



MEMORANDUM

TO: Chair and Members of the Personnel and Finance Committee

FROM: Kimberly S. Jones, Airport Director

DATE: September 25, 2024

RE: Airport 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. The Airport requests to fill a position at the Dane County Regional Airport that has not been filled for greater than six (6) months. This position was included in the 2024 budget, but was not filled for reasons described below.

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

Manager of Operations and Public Safety (1.0 FTE, POS#3544): This position was recommended by the management consulting firm, Inspired Strategies, LLC., which evaluated the Airport's Operations and Maintenance divisions in 2023. The Airport's growth, expanding operation, and increasing regulatory mandates requires the addition of an operations and public safety position to meet all needs of that division. This position was approved in the 2024 budget, however another position required filling prior to this position.

How has this function been fulfilled without this position?

This is a new position and the current duties have been completed by the Director of Operations and Public Safety

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

The Airport will not have adequate resources to address the growth and needs of the department. The operation continues to grow as well as the regulatory requirements placed upon the airport due to this growth.

Thank you for your consideration of this request.