

COMMISSION
AGENDA MEMORANDUM

Item No. 8c

ACTION ITEM

Date of Meeting September 9, 2026

DATE : August 14, 2026

TO: Stephen P. Metruck, Executive Director

FROM: Jason Johnson, Asst Dir Airline Affairs & AV Properties
Matt Breed, Chief Information Officer

SUBJECT: **Meet Me Room Term License Agreement**

ACTION REQUESTED

Request Commission authorization for the Executive Director or Designee, to execute an Airport Term License Agreement with Comcast Cable Communications Management LLC (Comcast), and other service providers on a form substantially similar to this License Agreement with Comcast, to use the Meet Me Room (MMR) building and related infrastructure at Seattle-Tacoma International Airport (Airport) on a non-exclusive basis. The proposed license term is for ten (10) years.

EXECUTIVE SUMMARY

Part of the Airport's overall communication program is to improve core technology services and modernize our infrastructure in an effort to provide the airport tenants with multiple available service providers, while creating a new communication provider business model to recover some of the costs of the infrastructure that has been built and installed. The Airport is in the midst of completing (or has completed) multiple new communications infrastructure projects (i.e. the MMR, Fiber Upgrade Project, Tenant DMARCs or demarcation points) that updated outdated infrastructure. Upon completion, we will be able to connect the service providers from the street to our tenants in the terminal. The next stage is to get these service providers under license agreements so they can start providing telecommunication services (i.e. internet, phone, etc.) to our tenants.

JUSTIFICATION

The Port has invested over \$20 million in infrastructure that allows multiple service providers to provide telecommunication services to our Airport tenants using Port-controlled fiber. This investment responds to a long-standing request from our tenants. To support this, Port Legal developed a license agreement that includes an easement exhibit, enabling service providers to connect their systems to our tenants.

Meeting Date: September 9, 2026

This License with Comcast considers the installation of an empty conduit across International Boulevard (which will be memorialized in a separate agreement between the Port and Comcast) in lieu of furnishing the standard security deposit for the License. This conduit provides the Airport a pathway from the MMR to provide service to International Place (aka the SeaTac Office Center or STOC) that we recently acquired (subject to a future project to extend the service north on the east side of International Boulevard). The cost savings we will realize from them providing this pathway significantly exceeds the amount of the security deposit. The standard License Agreement (as attached to this item) with other service providers includes the security deposit requirement.

LICENSE TERM DETAILS

MMR Term License Agreement Terms	
Tenant Name	Comcast Cable Communications Management LLC
Term	10 years
Monthly License Fee	\$993.27 per rack per month (total TBD based on design)
License Fee Adjustment	License Fee will increase 3% annually on June 1
Permitted Use	Comcast shall use the Licensed Premises for the purpose of providing communication services (on a non-exclusive basis) to the Port, its customers and tenants at the airport.
Security Requirement	Comcast is running an additional 2" conduit for the Port in lieu of providing a deposit. The License with other service providers will contain the standard security deposit requirement.
Insurance Requirement	General Liability (\$5M), Auto (\$5M)

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Do not execute a license with Comcast (or any other service provider)

Cost Implications:**Pros:**

- (1) None

Cons:

- (1) Airport tenants remain limited to using the sole legacy provider, resulting in a potential single point of failure for tenant communications.
- (2) The expensive assets we just built solely for this purpose sit empty/unused, or used only by the Port, which means the costs are recovered through airport rates and charges without receiving the benefit anticipated by the installation of those assets.

This is not the recommended alternative.

Meeting Date: September 9, 2026

Alternative 2 – Execute a license with Comcast (and other service providers on the standard license form attached, as approved by Port Legal)

Cost Implications:

Pros:

- (1) Utilize port-owned facilities and infrastructure by agreement which gives the Port more control over its assets and utilization.
- (2) Airport tenants will have a choice of service providers, fostering competition and more robust products.
- (3) We are able to recover some of the infrastructure costs through license fees, rather than solely through Airport rates and charges to Airport tenants.

Cons:

- (1) None

This is the recommended alternative.

FINANCIAL IMPLICATIONS

The license fee is \$993.27 per rack per month. Number of racks a service provider uses will be determined during initial design, with some built in capacity for future growth. We can recover some infrastructure costs through license fees instead of relying only on Airport rates and charges to tenants.

ADDITIONAL BACKGROUND

Our airport is in a unique situation in that we own the fiber backbone infrastructure. We designed and implemented these integral projects (mentioned above) purposefully to connect service providers to our tenants. By owning this infrastructure, we are able to control where it is distributed throughout the Airport, rather than having service providers randomly distributing this infrastructure as they see fit. This allows us to keep more accurate information regarding this infrastructure in the future. We also keep these service providers from having to access operational areas of the Airport that they really have no need to access.

ATTACHMENTS TO THIS REQUEST

- (1) MMR License Agreement (attached is the boilerplate that includes the security deposit language that will be used for other service providers)

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

September 12, 2023, Item 8d, Final authorization for MMR Fiber (and building) Construction.
March 14, 2023, Item 8c, Communication Enhancement – Construction Authorization.
March 12, 2019, Item 6c, Tenant Network Demarcation (DMARC) Upgrade.