal regulations particularly regarding the employee badging process. This training curriculum is a requirement of our federally approved safety and security plan for anyone who holds an employee badge at MKE. AAAE industry based knowledge makes them uniquely qualified to provide this training curriculum to airports and has provided this service to MKE in the past.

The agreement is needed to replace existing training courses with refreshed content and up-to-date information about Federal Aviation Regulation (FAR) Part 139, which establishes regulatory requirements for commercial airports to follow. All badged employees of the Airport, its Contractors, and its Concessionaires are required to take and pass a various training courses related to their role. In addition, the courses are a crucial part of promoting safety, security and operational excellence at GMIA. The Airport is requesting board approval to enter into this multiyear contract.

ALIGNMENT TO STRATEGIC PLAN

3B: Enhance the County's fiscal health and sustainability

FISCAL EFFECT

The cost of the Agreement is \$53,400 in 2024, \$44,675 in 2025 and \$44,675 in 2026; the 2024 cost is included in the Airport's 2024 budget. A fiscal note is attached.

TERM

The term of the agreement is from approximately March 2024 through March 2026, after which the Airport Division will have the ongoing right to continue using the training courses on AAE's subscription based platform.

VIRTUAL MEETING INVITES:

Brian Dranzik, Airport Director, Department of Transportation
Donna Brown-Martin, Director, Department of Transportation

PREPARED BY:

Brian Dranzik, Airport Director, MCDOT Airport Division

APPROVED BY:



Donna Brown-Martin, Director, Department of Transportation

ATTACHMENTS:

- Resolution
- Fiscal Note
- Professional Services Agreement

cc: Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk