

**ID#85760**

**TO:** Honorable Board of Acquisition and Contract

**FROM:** Hugh J. Greechan, Jr., PE  
Commissioner of Public Works and Transportation

**DATE:** June 15, 2021

**SUBJECT:** Resolution to exempt from the Westchester County Procurement Policy the procurement of an agreement with Frasca & Associates, LLC to provide consulting services in connection with the management of Westchester County Airport and related matters, for an amount not to exceed \$200,000.00 payable according to an approved budget, pursuant to Section 3(a)xxi of the Westchester County Procurement Policy and Procedures. (Agreement No. WCA 21006)

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Authority is hereby requested from your Honorable Board to exempt the procurement of an agreement with Frasca & Associates, LLC (“Frasca”) to provide consulting services in connection with the management of Westchester County Airport (“Airport”) and related matters. The agreement with Frasca will be for a term from April 1, 2021 through March 31, 2022, for an amount not to exceed \$200,000.00 payable pursuant to an approved budget.

Frasca has previously provided consulting services to the County of Westchester (“County”) involving Airport governance and has gained extensive knowledge regarding its operation. Frasca will perform the following services under this agreement:

1. Assist the County in evaluating Fixed Base Operator proposals for economic viability and regulatory compliance.
2. Evaluate potential revenue enhancements at the Airport.
3. Evaluate options and assist in implementation related to expiring Parking contract.
4. Assist the County in determining allocation and use of federal and state COVID-19 related funding for the Airport.
5. Assist in development of any Request for Qualifications and Request for Proposals related to airport operations, management, financing and capital improvements. Assist in implementation and evaluation during procurement process.
6. Assist County in development of operating and capital improvements budget for the Airport.
7. Assist the County in planning for the future airport management decisions. As the airport’s existing management agreement comes closer to ending the County will need to develop a plan to decide how to proceed and procure new airport management services.
8. Provide as needed airport oversight on behalf of the County. Provide direct oversight of the airport contractor on behalf of the County regarding airport strategic management and operations. Ensure that airport operations, the master plan update and other capital programs are conducted in a manner consistent with the County’s best interest for the economic benefit of its residents and businesses while maintaining a positive relationship with airport neighbors and the environment.

9. Provide support to County staff and the consultant team in completing the airport master plan update. Further assist County staff with strategic guidance on when to resume activities when the current crisis is behind us and the industry returns to a more stable environment. Review and comment on the Federal Aviation Administration's Terminal Area Forecast to ensure it complements the work in the master plan update.
10. Support County in public outreach plan and public meetings and ensure that public engagement is maintained throughout the planning process and that stakeholders and local officials have sufficient opportunity to review and participate. Support County staff, the master plan consultant team in preparing and conducting public meetings, as necessary.

Frasca is uniquely qualified to perform these services given its experience in advising Airports on financial, capital planning and operational issues. Frasca also provides unique experience in negotiating with Airlines and FBO operators, parking operators as well as entities that provide Airport management service. The combination of Frasca & Associates LLC and its subconsultant RT Connects provides the County with team that provides the services mentioned above as well as community outreach capabilities.

Pursuant to Section 3(a)xxi, the Westchester County Procurement Policy and Procedures are not applicable to any procurement for which this Honorable Board determines, by resolution passed prior to commencing such procurement, that compliance with the policy would not be in the best interests of the County. Based upon the foregoing, it is proposed that the best interests of the County would be served by exempting this agreement from the procedures of the County's Procurement Policy. A resolution to exempt this agreement from procurement is hereby submitted for your consideration.

HJG/DLV/dlv

# RESOLUTION

## Agreement No. WCA 21006

Upon a communication from Commissioner of Public Works and Transportation, be it hereby

RESOLVED, that pursuant to Section 3(a)(xxi) of the Westchester County Procurement Policy and Procedures, it is hereby determined that application of the procedural requirements contained therein, including the necessity of soliciting price quotations, is neither cost effective nor expedient, and accordingly, not in the best interests of the County of Westchester in connection with the procurement of an agreement with Frasca & Associates, LLC to provide consulting services in connection with the management of Westchester County Airport and related matters, for an amount not to exceed \$200,000.00 payable according to an approved budget.

APPROVED BOARD OF ACQUISITION & CONTRACT - 06/21/22 - J. M. RAJ, SECRETARY