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MEMORANDUM

TO: Project Management Team (PMT)

FROM: Scott D. Hedlund, PE, PMP

DATE: September 13, 2015

RE: Brainerd Lakes Regional Airport Utility Extension
Monthly Project Status Update
SEH No. BRDMN 131759 20.00

The following is an update on the status of the various work tasks for this project:

- A. Field Data Collection
 - 1. Gopher state one calls placed.
 - 2. The topographic design survey is substantially complete.
 - 3. Wetland delineation LGU verbal field concurrence complete, written in September.
- B. Geotechnical Evaluation
 - 1. Braun Intertec completed field work in August.
 - 2. Written report to be completed in September.
- C. Final Design
 - 1. Developing construction drawings for all project elements.
- D. Permits
 - 1. Permit application submittals are anticipated this fall.
- E. Easements
 - 1. Developed preliminary easement exhibits for 21 parcels.
 - 2. Appraisals are being developed by Ludenia Appraisals (direct contract with City)
 - 3. Held multiple individual property owners easement meetings in late August/early September.
 - 4. Developing final easement exhibits with legal descriptions for 21 parcels.
- II. Meetings (other than with PMT)
 - A. Multiple internal design coordination meetings.
 - B. Multiple design meetings with City and BPU staff.
 - C. Multiple individual property owner meetings.
 - D. Coordination meeting with Crow Wing County Highway Department
 - E. Coordination meeting with Minnesota Department of Transportation (MNDOT)
 - F. Private Utility Coordination Meeting
 - G. Design meeting with directional drilling contractor.
- III. External Communications
 - A. Consultant team letter mailed to property owners along TH 210 in early June notifying them of upcoming survey crew work, wetland delineation work, and soil borings along the general TH 210 corridor.
 - B. Easement written correspondence to one property owner.
 - C. Project website → <http://www.sehinc.com/online/brd>

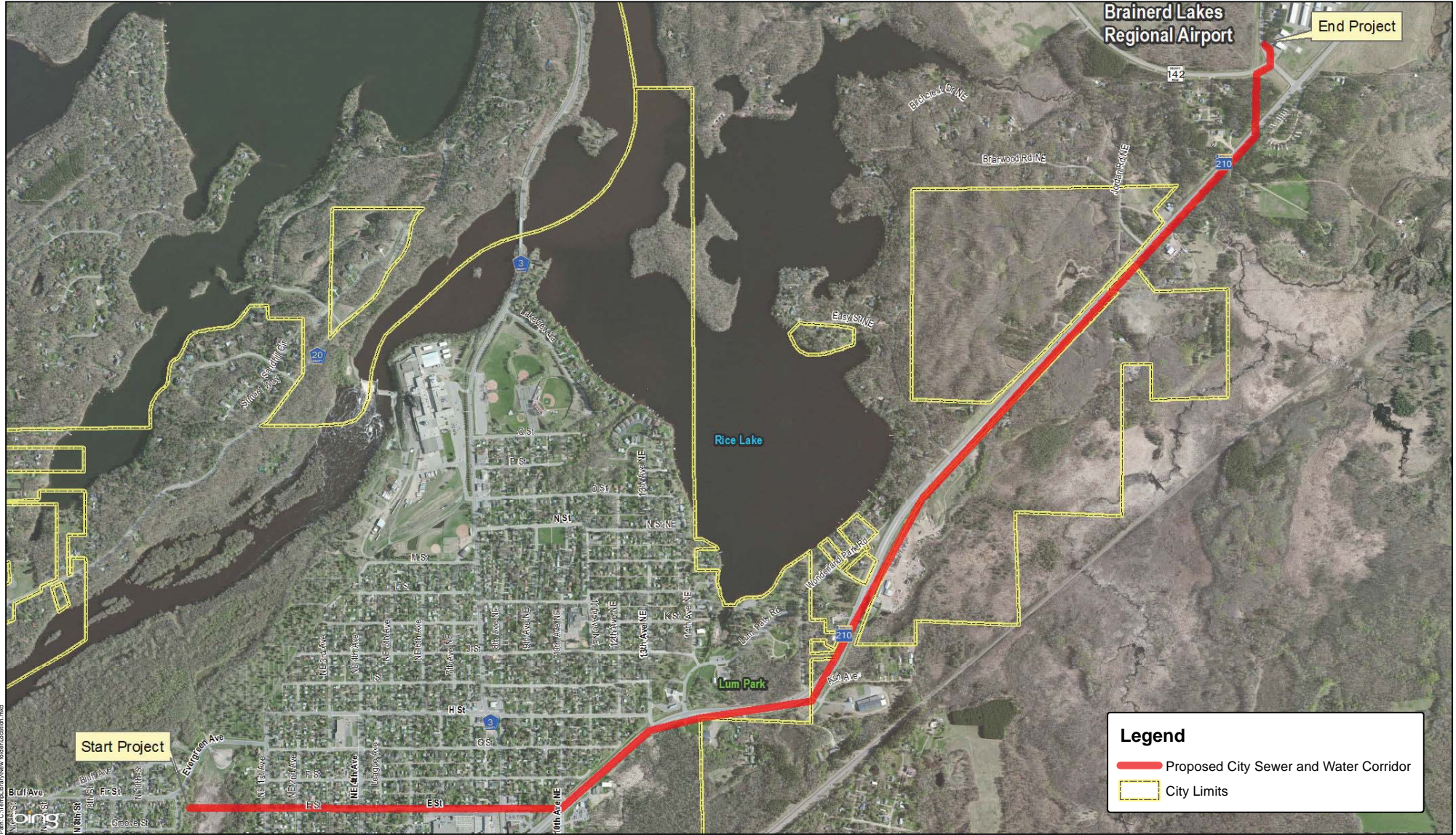
Engineers | Architects | Planners | Scientists

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1. Currently has project location map, PMT meeting minutes, monthly update memos, and basis of design report available for viewing and download.
 2. Intent to keep the website updated through the construction phase.
- IV. Budget Status
- A. Overall project budget
 1. The current project budget is \$8M including interest (per recent agreement between Brainerd and Baxter).
 - B. Consultant budget:
 1. Approved contract: \$640,786.00
 2. Invoiced to date: \$278,355.11.
 3. Scope changes: none that are anticipated to exceed the contract limits at this time.
- V. Schedule (subject to change)
- A. Preliminary Design
 1. City Council Approval of Basis of Design: June 1, 2015
 - B. Final Design and Bidding
 1. SEH/WSN Notice to Proceed: June 1, 2015
 2. PMT Meetings:
 - a. Next PMT meeting planned for the end of September, 2015, City Hall (tentative)
 - b. Future meetings November, January/February (tentative)
 3. Appraisals: end of September 2015 (goal)
 4. 90% Plans: end of September 2015
 5. Permit applications submitted: October 2015
 6. Council approve appraisals and offers: October 2015
 7. Easement Offer Letters to property owners: October 2015
 8. Final Plans: December 2015
 9. Bidding: February 2016



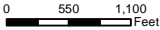
Attachment – project location map
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Legend

- Proposed City Sewer and Water Corridor
- City Limits

Path: C:\Temp\Brainerd\New\UtilityLocation.mxd

Project: BRDMN 131759
 Print Date: 5/8/2015
 Map by: matsuemagel
 Projection: Crow Wing County Coordinates
 Source: Crow Wing County, MnDOT

Project Location Map

Brainerd Lakes Regional Airport Utility Extension Brainerd, Minnesota

May 6, 2015

This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is a compilation of records, information, and data gathered from various sources listed on this map and is to be used for reference purposes only. SEH does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and SEH does not represent that the GIS Data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that SEH shall not be liable for any damages which arise out of the user's access or use of data provided.