

**Delta County**  
**Request for Proposal**  
**Airport Manager Search Service**

## **Airport Manager Search Service**

### **Introduction**

Delta County is seeking a qualified search firm to identify and recruit a highly skilled and experienced Airport Manager. The ideal candidate will possess a proven track record of strategic leadership, operational excellence, and financial acumen within the aviation industry.

### **Scope of Services**

The selected search firm will be responsible for the following:

1. **Candidate Profile Development:**
  - a. Collaborate with Delta County Airport to develop a comprehensive candidate profile, including essential qualifications, desired experience and key competencies.
  - b. Identify the specific needs and priorities of Delta County Airport to ensure the ideal candidate is secured.
2. **Candidate Sourcing and Screening:**
  - a. Employ a strategic sourcing approach to identify potential candidates through a variety of channels, including industry networks, executive search databases, and targeted outreach.
  - b. Conduct rigorous screening processes to assess candidates' qualifications, experience, and cultural fit with Delta County Airport.
3. **Candidate Assessment and Interview:**
  - a. Develop and administer comprehensive assessment tools, such as in-depth interviews, skills tests, and reference checks.
  - b. Conduct initial screening interviews and facilitate in-depth interviews with key stakeholders at Delta County Airport.
4. **Provide Presentation and Selection:**
  - a. Present a shortlist of qualified candidates to Delta County Airport, providing detailed profiles and performance assessments.
  - b. Assist in the selection process by providing insights and recommendations.
5. **Negotiation and Offer Extension:**
  - a. Negotiate compensation packages and employment terms with the selected candidate.
  - b. Assist in the extension of a formal offer of employment.

### **Timeline**

The search firm is expected to complete the recruitment process within 3 weeks, with the goal of onboarding the new Airport Manager by January 27, 2025.

### **Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- **Experience and Expertise:** The firm's experience in executive search, particularly within the aviation industry.
- **Search Methodology:** The firm's proposed search methodology and approach to identifying and assessing candidates.
- **Fee structure:** The firm's fee structure and payment terms.
- **References and Case Studies:** The firm's track record of successful placements in similar roles.
- **Team Capabilities:** The firm's team's experience, skills, and resources dedicated to the search.

## **Proposal Submission**

Interested firms should submit their proposals by December 27, 2024 to Ashleigh Young, County Administrator/Controller at [ayoung@deltacountymi.gov](mailto:ayoung@deltacountymi.gov). Proposals should include the following:

- A detailed description of the firm's experience and capabilities.
- A proposed search strategy and timeline.
- A detailed fee structure.
- A list of relevant references and case studies
- The names and contact information of key team members who will be assigned to the search.

Delta County Board of Commissioners reserves the right to reject any or all proposals and to negotiate with any firm.