

Draft 2025 Airport Manager Selection Process
Airport Manager Hiring Committee
May 2, 2025

First Interview

- ADK will provide access to applicants and their initial screening during the week of May 5, 2025.
- The Hiring Committee will review applicants with ADK consultant and select applicants to interview for the first interview with the Hiring Committee.
- The Airport Board will have access to the candidate information and is invited to observe interviews and process.
- The interviews will occur in executive session over video conference.
- The interviews likely to occur the week of May 19, 2025.
- The Hiring Committee will select finalists after discussions with ADK and interviews.

Finalist Process

- Candidates who accept the invitation to be a finalist for the Airport Manager position will participate in an in-person finalist process in Juneau (see proposed schedule below).
- If the finalist is from outside of Juneau and has a significant other who would move here with them, both will be invited to Juneau.
- Each finalist will be invited to Juneau for approximately 3 days and 2 nights, so there will be time for the finalist to explore Juneau outside of the finalist process.
- This draft assumes that there will be three finalists, but the actual number could differ based on circumstances leading up to the finalist process.
- A press release with the finalists' names and backgrounds, along with the schedule of public events will be released prior to the finalist process.
- Proposed schedule and process:

	Day 1	Day 2	Day 3	Day 4
	Finalist 1	Finalist 2	Finalist 3	Information and feedback from the different events for each candidate to be compiled by Human Resources and provided to the Hiring Committee and Airport Board.
Breakfast with 2-3 Board Members.	7:00 – 8:00 Location TBD	7:00 – 8:00 Location TBD	7:00 – 8:00 Location TBD	
Tour of Airport Facility and Grounds with Dave Palmer	8:15 – 9:00	8:15 – 9:00	8:15 – 9:00	
Informal Meet and Greet with Airport Staff.	9:15 – 10:15 Alaska Room	9:15 – 10:15 Alaska Room	9:15 – 10:15 Alaska Room	
Assessment Exercise #1	10:30 – 11:30 Location TBD	10:30 – 11:30 Location TBD	10:30 – 11:30 Location TBD	

Lunch with 2-3 Board Members	12:00 – 1:00 Location TBD	12:00 – 1:00 Location TBD	12:00 – 1:00 Location TBD	12:00 – Hiring Committee and Board Meet in Executive Session to deliberate on finalist and provide guidance to Human Resources regarding offer to candidate.
Assessment Exercise #2	1:15 – 2:45 Location TBD	1:15 – 2:45 Location TBD	1:15 – 2:45 Location TBD	
Candidate Break	2:45 – 4:30	2:45 – 4:30	2:45 – 4:30	
Public Meet and Greet	4:30 – 5:30 Alaska Room	4:30 – 5:30 Alaska Room	4:30 – 5:30 Alaska Room	
Finalist Interview to be held by Hiring Committee with Board Attendance in public, in-person only. Limited questions may be asked in executive session	5:30 – 7:00 Alaska Room	5:30 – 7:00 Alaska Room	5:30 – 7:00 Alaska Room	