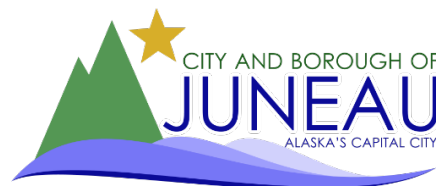


# AIRPORT MANAGER HIRING COMMITTEE MINUTES - **DRAFT**

February 12, 2025 at 12:00 PM

Assembly Chambers/Zoom Webinar

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155 Heritage Way, Assembly Chambers

via Zoom: <https://juneau.zoom.us/j/89305090641>

or phone: 1-253-215-8782 webinar ID: 893 0509 0641

**Please Note:** due to conflicting use of the standard City Clerk Zoom Account, this is a different Zoom link for this 2/12 meeting.

**A. CALL TO ORDER** – Chair Hughes-Skandijs called the meeting to order at 12:02 p.m.

**B. LAND ACKNOWLEDGEMENT** – read by Mr. Peloso

**C. ROLL CALL**

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

**Absent:** None

**Staff/Others Present:** HRRM Director Dallas Hargrave, Deputy Municipal Clerk Di Cathcart, Meeting Tech Kevin Allen, Dave Palmer, Tom Williams

**D. APPROVAL OF AGENDA** – agenda approved as presented

**E. APPROVAL OF MINUTES** – minutes approved as presented

1. January 23, 2025 AMHC Meeting Minutes - Draft

**F. AGENDA TOPICS**

2. **CONSIDERATION OF DAVE PALMER AS INTERIM AIRPORT MANAGER**

Mr. Hargrave gave an overview of the memo included in the meeting packet regarding the conditions of Mr. Palmer being hired as the Interim Airport Manager. The hiring conditions are before the committee to review and make a motion to the Airport Board, if the committee so chooses, recommending the hiring of Mr. Palmer.

Chair Hughes-Skandijs asked if committee members had any questions.

Mr. Barr stated that he had spoken with Mr. Palmer one on one and had no reservations in his ability to perform the duties.

Mr. Peloso asked if Mr. Palmer be interested in the permanent position. Mr. Hargrave indicated that Mr. Palmer was available as an Interim but not interested in the permanent position.

**MOTION:** by Mr. Peloso that the Airport Manager Hiring Committee recommend to the Airport Board the appointment of Dave Palmer as Interim Airport Manager beginning April 18, 2025 and asked for unanimous consent. **Hearing no objection, motion passed.**

3. **UPDATE ON SELECTION OF EXECUTIVE RECRUITER - VERBAL UPDATE**

Mr. Hargrave gave an update on entering into a contract with ADK Consulting & Executive Search. This firm specializes in hiring at the Airport executive level. ADK's first step will be in the development of a recruitment brochure that gets circulated nationwide. They will set up a strategy meeting to meet with the committee and talk process in open session than move into executive session for recruitment specifics. Mr. Hargrave stated that

ADK would screen applicants with supplemental questions, video interviews and additional essay responses which will be shared with the committee when they (ADK) give their recommendations to the committee on finalists.

Mr. Peloso asked how much the recruiter will cost. Mr. Hargrave responded that the recruitment contract is for \$26,000.

Ms. Koester asked Mr. Hargrave for a quick timeline review. Mr. Hargrave said the job announcement will be posted for at least 30 days during which time ADK will screen incoming applicants. A committee meeting will be scheduled after the initial application period; at that time the committee can convene into executive session with ADK's project manager to receive an update on all the applications received, and who they recommend for final interviews possibly by early to mid-April. Mr. Hargrave said he will set up a timeline for committee members and share that with them at the next meeting.

Mr. Hargrave asked for approval to start working with ADK on the hiring brochure and noted that Project Manager Rod Binger would be available for the next meeting to talk process and answer questions from the committee. Committee members directed Mr. Hargrave to begin work with ADK.

**G. COMMITTEE MEMBER COMMENTS AND QUESTIONS**

Mr. Godkin thanked the staff for all their work on this hiring process.

The committee chose Tuesday, February 25<sup>th</sup> as the next meeting date.

**H. NEXT MEETING DATE** - Noon – Feb 25<sup>th</sup> next meeting.

**I. SUPPLEMENTAL MATERIALS** - None

**J. ADJOURNMENT**

*There being no further business to come before the committee meeting adjourned at 12:18 p.m.*