



Date of Council Meeting: June, 23 2015

**TOWN OF LEESBURG
TOWN COUNCIL MEETING**

Subject: Office Lease at the Leesburg Executive Airport Terminal

Staff Contact: Scott Coffman, Airport Manager

Council Action Requested: Authorize the Town Manager to execute an Airport Lease Agreement with Atlantic Airways LLC.

Staff Recommendation: Staff supports leasing space to Atlantic Airways.

Commission Recommendation: The Airport Commission recommends the Town enter into an office lease agreement with Atlantic Airways LLC.

Fiscal Impact: The lease will provide the Town annual revenue of \$7,308.00.

Work Plan Impact: Minimal Impact

Executive Summary: Atlantic Airways is a business currently located at the Leesburg Executive Airport. The company is requesting to lease vacant office space in the first floor of the terminal building.

Background: Atlantic Airways is an established flight training business at the Leesburg Executive Airport. The company currently leases several aircraft hangars from Town and has always been in good standing.

The company operates from space within the ProJet Aviation facility, but is seeking an additional office from which to conduct its growing business. Suite 10 is 260 square feet, located on the first floor of the airport terminal building, and recently vacated. Atlantic has agreed to lease the space at the established rate of \$28.10 per square foot per year.

The initial term of the lease is for one year after which it may be renewed on a month-to-month basis up to a total of five years. As this space is considered to accommodate a US Customs office in the fiscal year 2017, the Town maintains an option to terminate the lease with 30 days' notice. The Town Attorney has approved the form of the Lease Agreement.

Attachment: Resolution

PRESENTED June 23, 2015

RESOLUTION NO. _____

ADOPTED _____

A RESOLUTION: AWARDING A LEASE TO ATLANTIC AIRWAYS, LLC FOR SUITE
10 IN THE TERMINAL AT THE LEESBURG EXECUTIVE AIRPORT

WHEREAS, Atlantic Airways LLC desires to lease office space at the Leesburg
Executive Airport Terminal; and

WHEREAS, the Airport Commission endorsed the lease at its regular meeting on June
11th, 2015; and

WHEREAS, that the initial lease of Office Suite 10 (260 square feet) at the Leesburg
Executive Airport terminal to Atlantic Airways LLC. be for a period of one year with the option
to renew on a month to month basis for up to four additional years; and

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia
authorizing the Town Manager to execute a lease agreement for office space in the Leesburg
Executive Airport Terminal with Atlantic Airways LLC.

PASSED this ___day of ____, 2015.

Kristen C. Umstattd, Mayor
Town of Leesburg

ATTEST:

Clerk of Council