



**COMMISSION
AGENDA MEMORANDUM**

Item No. 8f

ACTION ITEM

Date of Meeting October 27, 2026

DATE : September 30, 2026

TO: Stephen P. Metruck, Executive Director

FROM: Rick Duncan, Director, Aviation Business and Properties

SUBJECT: Airline Technical Representative Contract

Amount of this request: \$5,500,000

ACTION REQUESTED

Request Commission authorization for the Executive Director, or designee, to execute a contract for Airline Technical Representative (ATR) services for an amount not to exceed \$5.5 million for a duration up to five years (three-year base with two one-year renewal options) at Seattle-Tacoma International Airport (SEA).

EXECUTIVE SUMMARY

The ATR contract is a Port of Seattle (POS) consulting contract to support airlines that are part of the current Signatory Lease and Operating Agreement (SLOA) for 2025-2034. The Port is required under the current SLOA to retain one or more ATR and the contract is paid through rates and charges to the airlines.

The ATR contract provides engagement on behalf of the 43 SEA Signatory airlines on SEA capital project planning and business/operational issues. An ATR representative is needed because most airline corporate properties representatives are not local to Seattle (24 passenger-airlines headquartered outside the US). This contract allows them to have an in-person liaison to represent their interests and support them in staying abreast of issues of interest to SEA Airlines. The current ATR contract expires March 16, 2027.

JUSTIFICATION

SEA continues to see strong passenger and airline service growth. At the same time, the lack of additional gate capacity and the airport's constrained footprint means constant engagement with airline partners is critical. Current operational levels often exceed the design capacity of SEA, and our facilities and infrastructure continue to need significant renewal and replacement investments. Additionally, the major construction soon underway at the S Concourse requires close airline coordination over the life of the project. An effective ATR contract is vital to ensure

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appropriate airline engagement and involvement as the airline business contends with issues outside SEA (e.g. fuel price increases, tariffs, etc.).

Diversity in Contracting

A WMBE aspirational goal of 12% has been agreed upon with the Port's Diversity in Contracting team for this procurement.

Scope of Work

The ATR will be responsible for serving as a single point of contact for both the airlines and SEA as it relates to coordinating the airline industry's input and involvement during the facility planning, design, construction, and activation/commissioning phases of projects that are to be implemented as part of SEA's Capital Improvement Program. Additionally, the ATR may be requested to facilitate airline/Port input on key business and/or operational issues. In the capital support capacity, the ATR Office will facilitate communications between the airlines and airport, coordinate airline industry review of various program-related technical submittals (i.e. pre-design white papers, scoping documents, project technical requirements, in-progress design drawings and specifications, reports, cost estimate and schedule summaries, etc.) and provide input on behalf of the airlines to the airport staff and consultants for their review, consideration and approval to incorporate into the program.

In providing business and operational support, the ATR supports collaboration with both local and corporate airline representatives to work through areas of conflict or challenge between the Port and airlines. Some representative examples would be engagement of relevant airline/Port staff to mediate area(s) of conflict or desired collaboration, research approved business and/or operational issues, identify alternatives and ensure appropriate stakeholders are engaged or represented. Ultimately, the purpose of the ATR is to serve as representatives, on behalf of all SEA Airlines, to participate in various discussions to offer an airline perspective when airline representatives themselves are unable to participate directly. Additionally, the ATR acts as a liaison between the airlines and the Port to facilitate the quarterly and ad hoc AAAC meetings where the Port provides airline updates about operations, safety/security, the capital program, and budget for SEA.

Schedule

Advertisement scheduled for October 30, 2026, with award in Q1 2027.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Article 6.5 of the 2025 – 2034 Signatory Lease and Operating Agreement requires one or more Airline Technical Representatives be retained by the Port or a consortium formed by the Signatory Airlines. In either event, the Port pays for the Airline Technical Representative services and includes recovery of such costs through rates and charges to the Airlines as a pass-through. As such, it is preferable for the Port to procure the ATR services.

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FINANCIAL IMPLICATIONS

Annual spending under the contract will be approved through the annual budget cycle. The 2027 budget for the existing contract includes \$290K for expense related scope of work and approximately \$250K is anticipated for capital projects. The cost is paid through cost recovery via rates and charges to the airlines.

ATTACHMENTS TO THIS REQUEST

None

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

- January 28, 2025 – Commission authorized an amendment to the Airline Technical Representative Services contract
- December 10, 2024 – Commission authorized the 2025-2034 Signatory Lease and Operating Agreement between the Port and various Airlines operating at SEA.
- October 27, 2020 – Commission authorized a contract for Airline Technical Representative services for up to six years.
- April 26, 2016 – Commission authorized a contract for Airline Technical Representative services up to five years.