



**Request for Statements of Qualifications
Spokane International Airport
Addendum No. 1
DATE OF ADDEMDUM: December 12, 2024**

**RECRUITING SERVICES FOR CHIEF EXECUTIVE OFFICER
RESPONSE TO QUESTIONS**

The following sets forth questions presented to the Airport in connection with the Request for Statements of Qualifications, and the answers to such questions from the Airport:

Question 1. Can you please confirm if the following items are considered within the 10-page limit or are they considered outside of the page limit?

- RFP Section C.1 Table of Contents
- RFP Section C.2 Transmittal Letter
- RFP Section C.4 References
- Cost/Pricing Info

Answer 1. Per Section C.3 of the RFSQ, “no more than 10 pages” should be used to describe “the qualifications, experience, and capabilities of the proposing firm or individual and team,” which are those items identified in Section C.3. The Table of Contents (Section C.1), Transmittal Letter (Section C.2), and References and Cost/Pricing Information (Section C.4) do not need to be contained within the “no more than 10 pages.”

Question 2. Can you please provide the compensation for the CEO role? Can you provide a copy of the Spokane Airport Professional Services Agreement (PSA)?

Answer 2. Compensation for the CEO position has not been determined. It is my understanding the Airport Board may look to the selected firm or individual providing CEO recruitment services to assist with determining potential compensation as part of the recruitment process.

At this time, the Airport does not have a professional services agreement specific for this engagement. The Airport Board anticipates negotiating a mutually-agreeable professional services agreement with the selected firm or individual.

Question 3. I was reviewing the SOQ Submittal Requirements and wanted to check to see if you accept electronic submissions in lieu of the thumb drive and 3 copies.

Answer 3. The Airport's procurement policy and procedures requires submittal of responses to this procurement in the manner set forth in the RFSQ for Recruiting Services for Chief Executive Officer. Thus, the Airport is unable to accept electronic submittals in lieu of the process set forth in the RFSQ.

Question 4. (Paraphrased for anonymity) We have not done a CEO search for an airport, but have placed numerous other C level roles and have experience with CEO searches in other contexts. Please let me know if this may disqualify us from being selected as we do not want to waste your time if these are "must haves."

Answer 4. Because this will be an evaluation of qualifications, I cannot say if there are specific "must haves" except as identified in the Request for Statement of Qualifications ("RFSQ"). Per the RFSQ, the purpose of this procurement process is to identify firms or individuals to provide professional services related to the successful requirement and employment of an individual to serve as the Chief Executive Officer ("CEO") of Spokane International Airport, Felts Field and the Spokane Airport Business Park. Evaluation of the firms or individuals will include CEO recruitment projects for airports completed or participated in the past seven (7) years. Firms or individuals must also demonstrate an understanding and familiarity of services specific to recruiting a CEO for Spokane International Airport, Felts Field and Spokane Business Park.

We appreciate your inquiry and concern regarding the Airport's use of time, as well as your own time to respond to the RFSQ. I do not want to discourage anyone from responding, but I hope this communication helped to understand the qualifications and background sought by the Airport for the firm or individual to provide recruitment services for the Airport CEO position.