



COUNTY OF HUMBOLDT

For the meeting of: 12/16/2025

File #: 25-1443

To: Board of Supervisors

From: Aviation

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Extension of Extra-Help Hours Past the 960-Hour Limit for the Department of Aviation 3530-381 (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve a waiver of the 960-hour extra-help limitation for Scott Poplin and an extension of 960 hours, to a maximum of 1,920 hours for Fiscal Year (FY) 2025-26, pursuant to Section 7 of the Humboldt County Salary Resolution (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 is comprised of 15 full-time positions that operate and manage six county-owned airports. Extra-help staff are used for assistance on airfield maintenance, terminal and facilities cleaning and maintenance, aircraft fueling, escorting, regulatory compliance, airport maintenance projects, and other related duties as assigned. Due to increased airline service, capital projects, and covering staff leave time, the Department of Aviation relies on extra-help positions to ensure completion of the increased workload and reduce overtime demand on full-time employees.

Scott Poplin has become fuel and fire certified and plays a critical role in mandatory coverage of the County of Humboldt's commercial service airport. Mr. Poplin provides staff coverage for staff leave time. Therefore, the Department of Aviation is requesting an extension of extra-help hours to a maximum of 1,920 hours through the remainder of fiscal year (FY) 2025-26. The requested extension of extra-help hours is necessary to maintain the level of service and manage the workload during the remainder of the FY.

SOURCE OF FUNDING:

Aviation Enterprise Fund (3530-381)

FINANCIAL IMPACT:

Expenditures (3530, 381)	FY25-26
Budgeted Expenses	\$18,432

Additional Appropriation Requested	
Total Expenditures	<u>\$18,432</u>

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

Funding Sources (3530, 381)	FY25-26
Fees/Other	<u>\$18,432</u>
Total Funding Sources	<u>\$18,432</u>

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

Narrative Explanation of Financial Impact:

The estimated salary and benefit cost for the requested extension of extra-help hours is \$18,432. Due to salary savings from current vacant positions and reduced demand of overtime for full-time employees, there are sufficient funds budgeted to cover the additional cost.

Extra-help employees that work more than 1000 hours in a fiscal year are subject to paying into the California Public Employee Retirement System ("PERS"). The additional costs for PERS have not been included in the above-mentioned estimated salary cost for the requested extension of extra-help hours.

STAFFING IMPACT:

Extra-help hours will allow for continued operations of the Department of Aviation while providing critical service support to ensure completion of the increased workload.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose to deny the requested extension of extra-help hours. However, this alternative is not recommended as doing so would create an increased workload for existing staff and reduce the service provided to the community.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A