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## MEETING MINUTES

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**DATE:** May 9, 2019  
1:00PM

**MEETING:** Coordination Meeting #11

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

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**ATTENDANCE:**

See attached attendance list. Those in attendance to initial the sign in sheet.

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

**I - SCHEDULE:**

- ➔ Monday – Saturday work: ~7am – 5pm
- ➔ Work Progress Status:
  - Excavation to subgrade and hauling material to waste dump
  - Dozer with GPS leveling subgrade
  - Grader used to fine grade subgrade
  - Roller compacting subgrade
  - Dewatering ponded areas with pump and silt sack
  - Screening material at stockpile
  - Catch basins and RCP delivered
  - Field survey and stakeout of utilities and pavement locations
- ➔ Two-week look-ahead schedule
  - Underdrain placement along TW A
  - Placing TW A aggregate
  - Temporary access road to Phase 3 work area
  - Erosion control measures for TW D
  - Unclassified excavation

**II – SUBMITTALS:**

- ➔ Outstanding MJ submittals:
  - Gradation tests were performed for both P-152 and P-154 material and found to be acceptable. Proctor tests are now being taken and MJ will forward results to Contractor once this information is received.
  - Pay Requisition 1 to be tracked down and forwarded along to Thomas. Contractor to provide mailing address and W-9 form to City.

- Outstanding Northeast Paving Submittals:
  - P-620 Buy American form
  - Pavement section shop drawings
  - Light markers with retroreflective bands and stainless-steel bolt shop drawings

### **III - OLD BUSINESS:**

- Obstruction Pole Change Order Status – signed. To be submitted in Next Payment Requisition.
- Residence on Congress St made Thomas aware of trucks being noisy while driving to waste dump. Drivers have been informed of residence's complaint. Truck drivers were brought together, and Contractor's job superintendent (Dustin) let them know that use of engine brakes were to be avoided within city limits unless necessary.
- Runway shutdown
  - Contractor is willing to work with Owner and FBO to keep RW open as much as possible. The RW may be opened when construction equipment is outside the limits of the ROFZ if there is less than a 3" vertical drop on all surfaces within the ROFZ. Contractor to provide smooth transition from RW edge to ROFZ whenever possible in an effort to allow airport operations.

### **IV - NEW BUSINESS:**

- It was brought to the attention of the Resident that the strip of grass parallel to the runway between the hangar apron and the proposed bypass taxiway is used as a grass runway. However, it is our understanding that there is no recognizable grass runway on this airport. Resident (Brett) to send out an email to those on the email list (provided by Thomas) to make them aware that construction traffic will be continuously present in this grass area and no takeoffs/landings on the grass runway will be allowed.
- Phase 3 work
  - ROFZ delineation markers to be placed parallel to access road 125' from runway centerline
  - Construct temporary access road to proposed work zone and construct stabilized construction entrance where the temporary access road meets the existing apron pavement.
  - Install stop signs and position traffic guard at apron per sheet CS-05
  - Apron to be continuously swept of debris throughout the day. If there is an issue with construction debris on the apron, then a vacuum sweeper will be required.
- Due to over-blasting in sloped areas along proposed TW A, the surface cannot be built exactly according to cross sections. This issue was brought to the attention of the engineer at the end of the winter construction season. Contractor constructed a continuous transition from base to top of slope rather than the 1:2 exposed ledge followed by 3:1 slope as shown in the typical section. Resident found this to be an acceptable alternative.

- ➔ RWGA will be on-site to sample M-400 material Friday (5/10) around 9am. Contractor to coordinate QC personnel to be present.
- ➔ We will continue to use the same conference call-in through the duration of the project. If anything changes regarding the conference call-in information, everyone will be made aware.
- ➔ Public works is still interested in purchasing excess material. DPW director to coordinate with Contractor.