



AIRPORT MANAGER HIRING COMMITTEE AGENDA

May 02, 2025 at 12:00 PM

Zoom Only

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

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

E. AGENDA TOPICS

2. Update on Recruitment for Airport Manager

3. Proposed Selection Process for Airport Manager

F. EXECUTIVE SESSION

Suggested Motion:

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

G. COMMITTEE MEMBER COMMENTS AND QUESTIONS

H. NEXT MEETING DATE

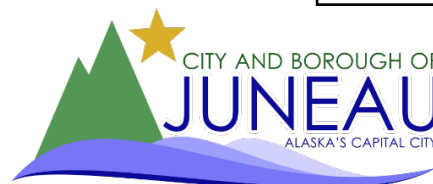
I. SUPPLEMENTAL MATERIALS

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.

AIRPORT MANAGER HIRING COMMITTEE MEETING MINUTES

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 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.*

Draft 2025 Airport Manager Selection Process

Airport Manager Hiring Committee

May 2, 2025

First Interview

- ADK will provide access to applicants and their initial screening during the week of May 5, 2025.
- The Hiring Committee will review applicants with ADK consultant and select applicants to interview for the first interview with the Hiring Committee.
- The Airport Board will have access to the candidate information and is invited to observe interviews and process.
- The interviews will occur in executive session over video conference.
- The interviews likely to occur the week of May 19, 2025.
- The Hiring Committee will select finalists after discussions with ADK and interviews.

Finalist Process

- Candidates who accept the invitation to be a finalist for the Airport Manager position will participate in an in-person finalist process in Juneau (see proposed schedule below).
- If the finalist is from outside of Juneau and has a significant other who would move here with them, both will be invited to Juneau.
- Each finalist will be invited to Juneau for approximately 3 days and 2 nights, so there will be time for the finalist to explore Juneau outside of the finalist process.
- This draft assumes that there will be three finalists, but the actual number could differ based on circumstances leading up to the finalist process.
- A press release with the finalists' names and backgrounds, along with the schedule of public events will be released prior to the finalist process.
- Proposed schedule and process:

	Day 1	Day 2	Day 3	Day 4
	Finalist 1	Finalist 2	Finalist 3	Information and feedback from the different events for each candidate to be compiled by Human Resources and provided to the Hiring Committee and Airport Board.
Breakfast with 2-3 Board Members.	7:00 – 8:00 Location TBD	7:00 – 8:00 Location TBD	7:00 – 8:00 Location TBD	
Tour of Airport Facility and Grounds with Dave Palmer	8:15 – 9:00	8:15 – 9:00	8:15 – 9:00	
Informal Meet and Greet with Airport Staff.	9:15 – 10:15 Alaska Room	9:15 – 10:15 Alaska Room	9:15 – 10:15 Alaska Room	
Assessment Exercise #1	10:30 – 11:30 Location TBD	10:30 – 11:30 Location TBD	10:30 – 11:30 Location TBD	

Lunch with 2-3 Board Members	12:00 – 1:00 Location TBD	12:00 – 1:00 Location TBD	12:00 – 1:00 Location TBD	12:00 – Hiring Committee and Board Meet in Executive Session to deliberate on finalist and provide guidance to Human Resources regarding offer to candidate.
Assessment Exercise #2	1:15 – 2:45 Location TBD	1:15 – 2:45 Location TBD	1:15 – 2:45 Location TBD	
Candidate Break	2:45 – 4:30	2:45 – 4:30	2:45 – 4:30	
Public Meet and Greet	4:30 – 5:30 Alaska Room	4:30 – 5:30 Alaska Room	4:30 – 5:30 Alaska Room	
Finalist Interview to be held by Hiring Committee with Board Attendance in public, in-person only. Limited questions may be asked in executive session	5:30 – 7:00 Alaska Room	5:30 – 7:00 Alaska Room	5:30 – 7:00 Alaska Room	

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