



CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Jason Anderson
Meeting Date:	Tuesday, August 25, 2026
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Airport Clear Zone Action Plan (CZAP) - 1) Agreement with TKDA; 2) Resolution Approving State Airport Fund Grant Agreement Number 1064048
Background Information:	MnDOT Aeronautics recommends the City 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. Attached is a proposal from TKDA for professional planning services for the above-referenced project. This agreement would authorize TKDA to proceed with the planning services in connection with the Clear Zone Acquisition Plan at the Airport, pursuant to the Professional Services Agreement with TKDA dated March 10, 2025 (as attached) whereby individual projects require additional individual contracts to come before both the Airport Commission and City Council for approval. This item was presented to the Airport Commission on 08/17/2026. Also attached is a Resolution Approving State Airport Fund Grant Agreement Number 1064048 for the project. Per the new MnDOT Aeronautics system with BlackCat and DocuSign, the agreement would not go out for signature until after the signed resolution is received.
Fiscal Impact:	Services provided by TKDA for this portion of the project are for a lump sum, not-to-exceed amount of \$7,000.00. This agreement for Professional Planning Services will be contingent upon encumbered funds and a grant contract prepared by MnDOT Aeronautics. MnDOT will be covering 70% of the cost of this proposal and the local cost share will be \$2,100. Costs will be covered by the Airport line item budget.
Alternative/Variations:	No alternative actions recommended.
Recommendations:	<u>Recommendation No. 1</u> that the Council approve the attached Proposal for Professional Planning Services for a lump sum, not-to-exceed amount of \$7,000.00, contingent upon encumbered funds and a grant contract prepared by MnDOT Aeronautics. <u>Recommendation No. 2</u> that the Council adopt the attached Resolution 26-056, which is the Resolution Approving State Airport Fund Grant Agreement Number 1064048.