

## Department of Port Control

Ordinance No.: 1052-2024

### Executive Summary

The Department of Port Control is requesting authority to enter into a Lease Agreement with Prospect International Airport Services Corporation, 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 Delta Air Lines and other airlines, for a period of two (2) years, with three (3) one-year options to renew, exercisable by the Director of Port Control.

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### **Background/Purpose:**

Prospect has requested to lease up to 500 square feet located on the ramp level of the passenger terminal building beneath Concourse B at CLE for use as office space and break room to support their wheelchair operations and other ancillary services for Delta Air Lines 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 B of the passenger terminal building at CLE for use as office space by Prospect.
- (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) Prospect 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 2024 rental rate is \$132.63 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 two (2) years with three (3) one-year options to renew, exercisable by the Director of Port Control.
- (E) The lease will authorize Prospect 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 Prospect to support it's wheelchair services and other ancillary services for various airlines at CLE.

**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, exercisable by the Director of Port Control.

**Current Contract:**

Name	Term/Expiration	Amount
Prospect Aviation Lease # CT3001 LS 2021*006	One-year w/four one-year options to renew. Expiration: May 18, 2025	\$ 2,767.00 per month

**Employee Demographics:**

Total Number of Employees: 74  
Total Number of City of Cleveland Residents: 59  
Total Number of Women: 35  
Total Number of Minorities: 27