



BOLTON & MENK, INC.®

Consulting Engineers & Surveyors

2638 Shadow Lane, Suite 200 • Chaska, MN 55318-1172

Phone (952) 448-8838 • Fax (952) 448-8805

www.bolton-menk.com

Preconstruction Meeting Minutes

PROJECT: 2009 AIRPORT IMPROVEMENTS PROJECT

DATE / TIME: Thursday, June 25th at 3:00 p.m.

ATTENDEES: Brent Mareck – City of Winsted, Jamie Stotko – City of Winsted, Dave Meyer - City of Winsted, Josh Eckstein – BMI, Jake Saulsbury – BMI, Nate Schmalz – BMI, Russ Paschke – Airport Manager, Dave Millerbernd – Hangar Owner, Kevin Kubasch – Hangar Owner, Tom Ryan – Hangar Owner, Ralph Diers – Hangar Owner, Brandon Witt – K.A. Witt Construction, Inc., Sarah Fasching – Airport Commission

Construction Schedules / Coordination:

- Official funding approval is scheduled for July 7th. Construction will begin sometime shortly thereafter.
- Brandon to notify engineer and owner at least 72hrs prior to actual start of construction so that the appropriate NOTAM may be issued.
- Construction of taxilanes shall be completed from North to South.
- Airport will be closed to outside air traffic for entire project duration.
- Complete closure of runway will only be needed during taxiway construction. This could take approximately 2-3weeks.
- The option will be given to all hangar owners to temporarily tie down their airplane in the grass area west of the taxiway during the 2-3week taxiway construction.
- The contractor will work with the hangar owners to provide temporary gravel access to hangars and the runway after working hours each day.
- All work is to be completed within 6 weeks of the start of construction.
- Contractor is to use east entrance only.
- Contractor is to use the provided parking and storage area only. If there is a need for more storage area the contractor is to work with the Engineer/City to identify additional area.
- Contractor is to deliver all excess reclaim material to a location identified by the Public Works Department.

Action Items:

- Brent to provide Nate with contact information for all hangar owners.
- Brent to provide project update on the cities web site.
- Brandon to submit updated construction schedule.
- Brandon to provide notice of actual start of construction.
- Josh to schedule survey crew.