



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
County Manager



**Date:** June 10, 2013  
**Board Meeting Date:** July 9, 2013  
**Special Notice / Hearing:** None  
**Vote Required:** 4/5ths

**To:** Honorable Board of Supervisors

**From:** John Maltbie, County Manager

**Subject:** Lease/Concession Agreement with Mountain West Aviation at the San Carlos Airport (Lease No. 5352)

**RECOMMENDATION:**

Adopt a Resolution authorizing a Lease/Concession Agreement with Mountain West Aviation for a portion of the Airport Terminal Building at 620 Airport Drive, San Carlos, consisting of 1,600 square feet of office space, and approximately 3,546 square feet of vacant land for a fuel storage facility, for a term of ten years, with three options to extend the term for an additional five years each, at an initial monthly Base Rent of \$3,955 which increases annually by 3%.

**BACKGROUND:**

The County solicited proposals for use of Suite #1 and selected Mountain West Aviation ("Mountain West") as the best fit for the space. Mountain West desires to operate a full-service Fixed Base Operation ("FBO"), providing services which will include but not be limited to aircraft line services, into-plane fueling services, minor maintenance and repairs, air-taxi and charters, scenic tours, aircraft management, as well as providing a waiting lounge, pilot briefing room and flight planning space.

**DISCUSSION:**

Real Property Services has negotiated a Lease/Concession Agreement for a portion of the Airport Terminal Building at 620 Airport Drive, Suite #1, San Carlos, consisting of 1,600 square feet of office space and 3,546 square feet of vacant land for a fuel storage facility, for a term of ten years which is expected to begin on January 1, 2014, with three options to extend the term for an additional five years each, at an initial monthly Base Rent of \$3,955.00 which increases annually by 3%. Mountain West will also pay to the County as a Concession Fee the greater of \$500.00 or 1% of monthly Gross Revenues for its concession activities and a Flowage Fee equal to \$0.10 per gallon for aviation fuel sold or delivered on the Airport. The Commencement date will follow completion of Mountain West's improvements to the Premises, but no later than 6 months following execution of the Agreement.

County Counsel has reviewed and approved the Lease/Concession Agreement and Resolution as to form.

Approval of the Lease Agreement contributes to the Shared Vision 2025 outcome of a Collaborative Community by establishing an agreement that benefits the County of San Mateo and Mountain West while also benefiting the public by providing additional services at the San Carlos Airport.

**FISCAL IMPACT:**

The initial monthly Base Rent of \$3,955.00, as well as the monthly Concession Fee and Flowage Fee, will be deposited to the Airport Enterprise Fund. There is no impact to the General Fund.