

**111012**

April 22, 2025

To: Honorable Members of the Board of Acquisition and Contract

From: Terrance Raynor,  
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 space permit with Signature Flight Support, LLC d/b/a Signature Aviation 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, 2025 through May 31, 2030.

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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 space permit with Signature Flight Support, LLC d/b/a Signature Aviation ("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, 2025 through May 31, 2030 (the "Permit").

The County leases Hangars C-1, C-2, G and A at the Airport to Signature under a 10-year Master Lease which commenced on July 1, 2016 and will continue through June 30, 2026 (the "Master Lease"). 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 Permit, for the first year the County will pay annual rent of One Hundred Fifteen Thousand Five Hundred Forty-Three and 20/100 (\$115,543.20) dollars, payable in equal monthly installments of \$9,628.60. 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 to the annual rent, the County will pay a Common Area Maintenance fee of Nine Thousand Two Hundred Forty-Three and 48/100 (\$9,243.48) annually in equal monthly payments of \$770.29. Payments will be subject to County budget appropriations. The proposed agreement may be terminated by either party upon 30 days' notice.

It should be noted that after June 30, 2026, the Permit shall be subject to the renewal of the Master Lease.

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 agreement 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 agreement 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 agreement 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 Permit 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.

TR/JPG/jg  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/15/2025 - RAYMOND G. GULKY, SECRETARY

## RESOLUTION

Upon a communication from the 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 space permit with Signature Flight Support, LLC d/b/a Signature Aviation ("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, 2025 through May 31, 2030 (the "Permit"), and be it further

RESOLVED, that the permitted 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 Permit, for the first year the County shall pay annual rent of \$115,543.20, payable in equal monthly installments of \$9,628.60. 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 \$9,243.48 annually in equal monthly payments of \$770.29; and be it further

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

RESOLVED, that after June 30, 2026, the Permit shall be subject to the renewal of the Master Lease between the County and Signature; 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  
2025/2026

2026/2027  
Est.inc of 5%

2027/2028  
Est inc of 5%

2028/2029  
Est inc of 5%

2029/2030  
Est inc of 5%

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
101	38	2000	4380		\$124,786.68
101	38	2000	4380		\$131,026.01
101	38	2000	4380		\$137,577.31
101	38	2000	4380		\$144,456.18
101	38	2000	4380		\$151,678.99

Budget Funding Year(s) 2025-2030 Start Date 06/01/2025 End Date 05/31/2030

Funding Source

Tax Dollars \$689,525.17 (ESTIMATED)

State Aid \_\_\_\_\_

\$689,525.17

(must match resolution)

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

Other \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/15/2025 - RAYMOND SCULKY, SECRETARY