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## MEMORANDUM

TO: Project Management Team (PMT)

FROM: Scott D. Hedlund, PE, PMP

DATE: July 13, 2015

RE: Brainerd Lakes Regional Airport Utility Extension  
**Monthly Project Status Update**  
SEH No. BRDMN 131759 20.00

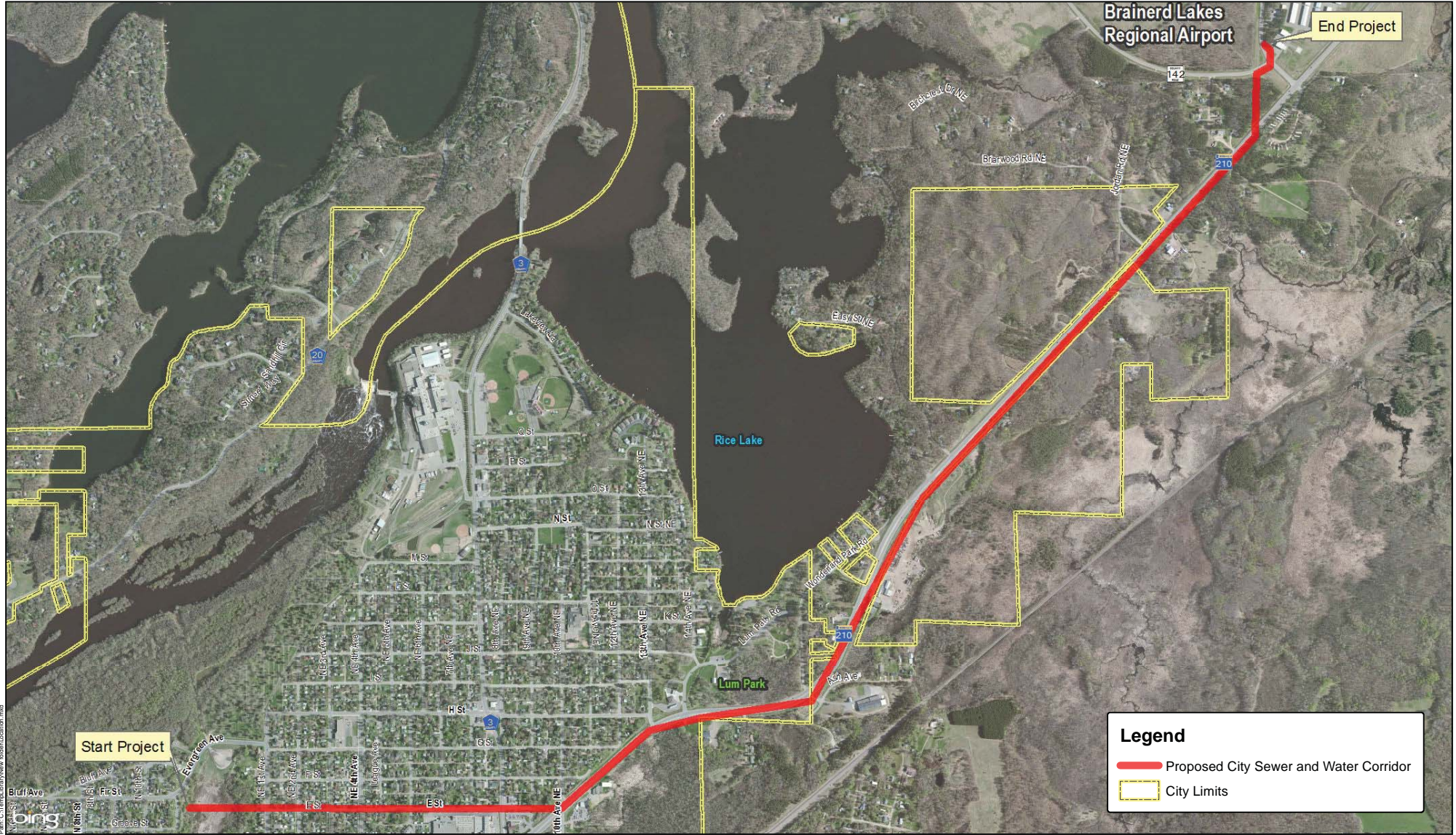
The following is an update on the status of the various work tasks for this project:

- A. Field Data Collection
    - 1. Gopher state one calls placed.
    - 2. The topographic design survey is substantially complete.
    - 3. Wetland delineation field work is planned for July.
  - B. Geotechnical Evaluation
    - 1. The SEH WSN team and City staff met with Braun Intertec on June 18, 2015 to finalize the scope of the geotechnical evaluation.
    - 2. Braun Intertec's proposal was approved by the City Council on July 6, 2015.
    - 3. Field work (soil borings etc) is anticipated to begin in July.
  - C. Final Design
    - 1. Developing final alignments and profiles.
    - 2. Developing plan and profile sheets.
  - D. Permits
    - 1. Permit application submittals are anticipated this fall.
  - E. Easements
    - 1. Developing final easement limits.
- II. Meetings (other than with PMT)
- A. Multiple internal design coordination meetings.
  - B. Gopher state one call site meeting with private utility companies.
  - C. Coordination meeting with airport's consultant.
- III. External Communications
- A. Consultant team letter mailed to property owners along TH 210 in early June notifying them of upcoming survey crew work, wetland delineation work, and soil borings along the general TH 210 corridor.
  - B. Project website → <http://www.sehinc.com/online/brd>
    - 1. Currently has project location map, PMT meeting minutes, monthly update memos, and basis of design report available for viewing and download.
    - 2. Intent to keep the website updated through the construction phase.
- IV. Budget Status
- A. Overall project budget
    - 1. The current project budget is \$8M plus interest.

- B. Consultant budget:
  - 1. Approved contract: \$640,786.00
  - 2. Invoiced to date: \$123,645.43.
  - 3. Scope changes: none that are anticipated to exceed the contract limits at this time.
  
- V. Schedule (subject to change)
  - A. Preliminary Design
    - 1. City Council Approval of Basis of Design: June 1, 2015
  - B. Final Design and Bidding
    - 1. SEH/WSN Notice to Proceed: June 1, 2015
    - 2. PMT Meetings: August/September, November, January, February (tentative)
    - 3. Bidding: February 2016

Attachment – project location map  
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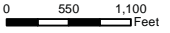
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**Legend**

- Proposed City Sewer and Water Corridor
- City Limits

Path: C:\Temp\Brainerd\New\UtilityLocation.mxd

Project: BRDMN 131759  
 Print Date: 5/8/2015  
 Map by: malsamagel  
 Projection: Crow Wing County Coordinates  
 Source: Crow Wing County, MnDOT

## Project Location Map

### Brainerd Lakes Regional Airport Utility Extension Brainerd, Minnesota

May 6, 2015

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