



AIRPORT BOARD AGENDA

June 26, 2025 at 6:00 PM

Airport Alaska Room/Zoom

<https://juneau.zoom.us/j/81320381493>

Or join via audio: 1-253-215-8782 Webinar ID: 813 2038 1493

**TO TESTIFY: CONTACT SHANNON VAN VALIN, 907-586-0962
BY 10:00 A.M. DAY OF THE MEETING**

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. EXECUTIVE SESSION

A. Executive Session - Discussion on Airport Manager Candidates

The Airport Board may adjourn into executive session for HRRM Director Dallas Hargrave to update the members on Airport Manager candidates.

Suggested Motion: *"I move the board recess into executive session to discuss matters which may tend to prejudice the reputation and character of any person, namely deliberations related to the incoming Airport Manager"*

5. NEW BUSINESS

A. Update on Recruitment and Selection Process for Airport Manager

After the Board has an update on the candidates in executive session, the Board and Mr. Hargrave will discuss the next steps in the recruitment and selection process.

B. Appointment of Airport Manager

This agenda item serves as a placeholder should the Board choose to appoint a new Airport Manager, either on an interim or permanent basis, to begin service after the completion of Dave Palmer's service as Interim Airport Manager.

6. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

7. NEXT MEETING DATE Regular Airport Board Meeting July 10, 2025 @ 6pm

8. ADJOURNMENT



MEMORANDUM

Date: June 25, 2025

To: Airport Board of Directors

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

Re: Update on Recruitment and Selection process for Airport Manager

The Airport Manager Hiring Committee and Airport Board of Directors engaged with two finalists for the Airport Manager position on June 11 and 12, 2025. On June 13, in executive session, the Committee and Board gave me direction on how to engage with the finalists. In the executive session for the June 26, 2025 meeting, I am giving the Board an update on my interactions with the two finalists. Additionally, an internal employee, who didn't apply for the Airport Manager position under the timeframe for the initial recruitment in a manner that the internal employee could be considered as a finalist, has indicated a willingness to step into an acting status role or be appointed to the position on a permanent basis after Mr. Palmer completes his interim service as the Airport Manager. In the executive session of the June 26, 2025 meeting the Board will be discussing the merits of the different candidates for the Airport Manager position. Depending on the nature and results of that discussion in executive session, the Board may consider different options for recruitment for the position in the future. Although appointment of a permanent Airport Manager may be an option to consider in the June 26, 2025 meeting, I am presenting these other options, assuming that the Board will not make a permanent appointment of the Airport Manager at this meeting. Additionally, if the Board does not make a hire from the previous process that included the Assembly-appointed hiring committee, then my understanding is that the need for that hiring committee is no longer necessary, and this will be solely a Board recruitment and selection process in the future.

Option 1. Re-engage with current candidates in a different manner for the position.

The Board may give me guidance to re-engage with previous candidates for the Airport Manager position in a different way than done previously. This could involve re-engagement with ADK Executive Recruitment to revisit candidates and reconsider finalists for the position. If the Board chooses this option, I would seek guidance from the Board on what the Board would like to include for future recruitment and selection process.

Option 2. Repost the Airport Manager Position and consider any new candidates that express interest.

ADK Executive Recruitment has indicated that they would be willing to repost the Airport Manager position and perform the same recruitment services as last time for the reduced rate of \$4000. This is a reduction of the contracted rate of \$6000 for unsuccessful recruitment. The Board could also choose to post the position through the normal CBJ recruitment process.

If the Board chooses Option 1 and the efforts are unsuccessful, then Option 2 can still be considered.