



# AIRPORT MANAGER HIRING COMMITTEE MEETING AGENDA

January 23, 2025 at 12:00 PM

City Hall Conf. Rm 237 & Zoom Webinar

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<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. January 16, 2025 Draft Minutes

**E. AGENDA TOPICS**

2. **VERBAL UPDATE FROM HRRM DIRECTOR ON RFP FOR EXECUTIVE RECRUITER**

3. **RECRUITMENT AND SELECTION PROCESS FOR INTERIM AIRPORT MANAGER POSITION**

**F. EXECUTIVE SESSION**

*The Committee may recess into Executive Session to discuss confidential materials for use in the recruitment and selection process of the Interim Airport Manager and/or the permanent Airport Manager positions.*

**G. COMMITTEE MEMBER COMMENTS AND QUESTIONS**

**H. NEXT MEETING DATE**

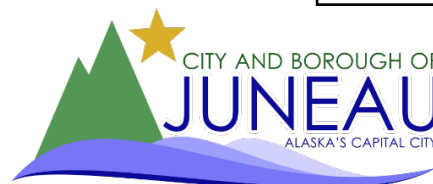
**I. SUPPLEMENTAL MATERIALS**

**J. 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](mailto:city.clerk@juneau.gov).

# AIRPORT MANAGER HIRING COMMITTEE DRAFT MINUTES

January 16, 2025 at 12:00 PM



City Hall Conference Room 237/Zoom Webinar

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

## A. CALL TO ORDER

The meeting was called to order at 12:12p.m. by Assemblymember Alicia Hughes-Skandijs (participating via Zoom)

## B. ROLL CALL

Committee members present: City Manager Katie Koester, Deputy Manager Robert Barr, Airport Board member Gerald "Jerry" Godkin, Assemblymember Alicia Hughes-Skandijs (via Zoom), and Airport Board member Chris Peloso (via Zoom)

Others present: HR/RM Director Dallas Hargrave, Municipal Clerk Beth McEwen, Municipal Attorney Emily Wright (via Zoom), Airport Manager Patty Wahto (via Zoom), Finance Director Angie Flick (via Zoom), Airport Board member Eve Soutiere, Assistant City Attorney Sherri Layne (via Zoom) and members of the public.

## C. APPROVAL OF AGENDA

Robert Barr requested the addition of "Discussion on an Interim Airport Manager" be added to the end of the agenda. Hearing no objection, that agenda topic was added.

## D. AGENDA TOPICS

### 1. COMMITTEE ORGANIZATION

Selection of Chair & Vice Chair.

**MOTION** by Katie Koester to nominate Assemblymember Alicia Hughes-Skandijs as the Chair and asked for unanimous consent. *Hearing no objection, the motion passed unanimously.*

No Vice-Chair was chosen on a permanent basis, but Robert Barr stepped in as Vice-Chair at intervals during the meeting when Alicia Hughes-Skandijs was unavailable as she was participating via Zoom from the Airport while she was waiting to board a plane.

### 2. UPDATE OF AIRPORT MANAGER POSITION DESCRIPTION

**MOTION** by Robert Barr to approve the updated Position Description as provided in the packet and asked for unanimous consent. *Hearing no objection, the motion passed unanimously.*

### 3. RECRUITMENT AND SELECTION PROCESS FOR AIRPORT MANAGER POSITION

Human Resources/Risk Management Director Dallas Hargrave spoke to the memo in the packet and outlined the three separate options the committee might consider:

Option 1: Select an Executive Search Firm

Option 2: Conduct the search using In-House staff for recruitment

Option 3: Blended effort of options 1 & 2

**MOTION** by Katie Koester to use Option 1 – select an executive search firm. In speaking to her motion, Manager Koester explained this position requires a special area of knowledge and by using an outside search

firm, it will cast as wide a net as possible. She also said that while it may take more time, it was worth it for this position to take the extra time and expense.

Objections by Mr. Peleso and Mr. Godkin for purposes of questions. They each asked about the funding source for using an outside search firm. Staff explained that generally any HR processes such as this come from the department's funds so in this case, it would be paid for from the Airport's budget.

*The objections were removed and the motion passed by unanimous consent.*

The committee then discussed the next steps in the process and asked staff questions about the timing and Open Meetings Act (OMA) requirements. Since this is a five-member committee, any discussions involving three or more members would require public notice and constitute a quorum under the OMA.

They discussed the RFP process and that one or two members might work with HR/RM Director Hargrave to develop an RFP for the Executive Search Firm as well as identifying the scoring criteria to be used for the Airport Manager selection process. Finance Director Flick explained that since they will be doing an RFP, they will also need to develop a criterion for scoring the RFP responses.

Mr. Barr suggested the HR and Purchasing staff work on drafting the RFP for the Executive Search Firm and the rest of the committee agreed with that suggestion.

#### **4. DISCUSSION ON AN INTERIM AIRPORT MANAGER**

Mr. Barr suggested that with Airport Manager Patty Wahto's retirement date being close to early May, it seemed unlikely that this process could be completed in time to have a new Airport Manager on board by then. Manager Wahto said that she would not be working beyond April 30.

**MOTION** by Robert Barr to direct the HR/RM Director to bring the committee an interim Airport Manager candidate for review and approval.

Mr. Godkin objected to ask a question. He asked if the motion meant that the HR/RM Director would be looking internally within Juneau for the interim candidate or if they would be searching outside of Juneau. Mr. Barr explained that he did not want to narrow it to the local level but left it broadly worded to leave options open for Mr. Hargrave to cast as wide a net as possible. Mr. Godkin removed his objection.

*Hearing no further objections, the motion passed unanimously.*

#### **5. COMMITTEE AVAILABILITY FOR FUTURE MEETINGS**

[CBJ Meeting Calendar link](#)

Selection of Next Meeting Date/Time.

Members discussed date availability and next steps.

Chair Hughes-Skandijis had to board her plane and left the meeting at 12:48p.m. so Mr. Barr took over as Vice-Chair to conclude the meeting.

#### **E. COMMITTEE MEMBER COMMENTS AND QUESTIONS**

*None.*

#### **F. NEXT MEETING DATE**

It was decided to hold the next meeting at Noon on Thursday, January 23, 2025 in City Hall Conference Room 237 with a hybrid option (Teams or Zoom to be determined by the Clerk).

#### **G. ADJOURNMENT**

*There being no further business, the meeting adjourned at 12:54p.m.*