

ORDINANCE/RESOLUTION REQUEST

All Fields must be completed

Incomplete request forms will be returned to sender which may cause a delay in processing.

Please mark one: ☐ Bill Request or ☒ Resolution Request

Date of Request: 03/28/2023

1. Type of Request:

- ☒ Contract/Grant Agreement ☐ Intergovernmental Agreement (IGA) ☐ Rezoning/Text Amendment
☐ Dedication/Vacation ☐ Appropriation/Supplemental ☐ DRMC Change
☐ Other:

2. Title: Approves Southern Airways Express, LLC., contract execution for Southern Airways Express Use and Lease Agreement, Contract No. PLANE-202366955-00.

3. Requesting Agency: Department of Aviation

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: George Karayiannakis	Name: Carolina Flores
Email: George.Karayiannakis@flydenver.com	Email: Carolina.Flores@flydenver.com

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

This request is for a non-competitive use and lease agreement between Southern Airways Express, LLC (Southern Airways) and Denver International Airport (DEN). Southern Airways is a new signatory airline at DEN. They will be leasing 534.6 sq. ft. of operations space in Concourse C and a 56.9 sq. ft. ticket counter in the Terminal. This contract will be on the same terms as the majority of the signatory airlines operating at DEN.

6. City Attorney assigned to this request (if applicable): David Steinberger

7. City Council District: 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: Lease of Real Property.

Vendor/Contractor Name: Southern Airways Express, LLC.

Contract control number: PLANE-202366955

Location: Denver International Airport

Is this a new contract? ☒ Yes ☐ No **Is this an Amendment?** ☐ Yes ☒ No **If yes, how many?** N/A

Contract Term/Duration (for amended contracts, include existing term dates, and amended dates): Date of Execution to 12/31/2023 – 9 months.

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

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
Rates and Charges	N/A	N/A

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
9 Months	N/A	N/A

Scope of work:

This request is for a non-competitive use and lease agreement between Southern Airways Express, LLC (Southern Airways) and Denver International Airport (DEN). Southern Airways is a new signatory airline at DEN. They will be leasing 534.6 sq. ft. of operations space in Concourse C and a 56.9 sq. ft. ticket counter in the Terminal. This contract will be on the same terms as the majority of the signatory airlines operating at DEN.

Was this contractor selected by competitive process? No **If not, why not?** This procurement qualifies for the situation where competition does not exist exception under Memorandum No. 8B.

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 ☐ ACDBE ☒ N/A

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

Who are the subcontractors to this contract? N/A

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____