



COUNTY OF HUMBOLDT

For the meeting of: 11/12/2024

File #: 24-1430

To: Board of Supervisors

From: Aviation

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Professional Services Agreement with Volaire Aviation, Inc. Regarding the Provision of Air Service Development Consultation Services

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve, and authorize the Humboldt County Purchasing Agent, or a designee thereof, to execute, the attached Professional Services Agreement with Volaire Aviation, Inc. regarding the provision of air service development consultation services for the period of July 1, 2024, through June 30, 2025; and
2. Authorize the Acting Director of Aviation, or a designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with Volaire Aviation, Inc., after review and approval by County Counsel, Risk Management, and the County Administrative Office; and
3. Direct the Clerk of the Board to provide the Department of Aviation and the County Administrative Office with one (1) fully executed certified copy of the Board order related to this item.

STRATEGIC PLAN:

The recommended actions support the following areas of the Board of Supervisors' Strategic Plan:

Area of Focus: A Diverse, Equitable & Robust Economy

Strategic Plan Category: 2001 - Promote strong economic resiliency and growth

DISCUSSION:

The Humboldt County Department of Aviation operates the region's sole commercial service airport - California Redwood Coast-Humboldt County Airport ("ACV"). The Department of Aviation, assisted by the County Administrative Office - Economic Development Division regularly meets with airline representatives considering starting, or expanding, airline service to and from ACV. These meetings require region specific market metrics, specific expertise in strategic air service planning, airline data analytics, airline schedule analysis, airport cost and pricing analysis and air service marketing analysis.

Voltaire Aviation, Inc. has previously assisted with development of in-depth passenger leakage studies, grant applications for funding made available through the Small Community Air Service Development Program. Much of Voltaire Aviation, Inc's work has helped lead to grant awards, new airline recruitments and retainage of airline services.

The attached professional services agreement will allow Voltaire Aviation, Inc. to conduct a long-overdue drive diversion and passenger leakage study to determine local airports within the region that travelers are utilizing instead of ACV to take advantage of lower rates or more convenient airline services. This study will enable the Department of Aviation to identify key areas of improvement and opportunity to stay competitive in the region. Voltaire Aviation, Inc. will also be responsible for developing presentations for, and attending, various airline service meetings and conferences and assisting with airline recruitment efforts for

the period of July 1, 2024 through June 30, 2024. It should be noted that the attached professional services agreement with Volaire Aviation, Inc. comes to the Board after the start date thereof due to inadvertent delays that occurred during the contract development process.

Accordingly, it is recommended that the Board authorize the Humboldt County Purchasing Agent, or a designee thereof, to execute, the attached professional services agreement regarding the provision of air service development consultation services for the period of July 1, 2024 through June 30, 2025. It is also recommended that the Board authorize the Acting Director of Aviation, or a designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with Volaire Aviation, Inc., after review and approval by County Counsel, Risk Management and the County Administrative Office, in order to avoid any unnecessary delays in the provision of needed air service development consultation services.

SOURCE OF FUNDING:

Aviation Enterprise Fund (3530-381)

FINANCIAL IMPACT:

Expenditures (3530-381)	FY24-25
Budgeted Expenses	\$45,000.00
Total Expenditures	\$45,000.00
Funding Sources (3530-381)	FY24-25
State/Federal Funds	\$45,000.00
Total Funding Sources	\$45,000.00

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

The attached professional services agreement with Volaire Aviation, Inc. has a maximum amount payable of Forty-Five Thousand Dollars (\$45,000.00) for the period of July 1, 2024 through June 30, 2024. However, in the event local, state or federal funding is reduced or eliminated, the County of Humboldt may reduce the above-referenced maximum amount payable or terminate the attached professional services agreement with Volaire Aviation, Inc. in its entirety.

Expenditure appropriations related to the attached professional services agreement with Volaire Aviation, Inc. have been included in the adopted fiscal year 2024-2025 budget for the Department of Aviation budget unit 3530-381. Funding for the attached professional services agreement with Volaire Aviation, Inc. is available through Small Community Air Service Development Program grant awards received by the Department of Aviation. As a result, approval of the attached professional services agreement with Volaire Aviation, Inc. will not impact the Humboldt County General Fund.

STAFFING IMPACT:

Approval of the attached professional services agreement with Volaire Aviation, Inc. will not impact current staffing levels.

OTHER AGENCY INVOLVEMENT:

United States Department of Transportation

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the attached professional services agreement with Volaire Aviation Inc. regarding the provision of air service development consultation services. However, this alternative is not recommended as Volaire Aviation, Inc. has industry-specific knowledge and data analysis tools needed to assist the Department of Aviation with air service development and related grant preparation.

ATTACHMENTS:

1. Professional Services Agreement with Volaire Aviation, Inc. Regarding the Provision of Air Service Development Consultation Services

PREVIOUS ACTION/REFERRAL:

File #: 24-1430

Meeting of: 08/09/2022
File No.: 22-884