



# AIRPORT BOARD COMMITTEE OF THE WHOLE AGENDA

December 13, 2024 at 9:00 AM

Airport Alaska Room/Zoom

<https://juneau.zoom.us/j/82284267545?pwd=9DXnLXmBWoaA07TLnISfhV26AM9BtCr.1>

or Dial: 877 853 5257 Meeting ID: 822 8426 7545, Passcode: 254105

**TO TESTIFY: CONTACT PAM CHAPIN, 907-586-0962  
BY 3:00 PM ON DECEMBER 12, 2024**

**A. CALL TO ORDER**  
**B. ROLL CALL**  
**C. NEW BUSINESS**

- 1. Overview of Current Airport Positions (Attachment #1).** Attachment #1 shows the current structure of the Airport staffing.
- 2. Suggested Administrative Positions (Attachment #2).** The recent changeovers of the Deputy Airport Manager and Airport needs are pointing to the need to reallocate staffing positions. Rather than filling the Deputy position, it is suggested that the needs are divided out with a Security Manager (that was discussed at the November Airport Board meeting) and a project/capital position. The Security Manager would still handle the on-call security matters that were a part of the Deputy position, however, concentrate solely on the regulatory and badging requirements for security. The project/capital position would take the pre-grant application process (data sheet, environmental), some of the capital planning and some of the reporting and financial tracking of capital projects that is currently falling on the Airport Manager and Business Manager.

Other proposed changes look at eliminating the Terminal Building Maintenance Technician I and adding one Custodial (there would be some savings in that exchange). In discussions with Airfield, the Airport has over 40 pieces of equipment to maintain and 20 attachments. Preventative maintenance is not done routinely since most of the mechanic time is spent doing repairs. A few years ago, the Airport had an operator who also worked as a mechanic when time allowed. The Airport really needs another fulltime mechanic even if for preventative maintenance and lubing.

Attachment #2 is a proposed look at that staffing/organizational chart. As mentioned, the bulk of the Security Manager position could be paid through security cost center (mostly screening fees), and the capital project position would charge the bulk of their time to projects. One position would be deleted for savings while adding a new (custodial) in place of a deleted position; a new position (equipment mechanic) would be added to the budget. Full Position Description would need to be drafted and wage ranges decided based on the requirements.

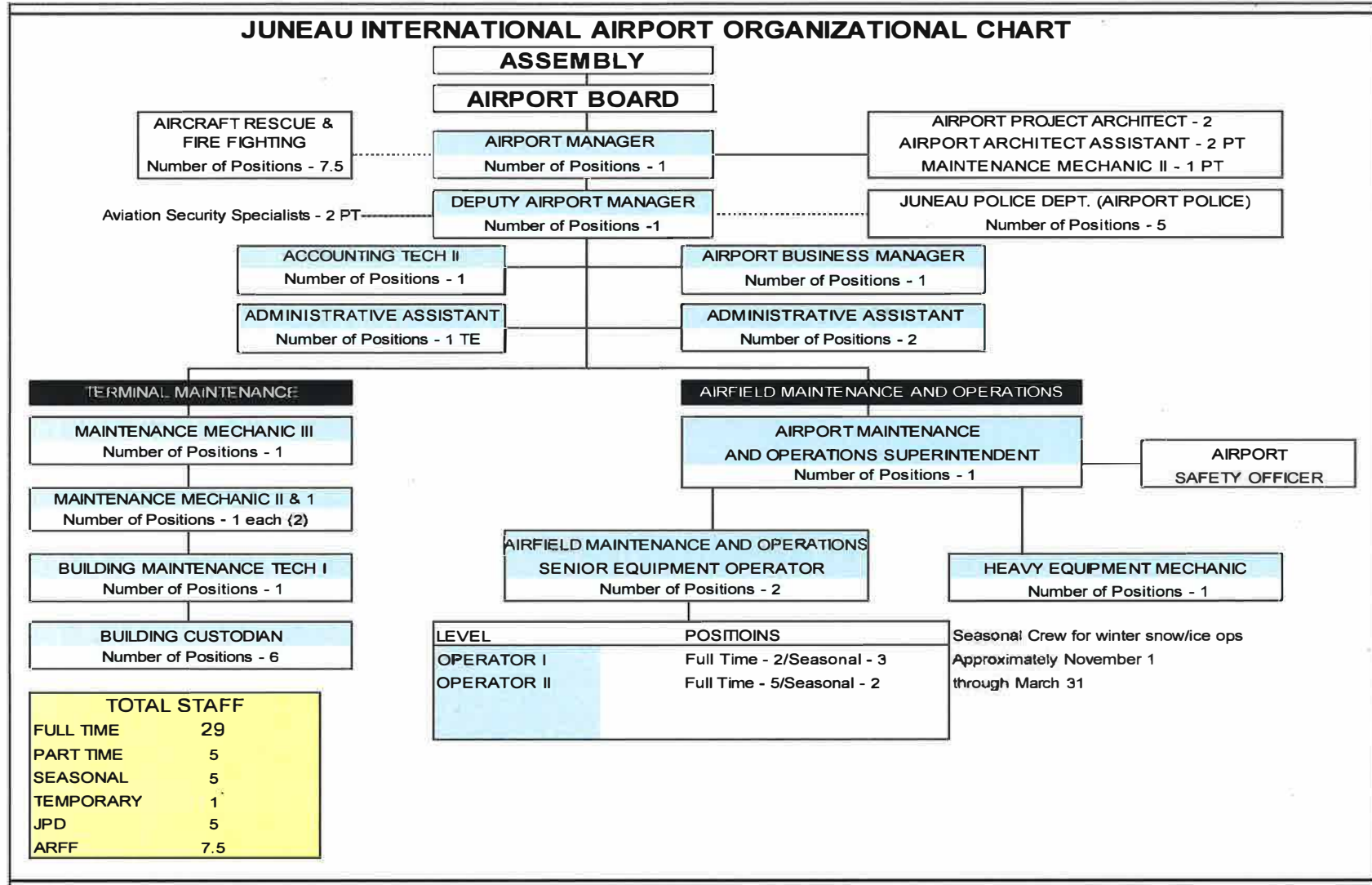
*Discussion of staffing/organizational chart changes to send to the Board for consideration.*

**D. NEXT MEETING DATE**  
**E. 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, TDD 586-5351, e-mail: [city.clerk@juneau.gov](mailto:city.clerk@juneau.gov).

# ATTACHMENT #1

Section C, Item 1.



# Proposed Airport Organizational Chart

