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## MEETING MINUTES

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**DATE:** May 23, 2019  
1:00PM  
**MEETING:** Coordination Meeting #12

**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 down to subgrade for Phase 2
  - RCP connection to existing catch basin; opening sawed into existing catch basin and sealed with brick and mortar
  - RCP trench excavated, pipe bedding placed and wrapped in geotextile fabric
  - RCP drain pipe placed from CB 100 to CB 101 to existing catch basin
  - CB 100 and CB 101 installed
  - Underdrain placed - approximately 75% complete
  - Undercut subgrade through wetland and placed stone backfill to allow for subgrade compaction
  - Access road to Phase 3 work area placed and compacted
  - RCP and catch basins brought to Phase 3 work area, not installed yet
- ➔ Two-week look-ahead schedule
  - Phase 2 drainage and placing aggregate
  - Phase 2 paving operations proposed; this seems optimistic and will likely not happen
  - Phase 3 excavation, drainage and placing aggregate
- ➔ Northeast Paving is falling a bit behind on their proposed baseline schedule submitted prior to season 2 work start. There have been weather delays and equipment malfunctions. Also, there have been small crews working due to multiple projects occurring. Northeast Paving is aware of the contract time and they still anticipate completing the project on time.

**II – SUBMITTALS:**

- ➔ Outstanding MJ submittals:
    - M-400 soundness test is being performed for the first M400 sample by RWGA and MJ will forward results once they are submitted. The second M400 sample is being tested for gradation and LA abrasion; results will be forwarded once submitted. The first sample is
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from M400 prepared on-site and the second sample is from M400 material shipped from Gardner Construction in Hermon.

- A second sample of P154 was taken because the original sample did not meet the spec for gradation. Gradation tests are being performed on the second sample and results will be forwarded when complete.
- ➔ Outstanding Northeast Paving Submittals:
  - Critical shop drawings include P-209 base material and P-401 JMF. Contractor is aware of the shop drawings that have yet to be submitted.

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

- ➔ Obstruction Pole Change Order Status – signed. To be submitted in Next Payment Requisition.
- ➔ There is no recognized grass runway at this airport; however, there are those who use the area where the phase 3 access road is placed as a grass landing strip. These people were made aware that the grass strip will not be available for use throughout the duration of the project.
- ➔ Phase 3 Work is likely to start next week. There will be construction traffic across TW C much more regularly once this work begins. Northeast Paving will station someone with a radio at the TW C / construction access intersection to monitor traffic. Stop signs will be placed as shown on the plans. Apron and TW will be continuously swept to keep pavement clear of debris.

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

- ➔ Temporary construction shutdown Memorial Day weekend. The Contractor will not be on-site Saturday-Monday. These two working days that the Contractor is taking off will be added to the end of the contract time changing the end date to June 29, 2019.
- ➔ The airport manager and FBO operator planned for a runway shutdown from June 3 – June 13 based off Northeast Paving's baseline schedule. However, the construction has not progressed accordingly with the baseline schedule and the runway shutdown would be delayed. In an effort to maintain the baseline schedule dates, Northeast Paving will perform a majority of Phase 4 work (work within ROFZ) in the June 3 – June 13 time period. This will mitigate the effect on the FBO operations and will keep the runway shutdown dates consistent with what the airport had previously anticipated. The runway will be shutdown between 6:30am and 5:30pm on those dates and the UNICOM frequency 122.975 will be monitored throughout the day. A sign in the FBO will be put up and a NOTAM will be issued to alert pilots of the runway closure. Outside of those shutdown hours, the runway will be open for operations as long as there are no 3" vertical drops within ROFZ. An additional day or two will be needed outside of this work window for paving operations; this will be coordinated with the airport. Lighted runway closure markers will be placed over runway designation numerals for Phase 4 work.
- ➔ The taxiway edge light conduit and underdrain are in very close proximity and there is an increased risk for cutting the filter fabric surrounding the underdrain when excavating the conduit trench. To

reduce this risk, the conduit for the edge lights will swing out from the underdrain to increase separation. The edge light structures will be placed as shown on the plans to meet the FAA requirements.

- New conference call-in number will be used throughout the rest of the project. The new dial-in information has been added to the outlook calendar event and I will continue to send out the number with the agenda prior to each meeting.
- Airport tenants will be made aware of apron mill and overlay time period so they can plan accordingly.