



MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Matthew Klebes, Assistant to the City Manager

DATE: December 5, 2017

ISSUE: Recommendation from Airport Board Meeting Regarding RFP for the Airport Manager

The Columbia Gorge Regional Airport Board conducted a Special Meeting the morning of December 4, 2017. At this meeting Board Chair Jim Wilcox reviewed the Airport Manager RFP process and submitted the Airport Board Sub-Committee recommendation as a result of said process. This process involved each subcommittee member individually scoring each response based on the criteria outlined in the RFP. The subcommittee then combined all their scores to identify the highest scored applicant.

The Airport Board Recommendation is to select Chuck Covert as the Airport Manager for the Columbia Gorge Regional Airport under this scoring process due to Mr. Covert's experience with the operation and management of airports (which was more recent in time when compared to the other applicant), experience working under multiple agencies, his familiarity with the airport, as well as his experience promoting and developing an airport and airport business park.

At the November 13, 2017 Council meeting, staff was directed to explore the possibility of hiring a contract employee if there were no acceptable responses to the RFP. Staff determined that due to the continuous and full time nature of the work a contract employee would not be appropriate.

Council Alternatives:

1. **Staff Recommendation:** *Move to enter into negotiations with Chuck Covert under Contract No. 2018-005 to finalize a signed contract and agreed upon scope of work for services as Airport Manager for the Columbia Gorge Regional Airport.*
2. Reject the Columbia Gorge Regional Airport Board recommendation for Contract No. 2018-005 Airport Manager and enter into negotiations with the alternative candidate.
3. Reject both responses to Contract No. 2018-005 Airport Manager RFP and direct staff on alternative options.