



COUNTY OF HUMBOLDT

For the meeting of: 4/21/2026

File #: 26-365

To: Board of Supervisors

From: Aviation

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Authorize the Director of Aviation or their Designee to Execute Humboldt County General Aviation Airport Special Event Agreements (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the attached Humboldt County Airports Special Events Application and Agreement Template; and
2. Authorize the Director of Aviation or their designee to execute Humboldt County General Aviation Airport Special Event Agreements using the attached template. (4/5 Vote Required)

STRATEGIC PLAN:

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

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:

The Department of Aviation has created the Humboldt County Airports Special Events Application and Agreement to standardize the process for use of county owned General Aviation airports for special events. The application and agreement convey the requirements and obligations, and terms and conditions associated with using county owned General Aviation airports for special events and has been approved by County Counsel and Risk Management.

Authorizing the Director of Aviation or their designee to sign and execute agreements will streamline the applicant approval process and provide applicants with adequate time for event planning, including securing proper insurance coverage. This will also allow the Department of Aviation sufficient time to coordinate event scheduling, issue any necessary staff coverage, and airport and aviation related notifications.

SOURCE OF FUNDING:

Aviation Enterprise Fund (3530)

FINANCIAL IMPACT:

Narrative Explanation of Financial Impact:

Costs associated to special events at General Aviation airports are included in the Humboldt County Schedule of Rates and is currently established at \$75 per hour plus actual cost. There is no negative impact to the Aviation Enterprise Fund (3530).

STAFFING IMPACT:

There may be minimal staffing impacts for special events at General Aviation airports primarily with the application process and staff time to assist at events.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion

ATTACHMENTS:

Humboldt County Airports Special Event Application and Agreement Template

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A