

**ORDINANCE/RESOLUTION REQUEST**

*\*All fields must be completed.\*  
Incomplete request forms will be returned to sender which may cause a delay in processing.*

**Date of Request: 11/27/2017**

**Please mark one:**       **Bill Request**                      or                       **Resolution Request**

**1. Has your agency submitted this request in the last 12 months?**

**Yes**                       **No**

**If yes, please explain:**

**2. Title:** American Association of Airport Executives (AAAE) Annual Conference

**3. Requesting Agency:** Department of Aviation

**4. Contact Person:**

- **Name:** Aaron Barraza
- **Phone:** (303) 342-2261
- **Email:** [Aaron.Barraza@flydenver.com](mailto:Aaron.Barraza@flydenver.com)

**5. Contact Person:**

- **Name:** Stacey Stegman
- **Phone:** (303) 342-2276
- **Email:** [Stacey.stegman@flydenver.com](mailto:Stacey.stegman@flydenver.com)

**6. General description of proposed ordinance including contract scope of work if applicable:** AAAE and DEN propose to enter into an agreement for the purpose of sponsoring, coordinating, and managing the 92<sup>nd</sup> annual AAAE conference and exposition scheduled for May 10-13, 2020 in Denver, Colorado.

**a. Contract Control Number:** TBD

**b. Duration:** 3 years

**c. Location:** DEN

**d. Affected Council District:** 11

**e. Benefits:** This is one of the largest aviation conferences of its kind and is expected to bring thousands of aviation professionals from across the nation to Denver. This conference not only allows for training opportunities for locals at Denver International Airport (DEN) and other Colorado airports but will also provide more opportunities to showcase DEN as the host.

**f. Costs:** \$650,000.00

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
(A)	(B)	(A+B)
\$650,000.00		\$650,000.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
3 years	N/A	3 years

**g. Date Goals Assigned:** \_\_\_\_\_, 2017

**h. Goals:** N/A

**7. Is there any controversy surrounding this ordinance? (Groups or individuals who may have concerns about it?)**

*To be completed by Mayor's Legislative Team:*

SIRE Tracking Number: \_\_\_\_\_

Date: \_\_\_\_\_

Key Contract Terms

Type of Contract:

- Professional Services > \$500K     Lease     Design or Construction for airport improvements > \$5M
- Grant     IGA     Sale of Real Property     Sale of Personal Property

Vendor/Contractor Name: American Association of Airport Executives, Inc.

Contract control number: TBD

City's contract manager: Stacey Stegman

Was this contractor selected by competitive process? No

Has this contractor provided these services to the City before?  Yes  No

Term/Duration of contract/project: 3 years

Is this a new contract?  Yes  No    Is this an Amendment?  Yes  No    If yes, how many? \_\_\_\_\_

Renewal terms: N/A

Purpose: Denver International Airport (DEN) will host the American Association of Airport Executives (AAAE), Inc. 92<sup>nd</sup> Annual Conference and Exposition in May, 2020.

Cost/value: \$650,000.00

Source of funds: Budgeted out of O&M

Benefit: This is one of the largest aviation conferences of its kind and is expected to bring thousands of aviation professionals from across the nation to Denver. This conference not only allows for training opportunities for locals at Denver International Airport (DEN) and other Colorado airports but will also provide more opportunities to showcase DEN as the host.

**Is this contract subject to:**  W/MBE  DBE  SBE  XO101  ACDBE  N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):

Who are the subcontractors to this contract?

Location: Denver International Airport

Affected Council District: 11

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SIRE Tracking Number: \_\_\_\_\_

Date: \_\_\_\_\_