

**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 2, 2023 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/cityofphoenix/j.php?MTID=mc4fe73a881407936dd58db642b1e1cb2>

- **Call-in to listen to the meeting**, dial 602-666-0783 and Enter Meeting ID 2631 617 8336 # 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](mailto:pearl.meza@phoenix.gov) no later than 10 a.m. on Thursday, November 2, 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.

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 3, 2023**

## **DISCUSSION AND POSSIBLE ACTION (ITEMS 2 - 4)**

### **2. Advertising and Graphic Design Services**

This report requests that the Business and Development Subcommittee recommend approval to the Phoenix Aviation Advisory Board to award a contract to Madden Preprint Media, LLC to be utilized by the Public Relations Division for advertising and graphic design services.

**THIS ITEM IS FOR DISCUSSION AND POSSIBLE ACTION.**

### **3. Passenger Experience Benchmarking Survey**

This report requests that the Business and Development Subcommittee recommend approval to the Phoenix Aviation Advisory Board to award a contract to KPI North America, LLC to provide passenger experience benchmarking surveys at Phoenix Sky Harbor International Airport.

**THIS ITEM IS FOR DISCUSSION AND POSSIBLE ACTION.**

### **4. Airport Custodial & Floor Care Services Contract Award Recommendation**

This report requests that the Business and Development Subcommittee recommend approval to the Phoenix Aviation Advisory Board to award contracts for Airport Custodial and Floor Care Services at Phoenix Sky Harbor International Airport, Phoenix Deer Valley Airport, and Phoenix Goodyear Airport.

**THIS ITEM IS FOR DISCUSSION AND POSSIBLE ACTION.**

## **INFORMATION AND DISCUSSION (ITEM 5)**

### **5. Quarterly Revenue, Enplanements, and Business Activity Update**

This report provides an update of the Aviation Department's recent revenue, enplanements, and business activity to the Business and Development Subcommittee.

**THIS ITEM IS FOR INFORMATION AND DISCUSSION.**

## **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 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 related to this meeting, please visit [skyharbor.com](http://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 5, 2023.