

Department of Port Control

Ordinance No.: 1305-17

Business Development & Management

Executive Summary

The Department of Port Control is requesting authority to enter into a Lease Agreement with ABM Aviation, Inc. dba Air Serv., for the lease of space located in the passenger terminal building at Cleveland Hopkins International Airport for use as office space and break room to support their wheelchair operations for Southwest Airlines and Delta Air Lines, and cleaning services, and other ancillary services, for the Department of Port Control, for a period of two years, with three one-year options to renew, the first of which requires additional legislative authority.

Background/Purpose:

On August 3, 2017 under the authority of Section 183.16 of the Codified Ordinance of the City of Cleveland, the Department entered into a License Agreement with Air Serv, which is set to expire on August 2, 2018.

AirServ has requested to lease approximately 286 square feet located on the ramp level beneath Gate A-3 on Concourse A of the passenger terminal building at CLE for use as office space and break room to support their wheelchair operations for Southwest Airlines and Delta Air Lines, cleaning and other ancillary services.

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 approximately 286 square feet of space (“Leased Premises”) located beneath Gate A-3 on Concourse A of the passenger terminal building at CLE for use as office space by AirServ.
- (B) The Leased Premises shall be used to support Lessee’s business as a provider of wheelchair, cleaning services, and other ancillary services.
- (C) AirServ 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 said budget. The rent will be payable in twelve (12) equal monthly installments.
- (D) The term of the lease shall be for a period of two (2) years with three (3) one-year options to renew, the first option subject to additional legislative approval.
- (E) The lease will authorize AirServ 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 AirServ to support its' wheelchair operations for Southwest and Delta Air Lines, cleaning and other ancillary services.

Anticipated Cost:

None.

Schedule or Term of Contract:

The Department is requesting a term of two (2) years with three (3) one-year options to renew, the first option subject to additional legislative authority.

Current Contract:

Name	Term/Expiration	Amount \$
ABM Aviation Inc. d/b/a AirServ	License Agreement of 1 year; expiring 8-2-2018	\$35,850.10 per annum

Employee Demographics:

Total number of employees - 50
Number of employees that are minorities - 44
Number that are women - 25
Number that are City of Cleveland residents - 46