PRECONSTRUCTION CONFERENCE

AIRPORT: ___________________________________________

AIP PROJECT NO. ___________________________________

PENNDOT PROJECT NOS. ___________________________________

CONTRACTOR: _________________________________________

AMOUNT: ____________________________________________

TYPE OF CONSTRUCTION: ________________________________

LOCATION OF CONFERENCE: _______________________________

DATE OF CONFERENCE: _________________________________

A. Minutes and Attendees

1. Designate person responsible for minutes ___________________
2. Circulate list for attendees _____________________________

B. Scope of Project

1. Discuss the work proposed _____________________________
2. Define the areas of project work __________________________
3. Outline effect on airport operations ______________________
4. Outline effect on NAVAIDS _____________________________

C. Contract Relationships

1. FAA, NC Division of Aviation, & Sponsor (Grant Agreement) _____________________
2. Sponsor & Contractor (Construction Contract) __________________________
3. Sponsor & Engineer (Engineering Agreement) ____________________________
4. Contractor & Subcontractors __________________________________________
5. Engineer/Sponsor (Resident Project Representative & Testing Lab) ________________
D. Notice-to-Proceed and Contract Time

1. Sponsor's reason for delaying NTP?
   (Land?) (Funds?)
2. Contractor's reasons for delaying NTP? (Permits?)
3. Proposed date for NTP?
4. Days allowed before time starts?
5. Length of contract?
6. Liquidated damages?
7. Project phasing?
8. Progress chart?

E. Utilities

1. Location of underground cables
   PA 1 Call
   a. FAA
   b. Airport
   c. Utility companies
2. Water lines
3. Gas Lines
4. Drainage structures
5. Responsibility

F. Project Coordination

1. On-site locations
   a. Construction trailer
   b. Employee parking/staging area
   c. Equipment while not in use
   d. Haul/access roads
   e. Borrow/waste areas
   f. Project Sign
2. Communications
   a. Contractor to Resident Project Representative or Engineer
   b. Contractor & Resident Project Representative to ATCT, FSS, airlines, Airport operator
   c. Resident Project Representative to Engineer, Testing lab, Sponsor, or FAA
   d. Resident Project Representative
      Name:____________________________
      Telephone:_______________________
   e. Contractor Representative
      _______________________________
f. Contractor shall provide 24 hr. emergency contact list

3. Responsibility for NOTAMS

4. Notification of FSS

5. Airfield Security
   a. Employment History
   b. SIDA Badges

G. Marking and Lighting
   1. Equipment (AC 150/5210-5)
   2. Hazardous Areas (AC 150/5340-1D)
   3. Displaced Threshold (AC 150/5340-1D)
   4. Closed Runway & Taxiway (AC 150/5340-1D)
   5. Temporary Openings in Security Fence

H. Construction
   1. Questions of interpretations: P & S?
   2. Briefly discuss general provisions
   3. Construction staking
      a. Responsibility - Contractors
      b. Maintenance - Contractor
   4. Measurement
      a. Cross Sections? Weight?
      b. Must have accurate determinations
      c. Verify quantities for each phase of work
   5. Testing sampling
      a. Copy of AC 150/5370-4 Appendix 1
      b. Responsibility
      c. Timeliness of results
      d. Submission of results (Copy to WADO)
      e. No payment until results received
      f. Quality Control Testing (Section 100)
      g. Acceptance Testing
      h. Cross-reference or tabulate results on retested areas
      i. Assure desired minimum number of tests for each phase before starting that phase
      j. Resident Project Representative will maintain a copy of all tests on job-site
k. FAA is not obligated to participate in construction not in accordance with P & S

6. Manufacturer's Certificates: Shop Drawings

7. Electrical equipment approvals required

8. Project construction records - Resident
   a. Bound diary - All significant events
   b. Weekly progress (FAA 5370-1)
   c. Approved Resident Project Representative will be on the job at all times
   d. FAA not obligated to participate with RI which allows inferior construction

9. FAA Inspections

10. Allowability of costs depend on conformance to P & S

11. Final Quantities
   a. Exact measurements ("As-Builts")
   b. Justifications required for overruns over 10%

12. Time extensions - Shutdowns for weather
   a. Stop Order - Start Order
   b. Extensions must be justified in writing to Engineer to FAA

13. Change Orders
   a. Approval required before proceeding
   b. Submission requirements
      (1) Justification
      (2) Cost breakdown
      (3) Statement why items were not originally included
   c. Contractor: Engineer: FAA: Sponsor:
   d. Define major item
   e. Payrolls

14. Payment Requests
   a. Contractor's Request
   b. FAA Request (FAA 5100-60 and cost summary)
   c. Timing

15. Other

I. SAFETY
1. Open trenches which were excavated for electrical cables, drainage structures or for other reasons, as well as later settlement of the backfill of trenches.

2. Pavement “drop-offs” or “lips” which frequently are temporarily left at pavement tie-in areas or where
undercutting was required.

3. The inadvertent severance of buried cables which will disrupt the operation of necessary airport lighting or NAVAIDS. Make certain that the contractor fully understands that such severance may create hazards and disrupt operations and that he is liable for damages/repairs/replacements resulting from acts of his subcontractor’s personnel. If cables vital to airport operations are severed, the repair work must continue around the clock until the repair is completed and approved.

4. The obliteration, inadvertent relocation or disturbance of the marking and/or lighting or displaced thresholds and marking of closed runways or taxiways.

5. Tapering of each new lift in the pavement section or construction of a temporary ramp is often times necessary at the end of a working day or construction sequence. This is very important when the construction area is considered to be usable for the operation of aircraft on emergency basis.

6. Temporary drainage provisions in the form of a ditch, swale or drainage pipe should remain in critical areas for as short a time as possible.

7. Spillage from haul or construction vehicles on active airport pavement.

8. Damage to existing in-use pavement, lighting, marking or NAVAIDS by construction forces.

9. Unattended temporary openings in security or perimeter fence.

10. Windrowning or temporary stockpiling of construction material for an extended period.

11. A congregation of spectators or sightseers at or near a critical location.

12. Contractor vehicular traffic through restricted critical areas or commissioned NAVAIDS facilities which should create electronic interference.

13. Discuss dust control and environmental factors,
such as burning, waste disposal, etc.          

14. Discuss maintenance of sanitary facilities on the 
    project site.          

J. ENVIRONMENTAL          

1. Compliance with Federal, State and Local laws          
2. Compliance with Environmental Impact Statement 
    for project          
3. Air, water and noise          

K. EEO          

1. EEO Poster          
2. DBE Participation ___%          
3. Evidence of DBE solicitation          
4. Pre-award compliance review held for contracts 
    over $1 million.          
5. Compliance review          
   a. Review of hiring practices          
   b. Affirmative action program          
6. Discuss need for non-discriminatory practices          
7. Need for Form 257. Check for EEO compliance 
    statement in bid proposal.          

L. LABOR REQUIREMENTS          

1. Distribute AC 150/5100-6          
2. Minimum wage rates posted at site          
3. Posting of wage schedule (accessible)          
4. Craft classification          
5. Certified payrolls/records          
   a. Name/address/classification/rate of pay/hours 
      worked/deductions made - for each employee          
   b. Payroll deductions - Federal, State, Local 
      Taxes, Social Security, Union Dues, etc.          
   c. Certified copy to Sponsor/Engineer          
   d. Sponsor holds three years          

6. Apprentice program (if apprentices on job, evidence 
   of participation in approved apprentice program 
   required.          

7. Subcontractors          
   a. Responsibility same as for prime Contractor          
   b. Records must be provided Sponsor          

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INFORMATION FOR SPONSOR REVIEW OF PAYROLLS

Payrolls. The contractor’s payrolls should be so prepared as to present an accurate record of the work performed and the wages paid to his laborers and mechanics during the weekly period covered. Payrolls are to be regularly and carefully reviewed by the Sponsor to determine that:

1. The classifications used are authorized and that classifications not listed in the wage determination decision of the Secretary of Labor, including any supplements thereto, have not been used. General classification designations or colloquial designations, such as _________________ or _________________, which are commonly used by construction workers when referring to groundmen and truck laborers, likewise do not provide adequate proper classification of workers. Specific classification designations which appear in the wage determination decision of the Secretary of Labor incorporated in the contract are necessary in order that the applicable wage rate can be readily determined.

2. Certified weekly payrolls contain the required minimum of information, i.e. (a) workman’s name, (b) address, (c) correct classification (note that the present period of indenture must be noted for any registered apprentice), (d) exact hourly rate of pay, (e) daily and total weekly number of hours worked, (f) allowable deductions made, (g) total actual wages paid, and (h) Social Security number. In connection with addresses, the employee’s address need only be reported on that payroll on which he first appears. Unless there is a change of address, the employee’s address need not be shown on successive payrolls.

3. Certified weekly payrolls are received not later than one week following the close of any pay period.

4. Deductions made are shown to be generally permissible or otherwise authorized by the Secretary of Labor.

5. Computations are correct and that accurate wages were paid each workman during that period.

6. In the employment of laborers, helpers and apprentices, there has not been any disproportionate employment. Obviously, disproportionate ratios of labors, helpers and apprentices may well indicate that serious violations exist. Supervisory versus Labor.
# Preconstruction Conference Attendance

**Project:**

**Airport:**

**Date:**

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