

111618

August 12, 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 25006 with Seasafe Aero Services, Inc. for the use of space in Building 4 at Westchester County Airport for the period from August 1, 2025 through July 31, 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 Seasafe Aero Services, Inc. ("Seasafe") for the use of space in Building 4 at Westchester County Airport (the "Airport") for the term from August 1, 2025 through July 31, 2030, with the County's option to renew the license for five additional years.

The licensed premises will consist of approximately 3,500 square feet of space located in Building 4 and approximately 9,000 square feet of paved surface for vehicular parking in the vicinity of the building. Seasafe will use the space for airport ground service equipment (GSE) maintenance and repair services.

As consideration for the use of the licensed premises, Seasafe will pay the County a license fee at a rate of \$35.00 per square foot, equating to a total of \$122,500.00 in the first year of the term (\$10,208.33 monthly). The annual license fee shall automatically increase each year on the anniversary of the commencement date by the greater of three percent (3%) or CPI-U (New York-Newark-Jersey City), All items in New York-Newark-Jersey City, NY-NJ-PA, all urban consumers, not seasonally adjusted. Seasafe 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 Seasafe Aero Services, Inc. ("Seasafe") for the use of space in Building 4 at Westchester County Airport (the "Airport") for the term from August 1, 2025 through July 31, 2030, with the County's option to renew the license for five more years; and be it further

**RESOLVED**, that the licensed premises shall consist of approximately 3,500 square feet of space located in Building 4 and approximately 9,000 square feet of paved surface for vehicular parking in the vicinity of the building. Seasafe will use the space for airport ground service equipment (GSE) maintenance and repair services; and be it further

**RESOLVED**, that as consideration for the use of the licensed premises, Seasafe shall pay the County a license fee at a rate of \$35.00 per square foot, equating to a total of \$122,500.00 in the first year of the term (\$10,208.33 monthly). The annual license fee shall automatically increase each year on the anniversary of the commencement date by the greater of three percent (3%) or CPI-U (New York-Newark-Jersey City), All items in New York-Newark-Jersey City, NY-NJ-PA, all urban consumers, not seasonally adjusted; and be it further

**RESOLVED**, that Seasafe shall be responsible for maintenance of the licensed premises, as well as its proportionate share of utilities and applicable property taxes; 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 25006

Account to be Charged/credited	Fund Dept		Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	161	44	4110	9096		\$ 51,042 (2025)
	161	44	4110	9096		\$ 122,500 (2026)
	161	44	4110	9096		\$ 122,500 (2027)
	161	44	4110	9096		\$ 122,500 (2028)
	161	44	4110	9096		\$ 122,500 (2029)
	161	44	4110	9096		\$ 71,458 (2030)

Budget Funding Year(s) 2025 – 2030 Start Date 8/1/2025 End Date 7/1/2030

(must match resolution)

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

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

\$ 612,500.00 Federal Aid \_\_\_\_\_

(must match resolution) Other Airport Special Revenue Fund