

ATTACHMENT #1

MINUTES of the
JUNEAU AIRPORT MANAGER SELECTION COMMITTEE MEETING
APRIL 29, 2009
Aurora Room, 5:00 p.m.

Members Present: Jerry Godkin, Steve Zimmerman, and Dave Heimbigner (via phone)

Staff Present: Kelly Mercer (Human Resources)

Public Present: Ron Swanson, Don Haberger

The meeting was called to order by Jerry Godkin at 5:02 p.m. He stated that the purpose of the meeting was to develop a procedure that will guide the Selection Committee through the application review process. Because the application period ends on April 30, the committee needs to determine how the applicants will be evaluated. Although the final number of applicants is not yet known the number could approach 40.

Ron Swanson briefed the committee on the procedures that were used in previous searches for new airport managers. After a series of options was discussed, it was agreed that each committee member should review all of the applications and rank them. After the applicants have been ranked by each committee member, all of the committee members should meet together to come to a consensus on the most highly ranked applicants. It was suggested that this meeting should take place at 5:00 p.m. on Thursday, May 7, 2009.

Once the top group of applicants has been determined, background checks on those individuals should follow. There is no specific number for how many applicants should be in the top group, but the term "top ten" often came up in conversation. Once the background checks have been completed the number of individuals that will be invited to Juneau for an in-person interview will be determined.

Since the May 7, 2009, meeting will involve discussions of applicant qualifications, it was strongly suggested that the meeting should be closed to the public. It was also suggested that--during the interview process--applicants should be asked if they are aware of the cost of living in Juneau and how it might affect their ability to move to here.

Meeting adjourned at 5:40 p.m.