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MEMORANDUM

TO: Project Management Team (PMT)

FROM: Scott D. Hedlund, PE, PMP

DATE: May 6, 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. Developed roll map with existing Right of Way (ROW), utilities, and property owners; and proposed facility alignments, sizing, flow assumptions.
 - B. PMT consensus on location/alignment options at April 3, 2015 meeting to take into cost estimating.
 - C. 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 to discuss preliminary utility easement needs.
- IV. Cost Estimating
 - A. Developed preliminary cost estimates.
 - B. PMT consensus on preliminary cost estimate associated with preferred alignment to take to open house and city council.
- V. Final Report - Basis of Design
 - A. Developing final report, roll drawings, estimates for use facilitating May 21, 2015 open house, and for June 1, 2015 City Council approval.
- 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. Meeting held with MNDOT on April 13, 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. Pending meeting with Minnesota Department of Natural Resources (DNR) in May.

Engineers | Architects | Planners | Scientists

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SEH is 100% employee-owned | sehinc.com | 218.855.1700 | 866.852.8880 | 888.908.8166 fax

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. Pending consultant team letter to be mailed to property owners adjacent the E Street and TH 210 corridor notifying them of May 21, 2015 open house.
 - 1. City to publish open house notice in newspaper
- C. Project website hosted by SEH set up → <http://www.sehinc.com/online/brd>

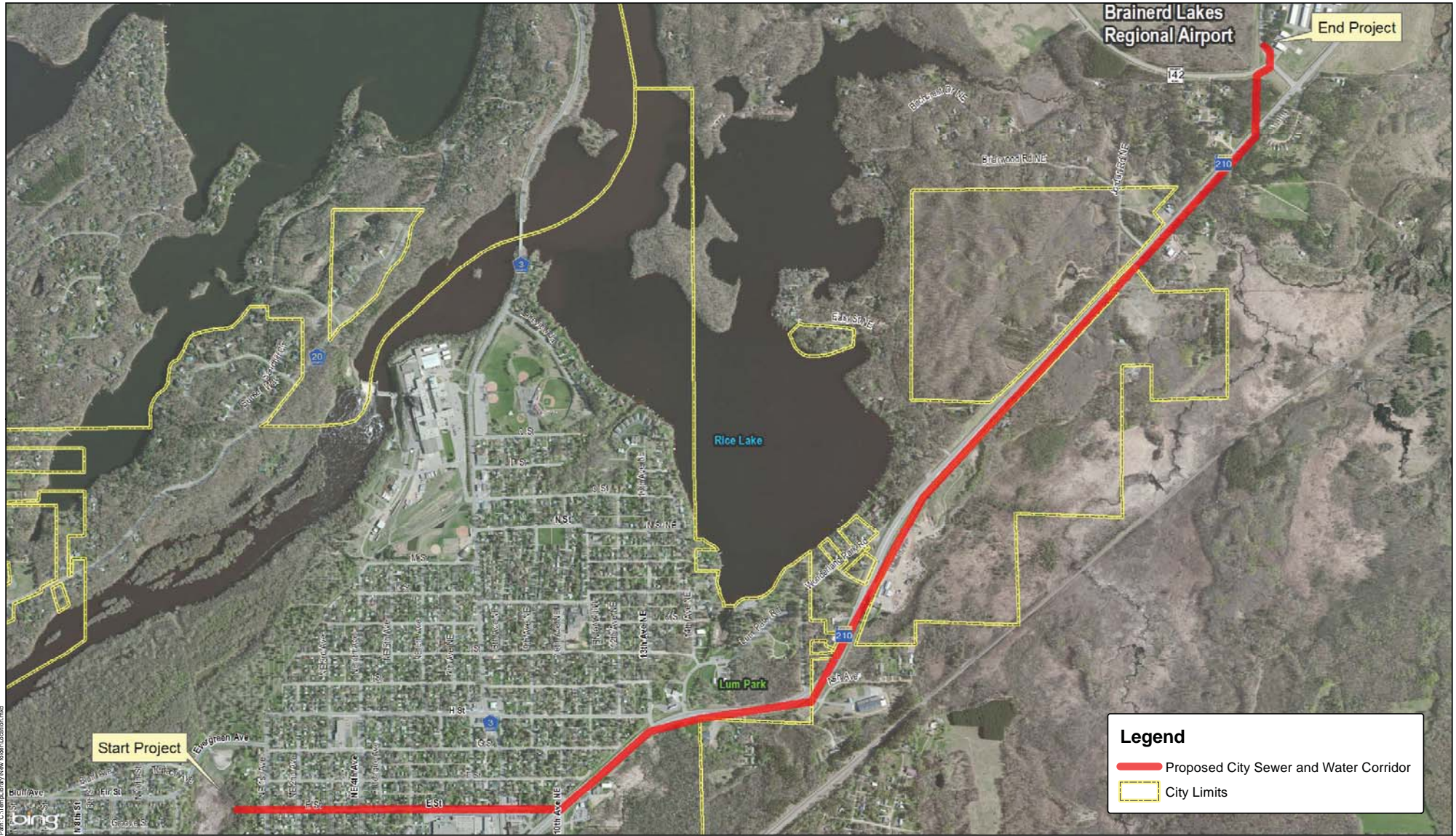
IX. Budget Status

- 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: \$40,152.99.
 - 3. Scope changes
 - a. Prepared and mailed early contact letters to adjacent property owners east of Mill Ave/8th Ave NE.
 - b. This task was outside of the current contract scope and may be incorporated into a fee amendment request if at such time the contract limits are exceeded.



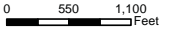
X. Schedule (subject to change)

- A. SEH/WSN Notice to Proceed: March 2, 2015
- B. PMT Kickoff Meeting: March 9, 2015
- C. PMT Meetings: April 3, 17, May 1, 15, 22
- D. Public Open House: May 21, 2015, 5:30 to 7:30 pm at Airport
- E. City Council Approval of Basis of Design: June 1, 2015

Attachment – project location map
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Path: C:\Temp\Library\New\Job\Location.mxd

Project: BRDMN 131759
 Print Date: 5/7/2015
 Map by: matsemmagel
 Projection: Crow Wing County Coordinates
 Source: Crow Wing County, MnDOT

Project Location Map

Brainerd Lakes Regional Airport Utility Extension Brainerd, Minnesota

May 6, 2015

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