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MEMORANDUM

TO: Project Management Team (PMT)

FROM: Scott D. Hedlund, PE, PMP

DATE: November 10, 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 concurrence complete (Level 1 delineation per permit).
- B. Geotechnical Evaluation
 - 1. Braun Intertec completed field work in August.
 - 2. Written report to be completed in September.
 - 3. Additional deeper soil boring field work November.
- C. Final Design
 - 1. Draft construction drawings for all project elements have been completed and submitted to City and BPU staff for review on October 30, 2015.
 - 2. Updated engineer's estimate was completed and submitted to City Staff and BPU on November 4, 2015.
 - 3. Draft project specifications have been developed and are anticipated to be submitted to City and BPU staff for review in November 2015.
- D. Permits
 - 1. Wetland permit applications were completed, submitted and reviewed at the November 3, 2015 Crow Wing County Technical Evaluation Panel (TEP) meeting.
 - a. The Wetland Conservation Act (WCA) permit through Crow Wing County is anticipated to be secured within 30 days of the TEP meeting.
 - b. The US Army Corps of Engineers (USACE) permit is anticipated to be secured within 90 days of the TEP meeting.
 - 2. Other permit application submittals are anticipated before the end of 2015.
- E. Easements
 - 1. Appraisals were completed by Ludenia Appraisals (direct contract with City)
 - 2. Multiple individual property owner easement meetings have occurred.
 - 3. Final easement exhibits with legal descriptions for 21 parcels were completed.
 - 4. City's attorney incorporated the easement exhibits into individual easement agreements.
 - 5. City staff prepared and mailed offer letters with the easement agreements early October.
 - 6. Some easements have been secured.

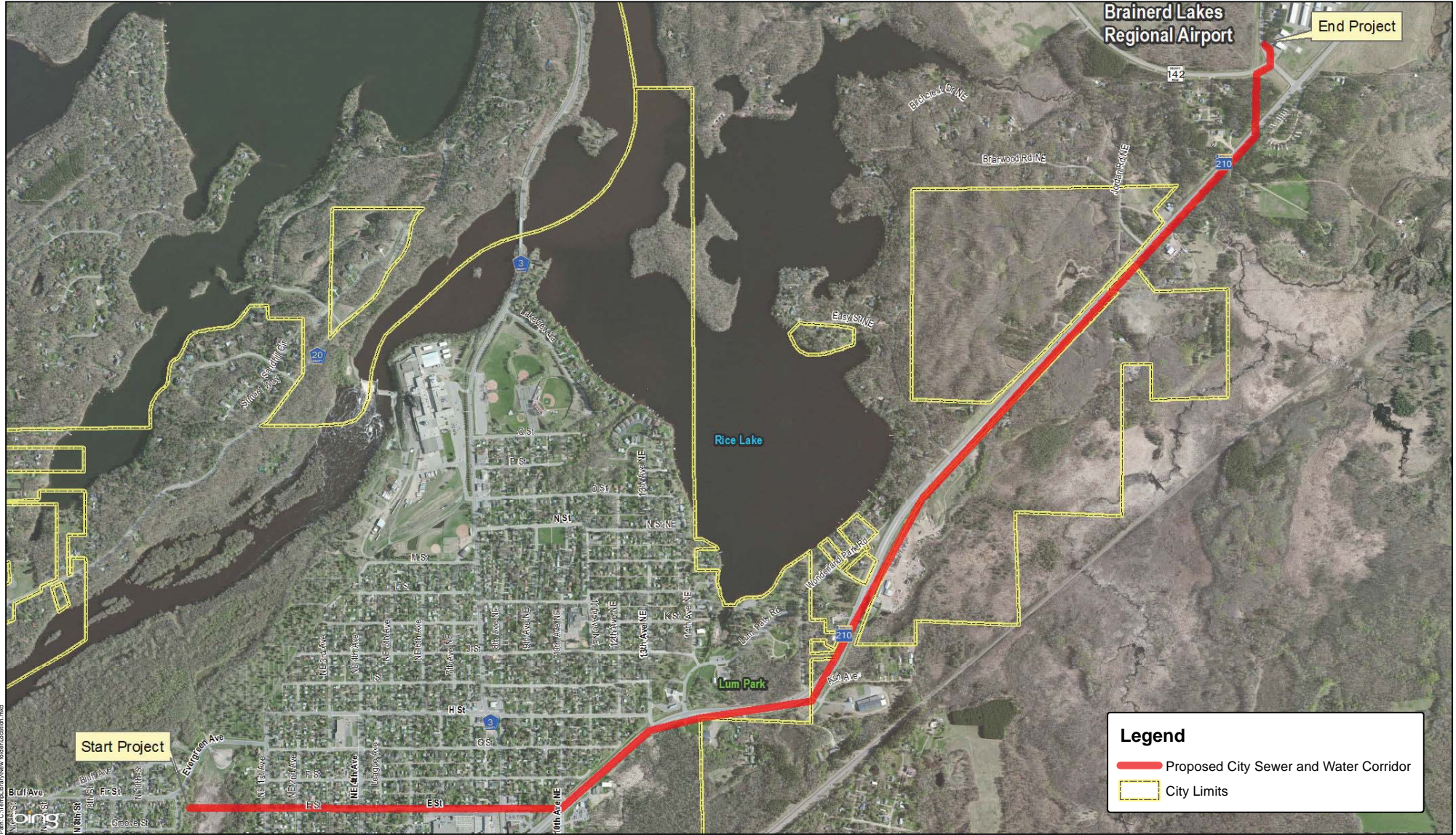
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Short Elliott Hendrickson Inc., 416 South 6th Street, Suite 200, Brainerd, MN 56401-3540

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7. City Staff is following up and negotiating the other easements.
- II. Meetings (other than with PMT)
 - A. Multiple internal design coordination meetings.
 - B. Multiple design meetings with City and BPU staff.
 - 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. Project status, scope, and schedule written email correspondence to one property owner.
 - C. Project website → <http://www.sehinc.com/online/brd>
 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: \$476,001.94.
 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. September 30, 2015
 - b. Next PMT meeting: Week of November 30, 2015 (tentative)
 - c. Future meetings January/February (tentative)
 3. Appraisals: September 2015
 4. 90% Plans submitted to City/BPU Staff: October 2015
 5. Permit applications submitted: October/November 2015
 6. Council approved appraisals and offers: October 2015
 7. Easement Offer Letters mailed to property owners: October 2015
 8. City Council Authorization to Advertise for Bids: December 2015
 9. Final Plans Approved by the City Council: December 2015/January 2016
 10. Bid Opening: February 2016
 11. Start Construction: May 2016

Attachment – project location map
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Legend

- Proposed City Sewer and Water Corridor
- City Limits

Path: C:\Temp\BranNew\Isbn\Location.mxd

0 550 1,100 Feet

Project: BRDMN 131759
 Print Date: 5/8/2015
 Map by: matsema@seh
 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.