

76762

TO: Honorable Board of Acquisition and Contract

FROM: Hugh J. Greechan Jr., P.E.
Commissioner of Public Works and Transportation

DATE: May 19, 2020

SUBJECT: Authority for the County of Westchester to enter into a lease agreement with Coco News of Westchester County Airport, Inc. for the operation of a newsstand and coffee shop concession at the Westchester County Airport for the period of July 1, 2020 through June 30, 2022. (Lease Agreement No. WCA 20008)

Authority of your Honorable Board is requested for the County of Westchester (the "County") to enter into a lease agreement with Coco News of Westchester County Airport, Inc. ("Coco News") for the operation of a pre-security newsstand and coffee shop concession in the terminal building at the Westchester County Airport for the period of July 1, 2020 through June 30, 2022. The leased space will be approximately 752 square feet.

The agreement will require Coco News to pay the County annual rent of \$47,250.00 plus 2.5% of its gross revenue from the airport concession. In addition, Coco News will be responsible for payment of all utilities including water, gas and electricity.

The objective of this agreement is to provide revenue to Westchester County Airport, and provide newsstand and coffee shop services to travelers and employees at the airport. The agreement will be monitored by the County and its airport management firm, AFCO Avports, which will ensure the proper operation of the concessions and monitor receipt of tenant payments.

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

I recommend approval of the attached proposed resolution.

HJG/DLV/dv
Attachment

R E S O L U T I O N

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

RESOLVED, that the County of Westchester (the “County”) is authorized to enter into a lease agreement with Coco News of Westchester County Airport, Inc. (“Coco News”) for the operation of a pre-security newsstand and coffee shop concession in the terminal building at the Westchester County Airport, for the period of July 1, 2020 through June 30, 2022; and be it further

RESOLVED, that the leased space shall consist of approximately 752 square feet in the main terminal building at the Airport; and be it further

RESOLVED, that Coco News shall pay the County a minimum annual guaranteed rent of \$47,250.00 plus 2.5% of its gross revenue from airport concessions; and be it further

RESOLVED, that Coco News shall also be responsible for utilities serving the leased premises, including water, gas and electricity; 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. WCA 20008

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	161	44	4110	9096-01		\$23,625.00 (2020)
	161	44	4110	9096-01		\$47,250.00 (2021)
	161	44	4110	9096-01		\$23,625.00 (2022)

Budget Funding Year(s): 2020-2022
(must match resolution)

Start Date: 07/01/2020

End Date: 06/30/2022

Funding Source: Tax Dollars _____

State Aid _____

\$94,500.00 Federal Aid _____
(must match resolution)

Other Revenue – Airport Special Revenue Fund