DULUTH INTERNATIONAL AIRPORT

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DULUTH AIRPORT AUTHORITY
MEETING AGENDA
MAY 19, 2020

DAA APRIL BOARD MEETING PARTICIPATION BY TELEPHONE OR OTHER ELECTRONIC MEANS PURSUANT TO MINNESOTA STATUTES SECTION 13D.021

AMATUZIO CONFERENCE ROOM DULUTH INTERNATIONAL AIRPORT

I *EXECUTIVE DIRECTORS REVIEW

Information Letter to DAA Directors.

II *APPROVAL OF PREVIOUS MEETING MINUTES & OTHER CONSENT AGENDA ITEMS

A. Approval of April 21, 2020 Meeting Minutes.

III *DAA CASH DISBURSEMENTS

A. Cash Disbursement Sheets #8 and #9, 2020.

IV *CORRESPONDENCE

A. April 16, 2020 DLH COVID-19 Weekly Update – Terminal/Landside Stakeholders Meeting Minutes.
B. May 1, 2019 E-Mail from Monaco Air Foundation with Summary of April 2020 Activities.
C. May 7, 2020 RS&H Presentation "Airport Zoning Ordinance Revision Support".
D. May 11, 2020 Memo from DAA Regarding the Consulting Services Selection for Sky Harbor Airport.
E. May 12, 2020 DAA Press Release "DLH Receives Honorable Mention Balchen /Post Award".
F. DLH Vision 2040 Master Plan Newsletter.
G. May 2020 Volume 13 Sky Harbor Runway Relocation Newsletter.
H. Link for Metropolitan Airports Commission (MAC) Minutes -- https://metroairports.org/Airport-Authority/Metropolitan-Airports-Commission/Public-Meetings/Board-Meetings.aspx.

V OPPORTUNITY FOR PERSONS TO BE HEARD

VI OLD BUSINESS

None.

VII NEW BUSINESS

A. Resolution to Approve Work Order #3 Between Duluth Airport Authority and SEH for the Electrical Design of Commercial Service Apron Expansion.
B. Resolution to Approve Work Order #4 Between Duluth Airport Authority and SEH for Commercial Service Apron Expansion - Construction Administration.
C. Resolution to Approve Work Order #5 Between Duluth Airport Authority and SEH for Taxiway A Mill and Overlay - Construction Administration.
D. Resolution to Award Contract for Commercial Service Apron Expansion. (To be Distributed Prior to Meeting.)
E. Resolution to Award Contract for Taxiway A Mill and Overlay. (To be Distributed Prior to Meeting.)
F. Resolution to Award Consultant Selection (SEH) and Approve Professional Services Agreement for Sky Harbor (DYT) Building Planning Study between Duluth Airport Authority and SEH, Inc.
G. Resolution to Approve Work Order #6 Between Duluth Airport Authority and SEH for Sky Harbor (DYT) Building Planning Study.
H. Resolution to Accept and Approve the Airport Infrastructure Renewal (AIR) Grant Contract No: AIRP-20-0003-O-FY20, Building 311 Revitalization Project and to Authorize the Duluth Airport Authority's President and Secretary to Execute the Grant.
I. Resolution to Approve the Sky Harbor Hangar Operator Agreement Amendment #1 Between the Duluth Airport Authority and Jesse Starkson, Lake Country Aviation (Bear Air Tours).
J. Resolution to Approve the Sky Harbor Hangar Space Lease Agreement Amendment #1 Between the Duluth Airport Authority and Jesse Starkson, Lake Country Aviation (Bear Air Tours).
K. Resolution to Approve Amendment #1 to Lease Agreement Between the Duluth Airport Authority and Hydro Solutions.
L. Resolution to Approve the Sky Harbor Airport Float Storage Land Lease Agreement Between the Duluth Airport Authority and Jon Messerer, Jonathon Aero.
M. Resolution to Approve the Terminal Storage Space Lease Agreement Between the Duluth Airport Authority and Divine Carriers, LLC,
N. *March 2020 Financial Reports.
O. *April 2020 Accounts Receivables.
P. *April 2020 Airline Statistics.

VIII DIRECTORS REPORTS

Items annotated by an (*) are approved by consent and require no discussion or action unless questioned by a Director (In accordance with resolution passed by Directors at March 19, 2002).

DULUTH INTERNATIONAL AIRPORT

Travel Globally. Fly Locally.

EXECUTIVE DIRECTORS REVIEW

Duluth International Airport
Sky Harbor Airport

4701 Grinden Drive
Duluth, MN 55811

Phone (218) 727-2968
Fax (218) 727-2960

daa@duluthairport.com
www.duluthairport.com

DATE: May 19, 2020
TO: DAA Directors
FROM: Executive Director
SUBJECT: EXECUTIVE DIRECTORS REVIEW

The following items will be briefed during the Executive Director's Review. If action is required of the DAA on any of these items, they will also appear on the agenda. If you have questions or desire additional information, please contact me and I will provide it at the DAA meeting.

AIR SERVICE

- 11.4% Decrease in Total Passengers YTD
- 94.6% Decrease in April Passengers YOY
- 15% Increase in DL Passengers YTD
- 94.4% Decrease in April DL Passengers YOY
- 43.1% Decrease in UA/UA Express Passengers YTD
- 97.4% Decrease in April UA Passengers YOY
- 7,588 Reduction in Scheduled Seats for April 2020
- Airline Capacity Projections in 2020
- Landline Passengers in April
- Small Community Air Service Development Grant Update

OPERATIONS/CONSTRUCTION/PLANNING

- Planning
  - DAA COVID-19 Phase 2 Mitigation for DAA Employees
  - Master Plan Update
  - Part 150 Noise Study Update
- Operations
  - COVID-19 Related Operational and Compliance Adjustments
- Airside
  - Balchen/Post Award, AAAE
- Landside
  - Terminal Roof
  - Parking Ramp Rehabilitation
- Sky Harbor
  - Phase 3 Runway Construction
  - Aircraft Parking Area Planning Study
  - DNR Land Sale Process Update

BUSINESS/PROPERTY DEVELOPMENT

- Tenants Requests for Financial Relief

FINANCIAL UPDATE

- NSR

MARKETING UPDATE

- 2020 Marketing Strategy

LEGISLATIVE UPDATE

- NSR

PRESENTATIONS/TOURS/TRAVEL RECAP

- NSR

OTHER

- Joint Zoning Board Update

Submitted by,

Thomas J. Werner, C.M.
Executive Director

MINUTES

Duluth International Airport
Sky Harbor Airport
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Duluth, MN 55811
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DULUTH INTERNATIONAL AIRPORT

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DRAFT

MINUTES OF THE MEETING

DATE: April 21, 2020

PLACE: Amatuzio Conference Room
Duluth International Airport, Duluth, MN

DIRECTORS PRESENT: Anna Tanski
Craig Fellman

DIRECTORS PARTIPATING VIA TELPHONE CONFERENCE CALL: Todd Fedora
Don McIsaac
Richard Stewart
Kim Maki
Jeff Anderson

OTHERS PRESENT: Tom Werner, Executive Director
Mary Ann Wittkop, Recording Secretary
Natalie Peterson, Director of Communications & Marketing

PARTIPATING VIA TELPHONE CONFERENCE CALL: Mark Papko, Director of Operations
Joan Christensen, Assistant City Attorney
Jana Kayser, Business Development Manager
Joelle Bodin, Director of Finance & Administration
Kathy Leon, Confidential Bookkeeper
Kaci Nowicki, SEH

President Tanski welcomed everyone to the April DAA Board meeting and called the meeting to order at 8:00 a.m. She performed a roll call noting Dir. Fellman and herself as present – Dir. Stewart, Dir. McIsaac, Dir. Maki, and Dir. Anderson are participating via telephone. Pres. Tanski reminded the public to mute their microphones to be mindful of the feedback. Mr. Werner began the Executive Review:

EXECUTIVE DIRECTOR'S REVIEW:

- Air Service: Still positive year to date with 23.6% increase; 30.3% decrease year over year (YOY) in March, shows the dramatic drop, a trend that will continue; Delta increased 11.4%, 38.6% decrease YOY; United decreased by 25% and 56% YOY; American Airlines passenger load was just over 3,200; scheduled seats by all carriers has been reduced by 7,588. Landline had 1,341 passengers, still have bus service, but have cancelled some altogether. Small Community Air Service Development grant (SCASD) update – intend to still pursue the Denver service when the market is ready.

Dir. Fedora joined the meeting by telephone at 8:06 a.m.

- Airfield operations and development:
  - Planning: Ms. Kaci Nowicki, SEH, updated on the Master Plan (MP) process – the Technical Advisory Committee (TAC) meeting was held by virtual platform, great participation; revisiting activity forecasts acknowledging the COVID-19 situation -- near completion. Part 150 noise study update – FAA project coordination meeting scheduled this week; next public advisory committee meeting tentatively scheduled for June timeframe – evaluating alternatives and options with virtual platforms to be flexible to accommodate in person or virtual meetings. Mr. Werner recognized Ms. Nowicki and her entire team for the tremendous job in adapting these meetings virtually, making sure this process continues.
  - Airside and Landside: Mr. Mark Papko, Director of Operations, updated on the changes and adjustments with operations; goals for contingency plans, communication to and from stakeholders and increased cleaning -- keeping employees and passengers safe. The annual emergency airport emergency exercise has been pushed back to June. DAA will continue to proceed forward with all planned 2020 capital construction plans.
  - Sky Harbor: Mr. Papko updated on Phase 3 runway closure and timeline; aircraft parking area planning study – completed evaluations from submitted RFQ, hope to have recommendation for approval next month. Ms. Nowicki overviewed on the DNR land sale process; questions followed on the timeline.
- Business/Property Development: Ms. Jana Kayser, Business Development Manager, reviewed on the tenant requests for financial relief; tenant's responses have been appreciative. Questions followed; Mr. Werner detailed further.
- Financials: Mr. Werner introduced Ms. Kathy Leon, Confidential Bookkeeper, who will be filling in for Ms. Bodin during her maternity leave. Ms. Leon spoke on the audit proceedings, audit is complete with no findings, waiting for final approval from the State. Mr. Werner updated and detailed on COVID-19 cash flow projections and models, conservative and prudent; have received CAREs funding; tracking COVID related expenses and planning for the phased process for reopening and social distancing in the terminal. Questions followed.
- Legislative: Update on CAREs grant – have been working closely with FAA -- very appreciative for the monumental task for implementation of funding and Mr. Werner expressed his appreciation to our Congressional delegation for their tremendous support with this funding. Mr. Werner updated on the State airports fund update.
- Other: Mr. Papko updated on the JAZB Work Scope committee meeting – substantial progress, plan to move from a minimum standards zone to custom zoning; plan to show a presentation explaining this process at the May meeting.

Questions and discussion followed on several of the Executive Director's review items. Dir. McIsaac moved to approve the March 17, 2020 meeting minutes and consent items. Dir. Stewart seconded. Roll call -- all ayes, motion carried.

CONSENT ITEMS

Cash Disbursement Sheets #6, and #7, 2020. Construction fund sheets #5, 2020.

March 19, April 3 and April 9, 2020 DLH COVID-19 weekly update – Terminal/Landside Stakeholders meeting minutes.
Letter from DAA Executive Director to staff and stakeholders regarding the Minnesota Governor's Shelter-In-Place Order, COVID-19 response.
FAA guidance sheet for airport sponsors considering COVID-19 restrictions or accommodations.
Financial relief letters to DAA from Enterprise Holdings, REEF Parking, Avis Rent A Car, Lake Superior Helicopters, United and Delta Airlines.
E-Mail from Monaco Air Foundation with Summary of March 2020 Activities.
Link for Metropolitan Airports Commission (MAC) Commission minutes -- https://metroairports.org/Airport-Authority/Metropolitan-Airports-Commission/Public-Meetings/Board-Meetings.aspx

OPPORTUNITY FOR PERSONS TO BE HEARD

None.

OLD BUSINESS

None.

NEW BUSINESS

Mr. Werner overviewed and described the actions for this resolution and recommended approval. Dir. Fedora moved to approve the resolution for the Duluth Airport Authority declaring a Special Emergency in response to COVID-19. Dir. Anderson seconded. Roll call -- all ayes, motion carried.

Mr. Werner reviewed the modification of leases and granting deferments. Dir. McIsaac abstained from the discussion and vote. Dir. Maki moved to approve the resolution authorizing the Duluth Airport Authority modification of leases in response to COVID-19 emergency. Dir. Stewart seconded. Roll call -- Dir. McIsaac abstained, the rest ayes, motion carried.

Mr. Werner spoke on the grant award and recommended approval. Dir. Fedora moved to approve the resolution to approve CARES ACT grant funding in the amount of $5,276,844.00 and to authorize the Duluth Airport Authority's President and Secretary to execute the grant agreement upon receipt from the Federal Aviation Administration. Dir. Maki seconded. Roll call -- all ayes, motion carried.

Mr. Papko explained this project would be funded by the Air National Guard and recommended approval. Dir. McIsaac moved to approve the resolution to approve MCCA modification between the Duluth Airport Authority and Minnesota Air National Guard. Dir. Anderson seconded. Roll call -- all ayes, motion carried.

Dir. Stewart moved to approve the resolution to award Northland Constructors the contract for the Minnesota Air National Guard – munitions storage area utility systems repair in the amount of $1,827,825 and approve contract and bonds between the Duluth Airport Authority and Northland Constructors. Dir. Fellman seconded. Roll call -- all ayes, motion carried.

Dir. Maki moved to approve the resolution for Work Order No. 2020-2 between the Duluth Airport Authority and RS&H, Inc. for Construction Services. Dir. Fellman seconded. Roll call -- all ayes, motion carried.

Ms. Kayser reviewed the land lease agreement and recommended approval. Dir. McIsaac moved to approve the resolution for the Sky Harbor Lot 8 Land Lease Agreement Between the Duluth Airport Authority and Joe Thorne. Dir. Anderson seconded. Roll call -- all ayes, motion carried.

Dir. McIsaac left the meeting at 9 a.m.

Ms. Kayser spoke the concession agreement. Dir. Fellman moved to approve the resolution for the Retailer Concession Contract and Addendum Between the Duluth Airport Authority and Minnesota State Lottery. Dir. Stewart seconded. Roll call -- all ayes, motion carried.

Mr. Werner explained the collateral assignment lease and recommended approval. Dir. Anderson moved to approve the resolution for a collateral assignment of lease with Monaco Air Duluth, LLC and Bell Bank. Dir. Fellman seconded. Roll call -- all ayes, motion carried.

Dir. Maki moved to adjourn the meeting. Dir. Stewart seconded. Roll call -- all ayes, motion carried. President Tanski adjourned the April 21st DAA Board meeting at 9:59 a.m.

Respectfully submitted,

Mary Ann Wittkop
Recording Secretary

APPROVED: _____ DATE: _____

CASH DISBURSEMENTS

Duluth International Airport
Sky Harbor Airport
4701 Grinden Drive
Duluth, MN 55811
Phone (218) 727-2968
Fax (218) 727-2960
daa@duluthairport.com
www.duluthairport.com

III

Duluth Airport Authority
DAA Operating Check Register #8-2020
April 13, 2020

Document Number From 8785 To 8809

Document N	Date	Transaction Type	Payee	Amount
8785	4/13/2020	BILLPMT	Airgas North Central	$95.25
8786	4/13/2020	BILLPMT	Ameripride Linen & Apparel Services	$385.68
8787	4/13/2020	BILLPMT	AT&T Mobility	$215.47
8788	4/13/2020	BILLPMT	Blueglobes LLC	$1,315.07
8789	4/13/2020	BILLPMT	Bobcat Of Duluth, Inc.	$275.02
8790	4/13/2020	BILLPMT	City Of Duluth Comfort Systems	$14.33
8791	4/13/2020	BILLPMT	Compudyne, Inc.	$8,931.22
8792	4/13/2020	BILLPMT	Essentia Health	$293.00
8793	4/13/2020	BILLPMT	General Security Services Corporation	$20,242.76
8794	4/13/2020	BILLPMT	Grey Wall Software LLC	$10,165.00
8795	4/13/2020	BILLPMT	Hotsy Minnesota	$343.00
8796	4/13/2020	BILLPMT	Jamar Company	$2,037.00
8797	4/13/2020	BILLPMT	Kaman Industrial Technologies	$64.97
8798	4/13/2020	BILLPMT	Landrum and Brown, Incorporated	$2,000.00
8799	4/13/2020	BILLPMT	MacQueen Equipment, Inc.	$3,114.61
8800	4/13/2020	BILLPMT	Menards	$185.27
8801	4/13/2020	BILLPMT	Metro Sales, Inc.	$434.61
8802	4/13/2020	BILLPMT	MN Dept of Emply & Econ. Development	$2,222.22
8803	4/13/2020	BILLPMT	NAPA Auto Parts	$2,802.36
8804	4/13/2020	BILLPMT	Nextera Communications	$1,083.64
8805	4/13/2020	BILLPMT	Pomp's Tire Service, Inc.	$5,101.36
8806	4/13/2020	BILLPMT	Swanson, Richard	$1,802.00
8807	4/13/2020	BILLPMT	Thanks Again, LLC	$33.18
8808	4/13/2020	BILLPMT	Waste Management of WI-MN	$3,185.48
8809	4/13/2020	BILLPMT	Ziegler, Inc.	$1,583.32
			Total	**$67,925.82**

Approvals: _____
Airport Director

_____
City Treasury

_____
Airport Authority

Duluth Airport Authority
DAA Operating Check Register #9-2020
April 29, 2020

Document Number From 8810 To 8862

Document N	Date	Transaction Type	Payee	Amount
8810	4/29/2020	BILLPMT	Acme Tools	$818.55
8811	4/29/2020	BILLPMT	Ameripride Linen & Apparel Services	$358.66
8812	4/29/2020	BILLPMT	Auto-Owner's Insurance	$7,135.60
8813	4/29/2020	BILLPMT	Batteries Plus	$185.78
8814	4/29/2020	BILLPMT	Bodin, Joelle	$60.00
8815	4/29/2020	BILLPMT	Caywood Oil, LLC	$324.08
8816	4/29/2020	BILLPMT	Century Link	$334.88
8817	4/29/2020	BILLPMT	City Of Duluth Comfort Systems	$8,478.38
8818	4/29/2020	BILLPMT	Compudyne, Inc.	$3,326.19
8819	4/29/2020	BILLPMT	Dalco	$910.77
8820	4/29/2020	BILLPMT	Grainger	$503.42
8821	4/29/2020	BILLPMT	Guardian Pest Solutions	$175.25
8822	4/29/2020	BILLPMT	iFIDS.com Inc.	$125.00
8823	4/29/2020	BILLPMT	Jamar Company	$12,755.00
8824	4/29/2020	BILLPMT	Johnstone Supply	$126.54
8825	4/29/2020	BILLPMT	Kayser, Jana	$60.00
8826	4/29/2020	BILLPMT	Leon, Kathy	$60.00
8827	4/29/2020	BILLPMT	Madsen, Brian	$60.00
8828	4/29/2020	BILLPMT	Marsden Building Maintenance	$15,822.73
8829	4/29/2020	BILLPMT	Menards	$555.86
8830	4/29/2020	BILLPMT	Metro Sales, Inc.	$297.25
8831	4/29/2020	BILLPMT	Mid-Hudson Photo ID	$266.00
8832	4/29/2020	BILLPMT	Mike's Signs	$200.00
8833	4/29/2020	BILLPMT	Minnesota Pollution Control Agency	$25.00
8834	4/29/2020	BILLPMT	Minnesota Power	$29,450.92
8835	4/29/2020	BILLPMT	MN Dept of Labor and Industry	$80.00
8836	4/29/2020	BILLPMT	NAPA Auto Parts	$283.94
8837	4/29/2020	BILLPMT	Northern Business Products, Inc.	$71.98
8838	4/29/2020	BILLPMT	Northern States Supply, Inc.	$27.28
8839	4/29/2020	BILLPMT	Northland Fire & Safety, Inc.	$142.65
8840	4/29/2020	BILLPMT	NorthStar Ford	$10.76
8841	4/29/2020	BILLPMT	Otis-Magie Insurance Agency	$1,077.00
8842	4/29/2020	BILLPMT	Papko, Mark	$60.00
8843	4/29/2020	BILLPMT	Peterson, Natalie	$60.00
8844	4/29/2020	BILLPMT	Pomp's Tire Service, Inc.	$1,163.48
8845	4/29/2020	BILLPMT	Praxair Distribution Inc.	$434.77
8846	4/29/2020	BILLPMT	Quadient Leasing USA, Inc.	$266.82
8847	4/29/2020	BILLPMT	Schindler Elevator Corp	$2,491.66
8848	4/29/2020	BILLPMT	Sell Hardware	$76.25
8849	4/29/2020	BILLPMT	Sinnott, Paul	$60.00
8850	4/29/2020	BILLPMT	Spectrum Business	$139.40
8851	4/29/2020	BILLPMT	St. Germain's Glass	$5,773.00
8852	4/29/2020	BILLPMT	Stewart-Taylor Company	$27.00
8853	4/29/2020	BILLPMT	Swanson, Richard	$848.00
8854	4/29/2020	BILLPMT	Taylor, Dan	$60.00
8855	4/29/2020	BILLPMT	Timm, Kenneth	$60.00
8856	4/29/2020	BILLPMT	Viking Automatic Sprinkler	$425.00
8857	4/29/2020	BILLPMT	Viking Electric Supply	$71.96

8858	4/29/2020	BILLPMT	Wabrowetz, Steve	$60.00
8859	4/29/2020	BILLPMT	Werner, Thomas	$60.00
8860	4/29/2020	CHK	WF Bus Payment Processing - Joelle	$1,339.67
8861	4/29/2020	BILLPMT	Wittkop, Mary Ann	$60.00
8862	4/29/2020	BILLPMT	Ziegler, Inc.	$163.80
			Total	**$97,810.28**

Approvals: _____
Airport Director

_____
City Treasury

_____
Airport Authority

CORRESPONDENCE

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Sky Harbor Airport
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Fax (218) 727-2960
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www.duluthairport.com

IX A

Mary Ann Wittkop

From:	Mark Papko
Sent:	Thursday, April 16, 2020 3:50 PM
To:	Tom Werner; Natalie Peterson; Jana Kayser; Joelle Bodin; Steve Wabrowetz; Ken Timm; Rick Swanson; Mike Marturano; Bernie Tanski; 'tanya.church@tsa.dhs.gov'; Security; 'Zoss, Justin'; 'bernice.flha@tsa.gov'; 'Bubacz, Amy M'; 'Hugo, Nicholas'; 'scauchon@avisteam.net'; 'budgetduluth@gmail.com'; 'bradley.d.beranek@ehi.com'; 'jsimonson@overlandwest.com'; 'sand.jokela@landlineco.com'; 'scott.wright@landlineco.com'; Barbara Michelizzi; 'Roger Weisenbeck'; 'aporter@oakwells.com'; Mary Ann Wittkop; Kathy Leon
Cc:	'Manager', 'Office'; Miller, Sharon D (Sharon.Miller@ehi.com)
Subject:	RE: DLH COVID-19 Weekly Update - Terminal/Landside Stakeholders
Follow Up Flag:	Follow up
Flag Status:	Flagged

Participants on the call:

1. DAA Senior Staff
2. Envoy/American – Alissa Brown
3. Avis – Randine Lepage
4. Delta/United/unifi – Amy Bubacz, Loren, Tanya
5. Airport Security – Jim McGarvey; Rick Swanson
6. Landline- Sand Jokela
7. REEF Parking – Barb Michelizzi
8. TSA – Justin Zoss
9. Marsden – Troy Roberts

DAA

Things are currently status quo at the Terminal.
Please remember to practice cleanliness habits.
Communication plans are working well.
The DAA is planning the next phase of operations for when that time arrives. We suggest that your organization does the same. Please let the DAA know if we can support in anyway.
Passenger air traffic across the nation is down 96% percent.

We will move this meeting to every other week; next meeting will be April 29, 2020.

Marsden

Currently have 4 staff members. Main goals are regular cleaning and sanitizing/disinfecting routines. Please get ahold of Troy if you feel something is missing or needs more attention.

Security

No changes; continue to be fully staffed and operational.

Delta/United/unifi

No new news to report. UA currently has 2 daily flights and the afternoon flight is usually cancelled. Delta has 3 daily flights and the 5pm and 7am are usually cancelled. 50% of staff is on furlough. Load factors are very low averaging 10 bookings per flight and less once departure time arrives. Some flights have even went out with zero passengers.

ENVOY

No new changes. 1 flight per day and sometimes cancels. Loads are single digits. Packing up station in preparation to exit at the end of the month.

AVIS
Revenue is currently down 97% percent and no reservations for the next 30 days. Remain fully staffed.

The Landline Company
Very slow and many cancelled buses.

REEF Parking (Formerly Republic)
Nothing new to report; just very quiet.

TSA
No new updates this week.

Best,

Mark Papko, A.A.E
Director of Operations
Duluth Airport Authority
4701 Grinden Drive
Duluth, MN 55811
(218) 727 – 2968 - *Main*
(218) 625-7767 - *Direct*

DULUTH INTERNATIONAL AIRPORT
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-----Original Appointment-----
From: Mark Papko
Sent: Monday, March 16, 2020 10:15 PM
To: Mark Papko; Tom Werner; Natalie Peterson; Jana Kayser; Joelle Bodin; Steve Wabrowetz; Ken Timm; Rick Swanson; Mike Marturano; Bernie Tanski; 'tanya.church@tsa.dhs.gov'; Security; 'Zoss, Justin'; 'bernice.flha@tsa.gov'; 'Bubacz, Amy M'; 'Hugo, Nicholas'; 'scauchon@avisteam.net'; 'budgetduluth@gmail.com'; 'bradley.d.beranek@ehi.com'; 'jsimonson@overlandwest.com'; 'sand.jokela@landlineco.com'; 'scott.wright@landlineco.com'; Barbara Michelizzi; 'Roger Weisenbeck'; 'aporter@oakwells.com'; Mary Ann Wittkop; Kathy Leon
Cc: 'Manager', 'Office'; Miller, Sharon D (Sharon.Miller@ehi.com)
Subject: DLH COVID-19 Weekly Update - Terminal/Landside Stakeholders
When: Wednesday, April 15, 2020 9:00 AM-9:30 AM (UTC-06:00) Central Time (US & Canada).
Where: Call-In Only

Participants on the call:

1. DAA Senior Staff
2. Envoy/American – Alissa Brown
3. Avis – Randine Lepage
4. Delta/United/unifi – Amy Bubacz, Loren, Tanya
5. Airport Security – Jim McGarvey, Rick Swanson
6. Landline- Sand Jokela
7. REEF Parking – Barb Michelizzi
8. TSA – Justin Zoss

IV B

Mary Ann Wittkop

From: Don Monaco <donm@monacoairduluth.com>
Sent: Friday, May 1, 2020 7:51 AM
To: Tom Werner; 'Anna Tanski (anna@visitduluth.com)'
Cc: 'Dave Gaddie (dgaddie@bell.bank)'; 'Greg Fox (gregandsheilafox@hotmail.com)'; 'Bill King (BKing@cirrusaircraft.com)'; Michael A. Magni; 'Pat Mullen (runtrailfree@gmail.com)'; 'Richard Stewart (RStewart@uwsuper.edu)'; 'Steve Overom (soverom@overomlaw.com)'; Mary Ann Wittkop
Subject: April, 2020 Monaco Air Foundation Report

Follow Up Flag: Follow up
Flag Status: Flagged

Tom and Anna,

Please share this report with the Duluth Airport Authority Board at its next regularly scheduled meeting.

Summary of April, 2020 Activities

Airport Tour Program: The Foundation continues to provide Duluth International Airport tours to groups of high school students and other groups upon request. Tours have been suspended during the COVID-19 pandemic and will resume after procedures for safe conduct have been established and groups begin requesting tours once again.

Duluth Flying Club Scholarship Fund: The current balance in the Scholarship Fund is $1,141.24. The Foundation has suspended issuing new aviation training scholarships until after it determines whether to award additional scholarships or to give these funds to another organization which awards aviation training scholarships.

Other Initiatives: The Foundation welcomes additional requests from the Duluth Airport Authority Board for initiatives the Board would like the Foundation to pursue.

Please let me know if you have any questions about this month's report.

Respectfully submitted,

Don Monaco
President
Monaco Air Foundation, Inc.
4535 Airport Approach Road
Duluth, MN 55811
Phone: 218-727-2911
Mobile: 630-728-5571
Fax: 218-336-0001
donm@monacoairduluth.com
www.monacoairduluth.com

Airport Zoning Ordinance Revision Support

May 7, 2020

Minnesota Land Use Safety Zones 8800.2400

- Mn/DOT Safety Zone Description
- Clear Zone: Minimum required airport property control of critical runway approach and RPZ
- Zone A: In approach zones of a runway, shall contain no buildings
- Zone B: Extends outward from Zone A, distance equal to 1/3 runway length, shall not contain uses on a site less than 3 acres
- Zone C: All land encompassed within perimeter of horizonal zone, subject to uses that do not interfere with airport electronic facilities

RS&H

Minnesota Statute 360.0656

360.0656 CUSTOM AIRPORT ZONING STANDARDS.

Subdivision 1. **Custom airport zoning standards; factors.** (a) Notwithstanding section 360.0655, a municipality, county, or joint airport zoning board must provide notice to the commissioner when the municipality, county, or joint airport zoning board intends to establish and adopt custom airport zoning regulations under this section.

(b) Airport zoning regulations submitted to the commissioner under this subdivision are not subject to the commissioner's zoning regulations under section 360.0655 or Minnesota Rules, part 8800.2400.

(c) When developing and adopting custom airport zoning regulations under this section, the municipality, county, or joint airport zoning board must include in the record a detailed analysis that explains how the proposed custom airport zoning regulations addressed the following factors to ensure a reasonable level of safety:

(1) the location of the airport, the surrounding land uses, and the character of neighborhoods in the vicinity of the airport, including:

(i) the location of vulnerable populations, including schools, hospitals, and nursing homes, in the airport hazard area;

(ii) the location of land uses that attract large assemblies of people in the airport hazard area;

(iii) the availability of contiguous open spaces in the airport hazard area;

(iv) the location of wildlife attractants in the airport hazard area;

(v) airport ownership or control of the federal Runway Protection Zone and the department's Clear Zone;

(vi) land uses that create or cause interference with the operation of radio or electronic facilities used by the airport or aircraft;

(vii) land uses that make it difficult for pilots to distinguish between airport lights and other lights, result in glare in the eyes of pilots using the airport, or impair visibility in the vicinity of the airport;

(viii) land uses that otherwise inhibit a pilot's ability to land, take off, or maneuver the aircraft;

(ix) airspace protection to prevent the creation of air navigation hazards in the airport hazard area; and

(x) the social and economic costs of restricting land uses;

(2) the airport's type of operations and how the operations affect safety surrounding the airport;

(3) the accident rate at the airport compared to a statistically significant sample, including an analysis of accident distribution based on the rate with a higher accident incidence;

(4) the planned land uses within an airport hazard area, including any applicable platting, zoning, comprehensive plan, or transportation plan; and

(5) any other information relevant to safety or the airport.

RS&H

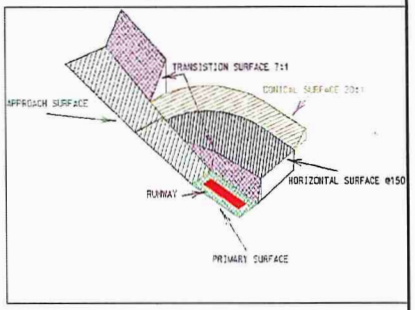
Custom Zoning Ordinance

- Existing land uses are not affected
- For future development:
  - Zone 1: In approach zones of a runway, shall not contain buildings
  - Zone 2: Extends outward from Zone 1, each use shall not be less than 2.5 acres and prohibits uses that attract/house crowds
  - Zone 3: Subject to uses that do not create or cause interference with airport operations

RS&H

Custom Zoning Ordinance

- **Zone 1: In approach zones of a runway, shall not contain buildings**
  - **Approach surface = Imaginary surface longitudinally centered on extended centerline at each end of a runway**



Source: MnDOT

RS&H

Custom Zoning Ordinance

- Zone 1: In approach zones of a runway, shall not contain buildings
- **Zone 2: Extends outward from Zone 1, each use shall not be less than 2.5 acres and prohibit uses that attract/house crowds**
  - **Places of public assembly**
  - **Schools**
  - **Hospitals**

RS&H

Custom Zoning Ordinance

- Zone 1: In approach zones of a runway, shall not contain buildings
- Zone 2: Extends outward from Zone 1, each use shall not be less than 2.5 acres and prohibits uses that attract/house crowds
- **Zone 3: Subject to uses that do not create or cause interference with airport operations**
  - **Electronic facilities**
  - **Make it difficult for pilots to distinguish airport lights**
  - **Glare**

RS&H

Airport Hazard Area

- The Airport Hazard Area is represented by the extent of the FAA airspace protection surfaces for DLH
- Airport hazard means any structure, tree, object of natural growth, or use of land that obstructs the airspace required for the flight of aircraft in landing or taking off at any airport or is otherwise hazardous to such landing or takeoff.

RS&H

Factors analyzed

1) Schools, hospitals, nursing homes
2) Land uses that attract large assemblies of people or location of wildlife
3) At least one 3-acre contiguous open space
4) Airport ownership of RPZ and Clear Zone area
5) Land uses that create or cause interference with electronic airport facilities or inhibit pilot's ability to maneuver aircraft
6) Airspace is protected
7) Social and economic costs/impacts are minimized
8) Airport's operations and safety risk to public are unaffected
9) No planned uses within airport hazard area

RS&H

Factors analyzed:

1) **Schools, hospitals, nursing homes**
   - **Schools:**
     - ***Homecroft Elementary School: 0.95 miles from future custom Zone 3 boundary, east of RW 21***
     - ***DECS North Star Academy: 0.23 miles from future custom Zone 3 boundary, east of RW 21***
   - **Hospitals:**
     - ***St. Lukes Hospital: 3.90 miles from future custom Zone 3 Boundary***
   - **Nursing home facilities:**
     - ***Primrose Retirement Community: 1.07 miles from future custom Zone 3 Boundary, southeast of RW 3***
     - ***McCarthy Manor: 0.58 miles from future custom Zone 3 boundary, southeast of RW 3***

RS&H

Factors analyzed:

1) Schools, hospitals, nursing homes
2) **Land uses that attract large assemblies of people or location of wildlife**
   - **Places of Worship:**
     - ***New Life Lutheran Church: Within future custom Zone 3 boundary, 1.14 miles directly east from end of future Zone 1 boundary for RW 3***
     - ***Peace in Christ Lutheran Church: Within future custom Zone 3, 0.15 miles, south of RW 3***
   - **Municipal buildings, churches, fairgrounds**
   - **Open water, wetland areas, golf courses, landfills**

RS&H

Factors analyzed:

1) Schools, hospitals, nursing homes
2) Land uses that attract large assemblies of people or location of wildlife
3) **At least one 3-acre contiguous open space**
   - **Land shown as public, open space, agricultural, open water**
   - **Bands of property with at least one 3-acre space**

RS&H

Factors analyzed:

1) Schools, hospitals, nursing homes
2) Land uses that attract large assemblies of people or location of wildlife
3) At least one 3-acre contiguous open space
4) **Airport ownership of RPZ and Clear Zone area**
   - **Runway Protection Zone contained on airport property**

RS&H

Factors analyzed:

1) Schools, hospitals, nursing homes
2) Land uses that attract large assemblies of people or location of wildlife
3) At least one 3-acre contiguous open space
4) Airport ownership of RPZ and Clear Zone area
5) **Land uses that create or cause interference with electronic airport facilities or inhibit pilot's ability to maneuver aircraft**
   - **Antennas**
   - **Cell-towers**
   - **Existing obstructions such as trees or poles**

RS&H

Factors analyzed:

1) Schools, hospitals, nursing homes
2) Land uses that attract large assemblies of people or location of wildlife
3) At least one 3-acre contiguous open space
4) Airport ownership of RPZ and Clear Zone area
5) Land uses that create or cause interference with electronic airport facilities or inhibit pilot's ability to maneuver aircraft
6) **Airspace is protected**
   - **City of Duluth Unified Development Code 50-18.2 Airport Overlay District**
   - **City of Duluth Unified Development Code 50-17.5 Airport Zoning District**

RS&H

Factors analyzed:

1) Schools, hospitals, nursing homes
2) Land uses that attract large assemblies of people or location of wildlife
3) At least one 3-acre contiguous open space
4) Airport ownership of RPZ and Clear Zone area
5) Land uses that create or cause interference with electronic airport facilities or inhibit pilot's ability to maneuver aircraft
6) Airspace is protected
7) **Social and economic costs**
   - **Opportunity for building development (residential or commercial)**

   Social and economic impacts are minimized
   - **Employment**
   - **Home displacement**
   - **Land acquisition**

RS&H

Factors analyzed:

1) Schools, hospitals, nursing homes
2) Land uses that attract large assemblies of people or location of wildlife
3) At least one 3-acre contiguous open space
4) Airport ownership of RPZ and Clear Zone area
5) Land uses that create or cause interference with electronic airport facilities or inhibit pilot's ability to maneuver aircraft
6) Airspace is protected
7) Social and economic costs/impacts are minimized
8) **Airport's operations and safety risk to public are unaffected**
   - **Airport Area Safety Analysis**

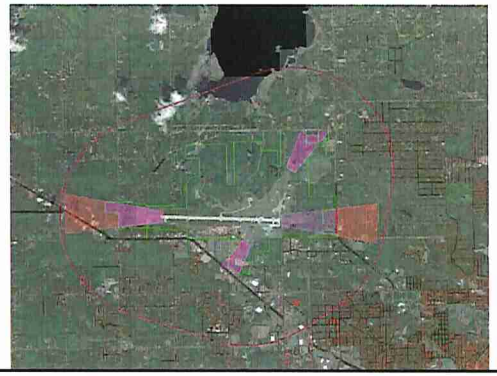
RS&H

Factors analyzed:

1) Schools, hospitals, nursing homes
2) Land uses that attract large assemblies of people or location of wildlife
3) At least one 3-acre contiguous open space
4) Airport ownership of RPZ and Clear Zone area
5) Land uses that create or cause interference with electronic airport facilities or inhibit pilot's ability to maneuver aircraft
6) Airspace is protected
7) Social and economic costs/impacts are minimized
8) Airport's operations and safety risk to public are unaffected
9) **No planned uses within airport hazard area**
   - **Hermantown Zoning Map**
   - **St. Louis County Zoning and Future Land Use Districts**

RS&H

Future, Custom Zone Boundary Area

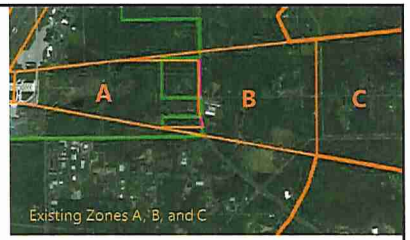


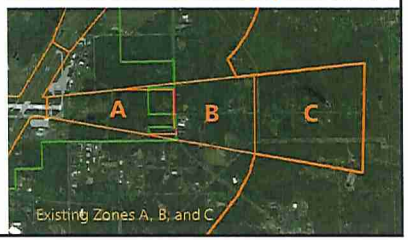
RS&H

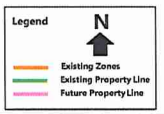
Runway 27

Existing Conditions

- Compliant
  - Vulnerable population
  - Contiguous open space
  - Airport control of RPZ/Clear Zone
  - Airport's operations
  - Airspace protection
  - Planned uses



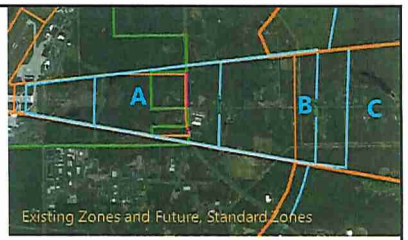


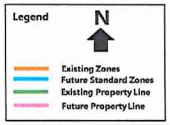


RS&H

Future, Standard Zones

- Compliant
  - Vulnerable population
  - Contiguous open space
  - Airspace protection
  - Airport control of RPZ/Clear Zone
  - Airport's operations
  - Planned uses

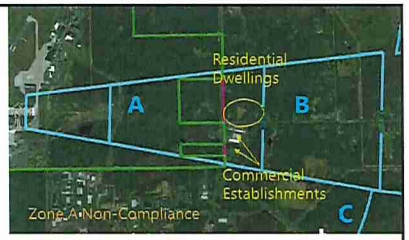




RS&H

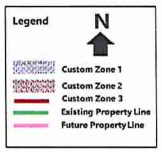
Future, Standard Zones

- Non-Compliant
  - Residences in Zone A
  - Commercial properties in Zone A



RS&H

Future, Custom Zones



RS&H

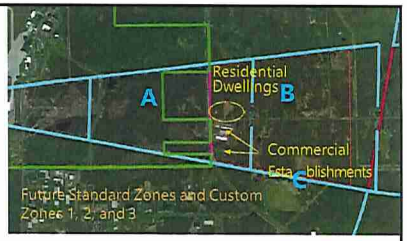
Future, Custom Zones and Parcels Impacted

Legend
N
Custom Zone 1
Custom Zone 2
Custom Zone 3
Existing Property Line
Future Property Line

RS&H

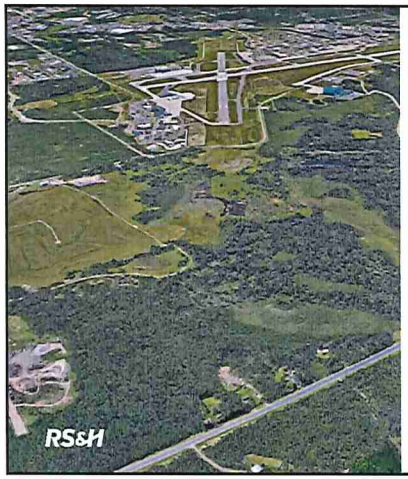
Acceptability Criteria

- No buildings or structures in Zone 1
- Social impact of relocating residences in Zone A too great
- Economic impact of relocating commercial establishments in Zone A too high



Legend
N
Custom Zone 1
Custom Zone 2
Custom Zone 3
Existing Property Line
Future Property Line
Future Standard Zones

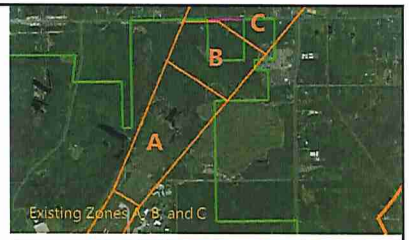
RS&H

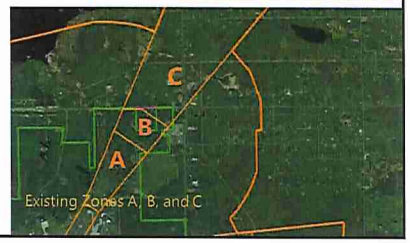


Runway 21

Existing Conditions

- Compliant
  - Vulnerable population
  - Contiguous open space
  - Airport control of RPZ/Clear Zone
  - Compatible land uses
  - Airspace protection
  - Social/economic impact
  - Airport's operations
  - Planned uses



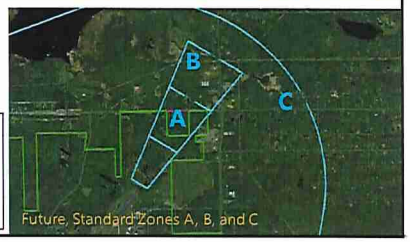


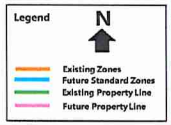
Legend
N
Existing Zones
Existing Property Line
Future Property Line

RS&H

Future, Standard Zones

» Compliant
- Vulnerable population
- Airspace protection
- Airport control of RPZ/Clear Zone
- Airport's operations
- Planned uses

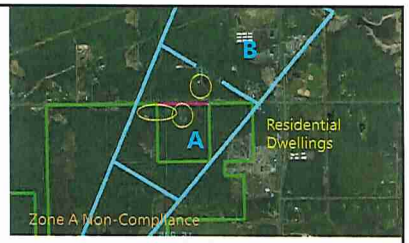


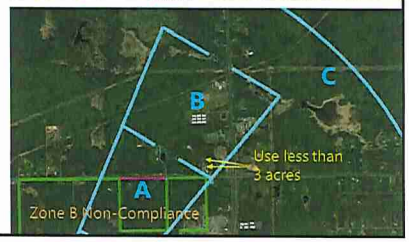


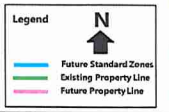
RS&H

Future, Standard Zones

» Non-Compliant
- Residences in Zone A
- Uses in Zone B with less than 3 acres

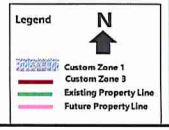






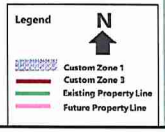
RS&H

Future, Custom Zones



RS&H

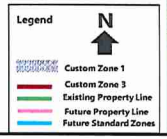
Future, Custom Zones and Parcels Impacted



RS&H

Acceptability Criteria

- No buildings or structures in Zone 1
- Social impact of relocating residences in Zone A are too great
- Economic impact of relocating commercial establishments in Zone B are too high

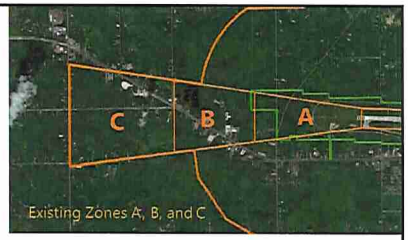


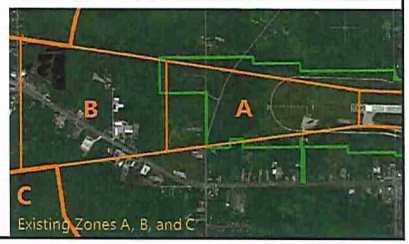
RS&H

Runway 9

Existing Conditions

- Compliant
  - Vulnerable population
  - Airport control of RPZ/Clear Zone
  - Airspace protection
  - Airport's operations
  - Planned uses

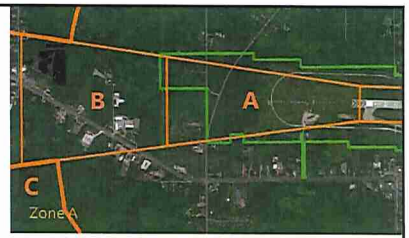


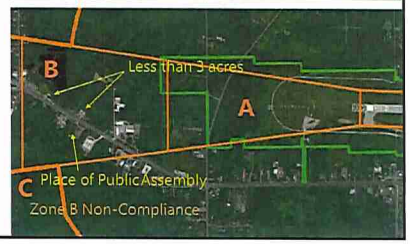


RS&H

Existing Conditions

- Non-Compliant
  - Places of public assembly in Zone B
  - Uses less than 3 acres in Zone B





RS&H

Future, Standard Zones

» Compliant
- Vulnerable population
- Airport control of RPZ/Clear Zone
- Airspace protection
- Airport's operations
- Planned uses

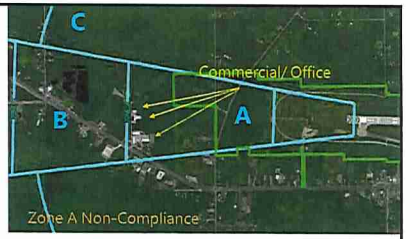
Existing Zones and Future Standard Zones

Future, Standard Zones A, B, and C

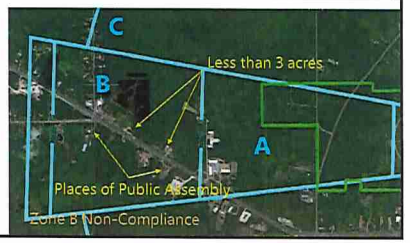
RS&H

Future, Standard Zones

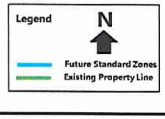
» Non-Compliant
- Commercial properties in Zone A
- Places of public assembly in Zone B
- Uses less than 3 acres in Zone B



Zone A Non-Compliance



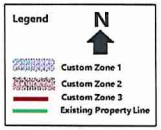
Zone B Non-Compliance



RS&H

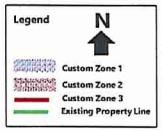
Future, Custom Zones

Future, Custom Zones 1, 2, and 3



RS&H

Future, Custom Zones and Parcels Impacted

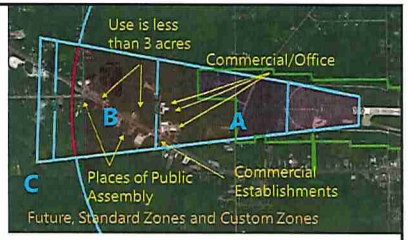


RS&H

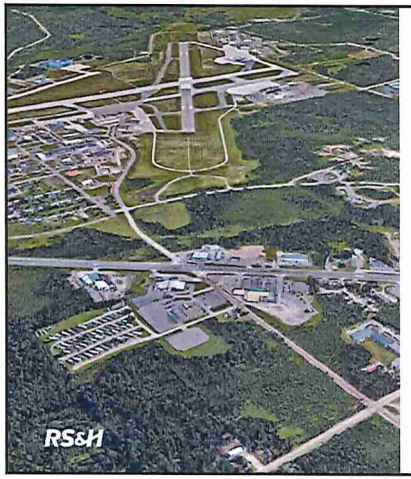
Acceptability Criteria

- No buildings or structures in Zone 1
- Social impact of relocating places of public assembly in Zone 2 too high
- Economic impact of relocating commercial establishments in Zone 2 too high

RS&H



Legend
N
Custom Zone 1
Custom Zone 2
Custom Zone 3
Existing Property Line
Future Standard Zones

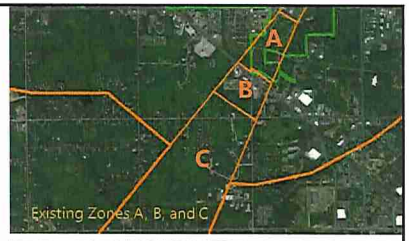


Runway 3

Existing Conditions

- Compliant
  - Vulnerable population
  - Airport control of RPZ/Clear Zone
  - Airspace protection
  - Airport's operations
  - Planned uses

RS&H

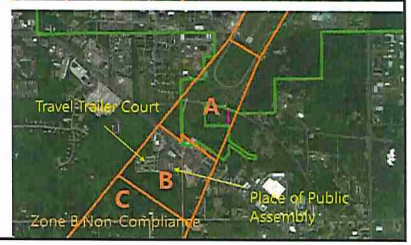


Legend
N
Existing Zones
Existing Property Line
Future Property Line

Existing Conditions

- Non-Compliant
  - Travel trailer court in Zone B
  - Places of public assembly in Zone B

RS&H



Legend
N
Existing Zones
Existing Property Line
Future Property Line

Future, Standard Zones

» Compliant
- Vulnerable population
- Airspace protection
- Airport control of RPZ/Clear Zone
- Airport's operations
- Planned uses

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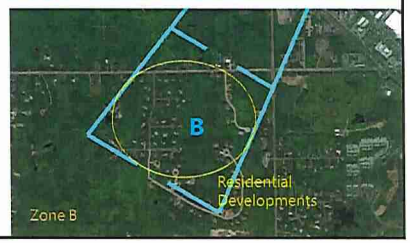
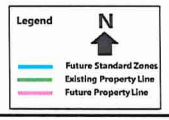
Future, Standard Zones

» Non-Compliant
- Commercial properties in Zone A
- Travel trailer court in Zone A
- Places of public assembly in Zone A
- Uses less than 3 acres in Zone B





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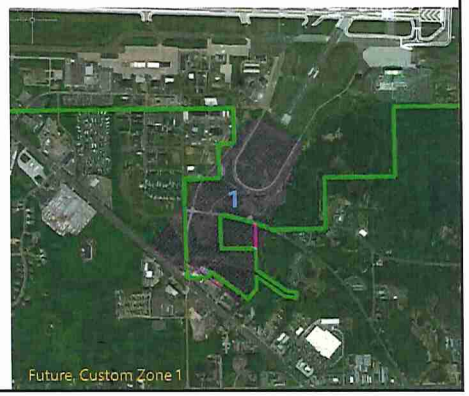
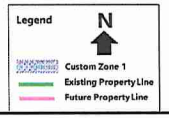
Future, Custom Zone





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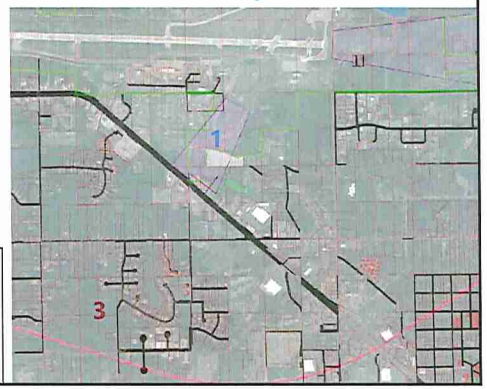
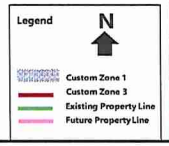
Future, Custom Zones and Parcels Impacted





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Acceptability Criteria

- No buildings or structures in Zone 1
- Social impact of relocating places of public assembly and travel trailer court in Zone B too high
- Economic impact of relocating commercial establishments in Zone B too high

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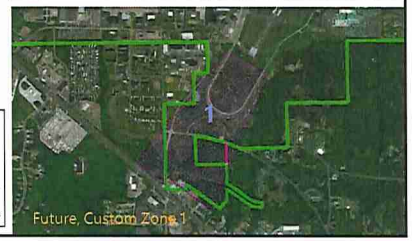

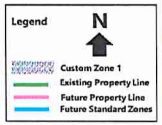

Thank You

RS&H

IIB

DULUTH INTERNATIONAL AIRPORT

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May 11th, 2020

The Duluth Airport Authority completed a competitive consultant selection process in accordance with current regulations and requirements of the Federal Aviation Administration, (Advisory Circular 150/5100-14E) for the following airport consulting services for Sky Harbor Airport:

- Airport Planning Services
- Environmental Consulting Services
- Financial Consulting Services
- Stakeholder Engagement

A Request for Qualifications was prepared and distributed to interested parties through the City of Duluth Purchasing. The following are types of improvements that may be of this planning scope during the term of this agreement. This list is not inclusive, and the types of projects that may be assigned shall be at the discretion of Authority:

Duluth Sky Harbor Airport (DYT)

- Airport Layout Plan Update
- Possible Exhibit A Update
- Aeronautical Property Development/Redevelopment Planning
- Location of Possible DAA-owned hangars
- Snow Removal Equipment (SRE) Facility location
- Placement of DAA Administrative office(s)
- Possible placement of a Customs Processing Facility
- Location of the amphibious ramp
- Location and possible expansion of the aircraft dock
- Location and size of the aircraft fueling operation
- Ramp Congestion Analysis/Planning in the vicinity of the amphibious ramp, dock, aircraft fueling point and aircraft parking
- General Aviation Ramp Capacity Analysis/Planning
- Shoreline Erosion Control Planning in the vicinity of the aircraft parking apron
- Development of a Funding Plan for projects that result from this study

The following steps were taken in accordance with guidance from AC 150/5100-14@, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects:

- Interested firms were invited to a mandatory pre-bid meeting to tour the airport and discover current/on-going efforts
    - Three firms attended.
- Airport Layout Plan (ALP) for Sky Harbor Airport (DYT) were made available to all the firms that attended the mandatory pre-bid meeting
- No additional request for information were ever received during the process.

Duluth International Airport
Sky Harbor Airport | 4701 Grinden Drive
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DULUTH INTERNATIONAL AIRPORT

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Upon final decision of the selected firm, scope of work and contract negotiations for a professional services agreement were initiated. The length of this master professional services agreement will be for 5 years from the date of contract execution. Individual work orders under this agreement will be prepared and presented for Airport Authority Board approval prior to execution. Each individual work orders will include a full definition of each assignment, including scope, a fee and expense schedule, and timeline.

Statements submitted by the established deadline were evaluated based upon the follow criteria:

Evaluation Criteria	Weight %
Capability to perform all aspects of the project and recent experience in airport projects comparable to the proposed scope.	15%
Key personnel's professional qualifications, experience and availability for the proposed project; reputation and professional integrity and competence; knowledge of FAA regulations, policies, and procedures.	25%
Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns. Capability to meet schedules or deadlines.	15%
Qualifications and experience of sub-consultants who would be regularly engaged by the consultant under consideration.	10%
Degree of interest shown in undertaking the project and the project team's familiarity with and proximity to the geographic location of the project. Demonstrated understanding of the project's potential challenges and the sponsor's special concerns.	20%
Firm's ability to provide stakeholder engagement; to assist with outreach and advocacy used in support of this important planning exercise. The Firm's experience in engaging aviation stakeholders, community and civic groups, local government entities, government agency stakeholders, the media, adjacent neighborhoods, and the public at large.	15%

The following is a timeline of the key dates:

- February 6th, 2020; The RFQ was posted publicly with City Purchasing and on the DAA's website
- February 27th; prospective firms were invited to tour the Sky Harbor Airport
- March 4th; no request for information were received
- March 18th; SOQs from all proposing firms were due to the DAA
- May 19th; DAA Staff submits a contract for DAA Board Approval.

The evaluation group included; Kim Maki (Board Member), Tom Werner (Staff), and Mark Papko (Staff).

The selection committee received two proposals and reviewed and scored each submittal. The committee identified SEH as the highest scoring firm and selected SEH to complete the requested airport consulting services. This Professional Services Agreement is to complete the airport consulting services.

For questions regarding this procurement action please contact the undersigned.

Mark Papko

Mark Papko, A.A.E

Director of Operations

Duluth International Airport
Sky Harbor Airport | 4701 Grinden Drive
Duluth, MN 55811 | Phone (218) 727-2968
Fax (218) 727-2960 | daa@duluthairport.com
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IIE

DULUTH INTERNATIONAL AIRPORT
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FOR IMMEDIATE RELEASE:
May 12, 2020

CONTACT:
Natalie Peterson, Duluth Airport Authority
Director of Communications & Marketing
218-625-7768

DULUTH INTERNATIONAL AIRPORT
DLH RECEIVES HONORABLE MENTION BALCHEN/POST AWARD

(Duluth, MN) Duluth International Airport (DLH) was awarded the Honorable Mention Balchen/Post Award for excellence in snow and ice control. The awards will be presented at the 54th Annual International Aviation Snow Symposium (IASS) on October 5th, 2020, in Buffalo, NY.

The award is recognizing DLH's Airside Operations Team for their dedicated efforts in maintaining our airport in safe and operational status during the 2019 – 2020 winter season. DLH received the Honorable Mention in the category of **Small Commercial Airport (Less than 100,000 operations per year).**

DLH experiences a yearly average snowfall of 86.1 inches and has a total of 9,734,070 square feet of airside pavement (runway space, taxiways, aircraft handling aprons, etc.) to keep clear in order to operate 24/7, 365 days a year. That square footage is equivalent to 75+ city miles of two lane highway.

"I'd like to thank the **Northeast Chapter/American Association of Airport Executives** for sponsoring this award and the IASS selection committee for recognizing our Airside Operations Crews' efforts," says Tom Werner, DLH Executive Director. "I'd also like to acknowledge the hard work of our team. They are some of the very best in the business and this award proves it! It also shows their commitment to our customers, our operations and our community."

The Balchen/Post Award criteria include:

- Degree of in-depth preparedness
- Effectiveness of the snow and ice control program
- Timeliness and accuracy of communications during snow and ice control efforts with stakeholders
- Post Storm Activities

For more about the Balchen/Post Award: https://www.necaaae.org/balchen-post-award-archives

About Duluth International Airport
The state-of-the-art passenger terminal at the Duluth International Airport opened for business on January 14, 2013. During this time of COVID-19, United Airlines offers varied daily nonstop flights to Chicago and Delta offers varied daily nonstop flights to Minneapolis/St. Paul. We are committed to providing our customers with superior services in a safe, secure and professional environment. Be sure to visit our new Club DLH Business Suite, designed with the working traveler in mind. Visit duluthairport.com, follow us on Twitter @DuluthAirport, and like us on facebook.com/duluthairport.

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VISION 2040

Master Plan for: DULUTH INTERNATIONAL AIRPORT

Virtual Meetings, Development of Taxiway Alternatives, Building Assessments and a new blog post!

As the weather begins to warm up, the Vision 2040 Master Plan team is continuing with taxiway network and apron alternatives as well as refining the Runway 3/21 alternatives discussed in the fall with our Technical Advisory Committee (TAC). These alternatives will continue to ensure that the existing and future needs are met for users of DLH. This project continues to progress as the team has transitioned to virtual meetings and engagement efforts.

::::: PROJECT UPDATES ::::

Master Plan Efforts Continue Virtually with the Economic Development Technical Advisory Committee (TAC)

Following CDC and State of Minnesota guidelines to help contain the spread of the novel coronavirus (COVID-19), Master Plan efforts, including stakeholder engagement, will continue progress in a virtual environment.

Recently, the team held our first virtual Master Plan committee meeting. The Technical Advisory Committee (TAC) focused on Economic Development met virtually in April with over 20 participants. The meeting format included an opportunity for voice, video and written participation and resulted in a great discussion and feedback. This TAC will help inform the Master Plan process including understanding how the airport can support economic development, informing ultimate land use needs and understanding the role DLH plays in the overall regional economy. A summary of the meeting is available on the project website.

We look forward to engaging with stakeholders in person in the future, but for now, we are excited to hear from and see you virtually. We will continue to update our Community Involvement page with meeting summaries and draft documents.

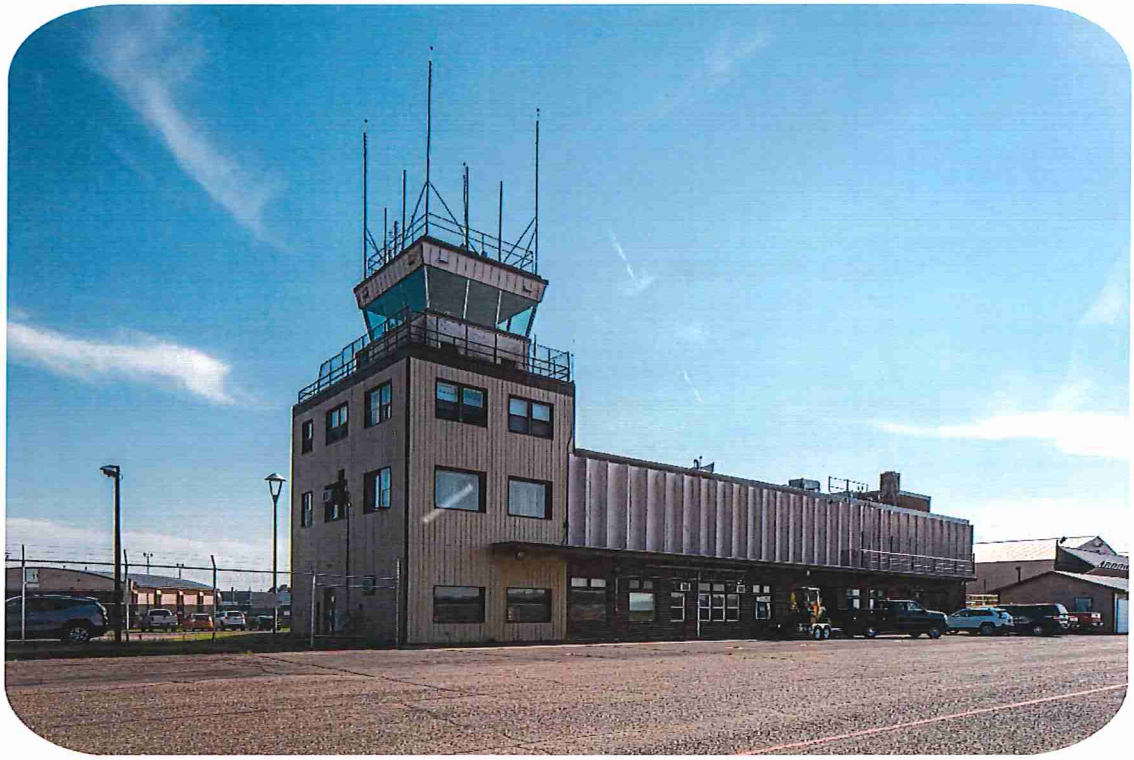
Taxiway Network Alternatives

As part of the Master Plan, a detailed analysis of the taxiway network is being conducted. This study will ensure that the taxiway network will be able to support the existing and forecasted users of DLH. The Federal Aviation Administration (FAA) has design standards that airports are required to follow when planning, designing and constructing various projects including taxiway and aircraft parking aprons. This detailed analysis will look at ways to improve the overall safety, condition and efficiency of the taxiway system including correcting any non-standard design features. The analysis will also include an evaluation of aircraft parking needs and identification of needed aircraft parking area improvements.

The Taxiway Network and Apron Technical Advisory Committee (TAC) has met twice (December 2019 and March 2020). The goal of the first meeting was to gain feedback on the existing taxiway and apron system. The TAC's second meeting in March presented high-level initial alternatives and provided an opportunity for stakeholder feedback prior to alternatives being further refined. Meeting materials for both meetings can be found on the Vision 2040's Community Involvement webpage. We are looking forward to the third TAC meeting anticipated to take place in early summer.

Building Assessments

As part of Vision 2040, an inventory of the Duluth Airport Authority (DAA) building infrastructure was completed. This included building assessments which identified ownership/tenant, use, size and condition of the building on a scale of 0-5/ The results of the analysis will influence planning efforts including the development and redevelopment of the building areas and the appropriate timeline for development. The results and recommended building improvements will also inform the final implementation developed as part of the Master Plan.



::::: NEWS & INFO ::::

Project Blog

Our airport plays a large role in the economy and the success of our region. The airport generates over $760 million in annual economic activity, supports travel and tourism, creates jobs and generates income that flows back into our community. MnDOT Aeronautics conducted a Statewide Economic Impact Study which included the economic impact of DLH. Read the results of their study in our latest blog post.

Read more »

Questions or Comments?

If you have comments or questions about the project, a contact us form is located at the bottom of the FAQ page of the Master Plan website and we encourage stakeholders and neighbors to stay connected with us during this time.

::::: PART 150 STUDY - VISIT THE PROJECT PAGE ::::

The Part 150 Noise Study is a separate planning study being completed concurrently with the Master Plan. Please check out the project website for more information on this project here. We are looking forward to the next Public Advisory Committee meeting which will be scheduled for early summer. Documents will be posted to the website throughout this process. If you have questions or comments about this process, a contact us form is located on the Part 150 Noise Study homepage.

DULUTH INTERNATIONAL AIRPORT

In partnership with SEH

Want to change how you receive these emails?
You can update your preferences or unsubscribe from this list.

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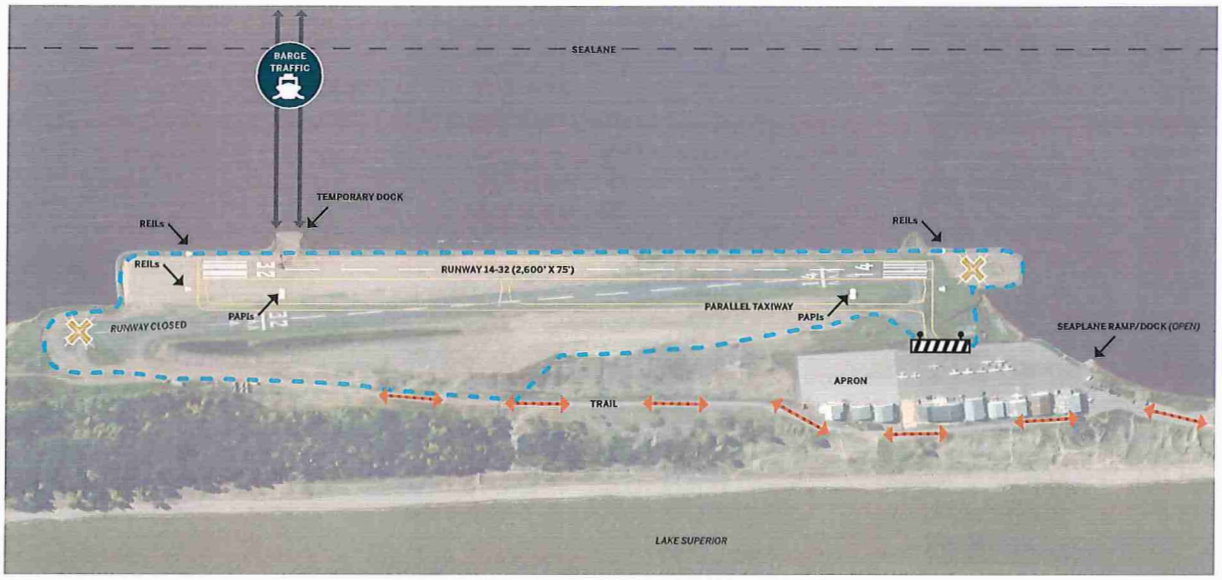
SKY HARBOR RUNWAY RELOCATION NEWSLETTER

AVIATION SAFETY AND ENVIRONMENTAL PRESERVATION

May 2020 – VOLUME 13



Learn More:
Project newsletters including construction updates and photos will be distributed and posted on the airport website monthly. If you would like to be emailed the monthly newsletter, please contact Brandon Twedt (contact info below).

skyharbor.duluthairport.com

Brandon Twedt, PE
Project Engineer
Short Elliott Hendrickson, Inc. (SEH)
651-329-0133
btwedt@sehinc.com

Brian Madsen
Sky Harbor Airport Manager
Duluth Airport Authority
218-733-0078
bmadsen@duluthairport.com

PROJECT UPDATE:

Spring 2020:
It is anticipated that the project will resume on or around May 11.
The final work elements are expected to take approximately 30 days to complete. These remaining work items include:

- Remove existing Runway 14/32, including pavement (removed via barge)
- Complete remaining grading and aggregate placement
- Construct Runway 14/32 (2,600 x 75' bituminous pavement) parallel taxiway, and connecting taxiways
- Install new airfield lighting systems

Airport Impacts:
- Existing Runway 14-32 will be closed indefinitely.
- Lighted closing crosses will be installed.
- Seaplane base will remain open with minimal impacts.
- Expect periodic construction traffic around the Apron area. Traffic will be coordinated using a radio car.
- All asphalt delivery & removals will be through barging.

Mitigation Overview:

Spring/Summer 2020:
Phase 3 mitigation includes aquatic habitat enhancements near the seawall and terrestrial native vegetation enhancements covering approximately 23 acres of the site.

Remaining 5 in-water cribs will be placed in the summer of 2020.

Link to Drone footage over the past 3 years:
https://drones.sehinc.com/projects/duluth-sky-harbor-airport

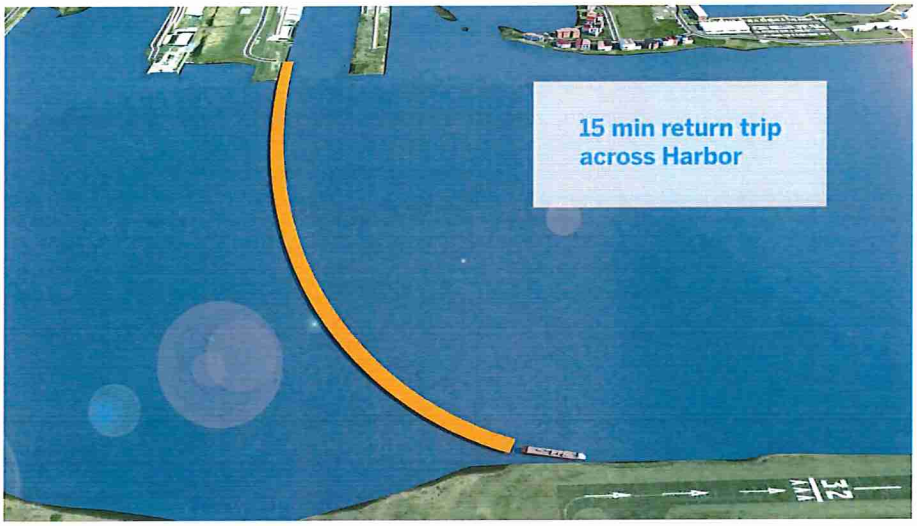
SKY HARBOR AIRPORT PROJECT

AVIATION SAFETY AND ENVIRONMENTAL PRESERVATION

SKY HARBOR RUNWAY RELOCATION NEWSLETTER

AVIATION SAFETY AND ENVIRONMENTAL PRESERVATION

May 2020 – VOLUME 13



SEH

NEW BUSINESS

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daa@duluthairport.com
www.duluthairport.com

XII A

Duluth Airport Authority
Short Elliott Hendrickson Inc. (SEH) Work Order 2020-3 for Engineer's Design Report (EDR), Final Design, Plans and Specifications, and Bidding Services for the Apron Island Lighting at the Duluth International Airport

Terms:

- Estimated start date of May 19, 2020
- Estimated end date of December 31, 2020

Agreement Overview:

This work order includes completion of items specific to the Apron Island Lighting project in the Engineer's Design Report (EDR), final design, and plans and specifications development, which will be included with the Apron Expansion project at Duluth International Airport (DLH). The contract provisions included in the Master Agreement (dated 1-21-2020) between the DAA and SEH remain in effect for this work order.

Background:

DLH constructed a no-taxi island in the commercial service apron to meet FAA requirements to eliminate direct access to the taxiway and runway environment. Subsequently, further demarcation is required to delineate the usable and non-usable portions of the apron. Lighting the perimeter of the taxiway edge with taxiway lighting will provide the necessary visual reference for pilots transiting the apron to avoid taxiing on the apron island pavement.

This work scope includes the Engineer's Design Report (EDR), final design, and plans and specifications development. (Construction observation, administration, and closeout are excluded.) The work will be bid with the Apron Expansion project. Bidding, closeout, and civil construction related items will be completed under that scope of work.

The project schedule includes design in 2020 with a bidding period and bid opening in the spring of 2020. Construction is anticipated to occur in the summer of 2020.

The project is anticipated to be 90 percent funded by the FAA.

WORK ORDER
No. 2020-3
Between

The Duluth Airport Authority (DAA) (Owner) and
Short Elliott Hendrickson Inc. (SEH) (Consultant) **Dated: April 21, 2020**

ENGINEER'S DESIGN REPORT (EDR), FINAL DESIGN, PLANS AND SPECIFICATIONS, AND BIDDING SERVICES (INCLUDED W/APRON EXPANSION)
APRON ISLAND LIGHTING
DULUTH INTERNATIONAL AIRPORT (DLH)

This work order includes completion of items specific to the Apron Island Lighting project in the Engineer's Design Report (EDR), final design, and plans and specifications development, which will be included with the Apron Expansion project at Duluth International Airport (DLH). The contract provisions included in the Master Agreement (dated 1-21-2020) between the DAA and SEH remain in effect for this work order.

Estimated start date is April 21, 2020; estimated end date is December 31, 2020

Compensation by the Owner to the Consultant shall be a lump sum amount of $44,100.

A description of the services to be provided is included in Attachments A. A detailed estimate of labor cost and expenses is included in Attachment B.

Point of Contact: Shawn McMahon

APPROVED:

Duluth Airport Authority (DAA)

_____
Title:_____

Date:_____

_____

Title:_____

Date:_____

Short Elliott Hendrickson Inc.

_____
Title:_____

Date:_____

ATTACHMENT A

Duluth International Airport (DLH)

Apron Island Lighting

Projected AIP Grant 3-27-0024-64-20

Scope of Work

(Engineer's Design Report, Final Design, Plans and Specifications)

General – DLH constructed a no-taxi island in the commercial service apron to meet FAA requirements to eliminate direct access to the taxiway and runway environment. Subsequently, further demarcation is required to delineate the usable and non-usable portions of the apron. Lighting the perimeter of the taxiway edge with taxiway lighting will provide the necessary visual reference for pilots transiting the apron to avoid taxiing on the apron island pavement.

This work scope includes the Engineer's Design Report (EDR), final design, and plans and specifications development. (Construction observation, administration, and closeout are excluded.) The work will be bid with the Apron Expansion project. Bidding, closeout, and civil construction related items will be completed under that scope of work.

The project schedule includes design in 2020 with a bidding period and bid opening in the spring of 2020. Construction is anticipated to occur in the summer of 2020.

Project Deliverables – The project deliverables of this scope include the following:

1. Project formulation and environmental review
2. Engineer's Design Report (EDR) for apron island lighting. (included with apron expansion EDR)
3. Plan drawings for apron island lighting. (included with apron expansion plans)
4. Construction bidding documents for apron island lighting. (included with apron expansion bidding documents)
5. FAA construction plans and specifications review
6. Project management

<u>This work scope includes:</u>

Work Element 1: Project Formulation

Task 1.1 – Scoping, Review, and Coordination – Short Elliott Hendrickson (SEH and/or Consultant) will coordinate with the Duluth Airport Authority (DAA) (sponsor) to develop the appropriate scope of work. Additional coordination will include task definition and establishment of project goals and objectives. The scope of work will be presented to FAA and MnDOT Office of Aeronautics for review, and will be updated based on input received.

Task 1.2 – Project Formulation – SEH will complete the project and grant pre-application documentation, environmental review submittals, cost breakdowns and eligibility determinations for the approved scope of work.

Work Element 2: Engineer's Design Report (EDR)

Task 2.1 – General Scope of Work – SEH will develop a brief narrative of the work scope, delineation of eligible/ineligible work items, any unique or unusual situations, and historical background on the proposed project.

Task 2.2 – Airport Operational Safety Considerations – SEH will develop a preliminary Construction Safety and Phasing Plan (CSPP) to evaluate proposed phasing and sequencing, construction limits, haul routes, contractor staging areas, and anticipated impacts to airport users. All airport facilities, including approach procedures and navigational aids, will be evaluated for potential impacts due to construction.

Task 2.3 – Engineer's Estimate of Probable Cost – SEH to provide an itemized summary of the engineer's estimate of probable construction costs. Any ineligible work components will be called out separately.

Task 2.4 – Preliminary Project Budget – SEH will develop a preliminary project budget that will include anticipated engineering costs, construction costs, and administrative costs. Potential funding sources and prorations will also be included.

Work Element 3: Plan Drawings for Apron Island Lighting

Final design and plan drawings for the Apron Island Lighting will be prepared in accordance with federal and state guidelines. FAA Advisory Circular (AC) 150/5300-13A, Airport Design, will be utilized in the development of the plan set. Other applicable ACs, FAA Orders, Regulations and Policy Memorandums will be used as needed. Specific tasks included with this work element include:

Task 3.1 – Construction Safety and Phasing Plan Development – SEH will refine and update the preliminary CSPP that was developed as part of the Engineer's Design Report. SEH will meet with DAA staff, airfield tenants and users to evaluate potential risks and determine appropriate mitigation tactics. The preliminary CSPP will be enhanced to determine final phasing and sequencing, construction limits, haul routes, contractor staging areas, and anticipated impacts to airport users and airfield facilities. A final CSPP will be uploaded for FAA airspace review.

Task 3.2 – Construction Plan Sheets – Specific plan sheets to be developed and included in the plan set are as follows:

- Construction Safety Plan (items specific to the apron island)
- Construction Phasing Plan (items specific to the apron island)
- Statement of Estimated Quantities (items specific to the apron island)
- Utility Locations Plan (items specific to the apron island)
- Removal Plan (items specific to the apron island)

Work Element 4: Construction Bidding Documents for Apron Island Lighting

Elements of the Construction Bidding Documents will be prepared in accordance with FAA Advisory Circulars (AC) 150/5300-13A, *Airport Design* and other applicable AC's, Orders, Regulations and Policy Memorandums. Specific tasks included with this work element include:

Task 4.1 – Construction Bidding Documents – Items specific to the apron lighting project will be added to the bid proposal project manual prepared for the apron expansion project, specifically technical specifications and special provisions.

Task 4.3 – Quantity Calculations and Final Engineer's Estimate –This task includes finalization of quantities associated with the lighting project for use in

the bid package. A final engineer's estimate using these quantities is also included.

Task 4.4 – Quality Control Reviews –This task includes quality control reviews of the project plans and specifications specific to the apron lighting, quantity determinations and construction cost estimates. An on-site plan review with DAA staff is included.

Work Element 5: FAA Construction Plans and Specifications Full Review

Task 5.1 – FAA Coordination – SEH will coordinate with the FAA on submitting a 90% complete set of construction plans and specifications for FAA review for the additional lighting scope.

Task 5.2 – Completion of Appendix 3, "General Review Guide" – SEH will complete Appendix 3 "Construction Plans and Specifications "General Review Guide" specific to the apron lighting project and submit the document with the 90% plans and specifications.

Task 5.3 – Review and Address FAA Comments – SEH will review and address all FAA comments on the plans and specifications and develop documentation to track any comments received and how those comments were addressed.

Work Element6: Project Management – This task includes the overall project management of Work Elements 1 through 5 noted above. Project Management includes administration of the project, design team meetings, agency and Sponsor meetings, airfield user and tenant outreach meetings, and related project administration tasks.

Task 6.1 – Design Team Meetings –This task includes weekly meetings by the design team to discuss project elements, schedule, issues, and provide coordination between team members.

Task 6.2 – Subcontractor Coordination –This task includes routine coordination with Burns and McDonnell during the course of the design project, specifically, coordination of deliverables.

Task 6.3 – Overall Project Management –This task includes project coordination and administration, including Sponsor and agency communication, internal meetings, progress reports, budget updates and monthly invoices.

PROJECTED SUBMITTAL DATES:
The anticipated submittal dates are:

By April 1, 2020	Submission of EDR
April 1, 2020	Submission and upload of final CSPP
April 6, 2020	90% FAA Plans and Specifications Review
April 13, 2020	Advertisement for Bids
May 7, 2020	Bid Opening
May 18, 2020	Grant Request Submittal
May 19, 2020	Contract Award Recommendation

Duluth International Airport

Terminal Apron Expansion - Electrical Design Services

Scope of Work

Overall Project Scope. The ultimate project scope of work will involve the addition of pavement along the east edge of the terminal apron. Additional taxiway lighting will be included in the project, which is the basis of this proposal.

Electrical Design Scope, Terminal Apron Expansion.

There are two lighting circuits in the vicinity of the no-taxi island adjacent to the commercial service apron. The AE circuit (Taxiway Alpha East) includes three lights that are adjacent to the no-taxi island. An additional circuit A5 CL (Taxiway A5 Centerline) includes the taxiway centerline lights for the Connector Taxiway A5, as well as most of the edge lighting in for Taxiways A and A5.

The addition of taxiway lighting around the no-taxi island will be completed per FAA design criteria. Project scope will involve installation of new L-852T incandescent medium-intensity lighting fixtures configured around the green painted no-taxi apron pavement. Layout for new taxiway edge lighting fixtures shall conform to AC/150-5340-30J. The new lighting shall be connected to an existing airfield circuit via a saw-kerf cut to existing pavement sections. New conduit and cable shall be provided to new shallow base cans along with a full-strength epoxy to restore pavement sections as close to original as possible.

There may be additional programming required to the existing Airfield Lighting Control and Monitoring System (ALCMS) and equipment modifications in the Electrical Airfield Vault. The existing regulators currently have capacity to power the additional 13 incandescent taxiway lights but control of said lighting need to be verified.

Anticipated Elements of Work for the Electrical Design Scope.

1. Review of previous project records (record drawings, specifications, engineer's reports, project close-out reports, etc.) and project specific survey data.
2. Attend a teleconference kick off meeting with SEH (2 people, 1 hour) to discuss project scope.
3. Attend 90% review meeting via teleconference (2 people, 2 hours).
4. Project Meetings. Burns & McDonnell anticipates the following project related meetings (2 People, 2 meetings, 1 hour).
5. Prepare construction drawings. A preliminary drawing list is as follows.
    - GENERAL ELECTRICAL NOTES
    - LEGEND AND ABBREVIATIONS
    - ELECTRICAL EXISTING/DEMOLITION PLAN
    - ELECTRICAL LIGHTING PLAN
    - ELECTRICAL DETAILS
6. Prepare Electrical Specifications in conformance with latest FAA and industry standards.
7. Prepare Engineers Design Memo.
8. Calculate/estimate all electrical related quantities and prepare a probable estimate of construction cost for the electrical portions of the project and submit that cost estimate to SEH.
9. Project Management and Administration. Burns & McDonnell managers and senior engineers will support and provide Quality Control over of the development and submission of the construction drawings and specifications.
10. Burns & McDonnell Senior aviation personnel (Electrical) will undertake a thorough QC review of the electrical documents provided to SEH following Burns & McDonnell Quality procedures.
11. Respond to FAA and DAA review comments on the electrical portion of the bid package in writing, and incorporate applicable changes in the bid documents.
12. Bidding Services. Respond to bidder questions and issue addenda as necessary. Additionally, Burns & McDonnell will provide input regarding the recommendation of award issued to Duluth Airport Authority. Participation via teleconference for Pre-Bid meeting.
13. Cost of Services. The attached spread sheet details the man-hours and fee proposal for the various elements of work to be undertaken as part of the project. Burns & McDonnell will bill SEH monthly for services provided.
14. No construction Administration services are included in this proposal.
15. No costs for travel or in person meetings are included in this proposal.

ATTACHMENT B
ESTIMATED FEES AND EXPENSES
APRON ISLAND LIGHTING
ENGINEER'S DESIGN REPORT, FINAL DESIGN, PLANS AND SPECIFICATIONS
DULUTH INTERNAITONAL AIRPORT (DLH)
DULUTH, MN

Task No.	Task Description	Project Manager	Project Engineer	Aviation Planner	Senior Technician	Wetland Scientist	Admin Technician
Project Formulation							
1.1	Scoping, Review, and Coordination	4					
1.2	Project Formulation	4		4			
Engineer's Design Report							
2.1	General Scope of Work		1				
2.2	Airport Operational Safety Considerations	1	1				
2.3	Engineer's Estimate of Probable Cost	1	1				
2.4	Preliminary Project Budget	1	1				
Plan Drawings for Taxiway A Mill and Overlay							
3.1	Construction Safety and Phasing Plan Development	1	1				
3.2	Construction Plan Sheets						
	Construction Safety Plan	1	1	1			
	Construction Phasing Plans	1	1				
	Statement of Estimated Quantities		1				
	Utility Locations Plan		1				
	Removal Plan		1				
Construction Bidding Documents for Taxiway A Mill and Overlay							
4.1	Construction Bidding Documents	1	1				2
4.2	Quantity Calculations and Final Engineer's Estimate		1				1
4.3	Quality Control Reviews	1					
FAA Construction Plans and Specifications Full Review							
5.1	FAA Coordination	1	1				
5.2	Completion of Appendix 3		1				
5.3	Review and Address FAA Comments		1				
Project Management							
6.1	Design Team Meetings	1	1	1			
6.2	Subcontractor Coordination	2	4	1			
6.3	Overall Project Management	1	1				
	Total hours per labor category	21	21	7	0	0	3

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Project Manager	21	$65.78	$1,381.38
Project Engineer	21	$37.52	$787.92
Aviation Planner	7	$65.78	$460.46
Senior Technician	0	$40.05	$0.00
Wetland Scientist	0	$29.44	$0.00
Admin Technician	3	$29.15	$87.45

Total Direct Labor Costs:	52	$2,717.21
Direct Salary Costs plus Overhead (66.03%)		$4,511.38
Total Labor Costs		**$7,228.59**
Fixed Fee on Labor Costs (15%)		**$1,084.29**

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Computer Charge	52	$3.00	$156.00
Electrical Engineering (Burns and MacDonnell)	1	$35,661.00	$35,661.00
Total Expenses			**$35,817.00**

SUMMARY:

Total Labor Costs + Expenses + Fixed Fee	$44,129.88
Estimated Total	**$44,100.00**

SEH
2020 DLH Apron Expansion

BURNS & MCDONELL ENGINEERING FEE PROPOSAL
MAR 2020

Task No.	Task Description	Sr. Elec. Engr (Associate)	Sr. Civil Engr. / Project Mgr (Associate)	Elec. Engr. (Senior)	Sr. CADD (Staff)	Admin. Assist. (General Office)	Task Hours	Task Cost
I	**Engineering Drawings**							
1	GENERAL ELECTRICAL NOTES	1		2	5		8	$ 1,653.00
2	LEGEND AND ABBREVIATIONS	1		2	5		8	$ 1,653.00
3	ELECTRICAL EXISTING/DEMOLITION PLAN	4		4	8		16	$ 3,452.00
4	ELECTRICAL LIGHTING PLAN	4		4	8		16	$ 3,452.00
5	ELECTRICAL DETAILS	1		2	5		8	$ 1,653.00
II	**Design Tasks**							
1	Site Investigation & Record Drawing Review	1		6	4		11	$ 2,460.00
2	Engineer's Design Report (90%)	2		2	2		6	$ 1,364.00
3	Technical Specifications (Electrical)	2		8		4	14	$ 2,744.00
4	Client 90% Review Meeting In person (2 people)	8		8			16	$ 4,008.00
5	SEH-BMCD design review meetings (teleconference) - qty 2	2		2			4	$ 1,002.00
6	Address FAA and Client Review Comments	2		4	4		10	$ 2,220.00
7	Cost Estimating/Bid Quantities	2		3	2		7	$ 1,611.00
III	**Bidding Tasks**							
1	Respond to Bidder Questions	1		2			3	$ 748.00
2	Pre-Bid teleconference	1		1			2	$ 501.00
IV	**Management & Administration**							
1	Project Management		16			4	20	$ 4,212.00
2	QA / QC	4		4	4		12	$ 2,728.00
	Burns & McDonnell Labor Subtotal	*36*	*16*	*54*	*47*	*8*	*161*	$ 35,461.00
V	**Other Direct Costs**							
1	Reproduction Costs							$ 200.00
2	Shipping							$ -
3	Travel							$ -
	Grand Total							$ 35,661.00

VII B

Duluth Airport Authority
Short Elliott Hendrickson Inc. (SEH) Work Order 2020-4 for Construction Administration and Observation for the Terminal Apron Expansion at the Duluth International Airport

Terms:

- Estimated start date of June 1, 2020
- Estimated end date of December 31, 2020

Agreement Overview:

This work order includes construction administration, observation, and closeout for the Terminal Apron Expansion project at Duluth International Airport (DLH). The contract provisions included in the Master Agreement (dated 1-21-2020) between the DAA and SEH remain in effect for this work order.

Background:

The commercial service apron serving the terminal at the Duluth International Airport (DLH) is approximately 900 feet by 300 feet. The majority of the apron pavement was recently constructed as part of the terminal project and is in good condition.

An expansion of the existing terminal ramp is required to meet the growing number of air carrier aircraft operating at the airport and to maintain proper safety clearances for parked aircraft. The expansion will accommodate an additional remote aircraft parking location. In certain times, all four gates are being utilized by scheduled commercial flights. Remote parking locations are needed to accommodate aircraft awaiting maintenance, delayed flights, diverted flights, or aircraft that need to move from a gate to allow another aircraft to utilize the gate.

The proposed ramp expansion would be approximately 90 feet by 275 feet, or roughly 25,000 square feet of additional concrete pavement designed for commercial service aircraft forecasted to use the apron.

This scope of engineering services includes construction administration, observation and project closeout services, as well as public outreach and project management. Construction is anticipated to take place in the summer of 2020, with a total working time of approximately 30 calendar days associated with two different phases of work. Preparatory work prior to the project and clean up and restoration work following substantial completion are expected to take one week for each.

The project is anticipated to be 90 percent funded by the FAA.

WORK ORDER
No. 2020-4
Between

The Duluth Airport Authority (DAA) (Owner) and
Short Elliott Hendrickson Inc. (SEH) (Consultant) **Dated: May 19, 2020**

CONSTRUCTION ADMINISTRATION AND OBSERVATION
TERMINAL APRON EXPANSION
DULUTH INTERNATIONAL AIRPORT (DLH)

This work order includes construction administration, observation, and closeout at Duluth International Airport (DLH). The contract provisions included in the Master Agreement (dated 1-21-2020) between the DAA and SEH remain in effect for this work order.

Estimated start date is June 1, 2020; estimated end date is December 31, 2020

Compensation by the Owner to the Consultant shall be a lump sum amount of $163,800.

A description of the services to be provided is included in Attachments A. A detailed estimate of labor cost and expenses is included in Attachment B.

Point of Contact: Shawn McMahon

APPROVED:

Duluth Airport Authority (DAA)

_____

Title:_____

Date:_____

_____

Title:_____

Date:_____

Short Elliott Hendrickson Inc.

_____

Title: Project Manager

Date: May 19, 2020

ATTACHMENT A

Duluth International Airport (DLH)

Duluth Airport Authority (DAA)

Apron Expansion and Island Lighting

Scope of Work

(Construction Administration, Observation and Closeout)

Project Description – The commercial service apron serving the terminal at the Duluth International Airport (DLH) is approximately 900 feet by 300 feet. The majority of the pavement was recently constructed as part of the terminal project and is in good condition.

An expansion of the existing terminal ramp is required to meet the growing number of air carrier aircraft operating at the airport. The expansion will accommodate an additional remote parking location. In certain times, all four gates are being utilized by scheduled commercial flights. Remote parking locations are needed to accommodate aircraft awaiting maintenance, delayed flights, diverted flights, or aircraft that need to move from a gate to allow another aircraft to utilize the gate. Additionally, an aircraft parked at Gate 4 must currently push back behind aircraft parked at Gate 3. The operators would rather push an aircraft back towards the east to limit conflicts with other aircraft parked at Gate 3 or aircraft being deiced on the ramp (occurs between the aircraft gates and the non-movement line). American Airlines, which operates at Gate 4, will be upgrading aircraft from an ERJ 145 to an ERJ 175 in 2020. This expanded apron will allow for improved maneuverability for this larger aircraft in and out of Gate 4.

The proposed ramp expansion would be approximately 90 feet by 275 feet, or roughly 25,000 square feet of additional concrete pavement designed for commercial service aircraft forecasted to use the apron.

Final design, plans and specifications development, and bidding services (DAA Work Order #2020-1 and #2020-3, March 17, 2020) for the expansion and island are nearly complete. The final scope of work for apron expansion and island lighting includes the following:

1. Construction of the terminal apron expansion (approximately 2,750 square yards)
2. Installation of subsurface drainage
3. Installation of in-pavement lighting fixtures around no-taxi apron island.
4. Terminal traffic routing for coordination of construction hauling
5. Other miscellaneous and related work

This scope of engineering services includes construction administration, observation and project closeout services, as well as public outreach and project management. Construction is anticipated to take place in the summer of 2020, with a total working time of approximately 30 calendar days associated with two different phases of work. Preparatory work prior to the project and clean up and restoration work following substantial completion are expected to take one week for each.

This work will be performed under a Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant in accordance with Advisory Circular (AC) 150/5100-14, "Architectural, Engineering and Planning Consulting Services for Airport Grant Projects."

Project Deliverables – The project deliverables of this scope include the following:

1. Construction Administration Services
2. Construction Observation
3. Project Closeout
4. Public Outreach and Project Management

This work scope includes:

Work Element 1: Construction Administration Services

Specific tasks included with this work element include:

Task 1.1 – Scope Development – SEH will develop the project scope to ensure that necessary aspects of the project are included. Scope development includes coordination with the Sponsor and FAA for scope review, preparation of the final scope, fee proposal development, and contract negotiations. As part of the scope development, SEH will coordinate and obtain scope and fee estimates for subconsultant work including quality assurance testing and electrical engineering services.

Task 1.2 – Project Administration Services – Office engineering staff, CAD personnel, and administrative staff will assist the construction project team as necessary during construction in response to requests for information, plan or specification clarifications, change orders and other issues that may arise. Other administrative tasks include project set up and invoicing, internal meetings (bi-weekly), progress reports, subconsultant coordination and contract management.

Task 1.3 – Construction Management Plan (CMP) – SEH will obtain the Contractor's Quality Control Plan (QCP) and complete a thorough review of the document for completeness. Any recommended revisions or updates will be submitted to the Contractor. Following review of the QCP, SEH will update the draft CMP by extracting data from the QCP and combining it with Sponsor and Engineer information for project responsibilities. A final CMP will be submitted to the Sponsor and FAA for approval.

Task 1.4 – Preparation of Project Files – SEH will develop construction contracts, review Contractor bonding information, and ensure that Sponsor insurance requirements have been met. SEH will coordinate routing and signature of the construction contracts by the DAA and the Contractor. Plans, contract documents, and technical specifications will be updated to include all addenda items issued during bidding. SEH will ensure that the Contractor is supplied with adequate copies of the construction plans and project manual.

Task 1.5 – Establish Survey Control – SEH will establish the necessary horizontal and vertical control for construction staking for the project. (The Contractor is required to provide the construction staking.)

Task 1.6 – Wetland Determination Staking (Batch Plant and Contractor Storage Locations) – Due to the presence of wetlands identified in the

location of the construction areas, SEH will utilize the GPS coordinates gathered as part of the wetland determination completed during Final Design to mark the existing wetlands in advance of any Contractor mobilization to provide guidance to the Contractor for silt fence installation and wetland avoidance. A Certified Wetland Delineator will mark wetlands in the area of the proposed construction and contractor storage limits. The identification of these boundaries will assist in proper erosion control and implementing Best Management Practices (BMP) during construction.

Task 1.7 – Pre-Construction Activities – One (1) preconstruction meeting will be held in the summer of 2020 prior to construction.

- The purpose of the pre-construction meeting is to outline and discuss project requirements, administration procedures, airfield pavement surface closure procedures and requirements, schedules, project responsibilities and communication, Disadvantaged Business Enterprise (DBE) reporting, Contractor submittals, and other related MnDOT and FAA requirements, as necessary.

SEH will administer the pre-construction meeting, develop the agenda, issue notifications, and record and distribute meeting minutes. Attendees will include the Sponsor, FAA, MnDOT, Contractor, Subcontractors, SEH (Project Manager, Professional Engineer, and RPRs), and subconsultants (electrical engineer and material testing firm).

Task 1.8 – Construction Security Coordination – SEH will meet with DLH security personnel to ensure necessary security provisions included in the Construction Safety and Phasing Plan (CSPP) and the Safety Plan Compliance Document (SPCD) are communicated to Contractor personnel. Some of these security provisions include badging requirements for Contractor staff, airfield access point management, personnel training, and escort authority. Additionally, weekly coordination between SEH and DLH staff will occur while construction is occurring to identify and address any security or safety issues.

Task 1.9 – Permit Coordination – SEH will coordinate and review all applicable permits related to the project construction. These include, at a minimum, MPCA General Stormwater Permit for Construction Activity, City of Duluth Haul Route Permit, City of Duluth Erosion and Sediment Control Permit, City of Duluth Fill, and Excavation and Grading Permits.

Task 1.10 – Submittal and Shop Drawing Review – SEH will review product and material data, shop drawings, concrete material testing and concrete mix design, bituminous material testing and bituminous mix design, material samples, and other items required to be submitted by the Contractor.

Task 1.11 – Progress Meetings – Construction Progress Meetings will be held once a week while construction work is being performed on the airfield. The progress meetings will be attended by SEH staff, including the Project Manager, Professional Engineer, Resident Project Representative(s) (RPR) and other staff as needed or required. It is anticipated that 5 progress meetings will occur during construction activities, and will require inclusion of preparatory and meeting documentation work.

Task 1.12 – Pre-Paving Conference – A pre-paving conference is required as part of Section 100 "Quality Control Program" in the Project Manual. The pre-

paving conference will address Quality Control and Quality Assurance requirements of the project specifications.

Task 1.13 – Review of Quality Control Testing – All quality control test results performed by the Contractor will be monitored on a daily basis and summarized by SEH. In the event of a failed test result, the Contractor will be required to take corrective action and a retest will be taken until passing results are achieved. SEH will review all quality control testing performed by the Contractor for compliance with the specifications. This will be conducted prior to submission to the FAA. Should any additional testing need to be accomplished, this will be coordinated with the Contractor who will be responsible for completion.

Task 1.14 – Review of Quality Assurance Testing – All quality assurance test results performed by the material testing subconsultant will be monitored on a daily basis and summarized by SEH. In the event of a failed test result, the Contractor will be required to take corrective action and a retest will be taken until passing results are achieved. SEH will review final quality assurance testing for compliance with the specifications. This will be conducted prior to submission to the FAA. Should any additional testing need to be accomplished, this will be coordinated with the subconsultant who will be responsible for completion.

Task 1.15 – Review of Contractor Payroll Forms – SEH will review weekly payroll reporting by the Contractor to ensure that wage rates comply with the requirements of the federal and state wage rates for the work being performed. The RPR will conduct compliance monitoring of the Contractor's Davis-Bacon Act and DBE contractual obligations, including recording the Contractor/subcontractor employees, type of work being completed, and conducting random interviews.

Task 1.16 – Calculate Construction Quantities – SEH will review quantities with the Contractor on a weekly basis. Any discrepancies or disagreements regarding completed quantities will be resolved in advance of any partial pay application process. Periodic cost estimates will be developed by SEH to ensure compliance with the overall project budget.

Task 1.17 – Pay Applications – SEH will prepare partial pay applications once each month during construction, a final pay application including final agreed upon quantities for all work components, and a pay application releasing retainage to the Contractor once all closeout requirements have been met. Actual completed quantities will be tabulated for use in preparing all pay applications.

Task 1.18 – Daily Reports – SEH will maintain a daily log of the construction activities and maintain construction photos for record keeping purposes.

Task 1.19 – Weekly Reports – SEH will prepare a weekly status report using the FAA's standard form. The report will be developed by the RPR, reviewed by the Project Manager, and submitted to the Sponsor, FAA, and MnDOT via electronic submittal (PDF).

Task 1.20 – Change Orders / Supplemental Agreements – SEH shall review and provide recommendations to the Sponsor of proposed changes to the contract documents, technical specifications and plans. As necessary, SEH will issue supplemental details, design data, drawings and modifications to Contractor for change order pricing. The Project Manager will prepare change

orders/supplemental agreements. All Change Orders and Supplemental Agreements require FAA approval prior to being issued. In the case where new materials may be required in addition to those in the bid documents, new bid items will be added to the project and a Request for Pricing from the Contractor will be proposed.

Task 1.21 – Final Inspection and Punchlist – SEH will conduct a final inspection after completion of the project. SEH will issue notifications and prepare a punchlist of any outstanding items requiring correction. A tracking document will be prepared and progress on the punchlist items will be recorded until all issues are resolved.

Task 1.22 – Record Drawings – SEH will utilize Contractor and engineering drawings during construction to complete record drawings for the project. The record drawings will incorporate any modifications or additions/subtractions that occurred during construction. Three (3) final plan sets will be plotted and distributed to the Duluth Airport Authority (DAA) for records. Electronic (PDF) copies of the record drawings will be provided to DAA, MnDOT and FAA.

Task 1.23 – Final Quality Control / Quality Assurance Summary – SEH will prepare and submit the final QC/QA summary for the project.

Task 1.24 – Final Engineering Report – SEH will prepare a final engineering report which will include a project narrative, testing summaries, change orders showing any modifications that may have occurred during construction, all project cost information, including administrative expenses, engineering fees, and construction costs, and any other required project data.

**The deliverables associated with Tasks 1.22, 1.23, and 1.24 will be compiled and saved on a CD to be provided to the DAA, MnDOT, and FAA.*

Task 1.25 – Update Airport Layout Plan (ALP) – SEH will complete an update to the current DLH ALP to reflect any as-built conditions.

Task 1.26 – Warranty Inspection Site Visit – SEH will complete a warranty inspection site visit prior to the expiration of the warranty period to identify and document any issues to be resolved by the Contractor as party of the warranty guarantee.

Work Element 2: Construction Observation

Construction is expected to occur during normal construction hours of 6:00 AM until 6:00 PM. To accommodate the scope of the work and the project schedule, construction observation services include providing one (1) RPR on a full-time basis, supplemented by assistance from the Project Engineer (approximately eight 12-hour days), for 30 calendar days of the project. One RPR will provide construction observation for preparatory and closeout work for one week prior and one week following construction. Specific tasks included with this work element include:

Task 2.1 – Construction Observation – SEH will provide daily construction observation for the duration of construction. This project is projected to occur for 30 calendar days during the summer of 2020. RPRs, according to the schedule above, will be available to assist in ensuring that construction is performed in accordance with contract documents during this time. The RPRs will document and record construction progress through a daily journal.

A collective weekly progress report will be developed at the end of the week and submitted to the Sponsor, FAA, MnDOT, and other individuals/organizations as needed (See Task 1.19). During critical elements of construction, part-time construction observation will be performed by the Professional Engineer.

Construction observation will be required in a limited capacity one week prior to the start of the project for mobilization activities and again following the project for one week. Following substantial completion, additional observation is anticipated to complete the remaining work items, such as restoration and haul road repair. It is anticipated that one RPR will cover pre- and post-construction contractor activities.

Further duties of the on-site engineering staff include monitoring the Contractor's schedule, safety plan implementation, security plan compliance, general communication, adherence to technical specifications, and project drawing execution.

Task 2.2 – Construction Coordination – The Project Manager will make up to five (5) site visits and the Professional Engineer will make weekly site visits to the project to assist the onsite engineering staff, review construction activities, and coordinate updates with the Sponsor.

Work Element 3: FAA Reporting and Project Closeout

Task 3.1 – FAA Quarterly Reports - SEH will complete the required FAA quarterly reports starting with grant acceptance through grant closeout.

Task 3.2 – FAA Closeout Report – SEH will complete the required FAA closeout report following completion of the project to reconcile all project related costs and closeout the FAA grant for the work. This task is specific to the closeout for the apron expansion portion of the grant.

Task 3.3 – Project Closeout – SEH will work with the Contractor to ensure that all necessary closeout documents are submitted by the Contractor. These include, but are not limited to, IC-134 documentation, lien waivers, wage rate compliance, and other documentation as identified in the specifications.

Task 3.4 – Disadvantaged Business Enterprise (DBE) Requirements – SEH will review and submit the required documentation to confirm the Contractor's compliance with the DBE program and goals for this project, or provide evidence of "good faith efforts" to meet DBE requirements.

Work Element 4: Public Outreach and Project Management – This task includes the public outreach and the overall project management of Work Elements 1 through 3 noted above. Project Management includes administration of the project, agency and Sponsor meetings, airfield user and tenant outreach meetings, and related project administration tasks.

Task 4.1 – Duluth Airport Authority (DAA) Meetings –This task includes attendance at monthly DAA Board meetings to provide project updates to the DAA Board of Directors. The project will require updates at three (3) meetings.

Task 4.2 – DLH Tenant Meetings –This task includes attendance at weekly DLH tenant meetings to keep airport users apprised of the project and schedule. It is anticipated SEH will attend three (3) tenant meetings.

Task 4.3 – Public Outreach Plan – SEH will a detailed public outreach plan which will identify tenants and users, method of outreach (single meetings, regular meetings, email updates or newsletter), personnel in attendance and information to be shared.

Task 4.4 – DLH Airfield User Meetings – This task includes specific meetings with airlines, airfield businesses, MN Air National Guard, and other airfield users, as identified in the Public Outreach Plan (Task 4.3), prior to and during construction to provide updates on the status of the project and address any issues or concerns. This task also includes coordination with local FAA tech ops regarding the project schedule, any impacts to FAA equipment, and other coordination items.

Task 4.5 – DLH Tenant and User Newsletter – SEH will develop a weekly newsletter to provide updates on construction activities and identify impacts to airport operations. SEH will assist the sponsor with newsletter distribution.

Task 4.6 – FAA and Air Traffic Control Tower (ATCT) Meetings – This task includes meetings with local FAA and Air Traffic Control Tower (ATCT) staff to coordinate work with FAA staff and other FAA-related projects. Meetings with the ATCT will be held on an as-needed basis to coordinate NOTAMs and update ATCT staff on the status of the construction progress and upcoming schedule.

Task 4.7 – Community Outreach Newsletter – SEH will develop a newsletter to distribute prior to communities and neighbors surrounding the airport to provide information on the upcoming construction activities. SEH will assist the sponsor with newsletter distribution.

Task 4.9 – Overall Project Management –This task includes project coordination and administration, including Sponsor and agency communication, internal meetings, subconsultant oversight, progress reports, budget updates and monthly invoices.

ATTACHMENT B
ESTIMATED FEES AND EXPENSES
APRON EXPANSION AND ISLAND LIGHTING
CONSTRUCTION ADMINISTRATION, OBSERVATION, AND CLOSEOUT
DULUTH INTERNATIONAL AIRPORT (DLH)
Duluth Airport Authority (DAA)
Duluth, Minnesota

Task No.	Task Description	Principal	Project Manager	Project Engineer (RPR#1)	Graduate Engineer (RPR#2)	Senior CAD Technician	Survey Crew Chief	Instrument Operator	Aviation Planner	Wetland Scientist	Admin Technician
Construction Administration Services											
1.1	Scope Development	1	4	0	0	0	0	0	2	0	0
1.2	Project Administration Services	0	1	0	4	4	0	0	0	0	4
1.3	Construction Management Plan (CMP)	0	0	0	4	0	0	0	0	0	0
1.4	Preparation of Project Files	0	1	0	4	0	0	0	0	0	4
1.5	Establish Survey Control	0	0	0	0	0	8	8	0	0	0
1.6	Wetland Determination Staking	0	0	0	0	0	0	0	2	8	0
1.7	Pre-Construction Activities (Preparation and Follow-	0	1	0	4	2	0	0	2	0	2
	Summer 2020 Pre-Construction Meeting	0	6	4	6	0	0	0	0	0	0
1.8	Construction Security Coordination	0	4	4	4	0	0	0	0	0	0
1.9	Permit Coordination	0	0	0	4	0	0	0	0	0	0
1.10	Submittal and Shop Drawing Review	0	1	0	8	0	0	0	0	0	2
1.11	Progress Meetings	0	16	0	0	0	0	0	0	0	0
1.12	Pre-Paving Conference	0	2	2	2	0	0	0	0	0	0
1.13	Review of Quality Control Testing	0	0	0	8	0	0	0	0	0	0
1.14	Review of Quality Assurance Testing	0	1	0	4	0	0	0	0	0	0
1.15	Review of Contractor Payroll Forms	0	0	0	4	0	0	0	0	0	0
1.16	Calculate Construction Quantities	0	1	2	0	0	0	0	0	0	0
1.17	Pay Applications	0	2	0	8	0	0	0	0	0	0
1.18	Daily Reports	0	0	0	4	0	0	0	0	0	0
1.19	Weekly Reports	0	0	0	5	0	0	0	0	0	0
1.20	Change Orders / Supplemental Agreements	0	2	0	4	2	0	0	0	0	0
1.21	Final Inspection and Punchlist	0	6	8	8	0	0	0	0	0	0
1.22	Record Drawings	0	2	2	8	8	0	0	0	0	0
1.23	Final Quality Control/Quality Assurance Summary	0	1	0	4	0	0	0	0	0	2
1.24	Final Engineering Report	0	1	2	0	8	0	0	0	0	0
1.25	Update Airport Layout Plan (ALP)	0	1	0	0	12	0	0	4	0	0
1.26	Warranty Inspection Site Visit	0	0	8	8	0	0	0	0	0	0
Construction Observation											
2.1	Construction Observation	0	0	344	96	0	0	0	0	0	0
2.2	Construction Coordination	0	16	0	0	0	0	0	0	0	0
FAA Reporting and Project Closeout											
3.1	FAA Quarterly Reports	0	0	0	0	0	0	0	0	0	0
3.2	FAA Closeout Report	0	2	0	4	0	0	0	0	0	0
3.3	Project Closeout	0	2	4	4	0	0	0	0	0	0
3.4	DBE Requirements	0	0	0	0	0	0	0	0	0	0
Public Outreach and Project Management											
4.1	Duluth Airport Authority (DAA) Meetings	4	8	0	0	0	0	0	0	0	0
4.2	DLH Tenant Meetings	0	8	0	0	0	0	0	0	0	0
4.3	Public Outreach Plan	4	4	0	4	0	0	0	2	0	2
4.4	DLH Airfield User Meetings	0	12	0	8	0	0	0	0	0	0
4.5	DLH Tenant and User Newsletter	0	4	0	8	0	0	0	2	0	2
4.6	FAA and ATCT Meetings	0	4	0	4	0	0	0	2	0	0
4.7	Community Outreach Newsletter	0	4	0	4	0	0	0	2	0	2
4.8	Overall Project Management	2	16	0	0	0	0	0	0	0	0
	Total hours per labor category	11	133	380	237	36	8	8	18	8	20

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Principal	11	$76.51	$841.61
Project Manager	133	$73.58	$9,786.14
Project Engineer (RPR#1)	380	$40.74	$15,481.20
Graduate Engineer (RPR#2)	237	$31.26	$7,408.62
Senior CAD Technician	36	$40.05	$1,441.80
Survey Crew Chief	8	$35.00	$280.00
Instrument Operator	8	$24.00	$192.00
Aviation Planner	18	$65.78	$1,184.04
Wetland Scientist	8	$35.50	$284.00
Admin Technician	20	$29.15	$583.00
Total Direct Labor Costs:	859		$37,482.41
Direct Salary Costs plus Overhead (66.03%)			$62,232.05
Total Labor Costs			$99,714.46
Fee (15%) on Total Labor Costs:			$14,957.17

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Electrical Engineering (Construction Administration) - Subconsultant	1	$17,790.00	$17,790.00
Quality Assurance Testing - Subconsultant	1	$14,185.00	$14,185.00
Employee Mileage	12320	$0.57	$7,022.40
Employee Per Diem	30	$200.00	$6,000.00
Employee Auto Allowance	37	$16.00	$592.00
Computer Charges	859	$3.00	$2,577.00
Survey Equipment - Total Station	8	$30.00	$240.00
Survey Equipment - GPS	8	$30.00	$240.00
Reproductions / Miscellaneous	1	$500.00	$500.00
Total Expenses			$49,146.40

SUMMARY:

Total Labor Costs + Expenses + Fee	$163,818.03
Estimated Total	**$163,800.00**

BRAUN INTERTEC
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Project Proposal

QTB119027

2020 Commercial Service Apron Expansion

Client:	Work Site Address:	Service Description:
SEH, Inc. Shawn McMahon 3535 Vadnais Center Dr Saint Paul, MN 55110	Duluth International Airport 4701 Grinden Drive Duluth, MN 55811	Construction Materials Testing Duluth International Airport AIP 3-27-0024-065-2020

	Description	Quantity	Units	Unit Price	Extension
Phase 1	**CMT**				
Activity 1.1	**Soils**				**$3,855.00**
207	**Compaction Testing - Nuclear**	21.00	Hour	80.00	$1,680.00
	Work Activity Detail / *Qty* / *Units* / *Hrs/Unit* / *Extension*				
	P152 Subgrade/Embankment	*2.00*	*Trips*	*3.50*	*7.00*
	P154 Subbase	*2.00*	*Trips*	*3.50*	*7.00*
	P209 Aggregate Base	*2.00*	*Trips*	*3.50*	*7.00*
1308	**Nuclear moisture-density meter charge, per hour**	21.00	Each	15.00	$315.00
209	**Sample pick-up**	5.00	Hour	80.00	$400.00
1162	**Sieve Analysis with 200 wash, per sample**	4.00	Each	140.00	$560.00
1318	**Moisture Density Relationship (Standard), per sample**	4.00	Each	175.00	$700.00
1861	**CMT Trip Charge**	8.00	Each	25.00	$200.00
Activity 1.2	**Pavement (HMA)**				**$3,175.00**
222	**Bituminous Testing**	25.00	Hour	105.00	$2,625.00
	Work Activity Detail / *Qty* / *Units* / *Hrs/Unit* / *Extension*				
	P403 HMA	*2.00*	*Trips*	*10.00*	*20.00*
	Travel	*1.00*	*Trips*	*5.00*	*5.00*
1863	**Per diem**	2.00	Each	150.00	$300.00
1862	**PAVE Trip Charge**	1.00	Each	250.00	$250.00
Activity 1.3	**Concrete (PCC)**				**$3,740.00**
261	**Concrete Testing**	24.00	Hour	80.00	$1,920.00
	Work Activity Detail / *Qty* / *Units* / *Hrs/Unit* / *Extension*				
	P501 (PCC)	*3.00*	*Trips*	*8.00*	*24.00*
278	**Concrete Cylinder Pick up**	5.00	Hour	80.00	$400.00
1367	**Flexural strength of beams (ASTM C 78 and ASTM C 293), per specimen**	12.00	Each	110.00	$1,320.00
1861	**CMT Trip Charge**	4.00	Each	25.00	$100.00
Activity 1.4	**Project Oversight & Reports**				**$3,415.00**
238	**Project Assistant**	3.00	Hour	80.00	$240.00
226	**Project Manager**	3.00	Hour	155.00	$465.00
228	**Senior Project Manager (Reports & Meetings)**	14.00	Hour	165.00	$2,310.00
1856	**Vehicle mileage, per mile**	400.00	Each	1.00	$400.00
				Phase 1 Total:	**$14,185.00**

Proposal Total:	**$14,185.00**

SEH
2020 DLH Apron Expansion - Electrical CA

BURNS & MCDONELL ENGINEERING FEE PROPOSAL
APRIL 2020

Task No.	Task Description	Sr. Elec. Engr (Associate)	Sr. Civil Engr. / Project Mgr (Associate)	Elec. Engr. (Senior)	Sr. CADD (Staff)	Admin. Assist. (General Office)	Task Hours	Task Cost
I	**Construction Administration**							
1	Attend Pre-construction Meeting	1		8			9	$ 2,230.00
2	Construction Site Visit (1)			8			8	$ 1,976.00
3	Attend Final Inspection	4		8			12	$ 2,992.00
4	Shop Drawing Review	2		6			8	$ 1,990.00
5	Construction Coordination Telecon(s) / RFIs	4		10			14	$ 3,486.00
6	Record Drawings	1		4	8		13	$ 2,690.00
7	Project Management		8				8	$ 1,976.00
V	**Other Direct Costs**							
1	Reproduction Costs							$ 100.00
2	Travel							$ 350.00
	Grand Total							$ 17,790.00

VII C

Duluth Airport Authority
Short Elliott Hendrickson Inc. (SEH) Work Order 2020-5 for Construction Administration and Observation for the Taxiway A Mill and Overlay Project at the Duluth International Airport

Terms:

- Estimated start date of June 1, 2020
- Estimated end date of December 31, 2020

Agreement Overview:

This work order includes construction administration, observation, and closeout for the Taxiway A Mill and Overlay project at Duluth International Airport (DLH). The contract provisions included in the Master Agreement (dated 1-21-2020) between the DAA and SEH remain in effect for this work order.

Background:

Parallel Taxiway A at the Duluth International Airport (DLH) is in need of maintenance repair to extend its useful life. According to the most recent pavement condition survey conducted by MnDOT in July of 2018, the section of pavement from Taxiway C to the west is considered to be in poor condition. East of Taxiway C, the pavement is slightly better, but only considered to be in fair condition. In light of the ongoing Master Plan, the final alignment of Taxiway A, width, typical section, and other details remain to be developed and finalized as part of the planning process. Given the condition of the pavement and the time still needed to appropriately plan for the future of Taxiway A, a pavement maintenance project is necessary to provide a safe operational surface for the near-term.

This scope of engineering services includes construction administration, observation and project closeout services, as well as public outreach and project management. Construction is anticipated to take place in the summer of 2020, with a total working time of approximately 11 calendar days associated with three different phases of work. Preparatory work prior to the project and clean up and restoration work following substantial completion are expected to take two days for each.

The project is anticipated to be 100 percent funded by the FAA.

WORK ORDER
No. 2020-5
Between

The Duluth Airport Authority (DAA) (Owner) and
Short Elliott Hendrickson Inc. (SEH) (Consultant) **Dated: May 19, 2020**

CONSTRUCTION ADMINISTRATION AND OBSERVATION
TAXIWAY A MILL AND OVERLAY
DULUTH INTERNATIONAL AIRPORT (DLH)

This work order includes construction administration, observation, and closeout at Duluth International Airport (DLH). The contract provisions included in the Master Agreement (dated 1-21-2020) between the DAA and SEH remain in effect for this work order.

Estimated start date is June 1, 2020; estimated end date is December 31, 2020.

Compensation by the Owner to the Consultant shall be a lump sum amount of $88,500.

A description of the services to be provided is included in Attachments A. A detailed estimate of labor cost and expenses is included in Attachment B.

Point of Contact: Shawn McMahon

APPROVED:

Duluth Airport Authority (DAA)

_____
Title:_____

Date:_____

_____

Title:_____

Date:_____

Short Elliott Hendrickson Inc.

_____
Title:_____

Date:_____

ATTACHMENT A

Duluth International Airport (DLH)

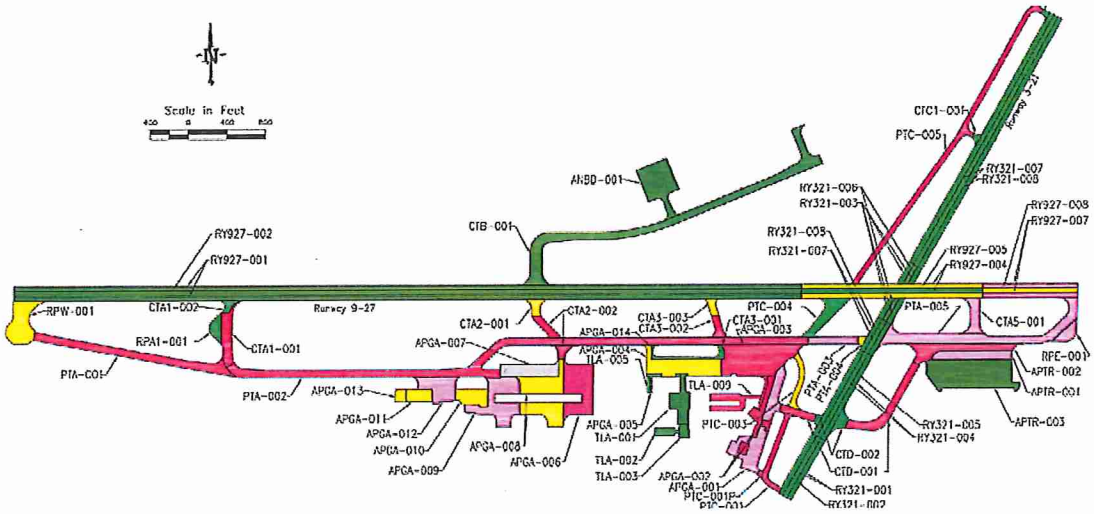
Duluth Airport Authority (DAA)

Taxiway A Mill and Overlay

Scope of Work

(Construction Administration, Observation and Closeout)

Project Description – Parallel Taxiway A at the Duluth International Airport (DLH) is in need of maintenance repair to extend its useful life. According to the most recent pavement condition survey conducted by MnDOT in July of 2018, the section of pavement from Taxiway C to the west is considered to be in poor condition. East of Taxiway C, the pavement is slightly better, but only considered to be in fair condition. In light of the ongoing Master Plan, the final alignment of Taxiway A, width, typical section, and other details remain to be developed and finalized as part of the planning process. Given the condition of the pavement and the time still needed to appropriately plan for the future of Taxiway A, a pavement maintenance project is necessary to provide a safe operational surface for the near-term.



Final design, plans and specifications development, and bidding services (DAA Work Order #2020-2, March 17, 2020) for the Taxiway A Mill/overlay are nearly complete. The final scope of work for Taxiway A Mill/Overlay includes the following:

1. Rehabilitation of 5,700 feet of Taxiway A (approximately 47,000 square yards)
2. Pavement marking and turf restoration.
3. Haul road routing for coordination of construction traffic
4. Other miscellaneous and related work

This scope of engineering services includes construction administration, observation and project closeout services, as well as public outreach and project management. Construction is anticipated to take place in the summer of 2020, with a total working time of approximately 11 calendar days associated with three different phases of work.

Preparatory work prior to the project and clean up and restoration work following substantial completion are expected to take two days for each.

This work will be performed under a Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant in accordance with Advisory Circular (AC) 150/5100-14, "Architectural, Engineering and Planning Consulting Services for Airport Grant Projects."

Project Deliverables – The project deliverables of this scope include the following:

1. Construction Administration Services
2. Construction Observation
3. Project Closeout
4. Public Outreach and Project Management

This work scope includes:

Work Element 1: Construction Administration Services

Specific tasks included with this work element include:

Task 1.1 – Scope Development – SEH will develop the project scope to ensure that necessary aspects of the project are included. Scope development includes coordination with the Sponsor and FAA for scope review, preparation of the final scope, fee proposal development, and contract negotiations. As part of the scope development, SEH will coordinate and obtain scope and fee estimates for subconsultant work including quality assurance testing and electrical engineering services.

Task 1.2 – Project Administration Services – Office engineering staff, CAD personnel, and administrative staff will assist the construction project team as necessary during construction in response to requests for information, plan or specification clarifications, change orders and other issues that may arise. Other administrative tasks include project set up and invoicing, internal meetings (bi-weekly), progress reports, subconsultant coordination and contract management.

Task 1.3 – Construction Management Plan (CMP) – SEH will obtain the Contractor's Quality Control Plan (QCP) and complete a thorough review of the document for completeness. Any recommended revisions or updates will be submitted to the Contractor. Following review of the QCP, SEH will update the draft CMP by extracting data from the QCP and combining it with Sponsor and Engineer information for project responsibilities. A final CMP will be submitted to the Sponsor and FAA for approval.

Task 1.4 – Preparation of Project Files – SEH will develop construction contracts, review Contractor bonding information, and ensure that Sponsor insurance requirements have been met. SEH will coordinate routing and signature of the construction contracts by the DAA and the Contractor. Plans, contract documents, and technical specifications will be updated to include all addenda items issued during bidding. SEH will ensure that the Contractor is supplied with adequate copies of the construction plans and project manual.

Task 1.5 – Pre-Construction Activities – One (1) preconstruction meeting will be held in the summer of 2020 prior to construction.

- The purpose of the pre-construction meeting is to outline and discuss project requirements, administration procedures, airfield pavement surface closure procedures and requirements, schedules, project responsibilities and communication, Disadvantaged Business Enterprise (DBE) reporting, Contractor submittals, and other related MnDOT and FAA requirements, as necessary.

SEH will administer the pre-construction meeting, develop the agenda, issue notifications, and record and distribute meeting minutes. Attendees will include the Sponsor, FAA, MnDOT, Contractor, Subcontractors, SEH (Project Manager, Project Engineer, and RPRs), and subconsultants (material testing firm).

Task 1.6 – Construction Security Coordination – SEH will meet with DLH security personnel to ensure necessary security provisions included in the Construction Safety and Phasing Plan (CSPP) and the Safety Plan Compliance Document (SPCD) are communicated to Contractor personnel. Some of these security provisions include badging requirements for Contractor staff, airfield access point management, personnel training, and escort authority. Additionally, weekly coordination between SEH and DLH staff will occur while construction is occurring to identify and address any security or safety issues.

Task 1.7 – Permit Coordination – SEH will coordinate and review all applicable permits related to the project construction. These include, at a minimum, MPCA General Stormwater Permit for Construction Activity, City of Duluth Haul Route Permit, City of Duluth Erosion and Sediment Control Permit, City of Duluth Fill, and Excavation and Grading Permits.

Task 1.8 – Submittal and Shop Drawing Review – SEH will review product and material data, shop drawings, bituminous material testing and bituminous mix design, material samples, and other items required to be submitted by the Contractor.

Task 1.9 – Progress Meetings – Construction Progress Meetings will be held once a week while construction work is being performed on the airfield. The progress meetings will be attended by SEH staff, including the Project Manager, Project Engineer, Resident Project Representative(s) (RPR) and other staff as needed or required. It is anticipated that 1 progress meeting will occur during construction activities, and will require inclusion of preparatory and meeting documentation work.

Task 1.10 – Pre-Paving Conference – A pre-paving conference is required as part of Section 100 "Quality Control Program" in the Project Manual. The pre-paving conference will address Quality Control and Quality Assurance requirements of the project specifications.

Task 1.11 – Review of Quality Control Testing – All quality control test results performed by the Contractor will be monitored on a daily basis and summarized by SEH. In the event of a failed test result, the Contractor will be required to take corrective action and a retest will be taken until passing results are achieved. SEH will review all quality control testing performed by the Contractor for compliance with the specifications. This will be conducted prior to submission to the FAA. Should any additional testing need to be accomplished, this will be coordinated with the Contractor who will be responsible for completion.

Task 1.12 – Review of Quality Assurance Testing – All quality assurance test results performed by the material testing subconsultant will be monitored on a daily basis and summarized by SEH. In the event of a failed test result, the Contractor will be required to take corrective action and a retest will be taken until passing results are achieved. SEH will review final quality assurance testing for compliance with the specifications. This will be conducted prior to submission to the FAA. Should any additional testing need to be accomplished, this will be coordinated with the subconsultant who will be responsible for completion.

Task 1.13 – Review of Contractor Payroll Forms – SEH will review weekly payroll reporting by the Contractor to ensure that wage rates comply with the requirements of the federal and state wage rates for the work being performed. The RPR will conduct compliance monitoring of the Contractor's Davis-Bacon Act and DBE contractual obligations, including recording the Contractor/subcontractor employees, type of work being completed, and conducting random interviews.

Task 1.14 – Calculate Construction Quantities – SEH will review quantities with the Contractor on a weekly basis. Any discrepancies or disagreements regarding completed quantities will be resolved in advance of any partial pay application process. Periodic cost estimates will be developed by SEH to ensure compliance with the overall project budget.

Task 1.15 – Pay Applications – SEH will prepare partial pay applications once each month during construction, a final pay application including final agreed upon quantities for all work components, and a pay application releasing retainage to the Contractor once all closeout requirements have been met. Actual completed quantities will be tabulated for use in preparing all pay applications.

Task 1.16 – Daily Reports – SEH will maintain a daily log of the construction activities and maintain construction photos for record keeping purposes.

Task 1.17 – Final Inspection and Punchlist – SEH will conduct a final inspection after completion of the project. SEH will issue notifications and prepare a punchlist of any outstanding items requiring correction. A tracking document will be prepared and progress on the punchlist items will be recorded until all issues are resolved.

Task 1.18 – Record Drawings – SEH will utilize Contractor and engineering drawings during construction to complete record drawings for the project. The record drawings will incorporate any modifications or additions/subtractions that occurred during construction. Three (3) final plan sets will be plotted and distributed to the Duluth Airport Authority (DAA) for records. Electronic (PDF) copies of the record drawings will be provided to DAA, MnDOT and FAA.

Task 1.19 – Final Quality Control / Quality Assurance Summary – SEH will prepare and submit the final QC/QA summary for the project.

Task 1.20 – Final Engineering Report – SEH will prepare a final engineering report which will include a project narrative, testing summaries, change orders showing any modifications that may have occurred during construction, all project cost information, including administrative expenses, engineering fees, and construction costs, and any other required project data.

Work Element 2: Construction Observation

Construction is expected to occur during normal construction hours of 6:00 AM until 6:00 PM. To accommodate the scope of the work and the project schedule, construction observation services include providing one (1) RPR on a full-time basis, supplemented by assistance from the Project Engineer (approximately five 12-hour days), for 11 calendar days of the project. One RPR will provide construction observation for preparatory and closeout work for two days prior and two days following construction. Specific tasks included with this work element include:

Task 2.1 – Construction Observation – SEH will provide daily construction observation for the duration of construction. This project is projected to occur for 11 calendar days during the summer of 2020. RPRs, according to the schedule above, will be available to assist in ensuring that construction is performed in accordance with contract documents during this time. The RPRs will document and record construction progress through a daily journal. A collective weekly progress report will be developed at the end of the week and submitted to the Sponsor, FAA, MnDOT, and other individuals/organizations as needed. During critical elements of construction, part-time construction observation will be performed by the Project Engineer.

Construction observation will be required in a limited capacity two days prior to the start of the project for mobilization activities and again following the project for two days. Following substantial completion, additional observation is anticipated to complete the remaining work items, such as restoration and haul road repair. It is anticipated that one RPR will cover pre- and post-construction contractor activities.

Further duties of the on-site engineering staff include monitoring the Contractor's schedule, safety plan implementation, security plan compliance, general communication, adherence to technical specifications, and project drawing execution.

Task 2.2 – Construction Coordination – The Project Manager will make up to three (3) site visits to the project to assist the onsite engineering staff, review construction activities, and coordinate updates with the Sponsor.

Work Element 3: FAA Reporting and Project Closeout

Task 3.1 – FAA Quarterly Reports - SEH will complete the required FAA quarterly reports starting with grant acceptance through grant closeout.

Task 3.2 – FAA Closeout Report – SEH will complete the required FAA closeout report following completion of the project to reconcile all project related costs and closeout the FAA grant for the work. This task is specific to the closeout for the Taxiway A portion of the grant.

Task 3.3 – Project Closeout – SEH will work with the Contractor to ensure that all necessary closeout documents are submitted by the Contractor. These include, but are not limited to, IC-134 documentation, lien waivers, wage rate compliance, and other documentation as identified in the specifications.

Task 3.4 – Disadvantaged Business Enterprise (DBE) Requirements – SEH will review and submit the required documentation to confirm the Contractor's compliance with the DBE program and goals for this project, or provide evidence of "good faith efforts" to meet DBE requirements.

Work Element 4: Public Outreach and Project Management – This task includes the public outreach and the overall project management of Work Elements 1 through 3 noted above. Project Management includes administration of the project, agency and Sponsor meetings, airfield user and tenant outreach meetings, and related project administration tasks.

Task 4.1 – Duluth Airport Authority (DAA) Meetings –This task includes attendance at monthly DAA Board meetings to provide project updates to the DAA Board of Directors. The project will require updates at one (1) meeting.

Task 4.2 – DLH Tenant Meetings –This task includes attendance at weekly DLH tenant meetings to keep airport users apprised of the project and schedule. It is anticipated SEH will attend two (2) tenant meetings.

Task 4.3 – Public Outreach Plan – SEH will a detailed public outreach plan which will identify tenants and users, method of outreach (single meetings, regular meetings, email updates or newsletter), personnel in attendance and information to be shared.

Task 4.4 – DLH Airfield User Meetings – This task includes specific meetings with airlines, airfield businesses, MN Air National Guard, and other airfield users, as identified in the Public Outreach Plan (Task 4.3), prior to and during construction to provide updates on the status of the project and address any issues or concerns. This task also includes coordination with local FAA tech ops regarding the project schedule, any impacts to FAA equipment, and other coordination items.

Task 4.5 – DLH Tenant and User Newsletter – SEH will develop a weekly newsletter to provide updates on construction activities and identify impacts to airport operations. SEH will assist the sponsor with newsletter distribution.

Task 4.6 – FAA and Air Traffic Control Tower (ATCT) Meetings – This task includes meetings with local FAA and Air Traffic Control Tower (ATCT) staff to coordinate work with FAA staff and other FAA-related projects. Meetings with the ATCT will be held on an as-needed basis to coordinate NOTAMs and update ATCT staff on the status of the construction progress and upcoming schedule.

Task 4.7 – Community Outreach Newsletter – SEH will develop a newsletter to distribute prior to communities and neighbors surrounding the airport to provide information on the upcoming construction activities. SEH will assist the sponsor with newsletter distribution.

Task 4.9 – Overall Project Management –This task includes project coordination and administration, including Sponsor and agency communication, internal meetings, subconsultant oversight, progress reports, budget updates and monthly invoices.

ATTACHMENT B
ESTIMATED FEES AND EXPENSES
TAXIWAY A MILL AND OVERLAY
CONSTRUCTION ADMINISTRATION, OBSERVATION, AND CLOSEOUT
DULUTH INTERNATIONAL AIRPORT (DLH)
Duluth Airport Authority (DAA)
Duluth, Minnesota

Task No.	Task Description	Principal	Project Manager	Project Engineer (RPR#1)	Graduate Engineer (RPR#2)	Senior CAD Technician	Survey Crew Chief	Instrument Operator	Aviation Planner	Wetland Scientist	Admin Technician
Construction Administration Services											
1.1	Scope Development	0	4	0	0	0	0	0	2	0	0
1.2	Project Administration Services	0	1	0	2	2	0	0	0	0	2
1.3	Construction Management Plan (CMP)	0	0	0	4	0	0	0	0	0	0
1.4	Preparation of Project Files	0	1	0	2	0	0	0	0	0	4
1.5	Pre-Construction Activities (Preparation and Follow-	0	1	0	4	2	0	0	0	0	2
	Summer 2020 Pre-Construction Meeting	0	6	4	6	0	0	0	0	0	0
1.6	Construction Security Coordination	0	4	4	4	0	0	0	0	0	0
1.7	Permit Coordination	0	0	0	4	0	0	0	0	0	0
1.8	Submittal and Shop Drawing Review	0	1	0	2	0	0	0	0	0	0
1.9	Progress Meetings	0	4	0	0	0	0	0	0	0	0
1.10	Pre-Paving Conference	0	2	2	2	0	0	0	0	0	0
1.11	Review of Quality Control Testing	0	0	0	2	0	0	0	0	0	0
1.12	Review of Quality Assurance Testing	0	1	0	2	0	0	0	0	0	0
1.13	Review of Contractor Payroll Forms	0	0	0	2	0	0	0	0	0	0
1.14	Calculate Construction Quantities	0	1	2	0	0	0	0	0	0	0
1.15	Pay Applications	0	2	0	8	0	0	0	0	0	0
1.16	Daily Reports	0	0	0	4	0	0	0	0	0	0
1.17	Final Inspection and Punchlist	0	6	8	8	0	0	0	0	0	0
1.18	Record Drawings	0	2	2	4	4	0	0	0	0	0
1.19	Final Quality Control/Quality Assurance Summary	0	1	0	4	0	0	0	0	0	2
1.20	Final Engineering Report	0	1	2	0	8	0	0	0	0	0
Construction Observation											
2.1	Construction Observation	0	0	164	60	0	0	0	0	0	0
2.2	Construction Coordination	0	24	0	0	0	0	0	0	0	0
FAA Reporting and Project Closeout											
3.1	FAA Quarterly Reports	0	2	0	0	0	0	0	0	0	0
3.2	FAA Closeout Report	0	2	0	4	0	0	0	0	0	0
3.3	Project Closeout	0	2	4	4	0	0	0	0	0	0
3.4	DBE Requirements	0	2	0	2	0	0	0	0	0	0
Public Outreach and Project Management											
4.1	Duluth Airport Authority (DAA) Meetings	2	4	0	0	0	0	0	0	0	0
4.2	DLH Tenant Meetings	0	8	0	0	0	0	0	0	0	0
4.3	Public Outreach Plan	0	2	0	2	0	0	0	2	0	0
4.4	DLH Airfield User Meetings	0	4	0	4	0	0	0	0	0	0
4.5	DLH Tenant and User Newsletter	0	2	0	4	0	0	0	2	0	2
4.6	FAA and ATCT Meetings	0	4	0	4	0	0	0	2	0	0
4.7	Community Outreach Newsletter	0	2	0	4	0	0	0	2	0	2
4.8	Overall Project Management	2	8	0	0	0	0	0	0	0	0
	Total hours per labor category	4	104	192	152	16	0	0	10	0	14

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Principal	4	$76.51	$306.04
Project Manager	104	$73.58	$7,652.32
Project Engineer (RPR#1)	192	$40.74	$7,822.08
Graduate Engineer (RPR#2)	152	$31.26	$4,751.52
Senior CAD Technician	16	$40.05	$640.80
Survey Crew Chief	0	$35.00	$0.00
Instrument Operator	0	$24.00	$0.00
Aviation Planner	10	$65.78	$657.80
Wetland Scientist	0	$35.50	$0.00
Admin Technician	14	$29.15	$408.10
Total Direct Labor Costs:	492		$22,238.66
Direct Salary Costs plus Overhead (66.03%)			$36,922.85
Total Labor Costs			$59,161.51
Fee (15%) on Total Labor Costs:			**$8,874.23**

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Quality Assurance Testing - Subconsultant	1	$11,405.00	$11,405.00
Employee Mileage	4410	$0.57	$2,513.70
Employee Per Diem	21	$200.00	$4,200.00
Employee Auto Allowance	21	$16.00	$336.00
Computer Charges	492	$3.00	$1,476.00
Reproductions / Miscellaneous	1	$500.00	$500.00
Total Expenses			$20,430.70

SUMMARY:

Total Labor Costs + Expenses + Fee	$88,466.44
Estimated Total	$88,500.00

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Project Proposal

QTB118998

2020 Taxiway A Mill & Overlay

Client:	Work Site Address:	Service Description:
SEH, Inc. Shawn McMahon 3535 Vadnais Center Dr Saint Paul, MN 55110	Duluth International Airport 4701 Grinden Drive Duluth, MN 55811	Construction Materials Testing Duluth International Airport AIP 3-27-0024-065-2020

	Description	Quantity	Units	Unit Price	Extension
Phase 1	**Quality Assurance Testing**				
Activity 1.1	**Asphalt Pavement**				**$8,960.00**
222	**Bituminous Inspection & Testing**	72.00	Hour	105.00	$7,560.00
	Work Activity Detail — *Qty Units* — *Hrs/Unit* — *Extension*				
	P401 Surface Course (3 Phases) — *5.00 Trips* — *12.00* — *60.00*				
	Travel — *2.00 Trips* — *6.00* — *12.00*				
1863	**Per diem**	6.00	Each	150.00	$900.00
1861	**CMT Trip Charge**	2.00	Each	250.00	$500.00
Activity 1.2	**Project Oversight & Reports**				**$2,445.00**
238	**Project Assistant**	1.00	Hour	80.00	$80.00
226	**Project Manager**	3.00	Hour	155.00	$465.00
228	**Senior Project Manager (Meetings & Reports)**	10.00	Hour	165.00	$1,650.00
1861	**CMT Trip Charge**	1.00	Each	250.00	$250.00
				Phase 1 Total:	**$11,405.00**

Proposal Total:	**$11,405.00**

Resolution to Award Contract for Commercial Service Apron Expansion

Terms:

- Estimated start date of Summer 2020

Agreement Overview:

The contract is for the expansion of the Commercial Service Apron.

Background:

Bids will be open on May 14th, 2020. DAA will provide updated information by close of business on May 15th, 2020. DAA will update this agenda item at that time.

~~DAFE~~

Resolution to Award Contract for Taxiway A Mill and Overlay

Terms:

- Estimated start date of Summer 2020

Agreement Overview:

The contract is for the Mill and Overlay of Taxiway A

Background:

Bids will be open on May 14th, 2020. DAA will provide updated information by close of business on May 15th, 2020. DAA will update this agenda item at that time.