



**COMMISSION
AGENDA MEMORANDUM**

Item No.

6f

ACTION ITEM

Date of Meeting

October 27, 2020

DATE: October 5, 2020

TO: Stephen P. Metruck, Executive Director

FROM: James Jennings, Director, Aviation Business and Properties

SUBJECT: Airline Technical Representative Contract

Amount of this request: \$3,000,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute a contract for Airline Technical Representative (ATR) services for an amount not to exceed \$3 million for a duration up to six years (three-year base with three one-year options) at Seattle-Tacoma International Airport (SEA).

Executive Summary:

The Airline Technical Representative (ATR) Contract is a Port of Seattle (Port) consulting contract to support the SEA signatory airlines in appropriately engaging in SEA capital project planning and business/operational issues. Besides Alaska Airlines, most airline corporate properties representatives are not local to Seattle, and an ATR contract allows them to have an in-person liaison to represent their interests and support them in staying abreast of issues of interest to the SEA Airlines. The current ATR contract expires in 2021, so this contract is anticipated to replace the current.

Justification:

The Seattle region is one of the fastest growing in the country. The region's growth continues to drive the rapid airline growth at the Airport. That growth has and continues to outstrip existing operational and passenger processing capacity and is exacerbated by the continued deterioration of aging facilities and infrastructure needing significant renewal and replacement. These growth-related challenges generate the need for additional capital investment and associated projects in advance of the proposed Sustainability Airport Master Plan (SAMP) Near-Term Projects and beyond. In order to have a successful capital program, airline engagement is critical. An effective ATR Contract is vital to ensure airline appropriate engagement and involvement as the airline business (especially during a COVID-19 crisis) pulls airline attentions away from longer term initiatives like future SEA capital projects.

Scope of Work

Meeting Date: October 27, 2020

The Consultant will be responsible for serving as a single point of contact for both the Airlines and Airport as it relates to coordinating the Airline Industry's input and involvement during the facility planning, design, construction, and activation/commissioning phases of those projects that are to be implemented as part of SEA's Capital Improvement Program. Additionally, the Consultant may be requested to facilitate airline/Port input on key business and/or operational issues. In the capital support capacity, the ATR Office will facilitate communications between the Airlines and Airport, coordinate Airline industry review of various program-related technical submittals (i.e. pre-design white papers, scoping documents, project technical requirements, in-progress design drawings and specifications, reports, cost estimate and schedule summaries, etc.) and provide input on behalf of the Airlines to the Airport staff and consultants for their review, consideration and approval to incorporate into the program.

In the business and operational support, the Consultant may work to supplement and collaborate with both local and corporate airline representatives to work through areas of conflict or challenge between the Port and airlines. Some representative examples would be engagement of relevant airline/Port staff to mediate area of conflict or desired collaboration, research approved business and/or operational issues, identify alternatives and ensure appropriate stakeholders are engaged or represented. Ultimately, the purpose of the Consultant is to serve as representatives, on behalf of all SEA Airlines, to participate in various discussions to offer an airline perspective when airline representatives themselves are unable to participate directly.

Schedule:

- Advertisement scheduled for November 4, 2020
- Anticipated award Q1 2021

Financial Implications:

- Consistent with the 2020 budget, \$200K is budgeted in the 2021 expense budget and \$200K is anticipated to be capitalized in 2021 and directly charged to projects.

Attachments:

None.

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

- April 26, 2016 – authorization approved, item 4d, contract for Airline Technical Representative services up to five years.