

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

*****REVISED APRIL 19, 2022*****

ITEM REMOVED:

**AerSale, Inc. Amended & Restated Lease, New Ground Lease,
and Aircraft Storage Agreement at Phoenix Goodyear Airport**

ITEM NAME CHANGED:

ITEM 4

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, April 20, 2023 at 3:00 p.m. located at the Lux Air Jet Center, 1658 S. Litchfield Road, Building #110, Goodyear, AZ 85338, 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=e299ab23047d7adcbe302e7eac4cd7cc3>

- 2. Call-in to listen to the meeting, dial 602-666-0783 and Enter Meeting ID 2457 799 8896# Press # again when prompted for attendee ID.**

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, April 20, 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.

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 March 16, 2023**

DISCUSSION AND POSSIBLE ACTION (ITEMS 4 - 5)

4. *Custodial and Floor Care Services

This report requests that the Phoenix Aviation Advisory Board recommend to the Phoenix City Council to issue a custodial and hard floor care services Request for Proposal to include a large company and a small company at Phoenix Sky Harbor International Airport, Phoenix Deer Valley Airport and Phoenix Goodyear Airport and their owned and maintained facilities.

THIS ITEM IS FOR DISCUSSION AND POSSIBLE ACTION.

5. Noise and Operations Management System

This report requests that the Phoenix Aviation Advisory Board recommend to the Phoenix City Council to enter into a contract with Casper Airport Solutions, Inc. to maintain and operate Phoenix Sky Harbor flight tracking and noise monitoring services.

THIS ITEM IS FOR DISCUSSION AND POSSIBLE ACTION.

INFORMATION AND DISCUSSION (ITEMS 6 - 7)

6. Campus Electric Vehicle Plan

This report provides the Phoenix Aviation Advisory Board an update on the Aviation Department's Campus Electric Vehicle Plan.

THIS ITEM IS FOR INFORMATION AND DISCUSSION.

7. Phoenix Goodyear Airport and United Aviate Academy Update

This report provides the Phoenix Aviation Advisory Board an update on developments at Phoenix Goodyear Airport and United Aviate Academy.

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, May 18, 2023.



**PHOENIX AVIATION ADVISORY BOARD
SUMMARY MINUTES
March 16, 2023**

Meeting held via WebEx

Board Members Present

Valencia Fisker – Chairperson
Ruben Alonzo
Stephanie Cherny
Sandra Ferniza
Verma Pastor
Ron Price
Chad Makovsky – Ex-Officio

Board Members Absent

Seth Scott – Vice-Chairperson
Andrew Cohn
Brian Foster
Camilo Henao – Ex-Officio

Staff Present

Andrew Durket
Candace Huff
Carl Cephas
Carolina Potts
Cindy Lizarraga
Greg Roybal
Heather Shelbrack
Jason Gitkin
Jay DeWitt
Jordan Feld
Julie Rodriguez

Karl Kaseoru
Marshall Kain
Matthew Becker
Matthew Heil
Michael Hughes
Michael O'Shaughnessy
Moe Yacut
Monica Gonzalez
Nicole Donathan
Ola Lukan
Paul Berumen

Pearl Meza
Prasan De Silva
Richard Graham
Roxann Favors
Sarah Asta
Sarah Demory
Sarah Moratto
Shawna Larson
Valerie Churchwell
William Robinson

Members of the Public Present

Jake Hollingsworth
Shauna Forsythe

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 the board members and provided a summary of current events. He discussed recent high-profile events, year-end passenger data, and Sky Harbor's record passenger traffic for January, with 3.8+ million passengers coming through the airport.

He also shared the activity at all three airports, highlighting how Deer Valley has rebounded after the transition of United Aviate Academy to Goodyear, and how Goodyear has continued to grow with the addition of United's flight school.

Mr. Makovsky highlighted Air Service Development and noted that Sky Harbor has increased its total nonstop flight service. Helping to achieve these results are new routes from Spirit, Allegiant, Condor, and Flair Airlines.

Additionally, he discussed the latest TSMC China Airlines charter flight. This flight brought additional workers from Taiwan and brought home Phoenix residents who have been training in Taiwan.

Mr. Makovsky also shared company participation numbers for the Aviation Department's most recent job fair.

Mr. Makovsky also highlighted the Aviation Business Summit, which had record attendance with more than 300 participants, and helped to promote contracting opportunities with the department.

He also shared that the Arizona chapter of the Associated General Contractors recognized the airport and Kiewit Construction with an award for the excellent execution of work on the Terminal 2 demolition and apron reconstruction project.

Mr. Makovsky also noted that Sky Harbor was honored to receive the Airport of The Year award from the FAA Aviation Safety Advisory Group. This award recognized the Aviation Department's efforts to implement a comprehensive safety management system ahead of any federal regulatory requirement to do so.

He also shared that on Feb. 3 the airport launched a redesigned and modernized skyharbor.com website. This site is mobile-friendly and gives users easier access to important information, like restaurants, shops, security wait times and more.

Mr. Makovsky also highlighted the Aviation Department's participation in the 2023 Cranky Network Awards. Sky Harbor partnered with local groups to host the event and showcase all that Phoenix has to offer. This event was well attended by airline personnel who make decisions on route planning.

As a final comment, Mr. Makovsky invited the board members to participate in-person at next month's meeting which will be held at the Phoenix Goodyear Airport.

2. Summary of Current Events by the Airline Station Manager

Mr. Henao was not present

MINUTES OF MEETING

3. For Approval or Correction, the Minutes of the Phoenix Aviation Advisory Board Meeting on January 19, 2023

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

No public comments.

The motion carried.

INFORMATION ONLY

4. Vehicles Parking Along State Route 202 & Sky Harbor Boulevard.

Chairperson Fisker noted that this informational item in the packet was a Board follow-up request from last meeting and that no presentation was scheduled to be given.

CONSENT ACTION (Items 5 - 8)

5. Tal Wi Wi Ranch Water Distribution System Maintenance and Operation Services

6. Mesa Airlines Hangar Ground Lease Extension

7. Civil Air Patrol Lease Extension Amendment

8. DV Parcel B Owner, LLC (dba Mack Industries) License for Road Construction

A motion was made by Ms. Cherny, seconded by Ms. Pastor that consent items 5 - 8 be approved.

No public comments.

The motion carried.

INFORMATION AND DISCUSSION (ITEMS 9 - 10)

9. 2023 Super Bowl LVII Recap

Ms. Sarah Demory opened this item by addressing how well Sky Harbor and Phoenix performed during the week of the Super Bowl.

Ms. Roxann Favors then provided an overview of the many stakeholders who worked to provide memorable fan events and those experiences for both visitors and residents.

Ms. Favors highlighted attendance numbers from the various official Super Bowl events throughout the Valley, the city's success at waste diversion and recycling, high transit ridership and overall media coverage.

Ms. Demory continued by sharing how the Aviation Department proactively collaborated with other state and city departments over a 14-month period to create a seamless experience. In addition to local and state agencies, Sky Harbor collaborated with many federal agencies throughout the team arrivals and the entire weekend of events.

Ms. Demory noted that the day after Super Bowl was record-setting for Sky Harbor, and that the airport saw high passenger traffic concession sales, rental car usage and checked bags among other highlights.

Ms. Demory also provided an overview of the Multi-Agency Coordination group. Over the two weeks preceding the Super Bowl this group helped keep people safe at official events and ensured a safe Super Bowl Sunday. She also discussed the Airport Emergency Operation Center's role in safety preparedness.

Ms. Favors then provided an overview of the retail and concessions efforts during the Super Bowl, including increased staffing to meet demand and provide extended hours and full menus for travelers. Concessionaires also provided branded Super Bowl merchandise in stores.

Ms. Cherny praised all the department's efforts, and asked if the pop-up concession at the RCC was something that could become a permanent offering.

Ms. Favors responded that the unit was temporary because the permanent full-scale unit is currently under construction.

Ms. Cherny asked if there has been any specific feedback concerning the concessionaire's performance for the Super Bowl.

Ms. Favors responded that the feedback has been positive with even a coffee concessionaire providing complimentary coffee to customers standing in security lines.

Ms. Cherny asked for another concessionaire follow-up within the next few months.

No public comments.

10. Quarterly Revenue, Enplanements, and Business Activity Update

Mr. Andrew Durket presented this item. He began with an overview of Sky Harbor's recovery from the COVID-19 pandemic, and then reviewed passenger traffic over the last several years.

He noted that Sky Harbor has experienced a dramatic increase in Origination and Destination (O&D) traffic. This change in traffic pattern is meaningful because O&D passengers will spend money at an airport differently than connecting passengers which is helping drive revenue growth.

Mr. Durket also noted that the Aviation Department publishes its annual financial targets, and that over the past four years, Sky Harbor has exceeded all published targets. He also shared that in 2022, Sky Harbor's cost per enplanement was among the lowest in the nation.

Mr. Durket then discussed airport parking revenue, rental cars, and concessions. He noted that in 2021 and 2022 the airport saw remarkable increases to parking revenue. This was partially a result from an increase in enplanement numbers, but the increase was primarily due to the implementation of a parking management system. He also shared that rental car revenue has come back to pre-pandemic levels and with the various high-profile events in Phoenix this spring, it's anticipated that 1st quarter revenue will surpass that of recent years.

Mr. Durket stated that concession revenue followed the same pattern as rental cars and parking and that 1st quarter revenue should be strong.

Ms. Pastor asked if there are any banks that service the airport.

Ms. Favors responded that Bank of America has ATMs and American Airlines Credit Union has a banking center. Additionally, there is an RFP for financial services being finalized, with an opportunity for a banking center and ATM locations, as well as currency exchange.

Chairperson Fisker asked why rating agencies forecasted a slow recovery for Sky Harbor.

Mr. Durket responded that the forecast was a conservative stress test that Moody's anticipated at the beginning of the pandemic, however current traffic has exceeded those original projections.

Chairperson Fisker asked how the cost per enplanement is calculated and how some airports can charge what they do.

Mr. Durket responded that airports that host more business traffic will have a higher cost per enplanement because people have to fly into those airports to conduct business.

Chairperson Fisker asked if it was as simple as an airport charging a higher cost per enplanement simply because they could.

Mr. Durket responded that while there are some underlying expenses, ultimately, it's the airport's discretion how much they charge.

Mr. Makovsky responded that the airports with a higher cost per enplanement are generally high yield markets and can set higher rates. He noted that airlines like Sky Harbor because the airport is incentivized to remain cost competitive given it maintains 30-day agreements with the airlines.

No public comments.

ADVISORY BOARD INFORMATION AND FOLLOW-UP REQUESTS

Ms. Cherny asked for a concessionaire follow-up on the hours, menus, and staffing levels.

CALL TO THE PUBLIC

No public comment.

ADJOURNMENT

Meeting end at **3:56 p.m.**

PHOENIX AVIATION ADVISORY BOARD REPORT	
To:	Phoenix Aviation Advisory Board
From:	Chad R. Makovsky, C.M. Director of Aviation Services
Subject:	Custodial and Floor Care Services

Description

This report requests that the Phoenix Aviation Advisory Board recommend to the Phoenix City Council to authorize issuance of a custodial and hard floor care services Request for Proposal (RFP) to include a large company and a small company at Phoenix Sky Harbor International Airport, Phoenix Deer Valley Airport and Phoenix Goodyear Airport and their owned and maintained facilities.

THIS ITEM IS FOR DISCUSSION AND POSSIBLE ACTION.

Report Summary

Phoenix Sky Harbor strives to provide an excellent experience for every customer, every day. To ensure that the airport is meeting passenger expectations, the Aviation Department is seeking firms to provide custodial and hard floor care services. The planned contracts for custodial and floor care services will provide staff, equipment, supplies, and supervision necessary to provide cleaning services for 1.7 million square feet of Airport facilities.

The RFP will include three contracting opportunities: large company custodial service, small company custodial service, and a large company hard floor care services category. The successful respondents will provide labor, equipment, and supervision at all three airports. The small company category will serve as a small business opportunity.

Procurement Information

The Aviation Department intends to issue a RFP to select three service providers to deliver the required custodial and floor care services. Aviation plans to issue the solicitation on or about June 2023 and award contracts on or about April 2024.

Evaluation Criteria

Proposals will be evaluated using the following criteria:

- Operations Plan
- Quality Assurance and Work Order Management Program
- Recruitment and Retention Plan
- Pricing
- Qualifications/Experience

Contract Term

The term of the contracts will be five years; with two, one-year renewal options.

Public Outreach

The Aviation Department intends to advertise the custodial and floor care services business opportunity in the following publications or newsletters: AZ Business Gazette, Airports Council International – North America, American Association of Airport Executives, Prensa Arizona, and the Arizona Informant. An announcement will also be sent to businesses on the Aviation Department's interest list.

Location

Phoenix Sky Harbor International Airport, 2485 E. Buckeye Road

Phoenix Deer Valley Airport, 702 W. Deer Valley Road

Phoenix Goodyear Airport, 1658 S. Litchfield Road, Goodyear AZ

Recommendation

Request the Phoenix Aviation Advisory Board recommend to the Phoenix City Council to authorize issuance of a custodial and hard floor care services RFP for Phoenix Sky Harbor International Airport, Phoenix Deer Valley Airport and Phoenix Goodyear Airport and their owned and maintained facilities.

PHOENIX AVIATION ADVISORY BOARD REPORT	
To:	Phoenix Aviation Advisory Board
From:	Chad R. Makovsky, C.M. Director of Aviation Services
Subject:	Noise and Operations Management System

Description

This report requests that the Phoenix Aviation Advisory Board recommend to the Phoenix City Council to enter into a contract with Casper Airport Solutions, Inc. to maintain and operate Sky Harbor flight tracking and noise monitoring services.

THIS ITEM IS FOR DISCUSSION AND POSSIBLE ACTION.

Report Summary

The City of Phoenix Aviation Department maintains an Airport Noise and Operations Management System (NOMS) near Phoenix Sky Harbor International Airport. The system is currently comprised of 20 permanent devices and one portable noise monitoring device. The NOMS allows staff to analyze flight tracks and monitor noise abatement procedure compliance in accordance with the 1994 Intergovernmental Agreement ("IGA") between the City of Phoenix and City of Tempe. The city currently has 20 permanent Noise Monitor Terminals (NMTs): eight in Phoenix, eight in Tempe and four in Mesa. In addition to maintaining and operating the NMTs, Aviation utilizes integrated flight-tracking and complaint management software to analyze and communicate data from the NMTs.

The new contract will allow for maintaining and operating the noise monitoring devices, as well as integrated flight tracking and complaint management software and improved reporting format from the new system which utilizes a modern all-in-one user-friendly software system that provides analytical information that is easy to interpret. The current NOMS services are provided by L3Harris Technologies, Inc. and will expire on July 31, 2023.

Procurement Information

A Request for Proposal procurement was processed in accordance with City of Phoenix Administrative Regulation 3.10.

Two vendors submitted responsive proposals. An evaluation committee of city staff and City of Tempe staff evaluated those offers based on the following criteria:

Method of Approach	0-300
Qualifications and Experience of the Firm	0-275
Qualifications and Experience of Key Personnel	0-225
Fee Schedule	0-200
Total Available Points	1,000 Points Maximum

After reaching consensus, the evaluation committee recommended award to Casper Airport Solutions, Inc.

Contract Term

If approved, the contract would commence on August 1, 2023, and continue for a period of five years.

Financial Impact

The aggregate contract value would not exceed \$1,200,000 including applicable taxes. Funds are available in the Aviation Department's operating budget.

Recommendation

Request the Phoenix Aviation Advisory Board recommend to the Phoenix City Council to enter into a contract with Casper Airport Solutions, Inc. to maintain and operate the PHX flight tracking and noise monitoring services.

PHOENIX AVIATION ADVISORY BOARD REPORT	
To:	Phoenix Aviation Advisory Board
From:	Chad R. Makovsky, C.M. Director of Aviation Services
Subject:	Campus Electric Vehicle Plan

Description

This report provides the Phoenix Aviation Advisory Board an update on the Aviation Department's Campus Electric Vehicle Plan.

THIS ITEM IS FOR INFORMATION AND DISCUSSION.

Report Summary

This report provides an update on the recently completed study of electric vehicle (EV) charging opportunities, future demand, and a needs assessment related to support infrastructure. The study will play a key role in pursuit of grant funds and capital projects related to developing new EV charging facilities and/or converting existing facilities to EV.

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:	Phoenix Goodyear Airport and United Aviate Update

Description

This report provides the Phoenix Aviation Advisory Board an update on developments at Phoenix Goodyear Airport, including the most recent activity at United Aviate Academy.

THIS ITEM IS FOR INFORMATION AND DISCUSSION.

Report Summary

Staff will present an update on activities at Phoenix Goodyear Airport, and planned public and private investment over the next two years. The airport is slated to have three construction projects this year, and several private developments over the next two years.

Additionally, Dana Donati, CEO of United Aviate Academy, will provide an overview of their flight school expansion. Since starting operations at Phoenix Goodyear in December 2021, United Aviate Academy has significantly increased the number of flight school aircraft, aircraft operations, and students, to train the next generation of airline pilots.

Location

Goodyear Airport - 1658 S. Litchfield Rd, Goodyear

Recommendation

This item is for information and discussion.