Limited Contract Compliance
Sixt Rent A Car, LLC

January 2023 – December 2025

Issue Date: August 24, 2026
Report No. 2026-11

Executive Summary

Internal Audit (IA) completed a limited scope audit of the Consolidated Rental Car Facility Lease Agreement (Agreement) between Sixt Rent A Car, LLC (Sixt) and the Port of Seattle (Port).

The period reviewed was January 1, 2023, through December 31, 2025.

The audit was conducted to determine whether concession fees and customer facility charges (CFC) were complete and properly calculated.

The following exception was identified:

Each Operator must collect the CFC at the time the first payment is made for a qualifying vehicle rental transaction, and must remit the full amount of the CFC to the Port regardless of whether or not the full amount of such CFC is actually collected by the Operator from the person who rented the automobile.

We tested three months of CFC data, totaling over 10,000 transactions, and identified approximately $4,000 that was not remitted to the Port. This would result in approximately $48,000 if extrapolated to the full 36-month period.

Internal Audit will partner with Aviation Commercial Management to have further discussions with Sixt and either collect or resolve these differences.

We extend our appreciation to management and staff of Aviation Commercial Management and the Accounting & Financial Reporting Departments for their assistance and cooperation.

Glenn C Fernandes

Glenn Fernandes, CPA
Director, Internal Audit

Responsible Management Team
Lisa Lam, Director, Accounting and Financial Reporting
Geoffrey Foster, Assistant Director, Aviation Business Development
Jeff Wolf, Director, Aviation Commercial Management

Background

In December of 2018, the Port entered into an Agreement with Sixt Rent A Car, LLC (Sixt). Under this agreement, Sixt pays a percentage fee equal to ten percent (10%) of gross revenue to the Port for each agreement year.

The Minimum Annual Guarantee (MAG) is 85% of the total paid by the concessionaire to the Port, for the previous calendar year. At the end of the lease year, a reconcilation is performed comparing the Percentage Fees due to the Port, to the Agreement Year's MAG. Any amount of the Percentage Fees that fall below the MAG is due to the Port.

In addition to the percentage fee, the Operator collects a customer facility charge (CFC) on all vehicle rental transactions with Airport Customers.

The table below reflects percentage fees and CFC paid to the Port in 2023 through 2025:

Year	Percentage Fee	Customer Facility Charge
2023	$2,486,740	$1,917,831
2024	2,719,370	2,420,395
2025	2,677,133	2,627,253

Approach

The period audited was January 2023, through December 2025 and included the following procedures:

- Validated that the percentage fees were calculated correctly and in accordance with the lease revenue thresholds
- Agreed Concessionaire's monthly general ledger sales data to what was provided to the AFR Department
- Obtained the independent auditors report, and verified that the opinion concluded that, gross receipts in all material respects, were presented fairly
- Traced revenue detail from the monthly summary report to the concession reporting form.
- Obtained and reviewed the Profit & Loss statements for variances
- Re-calculated the daily CFC, compared it to Sixt's raw data, and identified variances