



AIRPORT MANAGER HIRING COMMITTEE MEETING AGENDA

April 10, 2025 at 12:00 PM

Assembly Chambers/Zoom Webinar

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

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

1. February 25, 2025 AMHC Meeting Minutes - Draft

E. AGENDA TOPICS

2. Update on Recruitment for Airport Manager

3. Review Draft Selection Process

F. Executive Session (If Needed)

Suggested Motion:

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

G. COMMITTEE MEMBER COMMENTS AND QUESTIONS

H. NEXT MEETING DATE - *to be determined*

I. SUPPLEMENTAL MATERIALS

J. ADJOURNMENT

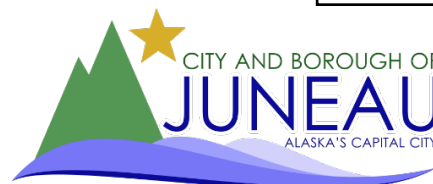
ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, e-mail: city.clerk@juneau.gov.

AIRPORT MANAGER HIRING COMMITTEE

DRAFT MINUTES

February 25, 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 2/25 meeting.

A. CALL TO ORDER

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

B. LAND ACKNOWLEDGEMENT

C. ROLL CALL

Committee members present: Chair Alicia Hughes-Skandijs, City Manager Katie Koester, Airport Boardmember Jerry Godkin

Absent: Robert Barr, Chris Peloso

Staff/Others present: Dallas Hargrave, Beth McEwen, ADK Team Rod Dinger and Dan Sprinkle (via zoom), Airport Boardmember Angela Rodell

D. APPROVAL OF AGENDA

E. APPROVAL OF MINUTES

1. February 12, 2025, AMHC Meeting Minutes – Draft

Approved as presented.

F. AGENDA TOPICS

2. ADK Consulting and Executive Search—Discussion on Recruitment and Screening Services for Airport Manager

Mr. Hargrave explained that online via Zoom is our Rod Dinger, of the Executive ADK Team. He also gave an overview of what they anticipate discussing during this meeting.

Mr. Dinger gave information about their experience and said that once the job Position Description was complete, they advertise for 30 days. Advertising is done through a weekly newsletter, and they advertise with various Airport publications. He and his associate, Dan Sprinkle, will identify potential matches and communicate with them personally to encourage them to apply. After 30 days, they will advance any top candidates to the next steps. Those would include responding with essay questions. Their agency then does a screening process to come up with the most qualified candidates that they will forward to the committee for review.

Manager Koester asked how much time the average recruitment takes and their placement rate for candidates that stay longer than 1 year.

Mr. Dinger then answered committee members' questions regarding the timelines involved, their past success rate and how many candidates they may anticipate seeing. He mentioned there experience in

the California market and that if there if a top candidate, who was located locally within the region, were selected, it may go as quickly as 60-90 days. He explained that the number of applicants and speed at which they could be reviewed, hired, and start work depends on location and position. If they receive 35 applications, their firm reviews/screens candidates and narrows the field to the top 10 candidates from which they might send between 4-7 to the committee for consideration. Depending on the number of candidates applying, that may get narrowed down to the top 2-3 instead. He did mention that some of the more remote locations have more challenges in recruiting candidates so it may delay the process if the committee chose to extend the closing date by 1-2 weeks.

Mr. Hargrave explained that the level of services that we contracted with their firm was for HR Assist. Their contract does not go into the full-service model. Mr. Hargrave will get the pool of candidates from them and then he will work with the committee on the next steps in the selection process.

Chair Hughes-Skandijs thanked Mr. Dinger, Mr. Sprinkle, and Mr. Hargrave for their update as it gives the committee a sense of what that level of services will look like and the timelines involved.

Mr. Hargrave asked if it is the intent of the committee to come into public session after Executive Session. He has put together the recruitment materials and he would like to know their intent on how/when to get the recruitment period open.

The Committee then discussed the materials compiled so far for them to use in the brochure and that they would come back into public session following the committee's discussion in Executive Session.

G. EXECUTIVE SESSION

MOTION by Mr. Godkin to recess into Executive Session to discuss confidential recruitment information such as selection criteria for the Airport Manager position.

Hearing no objection, the committee recessed into Executive Session in City Hall Conference Room #237 at 12:23p.m.

Mr. Godkin brought the committee out of Executive Session at 1:16p.m. Manager Koester had another meeting to attend so did not rejoin the meeting.

Mr. Godkin reported that, during the Executive Session, the committee provided Mr. Hargrave with directions on working with the ADK consultants.

H. COMMITTEE MEMBER COMMENTS & QUESTIONS

Mr. Hargrave said that he will work on the position recruitment packet with ADK and then work with the Airport Board and provide an overview of the next steps. Mr. Hargrave asked if the committee would like the draft recruitment materials to be reviewed by one or more members before it goes out to the public. Chair Hughes-Skandijs asked him to work with Mr. Godkin on that.

I. NEXT MEETING DATE - to be determined

J. SUPPLEMENTAL MATERIALS

K. ADJOURNMENT – *There being no further business to come before the committee, the meeting adjourned at 1:19p.m.*

PROJECT TIMELINE

HR ASSIST SEARCH



Section E, Item 3.



PREPARATION

- Official Notice to Proceed
- Internal project setup
- Client strategy call
- Internal team strategy call
- Brochure assets: Client provided & approved



POOL DEVELOPMENT

- Brochure posted on website, advertisements placed, e-newsletter sent weekly
- Targeted candidates contacted by Project Manager & sourcing team
- Screening: Initial review, intermediate screening



CLIENT CONSULTATION

- Client Access to Candidate Portal: ADK Candidate Talent Tracker, Cover Letters, Resumes, Responses to 2 Screening Questionnaires, Recorded Video Snippets
- Client Consultation: Candidate Review & Discussion of Shortlist



CONTRACT COMPLETION

- ADK Contract Complete
- Client Undertakes Remainder of Search

Date Driven by Client
Info & Approval

Posting Begins: 3/24
Posting Closes: 4/27
Screening: 4/28-5/7

Client Access to Portal: 5/8
Client Consultation: 5/13

Contract Complete

PHASE 1

PHASE 2

PHASE 3

PHASE 4

Airport Manager Recruitment and Selection Timeline (DRAFT)

| | WHO | Jan-Feb | Feb-Mar | 24-Mar | 31-Mar | 7-Apr | 14-Apr | 21-Apr | 28-Apr | 5-May | 12-May | 19-May | 26-May | 2-Jun | 9-Jun | 16-Jun | 23-Jun | 30-Jun | 7-Jul | 14-Jul | 21-Jul | 28-Jul | 4-Aug | 11-Aug | 18-Aug |
|---|-----------|---------|---------|--------|--------|-------|--------|--------|--------|-------|--------|--------|--------|-------|-------|--------|--------|--------|-------|--------|--------|--------|-------|--------|--------|
| Recruitment Phase | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| Decision on Executive Recruiter | COM | | | | | | | | | | | | | | | | | | | | | | | | |
| Provide Recruitment Info & Finalize Job Posting | HR/COM | | | | | | | | | | | | | | | | | | | | | | | | |
| Advertise Position and Candidate Contact | ADK | | | | | | | | | | | | | | | | | | | | | | | | |
| Initial Screening of Candidates | ADK | | | | | | | | | | | | | | | | | | | | | | | | |
| Selection Criteria Phase (Ongoing) | | | | | | | | | | | | | | | | | | | | | | | | | |
| Develop Selection Process and Criteria | COM | | | | | | | | | | | | | | | | | | | | | | | | |
| Screening Phase | | | | | | | | | | | | | | | | | | | | | | | | | |
| Screening of Candidates after Posting Closes | ADK | | | | | | | | | | | | | | | | | | | | | | | | |
| CBJ Access to ADK Portal to Review Candidates | COM | | | | | | | | | | | | | | | | | | | | | | | | |
| Select Candidates for First Interview | COM | | | | | | | | | | | | | | | | | | | | | | | | |
| Schedule Video Interviews | HR | | | | | | | | | | | | | | | | | | | | | | | | |
| Conduct Video Interviews | COM | | | | | | | | | | | | | | | | | | | | | | | | |
| Select Finalists | COM | | | | | | | | | | | | | | | | | | | | | | | | |
| Contact Finalists to Verify Interest | HR | | | | | | | | | | | | | | | | | | | | | | | | |
| Selection Phase | | | | | | | | | | | | | | | | | | | | | | | | | |
| Arrange for Finalist Travel | HR | | | | | | | | | | | | | | | | | | | | | | | | |
| Announce Finalists | HR | | | | | | | | | | | | | | | | | | | | | | | | |
| Finalist Selection Process | COM/Board | | | | | | | | | | | | | | | | | | | | | | | | |
| Final Reference Check (If Needed) | HR | | | | | | | | | | | | | | | | | | | | | | | | |
| Offer Phase | | | | | | | | | | | | | | | | | | | | | | | | | |
| Negotiations with Successful Candidate | HR | | | | | | | | | | | | | | | | | | | | | | | | |
| Finalize Onboard Plan | HR | | | | | | | | | | | | | | | | | | | | | | | | |
| Announce New Airport Manager | HR | | | | | | | | | | | | | | | | | | | | | | | | |
| Onboarding Phase | | | | | | | | | | | | | | | | | | | | | | | | | |
| Candidate Relocation Assistance | HR | | | | | | | | | | | | | | | | | | | | | | | | |
| Candidate Start Date | | | | | | | | | | | | | | | | | | | | | | | | | |

Airport Manager Hiring Committee (Com)

Airport Board of Directors (Board)

ADK Executive Recruiter (ADK)

HR Staff (HR)

New Airport Manager

Revised 4/8/25