

**NOTICE OF PUBLIC MEETING
PHOENIX AVIATION ADVISORY BOARD**

Pursuant to A.R.S. Section 38-431.02, notice is hereby given to the members of the **PHOENIX AVIATION ADVISORY BOARD**, and to the general public, that the **PHOENIX AVIATION ADVISORY BOARD** will hold a meeting open to the public on **Thursday, January 19, 2023 at 3:00 p.m. located at the City of Phoenix Aviation Department, PAAB Conference Room, 2485 E. Buckeye Road, Phoenix, Arizona 85034, or via WebEx teleconference.**

OPTIONS TO ACCESS THIS MEETING:

- 1. Watch the meeting virtually using the WebEx link provided below.**

<https://cityofphoenix.webex.com/cityofphoenix/onstage/g.php?MTID=e63a5fc34b63f622b85f288a6c06dd477>

- 2. Call-in to listen to the meeting, dial 602-666-0783 and Enter Meeting ID 2452 189 8824# Press # again when prompted for attendee ID.**
- 3. Attend the meeting in-person at the Aviation Headquarters.**

Public Comment: If you wish to provide a written comment or speak at the meeting virtually or by phone, please submit a request to pearl.meza@phoenix.gov no later than 10 a.m. on Thursday, January 19, 2023. The email should include your first and last name, email address, the item number(s) and whether you would like your comment read into the record or if you wish to speak. Those who wish to attend in person may submit a request to speak by completing a speaker card at the registration desk at the beginning of the meeting.

Pursuant to Arizona Revised Statutes, Section 38-431.02B, notice is given that the Phoenix Aviation Advisory Board may vote to go into Executive Session, or Sessions, for discussion or consultation, for legal advice with the attorney or attorneys of the public body for any agenda items listed below, as authorized by Arizona Revised Statutes, Section 38-431.03 (A)(3) or for discussion of records and/or information that is exempted by law from public disclosure, as authorized by Arizona Revised Statutes, Section 38-431.03(A)(2). If authorized by a majority vote of the Phoenix Aviation Advisory Board, the Executive Session will be held immediately after the vote and will not be open to the public. If a decision is requested, the Phoenix Aviation Advisory Board may decide the matter in the public meeting or defer the decision to a later date. The agenda items that may be subject to an Executive Session pursuant to Arizona Revised Statutes, Sections 38-431.03 (A) (2) and 38-431.03 (A) (3) are as follows:
Items 4, 5, 6, 7, 8, & 9

One or more board members may participate via teleconference. Agenda items may be taken out of order.

The agenda for the meeting is as follows:

CALL TO ORDER

SUMMARY OF CURRENT EVENTS

1. **Summary of Current Events by the Director of Aviation Services**
2. **Summary of Current Events by the Airline Station Manager**

MINUTES OF MEETING

3. **For Approval or Correction, the Minutes of the Phoenix Aviation Advisory Board Meeting on December 15, 2022**

CONSENT ACTION (ITEMS 4-5)

4. **Cutter Phoenix Aviation, Inc. Ground Lease**

This report requests that the Phoenix Aviation Advisory Board recommend to the Phoenix City Council to enter into a ground lease with Cutter Phoenix Aviation, Inc., at Phoenix Sky Harbor International Airport for five years with no options to extend.

THIS ITEM IS FOR CONSENT ACTION.

5. **Residential Lot Cleaning Contract Request for Proposal 23-015**

This report requests that the Phoenix Aviation Advisory Board recommend to the Phoenix City Council to award a residential lot cleaning contract to Berry Realty & Associates, Inc. at Phoenix Sky Harbor International Airport for three years with two one-year options to extend.

THIS ITEM IS FOR CONSENT ACTION.

DISCUSSION AND POSSIBLE ACTION (ITEM 6)

6. Concessions Consulting Services Request to Issue Request for Proposal

This report requests the Phoenix Aviation Advisory Board recommend to the Phoenix City Council to authorize the Aviation Department to issue a Request for Proposal for airport concessions consulting services.

THIS ITEM IS DISCUSSION AND POSSIBLE ACTION.

INFORMATION AND DISCUSSION (ITEMS 7-9)

7. CAMP Update – Terminal 4 Hotel

This report provides the Phoenix Aviation Advisory Board an update on recent Comprehensive Asset Management Plan implementation planning efforts related to the Terminal 4 hotel concept.

THIS ITEM IS FOR INFORMATION AND DISCUSSION.

8. Badging Office Update and Process Improvements

This report provides the Phoenix Aviation Advisory Board an update on process improvements for the Aviation Department's security badging and an overview of plans to move the badging office into Terminal 3.

THIS ITEM IS FOR INFORMATION AND DISCUSSION.

9. PHX Sky Train Activation

This report provides the Phoenix Aviation Advisory Board an update and information about the PHX Sky Train's operational readiness and testing process ahead of the opening of Phase 2.

THIS ITEM IS FOR INFORMATION AND DISCUSSION.

ADVISORY BOARD INFORMATION AND FOLLOW-UP REQUESTS

CALL TO THE PUBLIC

This is the time for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. Section 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later time.

ADJOURNMENT

For further information, please call Pearl Meza, Management Assistant II, Aviation Department at 602-273-3382. For further documentation on this meeting, please visit skyharbor.com.

Persons with a disability may request a reasonable accommodation, please contact Pearl Meza, Management Assistant II, Aviation Department at 602-273-3382. Or 7-1-1 friendly.

The next Phoenix Aviation Advisory Board meeting is scheduled to take place Thursday, February 16, 2023



**PHOENIX AVIATION ADVISORY BOARD
SUMMARY MINUTES
December 15, 2022
*Meeting held via WebEx***

Board Members Present

Brian Foster
Camilo Henao – Ex-Officio
Ron Price
Sandra Ferniza
Stephanie Cherny
Valencia Fisker – Chairperson
Verma Pastor
Seth Scott– Vice-Chairperson

Board Members Absent

Andrew Cohn
Ruben Alonzo

Staff Present

Abbe Slade
Brett Aiken
Carl Cephas
Chad Makovsky
Christy Gomez
Clif Looper
David Uriarte
Gabriel Nevarez
Heather Shelbrack
Jay DeWitt
Jennifer Holland
Jennifer Maples

Julie Rodriguez
Lawrence Hein
Lisa Madison
Mara Kelly
Marian Baily
Marshall Kain
MaryHelen Martinez
Matthew Becker
Matthew Heil
Michael O’Shaughnessy
Moe Yacut
Monica Gonzalez

Pearl Meza
Prasan DeSilva
Richard Graham
Roxann Favors
Sarah Demory
Sean Larkin
Sonja Costello
Tamra Ingersoll
Tim Spahr
Tom Sawyer
Valerie Churchw

Members of the Public Present

Brian Howard
Joel Ericson
Lilly Osborne

Joel Ericson
Karen Ratliff
Scott Sikel

CALL TO ORDER

Chairperson Fisker called the meeting to order at **3:01 p.m.**

SUMMARY OF CURRENT EVENTS

1. Summary of Current Events from the Director of Aviation Services

Mr. Makovsky welcomed in-person and virtual attendees and opened his presentation by reviewing the passenger numbers from Sky Harbor for the month of October and also year-to-date (YTD), the cargo tonnage, and general operation numbers (take offs and landings) from all three airports. He highlighted Goodyear operations and the United Aviate Academy as being a major factor for the increase in operations at Goodyear and stated that Sky Harbor and United Airlines are working closely to strategically plan for future growth.

Mr. Makovsky next discussed new air service development. In November, Breeze Airways hosted their inaugural flights to Utah and South Carolina. Chairperson Fisker attended the event.

Delta Airlines announced daily nonstop service to Boston. Delta is now one of three airlines to offer nonstop service.

Regarding air service to Mexico, Mr. Makovsky highlighted the twelve destinations in Mexico that Sky Harbor serves and provided statistics which compared traffic to Mexico in 2022 vs 2019; 2022 is Sky Harbor's busiest year for travel to Mexico.

Mr. Makovsky also shared a map displaying all the new destinations Sky Harbor added during 2022. In all, Sky Harbor added nineteen new markets, through twelve separate carriers.

Mr. Makovsky next discussed the Twelve Days of Gratitude, an airport program designed to show appreciation for our customers.

He also shared the Aviation Department's upcoming participation in the annual Fiesta Bowl parade, which is another opportunity for the department to engage with the community.

Mr. Makovsky also shared new signage that was posted in Sky Harbor that was recognized by the National Recycling Coalition in the category of Outstanding Outreach Program, including signage on water conservation.

Next, Mr. Makovsky discussed Phase 2 of the PHX Sky Train, which will be opening on Dec. 20. The additional segment will connect the Rental Car Center and 24th Street station to the terminals, and will help the department reach its sustainability objectives, expand available parking, and make travel between airport amenities easier.

2. Summary of Current Events by the Airline Station Manager

Mr. Henao did not have any updates.

MINUTES OF MEETING

3. For Approval or Correction, the Minutes of the Phoenix Aviation Advisory Board Meeting on November 17, 2022

A motion was made by Mr. Foster, seconded by Ms. Pastor that this item be approved.

The motion carried.

DISCUSSION AND POSSIBLE ACTION (ITEM 4)

4. Ground Transportation Dispatch and Curb Monitoring Services

Mr. O'Shaughnessy presented this item. Mr. O'Shaughnessy began with an overview of the contract and provided a background on ground transportation at the airport and how this contract fits into this overall plan.

Mr. O'Shaughnessy reviewed the contract and how it will help to maintain safety and a high level of service for our passengers. He also reviewed the solicitation timeline and process.

He noted that two proposals were received and based of the procurement requirements, one proposal was deemed responsive and the second proposal was deemed unresponsive. Mr. O'Shaughnessy also provided the criteria used to evaluate the proposals. After review, the evaluation panel recommended that the incumbent be awarded the contract.

Mr. Foster asked how the incumbent, ACE Parking, performed during the current contract.

Mr. O'Shaughnessy shared that their performance was acceptable despite some challenges during the pandemic. It was noted that ACE is also the company which holds the parking contract for the entire airport.

A motion was made by Ms. Ferniza, seconded by Mr. Price that this item be approved.

No public comments.

The motion carried.

INFORMATION AND DISCUSSION (ITEMS 5-8)

5. Sky Harbor Child Care Program Update

Mr. Heil presented this item. He opened by giving a summary of the program, including funding sources and eligibility requirements. Mr. Heil then discussed program outreach efforts and usage to date.

He then discussed ways being considered to increase usage of the program, including potentially increasing the maximum household income level, and increasing the age limit for qualifying children. He noted that changes to child age limits are limited by the structure of the state's established program.

Mr. Heil added that along with allocated funds for the scholarship, the airport was also allocating funds to sponsor its own child care facility. He discussed the current plans to build a facility at the 44th street Sky Train station.

After consulting with design and construction firms it was determined that a full build out would be more expensive and produce a long construction timeline. Staff instead researched a shell build out using a job order contract, which would be less costly and quicker.

Mr. Heil concluded by noting that he will be working with First Things First to identify possible changes to the program to increase usage and work with Design & Construction services to begin the construction project, and work on a procurement for a facility operator.

Ms. Ferniza asked about the location of the children who are currently placed.

Mr. Heil responded that the reason the airport was able to launch the scholarship program as quickly as it did was because of its partnership with First Things First. FTF has an established scholarship program with providers throughout Maricopa County. Any facility that is approved by First Things First is an eligible facility for scholarship recipients.

Ms. Ferniza followed up by asking if there were facilities equipped to handle the atypical hours which some airport badged worked may be scheduled for.

Mr. Heil responded that he was not aware of specific facility hours but, as a follow-up, could provide facilities and their hours.

As an additional comment, Mr. Heil noted that some families who are approved but not yet taking advantage of the scholarship are waiting for capacity at a specific approved facility.

Ms. Fisker asked for the timeframe between the application submittal and getting approved.

Mr. Heil responded that the timeline was quick and most often took about three days.

Ms. Fisker followed-up by asking for clarity on the approval/placement.

Mr. Heil responded that while the airport can provide the scholarship, the airport relies on First Things First for the actual placement of the child.

Ms. Ferniza asked if children could be placed in only large facilities, or if homecare was eligible as well.

Mr. Heil responded that either arrangement is eligible for a scholarship, as long as the location is certified by First Things First.

Ms. Ferniza asked if in the future the age restriction of the scholarship would be changed.

Mr. Heil responded that while options are being explored, the current limit is set by the organization's statute.

Mr. Makovsky added that one reason the airport is looking to build its own facility is so there wouldn't be such stringent age restrictions.

No public comments.

6. Tal Wi Wi Request for Information

Mr. Richard Graham presented this item. He reviewed the area's location and acreage and discussed the process for the Request for Information (RFI) and back history of how and why the land was acquired. The main reason for the land acquisition was to protect Luke Air Force Base. He also discussed the intent of the RFI to get proposals on both industrial development and the potential for a solar farm project which would help the Aviation Department achieve its sustainability goals.

Mr. Graham noted that because development of this land could impact the Air Force base, staff has been in direct contact with the base about the intention to develop the land in some capacity.

Mr. Graham discussed the sustainability goals of the department and how Aviation staff felt that if the land south of Olive Avenue was developed as a solar farm it would allow help the department to meet its net zero carbon goal.

He also reviewed the state laws of have been enacted which protect military installations within Arizona, and how Title 28 restricts the type and size of development which can occur. These changes mean that Aviation has more flexibility to consider compatible developments around the base on its property.

To create a solar farm on the site, a private developer would be necessary, because they could take advantage of certain energy credits not available to the city. As power was generated, the airport would not receive electricity directly, but instead would retain the renewable energy credits derived from the farm.

In the event of power being sold to APS, coordination with APS would have to occur. Mr. Graham explained that there are laws (PURPA) requiring APS to receive the generated power (up to 80 MW). Ultimately, the developer must work out a deal that works best for everyone.

When crafting the RFI, aviation staff believed that a collaboration between a commercial/industrial developer in the north and a solar developer in the south would be the best fit. When the RFI closed, none of the four received responses included any anticipated collaboration.

Mr. Graham then provided an overview of the four proposals:

- 1) Hecate Energy proposed a development for the entire plot to be one large solar farm. Although Aviation staff determined that 80 MW could be contained on half of the site, Hecate proposed developing the entire plot to generate up to 100 MW.
- 2) Longroad Energy proposed another complete development of the land for solar energy production. However, their plan called for much of the solar to be outside of the flight path for the Air Force and to include solar storage for use during nighttime hours.
- 3) Merrit Partners proposed industrial development north of Olive while maintaining farming south of Olive, noting that keeping the land south of Olive as farmland would also help protect the Air Force base. Additionally, one of the partners is currently a farmer and wants to add this land into his inventory.
- 4) Van Trust Plaza proposed mostly industrial development north of Olive with a bit of leakage to the south but did not propose any collaboration with a solar company for a farm to the south.

Next, Aviation staff will evaluate the proposals, stay in communication with the Air Force, confirm initial assumptions about the south parcels supplying the needed 80 MW, and develop a procurement for the proposed development.

Mr. Price ask what the expected timeframe was to provide another update on the solar farm project.

Mr. Graham stated that currently there is no set timeline, however he anticipated having a clear idea by the middle of 2023 as to what direction the department is going to take.

Mr. Foster asked what went into the analysis that came up with the assumed 80 MW power production south of Olive, and why the proposals used more of the land to generate the 80 MW than staff anticipated.

Mr. Graham stated that the solar companies that are currently contracted with the department were consulted by city staff who are knowledgeable about solar production.

Chairperson Fisker asked to confirm that the scope of the RFI included the development of a solar farm.

Mr. Graham confirmed that the RFI did include a solar development.

Chairperson Fisker asked about the two responses that came back without a solar development.

Mr. Graham responded that the airport was willing to accept any information provided, but that two components were specifically being sought after, solar and commercial development. For an RFI any response would be entertained for feasibility.

Ms. Ferniza asked if the power generated at the site is of any interest to APS.

Mr. Graham responded that staff has met with APS and they are open to accepting generated power at the site.

Ms. Ferniza asked that if Luke Air Force Base has been a part of the evaluation process.

Mr. Graham responded that communication with the base started even before the RFI was released and is ongoing as the project proceeds.

No public comments.

7. Super Bowl Update

Ms. Roxann Favors and Ms. Sarah Demory presented this item.

Ms. Favors discussed the city's history in hosting Super Bowl events, and the process and organization that is used to prepare for these kinds of mega-events.

When Phoenix last hosted the Super Bowl in 2015, the city created an internal team to help facilitate the planning and coordination of major events. As a result, the city created a Super Bowl Steering Committee which was dedicated to ensuring seamless coordination, safety and security, and a great fan experience. To help achieve these goals, the Steering Committee uses four guiding principles: Collaboration, Accountability, Communication, and Civic Pride.

Ms. Favors proceeded by outlining the Steering Committee members and highlighted that of the 27 city departments, 19 departments are members of the Committee.

Additional members of the Committee are made up of strategic partners - the NFL Host Committee, and various entities around the Valley which play an integral part in hosting a successful event.

She noted that ultimately, the goal of the City Super Bowl Steering Committee is to support the planning efforts of the NFL and the NFL Host Committee, and to elevate and enhance the fan experience.

Lastly, Ms. Favors highlighted the fan experience events and their locations within Phoenix.

Then Ms. Demory provided an overview of the different Aviation stakeholders that are heavily involved with the aviation coordination efforts of the Super Bowl.

Ms. Demory reviewed Aviation aspects of hosting the 2015 Super Bowl, including best practices learned and noted that with the large influx of private aircraft how airports across the Valley are working with the FAA to ensure a successful landing reservation system.

Ms. Demory briefly covered arrivals of the football teams and acknowledged that logistics with media and fans are being finalized.

While the Super Bowl itself is the main event, Ms. Demory acknowledged that "Departure Monday" was the day that really puts the spotlight on Sky Harbor Airport. She covered the expected record number of passengers, the number of volunteers needed and their training, and the added amenities the airport will employ to ensure a seamless passenger experience.

One such amenity that has been popular in the past is remote bag check-in. This amenity helps reduce congestion within the terminal and expedites passenger

check-ins. With new Sky Train stations online, remote bag check-ins are expected to double.

Lastly, Ms. Demory covered plans for unexpected events. Last Super Bowl, fog cover was an issue which delayed flights. Another unexpected hazard which is being planned for is ice. A deicing trailer has been purchased and will be ready to deploy in the case of ice on the runways.

No public comments.

8. Monthly Concessions Update

Ms. Roxann Favors and Mr. Prasan De Silva presented this item. Ms. Favors began with an update on the follow-up items from the November PAAB meeting. Aviation staff has been working with the Prime concessionaires to get and organize all the requested information. Both SSP and Host have requested additional time in this matter, as not all the information is maintained by the Primes and comes directly from their partner operators.

Ms. Favors discussed staff's review of the contractual hours requirement, and that staff consulted the original solicitations for concessions. For all food and beverage operators, contractual hours are 90 minutes before the first daily scheduled flight, and 30 minutes after the final daily flight. Aviation staff has been in discussions with the Primes and their partner concessionaires on how to maintain contractual hours and enhance the current passenger experience.

Ms. Favors noted that to maintain consistency for the concessionaires and passengers, Aviation staff is working on a temporary operating hours arrangement with both food and beverage concessionaires and news and gift concessionaires. This arrangement is meant to be temporary with the expectation that within several months the original contractual hours will be met. As a part of this temporary arrangement, liquidated damages would be assessed if the new hours were not met but would not be assessed if temporary contractual hours were met. Once the new, temporary operating arrangement has been agreed to by Prime and partner concessionaires the temporary operating hours will be posted on the website and other public facing portals.

Ms. Favors then reviewed menu offerings by the concessionaires, and the original solicitations which resulted in the current contracts. These solicitations combined both local and nationally recognized brands with the airport menus derived from the "street" locations of the brands. Each concessionaire was required to offer breakfast, lunch, dinner, and keep up with current food and beverage trends. Current trends mean that the dietary options that are offered on the street, also need to be offered at the airport location.

Mr. De Silva then presented on the recovery of food and beverage concession operations for both SSP and Host. Mr. De Silva clarified that previous goals for concessions were to reengage 67 outlets. After working with Aviation staff, reassessing outlet counts, the new goal for engaged outlets is 64.

Continuing on, Mr. De Silva spoke about specific concessionaires, their locations, their operating agreements, and the future use of their locations based on post-pandemic passenger behavior. He also shared that some of the outlets that are being returned to the Aviation Department due to business closures.

Mr. De Silva then discussed the recovery of specialty retail concessionaires. He noted that previous goals were to reengage 47 outlets. After a staff reassessment, the new goal is to reengage 49. Mr. De Silva explained that Aviation staff is working with two specific outlets to determine whether to reopen the outlet or if a reconcept would be more beneficial.

Mr. De Silva then discussed the recovery of passenger services. Unlike the previous two categories, there was no reassessment and the current number of passenger services concessionaires is 15, with 9 consistently open for the past three months.

One service has an expiring contract at the end of 2022 and another service is going through state licensing to be able to fully offer all services in its operation. Overall, Aviation staff is working on concepts to either expand current offerings or bring in new services.

Mr. DeSilva also discussed several reconcepts happening in Terminal 3 and Terminal 4. Terminal 4 saw one new concession from SSP open, and HMS is anticipating another new concession entering the space. Currently, HMS is awaiting a final contract agreement for this new concession.

Terminal 3 also has two new concessions. SSP plans to reopen a concession in late May 2023. HMS plans to expand a current concession by incorporating space from a currently shuttered location. This reconcept is on-track to open middle of 2023.

Ms. Cherny asked about certain Terminal 3 concessionaires who are currently not opened and returning the space back to the airport and wanted to know the next steps on utilizing the space.

Mr. Makovsky responded that there is an unveiling of the plans due to come, but at the moment the reconcept is still under internal review. He hopes this unveiling can occur early 2023.

No public comments.

9. Executive Session

A motion was made by Mr. Foster, seconded by Mr. Price that this item be approved.

No public comments.
The motion carried.

ADVISORY BOARD INFORMATION AND FOLLOW-UP REQUESTS

CALL TO THE PUBLIC

No public comments.

ADJOURNMENT

Meeting end at **5:03 p.m.**

PHOENIX AVIATION ADVISORY BOARD REPORT	
To:	Phoenix Aviation Advisory Board
From:	Chad R. Makovsky, C.M. Director of Aviation Services
Subject:	Cutter Phoenix Aviation, Inc. Ground Lease

Description

This report requests that the Phoenix Aviation Advisory Board (PAAB) recommend to the Phoenix City Council to enter into a ground lease with Cutter Phoenix Aviation, Inc. at Phoenix Sky Harbor International Airport for five years with no options to extend.

THIS ITEM IS FOR CONSENT ACTION.

Report Summary

Cutter currently leases property at 2802 E. Old Tower Road for the purposes of operating a Fixed Based Operator (FBO) under land lease 33676. Cutter has requested to lease up to 46,200 square feet of land at the adjacent unimproved property located at 2805 E. Old Tower Road to add customer and employee parking.

Contract Term

The term will be for five years, with no options to extend. This lease would co-term with Cutter’s current land lease, which terminates on March 31, 2028.

Financial Impact

Rent for the first year of the ground lease will be approximately \$48,510 (\$1.05 / square foot). Cutter will receive a rent credit against the rent equal to the first three years or a maximum of \$145,500. Rent credits are provided as a cost share for the parking lot improvements to the parcel. Overall improvement costs are estimated at \$250,000. Rent will be applied equally over the term of the lease. Adjusted net rent for the first year will be \$19,887. Rent will be adjusted by 3% annually beginning with lease year 4. Total anticipated rent from this ground lease over the term, will be approximately \$105,876.

Location

Phoenix Sky Harbor International Airport - 2805 E. Old Tower Road

Recommendation

Request that the PAAB recommend to the Phoenix City Council to enter into a ground lease with Cutter Aviation Phoenix, Inc., for five years, with no options to renew at Phoenix Sky Harbor International Airport.

PHOENIX AVIATION ADVISORY BOARD REPORT	
To:	Phoenix Aviation Advisory Board
From:	Chad R. Makovsky, C.M. Director of Aviation Services
Subject:	Residential Lot Cleaning Services Contract RFP 23-015

Description

This report requests that the Phoenix Aviation Advisory Board (PAAB) recommend to the Phoenix City Council to award a residential lot cleaning contract to Berry Realty & Associates, Inc. at Phoenix Sky Harbor International Airport, Arizona for three years with two one-year options to extend the term.

THIS ITEM IS FOR CONSENT ACTION.

Report Summary

The residential lot cleaning Request for Proposal was published on Sept. 14, 2022, to select a qualified contractor to perform lot cleaning, maintenance, and other services on 816 undeveloped, vacant land parcels surrounding Phoenix Sky Harbor International Airport. The solicitation process resulted in three responsive submittals and the evaluation panel met on Dec. 13, 2022 to conduct a preliminary consensus of scoring the submittals. Award recommendation was posted on Dec. 13, 2022. Berry Realty & Associations, Inc.is recommended for award of the RFP.

Contract Term

The term will commence on April 1, 2023 and continue for a period of three years with two, one-year options to extend the term at the sole discretion of the Director of Aviation Services.

Financial Impact

The annual expense will be approximately \$639,221 and the aggregate contract value will not exceed \$3,350,000. Funds are available in the Aviation Department’s budget.

Location

Phoenix Sky Harbor International Airport – 2485 E. Buckeye Road

Recommendation

Request that the PAAB recommend to the Phoenix City Council to award a residential lot cleaning contract to Berry Realty & Associates, Inc., at Phoenix Sky Harbor International Airport for three years with two one-year options to extend.

PHOENIX AVIATION ADVISORY BOARD REPORT	
To:	Phoenix Aviation Advisory Board
From:	Chad R. Makovsky, C.M. Director of Aviation Services
Subject:	Concessions Consulting Services Request to Issue a Request for Proposal

Description

This report requests the Phoenix Aviation Advisory Board (PAAB) recommend to the Phoenix City Council to authorize the Aviation Department to issue a Request for Proposal for airport concessions consulting services.

THIS ITEM IS FOR DISCUSSION AND POSSIBLE ACTION.

Report Summary

The Aviation Department currently contracts with SI Partners, Inc. for airport concessions consulting services. The current contract will expire in January 2024. In order to maintain a first-class retail, food and beverage and passenger-services concessions program, Aviation is seeking experienced providers of airport concession consulting services. The services provided will be on an as-needed basis and will include feasibility studies, market and concession trend analysis, terminal space planning, concessions master plan studies, and additional support.

The successful proposers will be involved in the development, programming, solicitation, and evaluation of the concessions program.

Procurement Information

Aviation will conduct a Request for Proposal (RFP) to select multiple concessions consultants for this contract.

Responsive and responsible proposers will be evaluated according to the following evaluation criteria:

- Qualifications and experience of the primary consultant / principal
- Approach to scope of services
- Qualifications and experience of proposer
- Fees

The highest ranked proposers will be recommended for contract award. Aviation intends to issue this solicitation on or about April 2023, with an estimated contract award in December 2023. The City's Transparency Policy will be in effect with the release of the RFP and throughout the process.

Contract Term

The term will be three years with two, one-year options to renew at the sole discretion of the Director of Aviation Services.

Financial Impact

The contract value will not exceed \$600,000 for the five-year aggregate contract term with an estimated annual expenditure of \$120,000. Funds are available in the Aviation Department's budget.

Public Outreach

This process will include all standard and required outreach efforts and conduct targeted outreach efforts to attract interest.

Location

Phoenix Sky Harbor International Airport - 2485 E. Buckeye Road.

Recommendation

Request that the PAAB recommend to the Phoenix City Council to authorize the Aviation Department to issue an RFP for airport concessions consulting services to continue to elevate and cultivate the concessions program at Phoenix Sky Harbor International Airport.

PHOENIX AVIATION ADVISORY BOARD REPORT	
To:	Phoenix Aviation Advisory Board
From:	Chad R. Makovsky, C.M. Director of Aviation Services
Subject:	CAMP Update - Terminal 4 Hotel

Description

This report provides the Phoenix Aviation Advisory Board an update on recent Comprehensive Asset Management Plan (CAMP) implementation planning efforts related to the Terminal 4 hotel concept.

THIS ITEM IS FOR INFORMATION AND DISCUSSION.

Report Summary

Staff will review comparative research, market findings, branding concepts, and potential massing and access concepts for development of a hotel at Terminal 4.

Location

Phoenix Sky Harbor International Airport – 2485 E. Buckeye Road

Recommendation

This item is for information and discussion.

PHOENIX AVIATION ADVISORY BOARD REPORT	
To:	Phoenix Aviation Advisory Board
From:	Chad R. Makovsky, C.M. Director of Aviation Services
Subject:	Badging Office Update and Process Improvements

Description

This report provides the Phoenix Aviation Advisory Board an update on process improvements for the Aviation Department’s security badging and an overview of plans to move the badging office into Terminal 3.

THIS ITEM IS FOR INFORMATION AND DISCUSSION.

Report Summary

Security badging is a critical part of the airport’s responsibility to control access to security sensitive areas of the airport. The Badging Office verifies that badge applicants have undergone and cleared the required security background checks and ensures that badge holders understand the security rules and procedures related to the possession and use of a security badge.

As each airport, airline, and tenant employee must be badged, it is essential to have a consistent and efficient badging process. The Aviation Department recently performed a process improvement evaluation that resulted in several recommendations that would introduce new efficiencies and safeguards into the airport’s badging protocols.

Additionally, space within Terminal 3 has recently become available that could facilitate the move of the badging office to a larger and more convenient space. This relocation would remove a significant obstacle to new employees finding the badging office and would likely result in a stronger hiring rate.

Staff will share the recommendations from the process improvement evaluation and a floor plan for a future Terminal 3 badging office at the Planning and Development Subcommittee meeting on January 3, 2023.

Financial Impact

Improvements to the vacant Terminal 3 space are estimated at \$1.5 million.

Location

Phoenix Sky Harbor International Airport - 2485 E. Buckeye Road

Recommendation

This item is for information and discussion.

PHOENIX AVIATION ADVISORY BOARD REPORT	
To:	Phoenix Aviation Advisory Board
From:	Chad R. Makovsky, C.M. Director of Aviation Services
Subject:	PHX Sky Train Activation

Description

This report provides the Phoenix Aviation Advisory Board an update and information about the PHX Sky Train’s operational readiness and testing process ahead of the opening of Phase 2.

THIS ITEM IS FOR INFORMATION AND DISCUSSION.

Report Summary

Phase 2 of the PHX Sky Train project had comprehensive testing prior to system demonstration and full activation. Testing was critical to ensure the system operates safely and to its fullest capacity. In addition, hundreds of tasks were required as a part of the ORAT process in preparation for activation of the system from the 44th Street Station to the new 24th Street and Rental Car Center stations.

Staff will share an overview about the Sky Train testing, operational readiness and testing process as well as information about the grand opening event for the Phoenix Sky Harbor International Airport Sky Train Phase 2 project.

Location

Phoenix Sky Harbor International Airport - 2485 E. Buckeye Road

Recommendation

This item is for information and discussion.