



**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

**Submitted on:**  
**(COB Stamp)**

**Department Name:** General Services  
**Department No.:** 063  
**Agenda Date:** June 24, 2025  
**Placement:** Administrative Agenda  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** Majority

**TO:** Board of Supervisors  
**FROM:** Department Director(s): Kirk Lagerquist, Director  
Contact: John Green, Assistant Director

DocuSigned by:  
*Kirk Lagerquist*  
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**SUBJECT: Santa Ynez Valley Airport Improvement Program Grant 25, Project No. 22011 –  
Authorization to Execute FAA Grant for North Tie-Down Apron Rehabilitation  
(Construction Phase); Third Supervisorial District**

**County Counsel Concurrence**

As to form: Yes

**Other Concurrence:** Santa Ynez Valley Airport  
Authority

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Authorize the Director of General Services to act as agent on behalf of the County of Santa Barbara pertaining to the acceptance of an anticipated Federal Aviation Administration (FAA) Grant in amount not to exceed \$555,550.00 (FAA Grant) by executing the anticipated FAA Santa Ynez Valley Airport Improvement Program Grant 25 (AIG 25) Agreement setting forth the terms and conditions of such FAA Grant and the Offer therein (Offer), in a form substantially similar to the attached AIP 23 FAA Grant Agreement No. 3-06-0243-023-2023 (Attachment B), including ratifying and adopting the assurances, statements, representations, warranties, covenants and agreements contained in the attached Santa Ynez Valley Airport Improvement Program Grant 25 (AIG 25) application;
- b) Find that the recommended action is not a project under the California Environmental Quality Act (CEQA) pursuant to sections 15378(b)(4) and 15378(b)(5) of the CEQA Guidelines because it consists of administrative and fiscal activities of government that will not result in direct or indirect physical changes in the environment.

**Summary Text:**

This item is being brought to the Board to authorize the Director of General Services to act as agent on behalf of the County of Santa Barbara with respect to the acceptance of an anticipated Federal Aviation Administration (FAA) Grant, and execution of a FAA Grant Agreement (Agreement) governing the use of such funds, and the Offer. The Agreement will be for the construction phase of the North Tie-Down Apron rehabilitation at the Santa Ynez Valley Airport (Project). The Project, known as Airport Improvement Project Grant 25 (AIG 25), 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 construction is \$388,350. This phase of the Project will be funded primarily by federal grants from the FAA, with any remaining funding coming from the SYVAA.

**Background:**

The County's airport near Santa Ynez is operated by the SYVAA. The County, as the 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 Airport Capital Improvement Program (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. The AIP 23 project was defined as the design phase of the north tie-down apron rehabilitation at the Santa Ynez Valley Airport.

On August 21, 2023, the FAA issued the grant agreement offer for the AIP 23 project with a required execution date no later than September 14, 2023. On September 12, 2023, the Board authorized the director of General Services to sign and submit the AIP 23 Grant Agreement Offer before the September 14th deadline. On 09/13/2023, the Federal Aviation Administration Grant Agreement No. 3-06-0243-023-2023, in an amount not to exceed \$129,222.00, was executed for design of the North Tie-Down Apron rehabilitation project. The design is now complete and bids for construction were opened on June 2, 2025.

On June 10, 2025, the AIG 25 application (Attachment A) showing estimated construction costs was submitted to the FAA for the construction phase of the North Tie-Down Apron rehabilitation Project. Based on the grant process, the FAA will now prepare a Grant Agreement Offer (Offer). With approval of the recommended action a) and upon anticipated receipt and execution of the Offer, the County will then apply for a matching balance from the SYVAA.

The AIG Grant 25 Project will implement the construction phase 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: \$388,350). This work will maintain the apron pavement surfaces, which are critical to airport operations.

**Fiscal and Facilities Impacts:**

The approval of the recommended actions to accept the anticipated FAA Grant will have no fiscal or facility impacts. The table below identifies the funding sources for the construction phase of the SYVAA Project. Once the Grant Agreement is executed and funding secured for the Project, the construction contract award will be presented to the Board for approval.

<b>Funding Source</b>	<b>FY 2025/2026</b>			<b>Total</b>
General Fund				
State				
Federal FAA Grant	\$455,788.00			<b>\$455,788.00</b>
Fees				
SYVAA Match	\$99,762.00			<b>\$99,762.00</b>
<b>Total</b>	<b>\$555,550.00</b>			<b>\$555,550.00</b>

**Special Instructions:**

Please send one (1) copy of the Minute Order to Steven Manuel, GS Capital Projects, 912 W. Foster Road, Santa Maria and also email to [stmanuel@countyofsb.org](mailto:stmanuel@countyofsb.org).

**Attachments:**

**Attachment A** – AIG 25 Grant Application

**Attachment B** – Sample Grant Agreement

**Attachment C** – CEQA Not a Project Filing

**Contact Information:**

Steven Manuel  
Capital Projects Management Professional  
[stmanuel@countyofsb.org](mailto:stmanuel@countyofsb.org)