

**March 5, 2020**  
**PERSONNEL COMMITTEE MEETING**  
Chair Greg Ward

**Board Members Present:** Greg Ward, Victor Celentino, Debbie Groh and John Shaski

**Management, Staff and Employees Present:** Karissa Weight and Bonnie Wohlfert

**Members of the Public Present:** Andon Pogoncheff

**CALL TO ORDER**

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1. Greg Ward, Chair, called the Personnel Committee Meeting of the Capital Region Airport Authority to order at 5:06 p.m.

**PUBLIC COMMENT**

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1. None

**DISCUSSION**

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CEO Job Description

- The “position preference” language from the last CEO search (2016) will be used for the current job description to attract a broader range of candidates.
- The salary range will be \$120,000-\$150,000 and the application deadline will state “posted until filled”.
- The job description will be posted to various websites after final approval from the Personnel Committee members.

Internal Candidates

- CRAA employees interested in applying for the CEO position must notify Greg Ward by 3/23/2020; Karissa Weight will advise all employees.
- Any employee involved with the Personnel Committee search process that is interested in applying for the CEO position will recuse themselves from those duties.

External Stakeholder Surveys

- The committee reviewed 12 survey responses received to date; 8 of the 12 responders have requested to speak with the Personnel Committee. Greg Ward or the other members will contact those individuals.

Search Firm Selection

- Karissa Weight has contacted a couple search firms and will continue this process.
- The Personnel Committee will share the anticipated timeline at the next board meeting.
- All candidates selected to interview (internal & external) will be handled by the search firm.

**PUBLIC COMMENT**

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1. None

**ADJOURNMENT**

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1. Greg Ward moved the meeting be adjourned at 6:12 pm.

*signed*  
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Greg Ward, Chair

*signed*  
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Bonnie Wohlfert, Secretary