

OVERVIEW OF SERVICES AND STATEMENT OF QUALIFICATIONS

PREPARED FOR PRINCETON MUNICIPAL AIRPORT
AND THE CITY OF PRINCETON • FEBRUARY 2022





February 17, 2022

Ms. Michele McPherson
City Administrator
City of Princeton
705 2nd Street North
Princeton, Minnesota 55371

RE: Statement of Qualifications for Engineering, Architectural & Planning Services

Dear Ms. McPherson:

The Princeton Municipal Airport is looking for an engineering firm that listens, innovates, relentlessly pursues funding, and gets things done. Bollig is that engineering firm.

What sets Bollig apart from other engineering firms? The bottom line: we believe *your* success is *our* success. We understand your airport has unique needs and opportunities, so we adopt your priorities as our own.

Bollig commits to providing professional service that is:

RELATIONAL. We build genuine relationships and mutual trust. Whether with you, your team, the local community, or MnDOT officials, we form connections that advance your goals.

RESOURCEFUL. We understand funding and government relations better than anyone else, which helps us maximize opportunities for you. We specialize in securing unconventional funding to accomplish more and achieve your goals faster.

RELIABLE. We deliver *what* we promise *when* we promise it. Our engineering expertise is solid, but we also take budgets and timelines seriously to ensure your project moves forward as planned.

RESPONSIVE. We are a tight-knit, regional team for a purpose: to ensure your project does not fall through any cracks. We are readily available to provide personalized service and creative solutions.

As this Statement of Qualifications shows, Bollig can provide the services, attention, and professional relationships to empower the Princeton Municipal Airport to achieve its goals. If you have questions, please contact me at 320-235-2555 or kambuehl@bollig-engineering.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kris Ambuehl', written over a horizontal line.

Kris Ambuehl
DIRECTOR OF CLIENT DEVELOPMENT

A handwritten signature in black ink, appearing to read 'Angela Holm', written over a horizontal line.

Angela Holm, AIA
AVIATION LEAD/ARCHITECT



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AIRPORT FAMILIARITY: IT'S ALL ABOUT YOUR VISION

The top priority for Bollig's team of airport enthusiasts is understanding your long-term vision for Princeton Municipal Airport, as well as the community, business, and lifestyle it supports. The Princeton Airport is one of only seven North Memorial Air Care locations in Minnesota and is a spring DNR firebombing station, making expansion and improvement projects vital to the City and region.

Your commitment to excellence and growth is clear. Bollig's design team has enthusiasm, innovation, and expertise, and our focus will be working alongside you to continue progress toward that vision. Our goal is to exceed your expectations from initial planning to project completion through active communication and engagement.

UNDERSTANDING OF PROJECT REQUIREMENTS

Our airport development team reviewed your CIP and other documents, which make clear your vision for growth and increasing opportunity. Plans for an update to your master plan and ALP including AWOS site relocation and updates to your zoning ordinance; environmental, design, land acquisition and construction of your AWOS; and design and construction of an expanded DNR apron support the airport's utility and future growth. Our experience aligns with your objectives, as shown in our Recent Airport Experience (page 14).

We can bring your vision to life through our experienced planning and engineering design processes, as well as collaborative involvement with the FAA, MnDOT Aeronautics, and the city council. The Bollig team is positioned to get your projects in front of powerful funding sources. We also take pride in helping airport stakeholders collaborate and develop mutually beneficial solutions. Your goals for the Princeton Airport have created a strong foundation and Bollig has the drive and expertise to make your vision a reality.



Bollig is a full-service engineering firm that believes your success is our success. We prioritize your needs and surpass expectations with complete engineering services. Our relational approach and innovative solutions are built on solid experience, established industry connections, and cost-effective strategies.

Airports are crucial to rural Minnesota. Brian Bollig, owner and president, and our entire team is committed to helping you protect and enhance your airport for transportation and economic opportunity.

We work closely with our clients to create long-lasting partnerships that improve lives.

Over the last 15 years, Bollig’s expertise has focused on airport and municipal projects, and we understand their importance. We engage with you to understand your community and respond to your needs and goals.

We are committed to communication and availability.

We work closely with airport and city staff, regularly attend and present at meetings throughout a project, and provide accurate information to stakeholders.

BOLLIG QUICK FACTS

- Founded in 2007 and based in Willmar with staff in Little Falls, Sartell, Two Harbors, Clear Lake, Hutchinson, and Shakopee
- Team of 35 engineers, architects, construction managers, funding specialists, and other staff
- Expert services include planning, design, bidding, construction administration and observation, funding acquisition, and more



RELATIONAL

We are committed to you and your projects not just as professionals but also as people.

- We develop genuine, responsive relationships with all stakeholders. Through understanding and true respect, we have had great success promoting airport development to tribal governments and members. Our efforts with Lake of the Woods County, Red Lake Nation, MnDOT, and FAA resulted in good will and mutual opportunities for all involved.
- We conduct outreach to build local excitement for your projects. Some examples of this include participating in area festivals, hosting open houses to showcase project development, and creating 3D video renderings to garner community support.
- We attend client community events, such as parades, festivals, and fly-ins, on our personal time and with our families. We learn about and appreciate your community through our first-hand experience there.
- We invest our resources in our client communities by utilizing local businesses and banks whenever possible.



RESOURCEFUL

We relentlessly pursue maximum funding, often through unconventional sources.

- We secured non-typical airport grant funding for Elbow Lake's hangar project through an AIR grant. *(see page 16)*
- We developed an intermodal plan in Brooten incorporating aviation, rail, and road projects. By solving big-picture issues and meeting with legislators, we secured additional funding for municipal and airport projects.
- We advocate with MnDOT and FAA officials as well as state legislators to bring client needs to the forefront.
- We take on unique legislative challenges to overcome roadblocks for our clients.

Bollig pursues maximized funding and leverages opportunities for our clients.

We are driven to alleviate our clients' financial burdens, and our specialty is thinking "outside the box" to achieve comprehensive solutions. We find non-traditional funding sources and walk you through the steps to secure them. When you work with Bollig, our specialists go to work for you.



RELIABLE

We are proven, driven leaders who prioritize client needs and get things done.

- We are present and involved throughout your entire project, attending meetings and giving presentations.
- We respect project budgets and timelines, striving to deliver what is promised when it is promised.
- We communicate with MnDOT and FAA on your behalf, including filing forms and paperwork containing specialized information.



RESPONSIVE

We value your time by being readily available and quick to act in all phases of your project.

- We provide quick replies and action on client questions and concerns through our resident project representatives and office staff.
- We offer timely answers to contractor questions so projects stay on track during construction.
- We take client calls during evenings or on weekends when needed to resolve immediate challenges or problems.

“ The Bollig team has been engaged since day one. They made a night-and-day difference in putting our projects on a fast track. ”

JOE LARUE, AIRPORT MANAGER • ELBOW LAKE, MINNESOTA

BOLLIG'S CORE VALUES

PASSION FOR OUR PURPOSE

We care deeply about working side-by-side with communities to make them stronger.

COMMITMENT TO EXCELLENCE

We hold exceedingly high standards for ourselves and our work.

RELATIONSHIPS

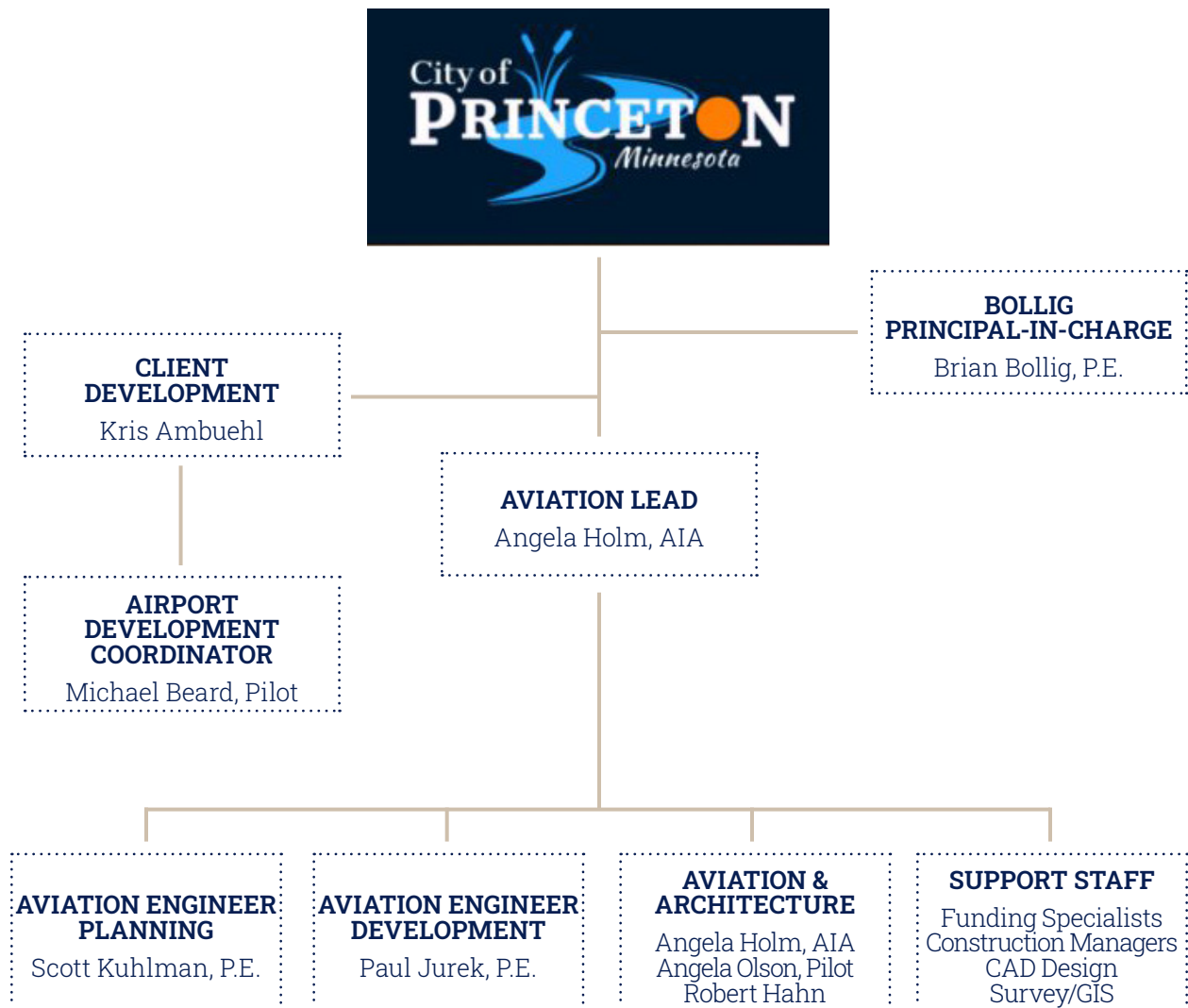
We value people more than projects and pursue trusting relationships.

TEAMWORK

We welcome the synergy that comes from team effort and collaboration.

Bollig gives you focused expertise and superior customer service. Our experienced and resourceful team – which includes 35 engineers, surveyors, architects, technicians, construction managers, funding specialists, experienced pilots, and other staff – will work directly with the city council and airport board to provide responsive project management for the airport.

Kris Ambuehl, Client Development Director, will be your primary contact. Angela Holm, Brian Bollig, and Michael Beard will work closely with the city as well.



We selected Bollig because of the high level of attention and responsiveness they provide. They exceeded our expectations with their exceptional service and have become a trusted partner for advancing our community's goals.

JEFF HOLSEN, CITY ADMINISTRATOR • ELBOW LAKE, MINNESOTA



BRIAN BOLLIG, P.E.

**Principal Engineer
Strategic Planning**

Brian is the founder of Bollig and serves as the Principal-In-Charge, bringing with him more than 25 years of industry relationships and experience as a Registered Professional Engineer. Brian has utilized his diverse background to build a robust skill set in strategic planning, design, water resource management, mapping, project management, and construction administration. His life has cultivated in him a passion for finding innovative solutions to problems affecting rural Minnesota.

Brian has a Bachelor of Science in Civil Engineering and a Master of Science in Environmental Engineering with an emphasis in water and wastewater systems from South Dakota State University, as well as a Bachelor of Science in Natural Science from St. John's University.



KRIS AMBUEHL

Client Development

Kris is the lead contact for airport managers and planners, city staff, and elected officials. Through his tenure in public administration, he has first-hand experience with airport administration, infrastructure funding and planning, and federal disaster funding. As a current member of 22 years in the Minnesota Army National Guard, Kris has served in multiple Partners in Peace missions to Croatia. Kris' skills and years of service and leadership bring high-level organization, strategic planning, scheduling, budgeting, and project and relationship management to our clients.

Kris has a Bachelor of Science in Public Administration and Emergency and Disaster Management from Upper Iowa University.



ANGELA HOLM, AIA

**Aviation Lead
Architect**

Angela brings more than 20 years of professional practice in architectural and electrical design to Bollig's airport project team and serves as Aviation Lead on our airport projects. Her knowledge and leadership have been instrumental in the success of numerous projects including Airport Master Plans, ALP development, hangar design and construction, apron improvements, terminal area development, and airport and heliport zoning ordinance development. Angela's commitment to client and community engagement and her successes with a variety of design challenges create a collaborative environment for our team and clients.

Angela has a Bachelor of Science in Architecture and a Bachelor of Science in Environmental Design from North Dakota State University.



MICHAEL BEARD

Airport Development

Mike's primary role on Bollig's Project Team is Government Relations. A respected Representative in the Minnesota State Legislature for 12 years before retiring in 2014, Mike channels the holistic support needed for a successful airport project. He cultivates connections with project stakeholders and agency personnel, strengthened by his enthusiasm for aviation as a private pilot for over 40 years. Mike's experience and interpersonal communication style pairs well with broader skill sets gained in small business ownership, publishing, and education.

Mike has a Bachelor of Arts in Theology from the Bethany College of Missions.



SCOTT KUHLMAN, P.E.

**Aviation Engineer
Planning**

Scott's eight years with Bollig have encompassed a variety of engineering sub-disciplines. While Biosystems and Agricultural Engineering formed the original basis for his work, he has led our team in extraordinarily successful water-resources projects and spearheaded our aeronautical planning with a deep knowledge of MnDOT and FAA's design and construction requirements. Scott's big-picture understanding of the airside and landside requirements for airports has resulted in Airport Layout Plans that help clients make informed decisions for the future.

Scott as a Bachelor of Science in Biosystems and Agricultural Engineering with an Environmental and Ecological Emphasis from the University of Minnesota.



PAUL JUREK, P.E.

**Aviation Engineer
Development**

Paul has more than two decades of civil engineering experience comprised of over \$200 million in roadway/bridge, airport, and municipal utility projects. His previous employment at MnDOT has enabled him to work closely with MnDOT Aeronautics, and he draws on those industry connections and project experience to provide engineering and project management to airport clients.

Paul has a Bachelor of Science in Civil Engineering from North Dakota State University and a Bachelor of Science in Pre-Engineering from St. Thomas University.



ANGELA OLSON

Aviation Planner

Angie brings over 30 years of a diverse aviation background to the Bollig team. Her collective experience as a Professor of Aviation in Higher Education, a certified commercial pilot, and a Certified Flight Instructor (CFI) give her unique insight during crucial project discussions. She also has expertise in securing grant funding and post-award grant management. Angie's involvement with the Experimental Aircraft Association (EAA) as Secretary for Chapter 551 and a Program Presenter for the region, and her active involvement on boards for aviation organizations, bring enthusiasm and trusted industry connections during the planning phase.

Angie has a Doctorate in Higher Education and a Master of Technology Education from St. Cloud State University and a Bachelor of Science in Aeronautical Studies from the University of North Dakota.



ROBERT HAHN

Aviation Engineer

Robert brings more than 30 years of aeronautical engineering experience to the Bollig team. Robert's previous employment as an Airspace Specialist/Airport Planning Engineer for the State of Illinois has given him experience in working with airport managers, engineering consultants, and the FAA. Throughout his career, Robert has demonstrated success in helping with airport development (Master Plans, ALPs and 7460s) and construction safety phasing plans (CSPP).

Robert has a Masters Degree in Operations and Project Management from the University of Southern California and a Bachelor of Science Degree in Aeronautical Engineering from the University of Illinois.



PLANNING & ENVIRONMENTAL

Bollig practices a methodical, holistic planning process. We incorporate short- and long-term goals for both your airport and your community. We offer a high-level view of how your projects match up with economic opportunities and other needs in your area.

Our big-picture approach creates new funding opportunities that are more financially sustainable and cover a broader scope of improvements.

Bollig’s municipal experience compliments our airport expertise, and strong relationships with

agencies create more opportunities and better outcomes for clients.

Bollig’s team is experienced with the assessments needed to secure environmental clearance. Our engineers move your project forward while following protocols that keep historical sites and the environment safe.

We take documentation seriously and have a full understanding of the documents and research needed during planning. Bollig’s broad range of expert planning and environmental services includes but is not limited to:

PLANS & REPORTS

- Master Plans
- Airport Layout Plans
- Environmental Assessments & Reports, incl. CATEX
- Plan Updates

DOCUMENTATION

- Feasibility Studies
- Cultural and Historical Source Reviews
- Environmental Site Reviews
- Project Marketing

RESEARCH & DATA

- Obstruction Analysis
- Aviation Forecasting
- Benefit-Cost Analysis
- Topographical Data
- Ownership & Encumbrances Data
- Use & Compatibility
- Funding Opportunity DBE Programs

SURVEYING

- GIS Updates
- Exhibit A Property Search
- Topographical, Boundary, and Field Surveys

FUNDING

- Federal and State Grant Applications
- Legislative Briefings and Presentations
- Other Grant Applications

MEETINGS

- Regular Airport Team Meetings
- Capital Improvement
- Legislative Meetings and Presentations

LEGAL • Contracts and Agreements



ENGINEERING & DESIGN

Utilizing our foundational documentation and information, **Bollig's talented team designs airports that exceed expectations.**

Our engineers are licensed throughout the US and work with you to solve problems, control costs, and meet project milestones. We use evolving technology to produce high-quality, innovative solutions that perfectly align with your airport's goals.

Our design professionals are supported by expert staff in the areas of funding, communication,

project management, and a variety of other disciplines – all of whom are available to you.

Bollig's expertise and value engineering practices are enhanced by the enthusiasm, firsthand perspective, and connections of the life-long pilots and Minnesotans on our team.

Our engineering and design team is experienced in both airside and landside projects, including but not limited to:

AIRSIDE

- Runways
- Runway Extensions
- Taxiway Planning
- Taxiway Construction
- Aprons
- Airfield Rehabilitation
- Airfield Lighting
- Airfield Signage
- NAVAIDs

LANDSIDE

- Hangars & Terminals
- Fuel Facility Design
- Facilities for Snow Removal Vehicles and ARFF
- AGIS Obstruction Survey
- Roadways, Parking, Pavement Design & Preservation
- Grading, Drainage, & Storm Water Management
- Safety & Operations Planning
- Utility Design and Relocations
- Wetland Remediation
- Land Acquisition Management

“ Our airport could not serve our region's aviation and business needs, and we struggled to find funding for airport relocation. After working with Bollig, we secured \$5.6 million in direct funding to start planning, land acquisition, and construction of a new runway. ”

AL LUNDEEN, AIRPORT BOARD CHAIR • KARLSTAD, MINNESOTA



PROJECT & CONSTRUCTION OVERSIGHT

Once your project is ready for construction, Bollig’s project management team will make sure it stays on schedule, on budget, and follows the integrity of the design we have worked on with you from the start.

We are committed to being proactive. To ensure your project runs smoothly, we develop and maintain collaborative rapport with subcontractors, on-site observation and support, monthly meetings, continued communication with you and our engineering and design team,

and experienced troubleshooting as situations arise during construction.

Bollig’s project and construction oversight services ensure stability and reliability for your project. Our experience through multiple construction seasons has undergone real-life stress tests that have strengthened our practices and proven our methods produce excellent outcomes for our clients and their communities. This approach includes the following services, and much more:

BIDDING

- Request for Proposals
- Up-to-Date Registered Bidders List
- Public Bid Openings
- Bid Tabulation and Recommendations
- Contract Preparation and Support

CLIENT AND SUBCONTRACTOR SUPPORT

- Progress Updates
- Coordinating Communication
- Bidder Submission Updates

ON-SITE

- Construction Observation
- Early Issue Resolution
- Monitoring Testing per Project Specifications
- Documentation
- Equipment and Supply Audits

COMMUNICATION

- Monthly Construction Meeting Facilitation
- Continuous Client Updates
- Status Reports
- Scheduled Engagement with Key Personnel

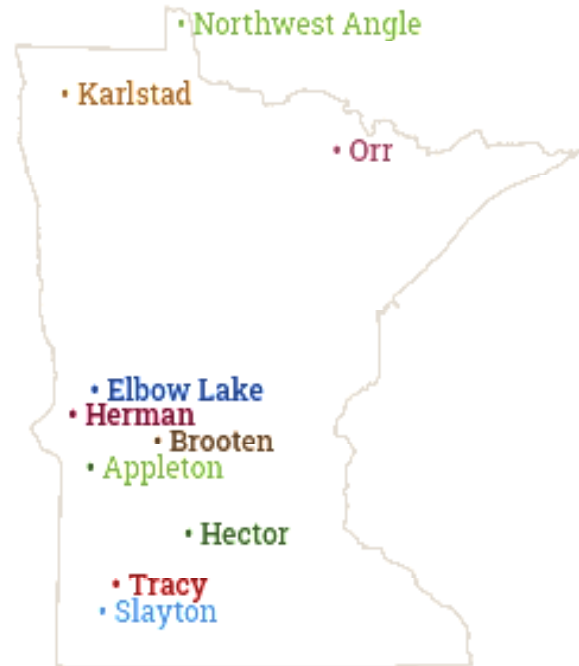
COMPLIANCE & QUALITY ASSURANCE

- Agency Approval (FAA, MnDOT, and others)
- Permit Acquisition
- Change Orders
- Record Drawing Notes and Documentation
- Contract Revisions
- Field Orders
- Work Change Directives

Bollig's recent work closely aligns with Princeton Municipal Airport's priorities. We have partnered with several airports to complete their projects efficiently, often by finding additional outside funding. Our experience includes the following, with projects similar to Princeton's in **bold**:

Elbow Lake Municipal Airport

- **Master Plan & Airport Layout Plan (ALP)**
- Multi-Aircraft Storage Hangar (MASH) Construction
- **Airport and Heliport Zoning**
- Airport Security Cameras and Lighting
- Apron Security Fence
- Runway Rehabilitation
- A/D Building Improvements
- **Fixed Base Operator (FBO) Building Expansion**
- Electrical Vault Relocation
- **Wind Cone and Automated Weather Observing System (AWOS) Relocation**



Tracy Municipal Airport

- **Master Plan and ALP**
- **Apron Reconstruction**
- Runway Rehabilitation
- Runway Lighting & Signage Improvements
- Obstruction Removal
- Entry Road and Parking Lot Paving
- **AWOS Installation**

- **Apron Reconstruction**
- Apron Security Fence
- Runway Rehabilitation
- **Airport Layout Plan**

Brooten Municipal Airport

- **Airport Layout Plan**
- Runway Lighting & Signage Improvements
- A/D Building Construction
- **Aviation Fuel System**

Northwest Angle Airport

- Coordination with Red Lake Nation
- Airport Site Selection Study

Herman Municipal Airport

- CIP Update
- Advocacy with MnDOT
- **Runway, Taxiway, & Apron Rehabilitation**

Hector Municipal Airport

- **Master Plan and ALP**
- **Runway and Apron Rehabilitation**

Appleton Municipal Airport

- CIP Update
- Advocacy with MnDOT

Karlstad Municipal Airport

- Airport Development Feasibility Study
- Site Selection Study
- Land Acquisition Management

Orr Municipal Airport

- CIP Update
- Advocacy with MnDOT and FAA



ELBOW LAKE MUNICIPAL AIRPORT

Elbow Lake Municipal Airport serves the local community and is also home to a growing Fixed Base Operator (FBO) business with significant economic impact and growth potential. In 2015, Elbow Lake partnered with Bollig to make improvements and address pressing concerns.



Multi-Aircraft Storage Hangar • 2016

With increasing demand for aircraft storage, Elbow Lake needed an economical hangar meeting MnDOT and FAA requirements. Bollig secured grants, designed, and administrated construction of a 120' x 120' box hangar to be leased by individuals for short- or long-term storage of aircraft.

The hangar features a hydraulic door, in-floor heating, and supplemental natural light, as well as high-efficiency lighting and a complete insulation system to reduce operating costs. Constructed in 2016, the building has been used to capacity since its opening.



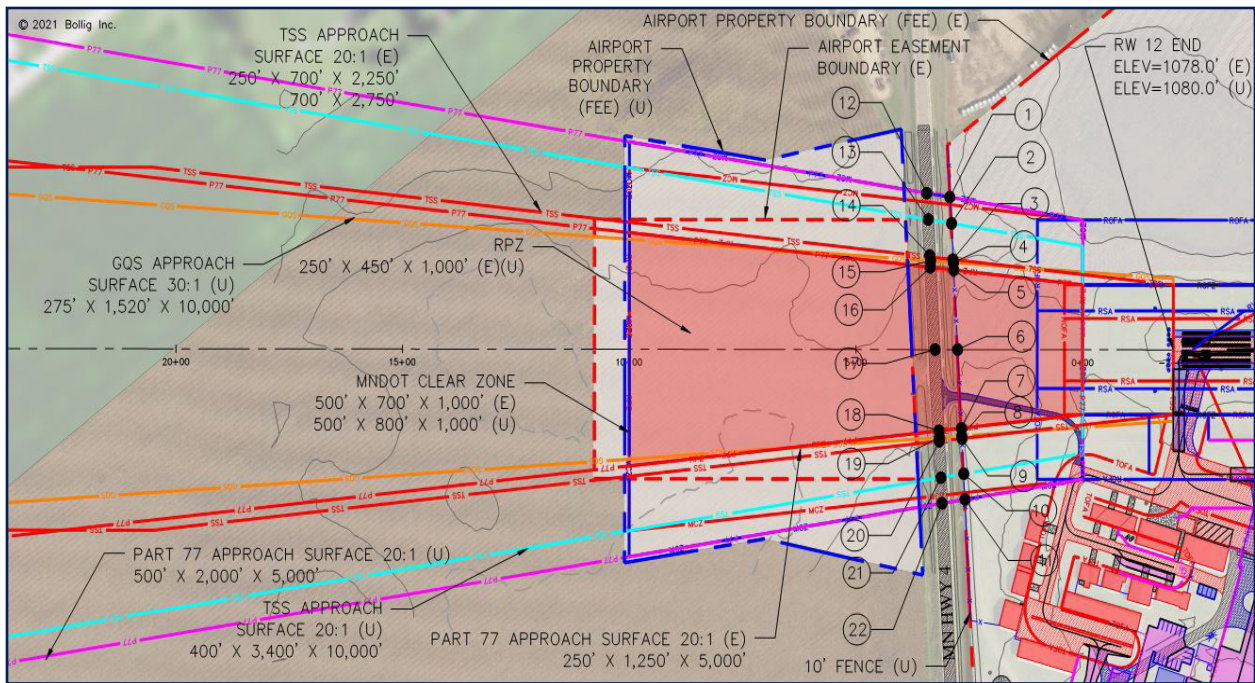
FBO Building Expansion: Funding Success • 2021

Elbow Lake’s FBO business was growing and needed more space, but there was no funding for the project.

Using our unconventional funding expertise, Bollig wrote and won one of only three Airport Infrastructure Renewal (AIR) grants offered in 2020 and paired it with State and FAA Airport Improvement Program funding to make the project a reality.

With funding secured, Bollig designed the building expansion to meet the FBO’s and airport’s needs as well as FAA and building code requirements.

The building expansion is currently underway, with the FBO adding new employees, continuing its 425% growth trajectory, and making a measurable impact in the local economy.



MASTER PLANS AND AIRPORT LAYOUT PLANS

Brooten • 2012 | Elbow Lake • 2020

Tracy, Hector, Karlstad, Slayton • In Progress

Master Plans and Airport Layout Plans (ALPs) are the basis for holistic airport planning, setting a course for development for the next 20 years. Bollig completes a thorough inventory of your airport's facilities and by working with you, gets to know your hopes and future plans for your airport. Through these processes, we find and explore alternatives to solve the problems at your airport and set you up for future development opportunities. Once development projects are selected, your Capital Improvements Plan can be updated to reflect your vision for your airport.



AUTOMATED WEATHER OBSERVING SYSTEM

Elbow Lake • 2015 | Tracy • In Progress

Automated Weather Observing Systems (AWOS) are a critical facility that keeps pilots informed and keeps them safe, relaying information about barometric pressure, wind speed and direction, temperature, visibility, cloud ceiling height, precipitation and more. Because the AWOS gathers critical data that is site specific, siting of this equipment to best capture weather data without undue influence from structures, topography, or trees is essential. Our understanding of AWOS siting criteria and detrimental environmental influences that may be found at the airport ensures that you get accurate data to your airport users.



TRACY MUNICIPAL AIRPORT

Master Plan & ALP • In Progress

Apron Reconstruction • 2019

Runway Lighting & Signage Improvements • 2015

The Tracy Municipal Airport's original apron was sloped so steeply for center drainage that aircraft occasionally experienced propeller strikes.

Bollig designed a full reconstruction of the apron to drain to the east edge at the appropriate slope. The paved area was also expanded to accommodate a wider Taxilane Object Free Area for the airport's Group II Critical Aircraft. Bollig also designed and constructed improved runway lighting and signage for safety and clarity.



HECTOR MUNICIPAL AIRPORT

Master Plan & ALP • In Progress Runway & Apron Rehabilitation • 2020

Hector needed an economical maintenance treatment to prolong the life of the existing apron and runway pavement. Bollig looked into possible solutions and determined that a crack seal and microseal treatment was the best option to meet the airport’s needs and economic constraints.



BROOTEN MUNICIPAL AIRPORT

Runway Lighting & Signage Improvements • 2013 Arrival/Departure Building & Meeting Center • 2013 Fuel System • 2021

Brooten needed an arrival/departure facility to represent the city well, attract users, and support state licensing requirements. Bollig planned a new building, funded by a MnDOT grant and a local donor, to meet those needs with distinctive design. Additionally, Bollig designed and constructed improved runway lighting and signage and a new aviation fuel system for 100LL fuel.

We know airports and engineering, but you don't have to take our word alone on it. Bollig's clients are more than happy to tell you about our quick responsiveness, exceptional service, and professional approach. Please reach out to any of the following contacts for references on Bollig's staff and our commitment to your success:

**ELBOW LAKE
PRIDE OF THE PRAIRIE
MUNICIPAL AIRPORT**

JEFF HOLSEN
City Administrator

119 Central Avenue North
Elbow Lake, MN 56531
cityhall@runestone.net
218.685.4483

JOE LARUE
Airport Manager
Prairie Air Inc.

joe@prairie-air.net
218.685.6594

**KARLSTAD
MUNICIPAL AIRPORT**

AL LUNDEEN
Airport Board Chair

104 1st Street South, Suite 100
Karlstad, MN 56732
alundeen@wiktel.com
218.689.0116

**TRACY
MUNICIPAL AIRPORT**

SHANE DANIELS
Airport Manager &
Public Works Director

336 Morgan Street
Tracy, MN 56175
sdaniels@tracymn.org
507.629.5528

**BROOTEN
MUNICIPAL AIRPORT**

JEANNE KINNE
City Clerk
THOR AMUNDSON
Mayor

147 Central Avenue North
Brooten, MN 56316
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DAVE BOHMER
Airport Manager

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**HECTOR
MUNICIPAL AIRPORT**

JEN BECKLER
Deputy Clerk

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