

**NOTICE OF PUBLIC MEETING
PHOENIX AVIATION ADVISORY BOARD
BUSINESS AND DEVELOPMENT SUBCOMMITTEE**

Pursuant to A.R.S. Section 38-431.02, notice is hereby given to the members of the **PHOENIX AVIATION ADVISORY BOARD, BUSINESS AND DEVELOPMENT SUBCOMMITTEE** and to the general public, that the **BUSINESS AND DEVELOPMENT SUBCOMMITTEE** will hold a meeting open to the public on **Thursday, October 1, 2026 at 2:30 p.m. located at the City of Phoenix Aviation Department, 3 North Conference Room, 2485 E. Buckeye Road, Phoenix, Arizona 85034, or via WebEx teleconference.**

Meeting Attendance Options:

- **Watch the meeting virtually using the WebEx link provided below.**
<https://cityofphoenix.webex.com/weblink/register/r08135cd76951a82f9790339c27356e12>
- **Call-in to listen to the meeting,** dial 602-666-0783 and Enter Meeting ID 2344 078 9356 # Press # again when prompted for attendee ID.
- **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, October 1, 2026. 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.

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

MINUTES OF MEETING

1. **For Approval or Correction, the Minutes of the Business and Development Subcommittee Meeting on August 6, 2026**

CONSENT ACTION (ITEMS 2-3)

2. Environmental Access Agreement with Shell

This report requests that the Business and Development Subcommittee recommend to the Phoenix Aviation Advisory Board to enter into an Environmental Access Agreement with Equilon Enterprises, LCC, dba Shell Oil Products US for access to Aviation-owned property north of Phoenix Sky Harbor International Airport for the purpose of ongoing monitoring and maintenance of an environmental monitoring well.

THIS ITEM IS FOR CONSENT ACTION.

3. Environmental Access Agreement with Honeywell Aerospace, Arizona Department of Environmental Quality and Arcadis

This report requests that the Business and Development Subcommittee recommend to the Phoenix Aviation Advisory Board to enter into an Environmental Access Agreement with Honeywell Aerospace US, LLC, the Arizona Department of Environmental Quality, and Arcadis U.S. Inc. to facilitate access for environmental testing on Aviation-owned property.

THIS ITEM IS FOR CONSENT ACTION.

DISCUSSION AND POSSIBLE ACTION (ITEMS 4-6)

4. Taxicab Services Request to Award Contract

This report requests that the Business and Development Subcommittee recommend to the Phoenix Aviation Advisory Board to enter into a contract with VIP Taxi Airport, LLC, for Taxicab Services at Phoenix Sky Harbor International Airport for a four-year term with one, two-year option to extend.

THIS ITEM IS FOR DISCUSSION AND POSSIBLE ACTION.

5. Unsubordinated Ground Lease with CCTC, Inc

This report requests that the Business and Development Subcommittee recommend to the Phoenix Aviation Advisory Board to enter into a new Unsubordinated Ground Lease with CCTC, Inc. at Phoenix Sky Harbor International Airport for a two-year term with three, one-year options to extend.

THIS ITEM IS FOR DISCUSSION AND POSSIBLE ACTION.

6. AIClear, LLC. Contract Amendment

This report requests that the Business and Development Subcommittee recommend to the Phoenix Aviation Advisory Board to amend the contract with AIClear, LLC. dba CLEAR at Phoenix Sky Harbor International Airport to incorporate additional services.

THIS ITEM IS FOR DISCUSSION AND POSSIBLE ACTION.

SUBCOMMITTEE 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 at a later time.

ADJOURNMENT

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

Persons with a disability may request reasonable accommodations by contacting Pearl Meza, Management Assistant II, Aviation Department at 602-273-3382, or 7-1-1 friendly.

The next Business and Development Subcommittee meeting is scheduled to take place Thursday, November 5, 2026.



**PHOENIX AVIATION ADVISORY BOARD
BUSINESS & DEVELOPMENT SUBCOMMITTEE
SUMMARY MINUTES
August 6, 2026**

Meeting held in person and via WebEx

Subcommittee Members Present

Stephanie Cherny - Chairperson
Ruben Alonzo

Subcommittee Members Absent

Sharon Hwang

Staff Present

Carolina Potts
Chad Makovsky
Cindy Lizarraga
Daniel Klopper
Jeff Stapleton
Kimberly Brown
Kimberly Whetstone

MaryHelen Martinez
Matthew Heil
Mike Pluff
Moe Yacut
Pearl Y Meza
Prasan De Silva
Reyna Xochicale

Robert Hawes
Roxann Favors
Sarah Demory
Sean Larkin
Shawna Larson
Thomas Curran
Wathsna Sayasane

Members of the Public Present

None

CALL TO ORDER

Ms. Cherny called the meeting to order at **2:30 p.m.**

MINUTES OF MEETING

- 1. For Approval or Correction, the Minutes of the Business and Development Subcommittee Meeting on February 5, 2026.**

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

No public comments.
The motion carried.

DISCUSSION AND POSSIBLE ACTION (ITEMS 2 - 3)

2. New Land Lease with the Federal Aviation Administration for the Air Traffic Control Tower site at Phoenix Deer Valley Airport

Mr. Robert Hawes presented this item. Mr. Hawes began sharing some background information about the Federal Aviation Administration (FAA) Control Tower, located at Phoenix Deer Valley Airport.

He explained that the Control Tower sits on a property of roughly three acres, located in the northern area of Deer Valley Airport, which is leased to the FAA. The lease, Land Lease 116117, commenced on October 1, 2005 for a term of 20 years.

Mr. Hawes explained that the lease was extended one additional year, to September 30, 2026.

Mr. Hawes then explained the terms of the new land lease, which is proposed to commence on October 1, 2026 for a 20-year term with an expiration date of September 30, 2046. Rent is \$0, which he explained is because Air Traffic Control Towers are treated as a public service facility, under FAA policy, not commercial tenancy; making it consistent with leases at other airports.

He explained that the FAA is responsible for all operational costs associated with occupying the Air Traffic Control Tower, including all utilities and maintenance.

Ms. Stephanie Cherny raised a question regarding the process for this type of lease. She asked whether it is required to go through PAAB, given that the agreement is with the FAA and involves no cost. She noted that, due to these factors, she is curious whether an alternative, more expedited process may be available.

Ms. Roxann Favors explained that traditionally, this lease agreement has been brought through BDSC and PAAB, but that staff could take it directly to City Council and provide the board an update, if the subcommittee so wishes.

Ms. Cherny recommended that the lease move forward, noting the airport's relationship to the FAA and that the agreement carries no cost.

Mr. Alonzo agreed that the item could go directly to the City Council.

Ms. Favors thanked the Board and stated that they will follow this process moving forward, as well as brief the Chair of the Board with the recommendation from the Subcommittee.

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

No public comments.

The motion carried.

3. Modify Lease Term for Airport Advertising Services Revenue Contract Solicitation

Mr. Jeff Stapleton presented this item. He stated that his team previously requested approval of the solicitation terms in December of last year. Following that approval, they held pre-proposal business information meetings. Based on feedback from those meetings, staff is requesting a modification to the contract term.

After staff sought the Board and City Council's approval of the RCS terms, the Aviation Department received notification that construction of the West Terminal would be advanced by three years, which allows the facility to open in 2033. The result is that an investment in new advertising assets in the West Terminal would occur in the middle of the contract term, significantly challenging the department's ability to maintain a cohesive, airport-wide advertising program.

Mr. Stapleton also discussed the evolution of equipment life cycle. He explained that the lifecycle of digital assets has significantly increased since the last time staff solicited for the advertising concessionaire. As a result, amortization of the assets and capital investment to update equipment would happen later in the proposed contract term.

Mr. Stapleton noted that staff is recommending to modify the term of the proposed advertising contract in the solicitation. He stated that the original term was seven-years with a single three-year renewal option, and the new term is proposed to be twelve-years with a single three-year renewal option.

All other business terms for this RCS, would remain unchanged.

Mr. Stapleton then explained the next steps in the process, which include getting City Council approval for the change to modify the lease term. With City Council approval, staff would issue the solicitation in October, with proposals due in December, a contract award in mid-2027, and contract commencement in late summer of 2027.

Mr. Ruben Alonzo asked if the only thing changing is the length of the term.

Mr. Stapleton replied that was correct, the only item changing is the term. All other terms and conditions requested previously will remain the same.

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

No public comments.

The motion carried.

INFORMATION AND DISCUSSION (ITEM 4)

4. PHX Public Parking Customer Service Initiative: “Voice of the Parker” Forum

Ms. Favors introduced the item. She explained that over the past year, staff has acquired the Sky Harbor Center parking garage, discussed modifications to the supplemental employee discount program, and discussed the Voice of the Customer initiative that Mr. Stapleton will be sharing. Ms. Favors thanked Ms. Cherny for her meaningful contributions and efforts in advancing the parking initiatives and introduced Mr. Jeff Stapleton.

Mr. Stapleton thanked Roxann and explained the purpose of the Voice of the Parker Customer Service Initiative. Staff wants to proactively engage with customers, rather than simply reacting to unsolicited feedback. Staff also wants to gain insights on how customers make decisions when selecting parking products or services. Hearing directly from our customers will help us to improve our parking products, improve the customer experience, and improve overall customer service and satisfaction.

He explained that staff have identified key customer segments, that his team intend to engage through focus groups. These groups include business travelers, leisure travelers, convenience focused individuals who prefer the terminal parking, those who are cost conscience who seek value or are more focused on using our economy parking facilities, and finally, those who have a preference for engaging in premium products, like valet parking.

Mr. Stapleton shared staff wants to better understand what drives customer choices, including the products and services they are using, as well as how open they might be to trying different product offerings. Staff recently completed a Parking Masterplan and are planning additional facility enhancements. This is an opportune time to learn what enhancements customers would like to see in new

facilities. Lastly, staff would like to understand from a customer perspective how intuitive and accessible current parking facilities are. Feedback could lead to changes to existing parking facilities and help to inform the design of new facilities.

Mr. Stapleton stated that they are looking to hold up to ten focus groups annually. He explained that they're open to doing in person, focus groups, but are looking to deliver the program through a virtual format to start. Staff intends to issue parking loyalty points to focus group participants to incentivize their participation.

The existing contract with ACE Parking provides for marketing and research services. Staff met with ACE and interviewed several vendors to hold these focus groups. Converge, a company with over 30 years of experience in delivering focus groups, was chosen to lead this initiative.

Mr. Stapleton indicated they intend to hold the first focus group in October and will return to the subcommittee in the second half of 2027 with a follow-up report outlining the focus group results and the actions planned to address themes derived from customer feedback.

Mr. Alonzo asked if the primary target for these focus groups will be frequent users, or is it broader than that?

Mr. Stapleton responded yes, the focus will initially be on those who frequently pre-book because their customer information is readily accessible. However, Mr. Stapleton explained that they also want to address the group of people who do not prebook as part of future focus groups.

No public comments.

SUBCOMMITTEE INFORMATION AND FOLLOW-UP REQUESTS

None.

CALL TO THE PUBLIC

None.

ADJOURNMENT

The meeting adjourned at **2:51 p.m.**

BUSINESS AND DEVELOPMENT SUBCOMMITTEE REPORT	
To:	Business and Development Subcommittee
From:	Chad R. Makovsky, A.A.E. Aviation Director
Subject:	Environmental Access Agreement with Equilon Enterprise, LCC, dba Shell Oil Products US for Well Monitoring at Phoenix Sky Harbor International Airport

Description

This report requests that the Business and Development Subcommittee recommend to the Phoenix Aviation Advisory Board to enter into an Environmental Access Agreement with Equilon Enterprises, LCC, dba Shell Oil Products US (Shell) for access to Aviation-owned property north of Phoenix Sky Harbor International Airport for the purpose of ongoing monitoring and maintenance of an environmental monitoring well.

THIS ITEM IS FOR CONSENT ACTION.

Report Summary

Shell owns and operates a monitoring well located on Aviation Department property at 2933 East Washington Street (Site). Shell is monitoring a known chemical contamination originating from the Shell gas station located at 3001 East Washington Street. Shell has requested access to the Site to conduct ongoing environmental monitoring and maintenance of the well.

Contract Term

The term of the Access Agreement will be three years, commencing on November 5, 2026, and expiring on November 4, 2029. Following the primary term, there will be two one-year options to extend the term at the sole discretion of the Aviation Director.

Financial Impact

No rent or fees are due to the Aviation Department under this Access Agreement. Shell will be responsible at their sole expense for any costs associated with monitoring and maintenance activities.

Location

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

Recommendation

Request that the Business and Development Subcommittee recommend to the Phoenix Aviation Advisory Board to enter into an Environmental Access Agreement with Equilon Enterprises, LCC, dba Shell Oil Products US for access to Aviation-owned property for three years with two one-year extension options at the sole discretion of the Aviation Director.

BUSINESS AND DEVELOPMENT SUBCOMMITTEE REPORT	
To:	Business and Development Subcommittee
From:	Chad R. Makovsky, A.A.E. Aviation Director
Subject:	Environmental Access Agreement with Honeywell Aerospace US, LLC, Arizona Department of Environmental Quality, and Arcadis U.S. Inc.

Description

This report requests that the Business and Development Subcommittee recommend to the Phoenix Aviation Advisory Board to enter into an Environmental Access Agreement with Honeywell Aerospace US, LLC, the Arizona Department of Environmental Quality (ADEQ), and Arcadis U.S. Inc. (Arcadis) to facilitate access for environmental testing on Aviation-owned property.

THIS ITEM IS FOR CONSENT ACTION.

Report Summary

ADEQ has hired Arcadis as its contractor to perform remedial investigation activities to determine the degree and extent of contamination in subsurface soil and groundwater beneath the Aviation-owned property located at 3008 East Madison Street, 3031 East Madison Street, 3101 East Madison Street, 3230 East Madison Street, 2502 East Harrison Street, and 149 South 27th Street. These investigative activities are necessary due to prior hazardous substance releases associated with the Motorola 52nd Street Superfund Site.

Contract Term

The term will be three years, commencing on November 5, 2026, and expiring on November 4, 2029.

Financial Impact

No rent or fees are due to the Aviation Department under this Access Agreement. The City will not be responsible for, and will not pay for, any costs associated with the Agreement or any of the activities described in the Agreement.

Location

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

Recommendation

Request that the Business and Development Subcommittee recommend to the Phoenix Aviation Advisory Board to enter into an Environmental Access Agreement with Honeywell Aerospace US, LLC, the Arizona Department of Environmental Quality, and Arcadis U.S. Inc.

BUSINESS AND DEVELOPMENT SUBCOMMITTEE REPORT	
To:	Business and Development Subcommittee
From:	Chad R. Makovsky, A.A.E. Aviation Director
Subject:	Taxicab Services Request to Award Contract

Description

This report requests that the Business and Development Subcommittee recommend to the Phoenix Aviation Advisory Board to enter into a contract with VIP Taxi Airport, LLC, for Taxicab Services at Phoenix Sky Harbor International Airport (PHX) for a four-year term with one, two-year option to extend.

THIS ITEM IS FOR DISCUSSION AND POSSIBLE ACTION.

Report Summary

The Aviation Department is proposing to enter into a contract to provide on-demand taxicab services for the traveling public at PHX. The Aviation Department's two existing contracts for taxicab services expire in April 2031.

Procurement Information

The Aviation Department issued a Revenue Contract Solicitation (RCS) in June 2025. Two proposals were deemed responsive and Aviation entered into contracts in May 2026 with Mayflower Cab Company and Apache Taxi, LLC. The resulting contracts did not provide the desired number of vehicles to meet customer demand. The Aviation Department took two additional actions to expand vehicle service availability.

First, to ensure continuity of taxicab services, the Aviation Department entered into month-to-month agreements with the three incumbent taxicab companies, MTM (formerly AAA/Yellow), Mayflower Cab Company, LLC, and VIP Taxi Airport, LLC, to remain in effect until a new RCS is issued and a contract is executed.

Second, the Aviation Department issued a new RCS for the small taxicab company category. One responsive proposal was received offering a fleet of 35 vehicles.

Solicitation responses were evaluated on following criteria:

- Business & Operations Plan
- Qualification & Experience of Respondent
- Qualification & Experience of General Manager
- Customer Service Plan
- Driver/Owner-Operator Plan

Contract Term

The proposed contract term is for four-years, with one, two-year extension option. Current month-to-month service agreements will expire when the new contract is executed. The new contract is expected to commence on or about January 01, 2027.

Financial Impact

Based on current projected demand for taxi services, revenues are estimated to be \$715,000 annually and \$5 million over the aggregate contract term.

Public Outreach

This solicitation process included all standard and required outreach efforts to attract small business interest including Business Information Meetings and digital advertising initiatives.

Location

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

Recommendation

Request that the Business and Development Subcommittee recommend to the Phoenix Aviation Advisory Board to enter into a contract with VIP Taxi Airport, LLC, for taxi services at Phoenix Sky Harbor International Airport.

BUSINESS DEVELOPMENT SUBCOMMITTEE REPORT	
To:	Business Development Subcommittee
From:	Chad R. Makovsky, A.A.E. Aviation Director
Subject:	New Unsubordinated Ground Lease with CCTC, Inc. at Phoenix Sky Harbor International Airport

Description

This report requests that the Business and Development Subcommittee recommend to the Phoenix Aviation Advisory Board to enter into a new Unsubordinated Ground Lease with CCTC, Inc. at Phoenix Sky Harbor International Airport for a two-year term with three, one-year options to extend.

THIS ITEM IS FOR DISCUSSION AND POSSIBLE ACTION.

Report Summary

CCTC, Inc. currently subleases to MAJCO Arizona, LLC, which operates as Big Brand Tire & Service at 2424 East Buckeye Road (Premises). The Premises are approximately 61,371 square feet (approximately 1.41 acres). Under a new unsubordinated ground lease, the Premises will continue to be used as an automobile tire sales and service facility.

Contract Term

The term of the ground lease will be two years, commencing on December 1, 2026, with three, one-year options to extend the term at the Aviation Director's sole discretion.

Financial Impact

Commencing on December 1, 2026, CCTC, Inc. will pay quarterly rent of approximately \$22,343.75, plus applicable taxes, for a total of \$89,375.00 annually based on market rate of \$1.46 per square foot per year. Rent will be adjusted annually by the Consumer Price Index (CPI) using the Phoenix-Mesa-Scottsdale index or three percent, whichever is greater. Total revenue over the entire the lease term including option to extend years is anticipated to be \$446,875.00.

Location

2424 E. Buckeye Road, Phoenix, Arizona 85034

Recommendation

Request that the Business and Development Subcommittee recommend to the Phoenix Aviation Advisory Board to enter into a new Unsubordinated Ground Lease with CCTC, Inc. at Phoenix Sky Harbor International Airport for two years with three, one-year options to extend.

BUSINESS AND DEVELOPMENT SUBCOMMITTEE REPORT	
To:	Business and Development Subcommittee
From:	Chad R. Makovsky, A.A.E. Aviation Director
Subject:	AIClear, LLC. Contract Amendment

Description

This report requests that the Business and Development Subcommittee recommend to the Phoenix Aviation Advisory Board to amend a contract with AIClear, LLC. dba CLEAR at Phoenix Sky Harbor International Airport (PHX) to incorporate additional services.

THIS ITEM IS FOR DISCUSSION AND POSSIBLE ACTION.

Report Summary

Aviation contracted with CLEAR in 2018 to provide identity verification services at PHX. CLEAR offers a subscription service that allows subscribers to expedite through the security checkpoint queue and proceed directly to physical screening. CLEAR is the only Transportation Security Administration (TSA) authorized provider for identity verification services. In December 2022, TSA also authorized an agreement with Clear to begin enrolling travelers in the TSA Pre-Check trusted traveler program. In September 2023, Aviation and CLEAR entered into the current concession contract to continue to provide a third-party trusted traveler program for expedited queuing, verification, and enrollment services.

In 2025, Clear introduced a new service offering called CLEAR Airport Concierge available to Clear+ Members. This allows a Clear employee to meet passengers at the curb or gate area and assist with luggage, airline check-in, and expedited identity verification. CLEAR Airport Concierge service also provides passengers with assistance to the boarding gate area or to ground transportation. CLEAR Airport Concierge is currently offered at several major US airports including Atlanta, Austin, Baltimore, Denver, Detroit, Las Vegas, Minneapolis, Nashville, Salt Lake City, San Diego, and Miami.

Contract Term

The contract term expires on August 31, 2028.

Financial Impact

The estimated additional revenue for first year of this service offering is \$24,000 and is expected to increase to \$55,000 in the second year.

Location

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

Recommendation

Request that the Business and Development Subcommittee recommend to the Phoenix Aviation Advisory Board to amend the contract with AIClear, LLC. dba CLEAR at Phoenix Sky Harbor International Airport to incorporate additional services.