

ID#85761

TO: Honorable Board of Acquisition and Contract

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

DATE: June 15, 2021

SUBJECT: Authority to enter into an agreement with Frasca & Associates, LLC to provide consulting services in connection with the management of Westchester County Airport and related matters, for a term from April 1, 2021 through March 31, 2022, for an amount not to exceed \$200,000.00 payable according to an approved budget, and approval of its subconsultant RT Connects (Agreement No. WCA 21006).

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

A separate Resolution is being submitted to your Honorable Board this date to grant an exemption from the Westchester County Procurement Policy pursuant to Section 3(a)(xxi) thereof.

Frasca has requested the approval of a subconsultant, RT Connects, 155 Main St., Suite 843, Matawan, NJ, to provide aviation advisory services. This firm has provided satisfactory services to the County under a prior contract and the Department recommends approval.

The goals and objectives of this agreement are to have Frasca perform the following services:

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.

Accordingly, your favorable action on the annexed Resolution is most respectfully urged and recommended.

HJG/DLV/dv

## RESOLUTION

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

**RESOLVED**, that the County of Westchester is hereby authorized to enter into an agreement with Frasca & Associates, LLC to provide consulting services in connection with the management of Westchester County Airport and related matters, for a term from April 1, 2021 through March 31, 2022, for an amount not to exceed \$200,000.00 payable according to an approved budget; and be it further

**RESOLVED**, that RT Connects, 155 Main St., Suite 843, Matawan, NJ, is approved as a subconsultant to provide aviation advisory services; and be it further

**RESOLVED**, that this agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that the County Executive or his authorized designee is hereby authorized to execute all instruments necessary to implement this resolution.

Agreement No. WCA 21006

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2021	161	44	4110	4420		\$150,000.00
2022	161	44	4110	4420		\$50,000.00

Budget Funding Year(s) 2021-2022  
(must match resolution)

Start Date 4/1/2021

End Date 3/31/2022

Funding Source: Tax Dollars \_\_\_\_\_

State Aid \_\_\_\_\_

\$ 200,000.00 Federal Aid \_\_\_\_\_  
(must match resolution)

Other Airport Special Revenue Fund