

ID #113648

TO: Honorable Board of Acquisition and Contract

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

DATE: May 5, 2026

Re: Authority to enter into license agreement with the United States Air Force Auxiliary New York Wing Civil Air Patrol for the use of space in Building 2 at Westchester County Airport for the period from May 1, 2026 through April 30, 2031, with the County's option to renew the license for five (5) more years. (License Agreement No. WCA 26006)

Authority is requested for the County of Westchester ("County") to enter into a license agreement with the United States Air Force Auxiliary New York Wing Civil Air Patrol ("Civil Air Patrol") for the use of a portion of Building 2 at Westchester County Airport (the "Airport") for the term from May 1, 2026 through April 30, 2031. The term will be subject to renewal at the County's option for five (5) additional years.

The Civil Air Patrol is best known for its emergency services such as search and rescue and disaster relief missions, as well as homeland security operations. It has assisted the County through the Department of Public Safety and the Department of Emergency Services. In addition, it provides aviation training to adults and cadets.

The licensed premises will consist of approximately 1,009 square feet of office space and the use of two (2) reserved parking spaces near the building. The Civil Air Patrol will use the space for its unit headquarters and training center. Given the important service that the Civil Air Patrol provides to the public, there will be no license fee charged for the use of this space. Civil Air Patrol will be responsible for maintenance of the licensed premises, while the County will be responsible for providing heat, air conditioning and water at no cost to the Civil Air Patrol. The license will be subject to early termination upon sixty (60) days' notice by the County.

This agreement will promote the general welfare and safety of the public by providing a facility out of which the Civil Air Patrol will conduct its search and rescue operations covering Westchester County.

This license agreement is exempt from the County Procurement Policy and Procedures pursuant to Section 3(b) thereof.

I recommend approval of the attached proposed resolution

RESOLUTION

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

RESOLVED, that the County of Westchester (“County”) is authorized to enter into a license agreement with the United States Air Force Auxiliary New York Wing Civil Air Patrol (“Civil Air Patrol”) for the use of a portion of Building 2 at Westchester County Airport for a term from May 1, 2026 through April 30, 2031; and be it further

RESOLVED, that the term of the license shall be subject to renewal for five (5) additional years at the County’s option; and be it further

RESOLVED, that the licensed premises shall consist of approximately 1,009 square feet of office space and the use of two (2) reserved parking spaces near the building, to be used for its unit headquarters and training center; and be it further

RESOLVED, that there shall be no license fee charged for the use of this space. The Civil Air Patrol shall be responsible for maintenance of the licensed premises, while the County shall be responsible for providing heat, air conditioning and water at no cost to the Civil Air Patrol; and be it further

RESOLVED, that the license agreement shall be subject to early termination upon sixty (60) days’ notice by the County; 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.

License Agreement No. WCA 26006

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
			N/A			N/A

Budget Funding Year(s): N/A Start Date: May 1, 2026 End Date: April 30, 2031
 (must match resolution)

Funding Source: Tax Dollars N/A
 State Aid _____
 \$ N/A Federal Aid _____
 (must match resolution) Other _____