

## ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **3:00pm on Monday**.

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

Date of Request: 03/07/2011

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:** (Include a concise, one sentence description – please include name of company or contractor and contract control number - that clearly indicates the type of request: grant acceptance, contract execution, amendment, municipal code change, supplemental request, etc.) This ordinance request is for a support facilities lease agreement between Swissport Cargo Services, LP, and the City. Contract control number: AR 15004

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

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

- **Name:** Susan E. Moore
- **Phone:** (303)342-2517
- **Email:** [Susan.Moore@flydenver.com](mailto:Susan.Moore@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:** Brian Elms
- **Phone:** 303-342-2278
- **Email:** [brian.elms@flydenver.com](mailto:brian.elms@flydenver.com)

6. **General description of proposed ordinance including contract scope of work if applicable:** Swissport will lease 7,5768 sq. ft. of space in the Joint Used Cargo Building and 18,618 sq. ft. of ground space at Non-Signatory rates. There is a 30 cancellation by either party.

**\*\*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:** AR 15004
- b. **Duration:** 5 years
- c. **Location:** DIA
- d. **Affected Council District:** 11
- e. **Benefits:** Support facilities lease agreement.
- f. **Costs:** Revenue Contract

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$101,600.00 Annually		\$101,600.00 Annually

  

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
5 years		

g. **Date Goals Assigned:** n/a

To be completed by Mayor's Legislative Team:

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

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

**h. Goals:** n/a

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

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

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

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