
Kraus-Anderson® Construction Company

MINUTES OF CONSTRUCTION MEETING NO. 11

3716 Oneota Street
Duluth, MN 55807

Phone: (218) 722-3775
Fax: (218) 722-3778

Date: October 21, 2010

Project: DULUTH INTERNATIONAL AIRPORT
NEW PASSENGER TERMINAL
Duluth, MN
KACC Project #20225

Subject: Meeting No. 11
Thursday, October 21, 2010

Present:

Brian Ryks	DAA	Nathan Fox	Northland Constructors
Brett Cahoon	KACC	Jeremy Nathe	Kelleher Construction
Steve Bergerson	KACC	Patrick Contardo	Dynamic Structural Steel
Chris Barta	KACC	Drew Smykalski	A.W. Kuettel & Sons, Inc.
John Hippchen	RS&H	Jeff Tyllia	APi Electric
Ryan Erdmann	RS&H		
Joe Butler	Braun Intertec		
Bob Swanfeld	SJA RPR		

NOTE: Individuals listed below only need to attend the Session in which they are designated.

To: All Sessions

Brian Grefe
Blaine Peterson
John Hippchen RS&H, Inc.
Ryan Erdmann RS&H, Inc.
Thomas Chambers RS&H, Inc.
Brett Cahoon KACC
Steve Bergerson KACC
Chris Barta KACC
Andy Edlund AET
Joe Butler Braun Intertec
Bob Swanfeld SJA RPR
Craig Bursch MBJ Consulting
Mark Brandi Cosentini Associates, Inc.
Bob Jackson Cosentini Associates, Inc.
Jennifer Keuther Cosentini Associates, Inc.

Session I – 9:00 – 9:30 a.m.

Nathan Fox Northland Constructors
Brad Werner Kelleher Construction

Session II – 9:30 – 10:00 a.m.

Roger Anderson Harbor City Masonry
Jason Erickson Dynamic Structural Steel
Brandon Henry Minuti-Ogle, Inc.
Paul Zwak The Jamar Company
Dave Wells The Jamar Company
Mike Laudise Harmon, Inc.

Session III – 10:00 a.m.

Jason Kuettel A.W. Kuettel & Sons
Scott Patullo A.W. Kuettel & Sons
Jeff Tyllia APi Electric

Date of Origin	Item #	Description	Action By
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Work Scope 2.10 Civil & Site Electrical – Northland Constructors of Duluth LLC – Nathan Fox-PM; Don Flom-Foreman; Tom DuBois-Utility Foreman

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|----------|------|--|-----------|
| 10/21/10 | 11.1 | Northland to pave 2" matt from West pedestrian path and patches on East pedestrian path on Monday, 10/25/10. | |
| | 11.2 | Northland has been tracking quantities on miscellaneous extra items, i.e. pedestrian enclosure Class 5, etc. | |
| 09/30/10 | 8.1 | Fill issue lean concrete dispute discussion will take place after today's construction meeting.
(10/07/10 – Ongoing. Northland is disputing lean-mix requirement within their scope. Further discussion after today's meeting).
(10/21/10 – Ongoing). | |
| 09/23/10 | 7.2 | West tunnel will not be closed today, as Northland is not digging due to weather. Northland is planning on working Saturday (weather permitted). This tunnel will close tunnel on Monday.
(09/30/10 – Closed approximately 2 to 3 weeks).
(10/07/10 – Ongoing).
(10/14/10 – 12' width per Brian Ryks, DAA, for the pedestrian path. RS&H to issue a CSI).
(10/21/10 - RS&H to issue a CSI). | |
| 09/16/10 | 6.1 | Nathan F. needs to submit pricing for KACC RFP No. 009.
(09/23/10 – Nathan F. sent an email this morning questioning if this has been completed through Signpro. Brett C. to respond).
(10/07/10 – Nathan F. to provide pricing).
(10/14/10 – Pricing received and under review).
(10/21/10 – Will go against allowance. Chris B. to forward pricing to John H.). | |
| | 6.2 | Northland will start digging the AA line first so Kelleher Construction can start AA line footings next week.
(09/23/10 – AA line work has been deleted until further notice).
(09/30/10 – Received Northland's pricing. Tom C. noted a revision will be issued for this RFP No. 011).
(10/07/10 – Note: Delete reference to revision of RFP No. 011. RFP No. 017 is being revised).
(10/21/10 – Credits are under review). | |
| | 6.4 | Blaine P. asked if Northland was going to have someone badged for work around pond area. Dan H. noted they will most likely hire one of the approved security forces instead. | |
| 09/02/10 | 4.4 | Received several phone calls this morning and observed trucks traveling too fast on Grinden Drive loop. Northland to slow trucks down.
(09/09/10 – Some trucks have been driving the wrong way. This was addressed).
(09/16/10 – Trucks need to stop at STOP signs).
(09/23/10 – No issues).
(09/30/10 – No issues).
(10/21/10 – No issues reported). | Northland |

Date of Origin	Item #	Description	Action By
08/12/10	1.1	Nathan F. noted the private locate and One Call meetings are scheduled for Friday, 8/13/10, at 8:00 a.m. (08/19/10 – No issues. LLB did private locate portion). (08/26/10 – Private locates needed for parking lot area for signage installation and API work. Northland Constructors to call). (09/09/10 – No issues).	Northland

Site Electrical – APi Electric

10/21/10	11.3	Jeff T. has Qwest work estimate completed. This cost must be processed thru Qwest and then Northland. Jeff will forward accordingly to Dave L. and Nathan F.	APi
10/14/10	10.1	Two light bases on west side of new employee access road need to be tested. APi did not contact AET for testing. (10/21/10 – KACC reminded everyone to notify KACC of concrete placement so testing can occur).	
	10.2	Compaction around light pole bases was an issue on the first phase of this project. APi needs to make sure it does not happen on this project. (10/21/10 – APi is installing light poles bases now which should avoid last year's compaction issues).	
	10.3	One light pole is located in the pedestrian path. Burt , RS&H, said to hold off on install for now as there is enough light. This is the last light on west side of new Grinden Drive in island behind curb on south parking lot.	
10/07/10	9.2	APi Electric needs to complete Subcontractor Daily report Forms in KACC's trailer on a daily basis.	
09/02/10	4.6	Steve B. to schedule a meeting with MN Power, RS&H, DAA, APi, and Northland to discuss new vault and 6x12x8 manhole for placement at SE corner of parking lot for new and existing feeds to tie into. (09/09/10 – Minnesota Power, APi, RS&H and KACC to review after today's meeting. RS&H's electrical to coordinate with Minnesota Power). (09/16/10 – Mike S. and Steve B. met with Minnesota Power. Minnesota Power is designing and will submit a layout and calculations by Tuesday, 9/21/10 on this item. Current redundant line only to Haines Rd. New redundant line to manhole then new feed to Quazite box. Swag second redundant line under parking lot). (09/23/10 – Mike S. needs to know where to stub-up high voltage. Minnesota Power to supply 4 ½ x 6 x 6 Quazite box, which will be buried. Thomas C. and Cosentini to determine what size pad is required for the 10x12 generator. It was discussed to rotate generator pad 90° from plan. Location needed for the transformer and generator). (09/30/10 – Tom L. stated he will submit through APi a not-to-exceed price with a plan for the proposed work. APi to submit through Northland to KACC, and KACC will forward to all for review). (10/07/10 – Nathan F. requested APi's pricing from Jeff T. yesterday, and will forward once received. KACC is questioning whether or not Minnesota Power sent their pricing and sketches to APi.).	

Date of Origin	Item #	Description	Action By
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Fill & Abandon Pipe – Cellular Concrete, Inc.

10/14/10	10.4	Need certified payroll reports.	
09/23/10	7.9	Nathan F. will get submittals and PLA from new contractor. (09/30/10 – PLA was received. How about submittals?). (10/07/10 – Submittals are still required. Nathan F. to submit). (10/14/10 – Nathan F. noted they will not get paid until submitted). (10/21/10 – Nathan F. received, and will forward to KACC for processing).	Northland Northland

Directional Boring – Ground Effects Directional Drilling

10/14/10	10.5	Need certified payroll reports. (10/21/10 – Need certified payroll report for week of 9/27/10).	Northland
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Concrete Flatwork – Hovland, Inc.

10/21/10	11.6	Nathan F. is scheduling Hovland to start mid-next week, 10/27/10, for west end of new Grinden Drive.	
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Fencing – Keller Fence Company

10/21/10	11.7	Nathan F. to schedule Keller Fence to begin work.	
09/23/10	7.10	John H. noted will need to meet with Keller Fence prior to any work regarding how to phase fence. Gaps cannot be left overnight.	
08/19/10	2.6	Keller Fence needs to send required submittals. (08/26/10 – Submittals still need to be submitted). (09/02/10 – Submittals are still needed). (09/09/10 – Nathan F. called Keller again this week to get submittals in. Steve B. noted this work could be going on now due to nice weather). (09/16/10 – Nathan F. placed two calls this week. Still waiting for submittals). (09/23/10 – Still waiting). (09/30/10 – KACC received and will return to Nathan F.). (10/07/10 – Nathan F. received, and is waiting for Keller Fence's resubmittal). (10/14/10 – Revised shops given to KACC before today's meeting. KACC will process and forward to RS&H. Keller Fence is ready to start work as soon as submittals are returned). (10/21/10 – Ryan E. stated shops are being returned for correction. Keller Fence needs to provide Mill Certs and grounding information. Nathan F. Mill Certs will be provided after material has shipped).	Keller/Northland Keller/Northland Northland/Keller

Date of Origin	Item #	Description	Action By
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Gas Main – Midwest Boring & Underground (Ulland Brothers)

10/14/10	10.6	Nathan F. to verify if riser was installed. (10/21/10 – Riser was installed too low. Midwest Boring needs to return and raise the riser).
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Traffic Signage and Markings, Paint & Sealcoat – Sinnott Blacktop, Inc.

10/21/10	11.8	It was discussed additional signage is needed to curb wrong way traffic on Grinden Drive. To be discussed further.
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Tree Removal – Rick's Tree Service

08/19/10	2.9	Clearing and grubbing work at pond remaining for contract work.
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CIPP Liner – Veit

08/12/10	1.39	Nathan F. noted scheduling Veit may be difficult, but will work through. (09/02/10 – Nathan F. will contact Veit to schedule work). (09/09/10 – Onsite week of 9/27/10 with one day of work. RS&H noted Veit to follow standard City of Duluth Specifications for work. Veit will televise and follow-up with CD/DVD. Steve B. also to document with pictures. As a courtesy, the City of Duluth should be notified). (09/23/10 – Veit will be on site mid-next week). (09/30/10 – Moved to week of 10/4/10). (10/07/10 – Rescheduled for Monday/Tuesday, 10/11/10 and 10/12/10). (10/14/10 – Work complete. Nathan F. to forward DVD when received from Veit). Veit/Northland
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Concrete Waterproofing – Waterproofing by Experts, Inc.

10/21/10	11.9	Joe B. asked if mill thickness on waterproofing needed to be looked at. KACC confirmed – yes.
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10/14/10	10.7	Scheduled to start waterproofing mid-next week. (10/21/10 – Waterproofing by Experts has started, and completed waterproofing as far as they can currently go, i.e. Gridlines 1 and 1.3, and on Grid C to 5 line).
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Work Scope 3.10 – Structural Concrete – Kelleher Construction, Inc. – Brad Werner-PM; Jeremy Nathe-Superintendent

10/21/10	11.10	Kelleher is working on lean concrete at H line, and is working west. A 90' section of the wall will be poured tomorrow.
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Date of Origin	Item #	Description	Action By
09/30/10	8.6	Craig B. noted a 2' high mock-up of the fiberglass form finish of the round columns inside the building should be submitted for review by Tom C., RS&H-Chicago. (10/21/10 – Jeremy N. stated for form is on site for mock-up and will be poured tomorrow when wall is poured).	
09/16/10	6.10	Kelleher Construction is on schedule to start next week with footings on AA line then will move to building footings on west end of building. (09/23/10 – AA line work has been deleted until further notice). (09/30/10 – Received Kelleher's pricing after today's meeting. Tom C. noted a revision will be issued for this RFP No. 011). (10/07/10 – Note: Delete reference to revision of RFP No. 011. RFP No. 017 is being revised). (10/21/10 – KACC to submit Kelleher's pricing to Tom C.).	KACC
08/19/10	2.12	Need mix design submittal(s). (09/02/10 – Mix designs were submitted to MBJ and RS&H-Chicago 8/31/10 for review). (09/09/10 – Below grade only – still need remaining designs). (09/23/10 – Brett C. noted we need Kelleher's above grade submittals).	Kelleher

Rebar Installation – Woody's Rebar Co., Inc.

10/21/10	11.11	Brett C. and Brad W. to discuss a possible credit for rebar not ordered along AA line. Jeremy N. noted some dowels were sent with couplers on them for A and AA lines.	
10/14/10	10.8	Steve B. noted Woody's Rebar is keeping on schedule, no manpower issues and ramping up as needed.	

Work Scope 4.10 – Masonry – Harbor City Masonry, Inc. – Roger Anderson-PM;

Fluid Applied Membrane Air Barriers – EBS, Inc. – David Williams

Work Scope 5.10 – Structural/Miscellaneous Steel – Dynamic Structural Steel, LLC – Jason Erickson-PM

10/21/10	11.12	Patrick C. noted Phase 1 and 2 steel is being fabbed, and are starting on Phase 3.	
	11.13	Patrick C. noted they have started painting steel now that a color has been selected.	
	11.14	Dynamic Structural Steel can start delivering steel to site, and will stage trailers based on the sequence of installation. Coordinate trailer locations with Steve B. Steve requested a 1 or 2 day notice.	DSS/KACC
	11.15	Patrick C. noted they may forgo a pay application for this month, and submit for November, which would be a large pay application.	

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11.16 KACC would like a coordination meeting for steel installation early next week with Dynamic Structural Steel, Northern Industrial Erectors, and KACC. Patrick C. will contact Bryan H. for date/time.

09/30/10 8.7 Phase 6 miscellaneous metals and stairs shops have been submitted for review.
(10/07/10 – Brett C. asked the status of this submittal).
(10/21/10 – Tom C. stated being reviewed. A possible CSI to be issued soon).

RS&H

8.8 Jason E. submitted steel paint colors to Tom C., RS&H-Chicago, at the Monday, 9/20/10, meeting.
(10/07/10 – Tom C. stated he is working with SJA on colors. We should receive by the end of the day Friday, 10/8/10. Jason E. noted as soon as he received color, Sherwin-Williams will submit draw-downs, and overnight them).
(10/14/10 – Sample submitted. Revise color and follow specifications. Dynamic Structural Steel will try and submit sample to arrive at RS&H-Chicago's office on Friday, 10/15/10. If not, Tom C. can review at the jobsite Monday afternoon, 10/18/10).
(10/21/10 – Samples reviewed earlier this week and a color has been selected).

09/02/10 4.14 Dynamic Structural Steel submitted RCO-001 for review and comment. KACC RFI No. 004.
(09/16/10 – Formatted into RFP No. 010 and forwarded to Thomas Chambers, RS&H-Chicago for review and comment).
(09/23/10 – Phase 2 structural plans received and returned to Dynamic 9/21/10. According to Thomas C. additional submittals are being returned to KACC today).
(10/07/10 – Final rendition of pricing sent to Tom C. for review just prior to today's meeting. Tom C. noted he will need a day to turnaround).
(10/14/10 – All information regarding this item has been submitted, and is under review).
(10/21/10 – Tom C. and Jason E. met earlier this week, and resolved remaining minor issues. Jason E. is revising RCO documentation for final submission).

RS&H-Chicago

Steel Erector – Northern Industrial Erectors, Inc. – Bryan Hutchinson-PM

09/30/10 8.9 Northern Industrial Erectors' scheduled to start work November 1, 2010.
(10/07/10 – Jason E. asked if there are revised start dates. Please let him know due to the set-up of the cranes. Brett C. will keep him posted).
(10/21/10 – Tentative start date is: 11/8/10. KACC,DSS & NIE to meet next week to finalize schedule).

KACC/DSS/NIE

08/12/10 1.48 Bryan H. noted they plan on starting at NW corner and move east.
(10/21/10 – Additional discussions next week on sequencing of erection).

Date of Origin	Item #	Description	Action By
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1.49	Bryan H. noted he would like to have access to power to plug in their crane overnights (in lieu of running a generator). Brett C. reminded him temporary power may not be available until the end of this year.	
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1.50	Discussion regarding 160' boom on crane – add flashing light or beacon at night as required by FAA. Bryan H. noted they will lower boom to 20% angle and put a flag on top. Northern Industrial to process FAA permit for crane ASAP, and provide KACC & RS&H with a copy of the permit. (08/19/10 – RS&H provided information, which KACC forwarded, to answer Bryan H.'s questions of longitude/latitude, etc.). (09/09/10 – Bryan H. submitted a few weeks ago, and its about a 6-8 week turn around time. Will have prior to start). (10/14/10 – KA discussed with FAA. Permit should be forthcoming).	NIE, Inc.
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Work Scope 5.11 – Metal Framing - Minuti-Ogle Co., Inc. – Brandon Henry-PM

10/14/10	10.9	Brandon H. will provide input into current schedule.	
09/30/10	8.10	Contract was mailed to Brandon H. on 9/22/10. Contract, Bonds, Insurance, EEO Statement, Request to Sublet, PLA and Affidavit of Non-Collusion to be returned.	

Work Scope 7.10 – Metal Panels – The Jamar Company – Paul Zwak-PM

09/30/10	8.11	Contract was hand-delivered to Jamar on 9/22/10. Contract, Bonds, Insurance, EEO Statement, Request to Sublet, PLA and Affidavit of Non-Collusion to be returned. (10/21/10 – Need Jamar's Insurance Certificate, Request to Sublet Form(s) and PLA(s)).	
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Work Scope 7.11 – EPDM Roof – The Jamar Company – Dave Wells-PM

09/30/10	8.12	Contract was hand-delivered to Jamar on 9/22/10. Contract, Bonds, Insurance, EEO Statement, Request to Sublet, PLA and Affidavit of Non-Collusion to be returned. (10/21/10 – Need Jamar's Insurance Certificate, Request to Sublet Form(s) and PLA(s)).	
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Work Scope 8.10 – Curtain Wall – Harmon, Inc. – Mike Laudise-PM

09/30/10	8.13	Contract was mailed to Bill A. on 9/22/10. Contract, Bonds, Insurance, EEO Statement, Request to Sublet, PLA and Affidavit of Non-Collusion to be returned.	
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Date of Origin	Item #	Description	Action By
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Work Scope 15.10 – Mechanical (Below Grade) – A.W. Kuettel & Sons, Inc. – Jason Kuettel-PM Plumbing; Scott Patullo-PM HVAC; Drew Smycalski-Superintendent

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| 10/21/10 | 11.17 | Done with canopy drains on west side at grid line 1-7, and tested/approved. | |
| | 11.18 | Due to shallow depth at 4" line from entry stoops, only 5' down, A. W. Kuettel would like to add foam to bring to 6'. | |
| 10/14/10 | 10.10 | Drew S. noted sanitary/storm have been installed and tested on the west side. Drew requested working day count stop today until additional areas are available to continue. | |
| | 10.11 | Drew S. noted seven remaining pads for A-line canopy need to be poured before they can start again on drain pipe work. | |
| | 10.12 | Drew S. noted the grease interceptor question should be addressed with the submittal.
(10/21/10 – As already discussed, RS&H/Cosentini will add (1) additional grease interceptor at Kitchen area in the next Bid Package). | |

Work Scope 16.10 – Electrical (Below Grade) – APi Electric – Jeff Tyllia-PM

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| 10/21/10 | 11.19 | APi to start installing lights in pedestrian enclosure as soon as today, and will be reusing tunnel lights from Terminal. | |
| | 11.20 | Ryan E. noted it is o.k. to combine two-2" power conduit duct banks with communication ducts at east of building, cutting south and runs parallel with pedestrian enclosure. | |
| 10/07/10 | 9.8 | APi Electric needs to complete Subcontractor Daily report Forms in KACC's trailer on a daily basis. | |
| | 9.9 | RFP to add duct bank to be issued to APi.
(10/14/10 – RFP 020 Revised submitted. APi is currently working out issues and should start work today).
(10/21/10 – Jeff T. has pricing completed, and will submit after today's meeting). | |
| 09/30/10 | 8.15 | Steve B. to let Mike S. know when footings have been grounded by grid lines 8 & 9. Steve B. noted there is a drawing in the plans to follow for grounding.
(10/14/10 – Will do tentatively next week). | |
| | 8.16 | Contract together with Notice to Proceed was hand-delivered to Jeff T. on 9/22/10. Contract, Bonds, Insurance, EEO Statement, Request to Sublet, PLA and Affidavit of Non-Collusion to be returned.
(10/14/10 – APi's insurance certificate was received and forwarded to Brian G. Need remaining contract documents submitted).
(10/21/10 – Jeff T. signed documents yesterday, and will return). | |

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Civil Scope Testing Agency – American Engineering Testing, Inc. - Andy Edlund

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| 10/21/10 | 11.21 | AET will start testing on west Grinden area as sand fill is being brought in, and will start on Class 5 once on site at the end-of-next week. | |
| 10/14/10 | 10.13 | Andy E. noted low tests on water at east side, and should have results back today. | |
| 10/07/10 | 9.13 | Cellular concrete was at 45 psi, and specifications state 100-200 psi in two days. He will keep us posted.
(10/14/10 – Andy E. noted waiting to see how 20-day results come back).
(10/21/10 – Ryan E. noted correction: 28-day results). | |
| 09/23/10 | 7.21 | All test reports up to last week are on the ftp. site.
(09/30/10 – All parties asked to check the site for test reports. The following is the distribution list KACC requested: Nathan Fox, Northland Constructors; Steve Bergerson, KACC; Chris Barta, KACC; John Hippchen, RS&H-Duluth, and Thomas Chambers, RS&H-Chicago.) | |

Building Scope Testing Agency – Braun Intertec – Joe Butler

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| 10/21/10 | 11.22 | Joe B. stated overall concrete is performing well. Joe B. noted to check the ftp site for current test reports. | |
| 09/30/10 | 8.17 | All parties asked to check the site for test reports. The following is the distribution list KACC requested: Thomas Chambers, RS&H-Chicago; Steve Bergerson, KACC; Chris Barta, KACC; John Hippchen, and RS&H-Duluth. To avoid any lapses in test reports, we would prefer RS&H-Duluth and RS&H-Chicago be copied on all test reports. Send Brad Werner, Kelleher Construction only the concrete test reports from the Building Scope testing. Send Nathan Fox, Northland Constructors' only the soils test reports from the Building Scope testing.
(10/07/10 – Add Craig Bursch, MBJ, to FTP site access. Jeremy Carlson, Arrowhead Concrete requested break results). | |
| 09/23/10 | 7.23 | Subcut was inspected to verify we are on native soils. Inspection o.k.
(09/30/10 – Joe B. noted we are having issues with native soils. Further discussion after today's meeting).
(10/21/10 – Braun has continued to monitor and document conditions daily). | |

Project Onsite Superintendent Issues – Steve Bergerson, KACC Supt.

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| 10/21/10 | 11.23 | Steve B. noted to keep contractor vehicles away from entrances along pedestrian enclosure. Keep the pedestrian entrances as open and visible as possible. Want customers to see entrances from across parking lot. | ALL |
| 10/14/10 | 10.15 | Steve B. noted all Primes to make sure they set up any testing needs, and can be set up through him. Need to give testing agencies advanced notice. | ALL |

Date of Origin	Item #	Description	Action By
09/16/10	6.15	<p>Steve B. noted will need a wash-out area and dewatering plant once Kelleher Construction starts work per the SWPPP. (09/23/10 – Kelleher will make a wash-out area once a little further into the project). (10/07/10 – So far, concrete trucks are taking any extra material and wash water back with them).</p>	
08/19/10	2.17	<p>Steve B. noted contractors are to sign-in each day listing crew members, work to be completed and any issues. Book is located in KACC's trailer. (10/07/10 - APi Electric needs to complete Subcontractor Daily report Forms in KACC's trailer on a daily basis).</p>	
	2.18	<p>Contractor parking is all along road behind KACC's trailers and down Haines Road to barrier. (09/23/10 – Again Steve B. noted parking at KACC trailer or at new west parking lot only. Contractors are not to be parking anywhere else on site). (09/30/10 – It was noted AJ's Lawncare needs to park in designated area(s)). (10/14/10 – Requirement by Airport Security all contractors to stay at least 10' away from fence, the farther away-the better).</p>	ALL
	2.19	<p>Steve B. reminded contractors to keep roads clean. No tracking onto the Grinden Drive loop. (09/09/10 – Northland is going a good job. Thank you). (09/16/10 – Brian R. requested cutting down on dust as much as possible. Do not want customers returning to dust covered vehicles and harder on rental car agencies to keep rental cars clean). (09/30/10 – Nathan F. noted sweeper is coming today to clean southwest corner where trucks are hauling material). (10/07/10 – All parties trying to keep up with dust, tracking and cleaning). (10/14/10 – Extremely dusty today with high winds. Northland to keep on top of dust as there have been numerous complaints).</p>	ALL
	2.20	<p>All contractors to put their garbage, debris, etc. into dumpsters. Need to keep airfield clean of flying debris. (09/09/10 – Steve B. noted this is a LEED project, and at some point we will have multiple dumpsters on site for wood, metal, etc.). (09/23/10 – Pop cans, grease tubes and garbage noticed around site. PLEASE use designated garbage cans located at KACC trailers). (10/14/10 – Steve B. noted a dumpster has been added down at the building footprint area). (10/21/10 – Steve B. and Brian R. noted garbage around site. Contractors must either keep garbage in their vehicles or use dumpsters).</p>	ALL
	2.21	<p>It was noted Prime, First- and Second-Tier Contractors must go with the normal flow of traffic along the Grinden Drive loop. Please do not drive the wrong way for the safety of customers and yourself.</p>	ALL

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| 08/12/10 | 1.57 | Steve B. will perform Wage Rate Interviews on a weekly basis. Selected individual will complete a form asking wage information and sign. Steve B. then turns into the KACC office where Chris B. verifies whether or not prevailing wages are being paid. | |
| | 1.59 | Foul language will not be tolerated on this project, and will result in the immediate removal from the project. | |

Construction Manager - Kraus-Anderson Construction Company - Brett Cahoon-PM; Chris Barta-PA

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| 10/21/10 | 11.24 | Brett C. noted Contractors' to return RFP pricing, if required, and SI coversheets in a timely manner. | All |
| 10/07/10 | 9.17 | Individual QMS meetings will be held with each Prime Contractor. | |
| 08/26/10 | 3.19 | Reminder: All Prime Contractors and first-tier, second-tier subcontractors, etc. must turn in Certified Payroll Reports to KACC. | All |
| 08/19/10 | 2.22 | Owner's Meetings are to be held every other Monday at 9:00 a.m.
(08/26/10 – Correction: Status Meetings).
(09/02/10 - Next Status Meeting is Wednesday, 9/08/10).
(10/14/10 – Next Status Meeting is Monday, October 18, 2010, at 10:00 a.m.)
(10/21/10 – Next Status Meeting is Monday, November 1, 2010, at 10:00 a.m.) | DAA/KACC/RS&H
DAA/KACC/RS&H |
| 08/12/10 | 1.62 | Weekly construction meetings will be held every Thursday, 9:00 a.m. in KACC jobsite trailer. | All |
| | 1.64 | KACC to spot check certified payroll reports submitted by Prime Contractors and their first-tier subcontractors.
(10/07/10 – Ongoing). | KACC |
| | 1.65 | Brett C. noted Airport customers are responsible for all us having this project, and stressed the importance of our doing everything in our power to keep those customers happy. The less complaints the DAA receives the better. I.e. watch foul language, keep roads clean, etc. | All |

Engineer/Architect-Civil - Reynolds, Smith and Hills, Inc. - John Hippchen; Ryan Erdmann-RPR

- | | | | |
|----------|-------|--|--|
| 10/21/10 | 11.25 | RS&H to contact either County or City to have Airport entry/exit road changes updated for GPS systems. | |
| | 11.26 | John H. noted Manhole 73 was not correctly placed and interferes with canopy footing on A-line. Manhole was set 1' too far to north. Nathan F. will survey and send to KACC/RS&H for their review. | |

Date of Origin	Item #	Description	Action By
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10/14/10	10.16	John H. noted tomorrow is October 15 th , and MNDOT specifications put a hold on paving. RS&H will waive specifications but not the density requirements. Further discussion can take place after today's meeting. (10/21/10 – FAA will not allow any variation from Specifications. October 15th date is the wear course criteria. Additional discussion after today's meeting).	
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10/07/10	9.18	Ryan E. noted a trench sank leaving a manhole exposed. This will need to be addressed before snow falls. (10/14/10 – RS&H to check into exact locations). (10/21/10 – API touched up trenches last week).	
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	9.19	Need to give direction to Northland on West enclosure at west tunnel regarding width of road and pedestrian path. Pedestrian path 26' from building. Exit of west tunnel 12' – field coordinate this item. (10/14/10 – 12' width per Brian Ryks, DAA, for the pedestrian path. RS&H to issue a CSI). (10/21/10 – RS&H will issue a CSI).	
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09/30/10	8.19	John H. noted a discussion is needed for the possible issuance of an RFP for conduit change order for duct bank on WS 16.10. (10/14/10 – RFP No. 020 Revised issued to APi). (10/21/10 – RFP No. 020 Revision 2 issued. API's pricing will also include cost for transformer pad).	
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	8.20	Ryan E. noted the City needs to be on site for bacteria testing prior to any pressure tests. (10/07/10 – Ryan E. noted tests taken two days ago, and the City will send a final report. If we haven't heard there is an issue by now, tests results should be o.k.). (10/21/10 – Ryan E. stated water test passed. The center section still needs to be tested).	
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Architect - Reynolds, Smith and Hills, Inc. - Thomas Chambers; Mark Ip; Marc Godzina

09/30/10	8.21	Tom C. noted a revision to RFP No. 017 regarding the elevator pit drainage will be issued. Rerouted to avoid footings. (10/07/10 – RFP No. 017 Revised issued on 10/5/10). (10/21/10 – Chris B. to forward Contractor pricing to Tom C. for review).	
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Owner – Duluth Airport Authority - Brian Grefe-Director of Operations; Blaine Peterson-Terminal/Facilities Manager

10/21/10	11.27	Brian R. stated if at all possible, pedestrian path enclosure must be complete by Wednesday, October 27, 2010, as rain is in the forecast.	KACC
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10/14/10	10.18	Again, dust complaints are the most common complaints the DAA receives.	
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Date of Origin	Item #	Description	Action By
	10.19	Blaine P. noted we need to install (3) "Construction Zone" or "Keep Out" signs equally spaced along railing across from Terminal. (10/21/10 – Two signs have been installed).	
	10.20	Blaine P. requested additional manhole covers. KACC to grab skid steer and move next to their trailer. DAA will pick up from there. (10/21/10 – Covers are located outside KACC's trailer).	
	10.22	Blaine P. noted he would like to have a snow removal plan meeting in the near future with all key individuals responsible for snow removal. (10/21/10 – Joe B. noted rebar with small flag can be used to mark curb locations to aid in snow removal).	
	10.23	Brian G. noted KACC should have the security plan for pedestrian enclosures complete by next Board meeting on Tuesday, 10/19/10. Brett C. has been reviewing plan with API, and get their pricing in time for Board meeting. API was asking if space was left on the existing system for a camera – Yes.	
	10.24	Brett C. is working on KACC Construction Area lease, and should have to DAA in the next day or two. (10/21/10 – KACC submitted to the DAA. Joan Christensen, City Attorney, is reviewing).	
09/23/10	7.30	Blaine P. noted contractor trailers are not to be parked within 10' of Airport fence. Trailers must also have an individual locking mechanism--- Do not use fence as the lock.	
09/16/10	6.18	Blaine P. noted a few safety concerns: (1) construction workers MUST be courteous. Anyone not complying will immediately be removed from the site. (2) Watch what is going on around your work, especially for little kids. (3) Be sure to add cones to direct customers (if/as needed).	
	6.20	Steve B. has been sending bi-weekly site photos to Alison J. per her request. (10/07/10 – Bob S. is also taking pictures). (10/21/10 - RS&H has ordered an aerial view of the project site).	
09/02/10	4.20	Blaine P. stated the importance of keeping the communication flow on any project changes. Keep Blaine informed as far in advance as possible.	
<u>Resident Project Representative "RPR" - Building Scope – SJA Architects – Bob Swanfeld</u>			
10/21/10	11.28	Bob S. stated he will arrange to send Tom C. his notes and photos each day.	
09/30/10	8.23	Bob S. noted he has taken notes on the project to date, and are an "open book" for those wishing to review.'	

Date of Origin	Item #	Description	Action By
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09/23/10	7.31	Bob S. has been on site a few days this week. He is currently on site on a limited basis, but will increase as architectural work begins. (09/30/10 - Bob Swanfeld introduced himself at today's meeting. For now he will be working Tuesday thru Thursdays, 8:00 a.m. to 4:30 p.m.). (10/07/10 - Revised hours: Tuesday's 8:00 a.m. -12:00 p.m.; Thursdays 8:00 a.m. - 2:00 p.m.).	
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Structural Engineer – MBJ Consulting – Craig Bursch

10/14/10	10.26	Tom C. noted at this time MBJ should be on site every couple of weeks. Once steel installation begins, will be on site weekly.	
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Mechanical Engineer – Cosentini Associates, Inc. – Mark Brandi

Electrical Engineer – Cosentini Associates, Inc. – Mark Brandi

Replacement Terminal - Phase I Items

10/21/10	11.29	John H. noticed parking lot lights were on this morning. Check to see if timer is set correctly.	
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10/14/10	10.27	Static on phone line to ticket booths will be explored further.	
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	10.28	The Airport has noticed (3) different light bases installed last year by Polyphase in which the sub grade has settled, and now there are depressions and/or holes thru the asphalt. This is a poor compaction issue, and the DAA is expecting Polyphase to correct it. (10/21/10 – Tim Harkonen, Polyphase, was on site yesterday, and reviewed the bases at SW corner of parking lot with Steve B. It was decided in order to get the work done, Northland Contractors will take a few shovels and fill worst base while they are paving. Will work out cost. KACC/DAA will monitor the other two bases).	
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	10.29	Blaine P. noted (1) light is out. (10/21/10 – Ask Blaine P. which light is out).	
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	10.30	A ticket dispenser at the entry to Long Term Parking needs to be repaired. Brian G. noted it has not worked properly since it was installed during Phase I. KACC to write a letter to Amano for correction. (10/21/10 – KACC submitted a letter to Rob Messeroll, Ulland Brothers).	
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Amano/KACC

General Landscaping - Phase I

10/21/10	11.30	AJ's Lawncare will be wrapping up work next week.	
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Date of Origin	Item #	Description	Action By
10/07/10	9.24	Dale A. has concerns regarding late season seeding, and will submit an RFI for review and direction. (10/14/10 – AJ's/Ulland needs to submit). (10/21/10 – Chris B. to submit RFI to RS&H after today's meeting).	AJ's/Ulland KACC
	9.25	Dale A. is questioning condition of topsoil mix as it is mainly clay. He will submit an RFI for review and direction. (10/14/10 – AJ's/Ulland needs to submit). (10/21/10 – Chris B. to submit RFI to RS&H after today's meeting).	AJ's/Ulland KACC
09/23/10	7.32	John H. noted Mindy A. requested an RFP to change sod to taconite pellets at lower Grinden Drive islands due to maintenance issue. (09/30/10 – Dale A., AJ's, verbally confirmed with Mindy A. that the south island lawn areas should only be tailings. The area is defined as between the curb and aluminum edging). (10/07/10 – Unit price for taconite and sod discussion. Over on quantities for one and under on quantities for the other. No issue - proceed). (10/21/10 – Clarification on price being higher on taconite pellets was justified. [Hand work versus using equipment]).	

Minnesota Power – Tom Leines

09/02/10	4.23	Steve B. to schedule a meeting with MN Power, RS&H, DAA, APi, and Northland to discuss new vault and 6x12x8 manhole for placement at SE corner of parking lot for new and existing feeds to tie into. (09/16/10 – Should have layout and calculations by Tuesday, 9/21/10). (09/30/10 – Tom L. stated he will submit through APi a not-to-exceed price with a plan for the proposed work. APi to submit through Northland to KACC, and KACC will forward to all for review). (10/07/10 – Steve B. and Ryan E. to contact for status). (10/21/10 – Resolved).	
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Qwest – Dave Larson

10/21/10	11.31	Jeff T., APi Electric, to submit pricing to Qwest, and Qwest to submit to Northland Constructors.	
10/14/10	10.32	Steve B. noted Qwest's vault was delivered to the site yesterday.	
09/30/10	8.24	Dave L. suggested an additional redundant line at Airport, so if they lose the main line the Airport does not lose everything. A possible RFP to be issued as costs would come from a separate contractor. (10/14/10 – Not required in RS&H's experience (only required for Air Traffic Control communications).	

Date of Origin	Item #	Description	Action By
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09/09/10	5.15	Qwest needs to review Quazite box shop and respond. RS&H has been calling with no response. Suggested contacting Dave Larson directly for assistance. (09/16/10 – Dave L. was on site yesterday, but did not speak with Steve B. and briefly spoke with Ryan E.). (09/30/10 – Dave L. stated two 4” conduits would be needed to the Qwest Quazite box. Qwest would mimic the same path as Minnesota Power). (10/07/10 – Narrative given by Dave L. Does Qwest have pricing? Steve B. and Ryan E. to contact). (10/21/10 – Still pending).	
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Miscellaneous

09/02/10	4.24	The Design Team had a discussion regarding large format shop drawing submittals, and decided the following: (2) hard copy sets and (1) electronic version submitted to KACC. KACC to submit (1) set direct to RS&H-Chicago’s Consultant and (1) set to RS&H-Chicago for review. Consultant to submit (1) red-lined set to RS&H-Chicago to include their red-lines, and will send KACC (4) final sets for distribution. (1) for Prime Contractor; (2) for KACC Office/Field; (1) for DAA for Owner Record Set. (10/07/10 – 6 copies of standard size submittals required).	
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Safety and Clean-Up

09/16/10	6.21	Steve B. just noted don’t leave any open holes, barricade at night, take appropriate steps to keep jobsite safe. He also stated Northland has been doing a good job.	
09/09/10	5.16	KACC will do consultation with OSHA on the project. (09/23/10 – Steve B. has three calls into the consultant, and will contact again). (09/30/10 – Steve B. has submitted paperwork to request the consultation). (10/14/10 – Tom Nelson, KACC Safety Director, has the new OSHA contact information and will forward to Steve B.). (10/21/10 – Steve B. has a call into new OSHA consultant, and will contact again).	
08/12/10	1.73	Keep roads clean. (09/09/10 – Northland is doing a good job of keeping roads and walkways clean. Thank you.). (10/21/10 – Steve B. noted Northland’s sweeper has been going through the site daily).	

Date of Origin	Item #	Description	Action By
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Change Orders/RFI's/PCO's

10/07/10	9.26	John H. noted he has not heard back from FAA or MNDOT on Change Order No. 2 for Northland Constructors. (10/14/10 – No updated from either MNDOT or FAA). (10/21/10 – John H. is waiting to hear back from Gordon N.).	
09/02/10	4.26	Summary and Outstanding RFI, PCO and Submittal logs to be distributed prior to Construction Meetings in lieu of attaching to Meeting Minutes.	KACC
08/26/10	3.23	Please note any PCO resulting in a Change Order: Change Order needs to be fully executed before any work can proceed.	

Pay Applications

10/14/10	10.34	The submission period for pay applications is the 1 st to 15 th of each month. Brian G. noted all pay applications need to be submitted at one time so a summary sheet can be attached by the DAA.	
09/30/10	8.25	Brett C. confirmed procedure for Prime Contractor's submitting Pay Applications, and is as follows: Prime to KACC for initial review; KACC to RS&H-Chicago for review/approval, then back to KACC prior to pay application meeting for signatures.	
09/02/10	4.27	Pay Application meetings will be held the first Thursday of every month. All Prime Contractors, DAA, RS&H and KACC to be present for signatures. Primes/DAA/RS&H/KACC	

Quality

10/21/10	11.32	KACC to schedule QMS meetings with Prime Contractors.	KACC
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Photo Documentation – Multivista MN – Rick Noble

10/14/10	10.36	It was noted Multivista will be able to get wider views of the project once there is above ground work.	
09/09/10	5.18	Steve B. will contact on a weekly basis.	

Pedestrian Walkways – VersaTube – Peyton Cascio

10/21/10	11.33	VersaTube's Owner was on site yesterday.	
	11.34	Clear roof panels are being shipped, and will be installed when on site.	

Date of Origin	Item #	Description	Action By
09/23/10	7.37	Material tentatively on site October 6 th or 7 th . (10/07/10 – Material delivered yesterday with additional material coming early next week. Crews starting install today). (10/14/10 – All structural components are on site. Framework is set, but some will need to be removed due to duct bank work). (10/21/10 – East Pedestrian Enclosure: waiting for duct bank and paving to be completed so remainder of enclosure can be constructed).	

Schedule

- Work Scope 2.10 - Northland Constructors of Duluth Calendar Days start: Friday, August 13, 2010
- Work Scope 3.10 - Kelleher Construction, Inc.'s Working Days start: Tuesday, September 21, 2010
- Work Scope 4.10 - Harbor City Masonry, Inc.'s Working Days start:
- Work Scope 5.10 - Dynamic Structural Steel LLC's Working Days start:
- Work Scope 5.11 - Minuti-Ogle, Inc.'s Working Days start:
- Work Scopes 7.10 & 7.11 - The Jamar Company's Working Days start:
- Work Scope 8.10 - Harmon, Inc.'s Working Days start:
- Work Scope 15. 10 - A.W. Kuettel & Sons, Inc. Working Days start: Friday, October 1, 2010
- Work Scope 16. 10 - APi Electric's Working Days start: Friday, October 1, 2010

Substantial Completion: October 1, 2011
Completion: October 15, 2011

- 10/21/10 11.35 See attached KACC 3-week look ahead schedule.
- 10/21/10 11.36 Northland Constructors': 87 Calendar Days: 18 calendar days remaining.
- 11.37 A. W. Kuettel & Sons, Inc. Working Days stopped 10/14/2010.

Phasing Status/Issues/Changes

Permits

- 10/07/10 9.29 The City has not returned plumbing review on Building Plans. Tom C. to check into status.
(10/14/10 – Brett C. received plumbing review and forwarded to Tom C. for review and comment).
(10/21/10 – RS&H is responding to plumbing review. City needs to submit HVAC review).
- 9.30 All parties to submit copies of permits issued to KACC. All
- 09/30/10 8.30 KACC submitted permit application for pedestrian walkway enclosure to the City for review and issuance.
(10/07/10 – Tentative permit today).
(10/14/10 – Permit received Friday, 10/8/10. Permit documentation is filed on site).
(10/21/10 – Waiting for additional drawings from VersaTube to submit to City per their request).

Date of Origin	Item #	Description	Action By
09/23/10	7.40	Building permit documents have been submitted. A list was received from the City of Duluth for review. Thomas C. noted RS&H-Chicago to run through the list and submit revisions in the next few weeks. (09/30/10 – Tom C. noted Mark Ip has been reviewing, and he will be briefed on his return to Chicago tomorrow).	
	7.41	Nathan F. needs to pull a separate permit for drain tile. (10/14/10 – Nathan F. just needs to submit the check). (10/21/10 – No permit is required for drain tile).	

Weather

10/21/10 11.38 Colder weather with rain in next week's forecast.

The next meeting will be held Thursday, October 28, 2010, at 9:00 a.m. at Kraus-Anderson Construction Company's jobsite office trailer.

You are required to attend the construction meetings if you are soon to be on-site, are currently on-site, your work needs to interface with others, or you have questions or concerns that require documentation in the minutes.

It is your responsibility to read these minutes in their entirety. This report is assumed to be true and accurate unless notification to contrary is received within 72 hours.

Submitted by:

KRAUS-ANDERSON® CONSTRUCTION COMPANY



Brett Cahoon,
Project Manager

BC/cb

Attachments: 3-Week Look Ahead Schedule

Kraus-Anderson® Construction

Three Week Look Ahead Schedule

KACC Project #20225 New Passenger Terminal Bid Package 1

Contractor	Sun Oct 17	Mon Oct 18	Tue Oct 19	Wed Oct 20	Th Oct 21	Fri Oct 22	Sat Oct 23	Sun Oct 24	Mon Oct 25	Tue Oct 26	Wed Oct 27	Th Oct 28	Fri Oct 29	Sat Oct 30	Sun Oct 31	Mon Nov 1	Tue Nov 2	Wed Nov 3	Th Nov 4	Fri Nov 5	Sat Nov 6	
Electrical W.S. 16.10																						
API Electric																						
- WEST																						
- Site Electrical Work Lower Grinden Dr. & Parking																						
- EAST																						
- Install Electrical Man Hole, Conduits, Transformer Pad, Duct Bank, @ East Parking Area																						
- Install Communication Man Hole, Conduits @ East Parking Area																						
- Install Elect. Duct Bank across East Ped Path																						
- Install Owest Duct Bank Across East Ped Path																						
- Site Elect. Subgrade Conduits, Light Bases etc.																						
Concrete & Bituminous Sawing																						
Concrete Sawing Services																						
- Saw Cut Asphalt & Concrete																						
- Complete																						
Landscaping & Erosion Control																						
Erosion Control Specialists, Inc.																						
Get site open dirt areas covered up for winter																						
AJ's Landscaping																						
20199 Landscaping																						
Fill and Abandon Pipe																						
Cellular Concrete																						
- Complete																						
Directional Boring																						
Ground Effects Directional Boring (behind Hertz)																						
- Complete																						

KACC Project #20225 New Passenger Terminal Bid Package I

Contractor	Sun	Mon	Tue	Wed	Th	Fri	Sat	Sun	Mon	Tue	Wed	Th	Fri	Sat	Sun	Mon	Tue	Wed	Th	Fri	Sat	Sun	Mon	Tue	Wed	Th	Fri	Sat	
	Oct 17	Oct 18	Oct 19	Oct 20	Oct 21	Oct 22	Oct 23	Oct 24	Oct 25	Oct 26	Oct 27	Oct 28	Oct 29	Oct 30	Oct 31	Nov 1	Nov 2	Nov 3	Nov 4	Nov 5	Nov 6	Nov 7	Nov 8	Nov 9	Nov 10	Nov 11	Nov 12	Nov 13	Nov 14
Concrete Flatwork																													
Hovland, Inc.																													
- Curb and Gutter West New Grinden Dr																													
- Curb and Gutter Permit Parking Lot																													
Fencing/Guardrail																													
Keller Fence Company																													
- Temp Construction Fencing																													
- Permanent Fence (TBD) waiting for resubmittal																													
Gas Main																													
Midwest Boring & Underground																													
Redo gas main Riser																													
Traffic Markings, Paint, Sealcoat																													
Sinnott Blacktop, Inc. H.C. Black Out																													
CIPP Liner																													
Veit Specialty Contracting																													
- Sanitary lining																													
Concrete Waterproofing																													
Waterproofing by Experts, Inc.																													
- Foundation Wall Waterproofing Starting @ West																													

KACC Project #20225 New Passenger Terminal Bid Package I

Contractor	Sun	Mon	Tue	Wed	Th	Fri	Sat	Sun	Mon	Tue	Wed	Th	Fri	Sat	Sun	Mon	Tue	Wed	Th	Fri	Sat	
	Oct 17	Oct 18	Oct 19	Oct 20	Oct 21	Oct 22	Oct 23	Oct 24	Oct 25	Oct 26	Oct 27	Oct 28	Oct 29	Oct 30	Oct 31	Nov 1	Nov 2	Nov 3	Nov 4	Nov 5	Nov 6	
WS 3.10 Structural Concrete Kelleher Construction, Inc. - Bldg. Footings and Column Pads - Foundation Walls and Piers - Canopy Footings and Piers																						
Rebar Installation Woody's Rebar Co., Inc. - Install Rebar @ Canopy Footings & Piers - Install Rebar at Bldg. and Column Footings - Tie Walls and Piers																						
WS 4.10 Masonry Harbor City Masonry, Inc.																						
WS 5.10 Structural/Miscellaneous Steel Dynamic Structural Steel LLC - Delivery tentatively Nov. 1st																						
Steel Erector Northern Industrial Erectors, Inc. - Tentative start Nov. 1st																						
WS 5.11 Metal Framing Minuti-Ogle, Inc. - (TBD)																						
WS 7.10 Metal Panels The Jamar Company - (TBD)																						

KACC Project #20225 New Passenger Terminal Bid Package I

Contractor	Sun Oct 17	Mon Oct 18	Tue Oct 19	Wed Oct 20	Th Oct 21	Fri Oct 22	Sat Oct 23	Sun Oct 24	Mon Oct 25	Tue Oct 26	Wed Oct 27	Th Oct 28	Fri Oct 29	Sat Oct 30	Sun Oct 31	Mon Nov 1	Tue Nov 2	Wed Nov 3	Th Nov 4	Fri Nov 5	Sat Nov 6	
WS 7.11 EPDM Roof The Jamar Company - (TBD)																						
WS 8.10 Curtain Wall Harmon, Inc. - (TBD)																						
15.10 Mechanical (Below Grade) A.W. Kuettel & Sons, Inc. - West Storm at canopy areas - Gas Main into building West end -																						
K.A. Miscellaneous Walkways - Build Temp Ped Enclosure																						
NOTES: 1. Call City of Duluth for Inspections. 2. Let KA, RS&H, DAA Know in writing about any Shut Downs or outages. 7 Days in Advance.																						