



114148

TO: Honorable Board of Acquisition and Contract

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

DATE: July 23, 2026

SUBJECT: Resolution to exempt from the Westchester County Procurement Policy the procurement of an amendment to an agreement with Frasca & Associates, LLC to provide consulting services in connection with the management of Westchester County Airport, in order to retroactively extend the term through May 31, 2031, expand the services to also include assisting the County with the Commercial Passenger Terminal Modernization Needs Assessment and Planning Study, and increase the not to exceed amount by \$450,000.00 to \$1,200,000.00, payable pursuant to an approved budget, pursuant to Section 3(a)xxi of the Westchester County Procurement Policy and Procedures. (Agreement No. WCA 21006)

On June 24, 2021, your Honorable Board approved a Resolution authorizing 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 ("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. That Resolution also approved the use of a subconsultant, RT Connects, 155 Main St., Suite 843, Matawan, NJ, to provide aviation advisory services.

On June 9, 2022, your Honorable Board approved a Resolution authorizing the County to amend agreement with Frasca for an amount not to exceed \$200,000.00 payable according to an approved budget, in order to extend the term through May 31, 2024, and increase the not to exceed amount to \$500,000.00.

On June 20, 2024, your Honorable Board approved a Resolution authorizing the County to amend agreement with Frasca for an amount not to exceed \$250,000.00 payable according to an approved budget, in order to extend the term through May 31, 2026, and increase the not to exceed amount to \$750,000.00.

The County recently extended its agreement with Avports LLC for management and operation services at the Airport for two years from June 1, 2026 through May 31, 2028, pursuant to a Resolution approved by your Honorable Board on May 14, 2026. In addition to the continued services assisting the County in procuring a successor airport management agreement, Frasca's services are required in connection with the Commercial Passenger Terminal Modernization Needs Assessment and Planning effort, which is currently underway.

Therefore, authority is requested to amend the agreement with Frasca in order to retroactively extend the term through May 31, 2031, expand the services to also include assisting the County with the Commercial Passenger Terminal Modernization Needs Assessment and Planning Study, and increase the not to exceed amount by \$450,000.00 to \$1,200,000.00, payable pursuant to an approved budget. All remaining terms and conditions of the agreement will remain unchanged.

Frasca has previously provided consulting services to the County involving Airport governance and has gained extensive knowledge regarding its operation. Frasca will perform the following services under this amendment:

1. Provide industry benchmarks, experience and research on Airport business operations. This includes, but is not limited to, financial business models of rental cars, concessions, fuel farms, and vehicular parking.
2. Support the development of financial plans for capital programs and investments, including funding sources and impacts on airline rates and charges.
3. Develop strategies and assist in the preparation of applications for Passenger Facility Charges (PFCs) and federal and state grants.
4. Develop strategies for and support the implementation of a potential Customer Facility Charge (CFC).
5. Assist with financial modelling, rates and charges projections, and the development of financial proformas for the Airport and potential projects.
6. Assistance with accounting and financial reporting.
7. Supporting preparation and monitoring of annual budgets.
8. Providing advice on tenant lease negotiations and performance monitoring.
9. Identify and review best practices in support of strategic plans for the Airport.
10. Provide special studies, ongoing support and other assistance as requested by the County.

Frasca is uniquely qualified to perform these services given its experience in advising airports on financial, capital planning and operational issues. Frasca also provides unique experience in negotiating with airlines and FBO operators, parking operators as well as entities that provide airport management service. The combination of Frasca and its subconsultant RT Connects provides the County with a team that provides the services mentioned above as well as community outreach capabilities.

Pursuant to Section 3(a)xxi, the Westchester County Procurement Policy and Procedures are not applicable to any procurement for which this Honorable Board determines, by resolution passed prior to commencing such procurement, that compliance with the policy would not be in the best interests of the County. Based upon the foregoing, it is proposed that the best interests of the County would be served by exempting this amendment from the procedures of the County's Procurement Policy. A resolution to exempt this amendment from procurement is hereby submitted for your consideration.

HJG/DLV/dlv

RESOLUTION

Agreement No. WCA 21006

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

RESOLVED, that pursuant to Section 3(a)(xxi) of the Westchester County Procurement Policy and Procedures, it is hereby determined that application of the procedural requirements contained therein, including the necessity of soliciting price quotations, is neither cost effective nor expedient, and accordingly, not in the best interests of the County of Westchester in connection with the procurement of an amendment to an agreement with Frasca & Associates, LLC to provide consulting services in connection with the management of Westchester County Airport and related matters, in order to retroactively extend the term through May 31, 2031, expand the services to also include assisting the County with the Commercial Passenger Terminal Modernization Needs Assessment and Planning, and increase the not to exceed amount by \$450,000.00 to \$1,200,000.00, payable pursuant to an approved budget.

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/06/2026 - RAYMOND G. GUY, SECRETARY