

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at [MileHighOrdinance@DenverGov.org](mailto: MileHighOrdinance@DenverGov.org) by 9 a.m. Friday. Contact the Mayor's Legislative team with questions

Date of Request: April 16, 2026

Please mark one: Bill Request or Resolution Request

Please mark one: The request directly impacts developments, projects, contracts, resolutions, or bills that involve property and impact within .5 miles of the South Platte River from Denver's northern to southern boundary? (Check map [HERE](#))

Yes No

1. Type of Request:

Contract/Grant Agreement Intergovernmental Agreement (IGA) Rezoning/Text Amendment

Dedication/Vacation Appropriation/Supplemental DRMC Change

Other:

2. **Title:** Amends a use and cargo facilities lease agreement with DHL Express (USA), Inc. for Rates and Charges to reflect relocation of the Satellite Badging Office at Denver International Airport (DEN). No change to agreement length, in Council District 11 (PLANE-202265979/PLANE-202582841).

3. Requesting Agency:

Denver International Airport

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution (e.g., subject matter expert)	Contact person for council members or mayor-council
Name: George Karayiannakis, SVP, Airline and Commercial Affairs	Name: Rita Aguilar, SVP of Government Affairs & Global Public Policy; Jordan Wells, Director of Strategy & Initiatives; Barry Burch, External Affairs Advisor
Email: George.Karayiannakis@flydenver.com	Email: Rita.Aguilar@flydenver.com ; Jordan.Wells@flydenver.com ; Barry.Burch@flydenver.com

5. General description or background of proposed request. Attach executive summary if more space needed:

This request is to amend a lease with DHL Express (USA), Inc. to reflect change to their existing leasehold. The amendment allows DEN's Satellite Badging Office (DEN SBO) to temporarily relocate to and use the leased space (inclusive of identified common and parking areas) in the DHL Cargo Building, located at 26200 E 75th Avenue, Denver, CO. The space allocated to DEN SBO is temporarily taken out of DHL's billing while DEN SBO occupies the premises. The decrease in DHL's leasehold does not impact vendor's existing operation.

This amendment aligns with the Vision 100 goal through the Guiding Principle of Operational Excellence to accommodate the traveling public and our airline partners. It allows for temporary space and relocation for DEN SBO offices so it can continue its security critical operations by serving all DEN employees' badging needs while a permanent solution is explored.

6. **City Attorney assigned to this request (if applicable):** Megan Henderson

7. **City Council District:** Council District 11

8. ****For all contracts, fill out and submit accompanying Key Contract Terms worksheet****

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

Use and lease of real property

Vendor/Contractor Name (including any dba's):

DHL Express (USA), Inc.

Contract control number (legacy and new):

Legacy No. PLANE-202265979/ New Amendment – PLANE-202582841

Location: Denver International Airport

Is this a new contract? Yes No **Is this an Amendment?** Yes No **If yes, how many?** 1

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

3/1/2023 – 3/1/2028

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount (A)</i>	<i>Additional Funds (B)</i>	<i>Total Contract Amount (A+B)</i>
Rates and Charges	Rates and Charges	Rates and Charges
<hr/>		
<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
5 years	N/A	N/A

Scope of work:

This amendment is to temporarily update current occupied leasehold space related to current Use and Lease Agreement. DEN SBO is temporarily taking 4,756.4 sf of the 37,375 sf cargo building space leased by DHL.

Was this contractor selected by competitive process? No

where competition does not exist exception under Memorandum No. 8B.

If not, why not? This qualifies for the situation

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

Source of funds:

Revenue

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

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

Who are the subcontractors to this contract? N/A

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