



COUNTY OF HUMBOLDT

For the meeting of: 9/9/2025

File #: 25-1059

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Amend the Salary for the Director of Aviation Classification

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the Resolution (Attachment 1) approving the amendment of the Compensation Plan Between the County of Humboldt and Elected & Appointed Department Heads; and
2. Adopt the Compensation Schedule effective Sept. 14, 2025 (Attachment 2) to increase the salary of the Director of Aviation.

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3003 - Enhance employee recruitment and retention

DISCUSSION:

Humboldt County requested a salary analysis from Liebert, Cassidy, and Whitmore (LCW) for the Director of Aviation classification due to recruitment and retention challenges. In a recent recruitment, the top candidate declined the position based on salary concerns. The current salary for the Director of Aviation classification is among the lowest among department head classifications.

Under general policy direction by the Board of Supervisors, the Director of Aviation plans, organizes, coordinates, and directs the programs and activities of the County's Aviation Department. The Director provides expert professional assistance to County management staff and is responsible for the operation, maintenance and development of aviation facilities and airfields, and related matters.

The County's Aviation Department operates six airports under the management of the Director of Aviation: California Redwood Coast - Humboldt County (ACV) (aka Arcata-Eureka Airport), Murray Field Airport (EKA), Rohnerville Airport (FOT), Garberville Airport (O16), Dinsmore Airport (D63), and Kneeland Airport (O19). The Aviation Department is currently organized with the classifications of Director of Aviation, Airport Operations Manager, Senior Administrative Analyst, Administrative Analyst I/II, Supervising Airport Service Worker, Airport Service Worker, Senior Building Maintenance Custodian, and Building Maintenance Custodian.

The education and experience required for the Director of Aviation is a four-year college degree with major course work in aviation, public administration, management, facilities/construction management, or a closely related field, and five years of supervisory or administrative experience in aviation and airfield management which has included program planning, development and

administration and working with community organizations. Certification through the American Association of Airport Executives (AAAE) as an Accredited Airport Executive is highly desirable.

The LCW consultant analyzed California airport data and identified 10 comparator agencies for the base salary survey. The comparator agencies were Inyo County, Kern County, Monterey Peninsula Airport District, City of Redding, San Bernardino International Airport Authority, San Diego County, San Joaquin County, San Luis Obispo County, Santa Maria Public Airport District, and Sonoma County. Humboldt County's Director of Aviation classification has a maximum salary that is 22.67% below the comparator median, and after adjusting for the cost of labor, the classification is 15.79% below the comparator median.

After considering the salary survey results and internal equity, Human Resources recommends aligning the Director of Aviation at the same salary as the Chief Probation Officer. The proposed placement would increase the salary by 18.12%, bringing it very close to the comparator median when adjusted for the cost of labor.

SOURCE OF FUNDING:

Aviation Fund (3530)

FINANCIAL IMPACT:

Expenditures (3530-381)	FY25-26	FY26-27 Projected*
Budgeted Expenses	<u>\$32,220</u>	<u>\$232,065</u>
Additional Appropriation Requested		
Total Expenditures	<u>\$32,220</u>	<u>\$232,065</u>

**Projected amounts are estimates and are subject to change.*

Funding Sources (3530-381)	FY25-26	FY26-27 Projected*
Aviation Fund	<u>\$32,220</u>	<u>\$232,065</u>
Total Funding Sources	<u>\$32,220</u>	<u>\$232,065</u>

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

The current annual salary for the Director of Aviation at Step 1A is \$194,227, including benefits. If approved, the recommended salary adjustment would increase the annual salary at Step 1A to \$226,447- a difference of \$32,220. Although this increase was not included in the fiscal year (FY) 2025-26 adopted budget in Fund 3530, Budget Unit 381 - Aviation, it is anticipated, due to the vacancy of the Director of Aviation position that there will be sufficient salary appropriations to fund this increase for the remainder of the year. For future years the department has a number of revenue-generating opportunities that this position will be responsible for moving forward.

STAFFING IMPACT:

The increase in salary range has no staffing impact.

OTHER AGENCY INVOLVEMENT:

Liebert, Cassidy, and Whitmore (LCW)

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to approve these recommendations presented by the Human Resources Department; however, it is not recommended as potential recruitment and retention issues would remain.

ATTACHMENTS:

Attachment 1 - Resolution

Attachment 2 - 2025-09-14 Compensation Schedule

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

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