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November 7, 2025

Ms. Amanda Knoll  
City Manager  
City of St. James  
1205 6<sup>th</sup> Avenue South  
St. James, MN 56081

RE: St. James Municipal Airport (JYG)  
Runway 15/33 Clear Zone Acquisition Plan (CZAP)  
BMI Task Order No.3  
Proposal for Professional Services

Dear Ms. Knoll,

Bolton & Menk is pleased to submit our proposal for Professional Services for the Runway 15/33 Clear Zone Acquisition Plan (CZAP) project at the St. James Municipal Airport.

For the protection of people and property near airports and pilots, MnDOT has established a policy on clear zones. Clear zones are a trapezoidal shape which begin 200-feet beyond the end of each runway which should be free of all obstructions. The MnDOT policy desires all airport sponsors own the land under the clear zone in fee. For those airport sponsors which do not, State funding is limited.

MnDOT understands that fee acquisition of all land under the clear zone may not be feasible for every airport sponsor. For these airports, the sponsor can request an exemption to the MnDOT clear zone policy by completing a Clear Zone Acquisition Plan (CZAP). The CZAP must provide justification why the airport sponsor is unable to fully comply with the MnDOT policy.

For Runway 15/33, the city owns the land under the clear zones except for the Highway 60 and Township Road 116 right of way. By completing a CZAP, St. James can request an exemption from the MnDOT Clear Zone Policy and not have State funding opportunities be limited.

Funding for the project will be provided by MnDOT with the State share 70% and the city share 30%.

#### **SCOPE OF SERVICES:**

##### **TASK 1 CLEAR ZONE ACQUISITION PLAN (CZAP)**

###### **1.1 Project Meetings**

Up to a maximum of three (3) meetings with the Airport Sponsor and MnDOT Office of Aeronautics are included. It is anticipated that these meetings will include appropriate personnel from the Airport Sponsor and MnDOT Office of Aeronautics. It is anticipated the meetings will take place virtually and may cover the following topics or decision points:

1. Kickoff meeting to review project purpose and goal.
2. Initial review of draft CZAP.
3. Final review of draft CZAP.

## **1.2 Clear Zone Acquisition Plan**

The CZAP will be prepared in accordance with the Minnesota State Aviation System Plan Phase II, established in September of 2023.

The CZAP will include the components described below.

### **1.2.1 Airport and Surrounding Vicinity Map**

The Airport Sponsor will be displayed on a 22" x 34" layout to provide a graphic depiction of the airport and the surrounding vicinity. The information on this layout will include the following:

- MnDOT Clear Zone dimensions as established by the MnDOT Clear Zone Guidance Statement established in 2022.
- Existing land ownership within MnDOT Clear Zone, including parcels owned by the Airport Sponsor in fee simple.
- Property interests proposed for future fee simple ownership.
- Property interests neither proposed nor designated for future fee simple ownership.
- Natural and manmade features, structures, and objects pertaining to the airport compatibility of land uses within and in the vicinity of MnDOT Clear Zone, including those that may result in congregations of people or exceed height standards defined by Minnesota Administrative Rules Part 8800.1200.
- Existing airport property boundary.
- Part 77 approach surface at ultimate airport build-out.

### **1.2.2 Narrative Report**

The Narrative report will provide explanation as to why the Airport Sponsor currently does not own 100% of the MnDOT Clear Zone. The report will also suggest possible alternative options for the MnDOT Clear Zone if ownership is not feasible, such as possible easements. The report will describe any efforts that have already been taken to enact any alternative options.

### **1.2.3 Property Ownership Table**

A table will be included on the Airport and Surrounding Vicinity Map as described in Task 1.3.2 and will include the following information:

- Property Owner.
- Estimated market value.
- Existing land use.
- Distance of all buildings from extended runway centerline.
- Height of all buildings.
- When the parcel is anticipated to be acquired and proposed funding source(s).

**CONSIDERATION:**

The services described above in this proposal shall be completed on a **LUMP SUM** basis of **\$10,000.00**.

The anticipated funding participation is as follows:

- State (70%): \$ 7,000.00
- Local (30%): \$ 3,000.00

**SCHEDULE:**

We anticipate the work can be performed according to the following schedule.

- CZAP: November 2025 – February 2026
- Adoption: March 2026

Bolton & Menk, Inc. puts a high priority on ensuring that our company's efforts are consistent with our clients' needs. If you find this proposal acceptable, please return a signed and dated copy our proposal.

Sincerely,

**Bolton & Menk, Inc.**



**Silas Parmar, P.E.**

Aviation Project Manager

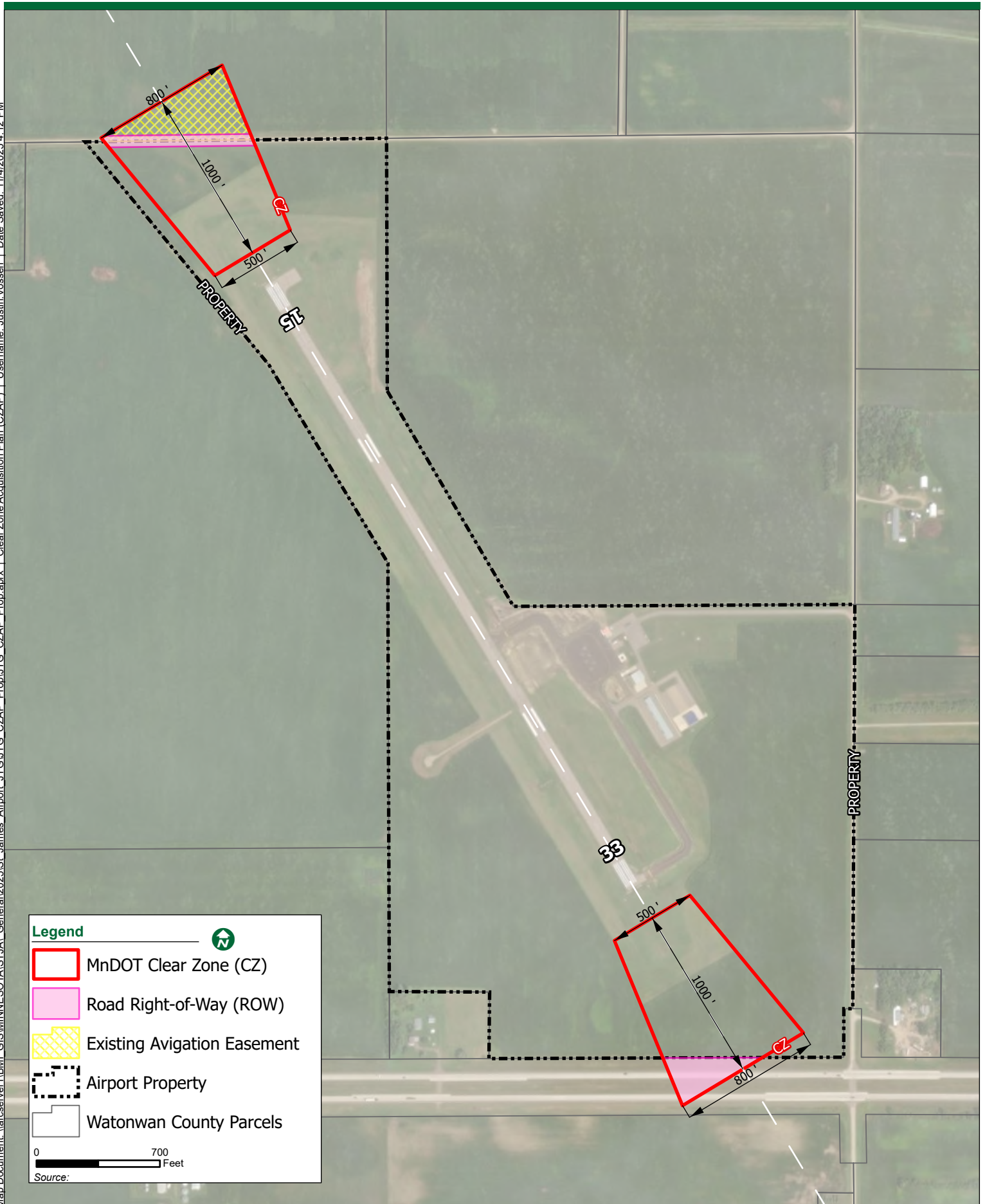
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**Authorization and acceptance of this letter proposal.**

**St. James, Minnesota**






\_\_\_\_\_  
Ms. Amanda Knoll  
City Manager

\_\_\_\_\_  
Date



Legend



-  MnDOT Clear Zone (CZ)
-  Road Right-of-Way (ROW)
-  Existing Aviation Easement
-  Airport Property
-  Watonwan County Parcels

0 700  
Feet

Source: