

112772

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 26001 with SSP America Westchester County Airport, LLC to operate the Post-TSA Concession Area at Westchester County Airport beginning upon notice from the County 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 SSP America Westchester County Airport, LLC ("SSP") to operate the Post-TSA Concession Area at Westchester County Airport (the "Airport") beginning upon notice from the County 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 Post-TSA Concession Area. 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 SSP will provide the greatest benefit to the County for Post-TSA Concession Area.

The licensed premises will consist of approximately 1,200 square feet of space in the Terminal Building. SSP will use the space for a Food and Beverage Concession at Westchester County Airport.

SSP will pay the County 10% of its gross revenue from food sales, 10% of its gross revenue from retail and merchandise sales and 15% of its gross revenue from alcohol sales. SSP 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 SSP America Westchester County Airport, LLC (“SSP”) to operate the Post-TSA Concession Area at Westchester County Airport (the “Airport”) beginning upon notice from the County 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 1,200 square feet of space in the Terminal Building. SSP 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, SSP shall pay the County 10% of its gross revenue from food sales, 10% of its gross revenue from retail and merchandise sales and 15% of its gross revenue from alcohol sales. SSP 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 260018

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Revenue	Trust Account	Dollars
			4110			
	161	44	4110	9096-01		\$ 157,480 (2026)
	161	44	4110	9096-01		\$ 168,725 (2027)
	161	44	4110	9096-01		\$ 173,786 (2028)
	161	44	4110	9096-01		\$ 179,000 (2029)
	161	44	4110	9096-01		\$ 184,370 (2030)
	161	44	4110	9096-01		\$ 7,304 (2031)

Budget Funding Year(s): 2026 - 2031 **Start Date:** Upon notice **End Date:** Five years thereafter
(must match resolution)

Funding Source: Tax Dollars

State Aid

\$870,665.00 Federal Aid

Other 100% Airport Special Revenue Fund