

On Monday, August 9, 2021, the AD HOC COMMITTEE FOR THE REQUEST FOR QUALIFICATIONS FOR PS-683, EXECUTIVE SEARCH CONSULTANT SERVICES met in Conference Room Gemini at Orlando International Airport, GOAA Office Annex, 5855 Cargo Road, Orlando, Florida, 32827. Chair Bond called the meeting to order at 8:30 a.m. The meeting was posted in accordance with Florida Statutes and a quorum was present.

Committee members present: Kathy Bond, Chair  
Tianna Dumond, Director of Internal Audit  
Marquez Griffin, Director of Airport Operations

Staff/Others present: Janice Hughes, Senior Purchasing Agent  
Diana Hershner, Senior Manager, Purchasing  
Maury Remmers, Manager, Risk & Safety  
Dan Gerber, Interim General Counsel  
Anna Farmer, Recording Secretary

Chair Bond announced if a proposer is aggrieved by any of the proceedings of today's meeting and wishes to appeal the results of actions made by this committee, they must file an appeal stating the item they wish to appeal and the basis for which they wish to appeal, via email to Mr. Phillip N. Brown at pbrown@goaa.org with copy to janice.hughes@goaa.org by Monday, August 16, 2021 - no later than 4:00pm.

Lastly, for individuals who conduct lobbying activities with Aviation Authority employees or Board members, registration with the Aviation Authority is required each year prior to conducting any lobbying activities. The policy, forms, and instructions are available in the Aviation Authority's offices and the web site. Please contact the Chief Administrative Officer with questions at (407) 825-7105.

Before proceeding with business, Mr. Gerber asked the Committee to report any conflicts of interest or violations of the Aviation Authority's Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine Law with regard to any agenda item. None were expressed by any Committee member.

Chair Bond sought clarification from Legal regarding the Committee's responsibilities; are they only shortlisting, or are they ranking as well. Mr. Gerber responded they would only be shortlisting the firms.

#### **CONSIDERATION OF FIRMS FOR PS-683, EXECUTIVE SEARCH CONSULTANT SERVICES**

Chair Bond asked Ms. Hughes to provide information regarding the respondents and staff's analysis of the proposals received.

Using a staff review matrix (attached), Ms. Hughes outlined the responses provided by each of the four firms, ADK Consulting & Executive Search; Grice Group, LLC; Korn Ferry; and Russell Reynolds Associates.

During Ms. Hughes' presentation, Committee members made the following comments and asked the following questions; Ms. Hughes provided the following answers.

#### **D. - Minimum Requirements**

Mr. Griffin asked Legal if Russell Reynolds Associates' response on the Warranty Form was a disqualifier. Mr. Gerber responded it is not.

#### **E. - Experience and Qualifications**

Recruitment references - Mr. Griffin asked if it was permissible for the reference to be with both the firm and the people conducting the search, even though they have left the firm. Mr. Gerber responded it is not a disqualifying factor; however, it is at the Committee's discretion to consider it.

Length of time for recruitment - Mr. Griffin then asked if the varying length of time of recruitment for the same position is something to keep under advisement. Mr. Gerber again responded it's not a disqualifier; however, it is at the Committee's discretion to consider it.

**CONSIDERATION OF FIRMS FOR PS-683, EXECUTIVE SEARCH CONSULTANT SERVICES (CON'T)**

Florida Sunshine Law - Ms. Dumond deferred to Legal in respect to firms asserting similar requirements to the Sunshine Laws. Mr. Gerber advised he did a spot check on Russell Reynolds Associates', and it appears they do have similar laws, which he felt was within the realm of reasonableness.

Examples of recruitment - Ms. Dumond pointed out that Grice Group, LLC's recruitment for IND's CEO was in the 2013-2014 timeframe, which is outside of the five years we requested; therefore, they only had one CEO search, which was SFB.

**F. - Specific Approach and Methodology**

Ms. Dumond made the following observations: ADK Consulting & Executive Search will do a search for internet media early in the screening process, where others are waiting until the end phase to do this; Korn Ferry will bring their Industrial Psychologist in as part of the interview process to help interpret the assessment results.

**G. - Implementation Plan**

Ms. Dumond pointed out that Korn Ferry offers a twelve-month placement guarantee.

**H. - Claims Information**

Mr. Gerber advised that no one had any remote material litigation or bankruptcy claims.

**I. - Engagements with Other Airport(s) & Governmental Entities**

Ms. Dumond stated that Russell Reynolds Associates provided their full Code of Conduct, which she felt was very transparent.

**J. - References**

Ms. Dumond referenced ADK Consulting & Executive Search's cover letter, saying since January 2017, over 80% of their business has come from clients they have previously served.

Ms. Hughes stated that the firms were asked about termination, and on page 29 of ADK Consulting & Executive Search's proposal, they had one search project that was terminated prior to the end of the agreement, Gerald R Ford International Airport (July 2016).

Mr. Griffin noted that Raleigh Durham's (RDU) reference for Grice Group, LLC is not a reference for actual work done at RDU; rather it is in anticipation for their services.

Ms. Hughes advised the Committee that Russell Reynolds Associates' reference for Columbus Regional Airport Authority (CRAA) was for services provided for Ohio State University's Aviation Director Search, not for CRAA.

**K. - Prior or Pending Convictions, Indictments, Investigations, Fines or Regulatory Investigations**

Mr. Gerber informed the Committee there were none found nor disclosed.

**L. - Proof of Insurance**

Mr. Remmers provided a summary to the Committee members. He advised Korn Ferry and ADK Consulting & Executive Search provided the proper insurance coverages; Grice Group, LLC and Russell Reynolds Associates did not provide coverages for the full request. However, he stated they would not be in business if they did not have this coverage and stated staff can request they resubmit their insurance documentation.

**STAFF DISCUSSION**

Chair Bond reminded the Committee they will not be ranking the firms; instead, determining if the firms are qualified.

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Mr. Gerber advised they should shortlist no less than three firms.

Ms. Dumond shared that all four firms have the required ten years' experience. She reminded the Committee that Grice Group, LLC only had one reference for a CEO search, SFB; the IND CEO search was in 2013. In reviewing their approach and methodology, Ms. Dumond felt Grice Group, LLC was limited in their use of technology tools used to assess the candidates, as compared to others. She stated their base is focused on existing CEO's as a starting point, and in terms of their interviews with stakeholders, there was not a lot expressed in their proposal on the pre-planning phase. Overall, Ms. Dumond feels all four firms have many technology solutions to offer, as well as experience in the airport industry.

Mr. Griffin agreed with Ms. Dumond's observations. Compared to the other proposers, Mr. Griffin felt that Grice Group, LLC's level of executive searches was a little shallower in relation to the CEO position. He also expressed concern with their evaluation process from screening through background check and implementation; he felt they could have answered more clearly. Mr. Griffin stated ADK Consulting & Executive Search, Korn Ferry and Russell Reynolds Associates aptly demonstrated they could perform the services as requested; he did not have significant concerns with their methodology. Mr. Griffin felt all four were great proposals.

Ms. Dumond agreed that there were four great proposals.


Chair Bond stated that even though Grice Group is an LLC, more of a boutique provider, her tendency is to be more inclusive than exclusive; she too is good with all four proposals.

Upon motion by Ms. Dumond, second by Mr. Griffin, vote carried to shortlist all four proposers: ADK Consulting & Executive Search, Grice Group, LLC, Korn Ferry, and Russell Reynolds Associates.

**ADJOURNMENT**

Chair Bond asked if there was further business to discuss before the Committee. Having no further business to discuss, she adjourned the meeting at 9:34 a.m.

*(Digitally signed on August 10, 2021)*

  
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Anna Farmer  
Recording Secretary

  
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Kathy Bond  
Chair