



AIRPORT BOARD REGULAR MEETING

July 10, 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 VanValin, 907-586-0962

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

A. Juneau 26, 2025 Special Airport Board Minutes

4. APPROVAL OF AGENDA

5. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

6. UNFINISHED BUSINESS

A. Airport Manager hiring progress report from Dallas Hargrave (verbal update)

7. NEW BUSINESS

A. New Business

1. Approve the increase of FTE funds for Construction Inspector.

This is a request to approve the expenditure of \$77,000 from the operating reserve to increase the Construction Inspector position vacated by Greg Jerue (PCN 116003) from part-time (.38FTE) to a full-time position. \$77,000 added to the existing budgeted \$36,905 brings the total personnel cost to \$108,794 from the fund balance to be divided equally between Terminal and Airfield Maintenance.

Recommended Motion: Approve \$77,000 increase to create one full-time equivalent position for the Construction Inspector position.

2. Approve a new position for Deputy Airport Manager.

This is a request to authorize the position of Deputy Airport Manager. The former position was eliminated in favor of the creation of the Security Manager position. This position is in recognition of both the loss of experienced personnel and the addition of duties related to Airport administration. The Airport has a need for business development, grant writing, tenant and business enterprise recruitment and development. The position supports the Airport Manager in all aspects of Airport administration and fills the Manager's position during absences. The position provides depth of staff for compliance, purchasing, contracting, and personnel issues. The Deputy Airport Manager will relieve our Business

Manager of tasks that have been assumed simply because there were no other staff here. Airport policies, rates, and regulations need to be reviewed, updated, and implemented in an overall consistent manner, a project that has not been possible while dealing with current issues as they arise.

This position is a range 22 position. The estimated cost for middle step placement is \$108,800 and \$54,400 for benefits for a total of \$163,200. Funds would come from the fund balance.

Recommended Motion: Approve the expenditure from the fund balance of \$163,200 for the Deputy Airport Manager position.

3. Rates and charges.

The CBJ Finance and Manager's office objects to the use of the fund balance for the above recurring operational expenditures. These expenditures should be included in the annual operating budget. To that end, the Airport's rates will need to be increased. Already, going into FY 26, their projections show expenditures above revenues.

As an indication of the Board's resolve to propose a rate structure that will fund operations with Airport revenue.

Recommended Motion: Move to direct the Airport Manager to review the Airport's rates and charges and develop a proposal to generate sufficient revenue to cover the Airport's budgeted expenditures. Adoption of the rates and charges will be scheduled for the December 11, 2025, Airport Board meeting.

8. **EXECUTIVE SESSION (IF NEEDED)** I move that the board recess into executive session to discuss confidential recruitment information for the Airport Manager position.
9. **STAFF REPORTS**
 - A. Airport Manager's Report
 - B. Airport Project Manager's Report - Ke Mell
 - C. Airport Project Manager's Report - Mike Greene
10. **CORRESPONDENCE**
11. **COMMITTEE REPORTS**
12. **ASSEMBLY LIAISON**
13. **BOARD MEMBER COMMENTS**
14. **ANNOUNCEMENTS**
15. **NEXT MEETING DATE**
16. **ADJOURNMENT**