

July 18, 2025

Jason Anderson

Director of Public Works/City Engineer

Marshall

**Subject: Aviation Fuel Systems Award Notification**

Dear Jason Anderson,

The MnDOT Office of Aeronautics has completed its review and prioritization of funding requests submitted during the Aviation Fuel Systems Grant solicitation.

We are pleased to inform you that the **Fueling Facility Relocation** project, with a total cost of **\$1,191,900**, has been selected to receive a State Grant Offer. MnDOT will proceed with executing a grant contract under the following conditions:

**Grant Conditions**

- **Project-Specific Funding:** The awarded funds are designated specifically for the project named above and may not be transferred to another project at your airport.
- **Grant Execution Period:**  
The awarded funds must be encumbered during SFY 2026 (July 1, 2025 – June 30, 2026). To ensure timely use of state resources:
  - You must notify MnDOT of your **intent to pursue this grant no later than August 29, 2025**.
  - A **complete grant request** must be submitted by **November 28, 2025**.
  - If a complete request is not submitted by November 28 and no extension is approved, the project will be removed from consideration for funding, funds will then be reprogrammed to support other airport fuel system needs.

**Required for a Complete Grant Request**

Please submit the following documents by email to [airportdevelopment@state.mn.us](mailto:airportdevelopment@state.mn.us):

- A **Grant Request Letter** on sponsor letterhead identifying the project and requested funding.
- A **Project Cost Split** in Excel format. A template is available at: <http://www.dot.state.mn.us/aero/airportdevelopment/forms.html>
- Any supporting documentation outlining project costs (e.g., bid tabs, consultant agreements).
- MnDOT may request additional clarification or documents as needed.

### Next Steps and Reimbursement Details

- Once MnDOT receives and approves your complete request, we will encumber the funds and prepare a grant contract for signature.
- **No reimbursement** will be made until a **fully executed grant contract** is in place.
- If early work is necessary, you may consult your Regional Engineer about proceeding through the **Early Encumbrance process**. Be aware:
  - Costs incurred **before encumbrance** are not eligible for reimbursement.
  - Costs incurred **after encumbrance but before grant execution** may be eligible—**but only reimbursed after** full contract execution.
  - Early Encumbrance is at your own risk and does not guarantee funding until a signed contract is in place.

### Key Deadlines Summary

1. **August 29, 2025** – Confirm your intent to proceed with the project.
2. **November 28, 2025** – Submit a complete grant request or coordinate an alternate deadline with your Regional Engineer.
3. **December 1, 2025** – If no grant request is received and no extension approved, the project will be removed from consideration.

If you no longer intend to pursue this project, please notify me as soon as possible so the funds may be reallocated. If you have any questions or need assistance, don't hesitate to contact me directly.

Sincerely,

**Luke Bourassa**

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Bourassa  
Date: 2025.07.21 15:41:51  
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Luke Bourassa, P.E.

South Region Engineer

luke.bourassa@state.mn.us.

Minnesota Department of Transportation – Office of Aeronautics

*Equal Opportunity Employer*

CC: Daniel Sherer, daniel.sherer@tkda.com