

Department of Port Control

Ord. No.: 1010- 2023

EXECUTIVE SUMMARY

The Department of Port Control is requesting authority to enter into a Lease Agreement with Aircraft Service International, Inc. DBA Menzies Aviation (“Menzies”) for the lease of space located in the passenger terminal building of Cleveland Hopkins International Airport (“CLE”) for a term of one year, with four (4) one-year options to renew, exercisable by the Director of Port Control; and to ground lease certain property located at Cleveland Hopkins International Airport adjacent to the D Concourse area, for a term of one year, with four (4) one-year options to renew, exercisable by the Director of Port Control.

Background:

Menzies has requested to enter into a new lease agreement for the use of approximately 1,114 square feet of space located on the ramp level beneath Concourse A of the passenger terminal building at CLE, for use as office & break room space to support airline fueling operation services for multiple airlines, for a term of one year, with four (4) one-year options to renew, exercisable by the Director of Port Control.

Scope:

The following are provisions to be contained in the lease agreement:

- (A) The leasehold premises shall be approximately 1,114 square feet of space located on ramp level at Cleveland Hopkins International Airport.
- (B) The leased premises will be used for office space & break room space to support airline fueling operation services for various airlines.
- (C) Lessee shall pay the City an annual rental rate based on the airports’ annual rates and charges calculation, subject to annual changes; The rent is payable in twelve (12) equal monthly installments.
- (D) The Department reserves the right to recapture the Premises, in whole or in part at any time during the Initial Term or the Option Terms upon no less than six (6) months’ written notice, in the event that the City’s Board of Control, by resolution, determines that such recapture of the Premises or any portion thereof is required by the City in order to comply with federal, state or local laws or regulations governing airports or is needed for development of terminal or other facilities at the Airport.

The following are provisions to be contained in the ground lease agreement:

- (A) The Director of Port Control is authorized to enter into a ground lease agreement with Aircraft Service International, Inc. DBA Menzies Aviation for approximately 7,500 square feet of space, located on a portion of Permanent Parcel No. 029-35-005, to support the fueling operation services for various airlines;
- (B) The base rent shall be based on fair market appraisal, subject to annual Consumer Price Index (CPI) adjustments;
- (C) The term of the ground lease shall be for one year, with four (4) one-year options to renew, exercisable by the Director of Port Control.

Justification/Urgency:

The space is needed by Menzies to support its' fueling operations for multiple airlines at CLE.

Anticipated Cost:

N/A

Employee Demographics:

Total number of employees– 20

Total number of employees that are minorities– 7

Total number of employees that are women– 14

Total number of employees that are City of Cleveland Residents– 6