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COMMISSION

AGENDA MEMORANDUM Item No. 8F

ACTION ITEM Date of Meeting November 8, 2022

DATE : October 13, 2022

TO: Stephen P. Metruck, Executive Director

FROM: Jim Witzman, Acting Director, AV Security

SUBJECT: STAC Exit Lane Staff Funding for Phase 2

Amount of this request: \$235,000

Total estimated project cost: \$235,000

ACTION REQUESTED

Authorization for the executive director to execute the remainder of the agreement with Seattle Tacoma Airline Consortium for exit lane staffing reimbursement for a total of 235,000 dollars through January 31, 2023.

EXECUTIVE SUMMARY

Due to unprecedented personnel shortages, TSA advised the Port and STAC that staffing the exit lanes with TSA personnel will require reduced staffing of security checkpoints at the Airport, causing potential congestion and passenger processing delays at the security checkpoints. This request allows for the TSA to focus on opening all available screening lanes as needed for maximum passenger throughput while the STAC continues to provide personnel to staff the exit lanes.

JUSTIFICATION

It is in the best interest of the Port, STAC, all airlines and other users utilizing the airport, including the traveling public, to avoid congestion and delays at the security checkpoints.

Diversity in Contracting

Not Applicable, the port is not contracting services.

Template revised January 10, 2019.

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DETAILS

Scope of Work

The STAC agrees to provide TSA with personnel to staff, and shall staff, the Concourse A Exit Lane (adjacent to checkpoint 1) and the Concourse C Exit Lane (adjacent to checkpoint 3) at the Airport, on a 24-7 basis through January 31, 2023. Port of Seattle agrees to reimburse STAC for the cost per the terms of the agreement .

Schedule

Agreement commenced on August 1, 2022. Proposed agreement extension shall commence on December 1, 2022, through January 31, 2023.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Discontinue staffing the passenger exit lanes at SEA. Ending this support will potentially negatively impact airport operations, including security and safety concerns and may disrupt air travel causing travel delays for our customers and airlines.

Cost Implications: This will save \$235,000

Pros:

(1) None

Cons:

(1) Potential Safety and Security concerns

(2) Customer Service concerns for our tenants and traveling public

This is not the recommended alternative.

Alternative 2 – Continue to reimburse the STAC for staffing the exit lanes at SEA utilizing personnel via VIP Hospitality LLC.

Cost Implications: \$235,000

Pros:

(1) This allows TSA to ensure appropriate staffing at the checkpoints helping to minimize congestion.

(2) Allows TSA to focus on the checkpoints and on the safety and security of the traveling public.

Cons:

(1) None

This is the recommended alternative.

Template revised June 27, 2019 (Diversity in Contracting).

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**FINANCIAL IMPLICATIONS**

Cost Estimate/Authorization Summary Capital Expense Total

**COST ESTIMATE**

Original estimate \$0 \$235,000 \$235,000

**AUTHORIZATION**

Previous authorizations 0 \$234,300 \$234,300

Current request for authorization 0 0 0

Total authorizations, including this request 0 0 0

Remaining amount to be authorized \$0 \$0 \$0

Annual Budget Status and Source of Funds

Aviation Budget expense dollars.

Future Revenues and Expenses (Total cost of ownership)

Not Applicable

**ADDITIONAL BACKGROUND**

The STAC (Seattle Tacoma Airline Consortium) use their combined resources to purchase or hire common needs, for example fuel or interline baggage (bags delivered from one airline to another for connections). They have determined that the exit lane staffing is a common need and have agreed to coordinate the staffing. Forecasted total spend through November 30th 2022 is \$120,000 or \$115,000 less than requested. If the full spend of the extension is realized the total cost of reimbursement from August 1, 2022 through January 31, 2023 is \$335,000.

**ATTACHMENTS TO THIS REQUEST**

(1) Memorandum of Agreement between the Port of Seattle and the STAC

**PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

None

Template revised June 27, 2019 (Diversity in Contracting).