



NEEL-SCHAFER

December 19, 2025

Ms. Kimberly Walker Nailor, Esq.

City Attorney

City of Vicksburg

Post Office Box 150

Vicksburg, Mississippi 39181-0150

Subject: Task Order #10 Airport Advisory Services

Kim:

As requested, Neel-Schaffer, Inc. (NS) is pleased to provide this letter agreement for task order #10 to our General Services Agreement (GSA), Dated November 7, 2023 for project management and advisory services related to an economic development project at the Vicksburg Municipal airport herein referred to as "the Project".

Our Services Our services under this Task Order shall be considered Type 2 Services in accordance with the GSA. Our professional services will include managing, facilitating, and overseeing the potential decommissioning process of the Vicksburg Municipal Airport with the appropriate governing federal and state entities: namely the Federal Aviation Administration (F.A.A.), the Mississippi Department of Transportation (M.D.O.T.) Aeronautics Division, and others as needed in order to complete the necessary work on the Project. This work includes, but is not limited to, following procedures and guidelines as outlined in the below referenced documents in order to decommission the Vicksburg Municipal Airport:

- FAA Order 5190.6B Change 3, Airport Compliance Manual, Part VII, Releases and Property Reversions
- Code of Federal Regulations: 14 CFR Part 71 "Policy Regarding Processing Land Use Changes on Federally Acquired or Federally Conveyed Airport Land"

NS believes it is important to keep the City of Vicksburg engaged in the multiple processes that are engaged during the work in delivering the Project. Therefore, the project management services will include all coordination for access without delay to all applicable records and documentation to complete the work in a manner satisfactory to all parties. This proposal only includes time for NS employees with the understanding that services needed will not extend beyond December 31, 2027. Should services extend beyond this date, an amendment to services will be needed.

landscape architects

environmental scientists

surveyors

planners

engineers

P: 601.534.1791

1100 Cherry Street

Vicksburg, MS 39183

www.neel-schaffer.com



Scope of Services

NS will compile the formal request for the City to submit to FAA. These documents and services include:

- A complete description of the airport sponsor's federal obligations from AIP, FAAP, and ADAP grant agreements and FAA grant history,
- Exhibit A Land ownership map with supporting deeds to include surplus property agreements, and any land acquisition grant agreements.
- A complete description of all terms, conditions, and federal obligations that may need to be modified in order to achieve the result requested by the sponsor.
- The sponsor's justification for release, modification, reformation, or amendment. This will include the previous removal from the NPIAS and limited re-entry, a listing of services and amenities at nearby airports showing that the aeronautical needs of the community can be met nearby, and the surrounding airspace and maintenance issues of VKS.
- A letter of concurrence from the State DOT official with support from the most recently approved State System Plan Report.
- A letter from the sponsor's attorney with a legal opinion that the requestor (Mayor) is duly authorized to make this request. This may require City Council approval. This should also include a statement that there is no state law this action would violate.
- An amortization schedule of all unamortized grants and a plan to repay the federal government.
- ways in which the sponsor is federally obligated, both in its operations and its property. This includes specific federal agreements and use obligations;
- the sponsor's past and present compliance record under all its airport agreements and its actions to make available a safe and usable airport for aeronautical use by the public.
- the reasonableness and practicality of the sponsor's request in light of maintaining necessary aeronautical facilities and the priority of the airport in the National Plan of Integrated Airport Systems (NPIAS);
- the net benefit to be derived by civil aviation and the compatibility of the proposal with the needs of civil aviation, including the balance of benefits to aeronautical users relative to the public at large.
- Draft 7480 - Notice of deactivation and submission to FAA
- Participation in Public workshops in response to public notice for property releases.

Excluded items of work:

- Engineering Services
- Environmental Services
- Appraisal Services
- Weekly construction inspection reports required by FAA (Form 5370-1 or similar)
- FAA Quarterly Performance Reports (Form 5100-140 or similar)
- DBE participation and reporting in accordance with DOT's interim Final Rule (IFR).
- Survey and/or Engineering design services to modify Project Scope.
- QA survey and/or testing
- Aerial photography

Based on our understanding of the Project, we propose an **Hourly Not-To-Exceed** fee of **\$50,000.00** using the attached rate schedule.

If this task order is acceptable to you please sign below and return one copy to me. We are grateful for this opportunity to serve the City of Vicksburg.

Sincerely,

Neel-Schaffer, Inc.



Graham Coffelt, PE, MBA
Aviation Discipline Leader

Enclosures (1)

BY:

CITY OF VICKSBURG

Willis Thompson

Mayor, City of Vicksburg,

Date 12/24/2025

NEEL-SCHAFER, INC.



Graham Coffelt, P.E., MBA

Aviation Discipline Leader

Date



APPENDIX 1 – HOURLY RATE SCHEDULE
Aviation Professional Services - 2026

CLASSIFICATION	POSITION	HOURLY RATE
<i>Professional Positions</i>		
P-8, P-9	Officer/Discipline Leader/Senior Engineer Manager/Survey Manager	\$ 335.00
P-7	Engineer Manager/Professional IV	\$ 295.00
P-6	Senior Project Manager/Professional III	\$ 265.00
P-5	Project Manager/Professional II	\$ 205.00
P-4	Professional I	\$ 180.00
P-1, P-2, P-3	Professional Intern	\$ 135.00
<i>Technicians</i>		
T-6	Senior Certified Engineering Technician	\$ 165.00
T-5	Certified Engineering Technician/Supervisory Technician	\$ 150.00
T-4	Technician IV/Inspector IV/Surveyor IV	\$ 135.00
T-3	Technician III/Inspector III/Survey Crew Chief	\$ 120.00
T-2	Technician II/Inspector II/Survey Instrument Person	\$ 105.00
T-1	Technician I/Inspector I/Survey Assistant	\$ 85.00
T-1	Student Intern	\$ 55.00
<i>Administration</i>		
A-4	Senior Administrative	\$ 120.00
A-3	Senior Clerical	\$ 110.00
A-2	Clerical	\$ 90.00
A-1	Assistant Clerical	\$ 75.00
<i>Survey Crews</i>		
	Three-Member Survey Party	\$ 275.00
	Two-Member Survey Party	\$ 205.00
	One-Member Survey Party	\$ 165.00

"Professional" positions include engineer, architect, geologist, scientist, landscape architect, and planner.

"Technician" positions include engineering, soil, architecture, planning, GIS and information technology.

"Administration" positions include graphic design and clerical.

*Schedule will be updated on or about July 1 annually.



REIMBURSEABLE EXPENSE SCHEDULE	
EXPENSE	COST
Vehicle Mileage	\$0.73/mile
Vehicle Mileage (4-Wheel Drive)	\$0.78/mile

All other expenses, including contract reproduction/printing, travel and subsistence, parking, communications, equipment rental, postage and overnight mail, and supplies will be reimbursed at actual cost. Use State and Federal Rates for mileage, travel and subsistence where necessary and/or required.

*Schedule will be updated on or about July 1 annually.