



---

---

## MEETING MINUTES

---

---

**DATE:** May 30, 2019  
1:00PM  
**MEETING:** Coordination Meeting #13

**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 to initial 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:**

- ➔ Monday – Saturday work: ~7am – 5pm
- ➔ Work Progress Status:
  - Placing underdrain approximately 95% complete for Phase 2
  - 24” crossing RCP placed with flared end section discharging to existing drainage
  - Placed riprap on slope leading toward drainage inlet
  - Hay spread over disturbed sloping areas
  - M-400 subbase material placed and compacted approximately 75%
  - Placed silt fence for Phase 3
- ➔ Two-week look-ahead schedule Attached
  - Phase 2:
    - underdrain installation
    - placing and proofrolling M-400
    - placing P-154 subbase and P-209 base gravel
    - finegrading
  - Phase 3:
    - Unclassified excavation
    - Erosion control
    - Drainage
    - Riprap slope

**II – SUBMITTALS:**

- ➔ Outstanding MJ submittals:
  - P-154 samples were taken today (5/30) gradation results should come tomorrow and will be forwarded once received.

- Pay Requisition is being reviewed by MJ. Following review, signed paperwork will be sent to City for payment.
- ➔ Outstanding Northeast Paving Submittals:
  - Pay Requisition backup information on how quantities were calculated will be sent to MJ for review.
  - P-401: critical
  - P-209: critical
  - P-602 / P-603 Prime Coat & Tack Coat (cut sheets will be acceptable)
  - Light Fixture stainless steel Bolts

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

- ➔ New Conference Dial-in. Dial-in information will be sent out with meeting agenda prior to each meeting.
- ➔ Phase 3 Work
  - Traffic guard will be stationed at TW C / access road
  - Stop signs will be installed as shown on construction safety and phasing plan
- ➔ Phase 4 Work
  - Lighted runway closure markers to be placed on runway designation numeral markings throughout the daytime runway closure period and will be moved at the end of the work day to allow the runway to be open after 5:30pm.
  - NOTAM to close runway between 6:30am and 5:30pm has been issued from June 3 to June 13.
  - Pavement within ROFZ on abandoned runway will be removed at some point between June 3 and June 13.
  - UNICOM frequency 122.975 will be monitored throughout the day while runway is closed.

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

- ➔ Northeast Paving has been falling behind their baseline schedule and there is beginning to be a concern for not finishing the project on time. NEP is aware that the contract runs through June 29 and liquidated damages will need to be paid each day beyond the contract end date until the project is complete.
- ➔ Schedule Coordination with Airport
  - Runway Shutdown (June 3 – June 13)
  - Runway Shutdown for paving operations (TBD)
  - Mill and Overlay Apron (TBD)

- A test strip will need to be paved prior to paving the taxiway. Northeast Paving will need to choose a time and location for the test strip.