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MEMORANDUM

TO: Project Management Team (PMT)

FROM: Scott D. Hedlund, PE, PMP

DATE: June 8, 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:

- I. Flow Calculations/ Assumptions
 - A. Project Management Team (PMT) consensus on flow calculations and assumptions at April 3, 2015 meeting to take into cost estimating.
- II. Location/Alignment Options Development
 - A. PMT consensus on preferred alignment at May 1, 2015 meeting.
- III. Easements/Right of Way
 - A. Developed preliminary right of way needs.
 - B. Individual meetings held with four different property owners along TH 210 in April 2015 to discuss preliminary utility easement needs.
- IV. Cost Estimating
 - A. PMT consensus on preliminary cost estimate associated with preferred alignment to take to open house and city council, and include in final report at May 15, 2015 meeting.
- V. Final Report - Basis of Design
 - A. PMT consensus on final report at May 27, 2015 meeting.
 - B. Brainerd city council accepted report at their June 1, 2015 meeting.
- VI. Meetings (other than with PMT)
 - A. Meeting held with utility companies March 30, 2015 to discuss types and locations of their facilities along the project corridor.
 - B. Meetings held with MNDOT on April 13 and 27, 2015 to discuss TH 210 corridor utility alignment options and MNDOT requirements.
 - C. Various design/coordination meetings with contractors, suppliers, City, BPU, and Airport staff.
 - D. Meeting held with Minnesota Department of Natural Resources (DNR) on May 13, 2015 to discuss DNR permitting requirements related to potential construction impacts public waters and get an update on state of DNR trail planning along TH 210 corridor.
 - E. Project open house held May 21, 2015 at 5:30pm at the airport terminal building.
 - F. Basis of Design Report presented to and accepted by the Brainerd City Council on June 1, 2015.

VIII. External Communications

- A. Consultant team letter dated March 13, 2015 mailed to property owners east of 8th Ave NE/Mill Ave informing them of the general nature, location, schedule, and contact information for the project.
- B. Consultant team letter dated May 8, 2015 mailed to property owners adjacent the E Street and TH 210 corridor notifying them of May 21, 2015 project open house at the airport terminal.
 - 1. City published open house notice in newspaper
- C. A few phone calls received by consultant team from property owners along the project corridor after each mailing with property specific questions about project timing, scope, assessments, annexation, etc.
- D. Project website → <http://www.sehinc.com/online/brd>
 - 1. Currently has project location map, PMT meeting minutes, monthly update memos, open house notification, and basis of design report available for viewing and download.
 - 2. Intent to keep the website updated through construction phase.

IX. Budget Status

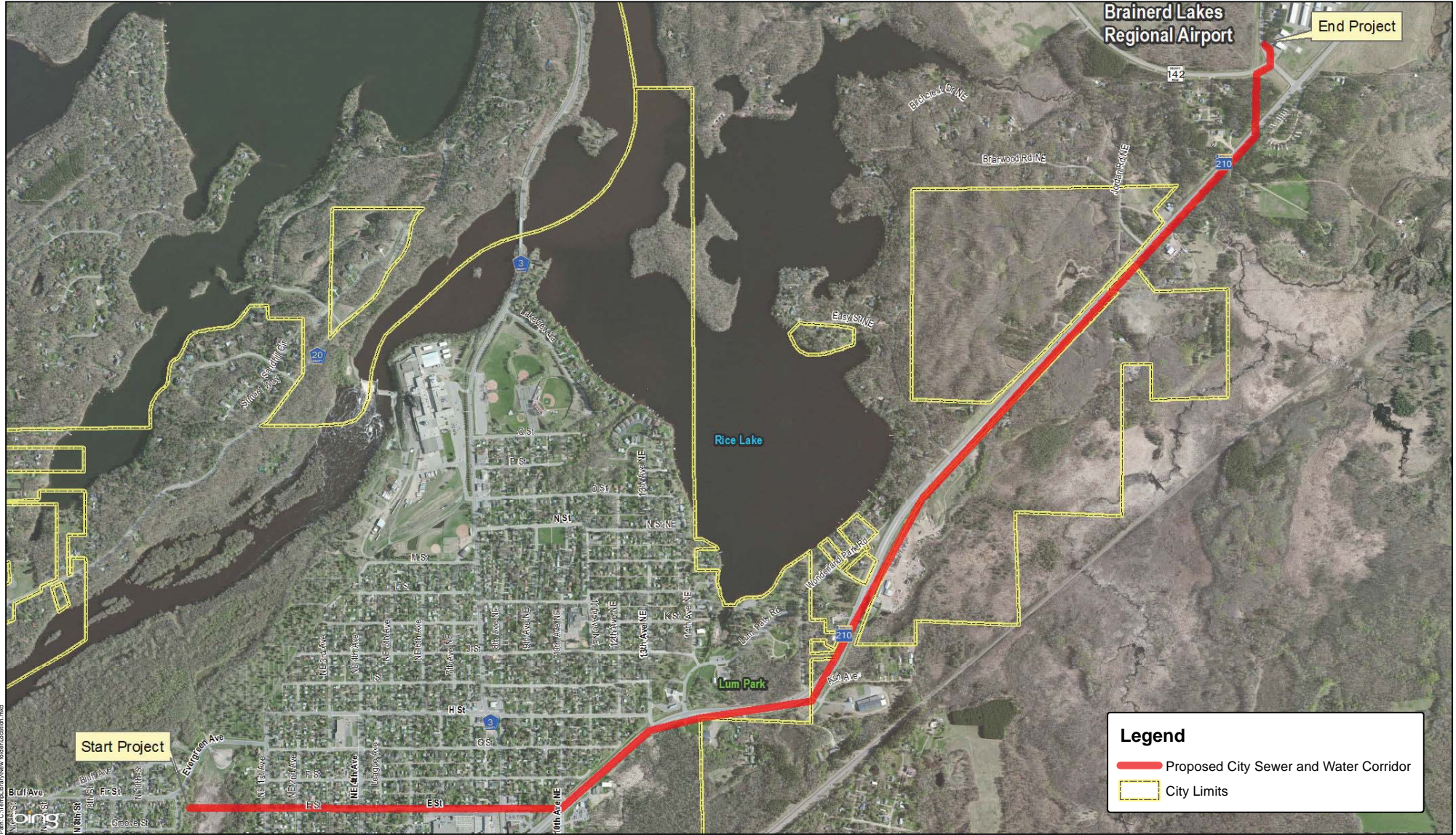
- A. Overall project budget
 - 1. The current project budget is \$8M plus interest.
- B. Consultant budget:
 - 1. Approved contract: \$190,786.00
 - 2. Invoiced to date: \$123,645.43.
 - 3. Scope changes: none that are anticipate to exceed the contract limits.

X. Schedule (subject to change)

- A. Preliminary Design
 - 1. SEH/WSN Notice to Proceed: March 2, 2015
 - 2. PMT Kickoff Meeting: March 9, 2015
 - 3. PMT Meetings: April 3, 17, May 1, 15, 27
 - 4. Public Open House: May 21, 2015, 5:30 to 7:30 pm at Airport
 - 5. 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: September, November, January, February
 - 3. 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\Isotrac\Location.mxd

CITY OF BRAINERD
 SEH
 (BPL)

0 550 1,100 Feet

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.