

18991

TO: Honorable Board of Acquisition and Contract

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

DATE: May 2, 2011

SUBJECT: Authority for the County of Westchester to enter into a lease agreement with TWC Aviation Inc., for lease of space in Hangar F at the Westchester County Airport for a three (3) year term from June 1, 2011 to May 31, 2014 (Lease Agreement No: WCA11007)

Authority is requested for the County of Westchester (the "County") to enter into a lease agreement with TWC Aviation Inc. ("TWC") under which TWC will utilize a portion of Hangar F at the Westchester County Airport for a term of three (3) years commencing on June 1, 2011 and terminating on May 31, 2014.

The leased space will include approximately 1,650 square feet of office and storage space and access to the lobby area in common with others. Additionally, TWC proposes to invest approximately \$80,000.00 for building improvements to include new restrooms, employee kitchenette, and carpeting on the first and second floors. Under the terms of the proposed lease, the County will receive a base rent of \$4,950.00 per month during the first year of the lease with annual rental increases of three percent (3%). Upon completion of the building improvements, TWC will receive a rent abatement of \$1,667.00 per month for one (1) year.

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 TWC 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 TWC Aviation Inc. ("TWC") for the lease of space in Hangar F at the Westchester County Airport for a three (3) year term commencing on June 1, 2011 and terminating on May 31, 2014; and be it further

RESOLVED, that the leased space shall include approximately 1,650 square feet of office and storage space with access to the lobby area in common with others, with TWC investing approximately \$80,000.00 for building improvements; and be it further

RESOLVED, that under the terms of the proposed lease agreement, the County shall receive a base rent of \$4,950.00 per month with three percent (3%) annual increases, and TWC shall receive a monthly rent abatement of \$1,667.00 for the period of one (1) year after the completion of all improvements; 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. WCA11007

Account to be Charged/credited	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	161	44	4110	9096		\$22,983.00 year 2011
	161	44	4110	9096		\$52,106.00 year 2012
	161	44	4110	9096		\$62,253.00 year 2013
	161	44	4110	9096		\$26,257.00 year 2014

Budget Funding Year(s) 2011-2014 Start Date 06/01/2011 End Date 05/31/2014
 (must match resolution)

Funding Source

Tax Dollars _____

State Aid _____

Federal Aid _____

\$163,599.00
 (must match resolution)

Other Revenue - Airport Special Revenue Fund