

PARKING E-NEWSLETTER

APRIL - MAY - JUNE



JOIN US FOR THE NEXT EMPLOYEE PARKING REPRESENTATIVE'S MEETING. HERE'S WHAT YOU NEED TO KNOW!

WHEN:

**Tuesday May 12th, 2026
Time: 9:00am - 10:00am**

Where:

**Aviation Headquarters
2485 E. Buckeye Rd.
1st Fl. PAAB Conference Room**

Please join us in Person or on Teams!

2026 City Observed Holidays

Memorial Day

Monday, May 25th, 2026

Juneteenth

Friday, June 19th, 2026

**PARKING SERVICES
CONTACT INFORMATION**

2425 E. Buckeye Rd.
Phoenix, AZ 85034

(602) 683-3615

Email Address:

airportparking@phoenix.gov

OFFICE HOURS

Monday – Friday

8 A.M. – 5 P.M.

Closed Thursdays

2 P.M. – 3 P.M.

Closed Last Business Day of the
Month

Closed at 12 P.M.

OFFICE CLOSURES

The office is closed on
Weekends and City Holidays

IMPORTANT AIRPORT

PHONE NUMBERS

PHX Sky Harbor Emergency

(602) 273-3311

PHX Sky Harbor

Communications Center

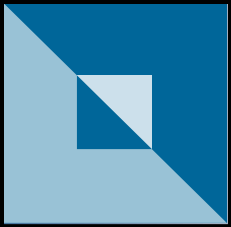
(602) 273-3302

PHX Sky Harbor Parking Hotline

(602) 273-4545



**PHOENIX SKY HARBOR
INTERNATIONAL AIRPORT**



PHOENIX SKY HARBOR
INTERNATIONAL AIRPORT

PHX Aviation

APRIL / MAY / JUNE
2026

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PHOENIX SKY HARBOR
INTERNATIONAL AIRPORT



City of Phoenix

To: Employee Parking Stakeholders at Phoenix Sky Harbor International Airport

Date: April 3, 2026

From: Chad R. Makovsky, A.A.E.
Aviation Director

A handwritten signature in black ink, appearing to read 'C.R. Makovsky', positioned to the right of the name and title.

**Subject: MODIFICATIONS TO THE SUPPLEMENTAL EMPLOYEE PREMIUM
PARKING DISCOUNT PROGRAM**

The City of Phoenix Aviation Department will be making changes to the supplemental employee premium parking discount program effective Tuesday, April 28, 2026 to ensure ongoing compliance with Phoenix City Code, and to ensure public parking facilities are prioritized for the traveling public.

Beginning in December 2025, Aviation Department staff issued an employee survey and held numerous meetings with affected companies, labor leaders, and other stakeholders to receive feedback about the proposed changes. We are grateful to the many stakeholders who provided constructive feedback over the last several months.

As a result of the feedback we received, on March 1, 2026, the Aviation Department implemented a blackout-period policy for public parking facilities, covering five seasonal peak periods: Spring Break, Independence Day, Fall Break, Thanksgiving Holiday, and Winter Break. Significant parking demand at the airport's public parking facilities continues to necessitate additional adjustments to this employee discount program.

Effective midnight on the morning of Tuesday, April 28, 2026, parking cashiers will no longer be authorized to accept physical employee identification at public parking facility exits to provide employee discounts, and the Aviation Department will be transitioning this program to an automated self-service model described in more detail below:

For based employees who are enrolled in the Airport Employee Parking Program and assigned a home parking lot:

- The public facility parking discount will be adjusted to 40% off the current daily rate, excluding blackout periods. The discount will only apply when the full daily rate has been reached (typically a minimum of 5.5 hours of parking in terminal garages and 3-3.5 hours in the economy lots). Partial day rates are not discounted.
- Employees must use their issued employee parking access card to enter and exit public parking facilities. The total fee will automatically be calculated and paid at exit. No refunds or adjustments will be granted after a parking transaction is completed.
- An employee reporting a lost or stolen card will be subject to the full daily rate.
- The Aviation Department will closely monitor public parking facility occupancy levels over the subsequent three-month period, and will announce the implementation of another reduction to the eligible discount rate should either of the following conditions be met:
 - Any public parking facility is required to be closed to the general public due to occupancy levels.
 - The three-month average occupancy level of any public parking facility exceeds 75%.
- A new three-month evaluation period utilizing the same criteria will commence following each parking discount adjustment.

For non-based airline employees:

- Non-based airline employees will be eligible to enroll in the Airline Corporate Parking Reservation Program.
- This program will provide employees with a 15% discount at public parking facilities, while also earning other benefits such as free parking days.
- Please see your company Parking Coordinator or contact the Airport Parking Office at (602) 273-4545 for further details.

As a reminder, the supplemental employee discount parking program is for the employee's use only and is non-transferable. The program may only be used for official business and may not be used for personal travel.

These program adjustments will assist the Aviation Department with providing an amenity that we understand is valued by employees, while also prioritizing the traveling public’s use of public parking facilities.

We very much appreciate the productive meetings and feedback we’ve received from employees and other stakeholders over the last several months.

The airport has implemented several enhancements to the employee parking program in response to this feedback, including reopening the West Lobby at the 44th Street SkyTrain Station and adding additional parking lot safety and security measures.

I encourage all employees and stakeholders to regularly visit:

→ <https://skyharbor.com/employees> to learn more about the many employee resources available at Phoenix Sky Harbor.

2026 Blackout Dates

Peak Travel Event	Blackout Dates
Spring Break	March 4, 2026 — March 23, 2026
Independence Day	July 1, 2026 – July 6, 2026
Fall Break	Sept. 30, 2026 – Oct. 19, 2026
Thanksgiving Holiday	Nov. 22, 2026 – Nov. 30, 2026
Winter Break	Dec. 20, 2026 – Jan. 4, 2027





SAFETY FAIR

APRIL 29 | NOON - 4PM
AVN HEADQUARTERS- 2485 E. BUCKEYE RD.

SAFETY SOCIAL

APRIL 29 | 1:30PM - 2:30PM
PAAB CONFERENCE ROOM



Join us for our upcoming Airport Safety Fair, where employees and partners can explore hands-on demonstrations, learn about safety best practices, and connect with teams dedicated to keeping our airport safe and efficient. Stop by to discover helpful resources, ask questions, and take part in activities designed to strengthen our safety culture. We hope to see you there!

FOR MORE INFORMATION OR QUESTIONS:

avn.saftey@phoenix.gov

VENDORS FOR THIS EVENT INCLUDE: **Southwest**





EMPLOYEE REMINDERS

With summer heat just around the corner and schools letting out, America's Friendliest Airport® will continue to see record numbers of passengers this year. We recognize that employee vacations will also be on the rise. Therefore, the Parking Office would like to remind employee parkers of a few rules* regarding their airport parking privilege.

- Employee parking privileges are for conduct of Sky Harbor Airport business purposes only.
- Employees assigned to public parking facilities are required to park in the remote areas of the facilities.
- Employee parking privileges **MAY NOT** be used for the following purposes:
 - ⇒ **Personal Use** - e.g. vacations, sick leave, to pick up family members, etc.
 - ⇒ **Card Sharing or Lending Your Card to Others is prohibited!** Cards are assigned to individuals NOT vehicles. Individuals found sharing parking privileges will be suspended or expelled from the parking program.
 - ⇒ **Storing Vehicles** - e.g. leaving vehicle in lot due to flat tire, dead battery, etc.
 - ⇒ **Non Sky Harbor Airport-related work** - e.g. company sends employee to work at another airport.

WARNING: FAILURE TO ADHERE TO THE ABOVE LISTED RULES WILL RESULT IN SUSPENSION OR REVOCATION OF PARKING PRIVILEGES AND PAYMENT OF PUBLIC PARKING RATES WILL BE IMPOSED.

Additionally, below are a few helpful tips!

- Make parking a breeze and plan ahead. With heavy crowds escaping the Valley for some summer fun, make sure to leave extra time for parking.
- Travel time to work should be increased 10-15 minutes to account for additional boulevard traffic and heavy SkyTrain riders.

Thank you for your cooperation in helping us provide excellent customer service for the traveling public, and demonstrating that Sky Harbor is indeed America's Friendliest Airport.

* The rules listed on this newsletter are not all-inclusive. See Employee Parking Terms and Conditions.



Reminders & Updates



Vehicles parked for over **30 days** are considered abandoned and are subject to sale at public auction. If parking in excess of 30 days is necessary, arrangements must be made prior to the stay by dialing (602) 683-3615.

PAYMENTS

Please be advised that sending payments to the wrong PO Box will cause a delay in the process of your payments. Additionally, sending payments to the wrong P.O Box can result in additional late fees and/or deactivation of all parking access cards/permits. Please ensure your parking payments are sent to the following address:

**CITY OF PHOENIX
P.O. Box 29111
PHOENIX, AZ 85038-9111**

Alternatively, payments can also be made using the Employee Payment Portal, which accepts business E - Check payments (ACH Debit) and credit cards. The Employee Payment Portal uses the secure site of Chase Bank's Pay Connexion to process all payments.

Customers can make payments 24/7. In addition, customers are able to view and pay invoices, as well as communicate any billing questions with parking staff.

please contact the Parking Office at: airportparking@phoenix.gov.



Regular audits will be conducted in employee parking areas. Vehicles not properly registered in the system may be subject to enforcement.



EMPLOYEE PARKING AGREEMENT

PHX Parking Office
 2425 E. Buckeye Road Suite 100
 Phoenix, AZ 85034
 Phone: (602) 683-3615
 AirportParking@Phoenix.gov

The authorized Parking Operator for the City of Phoenix Aviation Department hereby grants Cardholder the privilege of parking a Vehicle at the specified Parking Facility, subject to the Terms and Conditions enumerated herein.

Cardholder Information (Please Print Clearly):

NAME	Last	First	Middle
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Address	Home Address		
	<input type="text"/>		
	City	State	Zip Code
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number E-mail	Home/Cell Phone	Business Phone & Extension	E-Mail
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing Address (if different than above)	Mailing Address (if different than above)		
	<input type="text"/>		
	City	State	Zip Code
	<input type="text"/>	<input type="text"/>	<input type="text"/>
EMPLOYER	Company Name	Division/Section/Job Title	
	<input type="text"/>	<input type="text"/>	
VEHICLE #1	Color/Year/Make/Model		State & License Plate No.
	<input type="text"/>		<input type="text"/>
VEHICLE #2	Color/Year/Make/Model		State & License Plate No.
	<input type="text"/>		<input type="text"/>
EMERGENCY CONTACT	Name	Phone No.	
	<input type="text"/>	<input type="text"/>	

AS CARDHOLDER, I UNDERSTAND AND AGREE TO ABIDE BY THE TERMS AND CONDITIONS LISTED ON THE REVERSE SIDE OF THIS FORM.

Signed: _____ Date: _____



Parking Account Update Request

Please be advised that the Parking Access Request Form may **only be completed and submitted by authorized company representatives.**

Additionally, any updates involving **adding or removing vehicles** must be submitted through an official update request.

In the event that an employee is **no longer affiliated with your company**, a formal **update request is required.** All parking hangers and Prox cards must be collected and returned so that the corresponding employee profile may be properly updated in our system.

All requests and documentation should be submitted to:

Email: AirportParking@phoenix.gov



Parking Account Update Request

This form is to be completed by the company-appointed parking representative determined in the "Company Account Request" form. The information on this form will be used to add and/or delete employees from company parking accounts at Phoenix Sky Harbor Airport. All employees listed below must submit a completed "Employee Parking Agreement" prior to being assigned a parking access card or permit. Please email completed forms to AirportParking@Phoenix.gov or fax to 602-273-3493. It takes two business days for accounts to be updated and parking access card or permit created.

COMPANY PARKING REPRESENTATIVE						
Name:		Date:				
Email:		Phone:				
Company Name:		Account #:				
ADD OR DELETE EMPLOYEES FROM ACCOUNT						
EMPLOYEE NAME	STATUS	WORK LOCATION	EFFECTIVE DATE	COMMENTS	PROCESSED	PERMIT(S)
1.	<input type="checkbox"/> Add <input type="checkbox"/> Delete				<input type="checkbox"/>	
2.	<input type="checkbox"/> Add <input type="checkbox"/> Delete				<input type="checkbox"/>	

Welcome to



Important Numbers

Airport Emergency
602-273-3311

Safety Hotline
602-495-SAFE (7233)

Maintenance / Work Orders
602-273-2000

For Airport Information,
visit skyharbor.com

Congratulations on your employment!

We are glad to have you on board. Please keep this information for future reference and feel free to reach out to us with any questions you may have.

Report Safety Hazards

All employees have a right to a safe workplace and should feel comfortable to report unsafe conditions. A work environment becomes safer when many people are alert to potential hazards and can quickly report them.



avn.safety@phoenix.gov

forms.skyharbor.aero/safety/reportsafety

EMPOWERED

See Say Airport App



Keeping PHX clean, safe, and running smoothly are essential factors for our world-class facility. We have a tool for you to report maintenance issues and safety concerns: See Say Airport app lets you discreetly report maintenance issues, restrooms that need attention, suspicious activity and more.

Scan the QR code to download the app for iOS or Android.



Child Care Scholarship

Do you know about our Child Care Scholarship Program? This is an added benefit to help those airport workers find safe, quality, and affordable childcare. Scan the QR code or visit the link below for more information about the program's specific requirements or to apply.



vsuw.org/PHXskyHarbor



Get the Latest Employee News



skyharbor.com/employees

- Construction Impacts
- Employee Recognition
- Discounts
- Upcoming Events
- Helpful Links
- And More!

Critical Airport Updates

To sign up for important airport updates, visit the link below or scan the QR code.

forms.office.com/g/RfDA07uCQj



Construction Updates

- **West Economy Garage Annual Cleaning**

ACE Parking will be performing annual deep cleaning of the West Economy Garage from **March 30th to May 1st**. Each week, the parking team will block off spaces in zones to clean the ceilings, walls, stairs, and parking stalls. Parking conducted an analysis to ensure that this work could be accommodated based on the forecasted demand. The occupancy levels will be continuously monitored and if occupancy is higher than forecasted, parking will scale back the closure to accommodate.

Parking Impacts:

- Levels 1 and 2 will be worked on simultaneously in zones; Water runoff may be noticeable throughout the garage during cleaning activities
- Occupancy levels will be continuously monitored and area restrictions adjusted as needed Temporary ADA Accessible spaces will be available

General Information:

- Use caution for barricades, personnel, and equipment in the area
- Contractor will contact on-duty Oscar-20 prior to and after work activities



West Economy Parking Garage Parking Restrictions

West Economy Garage – Level 2 Restrictions (Employee Level)



West Economy Garage – Level 1 Restrictions (Public Level)



Bridge the Gap with the Taxiway U App.



Download to stay informed about current conditions during your next visit to Phoenix Sky Harbor International Airport.

