

MINUTES of  
AIRPORT BOARD MEETING  
February 13, 2025  
6:00 p.m. Alaska Room/ZOOM

A. **CALL TO ORDER:** Vice Chair Dennis Bedford called the meeting to order at 6:01 p.m.

B. **ROLL CALL:**

Members Present:

Dennis Bedford  
Jerry Godkin

Chris Peloso  
Angela Rodell

Eve Soutiere (Zoom)  
Charlie Williams

Member Absent:

David Epstein

Staff/CBJ Present:

Patty Wahto, Airport Manager  
Andres Delgado, Airport Sup't  
Angelica Lopez-Campos, Bus. Mgr.  
Ke Mell, Airport Architect  
Emily Wright, Law Department

Sherri Layne, Law Department  
Nicole Lynch, Law Department  
Alicia Hughes-Skandijis, Assembly  
Brandon Bagwell, Fire Department  
Dallas Hargrave, Human Resources

Public:

Mark Sabbatini, Juneau Empire  
Tom Williams, Ward Air  
Dave Palmer, Public

Sarah Lowell, Coastal Helicopters  
Max Mertz, Alaska Seaplanes  
Chris O'Brien, General Aviation

C. **APPROVAL OF MINUTES:**

1. *Jerry Godkin moved to adopt the minutes from the January 9, 2025, meeting and recommend unanimous consent. The motion passed by unanimous consent.*

**FORMER/INCOMING BOARD MEMBERS:** Vice Chair Bedford thanked Jodi Garza and Jason Custer for their service. He welcomed the newest Board Member Angela Rodell. David Epstein will be joining the group at the next meeting. Chair Eve Soutiere appreciated their service, too.

D. **APPROVAL OF AGENDA:** Airport Manager Patty Wahto said she would like to move Item #6, Interim Airport Manager, under New Business above the budget discussion. She noted Mr. Palmer is online, as well as Dallas Hargrave from the Human Resources Department in case there are any questions. *Chris Peloso moved approval of the agenda as amended. The motion passed by unanimous consent.*

E. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:**

Tom Williams, Ward Air, said he wanted to make three specific points. He said he was disappointed with the removal of specifically Ms. Garza. He said she had good financial

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background, and it is needed on this board. He appreciated that the Assembly has reappointment Ms. Rodell because she brings a lot of financial background. Mr. Custer also had a lot of financial background, which is sorely needed on this board. He was concerned about how that all came about and disappointed that it came about. Based on their financial experience and the good questions that they asked; it is something that will be missed. He has been on the airport since 2000 and served on the Airport Board. He helped develop a model at that point and has worked with many managers.

Mr. Williams said Mr. Mertz was well aware of assertions of conflict of interest and was part of a group that questioned the manager at the time who wanted an uncompensated taking of the hangars at the airport and was accused of a conflict of interest. They didn't think the airport ought to just own their hangars on the airport when their lease expired. In the process, there were a lot of conflict-of-interest issues raised, and the Assembly followed a report by a local CPA (Certified Public Accountant) firm that ended up limiting the number of Board Members that could be tenants on the Board to three. It was a very hard time. Those sorts of things do not help the Board. The Board needs active participation of people who know what is going on at the airport. Having had a CPA certificate at one point, he appreciated the importance of conflict in actuality but not conflict in appearance. Specifically, to Ms. Garza, he said he did not know all of the details. While he and Ward Air has had some differences with Seaplanes over the years and while they have had some differences with some of the Board decisions, he personally has not seen any instance where Ms. Garza ever exercised any conflict of interest other than asking very good questions. That is not a conflict of interest. He is disappointed that she is no longer on the Board because he thought she was a very valuable asset. He only saw her make very judicious decisions relative to Airport finances.

The second issue is there is a ton of pages and a lot of budget information. He encouraged the Board to look at the fund balance; see what is left after the three months; and then see if the projected going forward exceeds the three months; if it does, leave their rates alone. Don't continue to build a fund balance.

The third issue has to do with the hiring committee for the new manager. He appreciated the City's involvement in recruiting for a new manager. He thought that was a very good thing. What a number of tenants did is sign a letter that encouraged the Assembly to return the hiring decision back to the Airport. He had not seen any sort of response from the Assembly related to that. He understood that they are moving forward with the existing committee. He recommended when it comes to hiring the manager, it is important that they know they work for the entire Board. Consequently, he recommended that the Board request that whatever is forwarded from the hiring committee to the Board has at least two candidates and the actual final candidate is

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selected by the empowered Board, less there be some confusion as to whether the new manager actually works for the Board or works for the City Manager.

Assembly Member Alicia Hughes-Skandijs made a point of order, when comments are made on non-agenda items, the comments need to be limited to things that are not on the agenda.

- F. **CONFLICT OF INTEREST DISCUSSION – LAW DEPARTMENT:** Emily Wright, City Attorney, said that events last week were probably a surprise to many of the Board Members. She highlighted a few items. Board Members serve at the sole discretion of the Assembly. At any point, the Assembly can say thank you very much and ask you to step down. The way that anything like this works is the people who are asked to attend an executive session are given plenty of notice and told what the topics are. They are offered communication with the Mayor, the Assembly and invited into executive session. Both people were given notice that they could come, could make a statement to the Assembly and interact with the Assembly. Also, there were prior communications ahead of time either from the Department of Law or the Mayor's office with both people. She did not want the Board to think that they could be kicked off of the Board without knowing why.

She presented a memorandum on onboarding information (Attachment #20). She said the most important thing on this memo is the Department of Law's contact information. The things they handle the most for boards is Open Meetings Act and Conflict of Interest. It is best to talk to the attorneys.

The Board is bound by the Assembly Rules of Procedure. The Airport can put together their own rules of procedure. In the absence of rules of procedure, the Board is bound by the Assembly Rules of Procedure. If it is not covered by that, you go to Robert's Rules. She will send the Assembly Rules of Procedure to the Board.

The Open Meetings Act is that all meetings should be transparent and open to the public. The Board does a great job on that. Meetings are open. Notice is given. The public must be permitted to participate. The hard part comes when the Board has small committees. The open meetings act says if there are more than three members, they will start getting worried. If board members are in the grocery store and four of the members are in the aisle, they will be separated. With small subcommittees of three, two people constitute a majority. Other things to watch out for are serial meetings. One member texts another, who texts another, who texts another, this would constitute an Open Meetings Act violation. Texting each other is a problem when in small groups. If someone texts about their strong opinions about a point, this is where you start to get into a problem.

The Board Members have notoriously had problems with their City emails. They try to keep everything on the City email. She encouraged members let them know if it is not

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working. They try to keep everything on the City & Borough of Juneau (CBJ) email. The reason for that is public records requests can come up and they don't want them getting into their personal email. They want to make it very succinct and grab it. They don't want to make it where they are asking to go into their personal/work email.

Please do not "Reply All".

Conflict of Interest: A member will always be safe if they ask an attorney. If they ask for the attorney's advice and follow it, then they will be fine. Calling the attorney is always the best bet. The other thing is to declare it. A potential conflict is declared, but the member says they can be fair and impartial, it is small. The Chair says they don't think it is a conflict. If everyone else agrees, the member can move forward. If one of the other board members says there may be a conflict, a vote would be taken. Problems are created when people are not told, the advice of the attorney is not followed or if something is hidden. If the attorneys get information from the public that you haven't polled, that is where there is a problem.

What are the consequences of an Open Meetings Act violation or a conflict of interest, it basically voids anything that is done, and you have to start over from the beginning.

There is a little bit about parliamentary procedures in the memo. They are happy to work with the Board on Rules of Procedures. Robert's Rules of Order are very archaic and can sometimes be frustrating. The Assembly Rules of Procedure make a lot more sense to people.

She encouraged the Board to participate in the Assembly Human Resources Committee (HRC) meeting as they are reviewing all boards and commissions of the city. The Airport Board is on that list. The question is: Is this empowered board process working? As was referenced, Mr. Mertz did a report about 15 years ago regarding conflict of interest, how many tenants should be on the Board and other concerns. Those are the same questions that are being asked today. She thought it was very important that the Board Members who are experts on their field and experts on the Airport Board go and talk to the Assembly and give them feedback, so they are not making a decision in a vacuum. The next meeting is on March 3 at 6:00 p.m. in the Assembly Chambers. Some decisions will be made about all boards.

- G. **AIRPORT BOARD OFFICER DISCUSSION:** Ms. Soutiere said the next secretary needs to be nominated. Vice Chair Bedford said he would like to put this off until the next meeting. Ms. Soutiere said the separate committees need to be appointed as there will need to be a Finance Committee and an Operations Committee.

She appointed the Finance Committee as Mr. Peloso, Angela Rodell and Charlie Williams. She then appointed Mr. Bedford, David Epstein and Jerry Godkin to the Operations Committee.

H. **UNFINISHED BUSINESS:** None.

I. **NEW BUSINESS:**

6. **Interim Airport Manager Appointment (Attachment #17).** Ms. Wahto said that Dallas Hargrave from HR was in attendance. This memo outlines the requirements to move forward with Dave Palmer as Interim Airport Manager and going through the negotiation process. This included a redacted resume from Mr. Palmer. The Hiring Committee met today at noon and will be further discussed by Ms. Hughes-Skandijs. Ms. Hughes-Skandijs said the memo outlined the condition of employment that had been negotiated, as well as the resume and was presented to the Hiring Committee. It was reviewed, discussed and the Committee made the decision to forward it to the Airport Board with the recommendation to approve the terms of the conditions and to hire the temporary Interim Airport Manager. Board Member Jerry Godkin said he also sits on the Committee and agreed and recommended the Airport Board approve this. He thought Mr. Palmer will be a great asset in the interim. The costs are laid out in the memo. Board Member Chris Peloso said the Board needs to make sure there is continuity of operations and that something is not lost when Ms. Wahto leaves. It is not known how long Mr. Palmer will be interim, but he will be ready to hand off to the person hired as the permanent Airport Manager. Vice Chair Bedford said he was happy to see that the Board is looking at a capable manager. He said this is a very long process and he fully supports the Interim Manager. *Charlie Williams moved to approve the attached tentative agreement appointing Dave Palmer as Interim Airport Manager, pending Airport Manager Hiring Committee approval. The motion passed by unanimous consent.*

2. (Includes Items 2.-6.) **Airport FY26 Budget Update (Attachments #1-#3):** The budget was presented at the last Finance Committee meeting. No motion passed during that meeting. Staff was asked to come before the Committee with two additional scenarios. Scenario A is balancing the budget as it stands. Scenario B included a \$50,000 line item into the budget and then balance based on that additional \$50,000. Scenario C is taking the budget with \$100,000 for emergency line item and then balancing the budget with rates and fees. Attachments #1, #2 and #3 represent the budget as presented before any Rates & Fees adjustments. The rest of the attachments were for Scenarios A, B and C. Vice Chair Bedford asked Mr. Peloso if the Finance Committee was happy with the budget except for the rate increases. Mr. Peloso said it had to do mostly with are the contingencies for the future and how much the contingency fund should be or cross our fingers and hope nothing bad happens. Discussions were held about the different scenarios.

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Max Mertz, CPA in Juneau and co-owner/CFO (Chief Financial Officer) of Alaska Seaplanes, said he had forgotten about the report about conflict of interest, but he thought his father-in-law (who was on the Airport Board at the time) made him do it. He was and also the former external accountant for the CBJ for 25 years. He is familiar with the regulatory environment and accounting structure for the Airport. He said he has gone through the packet, and it is confusing. He said it appears that there is a sufficient fund balance and that no change is needed to the rates. He said there is a fund balance to cover the three-months operating reserve that the Airport has as a matter of policy, but it also has excess fund balance. He said the three-month expense reserve isn't sacrosanct. It is okay to use that. The Airport would still have a positive fund balance. It can always be repaid.

Secondly, on each of Scenarios A, B and C include a listing of shortfalls for the security for the terminal and the airfield. There is no information about how those numbers are derived. There is no public information about why there is a \$338,000 deficit in the security fund, an excess in the terminal fund and a deficit in the airfield. This is important information as the Board is being asked to take action on budget changes and regulation changes based on these deficits. There is a math question in that there is an allocation of the deficit of the security fund of 91% and 9%, but when you do the math of the numbers at \$22,256,100 and \$112,537, that is a  $\frac{2}{3}$   $\frac{1}{3}$ . The  $\frac{1}{3}$  result of that seems like the \$112,537 should be significantly lower – like \$81,000 over \$31,000 and that amount should be split and shared with the funds. Maybe there is an explanation for that but nothing in the packet speaks to that. It seems that there is a lack of transparency in the amounts. He is a fairly knowledgeable CPA on these matters, and he was not able to identify where they were coming from but would like to see it before the Board takes action on raising the Rates & Fees.

Third, the assumptions are confusing. It looks like maybe everything has not been fully evaluated and when that is used for the basis of the deficit, it seems like that information is incomplete. The regulations all have effective dates for the regulation are May 1, 2023, and May 1, 2024. At a minimum, it seems like they need to be updated to have the correct effective dates. Fourth, U.S. Code Title 49 at its core requires fairness and transparency. This is part of the grant assurances to DOT (Department of Transportation). Transparency requires that the public understand the basis for setting the rates. He did not feel like those were there. There is kind of a fairness of the process. When you look at how the numbers are determined in the various scenarios, it does not seem like they are altogether fair.

In summary, the Airport is about to go through a big management change. Patty has been here forever. She has led the airport for a long time. Things are about to change. Dave Palmer is very experienced, but you will also have a landing spot in a new director. The new director will come in with different ideas. They may want to structure their staff

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potentially different. They will want to look at the way the accounting is done. The Airport has an extremely complex model for allocating costs at this airport that he personally thought should be replaced. It seems like now is the time to pump the brakes a little bit and let the new Board get a footing. Have the Finance Committee get a solid understanding of how the numbers are calculated. Rely on the fund balance that you have for FY26 and don't make any Regulation changes. Then let the new manager make the calls.

Ms. Wahto replied that the words "transparency" came out from someone else within Seaplanes. The model was sent out for everyone to review because that is how things are generated with this. The numbers have to be plugged in. There are certain things that have to be assumed like the changes for the 91%/9%. That is a variable based on security expenses for the time in which JPD (Juneau Police Department) officers are required to be at an open checkpoint. When those are figured out the 91% security goes 100% toward airline costs and the 9% gets split. There are certain things that staff has to generate into the model, but it kicks out these numbers. The 85/15 split has been out there for a number of years.

Mr. Mertz said the dates were on Pages 23 and 24. He said he reviewed the model with the last fiscal year update of FY22. It had not been updated for FY23, FY24, or prospectively for FY25. Ms. Wahto said this was an error. No rate increases would be retroactive and only moving forward to FY25.

As far as the residual from the Security cost center where the 91% is taken out. The 9% is then split to what is required for the Terminal/Airfield portion of that. Mr. Mertz said to look at the \$338,137 and then in parentheses on all scenarios, it had 91% and then a 9% and there's numbers written beside those and it's \$225,600 and \$112,537. Those together equal the shortfall of \$338,137, but \$225,600 is 2/3 of the amount and the 9% is 1/3. So instead of 9%, it's 33% that is being allocated out to both the Terminal and Airfield.

Board Member Charlie Williams said the Fund Balance is very confusing. When he attended the Finance Committee meeting, the Fund Balance was \$5.7M and today it is \$4.416. Given that the three-month reserve is needed at \$2.4M to \$2.5M, he asked if Ms. Wahto felt like the \$1.8M is over and above what is required? Ms. Wahto said that is actually a question for the Board. What do they feel should be a Fund Balance after reserves. This has been an ongoing discussion. It can change between fiscal years as there are a lot of things that go into that.

Airport Business Manager Angelica Lopez-Campos said she used to work in the Finance Department, but she does not now. She did not know if they were changing how they are coming up with Fund Balance. When she worked there, there were three different

numbers in the financial statements, and they had to determine which one was lower and that would be the beginning Fund Balance. Ms. Rodell said she reviewed the paperwork and noted a significant reimbursement which is driving an unexpectedly high Fund Balance, which is \$1.9M in CARES reimbursement, which is a one-time thing. What it does is substantially improves the Fund Balance position. It is not known today what the federal reimbursement is going to look like under the new administration. There is a tremendous amount of cushion going into this year and this budget year. Her instincts were to not do any fee increases at this time as the Fund Balance is more than sufficient. She thought it would behoove the Board to wait. Ms. Wahto said in a lot of ways, especially with the math errors, she agreed that something needs to be done other than passing the Rates & Fees tonight. Vice Chair Bedford said he was concerned that there needs to be budget for the culverts. He said that a meeting of the Finance Committee needs to be held fairly soon. *Jerry Godkin moved to approve the status quo budget as presented with no Rates & Fees increases and apply Airport Fund Balance to the deficit. The motion passed by unanimous consent.*

**7. Transfers of Airport Capital Revolving Match and Contingency Funds (Attachment #18).** This item is a transfer of Airport Capital Revolving Match Funds. Attachment #18 is the reason for the additional request for the ARFF (Aircraft Rescue/Fire Fighting) Truck. It is on order, but there have been some additions to the order. This is eligible for FAA (Federal Aviation Administration) funding. When this is closed out, this would be 93.75% eligible for Federal grant reimbursement. *Chris Peloso moved to approve a transfer of \$10,000 from the Airport Revolving Account for the change order and contingency for the Aircraft Rescue and Fire Fighting Truck acquisition and forward to the Assembly for appropriation. The motion passed by unanimous consent.*

**8. Airport Manager Hiring Committee Report:** Jerry Godkin said he, Mr. Peloso and Ms. Hughes-Skandijs are in attendance and part of the Hiring Committee. A contract has been entered into with ADK Consulting, an executive search firm. He said they were able to negotiate a cost of \$26,000, which they were able to work in under the CBJ procurement rules without having to go out for a bid. They seem to be very thorough. There is a meeting scheduled for February 25; at which time they will get into a discussion of how the whole process will flow. More details will be provided. He encouraged any Board Members to Zoom into this meeting.

**9. Airport Manager's Report:**

- a. Assembly-Airport Committee of the Whole (COW) meeting. A date has not been set for this meeting. This is an annual check-in with the Airport Board and the Assembly.

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- b. Airport Triennial Live Emergency Drill. The live drill will occur on Saturday, July 19. There will be several planning meetings and a tabletop exercise. The next meeting is scheduled for March 6 at 1:00 p.m.
- c. Union Negotiations. The Airport has operators that are in MEBA (Marine Engineers' Beneficial Association). Union negotiations are held every three years. This will also affect two other unions (PSEA (Public Safety Employees Association) – Juneau Police Department and IAFF (International Association of Fire Fighters) – Fire Department). These negotiations will go on for the next few months.
- d. Passenger Facility Charge (PFC10) Application Process/Meeting. Notification has been sent to the airlines. A scheduled PFC meeting will be held on March 11, 2025, at 9:00 a.m.
- e. Airport Fund Balance (AFB) and Capital Revolving Account Balance (Attachment #19). There has been no change to the AFB. The Capital Revolving Account Balance reflects the \$10,000 that was proposed and passed tonight.
- f. Hot Topics. The following is a list of on-going topics that staff is working on in addition to the regular Project Reports:
  - *Juneau Douglas North Crossing Project*. The next Technical Advisory Committee meeting is scheduled for March 4, 2025, from 4:00 – 6:00 p.m.

**10. Airport Projects Report – Mike Greene.** Ms. Wahto reported the *Terminal Reconstruction Project* is seeing movement on the Terminal Air Balancing (TAB). There has been a lot of fluctuations in temperature during this procedure. They are also finishing up with the lighting control.

*Safety Area Grading*. Staff is planning for this as the Airport already has a design grant. There will be a bid-ready document ready to go out, but it will be pending federal appropriations as it is unknown where the grants will be for the next several months. There are a few grants that have the Bipartisan Infrastructure Law (BIL) grant funding which has already been appropriated. The Airport will try to extend the bid packet timing so that the Airport knows if it will have the money in this federal fiscal year.

*Rehabilitate Part 121/135 Apron & Remain Overnight (RON) Parking Apron*. Secon will be doing the light repair work at Gate 6 sometime in March. They will be tentatively starting up work by Alaska Airlines cargo facility in the first week in April.

*Culvert Condition Survey*. The Airport expects to have preliminary costs for the three different solutions. When the costs are known, funding will be decided.

**11. Airport Projects Report – Ke Mell.** *Gate 5 Passenger Boarding Bridge (PBB) Replacement:* Jensen Yorba Wall has completed their work on the final project closeout report, and JNU staff are preparing to submit it to the FAA.

*DOWL Manual Exhibit Updates:* DOWL has completed final revisions. JNU is in the process of submitting to the FAA for their review.

*Master Plan Update (MPU):* The April Technical Advisory Committee meeting is scheduled for April 10, 1:00 p.m. to 3:00 p.m. Also on April 10, Michael Baker International (MBI) will present their work to the Board at their regular meeting. Tentatively, MBI will present to the Assembly at their May 12 Committee of the Whole meeting.

*Jordan Creek Greenbelt Lighting:* The cost estimate provides a base from which to extrapolate the cost of extending the lighting along the path on the north side of Jordan Creek behind the Glory Hall between Teal Street/Jordan Avenue and Alpine Avenue just north of Airport Boulevard. Approximately 15 poles would be required, @ \$20K/pole, totaling \$300K to light the entire path. The current budget is \$150K for which four poles will be installed. The Assembly provided funds for the current scope of work; if funds are provided for additional poles, extended path lighting could be included in the project. The current project will be bid with additive alternates for one or two poles on a per pole basis, and if bids come in below the construction cost estimate, a few poles could be included in the current project, or the unused funds could be returned to the Assembly. If there is interest in the additional 15 poles being included as part of this project, there will need to be a source of funds.

*Channel/Loken/Coastal Contamination:* Cox Environmental is under contract for the additional work that the Alaska Department of Environmental Conservation has requested. Cox Environmental expects to complete the work and submit all deliverables by August 1, 2025.

J. **CORRESPONDENCE:** None.

K. **COMMITTEE REPORTS:**

**12. Finance Committee:** Chris Peloso said there were several meetings at which they did not pass the budget. The Finance Committee will be reconstituted.

**13. Operations Committee:** Committee Chair Dennis Bedford had no report.

L. **ASSEMBLY LIAISON COMMENTS:** Alicia Hughes-Skandijs said she was very pleased that an Interim Airport Manager is now hired. The meat and potatoes of the hiring process will be discussed now that a headhunter is on board. She is pleased with the

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timeline of the whole process. She said the Assembly received a letter from the tenants objecting to the overall structure and requesting that it be returned to the Board.

She thanked Mr. Custer and Ms. Garza for their service to the Airport Board. She thanked Ms. Rodell and Mr. Epstein for being available and stepping up as needed. She emphasized that there will be a joint meeting between the Assembly and the Airport Board. She recommended going back to the last HRC meeting recording for a review of all boards, including empowered boards, to be primed so that people are ready to have a good conversation when the Assembly and the Airport Board meet. One thing that was referenced in that meeting was the Rates & Fees increase. The last increase was a 200% increase to small tenants and a 2000% increase to Alaska Airlines and Delta. She said this may be something to be discussed with the Assembly. She added that someone wanted to justify the budget to the tenants. From the Assembly's perspective, that it would be the Assembly's view that this body wants the Board to be able to justify the budget to the entire community and justify the budget to the Assembly as well. She appreciated this body's desire to be able to get the budget downtown. It is good that the Board has a Fund Balance that they are comfortable with, but it is a deficit budget that will be sent downtown.

Mr. Godkin said the City has provided the Airport Board with the mechanism with City staff, Mr. Hargrave and the City to facilitate getting a new manager. He had not heard anyone say that until they have this future meeting about boards and where it is going. As it stands now, the new hiree will be answering to the Airport Board until it is changed. It will be interesting on how the process will work and facilitating where the Board will be in the process. Technically, the manager will work at the pleasure of the Board. This was not taken away. He asked Ms. Hughes-Skandijs if she had heard anything different. Ms. Hughes-Skandijs agreed that the empowered board is where the manager answers to. The Board is charged with the hiring and firing of the manager.

Ms. Hughes-Skandijs said the other part is the HRC meeting, of which she is not a part and was not in attendance, the Assembly might be thinking we're about to have a new manager, is this the right structure. They should make sure they have the structure they want. They don't want to hire a new manager who is answering to the Board and then say, just kidding, you answer to the City Manager or vice versa. With everything going on, the Assembly needs to get together with the Board and have this conversation.

- M. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** None.
- N. **BOARD MEMBER COMMENTS:** Vice Chair Dennis Bedford said he spent a lot of time shuffling through the agenda. He thought it could be color coded to show the old minutes and then it would be easier to get to the attachments for the meeting.
- O. **ANNOUNCEMENTS:** None.

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- P.     **NEXT MEETING DATE:** The next regular Airport Board meeting will be held on March 13, 2025, at 6:00 p.m. in the Alaska Room and via Zoom.
- Q.     **EXECUTIVE SESSION:** None.
- R.     **ADJOURN:** *Jerry Godkin moved to adjourn. The motion passed by unanimous consent and the meeting adjourned at 7:45 p.m.*

**ATTACHMENT #1**

**Budget FY26 Revised EXPENSES**

<b>ADMIN</b>	<b>Accounting Unit</b>	<b>Acct Code</b>	<b>Account Description</b>	<b>FY2023 Actuals</b>	<b>FY2024 Actuals</b>	<b>FY2025 Amended</b>	<b>FY2025 Projected</b>	<b>FY2026 Approved</b>	<b>FY2026 Revised</b>
Admin	560500101	5110-	Salaries	555,276	577,295	1,052,500	552,639	1,070,800	1,059,872
Admin	560500101	5111-	Overtime		89		200		
Admin	560500101	5116-	Accrued leave	119,670	127,967		120,371		
Admin	560500101	5120-	Benefits	296,545	315,418	525,500	294,640	534,800	523,983
Admin	560500101	5121-	Deferred Comp Employer Match		2,434	3,600	3,631	3,600	4,465
Admin	560500101	5130-	Workers compensation	9,600	13,000	13,200	13,200	14,200	10,700
Admin	560500101	5140-	ENG & CBJ workforce		156	(608,200)		(620,500)	(621,800)
Admin	560500101	5200-	Business travel						
Admin	560500101	5202-	Travel and training						
Admin	560500101	5310-	Telephone	8,519	8,727	10,000	10,000	10,000	10,000
Admin	560500101	5320-	Printing	2,861	1,714	2,000	2,000	2,000	2,000
Admin	560500101	5322-	Advertising	480	1,096	1,000	1,000	1,000	1,000
Admin	560500101	5332-	Electricity	2,210	3,416	3,500	3,500	3,500	3,500
Admin	560500101	5335-	Water service						
Admin	560500101	5336-	Wastewater service						
Admin	560500101	5380-	Dues and subscriptions	10,805	10,380	12,000	12,000	12,000	12,000
Admin	560500101	5390-	Contractual services	60,741	35,117	25,000	61,000	25,000	55,000
Admin	560500101	5394-	Full Cost Allocation	412,600	374,500	358,000	358,000	395,200	359,900
Admin	560500101	5453-	Insurance premiums						
Admin	560500101	5480-	Office supplies	741	1,546	1,500	1,500	1,500	1,500
Admin	560500101	5481-	Postage and parcel post	134	41	400	400	400	400
Admin	560500101	5490-	Materials and commodities	1,464	870	2,000	2,000	2,000	2,000
Admin	560500101	5494-	Loss contingency			1,000	1,000	1,000	1,000
Admin	560500101	5496-	Minor equipment			1,000	1,000	1,000	1,000
Admin	560500101	7005-	Reimbursable Expense - Externa	(350)					
<b>TOTAL</b>		<b>TOTAL</b>		<b>1,481,296</b>	<b>1,473,766</b>	<b>1,404,000</b>	<b>1,438,081</b>	<b>1,457,500</b>	<b>1,426,520</b>

## ATTACHMENT #1

Terminal	Accounting Unit	Acct Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
Terminal	560500201	5110-	Salaries	418,353	475,007	631,500	497,852	644,600	638,939
Terminal	560500201	5111-	Overtime	50,530	35,717	15,000	54,000	15,000	15,000
Terminal	560500201	5116-	Accrued leave	63,950	83,590		82,156		
Terminal	560500201	5120-	Benefits	295,070	340,169	414,600	372,778	422,500	420,287
Terminal	560500201	5121-	Deferred Comp Employer Match		5,372	6,700	5,164	6,700	9,030
Terminal	560500201	5130-	Workers compensation	6,700	9,200	9,400	9,400	10,100	7,600
Terminal	560500201	5140-	Engineering workforce						
Terminal	560500201	5202-	Travel and training						2,000
Terminal	560500201	5205-	Contractual training						
Terminal	560500201	5310-	Telephone	5,449	6,183	6,000	7,200	6,000	7,200
Terminal	560500201	5320-	Printing						
Terminal	560500201	5332-	Electricity	185,681	191,229	185,000	200,000	185,000	202,000
Terminal	560500201	5333-	Fuel oil & propane	4,906		4,000		4,000	4,000
Terminal	560500201	5334-	Refuse disposal	16,459	23,865	16,000	33,000	16,000	33,000
Terminal	560500201	5335-	Water service	5,206	5,341	6,000	6,000	6,000	6,000
Terminal	560500201	5336-	Wastewater service	19,622	20,094	20,000	20,000	20,000	20,000
Terminal	560500201	5340-	Repairs	29,622	6,727	35,000	53,000	35,000	35,000
Terminal	560500201	5344-	Maintenance - buildings	182,103	13,297	8,000	8,000	8,000	8,000
Terminal	560500201	5370-	Spec & Prop	110,648	125,889	134,600	134,600	144,400	128,300
Terminal	560500201	5390-	Contractual services	165,485	257,820	220,000	220,000	220,000	220,000
Terminal	560500201	5480-	Office supplies	258					
Terminal	560500201	5490-	Materials and commodities	213,889	179,767	153,200	180,000	128,200	172,800
Terminal	560500201	5494-	Loss contingency			1,000	1,000	1,000	1,000
Terminal	560500201	5496-	Minor equipment			55,000	30,000	40,000	45,000
Terminal	560500201	5510-	Vehicles and equipment	9,108	19,210	9,000	0	20,000	20,000
<b>TOTAL</b>		<b>TOTAL</b>		<b>1,783,037</b>	<b>1,798,476</b>	<b>1,930,000</b>	<b>1,914,150</b>	<b>1,932,500</b>	<b>1,995,156</b>

## ATTACHMENT #1

Airfield	Accounting Acct		FY2023	FY2024	FY2025	FY2025	FY2026	FY2026	
	Unit	Code	Account Description	Actuals	Actuals	Amended	Projected	Approved	Revised
Airfield	560500301	5110-	(Salaries	762,858	805,085	1,246,100	882,938	1,263,000	1,304,613
Airfield	560500301	5111-	( Overtime	143,722	138,805	200,000	200,000	200,000	200,000
Airfield	560500301	5116-	( Accrued leave	106,663	96,209		77,964		
Airfield	560500301	5120-	( Benefits	515,285	494,566	809,000	548,594	820,600	778,982
Airfield	560500301	5121-	( Deferred Comp Employer Match		8,628	15,600	10,388	15,600	13,345
Airfield	560500301	5130-	( Workers compensation	16,900	23,200	23,500	23,500	25,300	19,000
Airfield	560500301	5140-	( Engineering workforce			(462,500)		(462,500)	(418,300)
Airfield	560500301	5150-	( CBJ OH						
Airfield	560500301	5200-	( Business travel	240					
Airfield	560500301	5202-	( Travel and training			3,600		3,600	3,600
Airfield	560500301	5310-	( Telephone	6,090	6,361	5,000	6,000	5,000	6,000
Airfield	560500301	5332-	( Electricity	133,528	116,696	136,500	120,000	136,500	125,000
Airfield	560500301	5333-	( Fuel oil & propane	81,721	52,878	30,000	40,000	30,000	45,000
Airfield	560500301	5334-	( Refuse disposal	12,637	2,690	5,000	9,000	5,000	9,000
Airfield	560500301	5335-	( Water service	13,861	14,246	15,000	15,000	16,000	16,000
Airfield	560500301	5336-	( Wastewater service	67,904	81,887	45,000	82,000	45,000	82,000
Airfield	560500301	5340-	( Repairs	51,884	27,543	55,000	55,000	55,000	55,000
Airfield	560500301	5344-	( Maintenance - buildings	49,925	0	4,000	4,000	4,000	4,000
Airfield	560500301	5360-	( Equipment rentals	47,613	94,316	25,000	30,000	25,000	30,000
Airfield	560500301	5362-	( Fleet replacement reserve	30,000	30,000	60,000	60,000	60,000	60,000
Airfield	560500301	5370-	( Spec & Prop	221,195	251,878	269,300	269,300	288,600	256,300
Airfield	560500301	5375-	( General Liab, Auto & EE Pract	7,200	4,900	4,600	4,600	4,800	1,300
Airfield	560500301	5390-	( Contractual services	628,765	1,375,767	376,000	387,000	358,000	381,000
Airfield	560500301	5392-	( Management and consultant fee:	210,924	197,009	215,000	230,000	215,000	235,000
Airfield	560500301	5480-	( Office supplies	5,488	4,951	5,000	5,000	5,000	5,000
Airfield	560500301	5490-	( Materials and commodities	1,271,684	1,343,342	1,250,600	1,250,600	1,352,600	1,352,600
Airfield	560500301	5492-	( Gasoline and oil	110,949	133,499	130,000	130,000	130,000	130,000
Airfield	560500301	5496-	( Minor equipment	3,173	0	2,500	2,500	2,500	2,500
Airfield	560500301	5510-	( Vehicles and equipment	48,715	10,000		18,800	0	0
Airfield	560500301	5690-	( Construction	271,865	211,397	0	0	0	0
TOTAL		TOTAL		4,825,039	5,531,851	4,468,800	4,462,184	4,603,600	4,696,940

## ATTACHMENT #1

ARFF	Accounting Acct		FY2023	FY2024	FY2025	FY2025	FY2026	FY2026
	Unit	Code	Actuals	Actuals	Amended	Projected	Approved	Revised
ARFF	560500401	5202-(	22,740	33,363	62,600	62,600	54,700	57,300
ARFF	560500401	5310-(	1,774	1,845	1,800	1,800	1,800	1,800
ARFF	560500401	5330-(		12,000	24,000	24,000	24,000	24,000
ARFF	560500401	5332-(	9,605	10,510	9,900	25,500	9,900	25,500
ARFF	560500401	5333-(	28,611	25,270	31,800	400	31,800	500
ARFF	560500401	5334-(	2,681	2,382	2,900	2,600	3,000	2,600
ARFF	560500401	5335-(	399	388	500	500	500	500
ARFF	560500401	5336-(	1,511	1,465	1,600	1,500	1,700	1,500
ARFF	560500401	5340-(	13,785	13,297	25,200	25,200	25,200	25,200
ARFF	560500401	5344-(						
ARFF	560500401	5345-(	27,800	29,100	32,400	32,400	34,700	29,700
ARFF	560500401	5380-(	540	205	300	1,900	300	1,900
ARFF	560500401	5390-(	1,064,800	1,206,854	1,358,500	1,358,500	1,365,300	1,330,800
ARFF	560500401	5488-(	172	4,984	5,000	5,000	5,000	5,000
ARFF	560500401	5490-(	620	243	2,000	2,000	2,000	2,000
ARFF	560500401	5491-(						
ARFF	560500401	5492-(	5,000	5,000	5,000	5,000	5,000	5,000
ARFF	560500401	5493-(	4,994	6,594	5,000	5,000	5,000	7,500
ARFF	560500401	5496-(	17,356	35,761	32,000	32,000	32,000	32,000
<b>TOTAL</b>		<b>TOTAL</b>	<b>1,202,390</b>	<b>1,389,261</b>	<b>1,600,500</b>	<b>1,585,900</b>	<b>1,601,900</b>	<b>1,552,800</b>

**ATTACHMENT #1**

Security	Accounting Unit	Acct Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
Security	560500501	5110-	(Salaries				32,374		80,935
Security	560500501	5120-	(Benefits				21,170		52,926
Security	560500501	5310-	(Telephone	1,283	1,330	1,300	1,300	1,300	1,300
Security	560500501	5370-	(Spec & Prop	36,916	41,996	44,900	44,900	48,200	42,700
Security	560500501	5390-	(Contractual services	767,162	907,305	1,016,600	1,000,700	1,020,200	1,057,100
Security	560500501	5392-	(Management and consultant fee	10,000	12,000	10,000	10,000	10,000	10,000
Security	560500501	5489-	(Uniform and tool allowance			6,500	6,500	6,500	6,500
Security	560500501	5490-	(Materials and commodities	6,270	9,476	6,000	6,000	6,000	6,000
<b>TOTAL</b>		<b>TOTAL</b>		<b>821,632</b>	<b>972,108</b>	<b>1,085,300</b>	<b>1,122,944</b>	<b>1,092,200</b>	<b>1,257,461</b>

Landside	Accounting Unit	Acct Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
Landside	560500801	5332-	(Electricity	1,159	1,097	1,300	1,300	1,300	1,300
Landside	560500801	5350-	(Landscape Division Charges	29,000	44,100	39,400	39,400	46,800	15,400
<b>TOTAL</b>		<b>TOTAL</b>		<b>30,159</b>	<b>45,197</b>	<b>40,700</b>	<b>40,700</b>	<b>48,100</b>	<b>16,700</b>

PFAS	Accounting Unit	Acct Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
PFAS	560501301	5390-	(Contractual services	16,589	0	20,000	20,000	20,000	20,000

**AIRPORT TOTAL OPERATING EXPENSES: 10,160,142 11,210,659 10,549,300 10,583,959 10,755,800 10,965,577**

## ATTACHMENT #1

Non-Ops	Accounting Unit	Acct Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
Non-Dept	560010101	5950-32	Transfers Out - JIA GO Bond debt svc	660,300	657,100	-	-	-	-
Non-Dept	560010101	5950-46	Transfers Out - Airport projects		822,066				
Debt Serv	560500601	5810	Principal	2,175,000	2,285,000	2,395,000	2,395,000	2,515,000	2,515,000
Debt Serv	560500601	5820	Interest and service charges	158,950	120,269	110,100	110,045	68,400	68,413
Subtotal:				2,994,250	3,884,435	2,505,100	2,505,045	2,583,400	2,583,413
TOTAL CBJ spreadsheet				<b>13,154,392</b>	<b>15,095,094</b>	<b>13,054,400</b>	<b>13,089,004</b>	<b>13,339,200</b>	<b>13,548,990</b>

## ATTACHMENT #2

### Budget FY26 Revised REVENUES

Accntint Unit	Account Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
NON-DEPT	4720-0000	Bad debts combo cost cente	(34)	4,421				
NON-DEPT	4799-0000	Miscellaneous revenue	(1,431)					
NON-DEPT	4800-0000	Interest income	(56,871)	(29,961)	(87,200)	(44,400)	(90,500)	(38,600)
NON-DEPT	4800-0402	AR interest and fines	(3,884)	(1,326)		(2,000)		(2,000)
NON-DEPT	4800-0403	UB Fin Chg Rev	(218)	(230)				
NON-DEPT	4950-0460	Airport projects		(14,620)	-			
ADMIN	4013-0000	State shared revenues	(76,565)	(57,554)	(90,000)	(90,000)	(90,000)	(90,000)
ADMIN	4300-0036	Fingerprinting Fees	(8,400)	(13,150)	(18,000)	(15,000)	(18,000)	(15,000)
ADMIN	4300-0037	Badging Fees	(43,620)	(68,890)	(60,000)	(70,000)	(60,000)	(70,000)
ADMIN	4300-0038	Taxi, Bus Access Fees	(67,194)	(117,608)	(75,000)	(117,600)	(75,000)	(117,600)
ADMIN	4340-0007	Water Services	(21,695)	(23,849)	(23,000)	(23,000)	(23,000)	(23,000)
ADMIN	4340-0008	Sewer Services	(67,349)	(74,769)	(72,500)	(72,500)	(72,500)	(72,500)
ADMIN	4799-0000	Miscellaneous revenue	(1,480)	(12,124)	(500)		(500)	
AIRFIELD	4300-0029	Fuel Flowage Air Carrier	(633,275)	(884,970)	(1,125,600)	(1,125,600)	(1,125,600)	(1,125,600)
AIRFIELD	4300-0031	Air carrier Landing Fees	(2,248,968)	(2,837,882)	(3,273,900)	(3,118,500)	(3,273,900)	(3,118,500)
AIRFIELD	4300-0032	Commercial Aircraft Parking	(1,860)	(11,897)	(130,700)	(140,540)	(130,700)	(127,500)
AIRFIELD	4300-0033	Transient Fees	(400)					
AIRFIELD	4300-0043	Small Aircraft Parking/Tiedo	(49,924)	(48,396)	(39,800)	(49,000)	(39,800)	(49,000)
AIRFIELD	4300-0044	Fuel Flowage GA and Taxi	(209,107)	(314,387)	(352,300)	(365,400)	(352,300)	(365,400)
AIRFIELD	4300-0045	Fuel Flowage Non-Signatory	(126,722)	(220,438)	(147,300)	(169,100)	(147,300)	(169,100)
AIRFIELD	4300-0046	Landing Fees Non-Signatory	(86,219)	(87,195)	(105,600)	(94,700)	(105,600)	(94,700)
AIRFIELD	4300-0048	Air Carrier Security Fee (AK A	(305,141)	(726,342)	(872,700)	(919,324)	(872,700)	(919,324)
AIRFIELD	4549-0001	Fuel Sales/ARFF Budgeted A	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
AIRFIELD	4550-0010	FAA-CWO Lease	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)
AIRFIELD	4550-0011	Airfield Ground Leases	(507,474)	(598,848)	(1,164,200)	(1,029,700)	(1,164,200)	(1,258,800)
AIRFIELD	4799-0000	Miscellaneous revenue	4,186		-			
SECURITY	4037-0001	TSA LEO Reimb	(74,900)	(148,000)	(127,700)	-	(127,700)	-
PFAS	4799-0000	Miscellaneous revenue						
TERMINAL	4300-0030	Jetway Use (Jetbridge 5 & 2 s	-		(126,000)	(112,000)	(126,000)	(112,000)
TERMINAL	4300-0039	FAA Tower/Equip Rm	(22,014)	(213,804)	(117,900)	(131,200)	(117,900)	(131,200)
TERMINAL	4300-0040	Advertising Display	(76,429)	(175,582)	(86,000)	(139,600)	(86,000)	(139,600)
TERMINAL	4300-0041	Customs Fees	(124)	(80)	(100)		(100)	
TERMINAL	4420-0000	Fee revenues CAR RENTAL	(686,716)	(653,357)	(600,000)	(653,400)	(600,000)	(653,400)
TERMINAL	4420-0002	Vending revenue	(46,449)	(50,087)	(52,000)	(52,000)	(52,000)	(52,000)
TERMINAL	4450-0001	Minor Violations	(825)	(650)	(2,000)	(1,500)	(2,000)	(1,500)
TERMINAL	4550-0000	Facility rental revenue	(3,650)	(2,215)	(1,500)	(2,200)	(1,500)	(2,200)
TERMINAL	4550-0001	Federal Terminal Lease	(28,837)	(28,362)	(29,000)	(28,400)	(29,000)	(28,400)
TERMINAL	4550-0003	Parking Lot Lease	(451,371)	(285,840)	(480,000)	(400,000)	(480,000)	(480,000)
TERMINAL	4550-0004	Air Carrier Terminal Lease (p	-		(803,700)	(788,000)	(803,700)	(788,000)
TERMINAL	4550-0005	Rental Car Storage	(107,525)	(151,275)	(125,000)	(151,300)	(125,000)	(151,300)
TERMINAL	4550-0006	Other Terminal Leases (ATM	(28,366)	(31,821)	(152,000)	(102,000)	(152,000)	(102,000)
TERMINAL	4550-0007	Rest., Bar, Flight Kitchen (Cc	(155,650)	(161,910)	(165,000)	(161,900)	(165,000)	(161,900)
TERMINAL	4550-0008	Gift Shop (Concessions)	(10,229)	(13,263)	(27,500)	(27,500)	(27,500)	(27,500)
TERMINAL	4550-0009	Staff Parking Fees	(47,053)	(60,510)	(55,000)	(60,500)	(55,000)	(60,500)
TERMINAL	4799-0000	Miscellaneous revenue	-	(540)	(1,000)		(1,000)	
<b>TOTAL OPERATING REVENUES:</b>			<b>(6,270,783)</b>	<b>(8,134,311)</b>	<b>(10,606,700)</b>	<b>(10,274,864)</b>	<b>(10,610,000)</b>	<b>(10,565,124)</b>

**ATTACHMENT #3**

**EXPENSE - REVENUE SUMMARY FY26 Revised Budget**

	<b>FY2023 Actuals</b>	<b>FY2024 Actuals</b>	<b>FY2025 Amended</b>	<b>FY2025 Projected</b>	<b>FY2026 Approved</b>	<b>FY2026 Revised</b>
OPERATING:						
<b>EXPENSES</b>	10,160,142	11,210,659	10,549,300	10,583,959	10,755,800	10,965,577
<b>REVENUES</b>	(6,270,783)	(8,134,311)	(10,606,700)	(10,274,864)	(10,610,000)	(10,565,124)
<b>EXP/REV SHORTFALL /(OVERAGE)</b>	<b>3,889,359</b>	<b>3,076,348</b>	<b>(57,400)</b>	<b>309,094</b>	<b>145,800</b>	<b>400,453</b>

## ATTACHMENT #17



### Department of Human Resources / Risk Management

155 Municipal Way, Juneau, AK 99801  
907-586-5250 <phone> 907-586-5392 <fax>  
Email: Dallas.Hargrave@juneau.org

# MEMORANDUM

Date: February 6, 2025

To: Airport Manager Hiring Committee  
Airport Board of Directors

A handwritten signature in black ink, appearing to read "Dallas Hargrave".

From: Dallas Hargrave, CBJ Human Resources & Risk Management Director

Re: Appointment of Interim Airport Manager

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At the January 23, 2025 Airport Manager Hiring Committee meeting, the Committee provided me with direction to attempt to work out a conditional temporary employment agreement with Dave Palmer to be the Interim Airport Manager of the Juneau International Airport. This tentative agreement is conditioned on the approval of the Airport Manager Hiring Committee (as designated in the motion approved by the Assembly that creating the Committee) and approval by the Airport Board of Directors (as designated by CBJ ordinance). Mr. Palmer's resume is included in the packet.

Based on this direction, I have negotiated the following terms and conditions of employment to hire Dave Palmer as the Interim Airport Manager:

1. Appointment to the temporary position on April 16, 2025. This would allow Mr. Palmer to be onsite working with Ms. Wahto for two weeks prior to Ms. Wahto's retirement.
2. Mr. Palmer agrees to remain in the position until a permanent Airport Manager is hired, or until the employer ends his employment, whichever occurs first.
3. Mr. Palmer shall be paid at the rate of a Range 25, Step 13, which is a biweekly pay of \$7508.80 (\$195,228.80 annual salary).
4. Mr. Palmer will receive no CBJ benefits in this temporary position.
5. The CBJ agrees to enter into a sign-on bonus agreement with Mr. Palmer to provide a bonus of \$5500 so that he can use those funds to temporarily relocate to Juneau.
6. The CBJ agrees to provide housing to Mr. Palmer at the Homestead Cabin during the time he is employed as the Interim Airport Manager. Mr. Palmer shall notify the CBJ by March 15, 2025 if he does not intend to use the Homestead Cabin for housing. If Mr. Palmer provides such notification, then the CBJ shall provide Mr. Palmer a monthly payment of \$2000 for temporary housing costs while in Juneau and employed as the Interim Airport Manager.

### Requested Action

Because this tentative agreement is condition on Committee and Board approval, I am requesting that the Airport Manager Hiring Committee approve this employment agreement, and recommend to the Airport Board of Directors that they also approve this tentative agreement. With Committee approval and recommendation, I am recommending that the Airport Board also approve this tentative agreement.

# ATTACHMENT #17

David R. Palmer

## Experience and Work History

October 2006-June 2009

Airport Manager, Juneau International Airport

Relevant primary responsibilities:

- Overall supervision of Airport operations and management including assuring completion and approval of the Environmental Impact Study for the Runway Safety Improvement project including completion of the mitigation agreement, project design, and acquisition of permits.
- Oversight and management of the Passenger Terminal Expansion project; staffing, funding, design contracts, public meetings and tenant needs
- Negotiations with contractors, suppliers, tenants, agencies, and consultants

April 1995-July 2002

City Manager, City and Borough of Juneau

Relevant primary responsibilities:

Overall responsibility for City functions including supervision of department heads. Conducted negotiations, participated in settlement conferences and formal mediation; trained City employees in conflict resolution and effective communication. Conducted and participated in public hearings; heard and resolved employment issues.

November 1991-April 1995

Deputy City Manager, City and Borough of Juneau

Relevant primary responsibilities:

Directly supervised the CBJ Engineering Department, providing guidance and leadership to staff engineers, architects, technicians, permit agents, building inspectors and clerical staff. Investigated and resolved conflicts with contractors, vendors, and permitting agencies. Served as acting Airport Manager and participated in recruitment and selection of Airport Manager. Negotiated Airport tenant leases, investigated and resolved employee and tenant issues.

April 1989-November 1991

City Manager, City of Petersburg, Alaska

Provided management and leadership to 80 employees in all city departments, including police, fire, administration, public works, electric utility, harbors, and parks and recreation.

## **ATTACHMENT #17**

November 1983-March 1989

City Administrator, City of Craig Alaska

Provided hands-on administration and leadership to 40 employees. Obtained funds for, negotiated contracts with consultants and contractors, including developing a new primary water source and access road for significant residential development. Resolved settlement issues with the local Native Corporation regarding contentious ANILCA land claims.

January 1983-May 1983

Legislative Assistant to State Representative Mae Tischer in the 13th Alaska Legislative Session.

July 1978-May 1982

City Manager, Toledo, Oregon

Provided management oversight and leadership to all 50 City employees. Negotiated contracts for the construction of a wastewater treatment plant, negotiated 20 land acquisition agreements with landowners for the construction of a new road through private property.

### Education and Training

Bachelor of Science, University of Oregon, 1971 (Political Science and Public Administration)

Duke University, Private Adjudication Center: Formal mediation training and certificate November 2002.

International City Management Association (ICMA) Center for Professional Development, Presentation Skills, 1994,

Harvard University JFK School of Government ICMA Management Training (seminar) 1998

Glaser and Associates, management training for conflict resolution, collaborative problem solving, and effective communication Trainer and presenter, 1999-2009.

State of Alaska and FEMA courses completed for Incident Command System.

### Professional Organizations

Past member:

American Public Works Association

American Association of Airport Executives

Alaska Municipal Management Association (President 1998 and 1999)

International City/County Management Association (26 years)

### Other Interests:

FAA commercial pilot license, current

FAA Certificated Flight Instructor (non current)

# CHANGE ORDER #1



Body Job #:

**106100**

DATE: January 13, 2025  
Initiated By: Dealer/Customer

## BODY CHANGES

Action	Qty.	QW No.	DESCRIPTION OF CHANGE	PRICE
<b>Change order #1 has been included in the shop order</b>				
1	DELETE	-1	Remove Bead Locks	(\$2,132)
2	DELETE	-1	Remove dash fans	(\$421)
3	DELETE	-1	Remove continous duty lubrication system	(\$3,894)
4	DELETE	-1	Remove dry chem handline	(\$2,733)
5	DELETE	-1	Remove right side SCBA holders	(\$285)
6	ADD	1	Add Setcom 1350 wired headset system for front two seats	\$10,960
7	DELETE	-1	Delete little giant ladder mounted on rear	(\$1,032)
8	ADD	1	Add manual gantry with 24' extension ladder and 8' pike pole	\$4,981
9	ADD	1	Add 20k fixed Scene lights one (1) each side	\$4,709
10	DELETE	-1	delete onboard air compressor	(\$1,128)
11	CHANGE	1	Remove left pull out shelves and replace with adjustable shelving	(\$425)
12	CHANGE	1	Left crew seat moved to right crew seat position	\$0
13	CHANGE	1	foam transfer pump shipped loose	\$0
14		1		\$0
15		1		\$0
16		1		\$0

We hereby agree to make change(s) specified above at this price \$8,600  
 PREVIOUS CONTRACT AMOUNT \$1,079,258  
 REVISED CONTACT AMOUNT \$1,087,858

ACCEPTED - The above price and specifications of the Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Authorized Signature (Customer): <i>Patricia K Wahto</i>	Date: 1/30/2025
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## AIRPORT CAPITAL REVOLVING ACCOUNTS (combined)

Date	CIP Revolving Balance*	Reimbursed Amount (+)	Forward Fund Amount (-) anticipate reimbursement	Encumbered Amount (-) permanent/ <u>no</u> reimbursement	Description
	<b>\$819,788</b>	-	-	-	<b>BUDGET</b>
Apr-19			(\$477,000)	**	NO LONGER REQ. Termnl Recon
Jan-21			(\$50,000)		Property Acquisition Frwd Fund Specialist
Jun-24		\$25,000	(\$25,000)		RSA Shoulder Grading Design
FY25			(\$5,000)		ARFF Truck
FY25			(\$26,427)		Master Plan Update
FY25			(\$50,000)		SIDA ADA Elevator
FY25			(\$10,000)	"PENDING"	ARFF Truck
	<b>\$201,361</b>				<b>AVAILABLE BUDGET</b> on 560010101-3990 to forward fund Projects

\* Represents all 3 Capital Accounts: Airport Revolving Captial Reserve Acct (ARCRA), Airport Construction Contingency Reserve, Project Design

\*\* Temp forward funded \$477K to be credited once Controller's complete transfer back to acct

# MEMORANDUM

**DATE:** February 13, 2025  
**TO:** Airport Board  
**FROM:** Law Department  
**SUBJECT:** Onboarding Information



155 Heritage Way  
 One Sealaska Plaza  
 Suite 202  
 Juneau, AK 99801  
 Phone: (907) 586-5242

## Law Department

The Law department is comprised of the City Attorney, an office manager, three civil attorneys, two prosecutors, and three litigation assistants. We provide legal services to the Assembly, all CBJ departments, Docks and Harbors, Eaglecrest, Bartlett Regional Hospital, Juneau International Airport, and the Juneau School District.

Each board or commission will be assigned a primary civil attorney.

Municipal Attorney	Emily Wright	<a href="mailto:Emily.wright@juneau.gov">Emily.wright@juneau.gov</a>
Dep. Municipal Attorney	Sherri Layne	<a href="mailto:Sherri.layne@juneau.gov">Sherri.layne@juneau.gov</a>
Asst. Municipal Attorney	Nicole Lynch	<a href="mailto:Nicole.lynch@juneau.gov">Nicole.lynch@juneau.gov</a>
Asst. Municipal Attorney	Clinton Mitchell	<a href="mailto:Clinton.mitchell@juneau.gov">Clinton.mitchell@juneau.gov</a>

## Home Rule City and Preemption

Juneau is a home rule city and borough.

Under Alaska statutes, cities and boroughs are categorized into home rule, first class, and second class. Under Alaska Statute 29, home rule cities and boroughs have delegated authority for all aspects of government with a few limited exceptions. This is compared to first and second class, which only have authority that is given. See page 7-8 of the Alaska Municipal League Government Primer for a good table of authority.<sup>1</sup>

If the State government has reserved certain powers to themselves, for example, annexing land, then the city and borough cannot act independently. In this instance, the city and borough is “preempted” by state law. AS 29.10.200

## Laws to Guide You

Below are the laws that you will rely on when working in local government.

- ✓ CBJ Charter and Code
- ✓ Assembly Rules of Procedure and Board Rules of Procedure
- ✓ Alaska Statute Title 29 (Municipal Government)

<sup>1</sup> <https://www.akml.org/wp-content/uploads/2023/02/AML-Govt-Primer-2023-revise-web.pdf>

Open Meetings Act (OMA) AS 44.62.310-319

The fundamental concept of the Open Meetings Act is that government should be transparent and open to the public.

- ✓ All meetings are open to the public
- ✓ Reasonable notice must be provided for meetings
- ✓ The public must be permitted to participate in meetings through public comment

While the Open Meetings Act seems fairly common-sense and straightforward, there are pitfalls that you need to watch out for, especially in this day and age of technology.

First, when is it a meeting? If MORE THAN THREE of you are present, it is a meeting.

Watch out for:

- ✗ Serial Meetings. Think of this as a game of telephone. You can't get around the OMA by just talking to one person at a time.
- ✗ Texting Each Other. While you may have a text group to coordinate administrative matters, such as meeting times, you may not have a text group where you discuss issues. And see above, no serial texting either. As a word of warning, if there is an allegation of an OMA violation, you may have your phone seized for review.
- ✗ Using non-CBJ emails. Law advises strongly against this practice. If you use your personal email you must cc your CBJ email. And similar to above, if there is an OMA allegation, your personal email may be fully subject to inspection, if used.
- ✗ Reply All: Just don't do it.
- ✗ And remember – for subcommittees OMA is triggered when there is a majority of the board present or communicating (board of 3, 2 people communicating = OMA).

How do you cure an OMA Violation? If an OMA violation occurs, you can hold another meeting and re-do all incorrectly done steps. Note: this cannot be a “going through the motions” meeting, it has to be a true redo.

Executive Sessions are Special

Three main reasons for executive session:

1. To discuss matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government unit.
2. To discuss matters that tend to prejudice the character or reputation of a person. Note, the person to be discussed has the right to request that the discussion be conducted in public.
3. To discuss pending litigation and litigation strategy.

Caution: Once in the executive session, you are only allowed to consider the subjects of the executive session. And you must come out of executive session to take any official action.

### Conflict of Interest CBJ Code 01.45

Conflict of interest questions typically focus on whether there is:

- ✓ A personal or financial interest involved; and
- ✓ Whether that interest is specific to you (substantial and material) or held by a larger group (inconsequential); or
- ✓ Whether there is the appearance of impropriety, violation of public trust, or interference with the discharge of your duties involved.

How do I figure out whether there is a conflict?

- When in Doubt – what do you do? Call the lawyers and declare, declare, declare.
- You must abide by the decision of the attorney and/or the board.

How to declare at a Meeting?

- Let the Chair know that you have a conflict to declare.
- Declare the conflict and explain.
- Indicate whether you believe you can be fair and impartial still.
- If you have indicated that you can be fair and impartial, the Chair will decide.
- If any member of the body does not agree with the Chair, they can call for a vote.
- If you cannot be fair and impartial or there has been a vote which excludes you from participating, you will need to remove yourself from the dais during the topic.

What happens if something takes place in violation of 01.45? All actions are voided.

Violation of any conflict-of-interest code is a class B misdemeanor.

Examples of conflicts:

- Voting on a zoning change that would only benefit a property you own.
- Voting on a measure that would provide funding to a company where you hold stock.
- Awarding a contract with a company where your spouse is employed.
- Advocating for a project that would benefit your or a family member's business.

### Parliamentary Procedure

Each body typically has a person or two designated to assist with parliamentary questions. These rules help to keep the meeting running smoothly; do not be intimidated, these rules are not meant to trip you up.

The rules are set forth in the Assembly Rules of Procedure and your individual board rules of procedure. When these rules do not address the issue, then Robert's Rules of Order may be utilized.

If you need help, you can call the municipal clerk or attorney ahead of time. If you run into trouble during a meeting, you can take an at ease and ask for the attorney's assistance.

#### Sample Motion Process:

- I move that (followed by a specific statement of proposed action);
- The Chair restates the motion, formally placing it before the body; the members debate the motion;
- Amendments to the motion are presented (max two amendments at any time);
- The vote is called;
- Members vote on the amendments; and
- Members vote on the original motion (as amended, if it was amended).

#### Tips

- \* The Chair will guide when it is time for questions, motions, debate, and amendments.
- \* The Chair should always restate the motion prior to a vote, so everyone is clear what they are voting on.
- \* If you need time to craft an amendment, ask for an at ease.
- \* If, during debate, it looks like you will not have enough votes for your motion to pass, you can always withdraw your motion.
- \* You can, after stating your motion, ask for unanimous consent. If no one objects then the motion passes without having to do a roll call vote; if someone objects then a roll call vote will be held.