

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Southern Wisconsin Regional Airport Board  
INITIATED BY



Gregory A. Cullen, C.M. Airport Director  
DRAFTED BY

Sothern Wisconsin Regional Airport Board  
SUBMITTED BY

June 14, 2021  
DATE DRAFTED

### AUTHORIZING TEMPORARY DOUBLE FILL OF AIRPORT SECRETARY II POSITION

- 1 **WHEREAS**, Rock County owns an airport known as the Southern Wisconsin Regional
- 2 Airport; and,
- 3
- 4 **WHEREAS**, the current Secretary II is retiring effective September 7, 2021; and,
- 5
- 6 **WHEREAS**, this Secretary II has worked at the Airport for over 23 years and handles all
- 7 administrative tasks that relate to the day to day operation of the airport that are not performed
- 8 by the Airport Director, many of which are unique and specific only to the airport; and,
- 9
- 10 **WHEREAS**, a period of double filling this position will allow a newly hired Secretary II to
- 11 have access to training from a long-term incumbent of the position with the specific
- 12 knowledge base required to perform the duties of this position; and,
- 13
- 14 **WHEREAS**, the Airport Department has sufficient funds in the 2021 budget to pay for the
- 15 overlap of the position; and
- 16
- 17 **WHEREAS**, the Airport Department requests the County Board permit a temporary double-
- 18 fill of the airport's Secretary II position effective August 9<sup>th</sup>, 2021 and extending until the
- 19 current Secretary II retires on September 7<sup>th</sup>, 2021.
- 20
- 21 **NOW THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors
- 22 duly assembled this 24th day of June, 2021, does hereby authorize the temporary double
- 23 fill of one Secretary II position from August 9<sup>th</sup>, 2021 through September 7<sup>th</sup>, 2021.

Respectfully Submitted:

SOUTHERN WISCONSIN REGIONAL  
AIRPORT BOARD

/s/ Brent Fox  
Brent Fox, Chair

/s/ Rick Richard  
Rick Richard, Vice Chair

/s/ Dave Homan  
Dave Homan

/s/ Eric Baker  
Eric Baker

/s/ Dick Cope  
Dick Cope

/s/ Greg Johnson  
Greg Johnson

/s/ Joe Quint  
Joe Quint

/s/ Christine Rebout  
Christine Rebout

/s/ Katie Reese  
Katie Reese

COUNTY BOARD STAFF COMMITTEE

/s/Richard Bostwick  
Richard Bostwick, Chair

/s/Wes Davis  
Wes Davis, Vice Chair

/s/Tom Brien  
Tom Brien

/s/Kevin Leavy  
Kevin Leavy

/s/Louis Peer  
Louis Peer

/s/J. Russell Podzilni  
J. Russell Podzilni

/s/Bob Yeomans  
Bob Yeomans

/s/Alan Sweeney  
Alan Sweeney

/s/Mary Beaver  
Mary Beaver

LEGAL NOTE:

The County Board is authorized to take this action  
Pursuant to sec. 59.22(2), Wis. Stats.

Richard Greenlee  
Corporation Counsel

FISCAL NOTE

Sufficient funds are included in the 2021 budget to  
cover the cost of the double fill.

/s/Sherry Oja

Sherry Oja  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith  
County Administrator

## EXECUTIVE SUMMARY

### AUTHORIZING TEMPORARY DOUBLE FILL OF AIRPORT SECRETARY II POSITION

Mrs. Cynthia Hevel has been an outstanding and dedicated Rock County employee for 27 years. For the past 23 ½ years, she has been the glue that holds the Southern Wisconsin Regional Airport together. As the Airport Specialist and recent position description change of Secretary II, she is typically the main focal point of all tenant interaction. She coordinates all of the airport's financial invoicing, payment collections, and budget projections. She handles all of the new lease agreements and T-Hangar rental agreements. She maintains all of the FAA Part 139 training documentation, Airport Compliance Manual updates, and prepares all records for annual inspection. She manages the deer and turkey hunting program. She maintains the airfield driver training program records. She operates the snow control desk during snow removal operations and communicates with tenants about field conditions. She issues Notices to Airmen as appropriate and coordinates with the Control Tower. Additionally, she manages the conference room reservation system with multiple users, prepares Airport Board agendas and minutes, answers telephones, collects mail, coordinates with team members, and other tasks as assigned.

Cynthia's experience and knowledge of airport operations will surely be missed. She has done a great job communicating her retirement intentions for more than a year. A request was made last summer to increase administrative payroll funding to allow some overlap between Cynthia and a new person. Four weeks of administrative funds were approved in the 2021 budget. The new hire won't be at Cynthia's level even with 4 weeks of overlap, but it will be much better than no overlap at all.

Recommend approving.

Respectfully submitted,

Gregory A. Cullen, CM  
Airport Director