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CITY OF KELOWNA

MEMORANDUM

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**Date:** August 26, 2008

**File No.:** 0550-05  
2380-20-8112

**To:** City Manager

**From:** Assistant General Manager, Airport Operations

**Subject:** SUPPLEMENTAL AGREEMENT TO GROUND HANDLER LICENCE AND SUB-LEASE AGREEMENT – IRONMAN HOLDINGS LTD. dba KELOWNA RAMP SERVICES - KELOWNA INTERNATIONAL AIRPORT

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**RECOMMENDATION:** THAT Council authorize the Mayor and City Clerk to sign the Supplemental Agreement to Ground Handler Licence and Sub-Lease Agreement amending the Agreement to reflect a change of the rooms presently sub-leased at the Kelowna International Airport.

**BACKGROUND:** Ironman Holdings Ltd. dba Kelowna Ramp Services has held a Ground Handler Licence and Sub-Lease Agreement since March 15, 2007.

Ironman Holdings Ltd. dba Kelowna Ramp Services wish to relocate their office/storage space from rooms #401 and #402 to rooms #403 and #404.

The rent and airport maintenance charges for the sub-leased area will be:

Rooms #403 & #404 – 28.08m<sup>2</sup> X \$326.96/m<sup>2</sup>/annum = \$9,181.03/annum or \$765.08/month

Nine Thousand One Hundred Eight One Dollars and Three Cents (\$9,181.03) per annum, payable in advance, in monthly installments of Seven Hundred Sixty Five Dollars and Eight Cents (\$765.08) on the first day of each month commencing on the 1<sup>st</sup> day of November, 2008.

The Ground Handler Licence Agreement was approved by City Council in November 2006 and allows the Mayor and City Clerk to sign with new entrant ground handlers wishing to operate at our airport. It requires the provision of a security deposit equivalent to the estimated revenue for three months to accompany the agreement.

Considerations that were not applicable to this report:

INTERNAL CIRCULATION TO: N/A

LEGAL/STATUTORY AUTHORITY: N/A

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LEGAL/STATUTORY PROCEDURAL REQUIREMENTS: N/A

EXISTING POLICY: N/A

FINANCIAL/BUDGETARY CONSIDERATIONS: N/A

PERSONNEL IMPLICATIONS: N/A

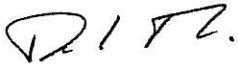
TECHNICAL REQUIREMENTS: N/A

EXTERNAL AGENCY/PUBLIC COMMENTS: N/A

COMMUNICATIONS CONSIDERATIONS: N/A

ALTERNATE RECOMMENDATION: N/A

Submitted by:



D. Fuller  
Assistant General Manager, Airport Operations  
DF/cmm

Approved for inclusion:

