

## Department of Port Control

Ordinance No.: 1329-2019

Business Development & Management

### Executive Summary

The Department of Port Control is requesting authority to enter into a Lease Agreement with PrimeFlight Aviation Services, Inc. for the lease of space located in the passenger terminal building at Cleveland Hopkins International Airport to support their wheelchair operations and other ancillary services for JetBlue Airways and other airlines, for a period of one year, with four one-year options to renew, the second of which requires additional legislative authority.

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### **Background/Purpose:**

PrimeFlight has requested to lease up to 500 square feet located on the ramp level of the passenger terminal building beneath Concourse C at CLE for use as office space and break room to support their wheelchair operations and other ancillary services for JetBlue Airways and other airlines.

### **Scope:**

The following are the material provisions to be contained in the Lease:

- (A) The Director of Port Control is authorized to enter into a lease for the use and occupancy of up to 500 square feet of space (“Leased Premises”) located on the ramp level on Concourse C of the passenger terminal building at CLE for use as office space by PrimeFlight.
- (B) The Leased Premises shall be used to support Lessee’s business as a provider of wheelchair services, cleaning services, and other ancillary services for the airlines.
- (C) PrimeFlight shall pay the City an annual rental rate to be determined based on the airports’ annual rates and charges calculation, subject to annual changes based on the formula outlined in the Master Lease and Use Agreement. The 2019 rental rate is \$95.18 per square foot annually. The rent will be payable in twelve (12) equal monthly installments.
- (D) The term of the lease shall be for a period of one (1) year with four (4) one-year options to renew, the second option subject to additional legislative approval.
- (E) The lease will authorize PrimeFlight to make additional improvements to the Leased Premises at its own cost, subject to approval of the Director and appropriate City agencies and officials.

**Justification/Urgency:**

The space is needed by PrimeFlight to support its' wheelchair operations and other ancillary services for the airlines at CLE.

**Anticipated Cost:**

None.

**Schedule or Term of Contract:**

The Department is requesting a term of one (1) year with four (4) one-year options to renew, the second option subject to additional legislative authority.

**Current Contract:**

<b>Name</b>	<b>Contract</b>	<b>Amount</b>
PrimeFlight Aviation Services, Inc.	License Agreement expires November 15, 2019	\$1,879.05/month

**Employee Demographics:**

Total number of employees - 36

Number of employees that are minorities - 33

Number of employees that are women – 10

Number of employees that are City of Cleveland residents - 9