



Larson Transportation Institute
201 Transportation Research Building
University Park, PA 16802

Tel.: (814) 863-1293

Fax: (814) 865-3039

Contract # 4400008014

PSU WO #10

**BEST PRACTICES FOR THE DESIGN, EVALUATION AND QUALITY CONTROL
OF HIGH PERCENTAGE RAP MIXES**

KICK-OFF MEETING

MEETING MINUTES

Date: July 11, 2014 Location: PennDOT Materials and Testing Lab 81 Lab Lane, Harrisburg, PA 17110	Start Time: 2:00 p.m. Finish Time: 3:00 p.m.
Location and Date of Future Meeting: Conference Call, August 18, 2 p.m.	

ATTENDEES			
Name	Organisation	Phone Number	E-mail Address
Heather Heslop	PennDOT BPR	(717) 214-9508	hheslop@pa.gov
Tim Ramirez	PennDOT BPD	(717) 783-6602	tramirez@pa.gov
Mansour Solaimanian	Penn State LTI	(814) 863-1903	msol@psu.edu

Highlights

- Heather introduced the research personnel and the project technical advisor. Heather Heslop is the contract and project manager. Tim Ramirez is the project technical advisor and Mansour Solaimanian is the principal investigator.
- Principal Investigator is response for meeting minutes.
- Project started on July 1, 2014 and ends on June 30, 2015. End date will not change.
- All contractual adjustments including change of dates or personnel must be submitted to the Contract Manager (Heather Heslop) for processing and approval. Personnel adjustments must be conducted through a formal letter to PennDOT. These adjustments apply to the project key personnel. A resume of new person must be attached.
- Heather covered issues regarding invoice submission. Submit invoice including the cover letter, OS-501 form, monthly progress report, and supporting back-up documentation (approval email) electronically to Heather for pre-review and approval.
- No changes are allowed within the last 30 days of the project.
- Monthly progress reports will be submitted to the project technical manager (Heather Heslop) and to the project technical advisor (Tim Ramirez) by the 10th of the month.
- Tentatively, monthly calls are set for the third Monday of the month at 2 p.m., except in October, which is for now set for Oct 15th.
- PennDOT new form for anticipated project outcome will be filled out by Tim and submitted to Heather. Mansour will also review the form before submission.
- Discussed tasks of the project.
 - Changes will be to Pub 2, Pub 27, and Spec 408, pertinent sections. Changes to Pub 2 will be finally incorporated into the electronic state book. This will be handled by PennDOT.
 - Research team will also review NCHRP report 673 (result of NCHRP 9-33) on the parts regarding RAP and how it affects the publications.
 - Before incorporating changes into the publications, the research team will contact Tim to get the latest copy. The changes must be applied to the latest copy available.

Action Items

- Complete the one-page research outcome form.