



Date of Council Meeting: July 22, 2014

**TOWN OF LEESBURG
TOWN COUNCIL MEETING**

Subject: Award of Office Space Lease to Av-Ed Flight School Inc.

Staff Contact: Scott Coffman, Airport Manager

Recommendation: I recommend that Town Council award an office space lease at the Leesburg Executive Airport to Av-Ed Flight School pursuant to the terms and conditions of the lease.

Fiscal Analysis: The office space lease will generate annual revenue of \$44,700. Additionally, the school pays annual FBO License Fees and approximately \$23,040 in aircraft tie-down revenues each year.

Issue: Should Town Council award an office space lease to Av-Ed Flight School Inc. at the Leesburg Executive Airport?

Background: Av-Ed Flight School is a long standing tenant providing a valuable education to the area's pilots. Av-Ed's lease for office space has expired and they have agreed to a new 5-year lease. The current rental rate of \$28.50 per square foot continues and is equivalent to other office leases within the terminal.

The Airport Commission endorsed the lease at their July 10th meeting. The lease has been reviewed by the Town's Attorney and meets the terms and conditions established by the Town. As a result, lease is deemed acceptable for award and contract execution.

Attachments: (1) Resolution

PRESENTED July 22, 2014

RESOLUTION NO. _____

ADOPTED _____

A RESOLUTION: AWARDING A LEASE TO AV-ED FLIGHT SCHOOL INC. FOR
OFFICE SPACE IN THE TERMINAL AT THE LEESBURG
EXECUTIVE AIRPORT

WHEREAS, Av-Ed Flight School operates a professional flight school at the Leesburg Executive Airport Terminal; and

WHEREAS, the office space lease with Av-Ed Flight School has expired; and

WHEREAS, Av-Ed Flight School Inc. desires to continue to lease office space at the Leesburg Executive Airport Terminal; and

WHEREAS, the Airport Commission endorsed the lease at its regular meeting on July 10, 2014; and

WHEREAS, the Airport Manager recommends that the Town Council award the use of Office Suite 3 (1,568 square feet) at the Leesburg Executive Airport terminal to Av-Ed Flight School Inc.; and

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia the Town Manager is authorized to execute a lease agreement for office space in the Leesburg Executive Airport Terminal with Av-Ed Flight School Inc in a form acceptable to the Town Attorney.

PASSED this ___ day of _____, 2014.

Kristen C. Umstattd, Mayor
Town of Leesburg

ATTEST:

Clerk of Council