



AIRPORT BOARD AGENDA

August 7, 2025 at 12:00 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

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS**
- 5. UNFINISHED BUSINESS**
 - A. Discussion of the Airport Manager Selection.**
- 6. EXECUTIVE SESSION**
 - A. Suggested Motion: I move that we recess into executive session to discuss matters which may tend to defame or prejudice the character or reputation of any person, namely any confidential information to be discussed with an Airport Manager candidate.**
- 7. ADJOURNMENT**



MEMORANDUM

Date: August 6, 2025

To: Airport Board of Directors

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

Re: Update on Recruitment and Selection for Airport Manager

Background

The recruitment for the JNU Airport Manager began following the vacancy created by the retirement of Patty Wahto. The Airport Board and Hiring Committee engaged ADK Executive Recruitment to recruit for the position. The Hiring Committee met with the executive recruiter, with other Airport Board members invited, and selected an initial set of candidates to conduct screening interviews with. From those screening interviews, the Hiring Committee and Airport Board invited two candidates to be finalists. The finalist process occurred on June 11-13, but did not result in the Airport Manager position being filled. Shortly before the finalist process, JNU Operations and Maintenance Superintendent Andres Delgado applied for the position, but was not considered in the finalist process due to the timing of the application. However, when a selection was not made from the two finalists, the Airport Board interviewed Mr. Delgado on July 21, 2025 for the Airport Manager position. Because no other candidates who had previously expressed interest in the position have applied, currently Mr. Delgado is the only active applicant for the Airport Manager position.

Current Options

Because Dave Palmer's service as the Interim Airport Manager will end this month, the Board will need to make decisions regarding recruitment and selection of the Airport Manager soon. Below are some options for the Airport Board to consider.

Option 1. Appoint Maintenance and Operations Superintendent Andres Delgado as the JNU Airport Manager.

This matter will be considered in executive session. It is not anticipated that Mr. Delgado will be appointed at the August 7, 2025 meeting, but the Board can provide the HRRM Director with guidance on the parameters of a conditional offer (conditioned on formal board approval) to make to Mr. Delgado if the Board is interested in offering him the position.

Option 2. Direct HRRM Director to reengage with the ADK executive recruiter regarding the current recruitment services.

ADK has indicated that there may be other potential candidates who initially expressed interest in the position, but did not participate in screening interviews. Mr. Hargrave and the executive recruiter could revisit those potential candidates and set up screening interviews with the Board

to consider whether there are any potential candidates to engage in a finalist process with the Board.

Option 3. Repost the Airport Manager Position and consider any new candidates that express interest.

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

Finally, if the Airport Board chooses option 1 or option 2, or if Mr. Delgado declines a potential offer of promotion to the Airport Manager, then a new Interim Airport Manager would need to be appointed. Mr. Palmer has indicated that he cannot extend his service as the Interim Airport Manager past the agreed upon timeframe. There are several options to consider when appointing an Interim Airport Manager, and those can be presented to the Airport Board at the next meeting if necessary.