

**80916**

November 22, 2020

To: Honorable Members of the Board of Acquisition and Contract

From: Thomas A. Gleason,  
Acting Commissioner/Sheriff  
Department of Public Safety

Re: Authority for the County of Westchester, acting by and through its Department of Public Safety, to enter into a sublease with Signature Flight Support Corporation, Inc. for the use of a portion of Hangar C-2, Bay 1 at Westchester County Airport to accommodate the Department of Public Safety Aviation Unit for a term from June 1, 2020 through May 31, 2025.

Authority is requested for the County of Westchester (the "County"), acting by and through its Department of Public Safety (the "Department"), to enter into a sublease with Signature Flight Support Corporation, Inc. ("Signature") for the use of a portion of Hangar C-2, Bay 1 at Westchester County Airport (the "Airport") to accommodate the Department of Public Safety Aviation Unit for a term from June 1, 2020 through May 31, 2025.

The County leases Hangars C-1, C-2, G and A at the Airport to Signature for a 10-year term commencing on July 1, 2016. The Department proposes to sublease approximately 1,320 square feet of office space and approximately 1,100 square feet of hangar space for administrative offices, training and storage of two (2) helicopters. Under the proposed sublease, for the first year the County will pay annual rent of \$75,980.64, payable in equal monthly installments. The annual rent will be adjusted each subsequent year by the greater of five percent (5%) or the percentage change in the Consumer Price Index for all Urban Consumers for New York, New York-Northeastern New Jersey as published by the U.S. Department of Labor, Bureau of Labor Statistics. In addition, the County will pay a Common Area Maintenance fee of \$15,600.00 annually in equal monthly payments. Payments will be subject to County budget appropriations. The proposed agreement may be terminated by either party upon 30 days' notice.

The public purpose of the agreement is to accommodate the Aviation Unit that patrols Westchester County to help ensure the safety of the residents and people who work and recreate in our County.

The goals and objectives of this program are to assure that the Westchester County Department of Public Safety's Aviation Unit has appropriate and sufficient working space that meets County space standards.

The goals and objectives of this program will support the public health, safety and/or welfare by allowing the Aviation Unit to serve the residents of Westchester County in the most effective and efficient manner possible.

The goals and objectives of this program will be tracked and monitored by the Aviation Unit, which will occupy the space. The Unit will notify Public Safety Administration of any changes in their accommodations that may adversely affect the working conditions.

This sublease is exempt from the operation of the Westchester County Procurement Policy pursuant to Section 3(b) of such Policy.

Accordingly, I most respectfully recommend approval of the attached Resolution.

TAG/DLV/dv

APPROVED BOARD OF ACQUISITION & CONTRACT - 2/17/2021 - JOAN COCCUARDI, SECRETARY

RESOLUTION

Upon a communication from the Acting Commissioner of Public Safety, be it hereby

RESOLVED, that the County of Westchester (the “County”), acting by and through its Department of Public Safety (the “Department”), is authorized to enter into a sublease with Signature Flight Support Corporation, Inc. (“Signature”) for the use of a portion of Hangar C-2, Bay 1 at Westchester County Airport to accommodate the Department of Public Safety Aviation Unit for a term from June 1, 2020 through May 31, 2025; and be it further

RESOLVED, that the subleased premises shall be comprised of approximately 1,320 square feet of office space and approximately 1,100 square feet of hangar space for administrative offices, training and storage of two (2) helicopters; and be it further

RESOLVED, that under the sublease, for the first year the County shall pay annual rent of \$75,980.64, payable in equal monthly installments. The annual rent shall be adjusted each subsequent year by the greater of five percent (5%) or the percentage change in the Consumer Price Index for all Urban Consumers for New York, New York-Northeastern New Jersey as published by the U.S. Department of Labor, Bureau of Labor Statistics; and be it further

RESOLVED, that the County shall also pay a Common Area Maintenance fee of \$15,600.00 annually in equal monthly payments; and be it further

RESOLVED, that the sublease may be terminated by either party upon 30 days’ notice; and be it further

RESOLVED, that all payments shall be subject to County budget appropriations; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions necessary to implement this Resolution.

Account to be Charged/credited	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
2020/2021	101	38	2000	4380		\$39,580.64
	263	38	475T	4380	T475	\$21,055.30
	263	38	475U	4380	T475	\$30,944.70
2021/2022 Est.inc of 5%	101	38	2000	4380		\$43,379.67
	263	38	475U	4380	T475	\$21,055.30
	263	38	475V	4380	T475	\$30,944.70
2022/2023 Est inc of 5%	101	38	2000	4380		\$47,368.66
	263	38	475V	4380	T475	\$21,055.30
	263	38	475W	4380	T475	\$30,944.70
2023/2024 Est inc of 5%	101	38	2000	4380		\$51,557.09
	263	38	475W	4380	T475	\$21,055.30
	263	38	475X	4380	T475	\$30,944.70
2024/2025 Est inc of 5%	101	38	2000	4380		\$55,954.94
	263	38	475X	4380	T475	\$21,055.30
	263	38	475Y	4380	T475	\$30,944.70

Budget Funding Year(s) 2020-2025 Start Date 06/01/2020 End Date 05/31/2025  
(must match resolution)

Funding Source

Tax Dollars \$ 237,841.00 ESTIMATED

State Aid \$260,000.00.(FEDERAL PASS THROUGH)

\$497,841.00  
(must match resolution)

Federal Aid \_\_\_\_\_

Other \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/17/2020 - JOAN COCCIARDI, SECRETARY