



AIRPORT MANAGER HIRING COMMITTEE AGENDA

February 12, 2025 at 12:00 PM

Assembly Chambers/Zoom Webinar

155 Heritage Way, Assembly Chambers

via Zoom: <https://juneau.zoom.us/j/89305090641>

or phone: 1-253-215-8782 webinar ID: 893 0509 0641

Please Note: due to conflicting use of the standard City Clerk Zoom Account, this is a different Zoom link for this 2/12 meeting.

- A. CALL TO ORDER
- B. LAND ACKNOWLEDGEMENT
- C. ROLL CALL
- D. APPROVAL OF AGENDA
- E. APPROVAL OF MINUTES
 - 1. January 23, 2025 AMHC Meeting Minutes - Draft
- F. AGENDA TOPICS
 - 2. CONSIDERATION OF DAVE PALMER AS INTERIM AIRPORT MANAGER
 - 3. UPDATE ON SELECTION OF EXECUTIVE RECRUITER - VERBAL UPDATE
- G. COMMITTEE MEMBER COMMENTS AND QUESTIONS
- H. NEXT MEETING DATE - *to be determined*
- 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.

AIRPORT MANAGER HIRING COMMITTEE MEETING DRAFT MINUTES

January 23, 2025 at 12:00 PM

City Hall Conf. Rm 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

Chair Alicia Hughes-Skandijs called the meeting to order at 12:04p.m.

B. ROLL CALL

Committee Members Present: Chair Alicia Hughes-Skandijs, Airport Board members Jerry Godkin and Chris Peloso, City Manager Katie Koester, and Deputy Manager Robert Barr

Others Present: Human Resources/Risk Management Director Dallas Hargrave, Municipal Clerk Beth McEwen, and on Zoom: Assemblymember Paul Kelly, Municipal Attorney Emily Wright, Airport Manager Patty Wahto, Finance Director Angie Flick, Assistant City Attorneys Sherri Layne and Nicole Lynch.

C. APPROVAL OF AGENDA

The agenda was approved as presented.

D. APPROVAL OF MINUTES

1. January 16, 2025 Draft Minutes

Hearing no objection, the minutes of January 16, 2025, committee meeting were approved by unanimous consent.

E. AGENDA TOPICS

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

HRRM Director Hargrave explained there is a spectrum of services offered by executive search firms and depending on the level of services the hiring committee wishes to request; it may not need a full RFP process. Mr. Hargrave anticipates the committee will discuss the scope and search criteria during its executive session and they can ultimately decide and give direction to him once they come out of their executive session.

3. RECRUITMENT AND SELECTION PROCESS FOR INTERIM AIRPORT MANAGER POSITION

HRRM Director Hargrave explained that he was given the name of one potential individual familiar with Juneau Airport who may be a good fit as an interim airport manager, and he has put together some selection criteria materials to discuss with the committee during executive session.

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.

MOTION by Mr. Barr to recess into executive session to discuss matters that are confidential in nature, specifically the personality and character of individual(s) and the selection criteria upon which they may be selected.

Chair Hughes-Skandijs asked for procedural guidance. Municipal Clerk McEwen explained that once the motion is on the floor, the chair asks if there was anyone from the public wishing to speak to the motion.

Chair Hughes-Skandijs asked if there were any public members wishing to speak to the motion.

Tom Williams, a representative from Ward Air, said that while he sees the appropriateness of an interview and questions being asked during executive session, he felt that the discussion on the hiring process should be in open session.

The committee then proceeded to discuss the merits of the motion and the public comment. Members agreed they would discuss the matters that were required to be kept confidential during the executive session. Chair Hughes-Skandijs ruled there was a non-nefarious and clear reason to enter into executive session. She also noted that she would prefer to carve out anything that Mr. Hargrave felt about the process and path forward that could be shared in public session to be discussed after they complete the executive session.

There being no further discussion, the committee recessed into executive session at 12:20p.m. and returned from executive session at 12:34p.m.

Following executive session, Mr. Hargrave reported the name he provided to the committee as a potential interim manager was Dave Palmer, who agreed to allow his name to be made public. Mr. Palmer is a former CBJ City Manager (1995-2002) and was the Airport Manager (2006-2009); Mr. Hargrave provided additional information on Mr. Palmer's professional background. Mr. Palmer currently resides outside of Alaska but expressed his willingness to serve in that position until a permanent appointment could be made.

MOTION: by Mr. Godkin that HRRM Director Hargrave be directed to enter into negotiations for the filling of the interim manager position.

The committee discussed the motion and agreed that this would allow them to focus on the work needed to hire the permanent manager. Mr. Hargrave said he would be willing to facilitate a call with any member(s) and Mr. Palmer if they felt they would like to know more about Mr. Palmer's qualifications.

Hearing no further objections, the motion passed by unanimous consent.

G. COMMITTEE MEMBER COMMENTS AND QUESTIONS

Mr. Hargrave said that he will look at the different tiers of service for recruitment firms and depending on the selection process and the dollar amounts, they may or may not need to do a full RFP process.

H. NEXT MEETING DATE The committee gave Mr. Hargrave direction to notify them when he was ready for the next steps and the next meeting would be scheduled accordingly; members expressed their preference for a Noon-time meeting when possible.

I. SUPPLEMENTAL MATERIALS

J. ADJOURNMENT

There being no further business to come before the committee meeting was adjourned at 12:45 p.m.



MEMORANDUM

Date: February 6, 2025

To: Airport Manager Hiring Committee
Airport Board of Directors

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

Re: Appointment of Interim Airport Manager

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.

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.

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)