



AIRPORT MANAGER HIRING COMMITTEE AGENDA

May 13, 2025 at 12:00 PM

Zoom Webinar only

**The Airport Board of Directors is invited to participate in the Committee meeting,
including the executive session.**

Public Session Zoom Webinar Info Below

(Executive Session Zoom will be provided to members via separate notice)

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

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

1. May 2, 2025 Airport Manager Hiring Committee DRAFT Minutes

E. AGENDA TOPICS

Executive Session to discuss applicants with the ADK contractor and narrow the list of candidates to schedule interviews.

Suggested Motion:

I move that the committee recess into Executive Session to discuss confidential recruitment information for the Airport Manager position.

F. NEXT MEETING DATE

G. SUPPLEMENTAL MATERIALS

H. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, e-mail: city.clerk@juneau.gov.

AIRPORT MANAGER HIRING COMMITTEE DRAFT MINUTES

May 02, 2025 at 12:00 PM

Zoom Only



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A. CALL TO ORDER

Vice Chair Robert Barr called the meeting to order at 12:10p.m.

B. ROLL CALL

Committee members present: Jerry Godkin, Katie Koester, Vice Chair Robert Barr

Committee members absent: Chris Peloso, and Chair Alicia Hughes-Skandijis

Airport Board members present: David Epstein, Angela Rodell, Dennis Bedford joined the meeting at 12:28p.m.

CBJ Staff present: Airport Interim Director Dave Palmer, Municipal Clerk Beth McEwen, Finance Director Angie Flick

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

1. April 10, 2025 Airport Manager Hiring Committee Draft Minutes

MOTION by Mr. Godkin to approve the minutes of the April 10, 2025 meeting. Hearing no objections, the minutes were approved as presented.

E. AGENDA TOPICS

2. Update on Recruitment for Airport Manager

Mr. Hargrave provided information on candidate numbers, so far, there are 12 candidates that the contractor will review before finalizing a list of candidates for the committee's consideration.

3. Proposed Selection Process for Airport Manager

Mr. Hargrave referred to the materials provided in the packet for the candidate review process and interviews with the committee as well as the Airport Board members. He noted that all Airport Board members are invited to participate in this process and if anyone had any problems with that, this would be the time to raise those concerns before they start the interview process.

Mr. Hargrave then provided an outline and timeline on next steps in the process. He will discuss with the committee in executive session what the assessment center exercises might look like. Each finalist will have an afternoon break before a public meet and greet and then a final interview. He suggested that the hiring committee be the ones to conduct the final interviews but that the board members would all be invited to attend. He said that the total number of days will be decided upon once they determine the total number of finalists they have for interviewing.

After those steps are complete, Mr. Hargrave will compile a final packet of materials and then the board would give Mr. Hargrave direction to reach out to the successful candidate to negotiate acceptance, etc.... prior to the public meeting at which the board makes the final decision on the record.

Members of the committee and Airport Board members present provided their opinions on the process. Mr. Epstein agreed that it would be very good to have the candidate's significant others come with them to know

whether or not they would be comfortable with moving and living in Juneau. He commends the committee for that recommendation.

Ms. Rodell said that since Title 5 sets this out as being a board decision, it would be helpful for the public to be given information that this is being led by the board with assistance from the hiring committee. She said that although they all know that this is a partnership and the committee is working together with the board to make this happen, she would like it made clear to the candidates, and all others, how this is working.

Mr. Godkin echoed what Ms. Rodell said based on feedback that he has received from other officials at the city. He said that since the Assembly is going to be looking for individuals who will apply to serve on boards, there is a concept out there that volunteers may decide whether or not they want to serve on boards if those boards don't have the same roles and responsibilities that they used to have. He thinks this will help in recruitment down the road in recruiting Airport Board members.

F. EXECUTIVE SESSION

MOTION by Jerry Godkin for the committee to recess into Executive Session to discuss confidential recruitment information for the Airport Manager position. Hearing no objection, members of the committee and Airport Board recessed into executive session at 12:40p.m.

G. COMMITTEE MEMBER COMMENTS AND QUESTIONS

H. NEXT MEETING DATE

The next meeting date will be at the call of the Chair but preferably sometime during the week of May 12.

I. SUPPLEMENTAL MATERIALS

J. ADJOURNMENT

There being no further business to come before the committee, the meeting adjourned at 1:15p.m.