

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: 7/21/2015

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: This is to execute a 1st Amendment to SkyWest’s Airport Use and Facilities Lease Agreement, PLANE-201206585. This Amendment adds 2019 sq. ft. of leased space in Concourse B.

3. Requesting Agency: Department of Aviation

4. Contact Person: (With actual knowledge of proposed ordinance/resolution.)

- Name: Amy Raaz
▪ Phone: (303) 342-2201
▪ Email: Amy.Raaz@flydenver.com

5. Contact Person: (With actual knowledge of proposed ordinance/resolution who will present the item at Mayor Council and who will be available for first and second reading, if necessary.)

- Name: Greg Hegarty
▪ Phone: (303) 342-2182
▪ Email: Greg.Hegarty@flydenver.com

6. General description of proposed ordinance including contract scope of work if applicable: United is returning space in Concourse B that was previously subleased to SkyWest, a United Express carrier. SkyWest will lease this space directly from the City.

**Please complete the following fields: (Incomplete fields may result in a delay in processing. If a field is not applicable, please enter N/A for that field.)

- a. Contract Control Number: PLANE-201206585
b. Duration: 4 years
c. Location: DIA – Concourse B
d. Affected Council District: 11
e. Benefits: This space supports SkyWest’s operation at DEN
f. Costs: Revenue to the City

Table with 3 columns: Current Contract Amount (A), Additional Funds (B), Total Contract Amount (A+B). Row 1: \$10,450,000 annual (activity based), \$370,000 annual (leased space), \$10,820,000 annual.

Table with 3 columns: Current Contract Term, Added Time, New Ending Date. Row 1: 1/1/2013 – 12/3/2016, N/A, N/A.

- g. Date Goals Assigned: N/A
h. Goals: N/A

7. Is there any controversy surrounding this ordinance? (Groups or individuals who may have concerns about it?) Please explain. No Controversy

To be completed by Mayor’s Legislative Team:

SIRE Tracking Number: _____

Date: _____

Key Contract Terms

Vendor/Contractor Name: SkyWest Airlines, Inc.

Contract control number: PLANE-201206585

City's contract manager: Greg Hegarty

Was this contractor selected by competitive process? No Was it the low bid? N/A

Term/Duration of contract/project: 4 years, 1/1/2013 – 12/3/2016

Renewal terms: N/A

Purpose: United is returning space in Concourse B that was previously subleased to SkyWest, a United Express carrier. SkyWest will lease this space directly from the City.

Scope of services to be provided with performance bench marks: N/A

Cost/value: The City will gain \$370,000 annually in revenues.

Source of funds: Revenue

Benefit: This space support's SkyWest's operation at DEN.

Termination provision for City and for contractor: N/A

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

Who are the subcontractors to this contract? N/A

Location: Denver International Airport, Concourse B

Affected Council District: 11

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date: _____