



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** General Services  
**Department No.:** 063  
**For Agenda Of:** September 12, 2023  
**Placement:** Administrative  
**Estimated Tme:** N/A  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** General Services Kirk Lagerquist, Director (560-1011)  
Contact Info: Patrick Zuroske, Assistant Director (568-3096)  
**SUBJECT:** Santa Ynez Valley Airport Improvement Program Grant 23 (AIP 23) Project #22011 – Authorization to Execute FAA Grant for North Tie-Down Apron Rehabilitation (Design Only); Third District

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence: Santa Ynez Airport Authority**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve, ratify and authorize the Director of General Services to execute the Federal Aviation Administration (FAA) Grant Agreement No. 3-06-0243-023-2023 (Grant Agreement), of an amount not to exceed \$129,222.00, for the North Tie-Down Apron rehabilitation (Design Only) project described in the attached AIP 23 Grant Agreement;
- b) Authorize the Director of General Services to act as agent on behalf of the County of Santa Barbara pertaining to the acceptance of the Grant Agreement and the Offer therein (Offer), which includes ratifying and adopting the assurances, statements, representations, warranties, covenants and agreements contained in the attached AIP 23 application;
- c) Adopt a Resolution authorizing the submittal of an application, acceptance of an allocation of funds, and execution of a grant agreement with the State of California, Department of Transportation (CalTrans) for an Airport Improvement Program (AIP) Matching Grant of approximately \$6,461.00; and
- d) Find that the project was determined by your Board to be exempt from the provisions of the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15302 on

November 29, 2022, that a Notice of Exemption was filed on that basis, and that the above actions are within the scope of that Notice of Exemption.

**Summary Text:**

This item is being brought to the Board to approve and accept an FAA Grant Agreement to for design services to maintain and modernize the Santa Ynez Valley Airport facilities. The project, known as Airport Improvement Project (AIP) Grant 23, was proposed by the Santa Ynez Valley Airport Authority (SYVAA) which manages the airport under lease on behalf of the County. The estimated total cost of the design-only project is \$143,580.00. The project is funded primarily by federal grants from the FAA, with any remaining funding coming from California Department of Transportation (Caltrans) and the SYVAA.

**Background:**

The County's airport near Santa Ynez is operated by the SYVAA. The County, as owner, is also the FAA Sponsor. As the FAA Sponsor, the County may apply for and receive federal grants on a yearly basis as part of a five-year ACIP previously approved by the County and FAA. The ACIP is consistent with the SYVAA's Airport Layout Plan (ALP), last approved by the County on September 18, 2012, and by the FAA on August 1, 2013.

On November 08, 2022, County and Santa Ynez Valley Airport Authority representatives had a videoconference with the FAA to discuss the ACIP. Following this meeting and with the consent of the FAA, an Application for Federal Assistance was completed and sent to the FAA to secure funds for the AIP 23 project.

On August 21, 2023, the FAA issued the grant agreement offer with a required execution date no later than September 14, 2023. AIP 23 project is funded for design only. Construction of the AIP 23 design would occur in the AIP 25 project, provided that future grant funds are available. With approval of the proposed actions, General Services will file an application for FAA and CalTrans grant funding. The FAA requires 2023 grant agreement offers be executed and received no later than September 14, 2023. If Recommendation b) is approved, it will authorize the director of General Services to sign and submit the Grant Agreement Offer before the September 14th deadline. Upon receipt and execution of the FAA Grant Agreement Offer, if recommendation c) is approved, the County will apply for the State AIP Matching Grant and accept the State AIP Matching Grant. The State AIP Matching Grant application and grant agreement are not yet available. However, staff anticipates that the applicant and grant agreement will be in a form substantially similar to the prior grant application and agreement for AIP 17, included herewith as Attachments 5 and 6.

The AIP Grant 23 project will implement the design necessary to solicit bids and procure a construction contract. AIP 23 will provide design details to fulfill the following scope of work: Pavement crack filling, re-sealing, and re-painting of the pavement markings on the North Tie Down Aprons and Taxiways (Estimated construction cost: \$700,000). This work will maintain the apron pavement surfaces, which are critical to airport operations.

The FAA has tentatively allocated funds to the ACIP 23 Project. The allocation of federal funds is the first step leading to the issuance of a grant offer. The FAA requires grant applications be executed upon receipt. The recommended actions will authorize the director of General Services to sign and submit the Grant Agreement upon receipt. Staff plan to return to the Board for approval of a construction contract once grant funding for the construction is secured.

The design cost is estimated at \$143,580.00. Approval of the recommended actions will allow the FAA Grant Agreement to be executed, with the design and construction documents projected by Fall of 2024, and bidding in February 2025. Funding for construction will be sought through a separate FAA grant.

**CEQA:**

On November 29, 2022 the Board determined that the project is categorically exempt as it consists of maintenance, repair, minor improvements and alterations of existing public structures, facilities and topographical features, with negligible expansion of use beyond existing at the time of the lead agency’s determination in accordance with 15302. A Notice of Exemption (Attachment 2) was filed in accordance with the Boards November 29, 2022 direction. The AIP Grant 23 project is within the scope of that Notice of Exemption. This exemption includes existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities (this includes road grading for the purpose of public safety). A National Environmental Policy Act (NEPA) categorical exclusion document has been submitted to and approved by the FAA under similar justification.

**Fiscal Analysis:**

| <b>Funding Sources</b> | <b>Current FY Cost:</b> | <b>Annualized On-going Cost:</b> | <b>Total One-Time Project Cost</b> |
|------------------------|-------------------------|----------------------------------|------------------------------------|
| General Fund           |                         |                                  |                                    |
| State                  |                         |                                  | \$ 6,461.00                        |
| Federal                |                         |                                  | \$ 129,222.00                      |
| Fees                   |                         |                                  |                                    |
| Other: SYVAA Applicant |                         |                                  | \$ 7,897.00                        |
| <b>Total</b>           | \$ -                    | \$ -                             | \$ 143,580.00                      |

Narrative:

Funding is provided by grants from the FAA, State AIP Matching Grant from the Caltrans - Aeronautics Program, and a local match from the SYVAA. Ninety percent (90%) of the project is funded by the FAA (\$129,222.00). The SYVAA pays the remaining ten percent (10%) (\$7,897.00) in accordance with the lease agreement between the County and the SYVAA. Only after application and FAA’s grant approval will the Caltrans portion be applied for and, if granted, may be used to reimburse the SYVAA for 4.5% of the project cost (\$6,461.00). No County General Fund dollars are being used on this project.

This project was recommended for funding in the FY 2023/2028 Airport Capital Improvement Program. Once the grant is approved, staff will return to the Board at a future meeting with a budget revision to appropriate the funds in Fund 0052, Dept. 063, Account 8200, Program 1920, Project 22011.

**Key Contract Risks:**

Since FAA funding availability varies from year to year, the FAA and SYVAA work to prioritize the ACIP projects and to queue the projects accordingly. The opportunity to take advantage of these grant funded projects must be accomplished when offered, or the needed airport improvement projects will become delayed until future grant offers are available. The County has successfully completed numerous grant funded projects at the SYVA.

**Staffing Impacts:**

**Legal Positions:**  
0

**FTEs:**  
0

**Special Instructions:**

Please send one (1) copy of the Minute Order to John Green, GS Capital Projects, 912 W. Foster Road, Santa Maria.

**Attachments:**

1. AIP23 Grant Application
2. CEQA Notice of Exemption
3. CalTrans Grant Resolution
4. Grant Agreement No. 3-06-0243-023-2023
5. 2017 State AIP Matching Grant Application for AIP 17
6. 2017 State AIP Matching Grant Agreement for AIP 17

**Authored by:**

John Green, General Services – Capital Projects