

Date: October 22, 2025

To: Mayor and Members of City Council
From: Sheryl M. M. Long, City Manager
Subject: EMERGENCY ORDINANCE – LUNKEN AIRPORT LEASE AREA 4 LEASE
(SIGNATURE FLIGHT SUPPORT, LLC)

202501902

Attached is an emergency ordinance captioned as follows:

AUTHORIZING the City Manager to execute a Lease Agreement with Signature Flight Support, LLC., pursuant to which the City will enter into a new lease for the use and occupancy of Lunken Airport Lease Area 4 for up to thirty-five years.

Signature Flight Support LLC, one of the two existing Fixed Base Operators (FBOs) at Lunken Airport, has requested new long-term lease agreements for all three of its existing leaseholds so that the agreements will expire concurrently. After extensive discussion, it was agreed that the City will enter into three new lease agreements with an initial term of five years and ten optional three-year renewal periods. Each lease area is slated for improvements, and the new agreements will ensure that this work is completed in a timely manner. The total estimated capital investment by Signature is \$18.97 million.

Signature Flight Support will continue to conduct business involving the sale of gasoline, oil, and other lubricants; the operation of full-service aircraft facilities; the provision of aircraft storage; and the maintenance and repair of aircraft engines, instruments, propellers, and accessories.

Lease Area (LA) 4 is located at 654 Wilmer Avenue. Signature's current lease agreement for LA 4 was set to expire on October 31, 2037; however, under the new lease, the agreement will now expire in 2060.

Upon execution of the new lease, Signature will begin making \$1.1M of improvements to the leasehold. The annual rent will be \$231,422 during the initial five-year term. Thereafter, rent will be adjusted in accordance with the Consumer Price Index (CPI) at each renewal period. The City's Real Estate Division has reviewed and approved this rent.

The City Planning Commission approved the lease at its meeting on October 3, 2025.

The reason for the emergency is the immediate need to execute the agreement so the improvements can begin as soon as possible to enable the Airport to receive the benefit at the earliest possible time.

The Administration recommends passage of the attached emergency ordinance.

Attachment I – Lunken Airport Lease Agreement for Lease Area 4

cc: Greg Long, Interim Director, Transportation and Engineering