

**Forest Lake Airport Commission
Special Meeting**

AGENDA

Wednesday, March 5, 2025, 6:30 PM

**Forest Lake City Center
Forest Lake, Minnesota**

[City of Forest Lake – Link to Livestream](#)

1. Call to Order
2. Swearing in/Oath of Office:
 - a. Commissioner Joe Gallmeier
 - b. Commissioner Mara Bain
 - c. Commissioner Curt Monson
3. Roll Call
4. Open Forum - Citizen Petitions, Requests and Concerns: Please sign in at the front table. The Open Forum is available for residents to express personal opinions for any item of business. Please limit your comments to three (3) minutes.
5. Introduction of New Commissioners and City Administrator
6. Election of Airport Commission Officers:
 - a. Chair
 - b. Vice Chair
 - c. Secretary
7. Approve Meeting Minutes: October 2, 2024
8. Review Airfield Lighting Maintenance Proposal – Dave Adams
9. A3 and Taxilane Bravo Extension Project - Nick Grahek and Chris Gardner
10. Runway 13/31 and Taxiway A 300-Foot Extension - Nick Grahek and Chris Gardner

11. Runway 13/31 Clear Zone Acquisition Plan (CZAP) -Nick Grahek and Chris Gardner
12. Capital Improvement Program (CIP) - Nick Grahek and Chris Gardner
13. Airport Minimum Standards - Nick Grahek and Chris Gardner
 - a. Steering Committee Nominations
14. Adjourn



Airport Commission

Regular Meeting

~ Minutes ~

1408 Lake Street South
Forest Lake, MN 55025
www.ci.forest-lake.mn.us

Wednesday, October 2, 2024

6:30 PM

City Center - Council Chambers

[City of Forest Lake - Livestream and Recorded Meetings](#)

1. Call to Order/Roll Call

Attendee Name	Title	Status	Arrived
Don Stehler	Chair	Present	
John Schmidt	Secretary	Present	
Curtis Monson	Vice Chair	Present	
Mark Lynch	Commissioner	Present	
Sam Husnik	City Council Liaison	Present	

2. Swearing in/Oath of Appointment of Commissioner Joe Gallmeier

Chair Stehler noted that Joe Gallmeier was a potential Airport Commissioner, but was not present for the meeting.

3. Approve Minutes – August 7, 2024

Motion: Commissioner Lynch made a Motion to Approve the August 7, 2024 Meeting Minutes as presented.

Motion seconded by Commissioner Schmidt. Motion carried 3-0-1 (Monson abstained).

4. DeLong Sea/Ski Plane Base on Lake 1

Erica DeLong reviewed the history of their experience with flying aircraft. They noted the history of the seaplane base on Lake 1. They previously applied for a private seaplane pilot license. MnDOT did a site evaluation of the seaplane base. The applicant applied with the Federal Aviation Administration to reopen the seaplane base. They explained what the approval for opening the seaplane base would mean, including putting it on the same frequency as Forest Lake Airport. They requested a letter of agreement with Forest Lake Airport and the DeLong Sea/Ski Plane Base on Lake 1. They explained the different attachments included, noting the airplane traffic patterns. They also noted that the airport base was private and asked for a signature and a unanimous vote for permission for the seaplane base.

Commissioner Lynch asked about the benefit of having a private seaplane base.

Erica DeLong noted that the seaplane base was private and not for commercial purposes. The purpose of the approval was to put the base on the map for navigation and contact information on the lake.

Commissioner Lynch asked if there were restrictions for a seaplane to land on the base. He also asked for the purpose of the approval for the DeLong sea/ski plane base.

Wednesday, October 2, 2024

6:30 PM

City Center - Council Chambers

Erica DeLong noted that the approval would allow the seaplane base to have radio frequency, would allow for support for other seaplanes to provide contact information for that part of water, and would allow an individual to put the seaplane base in their GPS to have a safe harbor for landing.

Commissioner Lynch asked about the traffic patterns.

Erica DeLong answered that the representative for the Federal Aviation Agency was concerned about the traffic pattern, but the traffic pattern would be down low over the water. The other biggest concern was the radio frequency.

Commissioner Schmidt asked if it would increase the seaplane traffic on the lake.

Erica DeLong responded that it would provide additional organization and allow seaplanes to be on the 122.7 frequency. The base is the largest area on the lake and the least busy. They noted that they would not want to increase the traffic in front of their own house.

Commissioner Lynch noted that Mayor Bain would have to sign off on it since there is no airport manager.

Erica DeLong answered that the Federal Aviation Agency was okay with a signature from the chair or the City Administrator.

Chair Stehler responded that Mayor Bain should sign off on the paperwork.

City Clerk Chaika answered that the Airport Commission is an advisory board, so the paperwork would have to go on the City Council agenda for the City Council to review and approve before the Mayor's signature.

Chair Stehler reviewed the different recommendation options.

Commissioner Schmidt suggested updated language for the motion.

Motion: Commissioner Schmidt made a Motion to Recommend Approval of the letters of agreement submitted by the DeLongs replacing the requirement of the Airport Manager's signature with the Mayor's signature.

Motion seconded by Commissioner Monson. Motion carried 3-0-1 (Lynch abstained).

5. Bolton and Menk Updates

Silas Parmar, Principal Aviation Engineer for Bolton and Menk, provided updates on the construction projects at Forest Lake Airport. He noted that the Taxiway Alpha Three Connection and Taxiway Bravo were substantially complete. He said that MnDOT recommended an additional access point for the South Hangar.

Chair Stehler asked if there were drainage issues.

Wednesday, October 2, 2024

6:30 PM

City Center - Council Chambers

Mr. Parmar answered it was an infiltration basin to meet the Rice Creek Watershed District's requirements. The one on the north side was operating well, but he was surprised to see the standing water on the other basin. They are monitoring this infiltration basin, and collaborating with the contractor. He noted that the crack repair project started on September 30th. This project should be completed by the end of the week. Forest Lake is on the State's contract for remarking the runway pavement.

Chair Stehler asked if they were remarking the runway next week and if the runway would be shut down.

Mr. Parmar confirmed this information, and that Public Works Director Adams issued NOTAMS about the runway shutdown. He stated that the contractor was pouring the asphalt and painting. He voiced understanding about the frustration with the runway being shut down. He said that the City Council approved requesting funding for the runway and taxiway extension projects. This would be 95 percent State share and 5 percent local share.

Motion: Chair Stehler made a Motion to Recommend Approval to move forward with the design for the runway extension.

Motion seconded by Commissioner Lynch. Motion carried 4-0.

Mr. Parmar discussed the clear zone acquisition that MnDOT desired. He stated that Forest Lake owns the clear zone acquisition on the south end, but Fenway Avenue cuts through a portion of the north end on the clear zone. He explained the point system with MnDOT for funding projects and discussed the benefits of the clear zone acquisition plan to assist with scoring for State funding.

Motion: Commissioner Schmidt made a Motion to Recommend the Approval of the Clear Zone Acquisition Plan.

Motion seconded by Commissioner Lynch. Motion carried 4-0.

6. Staff Updates

City Clerk Chaika noted that Interim City Administrator Handt was transitioning out of the position as of September 30th and she would be the Acting City Administrator and work closely with Silas Parmar.

7. Council Liaison Updates

City Council Liaison Husnik noted that the City Council was working on the City Administrator search and that Kristina Handt was no longer being considered. The City Council is hoping for additional applicants, with interviews taking place in November. He said that the preliminary budget was set at 11.54 percent. The City Council looked at preliminary plans for work on Highway 8 in the future. He thanked City Clerk Chaika for her work.

Commissioner Lynch asked about the Airport Manager position.



Airport Commission

Regular Meeting

~ Minutes ~

1408 Lake Street South
Forest Lake, MN 55025
www.ci.forest-lake.mn.us

Wednesday, October 2, 2024

6:30 PM

City Center - Council Chambers

City Council Liaison Husnik answered that no one applied for the position. He thought there was no need for a full-time manager and it did not make sense.

8. Open Forum

*The Open Forum is available for residents to express personal opinions for any item of business.
Please limit your comments to three (3) minutes.*

Comments: None.

9. Adjourn

Motion: Commissioner Lynch made a Motion to Adjourn the Regularly Scheduled Airport Commission Meeting at 7:05 p.m.

Motion seconded by Commissioner Monson. Motion carried 4-0.

STAFF REPORT



MEETING DATE: March 5, 2025

STAFF ORIGINATOR: Dave Adams, Public Works Director

AGENDA ITEM: Airport Lighting Maintenance Agreement

INTRODUCTION:

While Public Works staff has the competence to perform many tasks related to the airport lighting around the airport, there are intricacies to the system and recordkeeping that require professionals who are well versed in the airfield lighting world.

ANALYSIS:

Spelled out in the agreement that is attached, Neo Electrical Solutions proposes to perform Annual Ground Check, Semi-Annual Site Visit, Unscheduled Maintenance, and provide Emergency Services for the Forest Lake Airport.

In order to keep these costs as low as possible, Public Works will perform the following activities instead of Neo: Daily visual checks of the airport's navigational aids, repair or contact the verified technician of any Navaid issues in a timely manner, record completed repairs in the onsite facility maintenance log, visual observations in the onsite logbook, replace in-operational lamps as needed, and Issue NOTAM's as needed.

RECOMMENDATION:

Staff recommends that the Airport Commission recommend City Council to approve this agreement with Neo Electrical Solutions.

Attachments:

Forest Lake 25D Airport Lighting Maintenance Agreement



2180 Jack Breault Drive
Hudson, WI 54016
Phone: 715.808.0463
Fax: 715.808.0502

PROPOSAL SUBMITTED TO Forest Lake Airport (25D)		DATE: 12/16/2024	
STREET 20500 Forest Rd N		JOB NAME 25D Maintenance	
CITY, STATE, AND ZIP CODE Forest Lake, MN 55025		Frequency CTAF 122.7	
ATTENTION Dave Adams	DATE OF SITE VISIT	PHONE 651-209- 9736	FAX #

Forest Lake 25D Airport Maintenance

Neo Electrical Solutions is proud to provide you with this quote for the maintenance of the Forest Lake, MN lighting systems.

Our technicians will inspect and repair all aspects of your visual navigational aids to ensure they are working properly. An extensive FAA operational check will also accompany each site visit to ensure proper sequence of operations. Neo Electrical Solutions will diligently follow FAA AC 150/5340-26C as well as the 6850 advisory circulars and records work and repairs. Our preventative maintenance program has set intervals based on the FAA 6700.20B.

This program has been itemized for your convenience; each area of inspection is broken out to better understand our scope of work at your airport to provide the best service possible. Our service will include a semiannual and annual inspection.

The Annual Ground Check will execute the maintenance intervals for the PAPI, REIL, Electrical Vault, Signs and Lighting System. At this time, we will verify service records, inventory parts on hand, establish and update O&M manuals, establish and update Lamp Schedules as well as provide onsite training as needed. PMI logs for each navaid will be provided and stored in the airport electrical building for reference and updated at each visit.

The Semi-Annual site visit will be scheduled midseason and will include a full inspection and will address and repair any issues (lamp outages, record keeping, voltage adjustments, spare parts list) that can be taken care of at that time. The PAPI, REIL, Electrical Vault and Runway Lighting System will also have the PMI's done at this time. Logs will be filled out and left on site for all lighted Navigational Aids. Training for airport personnel, as needed, can also accompany the semiannual site visit.

Unscheduled Maintenance includes repairs that are required and cannot be executed on the days of the semiannual or annual Ground Checks. Our intention is to minimize or eliminate this cost if able.

Emergency Services include weekend onsite work or system repairs that cannot be scheduled during regular working hours and require immediate attention. This will also include onsite incident verification if there should be an accident on your field and verification authority is required to be present to assist in the investigation.

We at Neo Electrical Solutions are here to help with technical questions regarding your airport's electrical needs. Please feel free to utilize us as a resource for your airport.

Scope of Work

- Execute Semiannual and annual Ground Check
- Execute sequence of operations check
- Establish recordkeeping onsite for REIL, PAPI, Electrical Vault and Edge Lighting
- Establish and maintain a list of recommended spare parts
- Train the airports general maintenance technicians to record work to FAA standards
- Repair system outages upon request
- Respond to incidents associated with the Visual Navigational Systems
- Execute preventative maintenance Interval on REIL, PAPI, Electrical Vault and Edge Lighting

Forest Lake, MN 25D Airfield Maintenance

ITEM NO.	ITEM	UNIT	APPROX. QUANT.	Spring	Fall	YEARLY TOTAL
				ANNUAL	SEMI ANNUAL	
	Runway 31 PAPI Semiannual/Annual PMI	EA	1	\$ 175.00	\$ 175.00	\$ 350.00
	Runway 13 PAPI Semiannual/Annual PMI	EA	1	\$ 175.00	\$ 175.00	\$ 350.00
	Runway 31 REIL Semiannual/Annual PMI	EA	1	\$ 75.00	\$ 75.00	\$ 150.00
	Runway 13 REIL Semiannual/Annual PMI	EA	1	\$ 75.00	\$ 75.00	\$ 150.00
	13/31 Edge Lighting Runway	EA	1	\$ 225.00	\$ 225.00	\$ 450.00
	Lighted Signage	EA	1	\$ 120.00	\$ 120.00	\$ 240.00
	Electrical Vault	EA	1	\$ 480.00	\$ 290.00	\$ 770.00
	Windcone	EA	1	\$ 210.00	\$ 210.00	\$ 420.00
	Rotating Beacon	EA	1	\$ 325.00	\$ 325.00	\$ 650.00
	Runway 13/31 Constant Current Regulator	EA	1	\$ 85.00	\$ 85.00	\$ 170.00
	PAPI 13/31 Constant Current Regulator	EA	1	\$ 85.00	\$ 85.00	\$ 170.00
	Unscheduled Maintenance	HR	0	As Needed	As Needed	\$ 130.00
	Emergency Services	HR	0	As Needed	As Needed	\$ 170.00
TOTAL SERVICE ANNUALY				\$ 2,030.00	\$ 1,840.00	\$ 3,870.00

Responsibilities of Airport Personnel

- Execute the daily visual checks of the airport's navigational aids
- Repair or contact the verified technician of any Navaid issues in a timely manner
- Record completed repairs in the onsite facility maintenance log (Provided by Neo)
- Log visual observations in the onsite logbook (Provided by Neo)
- Replace in-operational lamps as needed
- Issue NOTAM's as needed

Thank You,

Ben Melin

Airfield Division Manager

Office: 715-808-0463

Cell: 612-366-6776

Benm@neoelectrical.com

Cory Capra

Airport Project Manager

Office: 715-808-0463

Cell: 651-331-1067

coryc@neoelectrical.com

Exclusions and clarifications:

1. Only those items listed above are included in this proposal.
2. No Payment and Performance Bond cost included.
3. All work and materials included shall comply with the nationally recognized electrical construction standards, an official Testing Laboratory, NEC or local inspector requirement, the project's specified quality requirements, and the agreed to project schedule.
4. Member NECA
5. An airport representative will be responsible to contact the verified technician or Neo Electrical Solutions (as soon as practical) if there is an accident/incident on or within the general vicinity of the airport.
6. Proposal is valid thirty (30) days from issue date.
7. This term agreement is for 1 consecutive years.
8. After the term of this contract Neo Electrical Solutions can provide updated pricing for this service.

We propose to furnish labor in accordance with above specifications for the total dollar amount stated in this proposal. By signing this proposal, you agree to pay Neo Electrical Solutions, LLC in full for all services rendered and materials that may be on order for this project.

Billing / Payment: Billings will be done either on a monthly basis or at completion of the project. Progressive billings will be made for all labor and materials on site. Please make payment within 15 days of receiving our invoice.

Acceptance of Proposal

Authorized Signature: _____

Print Name: _____

Date of acceptance: _____

****Note:** This proposal may be withdrawn by Neo if not accepted within 30 days



FOREST LAKE AIRPORT (25D) AIRPORT COMMISSION MEETING

March 5th, 2025
6:30 P.M.



1. 2024 Taxiway A3 and Taxilane Bravo Extension Project

- a. Construction substantially completed on September 18, 2024
- b. Only verification of final landscaping remains for this spring.
- c. See attached draft hangar lot size layout for review.
- d. If Commission approves, submit to Council for final approval.

2. 2025 Runway and Taxiway 300-foot Extension – Design

- a. 300-foot extension to the Runway 31 end to provide a runway length of 3,000-feet.
- b. Drainage, pavement, and lighting system design currently ongoing.
- c. Proposed Schedule:
 - i. City Council Bid Authorization: May 12, 2025
 - ii. Bid Opening: June 4, 2025
 - iii. City Council Low Bid Approval: June 9, 2025
- d. MnDOT provided Design only grant in State FY 2025.
- e. After bids are opened, update the CIP construction cost request for State FY 2026.
- f. Estimated Construction Cost: \$1,400,000
 - i. State 95%: \$1,330,000
 - ii. Local 5%: \$70,000
- g. During construction, airport will remain open with Runway 31 threshold displaced 600-feet to provide a temporary Runway 13/31 length of 2,100-feet.
- h. Estimated Construction Schedule:
 - i. Start: September 2025
 - ii. End: November 2025

3. 2025 Clear Zone Acquisition Plan

- a. Clear Zone is a trapezoidal area off the end of each runway which restricts land use which may be hazardous to pilots.
- b. MnDOT desires airports own in fee all land under the Clear Zone.
- c. If Clear Zone ownership is not feasible, airports can complete a CZAP to formally request an exemption from MnDOT.
- d. Forest Lake owns all the land under the Runway 31 CZ but Fenway Avenue cuts through the Runway 13 CZ.
- e. By completing the CZAP, Forest Lake projects will score 15 points higher on the MnDOT Project Selection Policy.
- f. Plan is to submit the CZAP to MnDOT for review and comment in March 2025.



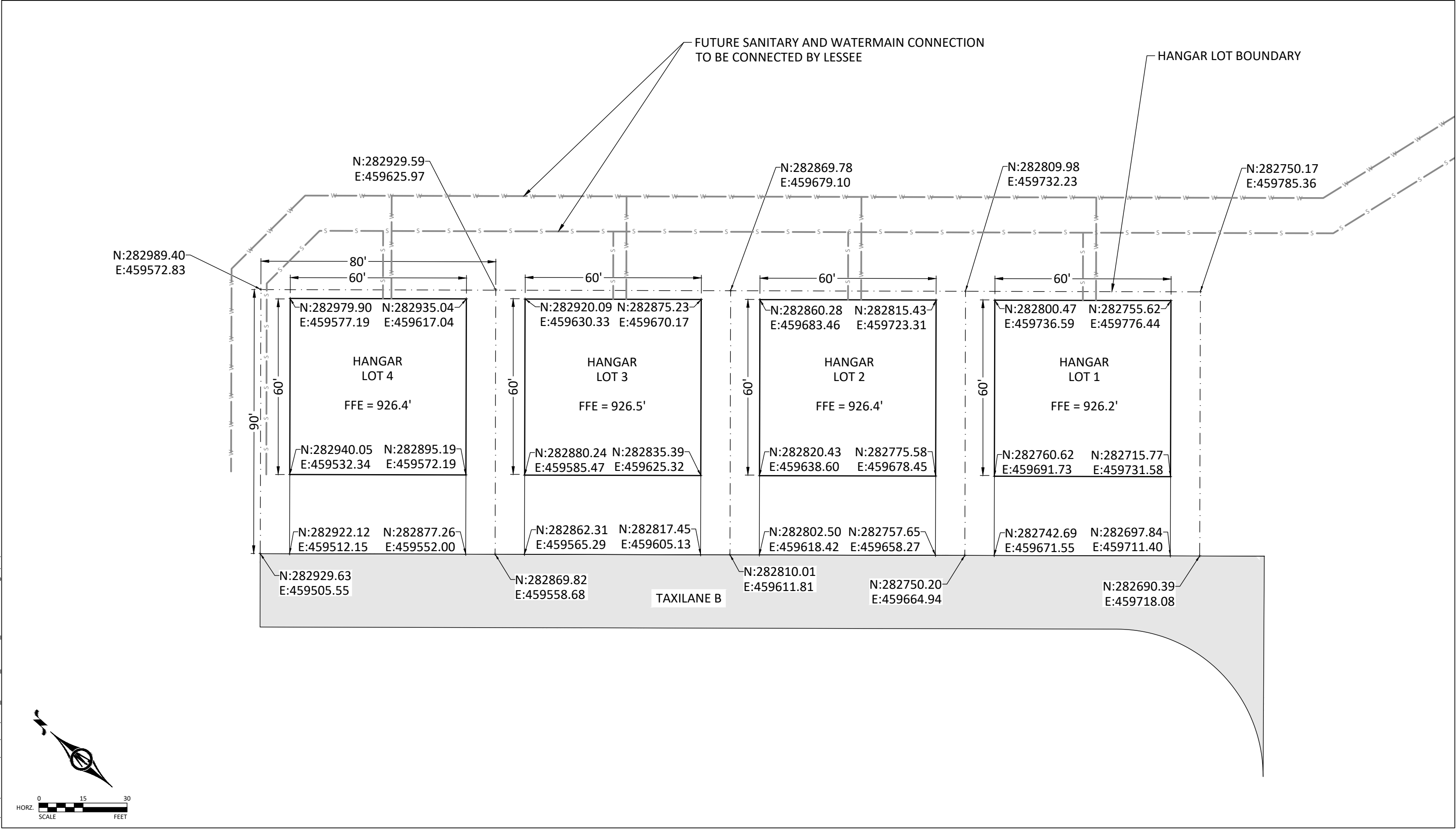
4. Airport Minimum Standards

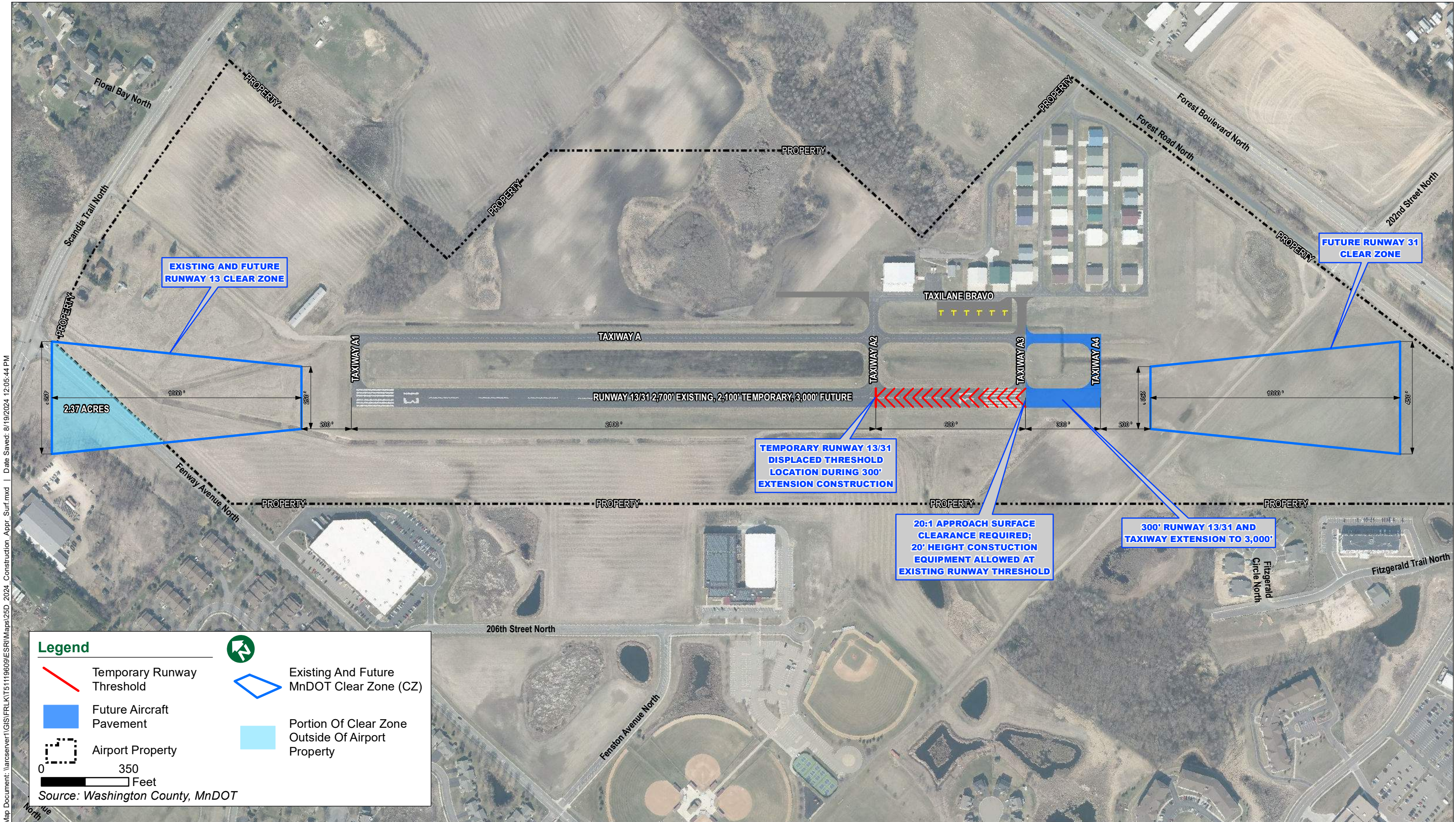
- a. Update the existing airport guidelines with more comprehensive minimum standards for all parties operating at the airport.
- b. New standards would establish operational procedures for all existing and future aircraft owners and businesses operating at the airport.
- c. Intent is to establish clear guidance for all parties.
- d. Development of Airport Steering Committee key for success.
 - i. To ensure all parties are represented, the Steering Committee will consist of:
 - Two City Council Members
 - Two Airport Commission Members
 - City Administrator
 - City Attorney
- e. See attached proposal for detail on what standards will address.
- f. Additional items may be added on the recommendation of the steering committee.
- g. Airport Commission needs to assign two members to the committee.

5. Capital Improvement Program (CIP)

- a. See attached draft CIP.
- b. Any projects to add for State FY 2026?


Contact:	Nick Grahek, P.E.	Chris Gardner
	email: nick.grahek@bolton-menk.com	christopher.gardner@bolton-menk.com
	phone: (651) 285-6296	(507) 327-2243





Legend

- Temporary Runway Threshold
- Future Aircraft Pavement
- Airport Property
- Existing And Future MnDOT Clear Zone (CZ)
- Portion Of Clear Zone Outside Of Airport Property



0 350 Feet

Source: Washington County, MnDOT



2/27/2025

FOREST LAKE MUNICIPAL AIRPORT (25D)**SFY 2026-SFY 2030 CIP**

State FY	Description	State %	Local %	Project Cost	State Funding	Local Funding
SFY 2026						
2025	APRON EXPANSION - DESIGN & CONSTRUCTION (200' X 80')	95%	5%	\$ 300,000.00	\$ 285,000.00	\$ 15,000.00
2026	RUNWAY 13/31 300-FOOT EXTENSION - CONSTRUCTION	95%	5%	\$ 900,000.00	\$ 855,000.00	\$ 45,000.00
2026	TAXIWAY A 300-FOOT EXTENSION - CONSTRUCTION	95%	5%	\$ 500,000.00	\$ 475,000.00	\$ 25,000.00
SFY 2026 TOTALS				\$ 1,700,000.00	\$ 1,615,000.00	\$ 85,000.00
SFY 2027						
2027	AIRFIELD PAVEMENT MAINTENANCE - CRACK REPAIR & SEAL COAT	95%	5%	\$ 215,000.00	\$ 204,250.00	\$ 10,750.00
SFY 2027 TOTALS				\$ 215,000.00	\$ 204,250.00	\$ 10,750.00
SFY 2028						
2028	SOUTH TAXILANES EXTENSION (W/SAN. & WM) 1,000' X 25'	95%	5%	\$ 850,500.00	\$ 807,975.00	\$ 42,525.00
SFY 2028 TOTALS				\$ 850,500.00	\$ 807,975.00	\$ 42,525.00
SFY 2029						
2029	MAINTENANCE EQUIPMENT BUILDING CONSTRUCTION	95%	5%	\$ 400,000.00	\$ 380,000.00	\$ 20,000.00
SFY 2029 TOTALS				\$ 400,000.00	\$ 380,000.00	\$ 20,000.00
SFY 2030						
2030	AIRFIELD PAVEMENT MAINTENANCE - CRACK REPAIR & SEAL COAT	95%	5%	\$ 202,600.00	\$ 192,470.00	\$ 10,130.00
SFY 2030 TOTALS				\$ 202,600.00	\$ 192,470.00	\$ 10,130.00



**BOLTON
& MENK**

Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

January 2, 2025

Ms. Jolleen Chaika
Interim City Administrator
City of Forest Lake
1408 Lake Street South
Forest Lake, MN 55025

RE: Forest Lake Airport (25D)
Airport Minimum Standards
Proposal for Professional Services

Dear Ms. Chaika,

Bolton & Menk is pleased to submit our proposal for Professional Services for development of Airport Minimum Standards at the Forest Lake Airport.

Our understanding of the project is the city desires to update and replace the existing airport guidelines with more comprehensive minimum standards for all parties operating at the airport. The proposed minimum standards would establish operational procedures for all existing and future recreational aircraft owners and businesses desiring to base at Forest Lake. By developing airport minimum standards, the city will establish clear guidance for all parties with an interest in the airport.

This proposal will include professional services for Bolton & Menk to lead the city through the development of the airport minimum standards.

SCOPE OF SERVICES:

1.1 Establish Airport Steering Committee

Consultant recommends the city establish a steering committee to review and comment on airport minimum standards development. The steering committee should consist of members from the City Council, Airport Commission, city staff, and city attorney. Consultant recommends appointing two (2) members from the City Council, Airport Commission, and city staff to create the steering committee of seven people.

1.2 Project Meetings

Consultant will prepare for the following meetings during development of the airport minimum standards. It is anticipated these meetings will be conducted in person.

- City Council (2)
 - Initial Proposal Approval
 - Final Airport Minimum Standards Adoption
- Airport Steering Committee (4)
 - Kickoff Meeting
 - 60% Airport Minimum Standards Review Meeting
 - 90% Airport Minimum Standards Review Meeting
 - Final Airport Minimum Standards Review Meeting

1.3 Airport Minimum Standards Development

Consultant shall develop airport minimum standards for general aviation and businesses to operate at the airport. The standards are intended to ensure the safety and security of the airport, promote and establish business, and ensure all tenants are abiding by the same rules and regulations.

The airport minimum standards will include the following sections:

- a. Preamble and Policy
 - This section will detail the purpose of the standards and their intended use and application.
- b. Administration
 - This section will detail the person(s) from the city responsible for enforcement of the standards.
- c. Definitions
 - This section will define all common terms utilized in the standards.
- d. Lease Agreement
 - This section shall define the requirements for both general aviation and aeronautical businesses of obtaining a lease agreement with the city prior to conducting any operations at the airport.
- e. Insurance Requirements
 - This section shall define the minimum insurance requirements for general aviation and aeronautical businesses.
- f. Airport Operations
 - This section shall define the rules and regulations for operating an aircraft safely at the airport.
- g. General Aviation
 - This section shall define the requirements for general aviation aircraft who construct a privately owned aircraft on land leased from the city or rent a hangar from the city.

h. Aeronautical Businesses

- This section shall define the requirements for the following types of aeronautical businesses operating at the airport:
 - Fixed Based Operator (FBO)
 - Flight Instruction
 - Aircraft Rental and Sales
 - Aerial Spraying
 - Charter Service
 - Aircraft Service and Repair
 - Specialized Commercial Activities

i. Through the Fence

- This section shall define the process for all parties interested in requesting a through the fence agreement with the city to have access to the airport from private property.

j. Enforcement

- This section shall define the enforcement rights of the city to ensure the adherence to these standards by all parties.

k. Variance

- This section shall define the process to request a variance to these standards.

l. Penalties

- This section shall define the penalties the city may impose for any party found in violation of the standards.

Additional sections may be added based upon review and discussion with the airport steering committee.

CONSIDERATION:

The services described above in this proposal shall be completed on an actual cost, not to exceed basis of **\$30,000.00**.

SCHEDULE:

We anticipate the work can be performed according to the following schedule.

- 60% Draft Minimum Standards: June 2025
- 90% Draft Minimum Standards: September 2025
- Final Minimum Standards: December 2025

Name: 25D Minimum Standards

Date: January 2, 2025

Page 4 of 4

Bolton & Menk, Inc. puts a high priority on ensuring that our company's efforts are consistent with our clients' needs. If you find this proposal acceptable, please return a signed and dated copy our proposal.

Sincerely,

Bolton & Menk, Inc.



Silas Parmar, P.E.

Aviation Project Manager

Authorization and acceptance of this letter proposal.

City of Forest Lake, Minnesota



Mr. Blake Roberts
Mayor

61/27/25

Date