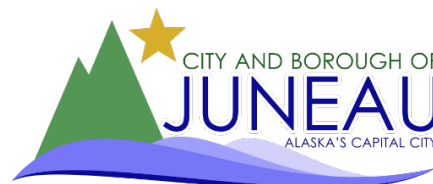


# AIRPORT MANAGER HIRING COMMITTEE MEETING MINUTES

April 10, 2025 at 12:00 PM

Assembly Chambers/Zoom Webinar

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<https://juneau.zoom.us/j/86413633021> or 1-253-215-8782 Webinar ID: Webinar ID: 864 1363 3021

**A. CALL TO ORDER** Chair Alicia Hughes-Skandijs called the meeting to order at 12:01p.m.

**B. ROLL CALL**

**Committee members present:** Chair Alicia Hughes-Skandijs, Katie Koester, Chris Peloso in chambers and Jerry Godkin and Robert Barr on Zoom

**Also attending via Zoom:** Airport Board member David Epstein

**Staff present:** Municipal Clerk Beth McEwen, Human Resources/Risk Management Director Dallas Hargrave, Meeting Tech Clerk Kevin Allen

**C. APPROVAL OF AGENDA** – *Hearing no objections, the agenda was approved as presented.*

**D. APPROVAL OF MINUTES**

1. February 25, 2025 AMHC Meeting Minutes – Draft

*Hearing no objections, the minutes of the February 25, 2025 meeting were approved as presented.*

**E. AGENDA TOPICS**

## **2. Update on Recruitment for Airport Manager**

Mr. Hargrave reported that he received an update the previous day, April 9, from the ADK team. They have received 20 applications so far, but they have not yet reviewed them to determine if they are all qualified applicants. They will begin the screening process. The position is scheduled to close on April 27, and they have characterized it as “things are going well so far.”

## **3. Review Draft Selection Process**

Mr. Hargrave then gave an overview of the project timeline from ADK that was included in the packet. He said that we are currently in phase 2, which includes targeting candidates, doing initial screenings, and then intermediate level screening. On April 27, they will finish phase 2 and then move into Phase 3 which is interaction with those applicants who are qualified. He said their next steps would then be to review interviews/video snippets and handoff of a pool of potential candidates on May 13 to the hiring committee along with access to a candidate portal. Mr. Hargrave stated that was the level of service that we have hired ADK to do for us.

He then directed the committee to the next page of the packet which was a draft GANT chart setting out the process/timelines. He also answered committee members’ questions regarding the timelines and interview processes involved. In answer to Mr. Godkin’s question about to whom and how access to the portal would be provided, Mr. Hargrave said this is also new to him and he would have to find out more about that from ADK. He said there are a variety of approaches on how they may want to do that and that there will be something to look at in more detail during their conversations with ADK.

Mr. Hargrave asked the committee while the timeframes might change depending on circumstances, if this represents a good draft of the timeframe and process steps if the committee agreed with that. The committee agreed with the process/timeline steps as outlined in the packet materials. Further details on recruitment were to be discussed in executive session.

**F. Executive Session**

**MOTION** by Manager Koester that the committee recess into Executive Session to discuss confidential recruitment information such as selection criteria for the Airport Manager position and asked for unanimous consent. Hearing no objection, the motion passed by unanimous consent.

*The committee recessed into Executive Session at 12:17p.m.*

**G. COMMITTEE MEMBER COMMENTS AND QUESTIONS**

**H. NEXT MEETING DATE**

Chair Hughes-Skandijs noted that the committee did not plan on coming back into public session after the conclusion of the executive session.

Prior to going into Executive Session, Mr. Hargrave asked if there was an intended next meeting date.

Chair Hughes-Skandijs said that it would be scheduled at the call of the chair.

**I. SUPPLEMENTAL MATERIALS**

**J. ADJOURNMENT** – *Mr. Hargrave noted that the committee adjourned the meeting 12:45p.m. after conclusion of the executive session.*