



Memorandum  
**Department of Public Works and  
Transportation**  
Office of the Commissioner

**110852**

April 3, 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 License Agreement No. WCA 25003 with Cosgrove Aircraft Services Inc. for the use of space in Building 2 at Westchester County Airport for the period from May 1, 2025 through April 30, 2030, with the County's option to renew the license for five more years.

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Authority of your Honorable Board is requested for the County to enter into a license agreement with Cosgrove Aircraft Services Inc. ("Cosgrove") for the use of space in Building 2 at Westchester County Airport (the "Airport") for the term from May 1, 2025 through April 30, 2030, with the County's option to renew the license for five additional years.

The licensed premises will consist of approximately 7,900 square feet of space located in Building 2 and approximately 1,800 square feet of paved surface for vehicular parking in the vicinity of the building. Cosgrove will use the space for aircraft parts storage, inventory and overhaul.

As consideration for the use of the licensed premises, Cosgrove will pay the County a license fee at a rate of \$25.00 per square foot, equating to a total of \$197,500.00 in the first year of the term (\$16,458.33 monthly). The annual license fee shall automatically increase by the greater of three percent (3%) or CPI-U (New York-Newark-Jersey City) each year on the anniversary of the commencement date. Cosgrove will be responsible for maintenance of the licensed premises, as well as its proportionate share of utilities and applicable property taxes.

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.

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

I recommend approval of the attached proposed resolution.

HJG/DLV/dv  
Attachment

## RESOLUTION

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

RESOLVED, that the County of Westchester is hereby authorized to enter into a license agreement with Cosgrove Aircraft Services Inc. ("Cosgrove") for the use of space in Building 2 at Westchester County Airport (the "Airport") for the term from May 1, 2025 through April 30, 2030, with the County's option to renew the license for five more years; and be it further

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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 25003

Account to be Charged/credited	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	161	44	4110	9096		\$ 131,667 (2025)
	161	44	4110	9096		\$ 201,450 (2026)
	161	44	4110	9096		\$ 207,494 (2027)
	161	44	4110	9096		\$ 213,718 (2028)
	161	44	4110	9096		\$ 220,130 (2029)
	161	44	4110	9096		\$ 74,096 (2030)

Budget Funding Year(s) 2025 - 2030 Start Date 5/1/2025 End Date 4/30/2030  
(must match resolution)

Funding Source Tax Dollars \_\_\_\_\_

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

\$1,048,555.00 Federal Aid \_\_\_\_\_

(must match resolution)

Other: Airport Special Revenue Fund