

Richland Airport - New Hangar Project # 909700
28694 County Hwy B Tel:
Sextonville, WI 53584 Fax:

FOREMAN'S MEETING 1

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
6/18/2009	10:30 AM	11:30 AM				

Purpose	Location	Next Location	General Notes

Attended By	Copies To
	All in Attendance

These meeting minutes are the writer's understanding of the meeting held. All parties are encouraged to review and submit any changes by contacting VJS Construction Services within 5 working days if not in concurrence with all items as listed. Where minutes are sent via fax, only one set of minutes is sent per office or fax location. Please use discretion and make all necessary internal copies as required for individual use.

Item	Meeting Item Description	Resp	Status
GENERAL BUSINESS			
New Business			
001-001	6/18/09 Wendy Hottenstein (BOA) and Clark Meyer (Omni) made introductions and described the project		Closed
001-002	6/18/09 VJS will develop subcontractor contact list for distribution to all parties involved with the project	VJS	Open
001-004	6/18/09 Airport Manager, Bill Kloehn discussed logistics of parking for the construction workers and requested that parking be in lay-down area or in airport parking lot. Lay-down area will be at the South end of the new hangar structure rather than West of the hangar		Open
001-005	6/18/09 Formal job meetings will be held every two weeks or as necessary. All parties will be notified by email or fax prior to the meeting.	VJS	Open
001-007	6/18/09 Job Forums will be posted on a sign at the entrance to the construction site	VJS	Open
001-008	6/18/09 All large construction equipment will need to be flagged (standard aviation flag) or have a flashing beacon	VJS	Open
001-015	6/18/09 VJS will issue minutes of all job meetings to all interested parties and produce updated schedules at appropriate intervals	VJS	Open
001-016	6/18/09 All subcontractors will be responsible to obtain their own Diggers Hotline Dig Numbers as required. (800-242-8511)	All Subcontractors	Open
001-017	6/18/09 Wendy asked VJS to revise future payment requests to include 5% retainage for all categories.	VJS	Open

SCHEDULE

New Business			
001-003	6/18/09 VJS will develop the Project construction schedule and distribute to all parties (attached).	VJS	Closed

CONTRACTOR

Item	Meeting Item Description	Resp	Status
New Business			
001-011	6/18/09 Concrete pours will be broken into 6 pours. Two for footings, two for foundations and two slab on grade pours. Concrete cylinders will be collected with all pours	Middleton Construction	Open
001-012	6/18/09 Clark confirmed that a vapor barrier will be installed under the slab on grade	Middleton Construction	Open
001-013	6/18/09 Clark confirmed that columns base plates would be at same elevation as finished floor. Stepped floor condition must be taken into account.	VJS	Open
001-014	6/18/09 VJS will investigate setting up a project web camera	VJS	Open

OWNER QUESTIONS/COMMENTS

New Business			
001-009	6/18/09 Bill will notify VJS of a proposed ground breaking ceremony date	Richland Airport	Open
001-018	6/18/09 Clark approved and Wendy will process Payment Request #1 for deposits and remit to VJS the week of 6/26.	Owner	Open

ARCHITECT

New Business			
001-006	6/18/09 Clark requested that Omni receive advance notification when they need to be on site for compaction testing and to pick up concrete samples	VJS	Open
001-010	6/18/09 Clark identified the basic items that would require formal submittals. VJS will request the necessary submittals from each subcontractor and supplier	VJS	Open
001-019	6/18/09 Clark Approved Ceco Roof(Almond), Wall(Light Stone) and Trim (Med. Bronze) Colors.	VJS	Closed
001-020	6/18/09 Clark Approved GBP/Silvercote R-22 Purlin Glide Roof insulation and R-22 Energy Saver Wall insulation.	VJS	Closed
001-021	6/18/09 Omni will stake site and building corners the week of 6/26	Architect	Open