



COUNTY OF HUMBOLDT

For the meeting of: 4/14/2026

File #: 26-298

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Authorize the Payment of 5% Above Base Salary for Travis Smith, County Administrative Office Project Manager, While Performing the Principal Duties of the Airport Operations Manager (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize an increase in pay of 5% as additional compensation calculated on base salary, for Travis Smith, County Administrative Office (CAO) Project Manager, while performing the principal duties of the Airport Operations Manager under the Humboldt County Salary Resolution, Section 7, effective April 12, 2026. (4/5 Vote Required)

STRATEGIC PLAN:

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

Area of Focus: Workforce & Operational Excellence
Strategic Plan Category: 3001 - Support a well-trained workforce

DISCUSSION:

On April 10, 2026, the Airport Operations Manager will retire, creating an immediate and critical vacancy in a key operational leadership role at the Department of Aviation. Recruitment for this position opened on March 11, 2026, and, while initially scheduled to close on April 8, 2026, will remain open until filled to ensure the strongest possible candidate pool.

Given the timing of this transition, coupled with the recent shift of the Aviation Director to an Interim Director role performing remote work, it is essential that experienced, on-site operational leadership be maintained to support airport staff, ensure regulatory compliance, and provide continuity of services to the aviation community.

To address this gap, Travis Smith has been working alongside the current Airport Operations Manager since March 27, 2026, to gain critical operational knowledge and provide interim Airport Operations Manager-level support. This effort is intended to stabilize day-to-day operations and maintain continuity during the recruitment and onboarding process. The recruitment, selection, and onboarding process are expected to take at least a month or more, underscoring the importance of maintaining experienced leadership presence at the airport during this transition. The additional responsibilities assumed by the CAO Project Manager reflect the necessity of ensuring uninterrupted airport operations during this period.

SOURCE OF FUNDING:

ADA ISF (3552)

FINANCIAL IMPACT:

Expenditures (3552-152)	FY25-26
Budgeted Expenses	<u>\$1,408</u>
Additional Appropriation Requested	
Total Expenditures	<u>\$1,408</u>

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

Funding Sources (3552-152)	FY25-26
Aviation Fees	<u>\$1,408</u>
Total Funding Sources	<u>\$1,408</u>

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

Narrative Explanation of Financial Impact:

The total annual salary and benefit cost for the Airport Operations Manager at step 1A is \$141,322 in fund 3530 budget unit 381. The annual salary associated to the proposed increase equals \$1,408 in fund 3552 budget unit 152 for the remainder of Fiscal Year 2025-26. The staff time spent at Aviation will be recouped through the ADA Internal Service Fund (ISF) true-up process. This increase in pay shall be retroactive to the beginning of the April 12, 2026, pay period.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

Approving the salary increase for Travis Smith will not result in a staffing impact to the Department of Aviation, the department will continue to operate without a permanent Airport Operations Manager until the vacancy is filled.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A