



AIRPORT MANAGER HIRING COMMITTEE AGENDA

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

1. COMMITTEE ORGANIZATION

Selection of Chair & Vice-Chair.

B. LAND ACKNOWLEDGEMENT

C. ROLL CALL

D. APPROVAL OF AGENDA

E. AGENDA TOPICS

2. UPDATE OF AIRPORT MANAGER POSITION DESCRIPTION

3. RECRUITMENT AND SELECTION PROCESS FOR AIRPORT MANAGER POSITION

4. COMMITTEE AVAILABILITY FOR FUTURE MEETINGS

[CBJ Meeting Calendar link](#)

Selection of Next Meeting Date/Time.

F. COMMITTEE MEMBER COMMENTS AND QUESTIONS

G. NEXT MEETING DATE

H. 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.



MEMORANDUM

Date: January 10, 2024

To: Airport Manager Recruitment Committee

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

Re: Updating Airport Manager Position Description

Included in the Airport Manager Recruitment Committee packet is the current position description and a draft updated position description for the Airport Manager. When the Assembly created the Airport Manager Recruitment Committee, the committee was tasked with updating the Airport Manager position description in addition to the recruitment and selection of a new Airport Manager. It is important to have an accurate position description finalized as you recruit for a new Airport Manager, so applicants and potential applicants will have an accurate representation of the position.

The current position description of record for the Airport Manager was last updated in 2001. The draft position description for your consideration today contains draft updates by HR staff and the current Airport Manager, Patty Wahto. The job duties, functional area, estimated percentages of time, licenses and certifications, requirements of the job and positions supervised were all updated in the draft for your consideration.

Requested action:

I am requesting that the Committee review the draft Airport Manager position description, provide any recommended changes, and finalize the updated Airport Manager position description prior to beginning the recruitment for the new Airport Manager.

25	NONE	1973S	AIRPORT MANAGER	DAYS	XF	1.0	12	AIRPORT BOARD	10070 05001
RANGE	BU	CLASS CODE	CLASS TITLE	POS SHIFT	STAT	FTE	EEO FUNCT	SUP PCN	PCN

ALLOCATED TO ABOVE CLASS BY:



Signature

Date

7/31/01

Effective Date
of allocation

COMMENTS ON ALLOCATION:

CITY AND BOROUGH OF JUNEAU POSITION DESCRIPTION

The immediate supervisor is directly responsible for writing and amending the descriptions on each position they supervise. The incumbent of the position shall be given a copy of the description at the time they are appointed to the position and shall be given revised copies no later than the date that the revisions become effective. The official description of the position is the most recent copy in the Office of Personnel Management.

BRIEF OVERVIEW: The Airport Manager is responsible for overall management and operation of Juneau International Airport.

CERTIFIED AS A TRUE AND ACCURATE DESCRIPTION OF THE DUTIES, RESPONSIBILITIES, AND AUTHORITIES ASSIGNED TO THE INCUMBENT OF THIS POSITION



i. Immediate Supervisor Signature

7/31/01

Date



Chairman, Airport Board

7/31/01

Date

Effective Date
of this description

REVIEW

By

Date

Result

23	N	1973S	Airport Manager	DA	XF	1.0	12	Airport Board	05001
RANGE	BU	CLASS CODE	CLASS TITLE	POS SHIFT	STAT	FTE	EEO FUNCT	SUPV PCN	PCN

ALLOCATED TO ABOVE CLASS BY:

Linda M. Howe 12/21/99 12/21/99
 Signature Date Effective Date of allocation

COMMENTS ON ALLOCATION:

DO NOT ENTER ANY INFORMATION IN THE ABOVE SECTION, SEE PAGE 11 OF THE SUPERVISOR'S GUIDE TO POSITION DESCRIPTIONS.

CITY AND BOROUGH OF JUNEAU
POSITION DESCRIPTION

The immediate supervisor is directly responsible for writing and amending the descriptions on each position they supervise. The incumbent of the position shall be given a copy of the description at the time they are appointed to the position and shall be given revised copies no later than the date that the revisions become effective. The official description of the position is the most recent copy in the Office of Personnel Management.

BRIEF OVERVIEW:

Airport Manager is responsible for overall management and operation of Juneau International Airport.

CERTIFIED AS A TRUE AND ACCURATE DESCRIPTION OF THE DUTIES, RESPONSIBILITIES, AND AUTHORITIES ASSIGNED TO THE INCUMBENT OF THIS POSITION.

Mike Barton 12/19/99 Mike Barton 12/19/99 11/6/99
 Immediate Supervisor Signature Date Department Director Signature Date Effective Date of this description

REVIEW

By	Date	Result
_____	_____	_____
_____	_____	_____
_____	_____	_____

DATE: 12/8/99PAGE 1 of 2PCN 05001

This position description is not entirely complete. It does present a fair representation of the duties, responsibilities, and authority assigned. Any additional duties or responsibilities reasonably related to this description or the job class specification may be assigned by the supervisor at any time. The supervisor of this position is responsible for maintaining the accuracy of this description.

PERCENT	RESPONSIBILITIES - DUTIES - AUTHORITIES	
	Under the general direction of the Airport Board, the Manager	
15%	Plans, organizes and directs Airport activities, including maintenance of physical plant, personnel and equipment. Physical plant includes but is not limited to: terminal building, access ways, maintenance facilities, emergency generator, public parking areas, runways, taxiways, aprons, aircraft parking areas, airfield roads, seaplane base, airfield lighting, drainage systems, sewer and water systems.	
15%	Develops, recommends and enforces rules and regulations for all airport activities. Ensures passenger safety. Supervises airport security and airport rescue and fire fighting. Ensures compliance with applicable Federal Airport Regulations, particularly FAR Part 139 Airport Certification Regulations, FAR Part 107 Airport Security Regulations, and other relevant laws and regulations.	
15%	Supervises activities of subordinates. Provides timely feedback on subordinate performance. Provides performance enhancement and career development training to subordinates as appropriate. Maintains open communication with staff and promotes good staff morale.	
14%	Maintains open and timely communication with Airport Board. Attends monthly Airport Board meetings and such subcommittee meetings as may be required. Maintains active working relationships with air carriers, air taxi companies, airport tenants, private aircraft owners, lease holders, and state and federal agencies. Invites public involvement in airport activities having impact on the community, e.g., noise abatement, wetlands issues. Serves as spokesperson for airport. Acts as liaison between the airport and the City and Borough Assembly and the public on airport matters. Coordinates with local and regional FAA offices.	

DATE: 12/8/99PAGE 2 of 2PCN 05001

10%	Ensures safe airfield operating conditions, including appropriate distribution of Notices to Airmen (NOTAMs), and proper airfield snow removal operations in concert with FAA-approved airport snow control plan.	
8%	Develops, directly or through subordinates, annual operating and revenue budgets with responsibility to maintain annual financial break-even operation in accordance with Assembly policy directive and recommends same to the Airport Board.	
8%	Recommends to the Airport Board airport lands to be leased. Negotiates and executes airport leases and contractual services. Administers space rental, services and utilities to Airport tenants. Directs collection of fees, rentals and other charges.	
5%	Initiates, coordinates and recommends Capital Improvement Programs for airfield development, including application for federal funding through the Federal Aviation Administration and/or State of Alaska, acquisition of airport equipment and facility improvements, and Passenger Facility Charges (PFCs).	
5%	Ensures Airport Operating Manual and Airport Security Manual are maintained in accordance with FAR 139 and FAR 107 and directs activities in compliance with said manuals. Initiates and coordinates airport planning in compliance with the current Airport Master Plan. Initiates updates as appropriate.	
5%	Performs other related duties as required.	



POSITION DESCRIPTION

Reason for Submission: PD update	Date: 12/27/24

Current Job Title:	Airport Manager	PCN:	112005
Department:	Airport	Division:	Administration
Class Code: 1974	Range: 25	FTE: 1.0	Status: BB
FLSA: Over-time eligible: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Bargaining Unit:	
Exemption(s): Executive & Administrative		None <input checked="" type="checkbox"/> MEBA <input type="checkbox"/> PSEA <input type="checkbox"/> IAFF <input type="checkbox"/>	
Supervisor's Title: Airport Board		Supervisor's PCN: N/A	
Section I: Position Overview (Briefly summarize the main purpose, service, or product for the existence of the position)			
The Airport Manager is responsible for overall management and operation of the Juneau International Airport under the general direction of the Airport Board.			
Job Duties Briefly describe the most important duties performed in the normal course of work. List, in order of importance, the specific duties performed on a regular basis. Estimate the percentage of time spent on each duty. Primary responsibilities are those tasks that are basic, necessary, and an integral part of the job. Other responsibilities are those considered peripheral, incidental, or a minimal part of the job.			
Functional Area: Planning & Operations		Estimated Percentage of Time: 10%	
Plans, organizes and directs Airport activities, including maintenance of physical plant, personnel and equipment. Physical plant includes but is not limited to: terminal building, access ways, maintenance facilities, emergency generator, public parking areas, runways, taxiways, aprons, aircraft parking areas, airfield roads, seaplane base, airfield lighting, drainage systems, sewer and water systems. Ensures compliance with multiple federal, state and local regulations/ordinances.			

POSITION DESCRIPTION

Functional Area: Compliance & Safety	Estimated Percentage of Time: 25%
<p>Develops, recommends and enforces rules and regulations for all airport activities. Ensures passenger safety. Oversees all aspects of airport sponsor operational safety, security and emergency response. Ensures compliance with applicable Federal Airport Regulations, particularly Part 139 Airport Certification Regulations, Part 1542 Airport Security Regulations, State of Alaska Department of Environmental Conservation, and other relevant federal, state and local laws and regulations. On-call for after-hours emergencies. Ensures safe airfield operating conditions, including appropriate distribution of Notices to Airmen (NOTAMs), and proper airfield snow removal operations in concert with FAA-approved airport snow and ice control plan.</p>	
Functional Area: Supervision	Estimated Percentage of Time: 10%
<p>Supervises activities of subordinates. Provides timely feedback on subordinate performance. Provides performance enhancement and career development training to subordinates as appropriate. Maintains open communication with staff and promotes good staff morale.</p>	
Functional Area: Communication & Coordination	Estimated Percentage of Time: 10%
<p>Maintains open and timely communication with Airport Board. Attends monthly Airport Board meetings and such subcommittee meetings and Assembly meetings, as may be required. Maintains active working relationships with air carriers, , airport tenants, private aircraft owners, Lease holders, state and federal agencies, airport users and the public. Invites public involvement in airport activities having impact on the community, e.g., master planning, noise abatement, wetlands issues. Serves as spokesperson for airport. Acts as liaison between the airport and the City and Borough Assembly and the public on airport matters. Coordinates with local and regional FAA offices.</p>	
Functional Area: Budget	Estimated Percentage of Time: 10%
<p>Develops, directly or through subordinates, annual operating and revenue budgets with responsibility to maintain annual financial break-even operation in accordance with Assembly policy directive and recommends same to the Airport Board.</p>	
Functional Area: Leasing & Fees	Estimated Percentage of Time: 10%
<p>Recommends to the Airport Board airport lands to be leased. Negotiates and executes airport leases and contractual services. Administers space rental, services and utilities to Airport tenants. Directs collection of fees, rentals and other charges.</p>	
Functional Area: CIP	Estimated Percentage of Time: 10%
<p>Initiates, coordinates and recommends Capital Improvement Programs (CIP) for airfield development, including application for federal funding through the Federal Aviation including grant applications, environmental documentation and match funding, including Passenger Facility Charges (PFCs) application and use. CIP programs including acquisition of airport equipment and land and facility improvements.</p>	
Functional Area: Programs & Plans	Estimated Percentage of Time: 10%
<p>Ensures airport programs (including but not limited to: Airport Certification Manual (ACM), Airport Security Plan (ASP), Airport Emergency Plan (AEP), Wildlife Hazard Management Program (WHMP)</p>	



POSITION DESCRIPTION

<p>Stormwater Pollution Prevention Plan (SWPPP), Spill Prevention Control and Countermeasure (SPCC), Title VI (non-discrimination), Disadvantage Business Enterprise (DBE) and Airport Concession DBE (ACDBE) Programs, Master Plan, Airport Layout Plan (ALP), Exhibit A, etc.) are maintained in accordance with federal and state regulations, and directs activities in compliance with said manuals. Initiates and coordinates airport planning in compliance with the current Airport Master Plan. Initiates updates as appropriate.</p>	
<p>Functional Area: Other Duties as Assigned Estimated Percentage of Time: 5%</p>	
<p>Performs other related duties as required.</p>	
<p align="center">Licenses and Certifications Required</p> <p>(CPR, First Aid, CDL or Alaska Driver's License, Professional Licenses etc.)</p>	
<p>Valid Driver's License</p> <p>Accredited Airport Executive designation issued by the American Association of Airport Executives desired but not required</p>	
<p align="center">Section II: Physical, Mental, and Environmental Conditions & Requirements</p>	
<p>To comply with the Americans with Disabilities Act of 1990 (ADA), Occupational Safety Health Administration (OSHA), and Blood-borne Pathogens Standards, it is necessary to specify the physical, mental, and environmental conditions of the ESSENTIAL DUTIES of the job. Use the following codes to complete this section:</p>	
<p>NA: <u>Not required</u> of the position</p> <p>NE: Required, <u>not essential</u> of the position</p>	<p>O: Occasional, up to 33% of the time; <u>ESSENTIAL</u> of the position</p> <p>F: Frequent, <u>ESSENTIAL</u> of the position</p>
<p><u>PHYSICAL:</u></p> <p>Bend: NE. Sit: F Squat: NE Stand: O</p> <p>Crawl: NA Walk: F Climb: NA Kneel: NE</p> <p>Swim: NA Lifting (up to 20lbs): NE Lifting (20lbs-50lbs): NA</p> <p>Lifting (over 50lbs): NA Push/Pull objects: NE Read: F</p> <p>Hold/handle objects: NE Reach above shoulder level: NE</p> <p>Distinguish Colors: O Hearing conversation/sounds: F</p> <p>Distinguish odors by smell: NE Use fine finger movements: O</p> <p>Use of hazardous equipment: NA Seeing objects at a distance: O</p> <p>Seeing objects peripherally: NE Seeing close work (e.g. typed print): F</p> <p>Other: Choose an item.</p>	
<p><u>MENTAL:</u></p> <p>Read/Comprehend: F Write: F Perform Calculations: F</p> <p>Problem solving: F Reason and Analyze: F Multi-task: F</p> <p>Work Cooperatively w/others: F Direct, control, and plan: F</p>	



POSITION DESCRIPTION

Perform under constant/changing deadlines: F
Influence people: O
Manage confidential information: F
Comprehend and follow instructions: F
Make presentations to public forums/committees: O
Manage and/or lead work of others: F
Other: Choose an item.

ENVIRONMENTAL:
Is exposed to excessive noise: O
Is around moving machinery: NE
Works in confined spaces: NA
Work at heights (towers, poles): NA
Exposed to changes in temperature and/or humidity: NA
Exposure to infection, germs, or contagious diseases: NA
Exposure to insect bites/stings: NA
Exposure to electrical current (not outlets): NA
Exposure to materials potentially contaminated by blood or bodily fluids: NA
Driving cars/trucks/boats: O
Driving heavy equipment: NA
Other: Choose an item.

Special Requirements of Employment

☐ Overtime
☒ Must be willing to work nights and/or weekends.
☒ Must be available for on-call assignments and/or alternate work schedule

☐ Shift Work
☒ Travel outside of normal business hours & outside normal hours.
☒ Travel, to include overnight stays.

☒ Must comply with all workplace safety requirements.

☒ Other: Successful applicant must pass a TSA-required security check per 49 CFR 1542 and 1544 and Airport Security Program. This will require an FBI fingerprint criminal history records check. Continued employment is contingent on ability to maintain a favorable security check.

Section III: Supervisory Responsibilities and Authority

No Authority (NA)	Position does not have authority to take action.
Recommend (R)	May make suggestions of action to their supervisor.
Prior Approval (PA)	Position must inform supervisor and obtain approval before taking action.
Complete Authority (CA)	Incumbent is authorized to take action without approval from their supervisor; must inform supervisor of any action taken.

Indicate if the position is a Supervisor OR a Lead.
This position is a Supervisor: Yes ☒ No ☐ This position is a Lead: Yes ☐ No ☒
The boxes below are used to designate this position's level of authority and responsibility.

PCN(s): 112009					Job Title(s): Architect II				
Train	Evaluate Performance	Schedule Work	Authorize Leave	Certify Timesheets	Appoint/Promote	Authorize Overtime	Discipline	Adjudicate Grievances	

POSITION DESCRIPTION

CA	CA	CA	CA	CA		CA	CA	CA	CA
PCN(s): 112010					Job Title(s): Engineer/Architect II				
Train	Evaluate Performance	Schedule Work	Authorize Leave	Certify Timesheets		Appoint/Promote	Authorize Overtime	Discipline	Adjudicate Grievances
CA	CA	CA	CA	CA		CA	CA	CA	CA
PCN(s): 112008					Job Title(s): Engineer/Architect Associate				
Train	Evaluate Performance	Schedule Work	Authorize Leave	Certify Timesheets		Appoint/Promote	Authorize Overtime	Discipline	Adjudicate Grievances
CA	CA	CA	CA	CA		CA	CA	CA	CA
PCN(s): 112012					Job Title(s): Maintenance Mechanic III				
Train	Evaluate Performance	Schedule Work	Authorize Leave	Certify Timesheets		Appoint/Promote	Authorize Overtime	Discipline	Adjudicate Grievances
CA	CA	CA	CA	CA		CA	CA	CA	CA
PCN(s): 112000					Job Title(s): Administrative Assistant				
Train	Evaluate Performance	Schedule Work	Authorize Leave	Certify Timesheets		Appoint/Promote	Authorize Overtime	Discipline	Adjudicate Grievances
CA	CA	CA	CA	CA		CA	CA	CA	CA
PCN(s): 112002					Job Title(s): Administrative Officer II				
Train	Evaluate Performance	Schedule Work	Authorize Leave	Certify Timesheets		Appoint/Promote	Authorize Overtime	Discipline	Adjudicate Grievances
CA	CA	CA	CA	CA		CA	CA	CA	CA
PCN(s): 112001					Job Title(s): Administrative Assistant				
Train	Evaluate Performance	Schedule Work	Authorize Leave	Certify Timesheets		Appoint/Promote	Authorize Overtime	Discipline	Adjudicate Grievances
CA	CA	CA	CA	CA		CA	CA	CA	CA
PCN(s): 112004					Job Title(s): Operations Specialist I				
Train	Evaluate Performance	Schedule Work	Authorize Leave	Certify Timesheets		Appoint/Promote	Authorize Overtime	Discipline	Adjudicate Grievances
CA	CA	CA	CA	CA		CA	CA	CA	CA
PCN(s): TBD					Job Title(s): Airport Security Manager				
Train	Evaluate Performance	Schedule Work	Authorize Leave	Certify Timesheets		Appoint/Promote	Authorize Overtime	Discipline	Adjudicate Grievances
CA	CA	CA	CA	CA		CA	CA	CA	CA
Certifications:									
I have reviewed this position description and certify that all the information cited above is accurate and complete to the best of my knowledge.									
Employee (required*):						Date:			



POSITION DESCRIPTION

Supervisor (required*):	Date:
Division Head:	Date:
Department Director (required*):	Date:
COMMENTS (desirable attributes, special software or equipment used, proposed changes to minimum qualifications)	
Use of Microsoft software (Word, Excel) Adobe, PowerPoint, Outlook, Teams, Zoom. Working knowledge of all airport plans/programs, experience working at an airport and with Boards, budget knowledge, strong capital improvement experience, and strong agency (FAA, TSA, DEC) working relationships are important to the incumbent's success.	



MEMORANDUM

Date: January 10, 2024

To: Airport Manager Recruitment Committee

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

Re: Airport Manager Recruitment and Selection Process

This memorandum outlines options for the Committee to consider when deciding the Airport Manager recruitment and selection process, including the “pros and cons” of each option. Additionally, if the Committee is interested in using option two or option three, I have included preliminary recruitment and selection information and a timeframe. The specific selection criteria for this recruitment process will only be discussed in executive session.

Recruitment process

Below are three recruitment options that the Committee can consider using. If the Committee selects Option 2 or 3, and those recruitment efforts are unsuccessful, Committee could still eventually choose Option 1.

Option 1: Selecting an Executive Search Firm

Identify a search firm that specializes in airport leadership and/or municipal leadership recruitment and use their services to source and screen candidates. Executive search firms can provide services such as:

- Work with the Committee to create a desired candidate profile and search timeline
- Conduct nationwide marketing, recruitment and outreach campaign
- Screen all applicants and conduct a preliminary interview for the most qualified candidates
- Recommend a slate of candidates to the Committee from which the Committee will select finalists
- Assist the CBJ in developing selection materials for the finalists
- Conduct background and reference checks

PROS

- Recruiters often have their finger on the pulse of who is looking within the specialty (aviation and/or municipal leadership).
- A good recruiter will also contact individuals who are not looking and proactively source candidates for you.

CONS

- You will mostly be offered the candidates within that recruitment firm’s “stable” of executives.
- Would need to go through an RFP process to select the search firm which would add 30-45 days to the selection process.

- Uses less existing staff resources.
- Can be expensive—will likely cost \$35,000 to \$50,000.

Option 2: In-house recruitment

Run an in-house recruitment conducting similar activities to the executive recruiter utilizing CBJ HR to assist the Committee.

PROS

- Gives the Committee a degree of control over the sourcing process used.
- Cost effective.

CONS

- May miss candidates who will only go through a recruitment firm.
- More staff intensive.
- Will be more likely to only get candidates who are actively looking

Option 3: Blended Effort

Run an in-house recruitment effort but allow recruiters to provide candidates. CBJ staff would screen applicants, but if a candidate was hired who was forwarded by a recruitment firm, we would pay a fee to the recruiter, sometimes known as a “headhunter”.

PROS

- Recruiters often have their finger on the pulse of who is looking within the industry.
- Recruitment firms looking for the fee may also actively source candidates who are not looking but might be interested.

CONS

- There would be a fee to the recruitment firm if that is where the final candidate is selected from.
- Still moderately staff intensive as prescreening would still be conducted at the staff level.
- In recent years, not as many recruiters have been willing to engage in such an arrangement for municipal executives.

Proposed Selection Process

If the Committee selects Option 2 or 3, I propose the following selection process steps. This is a general outline and the exact process that the Committee uses may need to be adapted based on the results of the recruitment efforts. This proposed process is similar to the process that other CBJ Boards and Committees or the CBJ Assembly has used. It is only a proposal, and the Committee can modify the suggestions as necessary.

1. The Committee reviews the draft updated position description for the Airport Manager position and approves any changes.
2. Position is posted for at least 30 days. Advertising to include internal posting process (includes governmentjobs.com and indeed.com), and any other relevant industry groups.

3. HRRM Director screens applicants against Committee criteria. For those candidates who possess the identified experience and education, an initial video conference screen is conducted by the HRRM Director to verify work history, get a general sense of communication style, and answer questions the candidate might have.
4. Results of the initial screening process are presented to the Committee, or a subcommittee designated by the Committee. The Committee (or subcommittee) will review information on all who applied and consider the results from the initial screening interviews conducted by the HRRM Director. The Committee (or subcommittee) will select candidates (likely 4-8) to take through an initial video conference committee interview.
5. Committee then selects the top 2 – 4 candidates as finalists for an in-person visit and selection process.
6. The entire Committee sits as the finalist panel to interview and select the top candidate. Selection process activities will be identified in executive session, and portions of candidate interviews may need to be done in a public session.

Recruitment and Selection Timeframe

Below is a general proposed timeframe for the Airport Manager recruitment and selection process if the Committee wishes to select Option 2 or Option 3. This timeframe is optimistic, and the process may end up taking longer, depending on response from applicants and availability of those on the Committee to participate in the process.

Date (Actual dates TBD)	Activity
Late January 2025	Airport Manager position is posted and advertised for at least 30 days.
Late January to Late February 2025	Recruitment period. Recruitment Committee meets to develop selection process materials.
Late January to Late February 2025	HRRM Director screens candidates who meet the criteria identified by the Search Committee. Prepares reports for Recruitment Committee
Early March 2025 (Date TBD—after position closes)	Recruitment Committee meets to review slate of candidates and make a determination on which candidates will proceed further in the selection process. HR begins background checks on semi-finalist candidates.
Early March 2025	Recruitment Committee interviews semifinalist candidates via video conference. If there are a large number of semifinalist candidates to interview, the Committee may want to designate a smaller subcommittee to conduct semifinalist interviews.
By Mid March 2025	Recruitment Committee identifies finalists to invite to an in-person finalist process. If a subcommittee was conducting semifinalist interviews, then the subcommittee recommends finalists to the Committee.
Mid March 2025	HR staff arrange for candidate site visits. HRRM Director conducts reference checks on candidates identified for a site visit.
Early to Mid April 2025	Finalist selection process conducted
Mid to Late April	Negotiations with successful candidate- candidate gives notice if

2025	currently employed.
By June 2025	First day of employment

If the Committee selects Option 1, then the process would have similar steps, but will depend on the recruitment firm selected and the scope of the work in the agreement with the firm. There would be 30-45 days added to the beginning of the recruitment and selection process to engage in an RFP to select the executive recruitment firm.

Next Steps

If the Committee is interested in Option 1 for recruitment, then the Committee should provide direction to the CBJ HRRM Director to engage in the procurement process to select a recruitment firm, and designate who should work with the HRRM Director to establish criteria and select the firm.

If the Committee is interested in Option 2 or 3 for recruitment, then the Committee should identify who should work with the HRRM Director to identify the information needed, such as desired knowledge, skills, and abilities and salary range, to get the Airport Manager position posted.