



Memorandum

To: Chair and Members of the Personnel and Finance Committee

From: Mark Papko
Executive Director

Date: July 23, 2026

Subject: Request to Fill Position Vacant for More Than Six Months, Position #1728.
Deputy Airport Director – Operations and Planning.

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 #1728, Deputy Airport Director – Operations and Planning, has not been filled for greater than six (6) months. Filling this position was previously recommended by Department of Administration – Employee Relations and approved by the County Board as part of 2025 – RES-125. There is now a need to fill this position.

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

This position is responsible for directing airport operations, facilities and maintenance, safety and security needs. This position is also responsible for the planning and implementation of the Airport's Capital Improvement Plan.

How has this function been fulfilled without this position?

Duties were covered by other airport staff including the Airport Director. The Deputy Airport Director position covering Operations and Planning has been vacant since the former incumbent retired in 2020. The upcoming airport Capital Improvement Plan and Airport Master Plan has pushed the need to fill this role finally.

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

Projects critical to safety, security, and growth of airport will be at risk of not getting completed.

Thank you for your consideration.