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2025 RES-125

**AUTHORIZING RECLASSIFICATION OF CUSTOMER EXPERIENCE MANAGER TO
DEPUTY AIRPORT DIRECTOR, BUSINESS DEVELOPMENT MANAGER TO DIRECTOR OF
BUSINESS DEVELOPMENT, MARKETING MANAGER TO STEAMFITTER, AND AIRFIELD
MAINTENANCE SUPERVISOR TO AIRPORT MAINTENANCE CREW LEADER; AND
FILLING POSITIONS VACANT FOR LONGER THAN SIX MONTHS AT THE DANE COUNTY
REGIONAL AIRPORT**

The Dane County Regional Airport ("Airport") requests reclassification of: (1) the vacant Customer Experience Manager (no position #, P8) to Deputy Airport Director (M16); (2) the vacant Business Development Manager (no position #, P10) to Director of Business Development (M13); (3) the vacant Marketing Manager (no position #, M12) to Steamfitter (\$48.57); and (4) the vacant Airfield Maintenance Supervisor (no position #, M10) to Airport Maintenance Crew Leader (F18). The Department of Administration – Employee Relations Division recommends approval of these requests. The Airport also requests authorization to fill these four positions and a vacant Deputy Airport Director (#1728 M16), all of which have been vacant for more than six months.

The organizational chart of the Airport has evolved to meet its current needs. The Airport's 2025 budget created four new positions with placeholder titles and classifications, anticipating potential changes before the positions are filled. The requested reclassifications for those positions better reflect the Airport's needs and align with the anticipated organizational chart realignment.

The Airport currently has two Deputy Airport Directors, one covering Operations and Planning, the other Finance and Administration. Reclassifying the vacant Customer Experience Manager would create a third Deputy Airport Director to lead Communications and Strategy for the Airport. This position would lead Business Development, Marketing and Communications, and Air Service. The growing need to have all of these lines of business in sync, ensuring consistent messaging and outward strategy is paramount to the continued growth of the Airport.

The Airport had previously approved/planned in its 2025 budget the addition of a Business Development Manager. This reclassification would raise the level of that position to be equivalent with its peers performing similar levels (Director of Air Service and Director of Marketing and Communications) but different scopes of work. This position would lead all business development on airport property as well as coordinate any adjacent airport development. The qualifications needed for this position go above what is currently required of the existing Manager level.

The Airport has historically had 2.0 Steamfitter positions. Most recently one of those positions has been converted to a Lead Building Trades Worker to cover a growing need/gap in overall building trades coordination. Reclassifying the vacant Marketing Manager would plus up the Steamfitters from the current 1.0 status back up to the historical 2.0 to cover the majority of 1st and 2nd shift.

A management consulting firm reviewed the Airport's Operations and Maintenance Divisions in 2023 and recommended an Airfield Maintenance Supervisor position. This position was added in the Airport's 2025 budget. However, the Airport's maintenance management staff have reviewed the current needs of the Airfield Maintenance division and the division's most immediate needs are better addressed by an additional Airport Maintenance Crew Leader.

51 The Deputy Airport Director position covering Operations and Planning has been vacant
52 since the former incumbent retired in 2020. However, that position is still necessary to maintain
53 continuity among Planning and Development, Facilities and Maintenance, and Operations and
54 Public Safety. As such, the Airport requests authorization to fill the vacant Deputy Airport Director
55 position that has been vacant since 2020.
56

57 **NOW, THEREFORE, BE IT RESOLVED** that the Dane County Board of Supervisors
58 authorizes the reclassification of Customer Experience Manager (no position #, P8) to Deputy
59 Airport Director (M16) commensurate with the Department of Administration – Employee
60 Relations Division recommendation;
61

62 **BE IT FURTHER RESOLVED** that the Dane County Board of Supervisors authorizes the
63 reclassification of Business Development Manager (no position #, P10) to Director of Business
64 Development (M13) commensurate with the Department of Administration – Employee Relations
65 Division recommendation;
66

67 **BE IT FURTHER RESOLVED** that the Dane County Board of Supervisors authorizes the
68 reclassification of Marketing Manager (no position #, M12) to Steamfitter (\$48.57) commensurate
69 with the Department of Administration – Employee Relations Division recommendation;
70

71 **BE IT FURTHER RESOLVED** that the Dane County Board of Supervisors authorizes the
72 reclassification of Airfield Maintenance Supervisor (no position #, M10) to Airport Maintenance
73 Crew Leader (F18) commensurate with the Department of Administration – Employee Relations
74 Division recommendation; and
75

76 **BE IT FINALLY RESOLVED** that four aforementioned positions and position #1728,
77 which have been vacant for more than six months, are authorized to be filled pursuant to Dane
78 County Ordinance 29.52(15).
79