

112773

December 29, 2025

To: Honorable Board of Acquisition and Contract

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

Re: Authority to enter into License Agreement No. WCA 26002 with CoCo News of Westchester County Airport Inc. to operate the Pre-TSA Grab-and-Go and Newsstand concessions at Westchester County Airport for the period from February 1, 2026 through January 31, 2031, with the County's option to renew the license for up to five additional one-year terms.

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Authority of your Honorable Board is requested for the County of Westchester (the "County") to enter into a license agreement with CoCo News of Westchester County Airport Inc. ("CoCo News") to operate the Pre-TSA Grab-and-Go and Newsstand concessions at Westchester County Airport (the "Airport") for the term from February 1, 2026 through January 31, 2031, with the County's option to renew the license for up to five additional one-year terms.

Although license agreements are exempt from the County Procurement Policy pursuant to Section 3(b) thereof, the County of Westchester, acting by and through the Westchester County Department of Public Works and Transportation (the "Department"), issued a Request for Proposals ("RFP") seeking a vendor to operate the Pre-TSA Grab-and-Go and Newsstand concessions. A total of seven (7) proposals were received by the Department. The RFP allowed the award of either one (1) or multiple food and beverage concession agreements. Based on the information submitted as part of the initial proposals, responses during the interviews, and supplemental material received by the County from vendors, the selection committee determined that the proposal submitted by CoCo News of Westchester County Airport Inc. will provide the greatest benefit to the County for Pre-TSA Grab-and-Go and Newsstand.

The licensed premises will consist of approximately 570 square feet of space in the Terminal Building. CoCo News will use the space for a food and beverage concession and a newsstand concession at Westchester County Airport.

CoCo News will pay the County 8% of its gross revenue from food sales and 8% of its gross revenue from retail and merchandise sales. CoCo News will also pay \$1.50 per square foot per month as compensation for utilities serving the leased premises.

The goal and objective of the proposed license agreement is in the best interests of the County in terms of fiscal responsibility, as it will provide revenue for the County.

The terms of the proposed license agreement will be tracked and monitored by the Airport Management staff of the Department of Public Works and Transportation.

I recommend approval of the attached proposed resolution.

HJG/DLV/dv

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/15/2026 - RAYMOND SCULKY, SECRETARY

# RESOLUTION

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

**RESOLVED**, that the County of Westchester (the “County”) is hereby authorized to enter into a license agreement with CoCo News of Westchester County Airport Inc. (“CoCo News”) to operate the Pre-TSA Grab-and-Go and Newsstand concessions at Westchester County Airport (the “Airport”) for the term from February 1, 2026 through January 31, 2031, with the County’s option to renew the license for up to five additional one-year terms; and be it further

**RESOLVED**, that the licensed premises shall consist of approximately 570 square feet of space in the Terminal Building. CoCo News will use the space for a food and beverage concession and a newsstand concession at Westchester County Airport; and be it further

**RESOLVED**, that as consideration for the use of the licensed premises, CoCo News shall pay the County 8% of its gross revenue from food sales and 8% of its gross revenue from retail and merchandise sales. CoCo News will also pay \$1.50 per square foot per month as compensation for utilities serving the leased premises; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is authorized to execute any instruments and to take any actions reasonably necessary to implement this Resolution.

Agreement No. WCA 26002

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase Or Unit	Revenue	Trust Account	Dollars
			4110			
	161	44	4110	9096-01		\$ 57,692 (2026)
	161	44	4110	9096-01		\$ 61,800 (2027)
	161	44	4110	9096-01		\$ 63,654 (2028)
	161	44	4110	9096-01		\$ 65,564 (2029)
	161	44	4110	9096-01		\$ 67,530 (2030)
	161	44	4110	9096-01		\$ 2,675 (2031)

**Budget Funding Year(s):** 2026 - 2031   **Start Date:** February 1, 2026   **End Date:** January 31, 2031  
(must match resolution)

<b>Funding Source:</b>	<b>Tax Dollars</b>
\$318,915.00	
(must match resolution)	
<b>State Aid</b>	
<b>Federal Aid</b>	
<b>Other</b>	<u>100% Airport Special Revenue Fund</u>