

17185

TO: Honorable Board of Acquisition and Contract

FROM: John J. Hsu, P.E.
Commissioner of Public Works and Transportation

DATE: February 4, 2011

SUBJECT: Authority for the County of Westchester to enter into a lease agreement with Riverside Aviation LLC for lease of space in Hangar "F" at the Westchester County Airport for a three (3) year term.

Authority is requested for the County of Westchester (the "County") to enter into a lease agreement with Riverside Aviation LLC ("Riverside") for a section of Hangar "F" for a three (3) year term commencing on February 15, 2011 and terminating on February 14, 2014.

The leased space will include approximately 3,500 square feet of hangar space and 300 square feet of shop space for the storage and maintenance of aircraft owned and managed by Riverside. Additionally, Riverside will be permitted to utilize the lobby area in common with others. Under the terms of the proposed lease, the County will receive rent of \$7,500.00 per month during the initial year of this lease with three percent (3%) annual increases thereafter.

This 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 agreement are to provide aviation related space to a company in need of such space where the Airport collects monthly rent. This lease agreement will be overseen by Airport Administration and invoices will be sent to Riverside on a monthly basis for payment.

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

I recommend approval of the attached proposed Resolution.

RESOLUTION

Upon a communication from the Commissioner of Public Works and Transportation, it is hereby

RESOLVED, that the County of Westchester (the "County") is authorized to enter into a lease agreement with Riverside Aviation LLC ("Riverside") for the lease of space in Hangar "F" at the Westchester County Airport for a three (3) year term commencing on February 15, 2011 and terminating on February 14, 2014; and be it further

RESOLVED, that the leased space shall include approximately 3,500 square feet of hangar space and 300 square feet of shop space for the storage and maintenance of aircraft owned and managed by Riverside. Additionally, Riverside shall 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 rental of \$7,500.00 for the initial year with three percent (3%) annual increases thereafter; and be it further

RESOLVED, that the County Executive, or his authorized designee is hereby authorized to execute all instruments and take all actions reasonably necessary to effect the purposes hereof.

Account to be Charged/credited	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	161	44	4110	9096		\$78,750.00 year 2011
	161	44	4110	9096		\$92,363.00 year 2012
	161	44	4110	9096		\$95,133.00 year 2013
	161	44	4110	9096		\$11,935.00 year 2014

Budget Funding Year(s) 2011-2014 Start Date 02/15/2011 End Date 02/14/2014
 (must match resolution)

Funding Source Tax Dollars _____
 State Aid _____
 Federal Aid _____
\$278,181.00
 (must match resolution) Other Revenue - Airport Special Revenue Fund