

Preconstruction Kick-Off Meeting

Reconstruct Taxiway A & Partial Connecting Taxiways and Install New Medium Intensity Taxiway Lighting System

Princeton Municipal Airport

Princeton, Minnesota

AIP No. 3-27-0081-018-2021

KLJ #2005-00592

Meeting Details

Date: July 20, 2021 2:00 PM Duration:

Physical Location: AD Building
Princeton Municipal Airport
Princeton, Minnesota

Attendees:

Project Roles

Role	Organization/Entity	Address
Owner	City of Princeton	705 N 2nd Street Princeton, Minnesota 55371
Prime Contractor	Knife River Corporation – North Central	4787 Shadow Wood Drive NE Sauk Rapids, Minnesota 56379
Civil Engineer	KLJ Engineering LLC	300 23rd Avenue E, Suite 100 West Fargo, North Dakota 58078
Electrical Engineer	Apex Engineering Group	4733 Amber Valley Parkway S Fargo, North Dakota 58104

Agenda

1) Introductions & Sign-in Sheet

- Project sponsor is the City of Princeton. The Federal Aviation Administration (FAA), Minnesota Department of Transportation Aeronautics Division (MnDOT) and the City of Princeton (Owner) are the funding agencies on the project.
- KLJ Engineering, LLC (KLJ) is the sponsor's representative for the construction administration and observation of the project. Apex Engineering Group (Apex) is a subconsultant to KLJ for electrical engineering services on the project.
 - John Glesne is the Assistant Project Manager and Resident Engineer (701-936-5184)
 - Kevin Ensor is the Project Manager (720-734-3674)
 - Kyle Koterba is the Electrical Engineer (701-373-7964)
- Project Communication: All communication from subcontractors should go through the Prime Contractor, Knife River Corporation – North Central (Knife River). Knife River will bring any pertinent issues to the attention of the resident engineer. The resident engineer will coordinate communication with the KLJ project manager and the Owners as needed.

2) Project Representatives and Chain of Command

- Knife River is the Prime Contractor for the project. The Prime Contractor is required to have a superintendent on-site during all phases of construction.
- The Prime Contractor is required to have a safety officer/construction inspector on-site during all phases of construction that is familiar with airport safety to monitor construction activities and shall monitor the required compliance with all airport safety and security measures by construction personnel.

Role	Specific Representative	Title	Phone Number
Prime Contractor		Superintendent	
		Safety Officer/Inspector	
Engineer	John Glesne	Asst. Project Manager/ Resident Engineer	701-936-5184
	Kevin Ensor, PE	Project Manager	720-734-3674
	Kyle Koterba	Electrical Engineer	701-373-7964

3) Safety and Responsibility

- Reference AC 150/5370-2G (Appendix A in Project Manual).
- Contractor notify Engineer and Owner a minimum of 7 days prior to start
- Equipment to have orange and white checkered flag or an amber rotating beacon attached to the highest point of the equipment or vehicle.
- Contractor shall monitor the frequency of 123.0 MHz at all times when working on the airport.
- Contractor shall give way to all aircraft traffic and keep open areas clear of FOD.
- Construction Safety Compliance Document shall be submitted prior to the issuance of the Notice to Proceed.
- Who will be the Point of Contact for NOTAMs?: _____

4) Tentative Work Schedule

- The notice to proceed has not been issued to date.
- What is a typical work week (hours per day, days per week, etc.)? _____
- Expected starting date: _____
- Calendar Day contract time of 75 days.
 - Phase 1: 60 Days
 - Phase 1B: 10 Day (Concurrent with Phase 1)
 - Phase 2: 15 Days
 - Phase 3: 5 Day (Concurrent with Phase 1 or Phase 2)
- Note that Item 26 of the Local and State Provisions require a minimum of 72 hour written notice prior to working Saturday, Sunday, or legal holidays.
- Weekly meeting - review safety and past week's work, discuss proposed work for the upcoming week and project scheduling, and any issues encountered.
 - Time: _____
 - Location: _____

5) Liquidated Damages

- The successful Bidder hereby agrees to commence and complete the work under this contract within the time schedule indicated in the plans and specifications.
- Liquidated damages shall be assessed as indicated in the Local and State Provisions as indicated in the contract.

6) Insurance Requirements

- Refer to Local and State Provisions – Insurance Requirements for liability and insurance required for this project.
- The City of Princeton should let their insurance companies know that construction will be occurring on the airport.

Construction Items

1) Testing Requirements

- Coordinating Acceptance testing and Quality Control testing for materials.
 - Braun Intertec Corporation of St. Cloud, Minnesota will be performing quality assurance testing on the project for the Owner.
 - Who will be providing project testing for Knife River?
- Braun Intertec Corporation shall send all reports to KLJ for acceptance testing. Typed Copies of test results must be received by KLJ within 5 days of the test.
- Concrete and Asphalt Mix Designs by the Contractor:
 - MN 2360 Plant Mixed Asphalt Pavement
 - P-610 Structural Concrete
- Preliminary and Production Testing required by the Contractor:
 - MN 2211 Aggregate Base Course
 - MN 2360 Plant Mixed Asphalt Pavement
- Retesting of failed acceptance tests. Failed tests are Contractor's responsibility for cost. Retests shall be made and meet specs. Knife River shall submit an agreement with Braun Intertec Corporation to pay for all failing tests; send a copy of this agreement to KLJ prior to the start of construction for record.

2) Resident Project Representative's Role

- Inform Contractor of deficiencies.
- Maintain records and summary of quantities.

- Coordination of material testing.
- Maintain files and record drawings (Contractor to maintain a set of as-built plans for submittal to KLJ prior to final acceptance).
- Maintain daily diary.
- Pay Estimates will be processed monthly.
- Weekly progress reports.
- Labor compliance interviews.

3) Labor requirements

- Wage rates – Davis Bacon federal wage, MnDOT wages. Display posters on site.
- Payrolls and employee classification – Prime contractor will submit a copy of all weekly payrolls to KLJ via email to kayla.kaup@kljeng.com. Subcontractors shall send payrolls to Prime Contractor for submittal and review.
- KLJ will be conducting on-site labor compliance interviews throughout the project.
- “Record of FAA Contractor Project Payments and DBE Commitments” to be submitted March 31st, June 30th, September 30th, December 31st and at end of project.
- DBE – Goal 5.48% under this project. Knife River indicated a DBE utilization rate of 5.66%.
- EEO – Posters must be displayed on-site. KLJ needs a copy of EEO Policy.

4) Subcontractors

- List of Subcontractors on the Project

Subcontractor	Item(s) of Work

5) Suppliers

- List of Suppliers on the Project
- Note Buy American Requirements. Knife River has indicated on bid proposal that they will conform to only installing steel and manufactured products produced in the United States. Knife River will need to provide certifications for all steel and manufactured products with submittals unless the FAA approves waivers Type 3 or 4 prior to contracts being signed.

Suppliers	Item(s) Supplied

6) Change Order Work

- Discuss process / procedure. Will need written approval from FAA and Owner prior to proceeding with any work.
- Procedure: Information/costs from Contractor, Owner / KLJ creates cost analysis summary for change order items, and submits to FAA for approval or comment, then processed by KLJ when approved by Owner / FAA.

7) Environmental and Material Storage

- SWPPP – Status, Maintenance, Requirements
 - A SWPPP will be obtained by the Engineer and will be transferred to the Contractor prior to the issuance of the NTP. The Contractor shall be responsible for adhering to the approved SWPPP during construction including inspections and BMP maintenance. Upon project completion, the Contractor and Owner shall terminate the SWPPP using form wq-strm2-60d-Termination Form included in the SWPPP binder.
- Hazardous materials spills – notify Engineer, Owner and fire department.
- Dust control during construction. (Important safety issue on an active airport).
- Sanitary facilities for workers provided by Contractor.
- In case of any emergency, dial 911 and then contact the Owner.

8) Traffic Control

- Prime contractor shall propose a detailed schedule each week at the weekly meeting in accordance with the plans and specifications (Construction Safety Phasing Plan).
- Engineer and Owner shall approve barricade placement.
- No FOD (Foreign Object Debris) shall be allowed on pavements. FOD is a hazard to aircraft safety and operations.

9) Miscellaneous

- Before digging or trenching of any kind is started in the area, it shall be the Contractor's responsibility to notify the Engineer, the Owner, and the Utility Owner to ensure that the utility services are located and protected. The Contractor is also responsible for utility locates.
- Does the Contractor need any information from the City regarding water access, meters, and/or the billing process?
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Plan Review

1) Project Work Description & Basis of Estimate

2) General Construction Safety Plan/Phasing Plans

- Phases 1 and 2 may not run concurrently with one another.
- Contractor shall remain within all phase limits as airport will be operational throughout the project.
- Contractor staging/storage area will be limited to regions shown. (All equipment and material must be stored in the area shown on the plans as "Staging/Storage Area").
- Aircraft have right of way at all times.
- Knife River is required to have a sweeper on site at all times for FOD.

3) Construction Safety Phasing Notes

- All equipment shall be parked in the Contractor's Storage/Staging area at the end of each work day and shall adhere to the details provided above in section "vehicle and pedestrian operations".

4) SWPPP and Erosion Control Layout and Details

- Who will conduct contractor's SWPPP inspections: _____
- Contractor to keep inspection records in accordance with SWPPP.

5) Removal Plan

- Existing stockpile of Recycled Base Course in the Staging/Storage area to be used throughout the project as needed.

6) Typical Sections

7) Taxiway A Plan and Profile

8) Cross Sections

9) Taxiway Intersection Grading Plans

10) Earthwork Summary

11) Taxiway Marking Layout Plan

12) Civil Plan Notes

- Contractor shall maintain, remove and restore the temporary access road.
- Excess millings and/or excess blended base material left after the project shall be moved from the staging/storage area prior to restoration. Location to be determined by the Owner.

13) Electrical Removal Plan

14) Electrical Lighting Layout

15) Counterpoise Layout

16) Electrical Details

17) Electrical Building Details

18) Electrical Installation Notes

19) Electrical Plan Notes

Specification Review

1) Construction Layout, Stakes and Testing

- Who will be providing the construction staking for the Contractor?

- Note the Owner's testing firm will make a limited number of trips to the project for testing. The Contractor should plan work accordingly. (State & Local, Item 10)
- Copies of survey notes will be provided to the RPR for each area of construction and for each placement of material as specified to allow the RPR to make periodic checks for conformance with plan grades, alignments and grade tolerances required by the applicable material specifications.

2) Airside Traffic Control

- The Contractor shall be responsible for all costs associated with the placing, operating, maintaining, and removal of the closure markers, barricades, etc. Costs for placing, operating, maintaining, and removal of the traffic control equipment are included in the bid item "Airside Traffic Control".

3) Haul Roads

- Check with governing bodies as to load limits on routes.
- Any damage to existing haul roads that are to remain will be repaired at no additional cost to the Owner.
- The Contractor shall submit a proposed haul route. A haul road inspection shall be conducted prior to construction with the Owner and KLJ (haul road inspection example form attached).

4) Submittals

- Shop Drawings, Materials Certifications, Preliminary Testing Required (State & Local, Item 13)
- Submit to Engineer for review a minimum of 10 calendar days prior to installation. Submit minimum of 1 copy (electronic preferred).

5) Execution and Progress

- Prime Contractor to provide copies off all subcontracts to Engineer per Section 80 of General Provisions.
- Contractor shall submit a proposed schedule of construction. Schedule shall be prepared as a network diagram in Critical Path Method, Program Evaluation and Review Technique or another approved format. Update weekly.
- Pavement cure time prior to permanent pavement paint application for asphalt pavement is no sooner than 30 days after asphalt paving is complete.

6) Contract Closeout Requirements

- A list of items required (refer to Local and State Provisions, Item 32) for substantial and final completion of the project.

7) C-100 – Contractor Quality Control Program (CQCP)

- Contractor's CQCP and QC testing laboratory must be approved in writing by engineer prior to issuing the NTP.

8) C-105 – Mobilization

9) P-101 – Preparation/Removal of Existing Pavements

- 10) **P-152 – Excavation, Subgrade, and Embankment**
 - Water for dust control is incidental to other costs.
 - No excavation until work staked by contractor. Contractor and Engineer shall agree original topographic mapping is accurate.
 - The Contractor shall have the entire site or a minimum of 3,000 square yards prepared and ready for testing, whichever is less before requesting any acceptance sampling and testing.

- 11) **P-207 – In-place Full Depth Reclamation (FDR) Recycled Asphalt Aggregate Base Course**

- 12) **MN 2211 – Aggregate Base**

- 13) **MN 2360 - Plant Mixed Asphalt Pavement**
 - Preliminary Testing.
 - Mix Design.

- 14) **MN 3138 – Aggregates for Surface and Base Courses**

- 15) **P-603 – Emulsified Asphalt Tact Coat**

- 16) **P-610 – Concrete for Miscellaneous Structures**
 - Note reactivity requirements.
 - Mix Design.

- 17) **P-620 – Runway and Taxiway Marking**

- 18) **T-901 – Seeding**
 - Note grass seed mixture.
 - Restoration of staging/storage area shall be incidental to other project costs.
 - Seeding and mulching shall be performed on all areas disturbed by construction activities.

- 19) **T-905 – Topsoiling**

- 20) **T-908 – Mulching**
 - Hydro mulching and straw-mulching.
 - Restoration of staging/storage area shall be incidental to other project costs.
 - Seeding and mulching shall be performed on all areas disturbed by construction activities.

- 21) **L-108 – Underground Power Cable for Airports**
 - Cable identification tags required.
 - Detectable warning tape.
 - 3' cable slack at all lights, transformers, etc.
 - Electrical structures to have at least 1' cable slack outside structure.
 - Ground rod every 500' with exothermic weld to counterpoise system.
 - Note electrical cable testing requirements.

- 22) **L-110 – Airport Underground Electrical Duct Banks and Conduits**

Quality Control (QC)/Quality Assurance (QA) Workshop

- 1) **Quality is more than test results. Quality is the combination of proper materials, testing, workmanship, equipment, inspection, and documentation of the project. Establishing and maintaining a culture of quality is key to achieving a quality project.**

- 2) **Review of CQCP**
 - Schedule of Submittals
 - QC Testing Requirements
 - Control Strips
 - Action and Suspension Limits procedures

- 3) **Discussion of QA program**
 - KLJ has developed a Construction Management Program
 - Braun Intertec Corporation will be performing QA testing
 - Various testing will be completed including but not limited to the following:
 - Proctors
 - Density
 - Smoothness
 - Grade Verifications
 - Thickness Control
 - Concrete Slump
 - Asphalt Densities
 - Bulk Specific Gravity
 - Asphalt Content
 - Asphalt Air Voids
 - Concrete Air Content
 - Concrete Compressive Strength

- 4) **QC and QA Organization and Communication**
 - John Glesne with KLJ will be the resident engineer. The resident engineer will coordinate all communication for QA testing and coordinate with contractor for information exchange about QC testing
 - Who will be the QC authority for Knife River:

 - The resident engineer and QC authority will meet regularly at the project to discuss control of materials, methods, and testing.

- 5) **Establishment of Overall QC Culture**
 - Everyone has a role in quality control on airports during construction: the airport operator, the airport's consultants, the construction contractor and subcontractors, and any other supporting party. It is the role of the contractor to ensure this quality control culture is established and maintained.
 - Close communication and coordination between all affected parties is the key to developing a quality control culture.
 - How will Knife River establish and maintain an overall QC culture?
Notes:
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- 6) **Adjourn Meeting.**
 - Time: