

# **Requisite Construction-on-MRI Documents CHECKLIST**

## **Documents that must be Received and/or Approved by Merrill Field Airport Management as part of the Construction Process on MRI**

Lease Agreement dated (xx/xx/xxxx), (site legal description),  
(Lessee legal name), (address)

Construction improvement requirements according to Article II, Section 2.1 of the Lease Agreement. The improvements include the construction of (project description) improvements that cost in excess or \$375,000.

<u>ACTIVITY</u>	<u>MRI INITIAL &amp; DATE</u>	
1. <b>Call 811 dig line for underground locates and Merrill Field for the airport utilities @ 343-6303*</b>	_____	_____
2. Received preliminary plans and specifications (Section 2.2)	_____	_____
3. Approved preliminary plans and specifications (Section 2.3)	_____	_____
4. Received compliance with FAA Part 77 FAR (Section 2.6)	_____	_____
5. Received final plans and specifications ( <u>PDF file</u> ) (Section 2.4)	_____	_____
6. Approved final plans and specifications (Section 2.4)	_____	_____
7. Received Lessee Site Specific Landfill Gas Plan	_____	_____
8. Received copy of MOA building permit (Section 2.9)	_____	_____
9. Received payment and performance bond (Section 2.11)	_____	_____
10. Commencement of construction (Section 2.7)	_____	_____
11. Completion of construction (Section 2.8)	_____	_____
12. Received copy of Certificate of Occupancy (Section 2.1)	_____	_____
13. Received proof of actual cost of improvements (Section 2.1) in excess 375,000	_____	_____
14. Received copy of as-built surveyed plot plan (Section 2.14)	_____	_____

\* The Airport Utilities are totally separate from the 811 general utility locates. Merrill owns and maintains the airport utilities such as runway/taxiway/apron lights, storm drain, fiber optics, and power to vehicle gates and tie-down aprons.

### **NOTE:**

#### **ALL ABOVE DOCUMENTS MAY BE SUBMITTED IN PDF FORMAT.**

Completed Checklist shall be filed in Lessee Lease file as a permanent record providing proof of Leaseholder satisfying the improvement requirements of the Lease Agreement. After the Checklist is complete, MRI will provide a copy of the Checklist to the Lessee for their files.