

## MEMO

**TO: Finance Board**

**FROM: Robert McEwing, Burlington International Airport**

**DATE: September 10, 2012**

**SUBJECT: Finance Board Approval Request – TSA Office Space Lease**

The Burlington Airport seeks Finance Board and City Council approval for the following item related to a Lease associated with Airport property:

**Authorization to Execute Supplemental Lease Agreement Related to TSA terminal rental space at Burlington International Airport.** The Airport has a lease with the Transportation Security Administration for rental office space in the terminal building at the Airport (GSA Lease No. LVT04752). The TSA has requested that this lease be supplemented (Supplemental Agreement No 3) with 1 additional room totaling 450 Rentable Square Feet and an additional annual rent of \$25,335.00. This will bring the total space under this agreement to 2,826 Rentable Square Feet at an annual rate of \$148,074.50. It is requested that authorization be granted to execute the appropriate Supplemental Lease Agreement.

Thank you.

A draft resolution is included with this Request.

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4 **AUTHORIZATION TO EXECUTE**  
5 **SUPPLEMENTAL AGREEMENT NO. 3 TO**  
6 **GSA LEASE NO. LVT04752 RELATED**  
7 **TO OFFICE RENTAL SPACE AT BURLINGTON**  
8 **INTERNATIONAL AIRPORT**  
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12 In the year Two Thousand Twelve.....  
13 Resolved by the City Council of the City of Burlington, as follows:

14 That WHEREAS, the City of Burlington (“City”) owns and operates the Burlington  
15 International Airport in South Burlington, Vermont (“Airport”); and  
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17 WHEREAS, Airport has leased office space throughout the Airport for use by the  
18 Transportation Security Administration (“TSA”) under Agreement No. LVT04752 (“Lease”), the  
19 most current amendment which was effective July 27, 2012, and

20 WHEREAS, the TSA, now requests to lease an additional office, known as conference  
21 room #3, totaling 450 square feet in the Airport terminal building in support of its operation  
22 pursuant to Lease Agreement No. LVT04752, at the rental rate of \$25,335.00 per annum,  
23 bringing the total of the TSA leased area to 2,826 square feet at the total annual rental rate of  
24 \$148,074.50 per annum as described in proposed Supplemental Agreement No. 3., a copy of  
25 which is attached hereto and which will carry the expiration date of the original lease of June 30,  
26 2013;

27 NOW THEREFORE BE IT RESOLVED, that upon the \_\_\_\_\_, 2012 recommendation  
28 of the Board of Finance and the \_\_\_\_\_, 2012 approval of this body, the Mayor of the  
29 City of Burlington, be and hereby is authorized to execute Supplemental Agreement No. 3 to  
30 Lease No. LVT04752 between the TSA and the City of Burlington., and such other documents as  
31 will be required for the lawful culmination of the Agreement, all subject to the prior approval of  
32 the Chief Administrative Officer and the City Attorney as necessary.  
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**AUTHORIZATION TO EXECUTE  
SUPPLEMENTAL AGREEMENT NO. 3 TO  
GSA LEASE NO. LVT04752 RELATED  
TO OFFICE RENTAL SPACE AT BURLINGTON  
INTERNATIONAL AIRPORT**

NAME/PURPOSE OF CONTRACTS:	Office Space Rental Agreement
ADMINISTRATING DEPARTMENT:	Airport
CONTRACT TERM:	September 4, 2012- June 30, 2013
ANTICIPATED GRANT AMOUNTS:	N/A
SOURCE OF FUNDS:	N/A
FISCAL YEAR:	2013
ACCOUNT NAME:	Terminal Rent
ACCOUNT NUMBER:	35002-44076

Resolution -TSA Supp. Lease #3

