



July 28, 2025

To: Sam Anselm, City Administrator

From: Earlene Rich, Finance Director

Re: Second Amendment to Grant Agreement for State Block Grant for Airport Fuel Facility

Executive Summary

Staff recommends approving the amendment to the grant agreement for additional funds through the State Block Grant for the Airport Fuel Facility.

Discussion

A few years ago, council approved a state block grant agreement with MoDOT for design of the fuel system at the airport. The city has worked with Jviation to design the fuel system and has requested additional funds from the state to complete the project. An amendment to the agreement was approved by council in April which provided an additional \$22,950 to complete the design of the project.

This amendment to the existing agreement provides the city with an additional \$882,959 to complete the project. This grant has a local match requirement of \$61,069 for a total additional project cost of \$944,028. The amendment also extends the project end date from August 30, 2025 by two years to August 30, 2027.

Fiscal Impact

The budget will be amended later in the year to account for this unanticipated grant revenue and expense if this grant agreement amendment is approved. There are sufficient funds in the Transportation Sales Tax Fund to cover the 10% local match requirement of \$61,069.

BILL NO. 4804

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF WEST PLAINS, MISSOURI, AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AN AMENDMENT TO A STATE BLOCK GRANT AGREEMENT INCREASING THE ORIGINAL GRANT AMOUNT BY \$882,959 FOR THE PURPOSE OF THE AIRPORT FUEL SYSTEM INSTALL AND, FURTHER, EXTENDING THE PROJECT TIMELINE TO AUGUST 30, 2027.

WHEREAS, the City previously received a grant in the amount of \$90,000 for the Airport Fuel System Install and entered into a State Block Grant Agreement with the Missouri Highways and Transportation Commission; and

WHEREAS, the original grant amount was not sufficient to cover the costs of such project and the Commission granted an additional amount of \$22,950 for the project (Exhibit A “Amendment #1”); and

WHEREAS, the additional grant amount of \$22,950 is not sufficient to cover the costs of such project and the Commission is willing to grant an additional amount of \$882,959 (Exhibit B “Amendment #2”); and

WHEREAS, this amendment to the original grant agreement reflects the terms of the additional grant and extends the project timeline to August 30, 2027; and

WHEREAS, the City Council hereby determines that Amendment #2 to the State Block Grant Agreement is necessary for completion of the project and in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST PLAINS, MISSOURI AS FOLLOWS:

Section 1: The City Council hereby approves Amendment #2 to the State Block Grant Agreement which shall be substantially the same in form and content as that Amendment #1 attached hereto as Exhibit A. One of the terms of the additional grant of \$882,959, the City is required to provide matching funds in the amount of \$61,069 and the City Council hereby approves those matching funds.

Section 2: The City Administrator is hereby authorized to execute Amendment #2 to the State Block Grant Agreement on behalf of the City.

Section 3: This ordinance shall be in full force and effect after its date of passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 20____.

CITY OF WEST PLAINS, MISSOURI

MAYOR MICHAEL TOPLIFF

ATTEST:

CITY CLERK KELLIE MAYERS

BILL NO. 4795

ORDINANCE NO. 4795

AN ORDINANCE OF THE CITY OF WEST PLAINS, MISSOURI, AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AN AMENDMENT TO STATE BLOCK GRANT AGREEMENT INCREASING THE ORIGINAL GRANT AMOUNT BY \$22,950.00 FOR THE PURPOSE OF THE AIRPORT FUEL SYSTEM INSTALL AND, FURTHER, EXTENDING THE PROJECT TIMELINE TO AUGUST 30, 2025.

WHEREAS, the City previously received a grant in the amount of \$90,000 for the Airport Fuel System Install and entered into a State Block Grant Agreement with the Missouri Highways and Transportation Commission; and

WHEREAS, the original grant amount is not sufficient to cover the costs of such project and the Commission is willing to grant an additional amount of \$22,950 for the project; and

WHEREAS, this Amendment to the original grant agreement reflects the terms of the additional grant and extends the project time line to August 30, 2025; and

WHEREAS, the City Council hereby determines that Amendment #1 to the State Block Grant Agreement is necessary for completion of the project and in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST PLAINS, MISSOURI AS FOLLOWS:

Section 1: The City Council hereby approves Amendment #1 to the State Block Grant Agreement which shall be substantially the same in form and content as that Amendment #1 attached hereto as Exhibit A. One of the terms of the additional grant of \$22,950, the City is required to provide matching funds in the amount of \$2,550 and the City Council hereby approves those matching funds.

Section 2: The City Administrator is hereby authorized to execute Amendment #1 to the State Block Grant Agreement on behalf of the City.

Section 3: This ordinance shall be in full force and effect after its date of passage and approval.

PASSED AND APPROVED THIS 21 DAY OF April, 2025

CITY OF WEST PLAINS, MISSOURI


MAYOR MICHAEL TOPLIFF

ATTEST:


CITY CLERK KELLIE MAYERS

CCO Form: MO18
Approved: 05/94 (MLH)
Revised: 08/23 (MWH)
Modified:

Sponsor: City of West Plains
Project No. 22-104C-1

CFDA Number: CFDA #20.106
CFDA Title: Airport Improvement Program
Federal Agency: Federal Aviation Administration, Department of Transportation

**MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION
AMENDMENT TO STATE BLOCK GRANT AGREEMENT**

AMENDMENT # 1

THIS AMENDMENT AGREEMENT is entered into by the Missouri Highways and Transportation Commission (hereinafter, "Commission") and City West Plains (hereinafter, "Sponsor").

WITNESSETH:

WHEREAS, the parties entered into an Agreement executed by the Sponsor on August 24, 2024, and executed by the Commission on August 29, 2024, (hereinafter, "Original Agreement") under which the Commission granted the sum not to exceed Ninety Thousand Dollars (\$90,000) to the Sponsor to assist with Install Fuel System; and

WHEREAS, the Commission previously approved funds for Install Fuel System; and

WHEREAS, the level of funding originally approved is not sufficient to cover the costs associated with Install Fuel System.

WHEREAS, the Commission has sufficient funds to increase the grant amount for Install Fuel System.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations in this Agreement, the parties agree as follows:

(1) ADDITIONAL GRANT: The Commission grants to the Sponsor an additional sum not to exceed Twenty-two Thousand Nine Hundred Fifty Dollars (\$22,950) for Install Fuel System subject to the following conditions:

(A) The Sponsor shall provide matching funds of not less than Two Thousand Five Hundred Fifty Dollars (\$2,550) toward the project in addition to those previously committed by the Sponsor in the Original Agreement.

(B) The project will be carried out in accordance with the assurances

(Exhibit 1) given by the Sponsor to the Commission as specified in the Original Agreement.

(C) This Amendment shall expire and the Commission shall not be obligated to pay any part of the costs of the project unless this grant amendment has been executed by the Sponsor on or before May 15, 2025, or such subsequent date as may be prescribed in writing by the Commission.

(D) Based upon the revised project schedule, the original project time period of April 30, 2023, will be extended to August 30, 2025, to allow for completion of the work. Paragraph (2) of the Original Agreement is hereby amended accordingly.

(E) All other terms and conditions of the Original Agreement entered into between the parties shall remain in full force and effect.


[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the parties have entered into this Agreement on the date last written below.


Executed by Sponsor on 2025-04-23 | 9:01 AM CDT (date).

Executed by Commission on 2025-05-06 | 6:42 PM CDT (date).

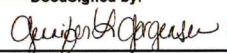

MISSOURI HIGHWAYS AND
TRANSPORTATION COMMISSION

By: 
F9943CE0C28A409...
Title: Assistant Chief Engineer

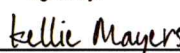
CITY OF WEST PLAINS

By: 
B4A983AE21DC436...
Title: City Administrator

Attest:

DocuSigned by:
 
7467BCDEFDFD4DE...
Secretary to the Commission

Attest:

Signed by:
By: 
3E1D7589D4F3474...
Title: City Clerk

Approved as to Form:

DocuSigned by:

Commission Counsel

Approved as to Form:

Signed by:
By: 
8320073749D446E...
Title: City Attorney

Ordinance No.: _____
(if applicable)

CERTIFICATE OF SPONSOR'S ATTORNEY

I, Stephanie Karr, acting as attorney for the Sponsor do hereby certify that in my opinion the Sponsor is empowered to enter into the foregoing grant Agreement under the laws of the State of Missouri. Further, I have examined the foregoing grant Agreement and the actions taken by said Sponsor and Sponsor's official representative have been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said state and the Airport and Airway Improvement Act of 1982, as amended. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said grant constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

CITY OF WEST PLAINS

Stephanie Karr

Name of Sponsor's Attorney (typed)

Signed by:



Signature of Sponsor's Attorney

Date 2025-05-06 | 8:27 AM CDT

Certificate Of Completion

Envelope Id: D47B0C8C-1206-47FB-9704-AA521C1A5BD9

Status: Completed

Subject: Complete with DocuSign: 2024-11-85746.pdf

Source Envelope:

Document Pages: 5

Signatures: 7

Certificate Pages: 6

Initials: 0

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-06:00) Central Time (US & Canada)

Envelope Originator:

Ryan Reed

1860 Michael Faraday Drive

Suite 100

Reston, VA 20190

ryan.reed@modot.mo.gov

IP Address: 168.166.80.221

Record Tracking

Status: Original

4/22/2025 12:33:32 PM

Holder: Ryan Reed

ryan.reed@modot.mo.gov

Location: DocuSign

Signer Events

Sam Anselm

sam.anselm@westplains.gov

City Administrator

Security Level: Email, Account Authentication
(Optional), Authentication

Signature

Signed by:

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Signature Adoption: Uploaded Signature Image
Using IP Address: 209.177.74.254

Timestamp

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Viewed: 4/22/2025 1:17:55 PM

Signed: 4/22/2025 1:18:14 PM

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Vendor ID: TeleSign

Type: SMSAuth

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Phone: +1 636-730-8961

Electronic Record and Signature Disclosure:

Accepted: 4/22/2025 1:17:55 PM

ID: 4f155938-b434-4732-85bf-55260d53146d

Kellie Mayers

Kellie.Mayers@westplains.gov

City Clerk

Security Level: Email, Account Authentication
(Optional), Authentication

Signed by:

3E1D7589D4F3474...

Signature Adoption: Pre-selected Style
Using IP Address: 209.177.74.254

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Vendor ID: TeleSign

Type: SMSAuth

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Phone: +1 417-505-9979

Electronic Record and Signature Disclosure:

Accepted: 4/23/2025 9:01:10 AM


ID: 78d12070-570a-4f5b-8765-c7845d5ef99d

Stephanie Karr

Skarr@chgolaw.com

City Attorney

Security Level: Email, Account Authentication
(Optional), Authentication

Signed by:

8320073749D446E...

Signature Adoption: Drawn on Device
Using IP Address: 97.85.180.229
Signed using mobile

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Viewed: 5/6/2025 8:26:36 AM

Signed: 5/6/2025 8:27:08 AM

Authentication Details

Signer Events	Signature	Timestamp
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 Phone: +1 314-607-6271

Electronic Record and Signature Disclosure:

Accepted: 5/6/2025 8:26:36 AM
 ID: 077e14d9-03ed-4e0b-ba43-4525a73a1c64

Megan L. Waters-Hamblin
 Megan.Waters-Hamblin@modot.mo.gov
 Senior Associate Counsel

Missouri Department of Transportation
 Security Level: Email, Account Authentication
 (Optional)

DocuSigned by:
Megan L. Waters-Hamblin
 BA34EE9EF9E5407...

Signature Adoption: Pre-selected Style
 Using IP Address: 168.166.80.221

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 Signed: 5/6/2025 11:06:38 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

MARK CROARKIN
 Mark.Croarkin@modot.mo.gov
 Assistant Chief Engineer

Missouri Department of Transportation
 Security Level: Email, Account Authentication
 (Optional)

DocuSigned by:
Mark Croarkin
 F9943CE0C28A409...

Signature Adoption: Uploaded Signature Image
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Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Jennifer Jorgensen
 jennifer.jorgensen@modot.mo.gov
 Secretary to the Commission
 MoDOT

Security Level: Email, Account Authentication
 (Optional)

DocuSigned by:
Jennifer Jorgensen
 7467BCDEFDFD4DE...

Signature Adoption: Uploaded Signature Image
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Dana L. Kaiser
 Dana.Kaiser@modot.mo.gov
 Senior Executive Assistant

Missouri Department of Transportation
 Security Level: Email, Account Authentication
 (Optional)

COPIED

Sent: 5/6/2025 11:06:41 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
<p>Tara Herx tara.herx@modot.mo.gov Senior Executive Assistant Missouri Department of Transportation Security Level: Email, Account Authentication (Optional) Electronic Record and Signature Disclosure: Not Offered via Docusign</p>	COPIED	Sent: 5/6/2025 11:06:42 AM
<p>Kellie Mayers Kellie.Mayers@westplains.gov City Clerk Security Level: Email, Account Authentication (Optional) Electronic Record and Signature Disclosure: Accepted: 4/23/2025 9:01:10 AM ID: 78d12070-570a-4f5b-8765-c7845d5ef99d</p>	COPIED	Sent: 5/6/2025 11:26:39 AM
<p>Kevin Scherr Kevin.Scherr@woolpert.com Project Manager Security Level: Email, Account Authentication (Optional) Electronic Record and Signature Disclosure: Not Offered via Docusign</p>	COPIED	Sent: 5/6/2025 11:26:38 AM
<p>Lisa Gerling lisa.gerling@modot.mo.gov Executive Assistant Security Level: Email, Account Authentication (Optional) Electronic Record and Signature Disclosure: Not Offered via Docusign</p>	COPIED	Sent: 5/6/2025 11:26:38 AM
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Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	5/6/2025 6:42:45 PM
Completed	Security Checked	5/6/2025 6:42:45 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

CCO Form: MO18

Approved: 05/94 (MLH)

Revised: 07/25 (MWH)

Modified:

Sponsor: City of West Plains

Project No. 22-104C-1

CFDA Number: CFDA #20.106

CFDA Title: Airport Improvement Program

Federal Agency: Federal Aviation Administration, Department of Transportation

**MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION
AMENDMENT TO STATE BLOCK GRANT AGREEMENT**

AMENDMENT #2

THIS AMENDMENT AGREEMENT is entered into by the Missouri Highways and Transportation Commission (hereinafter, "Commission") and City of West Plains (hereinafter, "Sponsor").

WITNESSETH:

WHEREAS, the parties entered into an Agreement, 2022-04-69564, executed by the Sponsor on August 24, 2022, and executed by the Commission on August 29, 2022, (hereinafter, "Original Agreement") under which the Commission granted the sum not to exceed Ninety Thousand Dollars (\$90,000) to the Sponsor to assist with Install Fuel System; and

WHEREAS, the parties entered into an Amendment #1 executed by the Sponsor on April 23, 2025, and executed by the Commission on May 6, 2025, (hereinafter, "Amendment #1") under which the Commission granted the sum not to exceed Twenty-two Thousand Nine Hundred Fifty Dollars (\$22,950) to the Sponsor to assist with Install Fuel System; and

WHEREAS, the Commission previously approved funds for Install Fuel System; and

WHEREAS, the level of funding originally approved is not sufficient to cover the costs associated with Install Fuel System.

WHEREAS, the Commission has sufficient funds to increase the grant amount for Install Fuel System.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations in this Agreement, the parties agree as follows:

(1) ADDITIONAL GRANT: The Commission grants to the Sponsor an additional sum not to exceed Eight Hundred Eighty-Two Thousand Nine Hundred Fifty-Nine Dollars (\$882,959) for Install Fuel System subject to the following conditions:

(A) The Sponsor shall provide matching funds of not less than Sixty-One Thousand Sixty-Nine Dollars (\$61,069) toward the project in addition to those previously committed by the Sponsor in the Original Agreement.

(B) The project will be carried out in accordance with the assurances (Exhibit 1) given by the Sponsor to the Commission as specified in the Original Agreement.

(C) This Amendment shall expire and the Commission shall not be obligated to pay any part of the costs of the project unless this grant amendment has been executed by the Sponsor on or before August 30, 2025, or such subsequent date as may be prescribed in writing by the Commission.

(D) Based upon the revised project schedule, the original project time period of April 30, 2023, extended by Amendment #1 to August 30, 2025, will be extended to August 30, 2027, to allow for completion of the work. Paragraph (2) of the Original Agreement is hereby amended accordingly.

(2) ORIGINAL AGREEMENT: Except as otherwise modified, amended, or supplemented by this Amendment Agreement, the Original Agreement and all previous Amendment Agreements between the parties shall remain in full force and effect and shall extend and apply to this Amendment Agreement as if fully written in this Amendment Agreement.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the parties have entered into this Agreement on the date last written below.

Executed by Sponsor on _____(date).

Executed by Commission on _____(date).

MISSOURI HIGHWAYS AND
TRANSPORTATION COMMISSION

CITY OF WEST PLAINS

By:_____

By:_____

Title:_____

Title:_____

Attest:

Attest:

Secretary to the Commission

By:_____

Title:_____

Approved as to Form:

Approved as to Form:

Commission Counsel

By:_____

Title:_____

Ordinance No.:_____
(if applicable)

CERTIFICATE OF SPONSOR'S ATTORNEY

I, _____, acting as attorney for the Sponsor do hereby certify that in my opinion the Sponsor is empowered to enter into the foregoing grant Agreement under the laws of the State of Missouri. Further, I have examined the foregoing grant Agreement and the actions taken by said Sponsor and Sponsor's official representative have been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said state and the Airport and Airway Improvement Act of 1982, as amended. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said grant constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

CITY OF WEST PLAINS

Name of Sponsor's Attorney (typed)

Signature of Sponsor's Attorney

Date _____