



CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

ALL

Item Creation Date: 7/16/2025

SR1598267800 – American Association of Airport Executives (AAAE) Membership and Training - MOTION

Agenda Item#:

Background:

Sole Source P44-SR1598267800 – Approve the sole source purchase from American Association of Airport Executives (AAAE) in an amount not to exceed \$1,035,000.00 for membership and training for a period of five (5) years for the Houston Airport System (HAS).

Specific Explanation:

The Director of the Houston Airport System and the Chief Procurement Officer recommend that City Council approve the sole source purchase for a **five-year** period to **American Association of Airport Executives (AAAE)** in an amount **not to exceed \$1,035,000.00** for membership and training for the Houston Airport System (HAS).

The American Association of Airport Executives (AAAE), founded in 1928 and headquartered in Alexandria, Virginia, is a not-for-profit association and the largest professional organization for airport executives in the world, representing airport management personnel at public-use airports worldwide. AAAE's primary goal is to assist airport personnel in fulfilling their responsibilities to the airports and communities they serve. AAAE provides member services to help airports address the operational challenges encountered during daily business, including professional accreditation programs and training, representation before Congress and federal regulators, and a vital industry communications link augmented by multiple annual industry meetings. AAAE is one of the most qualified and experienced airport skills and aviation compliance training providers in the country, having trained and certified airport management professionals with proficiency evaluations since 1954.

Membership will support airport personnel by providing specialized training, certifications, and regulatory proficiency evaluations aligned with Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) standards.

The Houston Airport System (HAS) has had a relationship with AAAE for decades, and AAAE offers HAS staff the following benefits, including:

- Access to a nationwide network of airport professionals.
- Participation in certification programs such as the Certified Member (C.M.) and Accredited Airport Executive (A.A.E.).
- Specialized training through the Airport Certified Employee (ACE) program, covering operational areas like airfield operations, security, and safety management.
- Attendance at industry conferences, seminars, and on-demand training for continuous learning and regulatory updates.
- Real-time tracking of employee development via a Professional Development Dashboard.
- Representation on federal legislative and regulatory issues, with access to exclusive policy alerts and federal affairs briefings.

AAAE enhances HAS's operational excellence, employee growth, and industry leadership by leveraging its proven resources and expertise. AAAE distinguishes itself through its strong alignment with Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations. AAAE's affiliations and certifications are uniquely tailored to these federal standards, offering an invaluable network of industry-specific information, professional relationships, and specialized certifications and training programs not available through any other organization.


This recommendation is made pursuant to subsection 252.022(a)(7)(A) "procurement of items that are available from only one source, including items that are available from only one source is exempt from the competitive requirements for purchases.

MWBE Participation:

MWBE participation zero-percentage goal document approved by the Office of Business Opportunity.

Fiscal Note:

Funding for this item is included in the FY2026 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

DocuSigned by:

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Jedediah Greenfield, Chief Procurement Department Approval Authority

Officer
Finance/Strategic Procurement Division

Amount and Source of Funding:

Estimated Spending Authority			
Department	FY2026	Out Years	Total
Houston Airport System	\$207,000.00	\$828,000.00	\$1,035,000.00

Amount of Funding

\$1,035,000.00

HAS Revenue Fund

Fund No. 8001

Contact Information:

Name:	Dept./Division	Phone Number
Barbara Fisher, Division Manager	Finance/SPD	832.393.8722
Yesenia Chuca, Deputy Assistant Director	Finance/SPD	832.393.8727
Jedediah Greenfield, Chief Procurement Officer	Finance/SPD	832.393.9126

ATTACHMENTS:

Description	Type
Sole Source Justification	Other
Certification of Funds	Financial Information
OBO Goal Waiver	Other
Vendor Quote	Other
Ownership Form	Other
Certificate of Insurance	Other
Conflict of Interest	Other
Drug Policy Forms	Other
1295 Certificate	Other
TX SOS	Other
Tax Delinquent Report	Other