



Memorandum

TO: Chair and Members of the Personnel and Finance Committee

FROM: Mark Papko
Executive Director

DATE: January 27, 2026

SUBJECT: Request Fill Position Vacant for More Than Six Months

County Ordinance 29.52(15) requires the Personnel and Finance Committee and the County Executive to approve filling positions that are vacant longer than six (6) months. Position #3104, Skilled Laborer-Airport, has not been filled for greater than six (6) months.

What is the nature of the work or what is the essential function of the position?

This position is responsible for the maintenance, repair, and condition of airport grounds, buildings, and surface areas; to perform manual labor; to operate light, medium, and heavy-size motorized equipment; to perform airfield snow and ice removal; to serve as lead worker as assigned; and to perform related duties as required.

How has this function been fulfilled without this position?

Other employees in the same classification in the Airfield Maintenance division have performed these duties, including on overtime.

What will be the impact on the Department's function and mission if the position remains vacant?

The division requires full staffing to effectively perform maintenance and repair activities, including the performance of airfield snow removal duties. If the position is not filled, the Airport would need to cover this position's duties with other employees on overtime.

Thank you for your consideration of this request.