

15234

TO: Honorable Board of Acquisition and Contract

FROM: John J. Hsu, P.E.
Acting Commissioner of Transportation

DATE: November 5, 2010

SUBJECT: Authority for the County of Westchester to enter into a lease agreement with Aero Management LLC for lease of space in Hangar F at the Westchester County Airport for a one year term with two additional one year renewal options (Lease Agreement No. WCA10131)

Authority is requested for the County of Westchester (the "County") to enter into a lease agreement with Aero Management LLC ("Aero") whereby Aero will utilize a section of Hangar F for a term of one year commencing on December 1, 2010 and terminating on November 30, 2011, with Aero having the option for two additional one year renewals.

The leased space will include approximately 2,000 square feet of hangar space for aircraft owned and managed by Aero. Additionally, Aero will be permitted to utilize the lobby area in common with others. Under the terms of the proposed lease, the County will receive monthly rent of \$4,500 during the initial year of this lease. Should Aero exercise its renewal options, the monthly rent will be increased by 3% at the beginning of each renewal term.

The agreement will benefit the public by providing rental income to the Airport from a space that is currently vacant. The goals and objectives of this contract are to provide aviation related space to a company in need of such space where the Airport collects monthly rent. This contract will be overseen by Airport Administration, and invoices will be sent to Aero on a monthly basis for payment.

This agreement is exempt from the Westchester County Procurement Policy pursuant to Section 3(b) thereof.

We recommend approval of the attached proposed Resolution.

RESOLUTION

Upon a communication from the Acting Commissioner of Transportation, it is hereby

RESOLVED, that the County of Westchester (the "County") is authorized to enter into a lease agreement with Aero Management LLC ("Aero") for the lease of space in Hangar F at Westchester County Airport for a one year term commencing on December 1, 2010 and terminating on November 30, 2011 with Aero having the option for two additional one year renewals; and be it further

RESOLVED, that the leased space shall include approximately 2,000 square feet of hangar space for aircraft owned and managed by Aero. Additionally, Aero will be permitted to utilize the lobby area in common with others; and be it further

RESOLVED, that under the terms of the proposed lease agreement, the County shall receive monthly rent of \$4,500 during the initial year of this lease. Should Aero exercise its renewal options, the monthly rent shall be increased by 3% at the beginning of each renewal term; and be it further

RESOLVED, that the County Executive, or his duly appointed designee be, and hereby is, authorized to execute such documents and take such actions as may be necessary and appropriate to effect the purposes hereof.

Lease Agreement No. WCA10131

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase Or Unit	Revenue Source	Trust Account	Dollars
	161	44	4110	9096		\$ 4,500.00 Year 2010
	161	44	4110	9096		\$49,500.00 Year 2011

Budget Funding Year(s) 2010 - 2011 Start Date 12/1/2010 End Date 11/30/2011
 (must match resolution)

Revenue: Tax Dollars _____
 State Aid _____
 Federal Aid _____
\$54,000.00
 (must match resolution) Other Revenue - Airport Special Revenue Fund

APPROVED BOARD OF ACQUISITION & CONTRACT - 11-23-2010 - JOMAR VERA, SECRETARY