



**TO:** Mayor Shaun Sipma  
Members of the City Council

**FROM:** Lisa Jundt, Human Resource Director  
Harold Stewart, City Manager

**DATE:** April 30, 2021

**SUBJECT: RECRUITMENT SERVICES FOR AIRPORT DIRECTOR POSITION**

**I. RECOMMENDED ACTION**

1. Recommend the City Council approve using the recruitment services of ADK Consulting and Executive Search for the Airport Director position; and further, authorize the Mayor to sign the contract on the City's behalf.
2. Pass an ordinance amending the 2021 annual budget to increase the Airport's consultants expense for the hiring of a consulting firm to assist with recruiting the new Airport Director, using Airport cash reserves.

**II. DEPARTMENT CONTACT PERSONS**

Lisa Jundt, Human Resource Director 857-4753

**III. DESCRIPTION**

A. Background

With the recent resignation and impending departure of Rick Feltner, the City has the challenge to find a qualified replacement to fill the position of Airport Director. Generally, positions in the aviation industry are more difficult to fill due to the specialized nature of the industry, and the intricacies of working closely with federal and state agencies such as the Federal Aviation Administration (FAA) and Transportation Security Administration (TSA). The City was fortunate during the last recruitment process for this position, to have the assistance of Airport Consultant, Ann Thorvik, who had been hired to facilitate the opening of the new Minot Airport terminal, and was later retained to serve as the Interim Airport Director. Her expertise in the aviation area, helped to expedite the process in locating an excellent candidate for the position. The City Manager and Human Resource Director recognize that the need to fill this position in a timely manner and understand the difficulty in doing so without the necessary recruitment resources and understanding of the industry. They are asking that the City Council consider authorizing the use of an outside firm to assist in this process

Proposals

Two firms submitted full-service proposals provided the following quotes:

- ADK Consulting and Executive Search \$38,900 plus consultant travel expense of approximately \$2,000
- GovHR USA \$25,000 plus consultant travel expense of approximately \$3,000

Proposed Project

Recruitment of the position will take approximately 12-14 weeks to complete; Full-service contracts have been proposed by both agencies to include candidate sourcing and pool development, multiple level candidate screening to recommend top candidates, and assistance with final interview and negotiation process. Both agencies provide a 12-month placement guarantee should a candidate leave within the first year of service, with applicable costs as outlined in each proposal. Although the City of Minot has worked with GovHR in the past, the firm is not specialized in the area of aviation related recruitment. ADK, on the other hand, is considered the top search firm for recruitment of talent in the aviation industry, and could provide expertise in this area similar to that of Ms. Thorvik's during the City's past recruitment of this position.

**IV. IMPACT:**

A. Strategic Impact:

A professional recruitment firm's broader reach in the employment market could potentially lead to locating a dynamic, qualified individual to fill this important position.

B. Service/Delivery Impact:

A professional recruitment firm has more resources available to efficiently and effectively complete the process in a timely manner.

C. Fiscal Impact:

Funds for the professional service fee will come from Airport Fund Cash Reserves.

**V. ALTERNATIVES**

The Human Resource Department can move forward with recruitment of this position without additional resources.

**VI. TIME CONSTRAINTS**

Position is important and needs to be filled in a timely manner. Expediency will be difficult to predict with the limited recruitment resources available.

**VII. LIST OF ATTACHMENTS**

- A. ADK Consulting and Executive Search Proposal
- B. GovHR USA Recruitment Proposal
- C. Budget Amendment