



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Foster Transburg, Public Services Director
Joel Schmidt, Public Works, Facilities, & Airport Manager

SUBJECT: Lighting Replacement at the Le Sueur Municipal Airport - Work Order # 4

DATE: For the City Council Meeting of Monday, January 26th, 2026

PURPOSE

Consider approval of Work Order # 4 between SEH and the City of Le Sueur for design of new runway lighting and electrical infrastructure at the Le Sueur Municipal Airport.

SUMMARY

The City and airport engineering firm SEH have been capital planning for upgrades to the lighting and associated electrical infrastructure at the Le Sueur Municipal Airport. Specifically, replacement of the PAPIs (Precision Approach Path Indicators), REILs (Runway End Identifier Lights), MIRLs (Medium Intensity Runway Lights), and associated electrical system. The equipment is past its useful life and was identified on the Airport capital plan.

This project was included in the Airport Capital Improvement Plan and is eligible for federal funding through the Bipartisan Infrastructure Law (BIL) Airport Improvement Grant (AIG) fund at a funding split of 95% federal funds, 2.5% state funds, and 2.5% local funds.

Services provided in this Work Order include program coordination, project formulation, final design, preparation of bidding documents, and project management. Deliverables will include final plans and specifications for a 2026 construction project. Construction administration services are not included in this scope.

ACTION REQUESTED

Staff recommend City Council approve Work Order # 4 between SEH and the City of Le Sueur for design of the new airfield lighting replacement at the Le Sueur Municipal Airport.

Alternate Actions:

- No action / Denial: Work Order will not be executed unless otherwise advised by City Council.
- Modification of Recommendation: This is always an option for City Council.

**ATTACHMENT A
PROPOSAL FOR ENGINEERING SERVICES**

**2026 RUNWAY 13-31 LIGHTING & PAPI REPLACEMENT
FINAL DESIGN, PLANS, AND SPECIFICATIONS
LE SUEUR MUNICIPAL AIRPORT (12Y)
LE SUEUR, MINNESOTA
AIP NO.**

PROJECT SCOPE:

This project consists of replacing all of the existing Runway 13-31 edge lights and threshold lights with new medium intensity runway lights (MIRLs). Additionally, the existing runway end identifier lights (REILs) and precision approach path indicators (PAPIs), on both ends of the runway, are included for replacement. The existing electrical system has surpassed its useful life and has experienced numerous failures. Specific lighting parts are becoming more difficult to find when repairs are necessary as they are no longer in production. The existing regulators have also surpassed their useful service life and will need to be replaced to handle the electrical loads. The project will include the installation of new PVC conduit and handholes to protect the new wiring for the MIRLs, REILs, and PAPIs from the electrical vault to the runway.

SCOPE OF SERVICES:

Services to be provided include program coordination, project formulation, final design, preparation of bidding documents, bidding and award, and project management. Deliverables will include final plans and specifications for a 2026 construction project. Note that construction administration services are not included in this scope of work.

Specific tasks to be performed by the Consultant (SEH) are as follows:

1. **Scoping, Review, and Project Coordination:** SEH will prepare detailed project scoping, including review and coordination with FAA, MnDOT Office of Aeronautics, and other regulatory agencies. SEH will update the scope as needed based on input received.
2. **Project Formulation:** The grant initiation package, cost breakdowns, and eligibility determinations will be prepared and submitted to the FAA.
3. **Environmental Coordination:** The required categorical exclusion (CATEX) checklist and letter was previously submitted to the FAA for approval. Coordination of any required changes to the CATEX after consideration of the final design of the electrical project.
4. **Engineer's Design Report (EDR):** The FAA required engineer's design report will be completed per FAA guidance. An initial draft version of the EDR will be completed and submitted to the FAA for review. Comments provided by the FAA will be addressed and resubmitted as the final design report. The EDR will include the general project scope, site photographs, construction safety overview, environmental considerations, permitting, Disadvantaged Business Enterprise (DBE) participation, a project schedule, an Engineer's Estimate to complete the work, and a preliminary project budget including planned funding sources.
5. **Topographical Survey:** A comprehensive field survey will be completed to obtain topographical information including any relevant existing electrical infrastructure, runway centerline, existing utility information, and relevant ground elevations.

Proposal for Engineering Services
Le Sueur Municipal Airport (12Y)

6. Construction Safety Plan / Airspace Analysis: A construction safety and phasing plan will be prepared for the project and submitted to the FAA. A safety checklist form and an airspace analysis (FAA Form 7460) during construction are required to be submitted with the safety plan and will be prepared and submitted by SEH. Additionally, SEH will prepare the Construction Safety Plan Narrative (CSPN), in accordance with FAA AC 150/5370-2G, Operational Safety on Airports During Construction.
7. Detailed Design: Detailed design including edge lighting layout, REIL layout and design, PAPI siting and layout, electrical details, and electrical vault building improvements.
8. Construction Plans: Prepare construction drawings consisting of approximately the following plan sheets.
 - Title sheet
 - Construction Safety & Phasing Plan
 - Statement of Estimated Quantities
 - Demolition Plan
 - Erosion Control Plan & Details
 - Electrical Layout Plan
 - PAPI Siting Plan
 - Electrical Details
9. Quantity Calculations and Cost Estimate: Quantities will be calculated for use on the bid form and for updating the construction cost estimates.
10. Construction Bidding Documents: Prepare a bid proposal project manual consisting of advertisement for bids, table of contents, FAA and MnDOT Office of Aeronautics requirements, proposal documents, technical specifications, special provisions, wage rates, and schedule of prices.
11. Quality Control Reviews: SEH will provide quality control reviews and final review of the plans and specifications prior to bidding. QA/QC includes the time required by the Consultant for the overall administration of the project, including internal meetings, quality control and assurance, reviews, and coordination with the Owner, FAA, MnDOT Office of Aeronautics, and other regulatory agencies and utilities.
12. Bidding and Award: SEH will assist the Owner with obtaining construction bids for the proposed improvements, including attending the bid opening either in person or hosting the bid opening online. Further, SEH will make a recommendation to the Owner on award of construction contract and assist the Owner with securing a grant from the FAA and MnDOT Office of Aeronautics for this project via preparing and submitting the grant request package.
13. FAA Project Closeout Report: The Consultant will prepare a "Project Closeout Report" as required by the FAA and using "Sponsors Guide to Quality Project Closeout Report Requirements" (FAA Publication).
14. Project Management: Overall administration of the project, including internal and external meetings, coordination of plan and specification review with the Owner, FAA, MnDOT Office of Aeronautics, and other regulatory agencies as required.
15. Subconsultant Coordination: Scheduling, coordination, project site escorting, and review of subconsultant deliverables, including subcontracts, reports and design data.

Proposal for Engineering Services
Le Sueur Municipal Airport (12Y)

Subconsultants performing work under this proposal include the following:

1. Barr Engineering Co.: Electrical design and analysis will be performed by Barr Engineering Co. out of Minneapolis, Minnesota.

PROJECTED SUBMITTAL DATES:

The anticipated submittal dates are:

January 26, 2026	Consideration of Design Proposal by City Council
March 31, 2026	Estimated Schedule to Advertise Project for Bids
April 21, 2026	Bid Opening
April 27, 2026	Contract Award Recommendation to Council
May 1, 2026	Estimated Date for Grant Request Submittal to FAA
September/October 2026	Estimated Start of Construction, pending receipt of grant and material availability

**ATTACHMENT B
ESTIMATED FEES AND EXPENSES**

**2026 RUNWAY 13-31 LIGHTING & PAPI REPLACEMENT DESIGN
FINAL DESIGN, PLANS, AND SPECIFICATIONS
LE SUEUR MUNICIPAL AIRPORT (12Y)
LE SUEUR, MINNESOTA
AIP NO.**

ESTIMATE OF LABOR HOURS:

Task No.	Task Description	Project Director	Project Manager	Project Engineer	Senior Technician	Survey Crew Chief	Admin Technician
1.	Scoping, Review, and Project Coordination	2	3	2			
2.	Project Formulation	4	4	2			
3.	Environmental Coordination			2			
4.	Engineer's Design Report (EDR)	1	4	4			
5.	Topographical Survey			4		8	
6.	Construction Safety Plan / Airspace Analysis		2	4	2		
7.	Detailed Design	4	10	40	5		
8.	Construction Plans	4	8	40	40		
9.	Quantity Calculations and Cost Estimates		2	8			
10.	Construction Bidding Documents	4	15	15	8		6
11.	Quality Control Reviews	2	4				
12.	Bidding and Award	2	4	2			2
13.	FAA Project Closeout Report		6				
14.	Project Management	2	4				
15.	Subconsultant Coordination		4	2			
	Total Hours per Labor Category	25	70	125	55	8	8

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Project Director	25	\$75.63	\$1,890.75
Project Manager	70	\$52.88	\$3,701.60
Project Engineer	125	\$40.26	\$5,032.50
Senior Technician	55	\$49.93	\$2,746.15
Survey Crew Chief	8	\$44.03	\$352.24
Admin Technician	8	\$36.62	\$292.96
Total Direct Labor Costs:	291		\$14,016.20
General, Salary, and Administrative Overhead:			\$26,782.15
Total Labor Costs			\$40,798.35
Fee (15%)			\$6,119.75

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Survey Equipment (Total Station)	8	\$45.00	\$360.00
Survey Equipment (GPS)	8	\$45.00	\$360.00
Survey Truck	8	\$7.50	\$60.00
Employee Mileage	450	\$0.72	\$324.00
Equipment Usage	291	\$6.00	\$1,746.00
Subconsultant	1	\$19,000.00	\$19,000.00
Reproductions / Miscellaneous	1	\$200.00	\$200.00
Total Expenses			\$22,050.00

SUMMARY:

Total Labor Costs + Fee + Total Expenses	\$68,968.10
Estimated Total	\$69,000.00

January 12, 2026

Mr. Tim Wegwerth, PE
Short Elliott Hendrickson, Inc.
3535 Vadnais Center Dr
Vadnais Heights, MN 55110

Re: LE SUEUR AIRPORT (12Y) – RUNWAY 13/31 PROJECT

Dear Tim:

Thank you for contacting us regarding electrical engineering services for the Le Sueur Airport Runway 13-31 MIRL, PAPI, and REIL's project. We are providing this letter to outline our understanding of the project, our proposed scope of services, and our proposed fees for this project.

PROJECT DESCRIPTION

We understand from your email dated January 8, 2026, that Le Sueur would like to replace their Runway 13-31 edge lights (MIRLs), Precision Approach Path Indicator (PAPIs), and Runway End Identifier Lights (REILs).

We will provide a site visit at the beginning of design to evaluate the existing systems. If a new L-854 control panel is needed, we have quoted such as a separate fee below for your consideration.

Similarly, if a new vault is needed, we have quoted electrical and structural engineering for building design as a separate fee. It is understood that the new building would be wood framed, similar to what was recently designed and installed at the South St. Paul (SGS) airport.

SCOPE OF SERVICES

In support of your efforts, Barr proposes to provide the following electrical engineering subconsultant services to Short Elliott Hendrickson (SEH):

1. A site visit at the beginning of design to verify and document existing conditions.
2. Review as-built information provided to us by SEH.
3. Prepare airfield lighting circuiting plans based on AutoCAD files provided by SEH. It is understood that lighting and sign locations, PAPI locations, etc., as placed by SEH will be included in these files. Barr will review and comment on lighting layout as needed.
4. Prepare airfield lighting details sheets as required.
5. Provide technical specifications for the lighting and electrical work, per FAA standards.
6. Bid phase services include response via telephone calls to bidders' questions. Follow-up with addenda items if necessary.

7. Construction phase services are not included in this proposal. As such, they may be provided as part of a separate, future proposal.

PROPOSED FEE

Barr Engineering proposes to provide the outlined scope of services to SEH according to the following amounts:

MIRL/PAPI/REIL Electrical Design:	\$14,000 Lump Sum
New L-854 Relay Control Design:	\$ 2,500 Lump Sum
Vault Building Structural/Elec Design:	\$ 2,500 Lump Sum

Services are billed monthly. Reimbursables such as automobile mileage are included in the total above.

Thank you for the opportunity to present this proposal. We look forward to working with you on this project.

Sincerely,

BARR ENGINEERING CO.

Mark E. Ziemer, P.E.
Senior Electrical Engineer

**WORK ORDER
No. 4
Between**

**City of Le Sueur (Owner) and
Short Elliott Hendrickson Inc. (SEH) (Consultant)**

Dated: January 26, 2026

**Airfield Lighting Replacement
LE SUEUR MUNICIPAL AIRPORT (12Y)**

This work order includes design of the airfield lighting replacement at the Le Sueur Municipal Airport (12Y). The contract provisions included in the Master Agreement (dated September 12, 2022) between the City of Le Sueur and SEH remain in effect for this work order.

Estimated start date is January 26, 2026 estimated end date is August 30, 2026.

Compensation by the Owner to the Consultant shall be a lump sum amount of \$69,000.

A description of the services to be provided is included in Attachments A. A detailed estimate of labor cost and expenses is included in Attachment B.

Point of Contact: Melissa Underwood
Sr. Planner, Project Manager
Email: munderwood@sehinc.com
Phone: (763) 442-2849

APPROVED:

City of Le Sueur

Short Elliott Hendrickson Inc.

Title: _____

Title: _____

Date: _____

Date: _____

Title: _____

Date: _____