

25 April 2024

To: Personnel Committee

Re: Request to Change Job Title

Since Mr. Higgins was hired as Assistant Airport Manager his duties have evolved into more of an operations supervisor.

Mr. Higgins performs duties that are more consistent as an Operations Supervisor (training, safety, security, personnel deployment, equipment maintenance, fueling, etc.) as defined by other Part 135 airports.

I have discussed this change with Mr. Higgins, and he agrees, as time does not permit him to engage with contracts and grants. I therefore request that his job title be changed from Assistant Airport Manager to Airfield Operations Supervisor. There is no change in pay rate with this title change.

Respectfully



**Steven Smigelski**  
Airport Manager  
Alpena County Regional Airport