

# REQUEST FOR STATEMENT OF QUALIFICATIONS (SOQ)

## SELECTION OF A FIRM TO PERFORM EXECUTIVE SEARCH SERVICES FOR AIRPORT EXECUTIVE DIRECTOR RECRUITMENT AT VALLEY INTERNATIONAL AIRPORT HARLINGEN, TEXAS

The Harlingen, Texas Airport Board is requesting Statements of Qualifications (SOQ) from firms interested in providing an Executive Search service for Airport Executive Director Recruitment at Valley International Airport. SOQs will be received in the office of the Director of Aviation until 2:00 P.M., Friday, February 13, 2025. Statements of Qualifications submitted after that time will not be accepted. Statements of Qualification packages are available at the office of the Director of Aviation. To request a copy, please call Celina P. Garza, CAP, Senior Executive Assistant at (956) 430-8601 or email: [celina@flythevalley.com](mailto:celina@flythevalley.com).

Statements of Qualifications should include:

1. Firm name, address, phone number, and contact person
2. Qualifications and recent experience of the firm and key personnel relative to the request.
3. List of references, including the name, address, and phone number of the person most closely associated with the firm's prior performance.

Interested firms should send three (3) copies of the Statement of Qualifications of no more than ten (10) pages to:

T. Michael Browning, A.A.E.  
Interim Aviation Executive Director  
Valley International Airport  
Airport Terminal Building  
3002 Heritage Way, 3rd Fl  
Harlingen, Texas, 78550

The Airport reserves the right to initiate additional procurement action for any services and the right to reject any and all Statements of Qualifications for any reason at any time and to waive any and all informalities in the process. One or several firms may be selected for any of the projects mentioned in the SOQ.

City of Harlingen, Airport Board  
Valley International Airport

  
T. Michael Browning, A.A.E.  
Interim Airport Executive Director