

AIRPORT MANAGER HIRING COMMITTEE MEETING MINUTES

January 23, 2025 at 12:00 PM

City Hall Conf. Rm 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

Chair Alicia Hughes-Skandijs called the meeting to order at 12:04p.m.

B. ROLL CALL

Committee Members Present: Chair Alicia Hughes-Skandijs, Airport Board members Jerry Godkin and Chris Peloso, City Manager Katie Koester, and Deputy Manager Robert Barr

Others Present: Human Resources/Risk Management Director Dallas Hargrave, Municipal Clerk Beth McEwen, and on Zoom: Assemblymember Paul Kelly, Municipal Attorney Emily Wright, Airport Manager Patty Wahto, Finance Director Angie Flick, Assistant City Attorneys Sherri Layne and Nicole Lynch.

C. APPROVAL OF AGENDA

The agenda was approved as presented.

D. APPROVAL OF MINUTES

1. January 16, 2025 Draft Minutes

Hearing no objection, the minutes of January 16, 2025, committee meeting were approved by unanimous consent.

E. AGENDA TOPICS

2. VERBAL UPDATE FROM HRRM DIRECTOR ON RFP FOR EXECUTIVE RECRUITER

HRRM Director Hargrave explained there is a spectrum of services offered by executive search firms and depending on the level of services the hiring committee wishes to request; it may not need a full RFP process. Mr. Hargrave anticipates the committee will discuss the scope and search criteria during its executive session and they can ultimately decide and give direction to him once they come out of their executive session.

3. RECRUITMENT AND SELECTION PROCESS FOR INTERIM AIRPORT MANAGER POSITION

HRRM Director Hargrave explained that he was given the name of one potential individual familiar with Juneau Airport who may be a good fit as an interim airport manager, and he has put together some selection criteria materials to discuss with the committee during executive session.

F. EXECUTIVE SESSION

The Committee may recess into Executive Session to discuss confidential materials for use in the recruitment and selection process of the Interim Airport Manager and/or the permanent Airport Manager positions.

MOTION by Mr. Barr to recess into executive session to discuss matters that are confidential in nature, specifically the personality and character of individual(s) and the selection criteria upon which they may be selected.

Chair Hughes-Skandijs asked for procedural guidance. Municipal Clerk McEwen explained that once the motion is on the floor, the chair asks if there was anyone from the public wishing to speak to the motion.

Chair Hughes-Skandijs asked if there were any public members wishing to speak to the motion.

Tom Williams, a representative from Ward Air, said that while he sees the appropriateness of an interview and questions being asked during executive session, he felt that the discussion on the hiring process should be in open session.

The committee then proceeded to discuss the merits of the motion and the public comment. Members agreed they would discuss the matters that were required to be kept confidential during the executive session. Chair Hughes-Skandijs ruled there was a non-nefarious and clear reason to enter into executive session. She also noted that she would prefer to carve out anything that Mr. Hargrave felt about the process and path forward that could be shared in public session to be discussed after they complete the executive session.

There being no further discussion, the committee recessed into executive session at 12:20p.m. and returned from executive session at 12:34p.m.

Following executive session, Mr. Hargrave reported the name he provided to the committee as a potential interim manager was Dave Palmer, who agreed to allow his name to be made public. Mr. Palmer is a former CBJ City Manager (1995-2002) and was the Airport Manager (2006-2009); Mr. Hargrave provided additional information on Mr. Palmer's professional background. Mr. Palmer currently resides outside of Alaska but expressed his willingness to serve in that position until a permanent appointment could be made.

MOTION: by Mr. Godkin that HRRM Director Hargrave be directed to enter into negotiations for the filling of the interim manager position.

The committee discussed the motion and agreed that this would allow them to focus on the work needed to hire the permanent manager. Mr. Hargrave said he would be willing to facilitate a call with any member(s) and Mr. Palmer if they felt they would like to know more about Mr. Palmer's qualifications.

Hearing no further objections, the motion passed by unanimous consent.

G. COMMITTEE MEMBER COMMENTS AND QUESTIONS

Mr. Hargrave said that he will look at the different tiers of service for recruitment firms and depending on the selection process and the dollar amounts, they may or may not need to do a full RFP process.

- H. NEXT MEETING DATE** The committee gave Mr. Hargrave direction to notify them when he was ready for the next steps and the next meeting would be scheduled accordingly; members expressed their preference for a Noon-time meeting when possible.

I. SUPPLEMENTAL MATERIALS

J. ADJOURNMENT

There being no further business to come before the committee meeting was adjourned at 12:45 p.m.