

Department of Port Control

Ordinance No.: 105-2025

Executive Summary

The Department of Port Control ("Department") is requesting authority to exercise the second option to renew Lease Agreement No. CT 3001 LS2023*010 between the City of Cleveland and PrimeFlight Aviation Services Inc. ("PrimeFlight") for the lease of certain city owned property generally located on the ramp level of the passenger terminal building beneath Concourse C at Cleveland Hopkins International Airport (CLE) to support their wheelchair operations, ground handling operations, maintenance services and other ancillary services for airlines at CLE.

Background/Purpose:

Pursuant to the authority of ordinance no.1329-2019, passed by Cleveland City Council, the Department entered into a lease agreement with PrimeFlight Aviation Services, Inc., for approximately 500 square feet of office space located on the ramp level of the passenger terminal building beneath Concourse C, to support their wheelchair operations, ground handling operations, maintenance services, and other ancillary services for airlines at CLE. ("Premises").

The term was set at one (1) year with four (4) one-year options to renew.

Primeflight has requested that the Department obtain additional legislative authority to exercise the second option to renew.

Scope:

The following are provisions contained in the Lease:

- (A) The leased premises shall be approximately 500 square feet and will be used for office space to support their wheelchair operations, ground handling operations, maintenance services, and other ancillary services for airlines at CLE.
- (B) 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 in January of each year, based on the formula outlined in the Master Lease and Use Agreement. The rent will be payable in twelve (12) equal monthly installments.

Justification/Urgency:

These Premises are needed by Primeflight to continue the operation of wheelchair operations, ground handling operations, maintenance services, and other ancillary services.

Anticipated Cost:

None.

Term:

The Department is requesting to exercise the first option.

Current Contracts:

Name	Term	Contract No.	Annual Amount
Primeflight Aviation Services	One (1) year w/(4) Four 1-year options to renew.	CT 3001 2023*0010	\$37,441.26/annum

Employee Demographics:

Total number of employees : 38

Number of employees that are minorities : 30

Number that are women : 23

Number that are City of Cleveland residents : 14