

## MEMORANDUM

**TO:** Governing Board Members

**FROM:** Sandra C. Turnquest, Deputy Executive Director, Corporate Resources

**DATE:** December 2, 2008

**SUBJECT:** Hangar/Office Rental – Flight Operations – Contract No. 4600001578

### **Background**

Currently, the District's Flight Operation Section leases hangar/office space at Signature Flight Support, 1500 Perimeter Road, West Palm Beach, FL. This lease is for a period of five (5) years, which ends on December 31, 2008. The proposed, new lease with Signature Flight Support is for the period of January 1, 2009 – December 31, 2013.

### **How this helps meet the District's Mission?**

The District's Flight Operations Section is essential for the support of all District projects, many of which are mandated by Federal and State Government. The location of the Flight Operations Section is in close proximity to District headquarters, which provides easy access for staff, management and Governing Board members.

### **Funding Source**

This item is funded in FY09 and funding for the remaining four years (FY2010 - FY2013) is subject to Governing Board approval.

### **This Board item impacts what areas of the District, both resource areas and geography?**

The impact is District-wide and affects all resource areas of the District.

### **What concerns could this Board item raise?**

Flight Operations has requested a waiver of competition due to the lack of available hangar/maintenance/office space with the required square footage necessary to operate the District's flight maintenance and operations.

Also, Palm Beach County provides other general aviation facilities (i.e. Boca Raton, Lantana) that might have the required resources necessary to conduct the District's flight operations; however, these facilities are not a viable solution due to the distance from the District's headquarters, lack of aviation facilities and the associated costs of moving.

### **Why should the Governing Board approve this item?**

To continue to provide the highest level of support essential to all of the District's programs and it's staff.

Thank you for your review. If you have any questions, please do not hesitate to contact me

SCT/MP/amm