



114149

TO: Honorable Board of Acquisition and Contract

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

DATE: July 23, 2026

SUBJECT: Authority to amend 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 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 (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 \$300,000.00 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, 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.

Accordingly, your favorable action on the annexed Resolution is most respectfully urged and recommended.

HJG/DLV/dv

RESOLUTION

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

RESOLVED, that the County of Westchester (the "County") is hereby authorized to amend 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, and increase the not to exceed amount by \$450,000.00 to \$1,200,000.00 payable pursuant to an approved budget; and be it further

RESOLVED, that all remaining terms and conditions of the agreement, as previously amended, shall remain unchanged; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute all instruments necessary to implement this resolution.

Original Agreement:	\$200,000.00
1 st Amendment:	\$300,000.00
2nd Amendment:	\$250,000.00
<u>This Amendment</u>	<u>\$450,000.00</u>
Total:	\$1,200,000.00

WCA 21006, A3

Account to be Charged/credited	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	161	44	4110	4420		\$ 46,670.00 (2026)
	161	44	4110	4420		\$ 106,670.00 (2027)
	161	44	4110	4420		\$ 106,830.00 (2028)
	161	44	4110	4420		\$ 106,830.00 (2029)
	161	44	4110	4420		\$ 50,000.00 (2030)
	161	44	4110	4420		\$ 33,000.00 (2031)

Budget Funding Year(s) 2026-2031 Start Date 06/01/2026 End Date 05/31/2031
(must match resolution)

Funding Source	Tax Dollars	_____
	State Aid	_____
	Federal Aid	_____
<u>\$450,000.00</u>	Other	<u>Airport Special Revenue Fund</u>