



# MEMORANDUM

Date: February 6, 2025

To: Airport Manager Hiring Committee  
Airport Board of Directors

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

Re: Appointment of Interim Airport Manager

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At the January 23, 2025 Airport Manager Hiring Committee meeting, the Committee provided me with direction to attempt to work out a conditional temporary employment agreement with Dave Palmer to be the Interim Airport Manager of the Juneau International Airport. This tentative agreement is conditioned on the approval of the Airport Manager Hiring Committee (as designated in the motion approved by the Assembly that creating the Committee) and approval by the Airport Board of Directors (as designated by CBJ ordinance). Mr. Palmer's resume is included in the packet.

Based on this direction, I have negotiated the following terms and conditions of employment to hire Dave Palmer as the Interim Airport Manager:

1. Appointment to the temporary position on April 16, 2025. This would allow Mr. Palmer to be onsite working with Ms. Wahto for two weeks prior to Ms. Wahto's retirement.
2. Mr. Palmer agrees to remain in the position until a permanent Airport Manager is hired, or until the employer ends his employment, whichever occurs first.
3. Mr. Palmer shall be paid at the rate of a Range 25, Step 13, which is a biweekly pay of \$7508.80 (\$195,228.80 annual salary).
4. Mr. Palmer will receive no CBJ benefits in this temporary position.
5. The CBJ agrees to enter into a sign-on bonus agreement with Mr. Palmer to provide a bonus of \$5500 so that he can use those funds to temporarily relocate to Juneau.
6. The CBJ agrees to provide housing to Mr. Palmer at the Homestead Cabin during the time he is employed as the Interim Airport Manager. Mr. Palmer shall notify the CBJ by March 15, 2025 if he does not intend to use the Homestead Cabin for housing. If Mr. Palmer provides such notification, then the CBJ shall provide Mr. Palmer a monthly payment of \$2000 for temporary housing costs while in Juneau and employed as the Interim Airport Manager.

## **Requested Action**

Because this tentative agreement is condition on Committee and Board approval, I am requesting that the Airport Manager Hiring Committee approve this employment agreement, and recommend to the Airport Board of Directors that they also approve this tentative agreement. With Committee approval and recommendation, I am recommending that the Airport Board also approve this tentative agreement.

## David R. Palmer

### Experience and Work History

October 2006-June 2009

Airport Manager, Juneau International Airport

Relevant primary responsibilities:

- Overall supervision of Airport operations and management including assuring completion and approval of the Environmental Impact Study for the Runway Safety Improvement project including completion of the mitigation agreement, project design, and acquisition of permits.
- Oversight and management of the Passenger Terminal Expansion project; staffing, funding, design contracts, public meetings and tenant needs
- Negotiations with contractors, suppliers, tenants, agencies, and consultants

April 1995-July 2002

City Manager, City and Borough of Juneau

Relevant primary responsibilities:

Overall responsibility for City functions including supervision of department heads. Conducted negotiations, participated in settlement conferences and formal mediation; trained City employees in conflict resolution and effective communication. Conducted and participated in public hearings; heard and resolved employment issues.

November 1991-April 1995

Deputy City Manager, City and Borough of Juneau

Relevant primary responsibilities:

Directly supervised the CBJ Engineering Department, providing guidance and leadership to staff engineers, architects, technicians, permit agents, building inspectors and clerical staff. Investigated and resolved conflicts with contractors, vendors, and permitting agencies. Served as acting Airport Manager and participated in recruitment and selection of Airport Manager. Negotiated Airport tenant leases, investigated and resolved employee and tenant issues.

April 1989-November 1991

City Manager, City of Petersburg, Alaska

Provided management and leadership to 80 employees in all city departments, including police, fire, administration, public works, electric utility, harbors, and parks and recreation.

November 1983-March 1989

City Administrator, City of Craig Alaska

Provided hands-on administration and leadership to 40 employees. Obtained funds for, negotiated contracts with consultants and contractors, including developing a new primary water source and access road for significant residential development. Resolved settlement issues with the local Native Corporation regarding contentious ANILCA land claims.

January 1983-May 1983

Legislative Assistant to State Representative Mae Tischer in the 13th Alaska Legislative Session.

July 1978-May 1982

City Manager, Toledo, Oregon

Provided management oversight and leadership to all 50 City employees. Negotiated contracts for the construction of a wastewater treatment plant, negotiated 20 land acquisition agreements with landowners for the construction of a new road through private property.

### Education and Training

Bachelor of Science, University of Oregon, 1971 (Political Science and Public Administration)

Duke University, Private Adjudication Center: Formal mediation training and certificate November 2002.

International City Management Association (ICMA) Center for Professional Development, Presentation Skills, 1994,

Harvard University JFK School of Government ICMA Management Training (seminar) 1998

Glaser and Associates, management training for conflict resolution, collaborative problem solving, and effective communication Trainer and presenter, 1999-2009.

State of Alaska and FEMA courses completed for Incident Command System.

### Professional Organizations

Past member:

American Public Works Association

American Association of Airport Executives

Alaska Municipal Management Association (President 1998 and 1999)

International City/County Management Association (26 years)

### Other Interests:

FAA commercial pilot license, current

FAA Certificated Flight Instructor (non current)