

## Department of Port Control

Ord. No.: 877- 2023

### EXECUTIVE SUMMARY

The Department of Port Control is requesting authority to enter into a new Lease with Swissport USA, Inc. (“Swissport”) for the lease of space located in the passenger terminal building of Cleveland Hopkins International Airport (“CLE”). The space is used to assist with its ground handling and other airline support service operations for multiple airlines.

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#### **Background:**

The Department entered into a lease, No. 2019-023 on November 1, 2019 with Swissport, under the authority of Ordinance No. 540-2019, passed on June 3, 2019. The lease was for the use of approximately 324 square feet of space located on the ramp level beneath Concourse A of the passenger terminal building at CLE to support its ground handling and other services for multiple airlines. The term of this lease was for a period of two (2) years with three (3) one-year options to renew.

Swissport has requested to enter into a new lease for the aforementioned space for a term of two (2) years with three (3) 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 324 square feet of space located on ramp level at Cleveland Hopkins International Airport.
- (B) The leased premises will be used for the purpose of operating and maintaining its ground handling support and breakroom space, on behalf of various air carriers serving the Airport.
- (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.

**Scope of Work:**

To continue to provide support necessary for the ground handling support for the multiple airlines at CLE.

**Justification/Urgency:**

The current Lease is set to expire by its terms on October 31,2024. The new Lease will allow Swissport to continue its work at CLE, providing ground handling services to various air carriers.

**Anticipated Cost:**

N/A

**Schedule or Term of Contract:**

The term of this contract is for two (2) years with three (3) one-year options to renew, exercisable by the Director of Port Control.

**Current Contract:**

<b>Vendor Name</b>	<b>Term/Expiration</b>	<b>Contract Number</b>	<b>Contract Amount</b>
Swissport USA, Inc.	Two (2) yrs. w/ 3-(1) yr. options to renew expiring 10-31-2024	2019-023	\$52,692.12/annum