



Date of Council Meeting: October 22, 2012

**TOWN OF LEESBURG
TOWN COUNCIL MEETING**

Subject: Approval of office lease at Leesburg Executive Airport to Mindstar Aviation

Staff Contact: Scott Coffman, Airport Manager

Recommendation: I recommend that Town Council authorize the Town Manager to execute an office lease at the Leesburg Executive Airport to Mindstar Aviation, LLC.

Fiscal Analysis: The office space lease will generate annual revenue of \$22,200.

Issue: Should Town Council approve an office lease to Mindstar Aviation, LLC at the Leesburg Executive Airport?

Background: The Leesburg Executive Airport currently has one office suite available for lease that consists of 825 square feet. Mindstar Aviation is a software developer for professional flight simulators including those currently in use by the flight schools at the airport.

At a special meeting on October 10, 2013 the Airport Commission endorsed the office lease to Mindstar Aviation. The lease has been reviewed by the Town Attorney's Office, and the lease meets the terms and conditions established by the Town. As a result, the lease is deemed acceptable for approval and contract execution.

PRESENTED October 22, 2013

RESOLUTION NO. _____

ADOPTED _____

A RESOLUTION: APPROVAL OF OFFICE LEASE TO MINDSTAR AVIATION LLC
FOR AN OFFICE SUITE IN THE TERMINAL AT THE LEESBURG
EXECUTIVE AIRPORT

WHEREAS, Office Suite 1A is currently available for lease in the terminal at the
Leesburg Executive Airport; and

WHEREAS, the Town publicly advertised for seals bids for the available office space
with a deadline of September 30, 2013, but did not receive any interested bids; and

WHEREAS, Mindstar Aviation LLC has since contacted Town staff and desires to lease
the vacant office space at the Leesburg Executive Airport Terminal; and

WHEREAS, the Airport Manager and Town Attorney recommend approval of an office
lease to Mindstar Aviation, LLC; and

WHEREAS, the Airport Commission endorsed the lease at a special meeting on October
10, 2013.

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia that the
Town Manager is authorized to execute a lease agreement in a form acceptable to the Town
Attorney for Office Suite 1A (825 square feet) in the Leesburg Executive Airport Terminal to
Mindstar Aviation LLC.

PASSED this ___ day of ____, 2013.

Kristen C. Umstattd, Mayor
Town of Leesburg

ATTEST:

Clerk of Council