

**City Council  
Agenda Memo**



**TO:** Larry D. Gilley, City Manager

**City Council  
Meeting Date: October 9, 2014**

**FROM:** Don Green, Director of Aviation

**SUBJECT:** Terminal Space Lease with U.S. General Services Administration (GSA)

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**GENERAL INFORMATION**

GSA leases approximately 507.6 square feet of improved space in the terminal for Transportation Security Administration's break room and office. This space has been leased by GSA since 2008, but the lease expires October 31. This new lease is for a five year term at the rate of \$19.62/SF/YR, which is \$9,959.11 annually, and would be effective November 1.

**FUNDING/FISCAL IMPACT**

The revenue from this lease is included in our FY15 budget.

**STAFF RECOMMENDATION**

Staff recommends that City Council authorize the City Manager to execute the lease with GSA.

**BOARD OR COMMISSION RECOMMENDATION**

The Airport Development Board will consider this item at its October 8<sup>th</sup> meeting. I will give notification of the board's determination prior to the City Council meeting.

Prepared by:

Name: Don Green

Title: Director of Aviation

Item No. 6.3

Disposition by City Council

- Approved    Ord/Res# \_\_\_\_\_
- Denied        \_\_\_\_\_
- Other           \_\_\_\_\_

\_\_\_\_\_  
City Secretary