

112774

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 26003 with Airport Mart Inc. to operate the 2nd Floor Restaurant and Bar at Westchester County Airport beginning upon the surrender of the Post-TSA Concession Area and continuing for five years thereafter, with the County's option to renew the license for up to five additional one-year terms.

Authority of your Honorable Board is requested for the County of Westchester (the "County") to enter into a license agreement with Airport Mart Inc. ("Airport Mart") to operate the 2nd Floor Restaurant and Bar at Westchester County Airport (the "Airport") beginning upon the surrender of the Post-TSA Concession Area and continuing for five years thereafter, 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 2nd Floor Restaurant and Bar concession at the Airport. 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 Airport Mart Inc. will provide the greatest benefit to the County for 2nd Floor Restaurant and Bar.

The licensed premises will consist of approximately 5,000 square feet of space in the Terminal Building. Airport Mart will use the space for a food and beverage concession at Westchester County Airport.

Airport Mart will pay the County 8% of its gross revenue from food sales and 12% of its gross revenue from alcohol sales. Airport Mart 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 Airport Mart Inc. (“Airport Mart”) to operate the 2nd Floor Restaurant and Bar at Westchester County Airport (the “Airport”) beginning upon the surrender of the Post-TSA Concession Area and continuing for five years thereafter, 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 5,000 square feet of space in the Terminal Building. Airport Mart will use the space for a food and beverage concession at Westchester County Airport; and be it further

RESOLVED, that as consideration for the use of the licensed premises, Airport Mart shall pay the County 8% of its gross revenue from food sales and 12% of its gross revenue from alcohol sales. Airport Mart 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 26003

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Revenue	Trust Account	Dollars
	161	44	4110	9096-01		\$ 253,846 (2026)
	161	44	4110	9096-01		\$ 271,920 (2027)
	161	44	4110	9096-01		\$ 280,078 (2028)
	161	44	4110	9096-01		\$ 288,480 (2029)
	161	44	4110	9096-01		\$ 297,135 (2030)
	161	44	4110	9096-01		\$ 11,771 (2031)

Budget Funding Year(s): 2026 - 2031 **Start Date:** Upon surrender of post-TSA concession area **End Date:** Five years thereafter
(must match resolution)

Funding Source: **Tax Dollars** _____
State Aid _____
Federal Aid _____
Other 100% Airport Special Revenue Fund
\$1,403,230.00
(must match resolution)