

## DEPARTMENT OF PORT CONTROL

Ordinance No.:1357-2023

### EXECUTIVE SUMMARY

The Department of Port Control (“Department”) is requesting authority to exercise the second option for Lease Agreement No. LS 2021\*006 with Prospect International Airport Services Corporation (“Prospect”), 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.

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#### **Background/Purpose:**

The Department and Prospect entered into lease agreement LS2021-006, under the authority of City Ordinance No.1330-2019, for the purpose of office space and break room to support their wheelchair operations and other ancillary services for Delta Air Lines and other airlines. Ordinance No 1330-2019 requires additional legislative authority before exercising the option to renew. Prospect is desirous of exercising the option on their current lease.

#### **Scope:**

The following were 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 256 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 rent will be payable in twelve (12) equal monthly installments.
- (D) The term of the lease is for a period of one (1) year with four (4) one-year options to renew.
- (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 its’ wheelchair services and other ancillary services for the airlines at CLE.

**Anticipated Cost:**

None

**Employee Demographics:**

Total number of employees: 67

Number of employees that are minorities: 54

Number of employees that are women: 38

Number of employees that are City of Cleveland residents: 52