



TRUCKEE TAHOE AIRPORT DISTRICT STAFF REPORT

AGENDA TITLE: Executive Recruitment Agency Quotes

MEETING DATE: 04/08/2022

PREPARED BY: Lauren Tapia, HR Manager/District Clerk

RECOMMENDED ACTION: Review the attached proposals from the contacted Executive Recruitment Agencies. Staff recommends the Board create a Board Ad Hoc Committee if there is a decision made to externally recruit for the General Manager's position.

DISCUSSION: At the April 5th Special Board Meeting, the Board requested staff to seek out initial quotes for executive search services. Staff reached out to ADK Consulting and Executive Search, Ralph Anderson and Associates, WBCP Inc, and Columbia Ltd. ADK Consulting and Executive Search as well as WBCP Inc. responded with full proposals. Ralph Anderson and Associates provided a quote via email. Columbia Ltd. stated that their recruitment calendar opens in June and can provide a quote if the Board is okay waiting until June to begin the recruitment process.

Cost Information:

- ADK – Full Service: \$39,900.00 (not including travel). HR Assist: \$22,600. *ADK is an aviation specific Executive Recruiting firm.*
- WBCP – Consulting Services: \$28,500 + Expenses: \$5,500 - \$7,500. Out of Scope work: \$175/hour. *WBCP was utilized by the Town of Truckee for their Town Manager position.*
- Ralph Anderson - \$50,000. Did not send a full proposal. *The District utilized Ralph Anderson in 2009-2010 for the General Manager recruitment.*

WHAT'S NEXT: Staff can continue to request quotes from additional Executive Recruitment Agencies and work with the Board Ad Hoc committee (if one is formed) to help provide a more in-depth recommendation.

FISCAL IMPACT: \$22,600 - \$50,000 based on initial quotes received.

PUBLIC COMMUNICATIONS: N/A

ATTACHMENTS:

ADK Consulting and Executive Search Proposal

WBCP Inc. Proposal

Ralph Anderson and Associate emailed quote