

**AVIATION BOARD BACKGROUND LETTER**

**Aviation Board Meeting Date:** January 21, 2025

**To:** Chair Dickinson and Aviation Board Members

**Cc:** Mitch Reynolds, Mayor

**From:** Jeff Tripp, Airport Director

**Subject:** SOQ AIR-2024-001 Air Service Consultant Selection Update

**Summary:**

Status update for Request for Statement of Qualification (SOQ) AIR-2024-001 to select an Air Service Consultant.

**Background:**

The Airport issued a Request for Statement of Qualification from interested firms to provide Air Service Consulting Services. The submittal deadline occurred on December 6, 2024, with five (5) firms submitting proposals:

1. ASM Route Development Consultants (Incumbent)
2. Crawford, Murphy & Tilly, Inc. (CMT)
3. InterVISTAS
4. Mead & Hunt
5. Short Elliott Hendrickson, Inc. (SEH)

The selection committee, comprised of three airport staff and three members of the Air Service Working Group, reviewed the submittals. Based on this review, the committee ranked Crawford, Murphy & Tilley (CMT) and Short Elliott Hendrickson (SEH) as the top two firms. Final interviews with both firms are scheduled for Wednesday, January 22.

Respectfully Submitted,

**Jeffrey S. Tripp**

Jeffrey S. Tripp, A.A.E.  
Airport Director