COMMISSION
AGENDA MEMORANDUM

ACTION ITEM

Item No. 9a

Date of Meeting September 22, 2026

DATE: September 9, 2026

TO: Stephen P. Metruck, Executive Director

FROM: Peter Lindsay, Assistant Director, Airport Operations

SUBJECT: SEA Airport Tenant Employee Parking Security Contract

Amount of this request: $6,900,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute a contract for security services to support employee parking operations at the North Employee Parking Lot and three new leased parking lots known as Lots A, C, and M for a total estimated cost of $6,200,000 over five years. The initial contract will be for a 1-year base term with four annual renewal options at the discretion of the Port, for a maximum term of five years. Additionally, requesting $700,000 to fund & maintain existing security coverage for the duration of the RFP process and through the contract's final extension (October 2027). Total authorization requested is $6,900,000.

EXECUTIVE SUMMARY

On-site guard services are an expected service and best practice to safeguard tenant employees, Port of Seattle staff, and port assets supporting the airport's employee parking operation. For this procurement, guard services are proposed for the North Employee Parking Lot (NEPL) located north of the airfield and newly leased areas, specifically parking lots A, C, and M—located along International Boulevard in the City of SeaTac. Collectively, these parking facilities provide over 5,500 parking stalls and are designed to accommodate the needs of more than 18,000 airport tenants who work at SEA airport, ensuring they have reliable access to parking for the next decade.

Security guards provide essential support and access control for the airport's employee parking facilities. They continuously monitor the premises, manage access, and report any criminal or suspicious activities with either on-premises surveillance or patrol surveillance. Additionally, these guards oversee traffic control and deliver high-quality customer service to our airport tenant parkers.

This action seeks to award a contract for comprehensive security guard services for a duration of up to five (5) years through an RFP process. The contract will consist of an initial 1-Year term, with options for four (4) additional 1-Year extensions based on performance and service evaluations such as dependability, customer feedback, and responsiveness.

Guard service staffing is estimated at $1.2M to $1.3M annually, expenditures which are recovered through parking fees. The proposed expenditures will be absorbed within the existing phased annual rate plan, which assumes an average year-over-year increase of approximately 7.3% through 2031.

Employee Parking's existing security contract (S-00321204) is scheduled to expire in October 2027. Existing funds are insufficient to support the remaining term of the contract while completing procurement and transition to a successor contract. This authorization is requesting funding to both maintain uninterrupted security services under S-00321204 and procure a new security services contract.

JUSTIFICATION

To maintain a safe operation, security and access control are needed for airport employee parking lots as staff anticipate constant year-round use by employees. The contract specifications call for a constant guard presence, patrol, and on-duty 24-hours, 7-days a week, and 365-days per year with the following key scope elements:

- Ensure only authorized persons have access to the lot
- Assist customers when they have issues with their access cards
- Provide 24-hour surveillance of the lot
- Available security presence on-hand and ready to react to emergent issues if necessary

Diversity in Contracting

Staff have contacted the Diversity in Contracting Office, which recommended a 5% women and minority owned-business participation (WMBE). Previous iterations of the contract have successfully added to the Port of Seattle's diversity in contracting goals, and the current contract holder is a WMBE firm.

DETAILS

This request is to provide site security for the entire employee parking operation, to reduce the risk of criminal activity, provide customer assistance, and monitor access control for facility security. Some units will be located on-site while others will provide mobile patrol surveillance with a vehicle.

Scope of Work

The successful contractor shall provide patrol and on-duty guard services for the NEPL and Lot C. A mobile patrol guard service shall be provided to Lots A and M. The service shall be performed 24-hours, 7-days a week, including holidays. The contractor will ensure only authorized personnel are allowed access to the lot, report any operational issues to the Landside Control Center, maintain a daily log of events, and provide a weekly update to Landside Management.

Specific scope elements include:

(1) Security Guard Presence – one security guard on-duty throughout the day, including a mobile patrol guard
(2) Regular Operational Reports and Daily Log – regular communications to advise management of lot activity, irregularities, and concerns
(3) Access Control – assist with lot access and customer service
(4) Supplemental Security – enhanced patrols and security evaluations around the lot perimeter

Airport Operations intends to continue offering guard services with increased resources to allow flexibility, greater response for site security, and public safety needs.

Schedule

Activity

Commission Authorization	2026 Quarter 3
RFP Development	2026 Quarter 4
Solicitation	2027 Quarter 1
Proposal Reviews	2027 Quarter 2
Award Contract	2027 Quarter 3
Contract Start Date	2027 Quarter 4

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Add Port staff to perform these functions. This option would eliminate the need for a contract to provide guard services at Employee Parking facilities and task the Port of Seattle and SEA with responsibility for all site-security services.

Cost Implications: Preliminary analysis estimates an approximate cost of $2.1M annually to transition security services to Port employees. This estimate only includes wages and benefits required for a minimum staffing model of 15 full-time employees (FTE) which satisfy three required security posts for 24-hour, 7-days a week, and 365-days coverage. This estimate does not include indirect and overhead costs such as uniforms, equipment, fuel, training, and recruitment. The estimate also assumes no collective bargaining-related costs or negotiated wage adjustments.

Pros:

(1) Port staff are more knowledgeable of Port policies and procedures and Employee Parking procedures and could answer questions and provide improved customer service to Employee Lot customers.

Cons:

(1) Disruptive to business operations. New staff would be needed to perform this new role, and many lines of business have difficulty filling existing positions. Staff is concerned that business continuity and site security may suffer from a lack of headcount or the inability to find qualified personnel.

(2) Women and Minority Business Enterprise (WMBE) participation. The current security contract is 100% WMBE. Transitioning to a Port of Seattle employment model would eliminate the guard service contract opportunity for WMBE firms.

(3) Conflicting roles. There are multiple workgroups at the Port that may contest the right to this work and further disrupt the ability to staff this vital position.

This is not the recommended alternative.

Alternative 2 – Discontinue dedicated security services at Employee Parking facilities and rely on existing Port passive security measures such as cameras, lighting, access controls, and standard operational reporting procedures.

Cost Implications: Eliminates the cost of a dedicated security contract or equivalent in-house staffing costs. Reduces ongoing expenses to zero relating to security personnel, vehicles, & associated operating costs. May require future investments in security technology or infrastructure enhancements to mitigate reduced on-site presence.

Pros:

(1) Lowest overall operating costs while also allowing funding to be redirected to other operational or capital priorities.

(2) Eliminates long-term contractual or staffing obligations while reducing administrative oversight associated with managing a security program.

Cons:

(1) No site security presence to deter criminal activity or provide immediate response.
(2) Increased risk of theft, vandalism, trespassing, and customer safety concerns.
(3) Reduced ability to proactively identify and resolve operational or safety incidents.
(4) Increases potential for liability and risk following security and safety-related incidents.
(5) Increased reliance on Port Police or King County law enforcement, which may result in longer response times.

This is not the recommended alternative.

Alternative 3 – Execute a contract for security services. Consistent with existing customer expectations and service levels since the NEPL began operations, this option would maintain the practice of using a contract security firm for NEPL guard services.

Cost Implications: Guard service staffing is estimated at $1.2M to $1.3M annually, expenditures which are recovered through parking fees.

Pros:

(1) Provides operational flexibility to supplement security needs without adding Full Time Equivalent (FTE) employees.
(2) Efficient use of Port funds as the procurement process helps the business unit attain competitive rates for services.
(3) Provides opportunity for WMBE contract participation. The current contractor is a 100% WMBE firm.

Cons:

(1) Variability in guard experience due to third-party scheduling needs and staffing requirements. Although guards are typically dedicated to the operation, at times, personnel are moved between sites.

This is the recommended alternative.

FINANCIAL IMPLICATIONS

As an enterprise, Employee Parking is a cost-recovery business whereby the expenditures necessary to operate and maintain the service are recovered directly from tenant customers and users of the service, inclusive of all necessary taxes and fees. As per existing SLOA agreements, current 2026 monthly parking rates are fixed at $107 per month; monthly parking rates are projected to increase to $114 per month for the 2027 calendar year, with the forecasted increase of approximately 7.3% annually through 2031.

Annual Budget Status and Source of Funds

The Employee Parking baseline budget in 2026 includes $1.19M in 2027 for guard services across all employee parking lots.

Financial Analysis and Summary

Project cost for analysis	$6,900,000.00
Business Unit (BU)	Landside Operations, Employee Parking
Effect on business performance (NOI after depreciation)	Absorbed in phased annual rate plan per SLOA, assuming average YOY increase of approx. 7.3% through 2031
IRR/NPV (if relevant)	N/A
CPE Impact	N/A

Future Revenues and Expenses (Total cost of ownership)

Current financial analysis forecasts $14.1M in 2026 year-end revenue. This figure includes revenue generated from the recently opened employee expansion parking lots.

Cost Breakdown

	This Request
Existing Contract *(S-00321204) Expires Oct 2027*	$700,000
Contract Year 1 (*New Executed Agreement)*	$1,165,000
Contract Year 2	$1,200,000
Contract Year 3	$1,236,000
Contract Year 4	$1,273,000
Contract Year 5	$1,311,000
Total	**$6,900,000**

Note: Total sums are rounded.

ADDITIONAL BACKGROUND

None.

ATTACHMENTS TO THIS REQUEST

(1) Presentation

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

September 9, 2026 – Action postponed to September 22, 2026, meeting.
August 9, 2022 – The Commission authorized a 5-year contract for NEPL security services.
August 4, 2017 – The Commission authorized a 5-year contract for NEPL security services.