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## Pauls Valley Municipal Airport

### Preconstruction Conference – Minutes

Project No. AIP# 3-40-0076-008-2009  
Runway and Taxiway Safety Area Drainage Improvements

DATE: June 3, 2009

#### ATTENDEES:

Curtis Brown	Project Manager	Garver	405-517-0152
Jarvis Carter	Project Engineer	Garver	405-329-2555
Peter Piehnik	Observer	Garver	405-301-4101
C. Wade Inman	Owner (OSS)	Total Investment Co.	405-282-1198
Kevin Brawner	Sub Contractor	Brawner Construction	
Todd McFarland	Surveyor/OSS	Total Investment Co.	918-510-9733
Jason Parrick	On Site Supervisor	Total Investment Co.	
James Frizell	City Manager	City of Pauls Valley	405-238-3308
Donald Wageman	Asst. City Manager	City of Pauls Valley	405-238-3308
Craig Carson	Airport Manager	City of Pauls Valley	405-238-7338
Brad Harrison	Subcontractor	Ferguson Waterworks	405-210-7858

#### 1. Points of Contact

- a. Identify Owner, Owner's Representative, Contractor, Superintendent, Engineer, Resident Observer, etc.

*Rolls on the project are as stated above, Peter Piehnik will act as the Resident Observer for a few weeks until he is replaced by Jarvis Carter. Contractor will arrange for Engineer's Field Office in the terminal building which will be a securable area for the Resident Observer only. Requirements include a desk, table, filing cabinet, chairs, etc.*

- b. Identify roles and responsibilities of each party.

- i. Emphasize the authority of the Engineer to act in the sponsor/owner's behalf. Advise that the Engineer has the authority to suspend operations, wholly or in part, when safety violations or nonconformance to the contract specifications are noted.

*All communication, correspondence, and submittals will pass through the on-site Resident Observer.*

- ii. Identify the Contractor's Superintendent and discuss his authority and responsibilities.

*All four of the Contractor's representatives present will be acting as On-Site Supervisors on this project.*

- iii. Designation of personnel responsible, circumstances requiring, and procedures for establishing a NOTAM.

*Craig Carson will establish all NOTAMS – 3 day minimum Notice*

## 2. Scope of Work

- a. Review the project scope. - *Reviewed*
- b. Review the general sequence and timing of all operations. - *Reviewed*
- c. Discussion of scheduling/phasing concerns. Include any foreseen operational safety problems

*\*Contractor discussed proceeding with all clearing and grubbing and ditch work North of Taxiway Bravo at once. Engineer stated that this approach is acceptable provided that the safety/clearance distance for the taxiway is maintained and recommended that the contractor stake out or delineate this line.*

*\*Discussed timing for closing and reopening runway for Concrete Pavement operations. Re-opening will be dependent on compressive strength curve. Airport Manager stated that he wants the runway closure not to exceed 21 days.*

*\*Contractor stated that his intended start date of June 15 is dependent upon a quick turn-around of his Reinforced Concrete Pipe (and necessary appurtenances) submittals. Engineer stated that he will expedite and will try to complete review no later than Monday.*

## 3. Issuance of Notice-To-Proceed

*Contractor was given a signed Notice to Proceed, dated June 4, 2009.*

- a. Reminder that Contractor has **10 CALENDAR** days to commence operations.  
*Contract Days will begin being counted on June 15, 2009.*

## 4. Safety and Security Concerns

- a. Operational Safety and Security
  - i. Delineation of construction limits - *reviewed*
  - ii. Runway and taxiway safety areas - *reviewed*
  - iii. Impact to airport operations – *Tenant being most affected is Pro-Ag Services. Measures will be taken to communicate with and mitigate impact of construction operations on Pro-Ag's business.*
  - iv. Safety requirements of AC 150/5370-2e - *reviewed*
  - v. Vehicular traffic within the A.O.A. – *ALL contractor & sub-contractor vehicles will be equipped with signs so that they can be easily identified by someone in the terminal building with a pair of binoculars. All construction equipment will have required flashing lights operating, or*

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*bear 3'x3' red checkered flags. First incident for an unidentified vehicle will result in a \$500.00 fine, the second incidence; \$1,000.00, and a subsequent incident will result in the job being closed down until all personnel complete the Airport Safety Operations Drivers Course in Oklahoma City while Contract Time continues to elapse.*

- vi. Staging area – *The staging area for phase 1 & 2 will require some improvements to the existing access road, and contractor may install and leave in place some gravel on either side of the road to affect a parking area for his equipment. Arrangements will be made for either accessing or removing the gate.*

*Contractor was advised that the entrance road leading to the terminal building was in a poor state of repair and cannot handle heavy trucks, material deliveries, or construction equipment. Contractor discussed the possibility of building a separate access road and drainage improvements along Airport Road, which would be acceptable to all.*

*Contractor was also advised that pavements and aprons around hangars are not suitable for heavy loads or construction equipment.*

- vii. Haul routes – *Reviewed - See above.*
- viii. Stockpile limitations (Part 77 surfaces) – *Beyond 250 FT zone, a 1 on 7 sloped plane is to be maintained.*
- ix. Foreign Object Debris (FOD) Control – *Contractor will pay attention to dust and debris. In addition, survey stakes will be painted and not flagged.*
- x. Temporary markings and barricades - *Reviewed*
- xi. Requirement for filing FAA Form 7460-1 (Airspace Analysis) – *Any construction equipment with a boom height (or any component) exceeding 30 FT in height will require filing. Approval takes 45-60 days.*
- xii. Security requirements - *reviewed*
- xiii. Consequences for non-compliance - *reviewed*
- xiv. Discuss need for responsible parties to identify and mitigate potential or existing hazards. Emphasis on the following hazard producing situations:
  - 1. Open trenches and back-fill settlement - *reviewed*
  - 2. Pavement drop-offs or “lips” – *anything 3” up or down is unacceptable and a hazard*
  - 3. Disturbance or interference with existing lighting, NAVAIDS, and markings, and marking of closed runways and taxiways. - *reviewed*
  - 4. Spillage and leaking fluids from vehicles on airport pavements. - *reviewed*

5. Dust control and environmental factors. (i.e. burning, waste disposal, etc.) - *Reviewed*
  6. Maintenance of sanitary facilities on the project site. – *Contractor will maintain on-site sanitary facilities for his workers. Tracking of mud and dirt into the terminal building is to be avoided.*
- b. NOTAMs
- i. Airport Operator issued NOTAMs – *Craig Carson will issue all NOTAMS, a three day advance notice is minimum.*
    1. Facility Outages: 7 day advance notice to FAA Technical Operations required. - *Reviewed*
    2. Approach Procedures: Notify Project Manager 7 days prior to threshold relocation - *Reviewed*
  - c. FAA Technical Operations (Airway Facilities)
    - i. FAA Facility Outages: 7 day advance notice required - *Reviewed*
    - ii. Location of buried cables – *Stake-out is being arranged for by Contractor*
5. Construction Items
- a. Discussion of the general contract requirements of Quality Control/Quality Assurance and testing for the project. Emphasize the difference between Acceptance Testing versus Quality Control Testing. – *Contractor’s Lab will perform QC Testing which is to monitor acceptability. Engineer’s Lab will perform record testing which acceptance of the work is based upon. Contractor’s QC should reasonably assure acceptability prior to acceptance testing by the Engineers lab.*
    - i. Identify the QA/QC labs. – *Kleinfelder is the Engineer’s QA Lab for this project. Contractor is currently arranging for a QC Lab.*
    - ii. A copy of all test reports should be furnished to the Engineer in a timely manner. - *Reviewed*
    - iii. Failing tests should be reported to the Engineer immediately. FAA is not obligated to financially participate in construction that does not meet specifications. - *Reviewed*
  - b. Discuss weekly construction report, Construction Progress and Inspection Report (FAA Form 5370-1) - *Reviewed*
  - c. Discuss Engineer’s responsibility and enlist Contractor’s assistance in maintaining a working set of drawings which can be used to prepare the As-Built Drawings. - *Reviewed*
6. Submittals (incl. Shop Drawings)
- a. Emphasize the Contractor’s requirement to submit a list of all contract required submittals. – *Engineer gave the Contractor a partial list of submittals. Contractor will submit his list of submittals prior to June 15, 2009. Engineer*

*informed Contractor that he is to make every effort to have all submittals to him in the first 20 days of the contract.*

- b. The Engineer will maintain a log of submittals and track the status of each submittal - *Reviewed*
  - c. Discuss the submittal review and approval process. - *Reviewed*
7. Weekly progress meetings
- a. Establish a day and time for Weekly Progress Meetings – *Weekly Progress Meetings will be held at 10 AM each Wednesday in the Terminal Building for the duration of the Contract.*
  - b. List necessary attendees – *At a minimum, the Resident Observer, a Contractor’s Representative, and the Airport Manager will attend.*
  - c. Contractor will present a two week schedule – *See below*
  - d. Briefly review agenda – *Contractor will present and discuss a detailed two week work schedule. The need for any NOTAMs will be discussed. The observer will substantiate the status of Contract Days Remaining/Elapsed. Pay quantities will be agreed to on a daily basis and reaffirmed at the meeting. Pay requests will be submitted by the contractor on the third meeting of each month.*
  - e. *Weather Delays – Notified in writing at meeting. If not notified before expiration of contract time, weather days shall not be granted.*
8. Labor Requirements
- a. Bacon/Davis minimum wage rates and employee classifications. - *Reviewed*
  - b. Required Labor posters – *Engineer will assist in obtaining necessary postings. Posters will be displayed on the Terminal Building Window near the Runway entrance.*
  - c. Submittal of Payrolls - *Reviewed*
  - d. Wage rate interviews - *Reviewed*
9. Civil Rights and DBE Requirements
- a. Advise the contractor that the project is subject to the EEO clause - *Reviewed*
  - b. EEO Posted notices, Certification of Non-segregated Facilities - *Reviewed*
  - c. DBE Monitoring – *Contractor has resubmitted list of Subcontractors and has procured additional DBE participation*
  - d. Undocumented Workers – *Particular attention and effort will be employed by all to ensure that no undocumented workers enter the job site with either the contractor’s work force or those of his subcontractors.*
10. Modification Process
- a. Regional Policy – *There is NO established contingency for this project. All efforts will be made to avoid change orders. In the event that a change or modification in excess of \$5,000 is anticipated, timely notification is essential as a*

*turn-around time of 60-90 days at a minimum should be expected to approve or disapprove.*

11. Utility Coordination

- a. Locating and Stake-out - *Being coordinated by Contractor*
- b. Protection - *Reviewed*

12. Environmental Issues

- a. Storm Water Permitting – *Storm Water Control Plan, and ODEQ submittals will be expedited by contractor.*
- b. Waste Disposal – *Reviewed.*

*Contractor will begin survey and stake out operations the week of June 8<sup>th</sup>.*

*Contractor will excavate pits and Engineer's QA Lab will obtain samples for Proctor Testing this Friday (June 5<sup>th</sup>) afternoon.*

*Contractor will begin construction operations on Monday June 15, 2009.*