



August 5, 2026

Mr. Jason R. Anderson, PE
Director of Public Works/ City Engineer
City of Marshall
344 West Main Street
Marshall, MN 56258

Re: Proposal for Professional Planning Services
Clear Zone Acquisition Plan (CZAP)
Southwest Minnesota Regional Airport (MML)
TKDA Project No. 0024444.000

Dear Mr. Anderson:

Pursuant to our Professional Services Agreement dated March 10, 2025, TKDA is hereby authorized to proceed with the Planning Services in connection with the **Clear Zone Acquisition Plan** at the **Southwest Minnesota Regional Airport (MML)** hereinafter called the Project. Hereinafter, **City of Marshall** is referred to as the OWNER.

I. PROJECT DESCRIPTION

The Minnesota Department of Transportation Office of Aeronautics (MnDOT Aeronautics) recommends that the OWNER document the existing land ownership and control within the existing and future MnDOT Clear Zones in accordance with the standards established by the MnDOT Clear Zone Guidance Statement (2nd Revision). A Clear Zone Acquisition Plan (CZAP) will document Guidance exemptions to portions of the MnDOT Clear Zones that fee simple ownership is not feasible and/or there is partial clear zone fee simple ownership. Documentation of the CZAP will be provided to MnDOT Aeronautics for a written record of determination.

The project is intended to be funded in part by a grant from MnDOT Aeronautics. Base services will be requested for SFY 2027 funding from MnDOT Aeronautics.

Professional Services to be provided by TKDA for the Project include the following major items of work:

- Part A – Project Formulation
- Part B – Airport and Surrounding Vicinity Map
- Part C – Narrative Report
- Part D – Property Ownership Table
- Part E – Agency Coordination

II. SERVICES TO BE PROVIDED BY TKDA

The OWNER has requested that TKDA provide the following services for the Project:

A. PROJECT FORMULATION

1. Assist OWNER with preparing a grant-funding request to the MnDOT Office of Aeronautics.

B. AIRPORT AND SURROUNDING VICINITY MAP

1. Draft map depicting existing and future MnDOT Clear Zones at the airport and surrounding vicinity. All features within and adjacent to clear zones relevant to airport land use compatibility will be shown including:
 - i. Clear zone dimensions as established by the MnDOT Clear Zone Guidance Statement (inner/outer width and length based on approach type)
 - ii. Existing land ownership within clear zones, including parcels owned by the airport sponsor in fee simple
 - iii. Property interests proposed for future fee simple ownership
 - iv. Property interests neither proposed nor designated for future fee simple ownership

- v. Natural and manmade features, structures, and objects pertaining to the airport compatibility of land uses within and in the vicinity of clear zones, including those that may result in congregations of people or exceed height standards defined by Minnesota Administrative Rules Part 8800.1200
- vi. Denote mitigation measures that have been enacted to protect people and property, including all marked and/or lighted obstructions
- vii. Existing airport property boundary
- viii. Part 77 approach surface at ultimate airport build-out

C. NARRATIVE REPORT

1. Complete narrative report that provides a clear explanation of each factor contributing to the exception request that answers the question of why the airport sponsor is unable to comply with the MnDOT Clear Zone Guidance (i.e., 100 percent ownership of clear zones in fee simple). These factors include, but are not limited to, land lines, terrain, severability, unusual cost, and current ownership status.

D. PROPERTY OWNERSHIP

1. Prepare property ownership table that provides the following information for each parcel within the airport's clear zones:
 - i. Owner
 - ii. Estimated market value
 - iii. Existing land use (e.g., residential, light industrial, commercial, etc.)
 - iv. Distance of all buildings from extended runway centerline (if applicable)
 - v. Height of all buildings (if applicable)
 - vi. When the parcel is anticipated to be acquired and proposed funding source(s) (if applicable)

E. AGENCY COORDINATION

1. Facilitate MnDOT Aeronautics with submittal and review of CZAP including vicinity map, narrative report and property ownership table.
2. Address any revisions from MnDOT Aeronautics and resubmit for second review.
3. Document written letter of determination with OWNER.

III. ADDITIONAL SERVICES

If authorized in writing by the OWNER, we will furnish or obtain from others Additional Services of the types listed below which are not considered as basic services under this Proposal. Additional Services shall be billable on an Hourly Time and Materials basis and such billings shall be over and above any maximum amounts set forth in this Proposal.

- A. Additional agency coordination, other than those required for services listed in SECTION II, E.

IV. OWNER RESPONSIBILITIES

These responsibilities shall be as set forth in Article 9 of the Professional Services Agreement and as further described or clarified hereinbelow:

- A. Designate one individual to act as a representative with respect to the work to be performed, and such person shall have complete authority to transmit instructions, receive information, interpret and define policies, and make decisions with respect to critical elements pertinent to the Project. This individual shall be identified in the signature block area of this Proposal.
- B. Provide TKDA with access to the site as required to perform services listed in SECTION II.
- C. Provide reviews of materials furnished by TKDA in a reasonable and prompt manner so the Project schedule can be maintained.

V. PERIOD OF SERVICE

We would expect to start our services promptly upon receipt of your written acceptance of this Proposal and an executed State Grant Agreement. SECTION II services will be completed within twelve (12) months from this date of Authorization. The period of service is subject to change based on actual agency review timeframes.

VI. COMPENSATION

Compensation to TKDA for services provided as described in SECTION II of this Proposal shall be on a Lump Sum basis in an amount not to exceed **\$7,000.00**, as summarized below. Our detailed Project Fee Estimate is attached.

Section II.A: Project Formulation Phase (LUMP SUM)	\$1,400.00
Section II.B: Airport and Surrounding Vicinity Map Phase (LUMP SUM)	\$1,400.00
Section II.C: Narrative Report Phase (LUMP SUM)	\$1,400.00
Section II.D: Property Ownership Table (LUMP SUM)	\$1,000.00
Section II.E: Agency Coordination (LUMP SUM)	\$1,800.00
Total Not to Exceed Amount	\$7,000.00

Payment shall be made in accordance with Article 4 of the Professional Services Agreement.

The level of effort required to accomplish SECTION II services can be affected by factors which are beyond our control. Therefore, if it appears at any time charges for services rendered under SECTION II will exceed the above, we agree we will not perform services or incur costs which will result in billings in excess of such amount until we have been advised by you additional funds are available and our work can proceed.

VII. CONTRACTUAL INTENT

We thank you for the opportunity to submit this Authorization request. We agree this letter will constitute an authorization under our Professional Services Agreement upon signature by an authorized official of the City of Marshall and the return of a signed original to us. This Authorization request will be open for acceptance for **60** days, unless the provisions herein are changed by us in writing prior to that time. Please feel free to contact Dillon Petrowitz directly at 612.289.2631 or dillon.petrowitz@tkda.com if you have any questions.

Sincerely,



Dillon Petrowitz, CM
Project Manager



John W. Ahern, PE
Vice President-Aviation

Attachments: Project Fee Estimate
2026 Rate Sheet

ACCEPTED FOR CITY OF MARSHALL

By: _____
Signature Printed Name/Title Date

OWNER DESIGNATED REPRESENTATIVE:

Name/Title Phone Email

DYP:JWA:dad

Project Fee Estimate

Client:		City of Marshall							Date:	8/4/2026	
Project:		Southwest Minnesota Regional Airport - Clear Zone Acquisition Plan Project							By:	DYP	
Task	Task Description	Estimated Person Hours Required							Total Hours	Total Dollars	
		Vice President	Market Manager	Project Manager / Sr Reg Eng	Lead Airport Planner	Graduate Planner	GIS Specialist	Admin			
	Billing Rate/Hr x Multiplier	\$ 351	\$ 259	\$ 163	\$ 162	\$ 111	\$ 107	\$ 117			
A PROJECT FORMULATION PHASE											
1	Prepare MnDOT Grant Request Letter		2	2	2			2	8	\$ 1,402	
	SUBTOTAL HOURS	-	2	2	2	-	-	2	8		
	SUBTOTAL COST	\$ -	\$ 518	\$ 326	\$ 324	\$ -	\$ -	\$ 234		\$ 1,402	
Expenses:											
Travel & Subsistence (TS)										\$ -	
Miscellaneous (MI)										\$ -	
Reproduction & Reprographics (RR)										\$ -	
Subtotal Expenses										\$ -	
SUBTOTAL - PHASE A										\$ 1,402	
ROUNDED - PHASE A (LUMP SUM)										\$ 1,400	
B AIRPORT AND SURROUNDING VICINITY MAP											
1	Draft MNDOT Clear Zone Map				2	-	10		12	\$ 1,394	
	SUBTOTAL HOURS	-	-	-	2	-	10	-	12		
	SUBTOTAL COST	\$ -	\$ -	\$ -	\$ 324	\$ -	\$ 1,070	\$ -		\$ 1,394	
Expenses:											
Travel & Subsistence (TS)										\$ -	
Miscellaneous (MI)										\$ -	
Reproduction & Reprographics (RR)										\$ -	
Subtotal Expenses										\$ -	
SUBTOTAL - PHASE B										\$ 1,394	
ROUNDED - PHASE B (LUMP SUM)										\$ 1,400	
C NARRATIVE REPORT											
1	Complete Narrative Report				3	8			11	\$ 1,374	
	SUBTOTAL HOURS	-	-	-	3	8	-	-	11		
	SUBTOTAL COST	\$ -	\$ -	\$ -	\$ 486	\$ 888	\$ -	\$ -		\$ 1,374	
Expenses:											
Travel & Subsistence (TS)										\$ -	
Miscellaneous (MI)										\$ -	
Reproduction & Reprographics (RR)										\$ -	
Subtotal Expenses										\$ -	
SUBTOTAL - PHASE C										\$ 1,374	
ROUNDED - PHASE C (LUMP SUM)										\$ 1,400	
D PROPERTY OWNERSHIP											
1	Prepare Property Ownership Table				2	6			8	\$ 990	
	SUBTOTAL HOURS	-	-	-	2	6	-	-	8		
	SUBTOTAL COST	\$ -	\$ -	\$ -	\$ 324	\$ 666	\$ -	\$ -		\$ 990	
Expenses:											
Travel & Subsistence (TS)										\$ -	
Miscellaneous (MI)										\$ -	
Reproduction & Reprographics (RR)										\$ -	
Subtotal Expenses										\$ -	
SUBTOTAL - PHASE D										\$ 990	
ROUNDED - PHASE D (LUMP SUM)										\$ 1,000	



Client:	City of Marshall								Date:	8/4/2026
Project:	Southwest Minnesota Regional Airport - Clear Zone Acquisition Plan Project								By:	DYP
Task	Task Description	Estimated Person Hours Required							Total Hours	Total Dollars
		Vice President	Market Manager	Project Manager / Sr Reg Eng	Lead Airport Planner	Graduate Planner	GIS Specialist	Admin		
	Billing Rate/Hr x Multiplier	\$ 351	\$ 259	\$ 163	\$ 162	\$ 111	\$ 107	\$ 117		
E	AGENCY COORDINATION									
1	Submit CZAP for MNDOT Revision			1				2	3	\$ 397
2	Address MNDOT Revisions				4	2	3		9	\$ 1,191
3	Document Written Letter of Determination			1					1	\$ 163
	SUBTOTAL HOURS	-	-	2	4	2	3	2	13	
	SUBTOTAL COST	\$ -	\$ -	\$ 326	\$ 648	\$ 222	\$ 321	\$ 234		\$ 1,751
Expenses:										
Travel & Subsistence (TS)										\$ -
Miscellaneous (MI)										\$ -
Reproduction & Reprographics (RR)										\$ -
Subtotal Expenses										\$ -
SUBTOTAL - PHASE E										\$ 1,751
ROUNDED - PHASE E (LUMP SUM)										\$ 1,800
TOTAL										\$ 6,911
TOTAL (ROUNDED)										\$ 7,000



2026 SCHEDULE OF ACTUAL HOURLY RATES

<u>Classification</u>	<u>Range of Direct Hourly Rates*</u>		
Senior Management (Chief Officer, Vice President, Program Director)	\$ 92.00	to	\$ 114.00
Senior Professional Staff (Registered Engineer, Architect, Landscape Architect, Scientist, GIS Analyst, Planner, and Technical or Market Manager)	\$ 46.00	to	\$ 109.00
Radio Car Operator	\$ 43.00	to	\$ 101.00
Engineering, Architectural, Planning, or GIS Specialist II	\$ 41.00	to	\$ 99.00
Engineering, Architectural, Planning, or GIS Specialist I	\$ 36.00	to	\$ 62.00
Professional Staff (Registered Engineer, Architect, Landscape Architect, Planner, GIS Analyst, Land Surveyor, Scientist, or Certified Interior Designer)	\$ 31.00	to	\$ 78.00
Graduate Staff (Professional-Track Engineer, Architect, Landscape Architect, Planner, GIS Analyst, Land Surveyor, Scientist, or Interior Designer)	\$ 26.00	to	\$ 57.00
Technician III	\$ 31.00	to	\$ 68.00 **
Technician II	\$ 20.00	to	\$ 47.00 **
Technician I	\$ 20.00	to	\$ 42.00 **
Administrative Staff (Controls, Accounting)	\$ 31.00		\$ 71.00

* Rates effective until December 31, 2026.

** For hours worked over 40 hours per week individuals are billed at one and one-half times the above rates.

In addition to hourly charges, TKDA shall be reimbursed for direct expenses actually incurred. Unless otherwise approved by the Client, direct expenses for travel and subsistence will be billed at or up to applicable IRS and US GSA published rates. TKDA shall be reimbursed for subconsultant fees at the amount billed TKDA plus 10%.

Notes:

1. Overhead Costs shall be calculated as the Direct Hourly Rate times TKDA's Overhead Multiplier Rate of 165.2%. This is slightly lower than our MnDOT audited rate.

2. For Hourly Rate Authorizations, Direct Rates will be subject to an Hourly Rate Multiplier of 3.05, which includes Overhead Costs and Fee (Profit).

3. For Hourly Cost Reimbursement Plus Fixed Fee Authorizations, the Fixed Fee shall be 15% of the Direct Salary Costs and Overhead Costs amount initially approved under the Authorization.

City of Marshall