

TO: Honorable Board of Acquisition and Contract

FROM: Lawrence C. Salley
Commissioner of Transportation

DATE: January 4, 2010

SUBJECT: Authority for the County of Westchester to enter into a license agreement with Signature Flight Support Corporation for the County to use office space within Signature's leasehold in Hangar "G" at Westchester County Airport for a term from January 1, 2010 through December 31, 2010.

Authority is requested for the County of Westchester to enter into a license agreement with Signature Flight Support Corporation ("Signature") for the County to use office space within Signature's leasehold at Westchester County Airport for a term from January 1, 2010 through December 31, 2010.

The licensed space will include up to 2,200 square feet of space in Hangar "G". The space will be used by Ground Handling, Inc. ("GHI") for administrative offices in Signature's hangar. Pursuant to the Terminal Use Agreement, the County is required to provide office space for GHI, subject to partial reimbursement by the airlines using GHI's services.

Under the terms of the proposed license agreement, the County will pay an annual license fee not to exceed \$40,700, payable in equal monthly installments.

The space to be occupied under this agreement will assist in serving the general public by providing a location for the ground handling and customer service functions in a close proximity to the terminal building, allowing for better handling of commercial aircraft activities and the traveling public. The goals and objectives will be to place needed personnel for aircraft handling close to the main terminal. No payments to Signature Flight Support will be made without the receipt of monthly invoices to be approved by the airport finance department.

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

I recommend approval of the attached proposed Resolution.

LCS/DLV/dv

RESOLUTION

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

RESOLVED, that the County of Westchester is authorized to enter into a license agreement with Signature Flight Support Corporation (“Signature”) for the County to use office space within Signature’s leasehold in Hangar “G” at Westchester County Airport for a term from January 1, 2010 through December 31, 2010; and be it further

RESOLVED, that the licensed space shall include approximately 2,200 square feet to be used by Ground Handling, Inc. for administrative offices and be it further

RESOLVED, that under the terms of the proposed license agreement, the County shall pay an annual license fee not to exceed \$40,700 payable in equal monthly installments; 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.

Account to be Charged/credited	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	161	44	4110	4320		\$40,700 year 2010

Budget Funding Year(s) 2010 Start Date 1/1/2010 End Date 12/31/2010
 (must match resolution)

Funding Source Tax Dollars _____
 State Aid _____
 Federal Aid _____
\$40,700
 (must match resolution) Other Airport Special Revenue Fund

APPROVED BOARD OF ACQUISITION & CONTRACTS - 2/4/2010 - JOMARY VIEIRA, SECRETARY