

**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, November 6, 2025 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/r08412be4e9067b0de05b9e837b6c9836>
- **Call-in to listen to the meeting**, dial 602-666-0783 and Enter Meeting ID 2343 434 6564 # 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, November 6, 2025. 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 October 3, 2025**

DISCUSSION AND POSSIBLE ACTION (ITEMS 2 - 4)

2. **Facility Lease Agreement with Alvest Equipment Services LLC. at Phoenix Sky Harbor International Airport**

This report requests that the Business and Development Subcommittee recommend to the Phoenix Aviation Advisory Board to enter into a Facility Lease Agreement with Alvest Equipment Services LLC. at Phoenix Sky Harbor International Airport to lease approximately 1,920 square feet of space in Building A of the West Air Cargo complex.

THIS ITEM IS FOR DISCUSSION AND POSSIBLE ACTION.

3. Executive Hangar Lease Agreement with Jackson Jet Center, LLC at Phoenix Sky Harbor International Airport

This report requests that the Business and Development Subcommittee recommend to the Phoenix Aviation Advisory Board to enter into an Executive Hangar Lease Agreement with Jackson Jet Center, LLC. at Phoenix Sky Harbor International Airport.

THIS ITEM IS FOR DISCUSSION AND POSSIBLE ACTION.

4. Taxicab Services Request to Award Contracts

This report requests that the Business and Development Subcommittee recommend to the Phoenix Aviation Advisory Board to enter into contracts with Mayflower Cab Company and Apache Taxi, LLC, for Taxicab Services at Phoenix Sky Harbor International Airport.

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 a reasonable accommodation, please contact 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, December 4, 2025.



**PHOENIX AVIATION ADVISORY BOARD
BUSINESS & DEVELOPMENT SUBCOMMITTEE
SUMMARY MINUTES**

October 3, 2025

Meeting held in person and via WebEx

Subcommittee Members Present

Stephanie Cherny - Chairperson
Sharon Hwang
Ruben Alonzo

Subcommittee Members Absent

Staff Present

Abbe Slade
Chad Makovsky
Chris Baranowski
Craig Grosskopf
Daver Malik
Heather Shelbrack
John Ojeda
Maria Wagar

Marshall Kain
Mary Helen Martinez
Matthew Heil
Michael Hughes
Michael O'Shaughnessy
Mike Pluff
Moe Yacut
Pearl Meza

Robert Hawes
Roxann Favors
Ryan Hartnett
Sarah Demory
Sean Larkin
William Robinson

Members of the Public Present

Mark Carlisle
Stacey Kodak

CALL TO ORDER

Ms. Musa called the meeting to order at **2:00 p.m.**

MINUTES OF MEETING

- 1. For Approval or Correction, the Minutes of the Business and Development Subcommittee Meeting on August 7, 2025.**

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

No public comments.
The motion carried.

CONSENT ACTION (ITEMS 2 - 3)

- 2. Facility Lease Agreement with AGI Ground, Inc.**
- 3. Access Agreement with Honeywell International Inc. for Groundwater and Soil Vapor Well Monitoring**

A motion was made by Ms. Hwang, seconded by Mr. Alonzo, that Consent Action items 2 - 3 be approved.

No public comments.
The motion carried.

DISCUSSION AND POSSIBLE ACTION (ITEMS 4 - 5)

4. Airport Advertising Revenue Contract Solicitation Request

Ms. Roxann Favors presented this item. She provided background on the current contract, noting Lamar's management of digital networks, static displays, wall wraps, and brochures across Sky Harbor, Deer Valley, and Goodyear Airports, as well as the Rental Car Center and Sky Train platforms. The new solicitation would cover all these facilities, incorporating both indoor and outdoor advertising opportunities and potential sponsorship programs.

Ms. Favors described the vision for the updated advertising program as "future ready," integrating advanced technology and interactive features that enhance the passenger experience while maximizing non-aeronautical revenue opportunities.

She emphasized the program's goal to create a sense of place that highlights Phoenix's identity, local businesses, and cultural diversity, while maintaining a balance between regional and national brands.

Ms. Favors stated the proposed contract will include an initial seven-year term with one three-year renewal option, tied to midterm reinvestments and upgrades to advertising technology and infrastructure.

Ms. Favors explained that capital investments and revenue-sharing structures would be finalized based on responses to the solicitation, with the department's concession consultant advising on strategies to optimize airport revenues.

Chairperson Cherny commended the forward-looking approach and inquired about the timing for midterm reinvestments.

Ms. Favors responded that proposals would be required by the fifth year of the contract, with improvements completed no later than the beginning of the seventh year, ensuring the airport maintains state-of-the-art equipment and minimal disruption to operations.

Mr. Alonzo expressed appreciation for the emphasis on maximizing non-aeronautical revenue, noting this as one of the most valuable opportunities for growth.

Ms. Stacey Kodak, speaking on behalf of Lamar Advertising, thanked the City and the Aviation Department for their partnership over the past twelve years and expressed interest in participating in the upcoming solicitation process.

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

The motion carried.

5. Designated Aviation Channeling Services

Mr. Michael O'Shaughnessy presented this item. He explained that Designated Aviation Channeling Services provide for the secure transmission of fingerprints and personal data from the airport's badging office to the Transportation Security Administration (TSA) and Federal Bureau of Investigation (FBI) for mandatory background checks and security threat assessments. These checks are required before issuing security badges to airport workers.

Mr. O'Shaughnessy described how the events of September 11, 2001 transformed airport security, leading to today's stringent identification systems with biometrics, smart chips, holograms, and enhanced tracking.

He stated that the new Phoenix Sky Harbor badging office, which opened in late 2024, now issues over 200 badges daily and manages over 20,000 active badges, utilizing modern software that streamlines processing to under ten minutes per applicant.

Mr. O'Shaughnessy detailed the RFP process, which was issued on June 23, 2025 and closed on August 6, 2025, resulting in two responsive proposals. An evaluation panel reviewed the proposals and selected Telos Corporation, the incumbent provider, as the most qualified proposer. He stated that the new contract term will be three years with two one-year options, for an annual cost of approximately \$546,000 and a total contract cost not to exceed \$3 million.

Mr. Alonzo asked about the budget for this service.

Mr. O'Shaughnessy explained that the not-to-exceed amount provides some capacity to address price adjustments or volume increases throughout the life of the contract.

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

No public comments.
The motion carried.

SUBCOMMITTEE INFORMATION AND FOLLOW-UP REQUESTS

None.

CALL TO THE PUBLIC

None.

ADJOURNMENT

The meeting adjourned at **2:22 p.m.**

BUSINESS DEVELOPMENT SUBCOMMITTEE REPORT	
To:	Business Development Subcommittee
From:	Chad R. Makovsky, A.A.E. Aviation Director
Subject:	Facility Lease Agreement with Alvest Equipment Services LLC. 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 Facility Lease Agreement with Alvest Equipment Services LLC. at Phoenix Sky Harbor International Airport (PHX) to lease approximately 1,920 square feet of space in Building A of the West Air Cargo complex.

THIS ITEM IS FOR DISCUSSION AND POSSIBLE ACTION.

Report Summary

Alvest Equipment Services (USA) LLC. (AES) provides ground support equipment and maintenance services to Alaska Airlines under Commercial Use Permit No. 527-23. Effective September 2025, AES began providing ground support equipment and maintenance services to Unifi Aviation, LLC, a commercial ground handling service provider for Frontier Airlines. The proposed facility lease of Bay 16 of Building A in West Air Cargo complex will expand AES's operational capacity and capability to support the additional airline clients at PHX.

Contract Term

The proposed lease term is three years with three additional one-year renewal options to extend at the sole discretion of the Aviation Director.

Financial Impact

Annual rent for the first year is anticipated to be approximately \$38,016. Annual rent will be adjusted in accordance with the Airport Rates and Charges program under Phoenix City Code Section 4-173(B). Total revenue expected during the term of the lease is approximately \$228,096 if all extension options are exercised.

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 Facility Lease Agreement with AES at Phoenix Sky Harbor International Airport for approximately 1,920 square feet of space in the West Air Cargo complex.

BUSINESS DEVELOPMENT SUBCOMMITTEE REPORT	
To:	Business Development Subcommittee
From:	Chad R. Makovsky, A.A.E. Aviation Director
Subject:	Executive Hangar Lease Agreement with Jackson Jet Center, LLC 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 Executive Hangar Lease Agreement with Jackson Jet Center, LLC at Phoenix Sky Harbor International Airport.

THIS ITEM IS FOR DISCUSSION AND POSSIBLE ACTION.

Report Summary

Jackson Jet Center, LLC (Jackson Jet) currently operates a full-service Fixed Base Operator business and leases two airport-owned executive hangars (E24 and E29) located in the executive hangar complex on the north side of Phoenix Sky Harbor International Airport. Jackson Jet has requested to lease another vacant airport-owned executive hangar, E27, in the executive hangar complex. Executive Hangar E27 consists of approximately 5,449 square feet of hangar and adjoining office space.

Contract Term

The proposed lease term will commence upon full execution of the lease agreement and will expire on December 31, 2027. The lease will include three one-year options to extend at the Aviation Director's sole discretion.

Financial Impact

Annual rent for the first year is anticipated to be approximately \$45,727.87. Rent will be adjusted annually based on the Phoenix-Mesa-Scottsdale Consumer Price Index or three percent, whichever is greater. Total revenue anticipated during the term of the lease is approximately \$228,639 if all extension options are exercised.

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 Executive Hangar Lease with Jackson Jet Center, LLC at Phoenix Sky Harbor International Airport.

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 Contracts

Description

This report requests that the Business and Development Subcommittee recommend the Phoenix Aviation Advisory Board authorize the Aviation Department's request to enter into contracts with Mayflower Cab Company and Apache Taxi, LLC, for taxicab services at Phoenix Sky Harbor International Airport.

THIS ITEM IS FOR DISCUSSION AND POSSIBLE ACTION.

Report Summary

The Aviation Department issued a Revenue Contract Solicitation in June 2025 for four contracts: two large operators to be awarded 70 vehicles each and two small operators to be awarded 35 vehicles each.

No responses were received for the large company category. The Aviation Department is currently assessing how it will address the lack of responses for the large company category; however, it has determined it should move forward with awarding contracts for the small company category.

A total of four responses were received for the small company category. Two proposals were deemed nonresponsive. Of the two responsive proposals, one was submitted for the 100% Owner-Operated opportunity and one for the non-100% Owner-Operated opportunity. An evaluation panel reviewed the proposals, which were evaluated utilizing the following criteria:

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

The evaluation panel recommended that Mayflower Cab Company be awarded the 100% Owner-Operated contract, and Apache Taxi, LLC be awarded the non-100% Owner-Operated contract.

Contract Term

The proposed contract term shall be for five years with a two-year extension option. The new contract is expected to commence on or about February 01, 2026, to allow the Respondents to procure and prepare their fleet to start operation on May 1, 2026.

Financial Impact

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

Public Outreach

This 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 contracts with Mayflower Cab Company, and Apache Taxi, LLC for taxicab services at Phoenix Sky Harbor International Airport.