

State of Minnesota  
County of Watonwan

**RESOLUTION NO. 11.25.09**

**RESOLUTION ACCEPTING PROPOSAL FOR PROFESSIONAL SERVICES  
FOR THE AIRPORT RUNWAY 15/33 CLEAR ZONE ACQUISITION PLAN  
(CZAP) PROJECT**

**WHEREAS**, the City of St. James owns and operates the St. James Municipal Airport and recognizes the importance of maintaining compliance with MnDOT Aeronautics safety and land use requirements; and

**WHEREAS**, MnDOT has established a policy on clear zones for the protection of people and property near airports and for the safety of pilots, requiring that the land under each clear zone be owned by the airport sponsor in fee whenever feasible; and

**WHEREAS**, for airports where full land acquisition under the clear zone is not feasible, MnDOT allows the sponsor to request an exemption by completing a Clear Zone Acquisition Plan (CZAP), which provides justification for noncompliance while maintaining eligibility for state funding opportunities; and

**WHEREAS**, the City of St. James currently owns the land under the clear zones of Runway 15/33 except for the Highway 60 and Township Road 116 rights-of-way; and

**WHEREAS**, Bolton & Menk, Inc. has submitted a proposal for professional services to prepare the Runway 15/33 Clear Zone Acquisition Plan (CZAP) for the St. James Municipal Airport, including coordination with MnDOT and completion of all required documentation; and

**WHEREAS**, project funding will be provided by the Minnesota Department of Transportation (MnDOT) with a cost-share allocation of seventy percent (70%) state funds and thirty percent (30%) city funds; and

**WHEREAS**, the City Council has reviewed the proposal and finds in the best interest of the City to accept the proposal and proceed with the project.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF  
THE CITY OF ST. JAMES, MINNESOTA**, as follows:

1. The proposal from Bolton & Menk, Inc. for professional engineering services related to the Runway 15/33 Clear Zone Acquisition Plan (CZAP) is hereby accepted.
2. The City Manager are authorized to execute the necessary agreements and documents on behalf of the City of St. James to carry out the intent of this resolution.

3. Funding for the project shall be allocated with 70% provided by MnDOT and 30% provided by the City of St. James.

Adopted by the City Council this 18<sup>th</sup> day of November 2025.

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Christopher Whitehead, Mayor

ATTEST:

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Kristin Hurley, City Clerk