



MEETING MINUTE MEMORANDUM

DATE: November 29, 2018
1:00 PM

MEETING: Coordination Meeting #1

PROJECT: Belfast Municipal Airport – RW 15 Parallel TW & RW 33 Bypass TW
AIP No. 3-23-0007-017-2018 – MJ No. 18228.01

ATTENDANCE:

See attached attendance list. Those in attendance have initialed the sign in sheet.

SAFETY: SAFETY IS THE MOST IMPORTANT ITEM FOR THE CONTRACT. EVERYONE SHOULD BE SAFETY CONSCIOUS ON THIS PROJECT AT ALL TIMES.

I - SCHEDULE:

- Two-week look ahead schedule to be submitted by Contractor
- The anticipated project start date is Monday, 12/3/18. Will begin with erosion control measures.

II – SUBMITTALS:

- The blasting plan resubmittal was received 11/29/18. The Engineer’s initial thoughts were that it looks okay but it will be reviewed further.
- Blasting notification placed in previous weeks Republican Journal.
- Construction entrance fabric has been submitted and is being reviewed.

III - OLD BUSINESS:

- NONE – First Meeting

IV - NEW BUSINESS:

- Haul Route and staging area are all set
- Field Office is in the process of being set up. Currently waiting on CMP
- Pre-Construction Video & Photos have been taken and will be placed on the FTP site
- Abutters will be notified on blasting activity. Blasting is anticipated mid-week in the week of December 3, 2018.
- On-site underground utility review:
 - VASIs have been abandoned but there may be remnants.
 - Thomas to send 2004 RW asbuilts.
- Other:
 - There will be a 1-year warranty for all work and a 2-year warranty for electrical work.
 - Contractor to review with his sub and will coordinate trees to The Woodshed