



## **PUBLIC SERVICES COMMITTEE MEETING AGENDA**

Commission Chamber  
Tuesday, May 13, 2025  
1:00 PM

### **PUBLIC SERVICES**

- 1.** Motion to **approve** the April 29, 2025 Committee meeting minutes.
- 2.** Motion to acknowledge receipt of information.
- 3.** Motion to approve **Work Authorization #15** to provide Engineering Design Services which includes plans, specifications, and services through bidding, for the Construction of the Taxiway A4 and G2 at Augusta Regional Airport in the amount of **\$677,278.95**.  
  
The current Estimated Cost of Construction of this proposed Taxiway A4 and G2 is approximately \$6,820,850.00.
- 4.** Discuss amending the appeals process of the Historic Preservation Ordinance with a focus on the appeals process and post-demolition plans.
- 5.** **A.N. 25-22 – New Location: Consumption on Premises Beer, Wine & Sunday Sales.** Xing Shi Mei applicant for Osaka 2626 Restaurant Inc. d/b/a **Osaka Sushi & Steakhouse**, located at 2626 Tobacco Road. District 4, Super District 9
- 6.** **A.N. 25-21 – New Location: Consumption on Premises Liquor, Beer, Wine & Sunday Sales.** Benjamin Zheng applicant for **Zen Ramen & Bar**, located at 2907 Washington Road Suite 300. District 7, Super District 10

**Public Services Committee**

May 13, 2025

**Minutes**

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<b>Department:</b>	N/A
<b>Presenter:</b>	N/A
<b>Caption:</b>	Motion to <b>approve</b> the April 29, 2025 Committee meeting minutes.
<b>Background:</b>	N/A
<b>Analysis:</b>	N/A
<b>Financial Impact:</b>	N/A
<b>Alternatives:</b>	N/A
<b>Recommendation:</b>	N/A
<b>Funds are available in the following accounts:</b>	N/A
<b><u>REVIEWED AND APPROVED BY:</u></b>	N/A



PUBLIC SERVICES COMMITTEE MEETING MINUTES

Commission Chamber

Tuesday, April 29, 2025

1:00 PM

**Present:**

**Commissioner Rice, Member**

**Commissioner Francine, Member**

**Commission Slendak, Member**

**Mayor Garnett Johnson**

**Commissioner Guilfoyle**

**Commissioner Johnson**

**Commissioner Alvin Mason**

**Commissioner Stacy Pulliam**

**Absent**

**Commissioner Brandon Garrett, Member**

**PUBLIC SERVICES**

1. **Ms. Leslie Mitchell** regarding a community clean-up in the Apple Valley Subdivision.

**Presentation was made by Ms. Mitchell.**

2. Discuss amending the appeals process of the Historic Preservation Ordinance with a focus on the appeals process and post-demolition plans.

Motion to table for more discussion; next committee.

Motion made by Scott and seconded by Lewis

Voting Yea: Scott, Rice, Lewis

Motion carried 3-0

3. Discussion: Status of the business and alcohol license for Tiffany's Eatery, located at 828 Broad Street, District 1, Super District 9

Motion to forward to the full commission with no recommendation.

Motion made by Scott and seconded by Lewis

Voting Yea Scott, Rice, Lewis  
Motion carried 3-0

4. Update - Outdoor Urban Adventure Center via Destination Augusta, and presentation of draft operating agreement.

Motion to delete.

Motion made by Lewis and seconded by Scott  
Motion carries 3-0

5. Motion to approve Facilities Maintenance Department purchase of 2 Ford F-150's in the amount of \$111,863.00.

Motion to approve.

Motion made by Lewis and seconded by Scott  
Motion carries 3-0

6. Discussion regarding underutilized parks. **(Requested by Mayor Pro Tem Wayne Guilfoyle)**

Received as information without objection.

7. Motion to **approve** the implementation and organizing of *Operation: City Clean-Up*, a collaborative initiative between city departments aimed at improving the cleanliness and aesthetic of Augusta-Richmond County's public spaces and roadways, while providing community service hours for participants. **(Requested by Mayor Garnett Johnson)**

Motion to approve

Motion made by Scott and seconded by Slendak  
Voting Yea Scott, Slendak,

Motion carried 3-0





## Public.Service.Committee.Meeting

Meeting Date: 04/24/2025

Airport - Emergency Expenses associated with HELENE

**Department:** Augusta Regional Airport

**Presenter:** Herbert L. Judon, Jr., Airport Executive Director

**Caption:** Motion to acknowledge receipt of information.

**Background:** The storm Helene caused widespread and catastrophic damages to Augusta Regional Airport. The damages included, but not limited to uprooted trees at North entrance, access roads, and surrounding of the Airport's facilities, broken fences, power outage, failure of the automatic doors, main generator, and wet/slippery floor.

The Airport immediately needed to procure supplies, equipment, or services to mitigate damages for the safety of employees, tenants, and general public. The Airport used Emergency Procurement Selection Method in accordance with Sec. 1-10-57 and Sole Source Procurement in accordance with Sec. 1-10-56. Procurement via quotations, informal bids, or sealed proposals was not practical under the circumstances.

The total expenses excluding forced labor was \$344,626.93. The following exceeds \$25,000 needing report to the Augusta Commission in accordance with Sec. 1-10-57.

HI-TECH POWER	Main generator repair	\$ 31,001.57	Paid on December 31, 2024
LENNY DOZIE	Debris removal	\$95,000.00	Paid on December 12, 2024
WALTHALL OIL CO.	Gasoline supply	\$27,536.53	Paid on November 20,2024
WALTHALL OIL CO.	Diesel supply	\$28,544.63	Paid on November 20,2024

**Analysis:** N/A

**Financial Impact:** N/A

**Alternatives:** N/A

**Recommendation:** Motion to acknowledge receipt of information.

**Funds are available in  
the following accounts:** N/A

**REVIEWED AND  
APPROVED BY:** N/A

# AUGUSTA, GEORGIA

Item 2.

## PURCHASE ORDER

SUITE 605, PROCUREMENT DEPARTMENT  
535 TELFAIR STREET, MUNICIPAL BUILDING 1000  
AUGUSTA, GEORGIA 30901-2377  
PHONE: (706) 821-2422

Page 1 of 1

PURCHASE ORDER NO.  
P477151

DATE 11/19/24	DEPARTMENT 081113	VENDOR PHONE #	REQUISITION/QUOTE NO. R397905
VENDOR # 2936	E-VERIFY # 138902	EMAIL	PURCHASE ORDER NUMBER ABOVE MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, AND PACKAGES.

VENDOR HI TECH POWER SYSTEM INC 2479 DOUG BARNARD PK AUGUSTA, GA 30906	ATTN: HELENE BID NUMBER:  CONTRACT #: BUYER:
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SHIP TO: AUGUSTA REGIONAL AIRPORT 1502 CARGO ROAD AUGUSTA, GA 30906  <b>PALD</b> <u>12/31/24 633679</u>	BILL TO: AUGUSTA, GEORGIA ACCOUNTING DEPARTMENT, SUITE 800 535 TELFAIR STREET, MUNICIPAL BUILDING 1000 AUGUSTA, GA 30901-2379 (706) 821-2335  ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO ABOVE ADDRESS REGARDLESS OF SHIPPING DESTINATION.
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ITEM #	QUANTITY	UNIT	PRODUCT ID	DESCRIPTION	UNIT PRICE	AMOUNT
DO NOT ORDER DO NOT SEND VENDOR COPY INV# HTJ-24-01-11927  0001	1	EACH		MULTIPLE SERVICE CALLS ON ALL GENERATOR UNITS FROM STORM HELENE  551-08-1113/52-23110	31,001.57	31,001.57

### CONDITIONS - READ CAREFULLY

- The purchaser is exempt by statute from payment of Federal, State, and Municipal sales, excise and other taxes.
- Shipping charges prepaid by vendor.
- Payment will be made on complete shipments only, unless otherwise requested.
- DELIVERY TICKET MUST ACCOMPANY GOODS.
- No back orders. We will reorder if available.
- Please make deliveries between 9 A.M. and 4 P.M.
- All goods received with subsequent privilege to inspect and return at Vendor's expense if defective or not in compliance with our specifications.
- Indoor delivery if necessary.
- Payment Net 30 or according to contract.

DEC 23 2024

NET TOTAL.....

31,001.57

APPROVED FOR ISSUE

*Danell White*  
INTERIM PROCUREMENT DIRECTOR


REQUISITIONER

Augusta Georgia  
Hurricane Helene Contract Expense  
Authorization For Payment

Contractor	<u>HI-TECH POWER SYSTEMS</u>	Partial Pay	<u>                    </u>
P O Number	<u>P477151.</u>	Full Pay	<u>                    </u>
Invoice Number	<u>HTJ--24-01-11927</u>		
Invoice Amount	<u>\$ 31,001.57</u>	Approved Payment Amount	<u>                    </u>
Invoice Date	<u>10/3/2024</u>		
Period Covered	<u>                                    </u>		
Description of Work	<u>Multiple services calls from storm</u>		
	<u>Helene</u>		
	<u>                                    </u>		
	<u>                                    </u>		
Account Number	<u>GL 220-04-1254-52-23110</u>		
	<u>JL 814-00-0010-52-23110</u>		

I certify that the above has been reviewed and approved for payment.

Signature



Department Director

                      
Date

Charles Jackson, Deputy Administrator

                      
Date

**HTJ-24-01-11927**

**Customer: AUGRIC - AUGUSTA-RICHMOND COUNTY GEORGIA**  
**Contact Person: ACCOUNTING DEPT., SUITE 800**  
**535 TELFAIR STREET, MUNICIPAL BUILDING 1000**  
**AUGUSTA, GA 30901-2379**

**Invoice Date: 10/03/2024**  
**Due Date: 10/13/2024**  
**PO Number: Bruce**  
**Payment Terms: NET 10**  
**Invoice Status: UNPAID**

**JOB DESCRIPTION**

BUSHFIELD (MULTIPLE SERVICE CALLS FROM STORM)

**DETAILS****PARTS**

Quantity	Part No	Description	Unit Price	Ext. Price
6	32308	HOSE CLAMP (FOR BLUE HOSE)	\$4.31	\$25.86
6	FLX5526-062	5/8" BLUE SILICONE HEATER HOSE	\$7.50	\$45.00
8	GREEN STRIPE	5/8" GREEN STRIPE HEATER HOSE	\$5.97	\$47.76
6	mp5010	5/8" HOSE CLAMP SSAE SIZE 1/2"-1 1/16"	\$1.50	\$9.00
1	MISC-PART	BARBS AND UNIONS	\$90.74	\$90.74
1	MISC-PART	PWR RTD BELT	\$61.00	\$61.00
1	MISC-PART	HI-PWR BELT	\$33.88	\$33.88
1	MISC-PART	RACOR FF/WF SEPARATOR ASSY	\$1,817.15	\$1,817.15
3	MISC-PART	T-STAT GASKET	\$7.60	\$22.80
3	MISC-PART	T-STAT ORING	\$4.99	\$14.97
3	MISC-PART	T-STAT ELEMENT	\$121.79	\$365.37
1	MISC-PART	WATER PUMP GASKET	\$32.61	\$32.61
1	MISC-PART	WATER PUMP	\$7,217.81	\$7,217.81
2	MISC-PART	FAN BELTS SET OF 2	\$97.86	\$195.72
2	MISC-PART	AIR FILTER	\$311.74	\$623.48
6	MISC-PART	RACOR 2020V30 ELEMENT ASSY	\$16.83	\$100.98
1	MISC-PART	BLUE MONSTER	\$54.94	\$54.94
1	MISC-PART	#8 BARB	\$3.61	\$3.61
1	MISC-PART	TEFLON GOLD	\$17.56	\$17.56
1	MISC-PART	20' ARTOQUIP HOSE	\$277.10	\$277.10
2	MISC-PART	#8 HOSE BARB	\$6.00	\$11.99
2	MISC-PART	#8 HOSE BARB	\$8.25	\$16.50
2	MISC-PART	12MP HEX NIPPLE	\$6.17	\$12.33

Quantity	Part No	Description	Unit Price	Ext. Price
1	MISC-PART	Marco UP8 6.9 gpm, 24V Diesel Transfer Pump, M16406013	\$622.97	\$622.97
1	MISC-PART	BLUE MONSTER	\$19.01	\$19.01
4	MISC-PART	1/2 ALL SS WORM GEAR CLAMP	\$4.03	\$16.12
1	MISC-PART	3/4" SILICONE HOSE 16 FT	\$114.97	\$114.97
2	MISC-PART	1 x 3/4 BLACK BUSHING	\$5.42	\$10.83
4	MISC-PART	BRASS #12 HOSE	\$7.57	\$30.29
2	MISC-PART	BRASS 1/2"	\$20.60	\$41.20
2	MISC-PART	08MP-06FP REDUCER	\$3.62	\$7.24
1	MISC-PART	HOSE ASSY	\$102.57	\$102.57
1	MISC-PART	Battery Charger 12/24V 10 amp	\$1,922.00	\$1,922.00
1	MISC-PART	TAPE, PIPE THREAD, CHECK VALVE, FUSE	\$40.00	\$40.00
2	MISC-PART	BATTERY	\$200.03	\$400.06
6	MISC-PART	ANTIFREEZE	\$34.48	\$206.88
19	MISC-PART	ANTIFREEZE	\$24.64	\$468.16
1	MISC-PART	BLACK SILACONE	\$16.66	\$16.66
1	MISC-PART	ABSORBENT PADS	\$184.43	\$184.43
1	MISC-PART	ZIPTIES	\$88.14	\$88.14
1	MISC-PART	FUEL FILTER	\$12.93	\$12.93
1	MISC-PART	FUEL WATER SEPARATOR	\$14.44	\$14.44
2	MISC-PART	FUEL FILTER	\$38.05	\$76.10
2	MISC-PART	FUEL/WATER	\$49.20	\$98.40
1	MISC-PART	FUEL FILTER	\$12.93	\$12.93
1	MISC-PART	FUEL FILTER	\$14.44	\$14.44
2	MISC-PART	FUEL FILTER	\$50.63	\$101.26
2	MISC-PART	HOSE BARB	\$4.13	\$8.27

**LABOR**

Description	Ext. Price
Check all unit, deal with main terminal failing during outage. Then portable failing.	\$11,820.00

**GAS, OIL & GREASE**

Quantity	Part No	Description	Unit Price	Ext. Price
1	OIL	BULK OIL	\$4.45	\$4.45
3	AFC11100/F	ANTIFREEZE, GALLON PRE-MIX (RED)	\$18.50	\$55.50

**SERVICES & MISC**

Description	Ext. Price
PARTS RUN TO COLUMBIA	\$480.00
FREIGHT	\$2,063.58
LOADBANK	\$495.00

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**PLEASE REMIT PAYMENT TO:**

Hi-Tech Power Systems  
2479 Doug Barnard Pkwy  
Augusta, GA 30906  
(706) 790-8111

LABOR	\$11,820.00
PARTS	\$15,600.84
GAS, OIL & GREASE	\$59.95
PARKING/STORAGE	\$0.00
LOADBANK	\$495.00
SERVICES	\$480.00
FREIGHT	\$2,063.58
MISC. SHOP	\$354.58
SUBTOTAL	\$31,001.57
TAX	\$0.00
TOTAL	\$31,001.57

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UNLESS OTHERWISE PROVIDED BY LAW, THE SELLER (ABOVE NAMED DEALERSHIP) HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANT-ABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OF SAID PRODUCTS.

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Item 2.

INVOICE # 699786A-IN

Page 1 of 1

Phone: (478) 781-1234 | Fax: (478) 784-0148

www.walthall-oil.com

\*\*\*Remit To\*\*\*  
as of 11/1/2023:Walthall Oil Company  
2510 Allen Road  
Macon, GA 31216

Invoice Date: 9/29/24

Order Date: 9/29/24

Due Date:

Terms: NET 30 DAYS

Order No: 699786A

10/29/2024

Customer No: 0048032

Ship Via: 125

Amount Due:

27,536.53

P.O. No:

#

Salesperson:

W33

**Bill To:**AUGUSTA-RICHMOND COUNTY  
535 TELFAIR ST  
MUNICIPAL BLDG 1000- SUITE 800  
ACCOUNTING DEPT  
AUGUSTA, GA 30901-2379**Ship To:**AUGUST REGIONAL AIRPORT  
AVIATION WAY  
AUGUSTA, GA 30906

Item Number	Unit	Ordered	Shipped	Whse	Price	Amount
23	GAL	8,383.000	8,383.000	125	2.2065	18,497.09
E10 REGULAR GASOLINE						
UN1203 / GASOLINE / CLASS 3 / PG II / ERG. NO. 128 / E-10 ETHANOL BLEND REGULAR UNLEADED / FLAMMABLE LIQUID / THIS PRODUCT DOES NOT M						
REQUIREMENTS FOR REFORMULATED GASOLINE AND MAY NOT BE USED IN ANY REFORMULATED GASOLINE COVERED AREA.						
FRT	EACH	8,383.000	8,383.000	001	0.1908	1,599.48
FREIGHT						
/PUMP OFF	EACH	2.000	2.000		100.0000	200.00
PUMP OFF CHARGE						
/DEMURRAGE	EACH	2.000	2.000		200.0000	400.00
DEMURRAGE FREIGHT CHARGE						
WAIT TO UNLOAD 2HRS						
/EXTRA STOP	EACH	1.000	1.000		100.0000	100.00
EXTRA STOP						
MOVE TO UNLOAD / TANK FILLED UP						
/DELIVERY FEE	EACH	1.000	1.000		1,500.0000	1,500.00
MINIMUM DELIVERY FEE						
FEDERAL GASOLINE TAX					0.18300	1,534.09
GA STATE GASOLINE TAX					0.32300	2,707.71
GA UST FEE					0.00750	62.87
FEDERAL LUST FUND					0.00100	8.38
FEDERAL OIL SPILL BLENDED FEE					0.00193	16.18
FED HAZARD SUBSTANCE BLEND FEE					0.00364	30.51
GA PREPAID GASOLINE LOCAL TA					0.10500	880.22

Sub Total: 27,536.53

Freight: 0.00

Sales Tax: 0.00

Total Due: 27,536.53

Received the above materials in good condition.

FOR HAZARDOUS MATERIAL EMERGENCY  
SPILL, LEAK, FIRE, ACCIDENT  
CALL INFOTRAC  
1-800-535-5053

X



**AUGUSTA, GEORGIA****PURCHASE ORDER**

SUITE 605, PROCUREMENT DEPARTMENT  
535 TELFAIR STREET, MUNICIPAL BUILDING 1000  
AUGUSTA, GEORGIA 30901-2377  
PHONE: (706) 821-2422

Page 2 of 2

PURCHASE ORDER NO.  
P475795

DATE 10/16/24	DEPARTMENT 081106	VENDOR PHONE # (251) 401-6724	REQUISITION/QUOTE NO. R396384
VENDOR # 25422	E-VERIFY # 965056	EMAIL NEWBERRYOPS@WALTHALL-OIL.COM	PURCHASE ORDER NUMBER ABOVE MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, AND PACKAGES.

VENDOR WALTHALL OIL COMPANY 2510 ALLEN ROAD EMAIL P.O. ONLY MACON, GA 31216	ATTN: HELENE / REPRINT BID NUMBER:  CONTRACT #: BUYER: NOV 06 2024
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SHIP TO: AUGUSTA REGIONAL AIRPORT 1502 CARGO ROAD AUGUSTA, GA 30906  <b>PAID</b> <u>11/20/24 631961</u>	BILL TO: AUGUSTA, GEORGIA ACCOUNTING DEPARTMENT, SUITE 800 535 TELFAIR STREET, MUNICIPAL BUILDING 1000 AUGUSTA, GA 30901-2379 (706) 821-2335  ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO ABOVE ADDRESS REGARDLESS OF SHIPPING DESTINATION.
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ITEM #	QUANTITY	UNIT	PRODUCT ID	DESCRIPTION	UNIT PRICE	AMOUNT
				Tax		4,241.80
				Tax2		998.16

**CONDITIONS - READ CAREFULLY**

- The purchaser is exempt by statute from payment of Federal, State, and Municipal sales, excise and other taxes.
- Shipping charges prepaid by vendor.
- Payment will be made on complete shipments only, unless otherwise requested.
- DELIVERY TICKET MUST ACCOMPANY GOODS.
- No back orders. We will reorder if available.
- Please make deliveries between 9 A.M. and 4 P.M.
- All goods received with subsequent privilege to inspect and return at Vendor's expense if defective or not in compliance with our specifications.
- Indoor delivery if necessary.
- Payment Net 30 or according to contract.

*Heleat L. Judon Jr.*

NET TOTAL.....NOV 08 2024 27,536.53

APPROVED FOR ISSUE

*Danell White*

13

REQUISITIONER

INTERIM PROCUREMENT DIRECTOR

# AUGUSTA, GEORGIA

## PURCHASE ORDER

SUITE 605, PROCUREMENT DEPARTMENT  
535 TELFAIR STREET, MUNICIPAL BUILDING 1000  
AUGUSTA, GEORGIA 30901-2377  
PHONE: (706) 821-2422

Page 1 of 2

PURCHASE ORDER NO.  
P475795

DATE 10/16/24	DEPARTMENT 081106	VENDOR PHONE # (251) 401-6724	REQUISITION/QUOTE NO. R396384
VENDOR # 25422	E-VERIFY # 965056	EMAIL NEWBERRYOPS@WALTHALL-OIL.COM	PURCHASE ORDER NUMBER ABOVE MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, AND PACKAGES.
VENDOR WALTHALL OIL COMPANY 2510 ALLEN ROAD EMAIL P.O. ONLY MACON, GA 31216		ATTN: HELENE / REPRINT BID NUMBER:  CONTRACT #: NOV 06 2024 BUYER:	
SHIP TO: AUGUSTA REGIONAL AIRPORT 1502 CARGO ROAD AUGUSTA, GA 30906		BILL TO: AUGUSTA, GEORGIA ACCOUNTING DEPARTMENT, SUITE 800 535 TELFAIR STREET, MUNICIPAL BUILDING 1000 AUGUSTA, GA 30901-2379 (706) 821-2335  ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO ABOVE ADDRESS REGARDLESS OF SHIPPING DESTINATION.	

ITEM #	QUANTITY	UNIT	PRODUCT ID	DESCRIPTION	UNIT PRICE	AMOUNT
DO NOT ORDER DO NOT SEND VENDOR COPY						
0001	8,383	GALL		GASOLINE 551-08-1106/11-34450	2.2065	18,497.09
0002	8,383	EACH		FREIGHT 551-08-1106/11-34450	0.1908	1,599.48
0003	2	EACH		PUMP OFF CHARGE 551-08-1106/11-34450	100.00	200.00
0004	2	EACH		DEMURRAGE 551-08-1106/11-34450	200.00	400.00
0005	1	EACH		EXTRA STOP 551-08-1106/11-34450	100.00	100.00
0006	1	EACH		MOVE TO UNLOAD DELIVERY FEE 551-08-1106/11-34450	1,500.00	1,500.00
CORRECTION: DATE 11/11/24 INITIALS JC						
DISCUMBRANCE: DATE 11/11/24 INITIALS						
VOID: DATE 11/11/24 INITIALS						
***CONTINUED***						

### CONDITIONS - READ CAREFULLY

- The purchaser is exempt by statute from payment of Federal, State, and Municipal sales, excise and other taxes.
- Shipping charges prepaid by vendor.
- Payment will be made on complete shipments only, unless otherwise requested.
- DELIVERY TICKET MUST ACCOMPANY GOODS.
- No back orders. We will reorder if available.
- Please make deliveries between 9 A.M. and 4 P.M.
- All goods received with subsequent privilege to inspect and return at Vendor's expense if defective or not in compliance with our specifications.
- Indoor delivery if necessary.
- Payment Net 30 or according to contract.

NET TOTAL.....

APPROVED FOR ISSUE

*Darrell White*  
INTERIM PROCUREMENT DIRECTOR

REQUISITIONER

# AUGUSTA, GEORGIA

SUITE 605, PROCUREMENT DEPARTMENT  
535 TELFAIR STREET, MUNICIPAL BUILDING 1000  
AUGUSTA, GEORGIA 30901-2377  
PHONE: (706) 821-2422

Page 1 of 1

Item 2.

## PURCHASE ORDER

PURCHASE ORDER NO.  
P475827

DATE 10/16/24	DEPARTMENT 081106	VENDOR PHONE # (251) 401-6724	REQUISITION/QUOTE NO. R396512
VENDOR # 25422	E-VERIFY # 965056	EMAIL NEWBERRYOPS@WALTHALL-OIL.COM	PURCHASE ORDER NUMBER ABOVE MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, AND PACKAGES.

VENDOR WALTHALL OIL COMPANY 2510 ALLEN ROAD EMAIL P.O. ONLY MACON, GA 31216	ATTN: HELENE / REPRINT BID NUMBER:  CONTRACT #: BUYER:
---	--

SHIP TO: AUGUSTA REGIONAL AIRPORT 1502 CARGO ROAD AUGUSTA, GA 30906	BILL TO: AUGUSTA, GEORGIA ACCOUNTING DEPARTMENT, SUITE 800 535 TELFAIR STREET, MUNICIPAL BUILDING 1000 AUGUSTA, GA 30901-2379 (706) 821-2335  ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO ABOVE ADDRESS REGARDLESS OF SHIPPING DESTINATION.
--	---

**PALD**  
11/20/24 631961

ITEM #	QUANTITY	UNIT	PRODUCT ID	DESCRIPTION	UNIT PRICE	AMOUNT
DO NOT ORDER DO NOT SEND VENDOR COPY INV# 699910A-IN						
0001	7,926	GALL		DIESEL	2.449	19,410.77
				551-08-1106/11-34460		
0002	7,926	EACH		FREIGHT	0.2156	1,708.85
				551-08-1106/11-34460		
0003	1	EACH		PUMP OFF CHARGE	100.00	100.00
				551-08-1106/11-34460		
0004	1	EACH		DEMURRAGE	200.00	200.00
				551-08-1106/11-34460		
0005	1	EACH		WEEKEND DELIVERY FEE	1,500.00	1,500.00
				551-08-1106/11-34460		
				Tax		4,795.23
				Tax2		829.78

### CONDITIONS - READ CAREFULLY

- The purchaser is exempt by statute from payment of Federal, State, and Municipal sales, excise and other taxes.
- Shipping charges prepaid by vendor.
- Payment will be made on complete shipments only, unless otherwise requested.
- DELIVERY TICKET MUST ACCOMPANY GOODS.
- No back orders. We will reorder if available.
- Please make deliveries between 9 A.M. and 4 P.M.
- All goods received with subsequent privilege to inspect and return at Vendor's expense if defective or not in compliance with our specifications.
- Indoor delivery if necessary.
- Payment Net 30 or according to contract.

NOV 08 2024

*Hebert L. Jackson Jr.*

NET TOTAL..... 28,544.63

APPROVED FOR ISSUE

*Danell White*

15

REQUISITIONER

INTERIM PROCUREMENT DIRECTOR





Phone: (478) 781-1234 | Fax: (478) 784-0148

www.walthall-oil.com

\*\*\*Remit To\*\*\*  
as of 11/1/2023:

**Walthall Oil Company**  
2510 Allen Road  
Macon, GA 31216

**INVOICE # 699910A-IN**

Page 1 of 1

Invoice Date: 9/29/24

Order Date: 9/29/24

Terms: NET 30 DAYS

Order No: 699910A

Customer No: SAC031

Ship Via: 116

Due Date:  
**10/29/2024**  
Amount Due:  
**28,544.63**

P.O. No:

Salesperson: W1

**Bill To:**

SAV AIRPORT COMM - FUEL FARM  
640 GULFSTREAM ROAD  
SAVANNAH, GA 31408

**Ship To:**

AUGUSTA AIRPORT  
6040 GULFSTREAM RD  
AUGUSTA  
SAVANNAH, GA 31408

OCT 15 2024

Item Number	Unit	Ordered	Shipped	Whse	Price	Amount
16	GAL	7,926.000	7,926.000	116	2.4490	19,410.77
ON ROAD DIESEL FUEL						
NA 1993/ DIESEL FUEL / CLASS 3 / PG III / ERG. NO. 128 / CLEAR ULTRA LOW SULFUR DIESEL FUEL #2 / 15 PPM SULFUR (MAXIMUM). / FLAMMABLE LIQL						
ALL DIESEL VEHICLES AND ENGINES. THIS DIESEL FUEL DOES NOT CONTAIN VISIBLE EVIDENCE OF DYE.						
FRT	EACH	7,926.000	7,926.000	001	0.2156	1,708.85
FREIGHT						
/PUMP OFF	EACH	1.000	1.000		100.0000	100.00
PUMP OFF CHARGE						
/DEMURRAGE	EACH	1.000	1.000		200.0000	200.00
DEMURRAGE FREIGHT CHARGE						
WAIT TO UNLOAD 1HR						
/DELIVERY FEE	EACH	1.000	1.000		1,500.0000	1,500.00
WEEKEND DELIVERY FEE						
FEDERAL DIESEL TAX					0.24300	1,926.02
GA STATE DIESEL TAX					0.36200	2,869.21
GA UST FEE					0.00750	59.45
FEDERAL LUST FUND					0.00100	7.93
FEDERAL OIL SPILL STANDARD FEE					0.00214	16.96
FED HAZARD SUBSTANCE STD FEE					0.00405	32.10
GA PREPAID DIESEL LOCAL TAX					0.09000	713.34

Received the above materials in good condition.

FOR HAZARDOUS MATERIAL EMERGENCY  
SPILL, LEAK, FIRE, ACCIDENT  
CALL INFOTRAC  
1-800-535-5053

Sub Total: 28,544.63

Freight: 0.00

Sales Tax: 0.00

**Total Due: 28,544.63**

X

**AUGUSTA, GEORGIA**

SUITE 605, PROCUREMENT DEPARTMENT  
535 TELFAIR STREET, MUNICIPAL BUILDING 1000  
AUGUSTA, GEORGIA 30901-2377  
PHONE: (706) 821-2422

Page 1 of 1

**PURCHASE ORDER**

PURCHASE ORDER NO.  
P476065

REQUISITION/QUOTE NO.  
R396741

DATE 10/22/24	DEPARTMENT 081113	VENDOR PHONE # (706) 840-6086	
VENDOR # 25346	E-VERIFY # EXEMPT	EMAIL LDTREE70@GMAIL.COM	PURCHASE ORDER NUMBER ABOVE MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, AND PACKAGES.
VENDOR LENNY DOZIER TREE SERVICE P. O. BOX 51 GRACEWOOD, GA 30812		ATTN: HELENE / REPRINT BID NUMBER:  CONTRACT #: BUYER: NOV 06 2024	
SHIP TO: AUGUSTA REGIONAL AIRPORT 1502 CARGO ROAD AUGUSTA, GA 30906 <b>PAID</b> <u>12/12/24 632977</u>		BILL TO: AUGUSTA, GEORGIA ACCOUNTING DEPARTMENT, SUITE 800 535 TELFAIR STREET, MUNICIPAL BUILDING 1000 AUGUSTA, GA 30901-2379 (706) 821-2335  ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO ABOVE ADDRESS REGARDLESS OF SHIPPING DESTINATION.	

ITEM #	QUANTITY	UNIT	PRODUCT ID	DESCRIPTION	UNIT PRICE	AMOUNT
HURRICANE HELENE TREE DAMAGE EST# 92 0001	1	EACH		DISPOSE OF DEBRIS & PROBLEM TREES FORM AIRPORT AREA. GRIND ROOT BALLS & REMOVE DANGEROUS LIMBS  HURRICANE HELENE TREE DAMAGE  551-08-1113/52-23110  CORRECTION: DATE <u>11/4/24</u> INITIALS <u>JC</u>  DISENCUMBRANCE: DATE _____ INITIALS _____  VOID: DATE _____ INITIALS _____	95,000.00	95,000.00

**CONDITIONS - READ CAREFULLY**

- The purchaser is exempt by statute from payment of Federal, State, and Municipal sales, excise and other taxes.
- Shipping charges prepaid by vendor.
- Payment will be made on complete shipments only, unless otherwise requested.
- DELIVERY TICKET MUST ACCOMPANY GOODS.
- No back orders. We will reorder if available.
- Please make deliveries between 9 A.M. and 4 P.M.
- All goods received with subsequent privilege to inspect and return at Vendor's expense if defective or not in compliance with our specifications.
- Indoor delivery if necessary.
- Payment Net 30 or according to contract.

NET TOTAL.....

95,000.00

APPROVED FOR ISSUE

INTERIM PROCUREMENT DIRECTOR

REQUISITIONER

## INVOICE

**Bill To**

Augusta Regional Airport  
1501 Aviation Way  
Augusta , Ga 30906

**Lenny Dozier Tree Service**

P.O. Box 51  
Gracewood, Ga 30812  
Phone: (470) 736-2793  
Email: holtzclawcharles21@gmail.com

Payment terms Due upon receipt

Invoice # 190

Date 11/21/2024

PO # P476065

NOV 26 2024

**Description**

Removal of 80 uprooted trees around the roads.  
\$75000

Cutting the broken limbs out of trees causing an imminent danger.  
\$5000

Grinding all of the rootballs  
\$10000

Removal of 10 trees starting to uproot causing an imminent danger to the property.  
\$5000

**Subtotal** \$95,000.00

**Total** \$95,000.00

**Notes:**

P476065

R397905

Item 2.



(706) 798-3236 • Fax: (706) 798-1551 • 1501 Aviation Way • Augusta, Georgia 30906 • [www.flyags.com](http://www.flyags.com)

## MEMORANDUM

**Date:** November 1, 2024  
**To:** Darrell White, Procurement Director  
**From:** Herbert Judon, Executive Director *NHQ* *Emergency*  
**Re:** Hurricane Helene

During the storm event-Helene, the main emergency generator for the terminal failed along with other generators for the site. Hi-Tech Power Systems was called in numerous times for service and repairs. The total cost for parts and labor was \$31,001.57.



DEPARTMENT NAME: BUSH FIELD AIRPORT  
DEPARTMENT NUMBER 551-08-11135223110  
DEPARTMENT HEAD David Widener

AUGUSTA-RICHMOND COUNTY GEORGIA  
PURCHASING DEPARTMENT  
REQUISITION

Inter Department: Airside

*Robert L. Jones*

7905

ATTENTION:

REQUISITION  
REQUISITION DATE  
PURCHASE ORDER NUMBER  
PURCHASE ORDER DATE  
November 1, 2024

Notes:

Notes:		VENDOR		NAME OF BIDDER		NAME OF BIDDER		
		PHONE #						
		706-790-8111						
		QUOTED BY		Shop				
ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Multiple Service calls from storm-Helene	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	All generator units	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3		0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	LABOR	1	\$11,820.00	\$11,820.00	\$0.00	\$0.00	\$0.00	\$0.00
5	PARTS	1	\$15,600.84	\$15,600.84	\$0.00	\$0.00	\$0.00	\$0.00
6	GAS, OIL & GREASE	1	\$59.95	\$59.95	\$0.00	\$0.00	\$0.00	\$0.00
7	LOADBANK TESTING	1	\$495.00	\$495.00	\$0.00	\$0.00	\$0.00	\$0.00
8	SERVICES	1	\$480.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00
9	FREIGHT	1	\$2,063.58	\$2,063.58	\$0.00	\$0.00	\$0.00	\$0.00
10	MISC. SHOP	1	\$354.58	\$354.58	\$0.00	\$0.00	\$0.00	\$0.00
11		0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12		0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13		0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	EMERGENCY SERVICE-HELENE	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15		0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16		0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17		0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18		0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19		0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20		0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21		0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL BID				\$31,001.57		\$0.00		\$0.00
SHIPPING CHARGES								
DELIVERY TIME FROM RECEIPT OF PURCHASE ORDER								





2479 Doug Barnard Pkwy.  
Augusta, GA 30906  
Tel: (706) 790-8111  
Fax: (706) 790-4368

1182 Edgefield Road  
North Augusta, SC 29841  
Tel: (803) 613-0101  
Fax: (803) 613-0323

**HTJ-24-01-11927**

**Customer: AUGRIC - AUGUSTA-RICHMOND COUNTY GEORGIA**  
Contact Person: ACCOUNTING DEPT., SUITE 800  
535 TELFAIR STREET, MUNICIPAL BUILDING 1000  
AUGUSTA, GA 30901-2379

Invoice Date: 10/03/2024

Due Date: 10/13/2024

PO Number: *Bruce*

Payment Terms: NET 10

Invoice Status: UNPAID

### JOB DESCRIPTION

BUSHFIELD (MULTIPLE SERVICE CALLS FROM STORM)

### DETAILS

### PARTS

Quantity	Part No	Description	Unit Price	Ext. Price
6	32308	HOSE CLAMP (FOR BLUE HOSE)	\$4.31	\$25.86
6	FLX5526-062	5/8" BLUE SILICONE HEATER HOSE	\$7.50	\$45.00
8	GREEN STRIPE	5/8" GREEN STRIPE HEATER HOSE	\$5.97	\$47.76
6	mp5010	5/8" HOSE CLAMP SSAE SIZE 1/2"-1 1/16"	\$1.50	\$9.00
1	MISC-PART	BARBS AND UNIONS	\$90.74	\$90.74
1	MISC-PART	PWR RTD BELT	\$61.00	\$61.00
1	MISC-PART	HI-PWR BELT	\$33.88	\$33.88
1	MISC-PART	RACOR FF/WF SEPARATOR ASSY	\$1,817.15	\$1,817.15
3	MISC-PART	T-STAT GASKET	\$7.60	\$22.80
3	MISC-PART	T-STAT ORING	\$4.99	\$14.97
3	MISC-PART	T-STAT ELEMENT	\$121.79	\$365.37
1	MISC-PART	WATER PUMP GASKET	\$32.61	\$32.61
1	MISC-PART	WATER PUMP	\$7,217.81	\$7,217.81
2	MISC-PART	FAN BELTS SET OF 2	\$97.86	\$195.72
2	MISC-PART	AIR FILTER	\$311.74	\$623.48
6	MISC-PART	RACOR 2020V30 ELEMENT ASSY	\$16.83	\$100.98
1	MISC-PART	BLUE MONSTER	\$54.94	\$54.94
1	MISC-PART	#8 BARB	\$3.61	\$3.61
1	MISC-PART	TEFLON GOLD	\$17.56	\$17.56
1	MISC-PART	20' ARTOQUIP HOSE	\$277.10	\$277.10
2	MISC-PART	#8 HOSE BARB	\$6.00	\$11.99
2	MISC-PART	#8 HOSE BARB	\$8.25	\$16.50
2	MISC-PART	12MP HEX NIPPLE	\$6.17	\$12.33

Quantity	Part No	Description	Unit Price	Ext. Price
1	MISC-PART	Marco UP6 6.9 gpm, 24V Diesel Transfer Pump, M16406013	\$622.97	\$622.97
1	MISC-PART	BLUE MONSTER	\$19.01	\$19.01
4	MISC-PART	1/2 ALL SS WORM GEAR CLAMP	\$4.03	\$16.12
1	MISC-PART	3/4" SILICONE HOSE 16 FT	\$114.97	\$114.97
2	MISC-PART	1 x 3/4 BLACK BUSHING	\$5.42	\$10.83
4	MISC-PART	BRASS #12 HOSE	\$7.57	\$30.29
2	MISC-PART	BRASS 1/2"	\$20.60	\$41.20
2	MISC-PART	08MP-06FP REDUCER	\$3.62	\$7.24
1	MISC-PART	HOSE ASSY	\$102.57	\$102.57
1	MISC-PART	Battery Charger 12/24V 10 amp	\$1,922.00	\$1,922.00
1	MISC-PART	TAPE, PIPE THREAD, CHECK VALVE, FUSE	\$40.00	\$40.00
2	MISC-PART	BATTERY	\$200.03	\$400.06
6	MISC-PART	ANTIFREEZE	\$34.48	\$206.88
19	MISC-PART	ANTIFREEZE	\$24.64	\$468.16
1	MISC-PART	BLACK SILACONE	\$16.66	\$16.66
1	MISC-PART	ABSORBENT PADS	\$184.43	\$184.43
1	MISC-PART	ZIPTIES	\$88.14	\$88.14
1	MISC-PART	FUEL FILTER	\$12.93	\$12.93
1	MISC-PART	FUEL WATER SEPARATOR	\$14.44	\$14.44
2	MISC-PART	FUEL FILTER	\$38.05	\$76.10
2	MISC-PART	FUEL/WATER	\$49.20	\$98.40
1	MISC-PART	FUEL FILTER	\$12.93	\$12.93
1	MISC-PART	FUEL FILTER	\$14.44	\$14.44
2	MISC-PART	FUEL FILTER	\$50.63	\$101.26
2	MISC-PART	HOSE BARB	\$4.13	\$8.27

**LABOR**

Description	Ext. Price
Check all unit, deal with main terminal failing during outage. Then portable failing.	\$11,820.00

**GAS, OIL & GREASE**

Quantity	Part No	Description	Unit Price	Ext. Price
1	OIL	BULK OIL	\$4.45	\$4.45
3	AFC11100/F	ANTIFREEZE, GALLON PRE-MIX (RED)	\$18.50	\$55.50

**SERVICES & MISC**

Description	Ext. Price
PARTS RUN TO COLUMBIA	\$480.00
FREIGHT	\$2,063.58
LOADBANK	\$495.00

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**PLEASE REMIT PAYMENT TO:**

Hi-Tech Power Systems  
2479 Doug Barnard Pkwy  
Augusta, GA 30906  
(706) 790-8111

LABOR	\$11,820.00
PARTS	\$15,600.84
GAS, OIL & GREASE	\$59.95
PARKING/STORAGE	\$0.00
LOADBANK	\$495.00
SERVICES	\$480.00
FREIGHT	\$2,063.58
MISC. SHOP	\$354.58
SUBTOTAL	\$31,001.57
TAX	\$0.00
TOTAL	\$31,001.57

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(706) 798-3236 • Fax: (706) 798-1551 • 1501 Aviation Way • Augusta, Georgia 30906 • www.flyags.com

**Augusta Aviation Commission  
Meeting Minutes  
April 24, 2025  
10:00 a.m.  
Orwen Commission Chambers  
2nd Floor - Terminal Building**

**Committee Members:** Chairwoman Ronic West; Vice-Chairman Commissioner Michael Cioffi; Commissioner Dan Troutman; Commissioner James Germany; Commissioner Charles Larke; Commissioner Randy Sasser; Commissioner William Fennoy; Commissioner Larry Harris; Commissioner Wilbert Barrett; Commissioner Kay Roland

**Staff:** Mr. Herbet Judon; Ms. Lauren Smith; Ms. Elizabeth Giles; Ms. Risa Bingham; Chief R. Beal; Mr. Bruce Keller; Ms. Diane Johnston; Mr. Cody Mitchell; Mr. Ken Hinkle; Mr. Tyler Good; Ms. Jennifer Humphrey; Ms. Catherine Highsmith; Mr. Edwin Scott; Mr. Robert Kerr- Staff Attorney;

**Others:** Ms. Dana Lynn McIntyre – Augusta Business Daily; Skylar Andrews – Augusta Press  
Darrell White

**CALL TO ORDER & PRAYER** – Chairwoman Ronic West called the meeting to order at 10:01 am  
Prayer by Commissioner Barrett

- I. **Welcome and Introduction of New Aviation Commissioner Kay Roland** – Chairwoman Ronic West
- II. **Accessing Monthly Aviation Commission Meeting Packet** – Cody Mitchell

**III. AGENDA, MINUTES, STATISTICS, & CONSENT - Chairwoman Ronic West**

- A. April 24, 2025, Meeting Agenda  
*Motion by Commissioner Troutman 2<sup>nd</sup> by Commissioner Fennoy,  
No Discussion; Unanimous Ayes; Motion carries*
- B. March 20, 2025, Augusta Aviation Commission Meeting Minutes
- C. March Statistics
- D. Item VI - A; Approved in Construction Committee Meeting  
*Motion by Commissioner Troutman 2<sup>nd</sup> by Commissioner Harris to approve Consent Items B-E; March 20, 2025, Augusta Aviation Commission meeting minutes, March Statistics, Director Action Request - Augusta Regional Airport (AGS) – Design Taxiway A4 and G2, addition of Item E, Information Item - Emergency Expenses associated with HELENE. No Discussion; Unanimous Ayes; Motion carries*

**IV. COMMITTEE REPORTS:**

- A. Construction / Special Projects Committee Report – Commission Dan Troutman  
*Point of Order by Commissioner Troutman, Note of Reference amount of \$677,574.95 needs to be corrected to \$677,278.95 in action item write up. Information Received by Chairwoman West.*

**V. FINANCE REPORT– Risa Bingham**

March Financials  
*Finance report for information*

**VI. DIRECTOR ACTION REQUESTS:**

- A. Augusta Regional Airport (AGS)- Design Taxiway A4 & G2 – Elizabeth Giles  
*Motion Approved with Consent*

**VII. INFORMATION ITEMS**

- A. 2025 Masters Airport Overview – Mr. Judon / Tyler Good / Ken Hinkle
- B. AAAE Legislative Conference Update - Mr. Judon / Ms. West
- C. Airport Terminal Project (ATP) Grant Agreement Update – Mr. Judon
- D. Communications Report – Lauren Smith
- E. Emergency Expenses associated with HELENE

**VIII. COMMISSION COMMENTS/ACTION REQUESTS:**

- A. Travel Approval for Aviation Chairwoman Ronic West to attend (2025 ACI-NA Business of Airports Conference) – Vice Chairman Michael Cioffi  
*Motion by Commissioner Cioffi 2nd by Commissioner Larke*  
*No Discussion; Unanimous Ayes; Motin carries*
- B. Aviation Commission Meeting Dates, November & December – Jennifer Humphrey  
*December 11, 2025, to replace November & December 4<sup>th</sup> Thursday scheduled meetings.*  
*Motion by Commissioner Fennoy 2nd by Commissioner Cioffi*  
*No Discussion; Unanimous Ayes; Motin carries*

**ADJOURN MEETING**

**Motion to adjourn by Commissioner Fennoy 2<sup>nd</sup> by Commissioner Barrett**  
**No Discussion; Unanimous Ayes; Motion carries**

**Meeting adjourned at 11:17 am**

---

**Ronic West, Chairwoman**  
**Augusta Aviation Commission**



## Public.Service.Committee.Meeting

Meeting Date: 4/24/2025

Airport - Design Taxiway A4 and G2

**Department:** Augusta Regional Airport

**Presenter:** Herbert L. Judon, Jr., Airport Executive Director

**Caption:** Motion to approve **Work Authorization #15** to provide Engineering Design Services which includes plans, specifications, and services through bidding, for the Construction of the Taxiway A4 and G2 at Augusta Regional Airport in the amount of **\$677,278.95**.

The current Estimated Cost of Construction of this proposed Taxiway A4 and G2 is approximately \$6,820,850.00.

**Background:** With the reconstruction of Taxiway F, the majority of AIP eligible airfield pavement will have been reconstructed or rehabilitated within the past 10 years. Per the FAA's records, the only remaining item needing to be addressed prior to funding new AIP eligible pavement or facility projects is the existing "hot spot" located at the intersection of Taxiway E and Runway 17-35. This area of taxiway is deemed as such because of the direct connection along Taxiway E through Runway 17-35. The concern is that a pilot could inadvertently create a runway incursion by simply not holding short of the Runway or maneuvering onto Taxiway A. In order to remove the existing hot spot, a new connector(s) must be designed and constructed to alleviate congestion and provide an outlet to/from Runway 17/35, Taxiway A4 and G2. In 2022, after conversations surrounding projects in the near future, several exhibits were drafted and provided to the FAA depicting the potential Taxiway A4 and G2 connectors. These two taxiways have been approved within the ALP and AGS has received notice of Tentative Allocation of federal funding for design in 2025 with construction to follow in 2026. The taxiway would be designed and laid out as a TDG IV resulting in a 50-foot-wide taxiway with 20-foot shoulders. The overall footprint of construction would be approximately 19,000 square yards.

Once construction is complete on the new connector taxiways, the existing hot spot will be removed, and the remainder of Taxiway A will be constructed to the south. This PROJECT is programmed by the Federal Aviation Administration (FAA) for a Fiscal Year (FY) 2025 design grant and a FY 2026 construction grant.

This Project will include Mobilization, Airfield Safety and Traffic Control, Erosion Control, Stormwater analyzation and potential improvements, demolition, excavation, paving, grading, seeding, and mulching within the project limits at an estimated cost of construction of \$6,820,850.00.

In order to mitigate the existing hotspot, the Project, **AGS – Design Taxiway A4 and G2**, is hereby proposed.

For Federal projects where fees exceed \$100,000, an Independent Fee Estimate (IFE) is required for Federal participation. This proposal is contingent upon the results of an IFE. An IFE is required to determine that the proposed fee requested for the project is within the bounds (within 10%) of the requested scope. The Airport has reached out to a consultant to conduct the IFE.

#### **Analysis:**

Improving existing airfield pavement and removing areas deemed safety concerns remains a high priority for AGS and the FAA.

The current Estimated Cost for “**Taxiway A4 and G2**” is approximately **\$6,820,850.00**.

It is hereby requested that the Aviation Commission approve this **Work Authorization # 15**, in a Lump-Sum fee amount of **\$677,278.95**. This work authorization is requested and includes the efforts to develop Plans, Specifications and provide Bidding Services, per FAA Advisory Circulars, for the project.

This Work Authorization has been reviewed by Airport Legal Counsel, Mr. Robert Kerr.

#### **Financial Impact:**

This work authorization is proposed to be funded through Federal AIP Grant #61 via a 90/5/5 split between the FAA, GDOT, and Local. Construction is proposed to be funded via FAA AIP grant issued in Fiscal year 2025.

#### **Alternatives:**

N/A

#### **Recommendation:**

Approve **Work Authorization #15** to provide Engineering Design Services which includes plans, specifications, and services through bidding, for the Construction of the Taxiway A4 and G2 at Augusta Regional Airport in the amount of **\$677,278.95**.

The current Estimated Cost of Construction of this proposed Taxiway A4 and G2 is approximately \$6,820,850.00.



**Funds are available in 551081303-5412110  
the following accounts:**

**REVIEWED AND** N/A  
**APPROVED BY:**

**WORK AUTHORIZATION #15**  
**TO**  
**PROFESSIONAL SERVICES TERMS AND CONDITIONS OF AGREEMENT**

**BETWEEN:** Augusta Regional Airport (AGS) (AIRPORT) (“CLIENT”)  
1501 Aviation Way, Augusta, GA 30906

**AND:** Mead and Hunt, Inc. (“CONSULTANT”)  
A Wisconsin Corporation

**TASK ORDER EFFECTIVE DATE:** April 24, 2025

**RECITALS**

This is the fifteenth (15th) Work Authorization to the PROFESSIONAL SERVICES TERMS AND CONDITIONS OF AGREEMENT dated effective October 17, 2023 between the CLIENT and CONSULTANT (“CONTRACT”).

**AGREEMENT**

1. Services to be provided. The Scope of Services includes: all work, services, and materials necessary for the design of New Connector Taxiway(s) A4 and G2 (PROJECT). With the reconstruction of Taxiway F, the majority of AIP eligible airfield pavement will have been reconstructed or rehabilitated within the past 10 years. Per the FAA’s records, the only remaining item needing to be addressed prior to funding new AIP eligible pavement or facility projects is the existing “hot spot” located at the intersection of Taxiway E and Runway 17-35. This area of taxiway is deemed as such because of the direct connection along Taxiway E through Runway 17-35. The concern is that a pilot could inadvertently create a runway incursion by simply not holding short of the Runway or maneuvering onto Taxiway A. In order to remove the existing hot spot, a new connector(s) must be designed and constructed to alleviate congestion and provide an outlet to/from Runway 17/35, Taxiway A4 and G2. In 2022, after conversations surrounding projects in the near future, several exhibits were drafted and provided to the FAA depicting the potential Taxiway A4 and G2 connectors. These two taxiways have been approved within the ALP and AGS has received notice of Tentative Allocation of federal funding for design in 2025 with construction to follow in 2026. The taxiway would be designed and laid out as a TDG IV resulting in a 50-foot-wide taxiway with 20 foot shoulders. The overall footprint of construction would be approximately 19,000 square yards.

Once construction is complete on the new connector taxiways, the existing hot spot will be removed and the remainder of Taxiway A will be constructed to the south. Due to this change, the FAA has required the submittal of as-built conditions meeting the parameters the full Scope of Services as defined in Exhibit A.

2. Schedule. The project shall be completed by Spring of 2026 to meet the required deadline set by the FAA for Federal AIP Descretionary Funding.
3. Consideration. The services shall be provided for the lump sum of \$677,574.95. The services will be billed on a percentage complete basis by task. Progress payments shall be made in accordance with the CONTRACT.

**APPROVAL AND ACCEPTANCE:** Approval and acceptance of the WORK AUTHORIZATION including any attachments shall incorporate this document as part of the CONTRACT between the AIRPORT and the CONSULTANT dated October 17, 2023. All work and services defined in this WORK AUTHORIZATION shall be performed in accordance with the terms and conditions of the aforementioned CONTRACT between the AIRPORT and CONSULTANT.

Accepted by: AUGUSTA AVIATION COMMISSION Approved by: MEAD AND HUNT, INC.

By: \_\_\_\_\_

Name: Ronic West

Title: Aviation Commission Chair

*The above person is authorized to sign  
for Client and bind the Client to the terms  
hereof.*

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name: Edwin Scott

Title: Vice President, Department Manager

Date: \_\_\_\_\_

Approval: \_\_\_\_\_

*Authorized Reviewer Signature*

## ATTACHMENT A

### AUGUSTA REGIONAL AIRPORT (AGS) AUGUSTA-RICHMOND AVIATION COMMISSION DESIGN NEW CONNECTOR TAXIWAY(S) A4 AND G2 Engineering Design Scope of Services

MARCH 2025

#### PROJECT DESCRIPTION

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This Scope of Services details the preliminary design, 60% design, 90% design, final design, and bid administration services to be provided by MEAD & HUNT, INC. (CONSULTANT), for the New Connector Taxiway(s) A4 and G2 (PROJECT) at the Augusta Regional Airport (Airport) for the Augusta-Richmond County Aviation Commission (OWNER).

#### BACKGROUND

With the reconstruction of Taxiway F, the majority of AIP eligible airfield pavement will have been reconstructed or rehabilitated within the past 10 years. Per the FAA's records, the only remaining item needing to be addressed prior to funding new AIP eligible pavement or facility projects is the existing "hot spot" located at the intersection of Taxiway E and Runway 17-35. This area of taxiway is deemed as such because of the direct connection along Taxiway E through Runway 17-35. The concern is that a pilot could inadvertently create a runway incursion by simply not holding short of the Runway or maneuvering onto Taxiway A. In order to remove the existing hot spot, a new connector(s) must be designed and constructed to alleviate congestion and provide an outlet to/from Runway 17/35, Taxiway A4 and G2. In 2022, after conversations surrounding projects in the near future, several exhibits were drafted and provided to the FAA depicting the potential Taxiway A4 and G2 connectors. These two taxiways have been approved within the ALP and AGS has received notice of Tentative Allocation of federal funding for design in 2025 with construction to follow in 2026. The taxiway would be designed and laid out as a TDG IV resulting in a 50-foot-wide taxiway with 20-foot shoulders. The overall footprint of construction would be approximately 19,000 square yards.

Once construction is complete on the new connector taxiways, the existing hot spot will be removed, and the remainder of Taxiway A will be constructed to the south. This PROJECT is programmed by the Federal Aviation Administration (FAA) for a Fiscal Year (FY) 2025 design grant and a FY 2026 construction grant. The estimated construction budget for the PROJECT is approximately **Six Million Eight Hundred Twenty Thousand Eight Hundred Fifty Dollars and No Cents (\$6,820,850.00)**. This PROJECT is anticipated to be funded by a FAA Airport Improvement Program (AIP) grant, GDOT Grant and local funds. The PROJECT will be designed to meet FAA standards and will be assembled as a single bid package.

MEAD & HUNT, INC. is the prime consultant and is hereinafter referred to as "CONSULTANT." This Scope of Services was developed by the CONSULTANT with input from the OWNER, FAA, and GDOT.

## PROJECT ELEMENTS

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The PROJECT will consist of the following elements:

This PROJECT includes engineering design services and development of construction documents for the proposed new Taxiway(s) A4 and G2. The CONSULTANT shall investigate and determine the preferred layout for these new connector Taxiways during the preliminary phase of the project. Prior to moving beyond the preliminary design phase, the CONSULTANT shall meet with the Sponsor and FAA to present the multiple layouts and preferred option. This preferred option will be agreed to by all parties prior to moving forward into the Final Design services phase of the project. Project limits extend from the intersection of Taxiway E and Runway 17-35 to the south approximately 500 linear feet and to the east and west approximately 500 linear feet along Runway 17-35 and 8-26. Other project elements include new taxiway edge lights, guidance signs and cabling; drainage improvements; and new pavement markings.

A project graphic depicting these elements is included as **Attachment 1**.

## PROJECT TEAM

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The CONSULTANT will assign a Project Manager (PM) to this PROJECT to monitor continuity through each task, as described in this scope. The PM will be responsible for work performed by the CONSULTANT team. Specific project management tasks are detailed within each task.

The CONSULTANT will subcontract with the following subconsultants for specialty services:

- 1) **SUB NAME (SUB): SUB** will perform **DESCRIBE ROLE (GEO\_SUB)**.
- 2) **SUB NAME (SUB): SUB** will perform **DESCRIBE ROLE (SURV\_SUB)**.
- 3) **SUB NAME (SUB): SUB** will perform **DESCRIBE ROLE (HYDR\_SUB)**.

## SCOPE OF SERVICES

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The CONSULTANT's scope of work for the PROJECT will be tracked as follows:

- Task 1: Preliminary Design
- Task 2: 60% and 90% Design
- Task 3: Final Design
- Task 4: Bid Administration
- Task 5: Additional Services

All tasks defined in this Scope of Services shall be performed in accordance with the terms and conditions of the PROFESSIONAL SERVICES TERM AND CONDITIONS OF AGREEMENT dated October 17, 2023 between the OWNER and the CONSULTANT.

CONSULTANT will provide the services described in the following tasks.

## TASK 1 PRELIMINARY DESIGN

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### 1.1 TASK 1 PROJECT MANAGEMENT AND COORDINATION

Project management tasks during Task 1 will consist of the following:

- 1.1.1 Prepare Contract and Project Setup  
The PM and administrative staff will review and execute the contract between the CONSULTANT and the OWNER. The PM will establish a work breakdown structure to track task-level progress. Administrative staff will create the internal project database for finance tracking and internal project directory.
- 1.1.2 Prepare Project Management Plan  
The PM will prepare a Project Management Plan (PMP) that will address the following project elements: Project Team Roles and Responsibilities, Document Distribution Plan, Communications Plan, Quality Control Milestone Summary, and Scope Change Management Plan.
- 1.1.3 Prepare Schedule  
The PM will prepare a design and bidding schedule upon receiving the Notice to Proceed (NTP) from the OWNER. This schedule will be updated as preliminary design progresses, adjusting for review times by the OWNER, FAA, and GDOT.
- 1.1.4 Coordinate Internal Design Team  
The PM will assign a design team to the PROJECT. Once a design team is established, the PM will implement a task coordination program to assign specific responsibilities to team members. Throughout the design, the PM will coordinate and monitor internal work progress.
- 1.1.5 Coordinate Subconsultants  
The PM will prepare subcontracts/work orders for the subconsultants employed by CONSULTANT for the PROJECT upon receiving the NTP from the OWNER. Once subcontracts/work orders are executed, the PM will coordinate subconsultant work efforts. The PM will coordinate with the OWNER for subconsultant field activities and monitor subconsultant work progress.
- 1.1.6 Quality Control Program  
The PM will create and implement a quality control (QC) program. As part of this program, the PM will assign both QC and quality assurance (QA) team members to the PROJECT. The PM will prepare a detailed QC checklist that will be shared with the internal design team.
- 1.1.7 Project Controls

The PM will track design costs weekly. At the beginning of each month, the PM will review accrued costs from the previous month and work with accounting staff to prepare invoices for the OWNER. The invoices will be submitted per the OWNER's standard invoice requirements. The invoice will reference the percent complete of each task based on the work breakdown structure and this scope. The PM will review subconsultant invoices.

The PM will oversee the badging process for CONSULTANT and subconsultant personnel, acting as the authorized signer for staff. It is anticipated that three (3) personnel will require badging to complete the PROJECT. Badging consists of four (4) hours of badge training and two (2) hours of travel, with badging and background check fees totaling \$100.00 per person.

The Project Manager will create, maintain, update and internally distribute the safety program for CONSULTANT's on-site personnel.

#### 1.1.8 Scope Development

The CONSULTANT will develop a scope of services and fee proposal for the PROJECT and negotiate a scope of services, fee proposal, and agreement for subconsultants. The CONSULTANT will submit the initial project scope of services electronically to the OWNER and the FAA for review and comment. The CONSULTANT will revise the scope of services and send it electronically along with a blank fee spreadsheet in Excel format to the OWNER for establishment of an independent fee estimate as required by *Section 300 – Procurement of Professional Services*, of the AIP Sponsor Guide. Transmittal to an optional third-party consultant for the independent fee estimate (IFE) will be the responsibility of the OWNER. The IFE will be a separate contract managed by the OWNER. The CONSULTANT will not have contact with the IFE consultant.

Once the IFE is complete, the CONSULTANT will provide the cost proposal and the PM will work with the OWNER to clarify the scope and fee if the project, or any task, is outside of the 10% standard margin as defined in FAA AC 150/5100-14E, *Architectural, Engineering, and Planning Consultant Services*, Section 2.14.3.

OWNER shall keep a record of negotiations as required by FAA AC 150/5100-14E.

## 1.2 **TASK 1 PROJECT MEETINGS AND COMMUNICATION**

The CONSULTANT will participate in meetings and phone calls during Task 1. Meetings and communication items will be as follows:

#### 1.2.1 Internal Project Kickoff Meeting

The PM will conduct a meeting, up to one hour, with the internal design team (anticipated to consist of PM, Engineer III, Engineer II, Administrative Assistant, SUB, 1, SUB 2), to present the PROJECT, project budget, design schedule, major project elements, and internal protocol.

1.2.2 Project Kickoff Meeting with OWNER

The CONSULTANT will prepare for and conduct a meeting, up to one and a half (1.5) hours, with the OWNER and FAA to present the PROJECT, including introductions, design schedule, and major project elements. Up to five (5) members from CONSULTANT team will attend (anticipated to consist of PM, Engineer III, Administrative Assistant, SUB 1, SUB 2I). The meeting is anticipated to be held at the Airport with the FAA in teleconference. The CONSULTANT will prepare an agenda and exhibits to support the meeting. CONSULTANT team will collaborate to create meeting minutes and distribute via email to all that attended the meeting. The project kickoff meeting will consist of travel time for the following team members PM – 4 hours, Engineer III – 4 hours, Administrative Assistant – 2.5 hours.

1.2.3 Site Investigation

The CONSULTANT will perform an initial site investigation. The investigation will include the following tasks:

- a. The CONSULTANT will review existing record drawings.
- b. The CONSULTANT will generate a map of the Airport to use in documenting the existing conditions.
- c. Up to three (3) members from CONSULTANT team (anticipated to consist of PM and Engineer II) will travel to the Airport and conduct a site investigation. This will be concurrent with the project kick-off meeting. The site investigation including travel time is anticipated to be PM – 4 hours, Engineer II -2 hours.
- d. For electrical conditions, the CONSULTANT will coordinate with Airport Operations staff in advance of the site visit so that the Airport can plan for and execute temporary shut-off of the electrical circuit.
- e. The OWNER will provide qualified staff to access buildings and open in-ground structures to determine utility and circuit routing.
- f. The CONSULTANT team will walk the site to observe existing pavement and drainage conditions, and existing features that are within project limits.
- g. Owner will provide Meggar readings of each circuit to be used or replaced in the project.
- h. Existing pavement condition will not be evaluated for this project.



1.2.4 Weekly Internal Progress Meetings

The PM will conduct weekly meetings, up to one (1) hour, with the internal design team to discuss the project schedule and work progress. Up to five (5) members from CONSULTANT team (anticipated to consist of PM, Engineer II, Administrative Assistant), and one representative from each sub-consultant will attend each meeting. Up to sixteen (16) meetings are anticipated during Task 1.

1.2.5 Monthly Progress Meetings with OWNER

The CONSULTANT will conduct monthly meetings, up to one (1) hour, with the OWNER to discuss the project schedule, work progress, and coordination items. Up to two (2) members from CONSULTANT team will attend each meeting (anticipated to consist of PM and Engineer III). Up to four (4) meetings are anticipated during Task 1. The meetings will be held virtually.

1.2.6 Present Preliminary Submittal to OWNER

The CONSULTANT will prepare for and conduct a meeting, up to two (2) hours, with the OWNER to present the preliminary design submittal. Up to three (3) members from CONSULTANT team will attend (anticipated to consist of PM, Engineer III, and Engineer II). The meeting will be held in person. The CONSULTANT will prepare an agenda, exhibits and minutes to support the meeting.

1.2.7 Present Preliminary Submittal to FAA and GDOT

The CONSULTANT will prepare for and conduct a meeting, up to one (1) hour, with the FAA, GDOT, Tenants and OWNER to present the preliminary design submittal. Up to three (3) members from CONSULTANT team will attend (anticipated to consist of PM, Engineer III, and Engineer II). The meeting will be held in person. The CONSULTANT will prepare an agenda, exhibits and minutes to support the meeting.

1.2.8 General Communication with OWNER

The CONSULTANT will communicate with the OWNER throughout Task 1 via phone calls or email in addition to the meetings listed herein.

### 1.3 TOPOGRAPHIC SURVEYING

The CONSULTANT will [subcontract with **SUBNAME (SURV\_SUB)** to] conduct a topographic survey of the project limits.

1.3.1 Coordination and File Preparation [for **SUB**] (CONSULTANT)

The CONSULTANT will coordinate the work efforts of **SURV\_SUB** and prepare files to facilitate the topographic survey. The work will include the following subtasks:

- a. CONSULTANT will prepare an exhibit for **SURV\_SUB** showing the approximate survey limits and specific features to be surveyed. A preliminary version of this exhibit is included as **Attachment 2**.

- b. CONSULTANT will coordinate with the OWNER and SURV SUB to determine a schedule for survey fieldwork and logistics of Airport access.

1.3.2 Field Work and Drawing Preparation ([by subconsultant – SURV SUB] [by CONSULTANT])

Topographic Survey: [SURV SUB] [CONSULTANT] will conduct a topographic survey consisting of the following elements:

- a. Attend an airfield safety training session as required by the OWNER. Daytime work will be performed on a pull-back basis. Airport staff with support from the CONSULTANT will provide escort for the survey crew. SUB will be equipped with a radio to monitor pilot communications, if needed.
- b. Tie topographic survey to NAD 83/NAVD 88 State Plane Coordinate System and existing vertical and horizontal control points, including at least two Primary Airport Control monuments (PACs).
- c. Perform bench loop and traverse procedures to verify accuracy of vertical and horizontal control points.
- d. Provide temporary survey control points for the plan set (minimum of four) for contractor layout during construction.
- e. Survey pavement on a 25-foot grid and 25 feet along construction limits. Survey will include the pavement centerline, edge of pavement, 10 feet from edge of pavement, and 50-foot increments beyond edge of pavement. Include all grade breaks, flowlines, and taper and curve start/end.
- f. Survey identifiable flow lines, grade brakes, top of bank points, pavement joins, and markings.
- g. Survey location and elevations of pull boxes, catch basins, lights, airfield signs, and other structures/utilities within the survey limits.
- h. Survey underground utilities at encountered structures where access is possible, and provide rim elevation, pipe sizes, pipe type, direction, and invert elevations of utilities. Survey outlet structures, including those outside of survey limits that lead into or away from the site. Survey will not perform confined space access.
- i. Survey location of pavement borings.
- j. Provide 3D digital terrain model (DTM) and line work for surveyed features compatible with AutoCAD Civil 3D 2022 or previous versions.

- k. Upon CONSULTANT review, SUB will provide a PDF of the final topographic survey stamped and sealed by a Professional Licensed Surveyor, along with a comma delimited file (\*.csv) for all points surveyed and copy of field survey notes for utilities.
- l. Provide up to five (5) additional day(s) of field work (8-hour shift during daytime hours) for follow-up items.
- m. [Conduct a PAPI obstacle clearance surface verification consisting of the following elements:

For purposes of the proposal, the OCS is assumed to be clear, and additional survey will not be required.

1.3.3 Convert Survey Data for CAD Software (CONSULTANT)

The CONSULTANT will analyze the topographical surveying data and prepare the data for use with computer modeling. Included are the following sub-tasks:

- a. The CONSULTANT will review the survey drawing provided by SURV\_SUB and compare it with notes taken during site walk, prior survey drawings, the master base map, satellite imagery, and available site photos.
- b. The CONSULTANT will update the master base map drawing to replace existing line work with surveyed features. The master base map will then be the project base map to be depicted as existing conditions in the plans.
- c. The CONSULTANT will review the DTM provided by SURV\_SUB and check that the contours reflect the expected ground surface conditions. CONSULTANT will review survey point elevations at tie-in locations and confirm project limits.
- d. The CONSULTANT will establish runway and taxiway alignments based on the surveyed runway threshold monuments and as-built data. These alignments will be depicted in the plans and used for contractor layout.

1.3.4 See SUBNAME (SURV SUB) scope for additional topographic survey services.

## 1.4 GEOTECHNICAL INVESTIGATION

The CONSULTANT will subcontract with NOVA to conduct a geotechnical investigation of the project site.

1.4.1 Coordination and Testing Requirements for NOVA (CONSULTANT)

The CONSULTANT will coordinate the work efforts of NOVA and establish testing requirements for the geotechnical investigation. The work will include the following subtasks:

- a. The CONSULTANT will review record drawings and geotechnical reports to gather information on existing soil conditions and pavement sections. The CONSULTANT will provide this information to NOVA to support their investigation.
- b. The CONSULTANT will determine the type and frequency of geotechnical testing required for the design. The testing will consider pavement type, design methodology, type of wheel loading, and weight of design aircraft. Anticipated tests are included in NOVA's scope of work below.
- c. The CONSULTANT will prepare an exhibit for NOVA showing the approximate boring locations. A preliminary version of this exhibit is included as **Attachment 3**.
- d. The CONSULTANT will coordinate with the OWNER and NOVA to determine a schedule for geotechnical field work and logistics of Airport access.

- 1.4.2 Field Work, Laboratory Testing, and Report Preparation (Subconsultant – NOVA)  
Conduct a geotechnical investigation per FAA Advisory Circular (AC) 150/5320-6G, *Airport Pavement Design and Evaluation*. The investigation will consist of the following elements:

Field Work

- a. Perform utility mark-out via 811 (call811.com) in advance of field work to coordinate the location of utilities within the selected site location.
- b. Attend an airfield safety training session as required by the OWNER. It is anticipated that daytime work will be required, and that airport staff and CONSULTANT staff will provide escort for the field crew. SUB will be equipped with a radio to monitor pilot communications if needed.
- c. Drill **NUMBER (#)** borings at a minimum depth of 10 feet (10') below the surface elevation.
- d. Drill **NUMBER (#)** of pavement cores to establish existing pavement thickness in addition to borings.
- e. Backfill borings under pavement and in open field with cuttings, compacted by automatic drop hammer. Core all pavement borings to provide a smooth wall to patch against.
- f. Patch all pavement cores with high strength, quick setting, non-shrink mortar. Dye mortar black in asphalt pavement patches.
- g. In-situ infiltration tests will not be required.

Soil Investigation and Boring Log

- a. Sample, identify, and classify soils per with ASTM D420, *Standard Guide for Site Characterization for Engineering Design and Construction Purposes*, ASTM D2488, *Standard Practice for Description and Identification of Soils (Visual-Manual Procedure)*, and ASTM D2487, *Standard Practice for Classification of Soils for Engineering Purposes (Unified Soil Classification System)*.
- b. Develop a graphic log that summarizes the results of the soil explorations that includes location, date performed, type of exploration, surface elevation, thickness of pavement section layers, depth of soil materials, sample locations and identification numbers, soil classification, water table, penetration tests, moisture content, unit weight, and remarks. Graphic logs shall be no larger than 8.5x11 format.

Soil Tests and Analysis

- a. In situ moisture content and unit dry weight for split-ring samples from the borings and/or test pit (ASTM D2937). Identify in-place compaction. NUMBER (#) total tests.
- b. ASTM D421, *Standard Practice for Dry Preparation of Soil Samples for Particle-Size Analysis and Determination of Soil Constants*. NUMBER (#) total tests.
- c. ASTM D 422, *Standard Test Method for Particle-Size Analysis of Soils and Existing Aggregate Base*. NUMBER (#) total tests.
- d. ASTM D 4318, *Standard Test Methods for Liquid Limit, Plastic Limit, and Plasticity Index of Soils*. NUMBER (#) total tests.
- e. Moisture-Density Relations of Soils. The pavements will be designed to accommodate the design aircraft (maximum takeoff weight greater than 60,000 pounds). Use ASTM Method D 1557, *Standard Test Methods for Laboratory Compaction Characteristics of Soil Using Modified Effort (56,000 ft-lbf/ft<sup>3</sup>)*. If expansive soils are encountered, use ASTM D698, *Standard Test Methods for Laboratory Compaction Characteristics of Soil Using Standard Effort*. NUMBER (#) total tests.
- f. Estimates of earthwork shrinkage/swell based on in-situ density test results and assumed final density values.
- g. ASTM D 1883, *Standard Test Method for California Bearing Ratio of Laboratory-Compacted Soils*. Provide one (1) CBR test for each different major soil type. Refer to FAA AC 150/5320-6G, Section 2.3.9.11.3 for additional information regarding number of CBR tests. It is anticipated there will be NUMBER (#) total tests on native subgrade, and NUMBER (#) total tests on lime and/or cement stabilized subgrade (at optimum content of stabilizing agent)].

- h. The area is not known or suspected to have been subject to AFFF discharge. PFOS/PFAS sampling is not required.

#### Geotechnical Report and Design Review

- a. Prepare a draft report detailing the findings of the geotechnical investigation. The report will include a summary of the field investigation, site conditions, soil materials, groundwater analysis, recommendations for soil strength values and subgrade preparation, frost depth, potential for encountering unsuitable materials, and appendices containing the boring logs and tests performed.
- b. After CONSULTANT, and OWNER review the draft report, complete the final report.
- c. Review the Engineer's Design Report prepared by the CONSULTANT for conformance with the geotechnical recommendations.

#### 1.4.3 Analyze Data (CONSULTANT)

Analyze the data from the draft report and existing previous geotechnical data, consisting of the following sub-tasks:

- Review geotechnical recommendations.
- Determine appropriate data for pavement design.
- Evaluate existing pavement sections for potential recycling and reuse.
- Evaluate shrink, swell, and consolidation potential.

#### 1.4.4 See SUBNAME (GEO SUB) scope for additional geotechnical services.

### 1.5 PRELIMINARY PAVEMENT DESIGN

The CONSULTANT will use information obtained in the geotechnical investigation to calculate the pavement sections required to support the design aircraft using FAA AC 150/5320-6G, *Airport Pavement Design and Evaluation*. This work will consist of the following sub-tasks:

- a. The CONSULTANT will develop an aircraft fleet mix. This will include reviewing FAA Traffic Flow Management System Counts (TFMSC), reviewing fleet mixes for previous projects at the Airport, obtaining OWNER input on observed aircraft operations, organizing the data into a table with aircraft type, Maximum Take-Off Weight (MTOW), and annual departures.
- b. The CONSULTANT will perform pavement design using the FAA program FAARFIELD. This will include establishing an existing subgrade strength based on CBR data from the geotechnical report, inputting the fleet mix into the model, and running the program to obtain the required thicknesses for new pavement and aggregate base. CONSULTANT will evaluate up to **NUMBER (#)** pavement sections for use in a life-cycle cost estimate.
- c. The CONSULTANT will use FAARFIELD to determine required subgrade compaction percentages at specific depths. This will be compared with geotechnical recommendations, existing soil conditions, and earthwork analysis to identify subgrade compaction requirements for the project areas.

- d. The CONSULTANT will use FAARFIELD to design a paved shoulder section with the reduced aircraft loading requirements detailed in FAA AC 150/5320-6G.
- e. The CONSULTANT will evaluate pavement rehabilitation options for existing pavements based on the condition observed in the site investigation and the findings of the geotechnical investigation.

## 1.6 PRELIMINARY GEOMETRIC DESIGN

The CONSULTANT will design runway and taxiway geometry per FAA AC 150/5300-13B, *Airport Design*. This work will consist of the following subtasks:

- a. The CONSULTANT will determine centerline locations based on centerline separation requirements per FAA AC 150/5300-13B.
- b. The CONSULTANT will determine standard taxiway width and fillet geometry based on the Taxiway Design Group (TDG) for the design aircraft per FAA AC 150/5300-13B.

## 1.7 PRELIMINARY SURFACE GRADING DESIGN

The CONSULTANT will design grading of the paved and unpaved surfaces based on compliance with FAA AC 150/5300-13B. This work will consist of the following sub-tasks:

- a. The CONSULTANT will create a Digital Terrain Model (DTM) using AutoCAD Civil 3D.
- b. [The CONSULTANT will design a taxiway centerline profile that will meet the longitudinal grading requirements of FAA AC 150/5300-13B.
- c. The CONSULTANT will create standard cross sections indicating grades for pavement, shoulder, and unpaved areas using.
- d. Tie-in locations may not conform to current standards or ultimate design. Therefore, transition zones may be required. The CONSULTANT will design a finish-grade surface for each transition area up to the adjoining pavement. The transition areas will meet FAA AC 150/5300-13B where possible while considering constructability.
- e. The CONSULTANT will design unpaved infield areas to drain and tie into existing storm drain infrastructure. Grades will meet the requirements of the applicable safety areas defined in FAA AC 150/5300-13B.

## 1.8 PRELIMINARY STORM DRAIN DESIGN

The CONSULTANT will design improvements to the storm drain system per FAA AC 150/5320-5D, *Airport Drainage Design*. This work will consist of the following sub-tasks:

- a. The CONSULTANT will perform an existing condition watershed analysis to determine existing flow rates that are tributary to each drainage basin.



- b. The CONSULTANT will evaluate the catchment areas defined in the preliminary grading design. The CONSULTANT will perform a watershed analysis of the preliminary catchment areas for the design storm per FAA AC 150/5320-5D to determine peak flows.
- c. The CONSULTANT will design storm drainpipes to connect the new drainage structures to existing storm drain infrastructure. The CONSULTANT will design the diameter, slope, and material to meet the design flow per FAA AC 150/5320-5D.
- d. The CONSULTANT will design an underdrain system to keep groundwater away from the pavement section. The underdrain will consist of perforated plastic pipe in a trench with porous backfill wrapped in filter fabric and will tie into existing or new storm drainpipes.
- e. The PROJECT will result in a significant increase of impervious area. Stormwater impacts will be mitigated by directing runoff to open air basins and infiltration.

#### 1.9 PRELIMINARY PAVEMENT MARKING DESIGN

- a. The CONSULTANT will design pavement markings per FAA AC 150/5340-1M, *Standards for Airport Markings*.

#### 1.10 PRELIMINARY ELECTRICAL DESIGN

The CONSULTANT will design the proposed lighting and signage system per FAA AC 150/5340-30J, *Design and Installation Details for Airport Visual Aids*. Included are the following subtasks:

- a. The CONSULTANT will design edge light locations based on the proposed pavement geometry.
- b. The CONSULTANT will design sign locations based on the proposed pavement geometry. The location, offset from pavement edge, and legend configuration will be per FAA AC 150/5340-18G, *Standards for Airport Sign Systems*.
- c. The CONSULTANT will design a preliminary conduit and circuit layout, with junction structure locations.]
- d. The CONSULTANT will determine where new infrastructure will connect to existing. It is anticipated that new cable, transformers, cans, and fixtures will be installed for the PROJECT.
- e. The CONSULTANT will perform a preliminary evaluation of proposed electrical loads to determine the required regulator size.
- f. The CONSULTANT will determine temporary circuit routing required to facilitate construction.

#### 1.11 PREPARE PRELIMINARY PLANS

The CONSULTANT will prepare preliminary plan sheets depicting the proposed improvements. The following is a preliminary list of drawings.

Sheet Number	Sheet Description	No. of Sheets
G-001	Cover Sheet	1
G-002	Sheet Index, Legend, and Abbreviations	1
G-020	Project Layout Plan	1
G-080	Phasing Plan	4
C-101	Demolition Plans	4
C-401	Grading and Drainage Plans	4
C-441	Drainage Improvement Plans	4
C-601	Pavement Marking Plans	4
E-201	Airfield Electrical Layout Plans	4
<b>Total Number of Sheets</b>		<b>27</b>

#### 1.12 PREPARE PRELIMINARY ENGINEER'S DESIGN REPORT

The CONSULTANT will prepare a Preliminary Engineer's Design Report (EDR) [to document the basis and findings of the preliminary design.

Elements of the EDR typically include the following:

- Introduction / Scope
- History of the Existing System
- Site Investigation (Including Photographs)
- Topographic Survey
- Geotechnical Investigation
- Design Standards
- Pavement Design (Including Fleet Mix and FAARFIELD Models)
- Geometric Design
- Surface Grading Design
- Storm Drain Design
- Pavement Marking Design
- Electrical Design (Including Load Calculations as Appendix)
- NAVAID Impacts
- Impacts to FAA-Owned Facilities
- Lighting and Signage
- Environmental Considerations (Including Environmental Documentation)
- Utility Information
- Availability of qualified and capable contractors to perform the work
- Modifications to AIP Standards (See Additional Services)
- Delineation of AIP Eligible and Ineligible Work Items
- DBE Participation

- Construction Safety and Phasing Plan / Considerations for Airport Operational Safety
- Project Schedule
- Engineer's Estimate Probable Construction Cost
- Life Cycle Cost Analysis
- Design Review Meeting Minutes

### 1.13 PREPARE PRELIMINARY COST ESTIMATE

#### 1.13.1 Preliminary Earthwork Analysis

Due to the extent of grading improvements, a detailed analysis of site volumes will be required to determine excavation, fill, and off-haul quantities. The CONSULTANT will determine cut and fill volumes using AutoCAD. CONSULTANT will consider existing and proposed pavement sections and unusable vegetated surface layer unsuitable for subgrade fill material to determine effective volumes.

#### 1.13.2 Calculate Estimated Preliminary Quantities

The CONSULTANT will calculate necessary quantities for the various work items. Quantities will be consistent with the specifications and acceptable quantity calculation practices.

#### 1.13.3 Prepare Preliminary Cost Estimate

The CONSULTANT will provide a construction cost estimate based on record cost data and similar work using the calculated preliminary quantities. In addition to construction cost, the CONSULTANT will estimate total eligible project costs including OWNER administration, construction administration, resident engineer services, and materials testing. These additional costs will be provided to support the OWNER in the grant planning process.

### 1.14 SUBMIT FAA FORM 7460-1

A Notice of Proposed Construction (FAA Form 7460-1) is necessary to evaluate potential obstructions to air navigation and navigational communication facilities. Up to **three (3)** 7460-1 submissions are anticipated during preliminary design.

CONSULTANT will generate one (1) 7460-1 submission for the drill rig used during the geotechnical investigation. This submission will include exhibits(s) identifying equipment height and limits of work in latitude and longitude coordinates for the work area as well as timing of work.

CONSULTANT will generate one (1) 7460-1 submission for the proposed final project construction. This submission will include exhibits(s) identifying operational clearances of roads, aircraft movement areas, and structures. The exhibits will require latitude and longitude coordinates for all proposed new work.

CONSULTANT will submit the 7460-1s and related exhibits electronically through the Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) portal for FAA review.

A separate 7460 will be required for each crane to be used during construction. This operation is time-sensitive and contractor-dependent. Therefore, it is not included in this scope and must be performed by the contractor after project award.

#### **1.15 GRANT APPLICATION ASSISTANCE**

#### **1.16 PREPARE PRELIMINARY SUBMITTAL**

##### **1.16.1 Internal QA Review**

The QA staff assigned by the PM, typically at least a Senior Associate, as part of the quality control program will perform an internal review of the deliverables listed below. The review will be performed using Bluebeam software. The PM will review the QA markups, determine the corrective action, and direct the changes. The QA reviewer will backcheck resolution of comments before release of deliverables.

##### **1.16.2 Submit Preliminary Deliverables to OWNER**

The CONSULTANT will finalize assembly of the deliverables listed below and submit to the OWNER for review. The deliverables will be submitted electronically using Newforma file transfer software.

#### **TASK 1 DELIVERABLES**

- 1) Kickoff Meeting Agenda and Minutes – Electronic submittal
- 2) Design Review Meeting Agenda and Minutes – Electronic submittal
- 3) Preliminary Plans – Electronic submittal and one hard copy
- 4) Preliminary EDR (including cost estimate) – Electronic submittal and one hard copy
- 5) Topographic Survey and Base Mapping
- 6) Preliminary Geotechnical Report
- 7) Preliminary Drainage Report

#### **TASK 2 60% AND 90% DESIGN**

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#### **2.1 TASK 2 PROJECT MANAGEMENT AND COORDINATION**

Project management tasks during Task 2 will consist of the following:

##### **2.1.1 Update PMP**

The PMP created during Task 1 will be updated to incorporate the latest project protocols.

2.1.2 Update Schedule

The schedule created during Task 1 will be updated throughout design based on review times by the OWNER and FAA.

2.1.3 Coordinate Internal Design Team

The PM will continue to coordinate and monitor internal work progress during Task 2.

2.1.4 Coordinate Subconsultants

The PM will continue to coordinate and monitor subconsultant work progress during Task 2.

2.1.5 Quality Control Program

The PM will continue to review the QC checklist, and the design team will continue to update the design log during Task 2.

The PM and assigned QC team members will regularly review work performed by the design team. Prior to finalizing the 60% and 90% submittals, the assigned QA team members will review the documents to be submitted.

2.1.6 Project Controls

The PM will continue to maintain the project budget spreadsheet, track costs weekly, and prepare invoices as defined in Task 1. It is anticipated that **NUMBER (#)** invoices will be prepared during Task 2.

## 2.2 TASK 2 PROJECT MEETINGS AND COMMUNICATION

The CONSULTANT will participate in meetings and calls during Task 2. Meetings and communication items will be as follows:

2.2.1 **Weekly** Internal Progress Meetings

The PM will conduct **weekly** meetings with the internal design team to discuss the project schedule and work progress. Up to three (3) members from CONSULTANT team will attend each meeting. Up to **twenty four** (24) meetings are anticipated during Task 2.

2.2.2 **Monthly** Progress Meetings with OWNER

The CONSULTANT will conduct **monthly** meetings with the OWNER to discuss the project schedule, work progress, and coordination items. Up to three (3) members from CONSULTANT team will attend each meeting (anticipated to consist of PM, Senior Associate, and Engineer II). Up to four (4) meetings are anticipated during Task 2. The meetings will be held [in person] [virtually].

2.2.3 Present 60% and 90% Submittal to OWNER; Site Visit

The CONSULTANT will prepare for and conduct a meeting with the OWNER to present both the 60% and 90% design submittals. Up to three (3) members from CONSULTANT team will attend in-person (anticipated to consist of PM, Engineer III, and Engineer II). Both meetings are anticipated to be held at the Airport. The CONSULTANT will prepare an agenda, exhibits, and minutes to support the meeting. During the same trip, the CONSULTANT will investigate the site to document existing conditions based on specific items identified throughout the 60% and 90% design.

#### 2.2.4 General Communication with OWNER

The CONSULTANT will communicate with the OWNER throughout Task 2 via phone calls or email in addition to the meetings listed herein.

### 2.3 **60% AND 90% PAVEMENT DESIGN**

The CONSULTANT will update the pavement design based on OWNER's, FAA's, and SUB's review of the Preliminary and 60% design documents.

The CONSULTANT will provide the Pavement Classification Rating (PCR) for new and reconstructed pavement. The PCR computations will be accomplished per FAA AC 150/5335-5D, *Standardized Method of Reporting Airport Pavement Strength – PCR*, and FAARFIELD software. The findings and recommendations of the PCR determination will be presented in the Engineer's Design Report.

### 2.4 **60% AND 90% GEOMETRIC DESIGN**

The CONSULTANT will update the geometric design based on OWNER's and FAA's review of the Preliminary and 60% design documents.

### 2.5 **60% AND 90% SURFACE GRADING DESIGN**

The CONSULTANT will refine the surface grading design based on OWNER's and FAA's review of the Preliminary and 60% design documents. The CONSULTANT will generate the surfaces to the accuracy required for construction. The design will consist of the following elements and considerations:

- a. The CONSULTANT will update the DTM for the finish ground surface using AutoCAD Civil 3D.
- b. The CONSULTANT will update the taxiway centerline profile.
- c. The CONSULTANT will create detailed cross sections indicating grades for pavement, shoulder, and unpaved areas using Civil 3D corridors and assemblies. The cross-section slopes will be designed to meet the transverse grading requirements of AC 150/5300-13B.
- d. The CONSULTANT will update the finish grade surface for each taxiway transition area.



## 2.6 60% AND 90% STORM DRAIN DESIGN

The **CONSULTANT** will update the storm drain design based on OWNER review of the preliminary and 60% documents. The CONSULTANT will update the plans to the accuracy required for construction. The design will consist of the following elements and considerations:

- a. The CONSULTANT will update the catchments and watershed analysis based on updates to the grading plan.
- b. The CONSULTANT will update the storm drainpipe design based on updates to the watersheds.
- c. The CONSULTANT will model the proposed storm drain infrastructure using AutoCAD Civil 3D pipe networks and generate plans and profiles for each storm drain.
- d. The CONSULTANT will perform inlet capacity calculations and determine headwater during maximum flow events.
- e. The CONSULTANT will update underdrain elevations based on updates to the surface and storm drain.

## 2.7 60% AND 90% ELECTRICAL DESIGN

CONSULTANT will perform a 60% and 90% design of the proposed lighting and signage system, per FAA AC 150/5340-30J. Included are the following sub-tasks:

- a. The **CONSULTANT** will design the elevation of the proposed lights to match the shoulder grade. This will include developing a detail that shows how the collar elevation ties into the shoulder surface.
- b. The **CONSULTANT** will refine the layout of proposed airfield guidance sign improvements. This updated design will include elevation analysis with respect to existing ground surface and detailed positioning of signs with respect to existing site features. The CONSULTANT will create a matrix identifying proposed sign legends.
- c. The **CONSULTANT** will refine the conduit and circuit layout, including junction structure locations. This updated design will include specific removal and connection requirements, trench details, number, and size of conduit in each trench, number and size of cable in each conduit, type of junction structure, and counterpoise and grounding details.
- d. The **CONSULTANT** will design sign locations based on the proposed pavement geometry. The location, offset from pavement edge, and legend configuration will be per FAA AC 150/5340-18G, *Standards for Airport Sign Systems*.
- e. The **CONSULTANT** will design a preliminary conduit and circuit layout, with junction structure locations.

- f. The **CONSULTANT** will determine where new infrastructure will connect to existing. It is anticipated that new cable, transformers, cans, and fixtures will be installed for the PROJECT.
- g. The **CONSULTANT** will determine temporary circuit routing required to facilitate construction.

## **2.8 PREPARE 60% AND 90% PLANS**

Based on OWNER and FAA review of the preliminary and 60% submittals, the CONSULTANT will update the plans for the 60% and 90% submittals. The CONSULTANT will prepare plan sheets depicting the proposed improvements. The following is a general list of drawings typical for this project type.

Sheet Number	Sheet Description	No. of Sheets
G-001	Cover Sheet	1
G-002	Sheet Index	1
G-003	Legend & Abbreviations	1
G-004	General Notes	1
G-021	Project Layout Plan	4
G-041	Survey Control Plan	1
G-061	Quantities Table	1
G-081	Construction Safety and Phasing Plans	4
G-091	Construction Safety and Phasing Details	2
B-051	Plan and Log of Soil Borings	5
C-021	Erosion Control Plans	4
C-031	Erosion Control Details	3
C-051	Demolition Plans	4
C-061	Demolition Details	1
C-081	Project Geometrics	4
C-091	Existing Conditions	4
C-101	Grading and Drainage Plan	4
C-201	Taxiway Plan and Profiles	4
C-301	Typical Sections	2
C-311	Paving Details	1
C-321	Jointing Plans	4
C-341	Jointing Details	1
C-441	Storm Drain and Underdrain Plan and Profiles	8
C-451	Storm Drain Details	3
C-651	Marking Plan	4
C-671	Marking Details	1
C-901	Cross Sections	8
E-001	Airfield Electrical Legend, Notes, and Abbreviations	1
E-101	Airfield Electrical Demolition Plans	4
E-201	Airfield Electrical Layout Plans	4
E-301	Airfield Electrical Signage and Light Plans	4
E-601	Airfield Electrical Details	3
<b>Total Number of Sheets</b>		<b>97</b>

## 2.9 PREPARE 60% AND 90% SPECIFICATIONS

The CONSULTANT will assemble the specifications as stated below for the OWNER to use in obtaining competitive bids for the work. The documents will meet current FAA Standards for AIP-funded projects and incorporate OWNER-specific specifications/provisions when required per FAA instruction.

### 2.9.1 Bidding and Contract Documents

The FAA requires the following sections be included in the bidding documents for all Federally funded projects. CONSULTANT will prepare the documents based on FAA standards. Where the OWNER has additional or overlapping requirements, CONSULTANT will review the bidding and contract documents provided by the OWNER and notify the OWNER of conflicts. CONSULTANT will include applicable OWNER requirements in the bidding and contract documents. The documents must include the following sections:

- Notice to Bidders (Advertisement for Bids)
- FAA Instructions to Bidders
- Proposal Forms
- Statement of Qualifications
- Bid Schedule
- Sample Agreement
- Insurance Requirements
- Bonds and Guarantees

### 2.9.2 OWNER General Provisions

The CONSULTANT will coordinate with the OWNER to include the OWNER-specific General Provisions in the specification package. The CONSULTANT will perform a review to identify areas in the OWNER-specific General Provisions that may conflict with Required Federal Contract Provisions and the FAA General Contract Provisions and provide comments to the OWNER for their consideration and action.

### 2.9.3 Required Federal Contract Provisions

Federal laws and regulations require that specific contract provisions be included in federally funded contracts as established within the grant assurances. The CONSULTANT will prepare the Required Federal Contract Provisions. These requirements cover the following:

- Affirmative Action Requirement
- Buy American Preference
- Civil Rights
- Davis-Bacon Act Requirements
- Disadvantaged Business Enterprise
- Equal Employment Opportunity
- Federal Fair Labor Standards Act (Minimum Wage)

- Lobbying and Influencing Federal Employees
- Prohibition of Segregated Facilities
- Occupational Safety and Health Act

2.9.4 Project-Specific Special Provisions for Airport Construction

The CONSULTANT will prepare Special Provisions to address or expand on conditions specific to construction on airports. Special Provisions typically include the following items:

- General Safety Requirements, Airfield Safety and Traffic Control
- Construction Schedule Requirements
- Time Limitations
- Work Hour Limitations
- Project Sequencing and Potential Delays
- Barricades and Runway Closure Markers
- Radio Communication
- Access and Security
- Required Training
- General Site Information and Requirements
- Submittal Procedures
- Contractors Construction Superintendent Requirements
- Badging Requirements
- Gate Guard Requirements

2.9.5 FAA Standard Specifications for Construction of Airports

The CONSULTANT will prepare FAA General Contract Provisions, general construction items, and technical specifications per FAA AC 150/5370-10H, *Standard Specifications for Construction of Airports*. The following FAA Standard Specifications are expected in this PROJECT:

- a. Part 1 – General Contract Provision
  - i. Section 10 Definition of Terms
  - ii. Section 20 Proposal Requirements and Conditions
  - iii. Section 30 Award and Execution of Contract
  - iv. Section 40 Scope of Work
  - v. Section 50 Control of Work
  - vi. Section 60 Control of Materials
  - vii. Section 70 Legal Regulations and Responsibility to Public
  - viii. Section 80 Execution and Progress
  - ix. Section 90 Measurement and Payment
- b. Part 2 – General Construction Items
  - i. Item C-100, Contractor Quality Control Program (CQCP)
  - ii. Item C-102, Temporary Air and Water Pollution, Soil Erosion, and Siltation Control

- iii. Item C-105, Mobilization
- iv. Item C-110, Method of Estimating PWL
- c. Part 3 – Sitework
  - i. Item P-101, Preparation/Removal of Existing Pavements
  - ii. Item P-152, Excavation, Subgrade, and Embankment
  - iii. Item P-153, Controlled Low-Strength Material (CLSM)
  - iv. Item P-154, Subbase Course
- d. Part 4 – Base Courses
  - i. Item P-209, Crushed Aggregate Base Course
- e. Part 5 – Stabilized Base Courses
  - i. Item P-304, Cement-Treated Aggregate Base Course (CTB)
  - ii. Item P-306, Lean Concrete Base Course
- f. Part 6 – Flexible Pavements
  - i. Item P-401, Asphalt Mix Pavement
  - ii. Item P-403, Asphalt Mix Pavement Surface Course
- g. Part 7 – Rigid Pavements
  - i. Item P-501, Cement Concrete Pavement
- h. Part 9 – Miscellaneous
  - i. Item P-605, Joint Sealants for Pavements
  - ii. Item P-610, Concrete for Miscellaneous Structures
  - iii. Item P-620, Runway and Taxiway Marking
- i. Part 11 – Drainage
  - i. Item D-701, Pipe for Storm Drains and Culverts
  - ii. Item D-705, Pipe Underdrains for Airports
  - iii. Item D-751, Manholes, Catch Basins, Inlets and Inspection Holes
  - iv. Item D-752, Concrete Culverts, Headwalls, and Miscellaneous Drainage Structures
- j. Part 12 – Turfing
  - i. Item T-901, Seeding
  - ii. Item T-904, Sodding
  - iii. Item T-905, Topsoil
- k. Part 13 – Lighting Installation
  - i. Item L-108, Underground Power Cable for Airports
  - ii. Item L-110, Airport Underground Electrical Duct Banks and Conduits
  - iii. Item L-115, Electrical Manholes and Junction Structures
  - iv. Item L-125, Installation of Airport Lighting Systems



## 2.10 PREPARE 60% AND 90% ENGINEER'S DESIGN REPORT

Based on OWNER and FAA review of the preliminary and 60% submittals, the CONSULTANT will update the Engineer's Design Report (EDR). The 60% and 90% EDR will further define project design considerations and track decisions made during the design process.

## 2.11 PREPARE 60% AND 90% COST ESTIMATE

### 2.11.1 60% and 90% Earthwork Analysis

The CONSULTANT will update the earthwork analysis based on the 60% and 90% design.

### 2.11.2 Calculate Estimated 60% and 90% Quantities

The CONSULTANT will update the quantities based on the 60% and 90% design.

### 2.11.3 Prepare 60% and 90% Cost Estimate

The CONSULTANT will update the cost estimate based on the 60% and 90% design.

## 2.12 PREPARE CONSTRUCTION SAFETY AND PHASING PLAN

2.12.1 The CONSULTANT will prepare a Construction Safety and Phasing Plan (CSPP) document in conformance with FAA Standards and FAA AC 150/5370-2G, *Operational Safety on Airports During Construction*. The final CSPP will be included in the bid documents package and generally includes the following information:

- a. Overview and Purpose
- b. Construction Safety Responsibility of Each Party
- c. Construction Phasing, including:
  - Tasking and time limitations: To establish a fair construction duration, the CONSULTANT will prepare an estimated critical-path construction schedule. The schedule will be based on productivity rates observed in similar projects. This schedule will not relieve the contractor of their responsibility to prepare a detailed schedule of work nor allow them to modify the performance durations of the contract.
  - Areas and operations affected by construction.
  - Wildlife management.
  - Hazardous materials management.
  - Inspection requirements.
  - Marking and signs for access routes.
  - Protection of runway and taxiway critical areas.
  - Safety plan compliance document.
- d. Construction Safety and Phasing Plan Sheet(s)

- 2.12.2 After OWNER and FAA's review and acceptance, the CSPP will be uploaded to the OEAAA online portal for FAA review and approval. CONSULTANT will generate one (1) 7460-1 submission for the proposed Construction Safety and Phasing Plan (CSPP). Submission will follow guidance provided in FAA's Standard Operating Procedure (SOP) 1.00 – FAA Evaluation of Sponsor's Construction Safety and Phasing Plans. These submissions will include exhibits identifying points-of-interest in latitude and longitude coordinates, including work site area, staging/stockpile locations, construction equipment heights, and haul routes.

## **2.13 PREPARE 60% AND 90% SUBMITTAL**

### **2.13.1 Internal QA Review**

The QA staff assigned by the PM as part of the quality control program will perform an internal review for the 60% and 90% submittal deliverables listed below. The review will be performed using Bluebeam software. The PM will review the QA markups, determine the corrective action, and direct the changes.

### **2.13.2 Independent Technical Review**

### **2.13.3 Submit 60% and 90% Deliverables to OWNER**

The CONSULTANT will finalize assembly of the 60% and 90% deliverables listed below and submit to the OWNER for review. The deliverables will be submitted electronically using Newforma file transfer software.

## **TASK 2 DELIVERABLES**

- 1) Design Review Meeting Agenda and Minutes – Electronic submittal
- 2) 60% and 90% Plans – Electronic submittal and two (2) hard copies
- 3) 60% and 90% Specifications – Electronic submittal and one (1) hard copy
- 4) 60% and 90% EDR (including Cost Estimate) – Electronic submittal
- 5) CSPP – Electronic submittal

## **TASK 3 FINAL DESIGN**

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### **3.1 TASK 3 PROJECT MANAGEMENT AND COORDINATION**

Project management tasks during Task 3 will consist of the following:

#### **3.1.1 Update PMP**

The PMP created during Task 1 will be updated to incorporate the latest project protocols.

#### **3.1.2 Update Schedule**

The schedule created during Task 1 will be updated throughout design based on review times by the OWNER and FAA.

3.1.3 Coordinate Internal Design Team

The PM will continue to coordinate and monitor internal work progress during Task 3.

3.1.4 Coordinate Subconsultants

The PM will continue to coordinate and monitor subconsultant work progress during Task 2.

3.1.5 Quality Control Program

The PM will complete the review of the QC checklist.

The PM and assigned QC team members will regularly review work performed by the design team. Prior to issuance of the final design, the assigned QA team members will review the documents to be submitted.

3.1.6 Project Controls

The PM will continue to maintain the project budget spreadsheet and, track costs weekly and prepare invoices as defined in Task 1. It is anticipated that **NUMBER (#)** invoices will be prepared during Task 3.

### 3.2 TASK 3 PROJECT MEETINGS AND COMMUNICATION

The CONSULTANT will participate in meetings and calls during Task 3. Meetings and communication items will be as follows:

3.2.1 Weekly Internal Progress Meetings

The PM will conduct weekly meetings with the internal design team to discuss the project schedule and work progress. Up to three (3) members from CONSULTANT team will attend each meeting. Up to two (2) meeting(s) are anticipated during Task 3.

3.2.2 Monthly Progress Meetings with OWNER

The CONSULTANT will conduct monthly meeting(s) with the OWNER to discuss the project schedule, work progress, and coordination items. Up to three (3) members from CONSULTANT team will attend each meeting (anticipated to consist of PM, Engineer III, and Engineer II). One (1) meeting is anticipated during Phase 3. The meeting will be held virtually.

3.2.3 General Communication with OWNER

The CONSULTANT will communicate with the OWNER throughout Task 3 via phone calls or email in addition to the meetings listed herein.

### 3.3 PREPARE FINAL PLANS

Based on OWNER and FAA review of the 90% submittal, the CONSULTANT will update the plans.

### **3.4 PREPARE FINAL SPECIFICATIONS**

Based on OWNER and FAA review of the 90% submittal, the CONSULTANT will update the specifications.

### **3.5 PREPARE FINAL ENGINEER'S DESIGN REPORT**

Based on OWNER review of the 90% submittal, the CONSULTANT will update the EDR.

### **3.6 PREPARE FINAL COST ESTIMATE**

#### **3.6.1 Calculate Estimated Final Quantities**

The CONSULTANT will update the quantities based on the final design.

#### **3.6.2 Prepare Final Cost Estimate**

The CONSULTANT will update the cost estimate based on the final design.

### **3.7 PREPARE FINAL CONSTRUCTION SAFETY AND PHASING PLAN**

Based on OWNER and FAA review of the 90% submittal, the CONSULTANT will update the CSPP.

### **3.8 PREPARE FINAL SUBMITTAL**

#### **3.8.1 Internal QC Review**

The PM and QC staff assigned by the PM as part of the quality control program will perform an internal review of the final updated deliverables listed below. The review will be performed using Bluebeam software. The PM will review the QA markups, determine the corrective action, and direct the changes. The QA reviewer will backcheck resolution of comments before release of deliverables.

#### **3.8.2 Submit Final Deliverables to OWNER**

The CONSULTANT will complete assembly of the final deliverables listed below and submit to the OWNER. The deliverables will be submitted electronically using Newforma file transfer software.

## **TASK 3 DELIVERABLES**

- 1) Final Plans – Electronic submittal and two (2) hard copies
- 2) Final Specifications – Electronic submittal and one (1) hard copies
- 3) Final EDR (including Cost Estimate) – Electronic submittal
- 4) Final CSPP – Electronic submittal and one (1) hard copies

## **TASK 4 BID ADMINISTRATION**

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### **4.1 TASK 4 PROJECT MANAGEMENT AND COORDINATION**

Project management tasks during Task 4 will consist of the following:

#### **4.1.1 Update Schedule**

The schedule created during Task 1 will be updated to show bid administration milestones.

#### **4.1.2 Prepare Invoices**

The PM will continue to track costs weekly and prepare invoices as defined in Task 1. It is anticipated that **NUMBER (#)** invoices will be prepared during Task 4.

### **4.2 TASK 4 PROJECT MEETINGS AND COMMUNICATION**

The CONSULTANT will participate in meetings and calls during Task 4. Meetings and communication items will be as follows:

#### **4.2.1 Monthly Progress Meetings with OWNER**

#### **4.2.2 Pre-Bid Conference**

The CONSULTANT will prepare for and conduct a pre-bid conference with potential contractors and the OWNER to review the PROJECT and answer questions. Up to two (2) members from CONSULTANT team will attend in-person (anticipated to consist of PM and Engineer II). The conference should be conducted at the Augusta-Richmond Procurement office and include a site visit. The OWNER will provide escort to the prospective bidders to view the project site. CONSULTANT will prepare a meeting agenda and minutes for distribution by the OWNER.

#### **4.2.3 General Communication with OWNER**

The CONSULTANT will communicate with the OWNER throughout Task 4 via phone calls or email in addition to the meetings listed herein.

### **4.3 ADVERTISEMENT FOR BIDS**

The OWNER will be responsible for procuring and performing the advertisement for bids.

### **4.4 BID DOCUMENTS DISTRIBUTION**

The CONSULTANT will package and supply the bidding documents to the OWNER for uploading by the OWNER on the OWNER's advertising platform.

### **4.5 RESPOND TO BIDDERS' QUESTIONS**

During the bidding process, the CONSULTANT will clarify the bidding documents and answer questions from prospective bidders. CONSULTANT will receive bidder questions and issue responses in a formal addendum. Bidders may seek clarification of the bidding documents up to one (1) week before the bid is due.

#### **4.6 BID ADDENDA**

The CONSULTANT will prepare and issue bid addenda to interpret, clarify, or change the bidding documents during bidding. Addenda will be made available to QuestCDN plan holders. Up to **two** (2) addenda are anticipated.

#### **4.7 BID OPENING**

CONSULTANT will attend the bid opening at the site and time identified in the bid advertisement. OWNER will receive and timestamp bids.

#### **4.8 BID REVIEW, BID TABULATION, AND COST/PRICE ANALYSIS**

The OWNER will perform the initial bid review for compliance with Instructions to Bidders and determine if each bid is responsive.

The CONSULTANT will review all responsive bids for adherence to the requirements of the bidding documents. The CONSULTANT will prepare a spreadsheet of bids and bid items for each bidder. The CONSULTANT will input the as-bid unit prices into the spreadsheet and confirm mathematical computations of the bids. CONSULTANT will evaluate unit costs to check for unbalanced bids. The CONSULTANT will provide the OWNER with the name of the Apparent Low Bidder.

#### **4.9 PREPARE RECOMMENDATION OF AWARD**

The CONSULTANT will prepare a Recommendation of Award for the OWNER to accept or reject the submitted bids. If the recommendation is to award, CONSULTANT will prepare a letter for use on OWNER letterhead to send to the FAA requesting FAA concurrence with award. If the recommendation is to reject all bids, the CONSULTANT will supply an explanation for the recommendation and possible alternative actions that the OWNER might be able to pursue to complete the PROJECT.

#### **4.10 FEDERAL GRANT CLOSEOUT REPORT**

CONSULTANT will prepare a closeout report. OWNER will provide financial documents and forms for CONSULTANT to compile and submit in the report. Components of the report will include the following:

- Section I – Project Overview
  - Project Location
  - Environmental Mitigation



- Grant “Special” Conditions
- Section II – Administrative costs incurred by OWNER, with explanation
- Section III – Engineering Design Contract
- Section IV – Not Applicable to Design-Only Grant
- Section V – Closeout Documents
  - Final Payment Summary Worksheet
  - Signed copy of FAA form SF-271
  - Signed copy of FAA form SF-425
  - DBE Participation Summary Form

#### **4.11 PREPARE ISSUED FOR CONSTRUCTION DOCUMENTS**

CONSULTANT will compile an “Issued for Construction” set of contract documents that incorporate the addenda and the answers to bidder questions issued during the bid period. CONSULTANT will delineate unawarded portions of the project, including bid alternates. The documents will be signed, sealed, and labeled “Issued for Construction”.

#### **TASK 4 DELIVERABLES**

- 1) Bid Documents – one (1) of Hard copies
- 2) Bid Review, Bid Tabulation, and Cost/Price Analysis – Electronic submittal
- 3) Recommendation of Award – Electronic submittal
- 4) Federal Grant Close-out report – Electronic submittal
- 5) “Issued for Construction” Documents – Electronic submittal and one (1) hard copies

#### **ADDITIONAL SERVICES**

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CONSULTANT will perform a cost effectiveness determination on pavements using life-cycle cost analysis (LCCA) methodology, per FAA AC 150/5320-6G, via the following steps:

1. Establish alternative design strategies.
2. Determine activity timing (analysis period that includes at least one rehabilitation of each alternative).
3. Estimate direct costs (estimate future costs in constant dollars and discount to the present using real discount rate).

The analysis period is the period of time over which alternative pavement sections are compared and is not necessarily the design life used for the pavement design. CONSULTANT will coordinate analysis periods to be evaluated with OWNER and FAA on federally funded projects. The LCCA will be documented in the Engineer’s Design Report.

Routine maintenance costs, such as incidental crack sealing, have a marginal effect on net present value (NPV) and will not be analyzed. Initial construction, planned preventative maintenance, and rehabilitation costs will be analyzed. Salvage value will be based on the remaining functional life of an alternative at the end of the analysis period.

The LCCA will assume that all alternatives will achieve the desired result of a smooth, foreign object debris (FOD)-free surface with adequate profile and texture to safely operate aircraft. The LCCA will determine which design alternative results in the lowest total cost over the life of the project and what are the user-cost impacts of alternative strategies. The LCCA will utilize the most recent discount rate published by the Office of Management and Budget (OMB), as appropriate for a cost effectiveness analysis. Residual salvage values will be calculated on the straight-line depreciated value of the alternative at the end of the analysis period. The LCCA will consider the initial cost and life expectancy of the various alternatives, local materials, environmental factors, and contractor capability.

An LCCA in support of a pavement section does not ensure that funds will be available to support the initial construction.

This PROJECT is not expected to require a modification of FAA design standards; therefore, a Modification to Standards (MOS) is excluded from this scope of services.

CONSULTANT will prepare the FAA AIP Construction Grant Application and submit it electronically to OWNER for signature. Application preparation is expected to include the following:

- Application for Federal Assistance Forms and Reports (Federal 424 form)
- Application for Development Projects (Federal 5100-100 form)
- CIP/Pre-application Data Sheet
- Standard DOT Title VI Assurances
- Certification for Contracts, Grants, Loans, and Cooperative Agreements
- Airport Sponsor Assurances
- FAA Advisory Circulars Required for use in AIP Funded and PFC Approved Projects
- Sponsor Certification for Selection of Consultants
- Sponsor Certification for Project Plans and Specifications
- Sponsor Certification for Equipment/Construction Contracts
- Sponsor Certification for Construction Project Final Acceptance
- Sponsor Certification of Drug-Free Workplace
- Sponsor Certification for Certification and Disclosure Regarding Potential Conflict of Interest
- Title VI Pre-Award Sponsor Checklist
- Cost Break-out for reimbursable expenses (Owner vs FAA)

It is expected that up to three (3) submittals of the grant application will be sufficient for approval through the FAA. The stages of submittal are the preliminary grant application, final grant application after opening of bids, and corrected final after construction FAA review and project award. The post-construction grant close-out process are not included in this process.

Creating the 3-year DBE plan and establishing the DBE goal is excluded from this scope of services.

## PREPARE CATEX

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Preparation of a CATEX is excluded from this scope of services.

[CONSULTANT will review [and revise] [and recreate] the existing Signage and Marking Plan (S&MP). CONSULTANT will coordinate with the OWNER and their assigned FAA Part 139 Certification Inspector for review. Updates to the S&MP will be provided to the OWNER and FAA in electronic PDF format. CONSULTANT will incorporate comments received and generate a revised S&MP that includes the proposed improvements for future inclusion into the Airport Certification Manual (ACM).]

Review and recreation of the Signage and Marking Plan is excluded from this scope of services.

Attendance at, and presentation to, a project-specific Safety Risk Management Panel (SRMP) is excluded from this scope of services.

Envision® certification is not desired by the OWNER and is excluded from this scope of services.

Any requested or required services beyond this scope shall be negotiated at the unit cost rates shown in **Attachment 5**.

## SERVICES TO BE PROVIDED BY THE OWNER

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The OWNER and CONSULTANT agree that the following items will be provided by the OWNER. If these or any additional items are added to the CONSULTANT's scope of services, they will be considered extra services and require a negotiated fee and an amendment to the contract.

- 1) Payment of fees, easements, and permit fees from city, state, county, utilities, and others.
- 2) Outreach to tenants, ATCT, and other shareholders to convey the project goals and timing.
- 3) Required permits will be managed and administered by OWNER or other parties unless specifically identified in CONSULTANT scope of services. These permits may include, but are not limited to, Federal and State environmental clearances (ex: Clean Water Act 404 permit, NEPA, NPDES, Clean Air Act); public utility connection permits and review fees; construction/contractor permits (ex: hauling, erosion control, storm water, air quality, fugitive dust).
- 4) Conduct airfield safety training for subconsultants.
- 5) Access to the site for CONSULTANT and subconsultants.
- 6) Access to the site for prospective bidders during the bid advertisement.
- 7) Transmission of data to CONSULTANT such as reports, "as-built" drawings, and other information related to the PROJECT.

- 8) Review of draft documents from CONSULTANT within a reasonable amount of time, including review comments provided in writing. OWNER review comments from various individuals and departments shall be provided in writing and shall be returned to the CONSULTANT as a single package representing OWNER's review comments.
- 9) Protection of digital information or data supplied by CONSULTANT from contamination, misuse, or changes.

### SERVICES TO BE EXCLUDED

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The OWNER and CONSULTANT agree that the following items will be excluded from this scope. If these or any additional items are added to the CONSULTANT's scope of services, they will be considered extra services and require a negotiated fee and an amendment to the contract.

- 1) Expert witness testimony.
- 2) Incorporating and providing as-builts of the proposed work.
- 3) Construction Administration and support services.
- 4) Landscaping architecture services.
- 5) Ornamental fence design.
- 6) Architectural services for signs and structures.
- 7) Floodplain modifications (ex: LOMR).
- 8) Right-of-way engineering (ex: establishing/dissolving easements).
- 9) Update of Airfield Pavement Management System (APMS) with surveyed PCI data.
- 10) Update to Airport Land Use Compatibility Plan (ALUCP).
- 11) Re-design services, in the event of lack of funding, contractor pricing, bids exceeding project budget, changes in Owner or Tenant direction or proposed changes by the contractor or other issues.

### SCHEDULE OF COMPLETION

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A tentative design and bidding schedule is included as **Attachment 4**. The schedule assumes that the OWNER will issue a design Notice to Proceed (NTP) by **May 1, 2025**. Based on the current FAA grant schedule, the construction of this PROJECT is programmed for a **FY 2026** AIP grant. Therefore, opening of bids is expected to occur **May 2026** to align with the grant application timeline. The tentative schedule includes design and review periods and OWNER milestones for advertisement and award. Estimated durations for each applicable task is shown below:

### **TASK 1**

- 1) The estimated duration to complete the preliminary submittal is eighty (80) working days after receipt of NTP from the OWNER.

### **TASK 2**

- 1) The estimated duration to complete the 90% submittal is eighty (80) working days after receipt of OWNER and FAA comments on the preliminary submittal, which includes a two (2) week OWNER/FAA review period on the 60% submittal.

### **TASK 3**

- 1) The estimated duration to complete the final submittal is within twenty (20) working days after receipt of OWNER and FAA comments on the 90% submittal.

### **TASK 4**

- 1) The estimated duration of bidding is forty (40) working days after issuance of final submittal.
- 2) The CONSULTANT will submit the Recommendation of Award within five (5) working days after receipt of the bid proposal documents from the OWNER.

Design durations do not include OWNER and FAA review periods unless stated. Once the design NTP is received from the OWNER, the CONSULTANT will prepare and maintain a project schedule that includes estimated OWNER and FAA review periods.

## **COMPENSATION FOR SERVICES**

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Payment for all work outlined in scope of services: Tasks 1, 2, 3, 4, and 5 shall be a lump sum of **NUMBER (\$#####)** dollars. This fee includes labor, materials, expenses, and incidentals necessary to complete the work as described herein. The design engineering fee is included as **Attachment 5** to this scope of services. Payments will be made monthly based on the percentage of work complete.

Billing for these tasks will be broken down on CONSULTANTS's invoices as follows:

- Task 1: Preliminary Design (\$#####)
- Task 2: 60% and 90% Design (\$#####)
- Task 3: Final Design (\$#####)
- Task 4: Bid Administration (\$#####)
- Task 5: Additional Services (\$#####)

**END OF SCOPE**

**Attachments**

Attachment 1 – Project Graphic

Attachment 2 – Topographic Survey Limits

Attachment 3 – Approximate Boring Locations

Attachment 4 – Design Engineering Fee

Respectfully submitted,

MEAD & HUNT, INC.

Author  
Project Manager

Add Name  
Vice President



## Attachment 1

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## Attachment 2

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## Attachment 3

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## Attachment 4

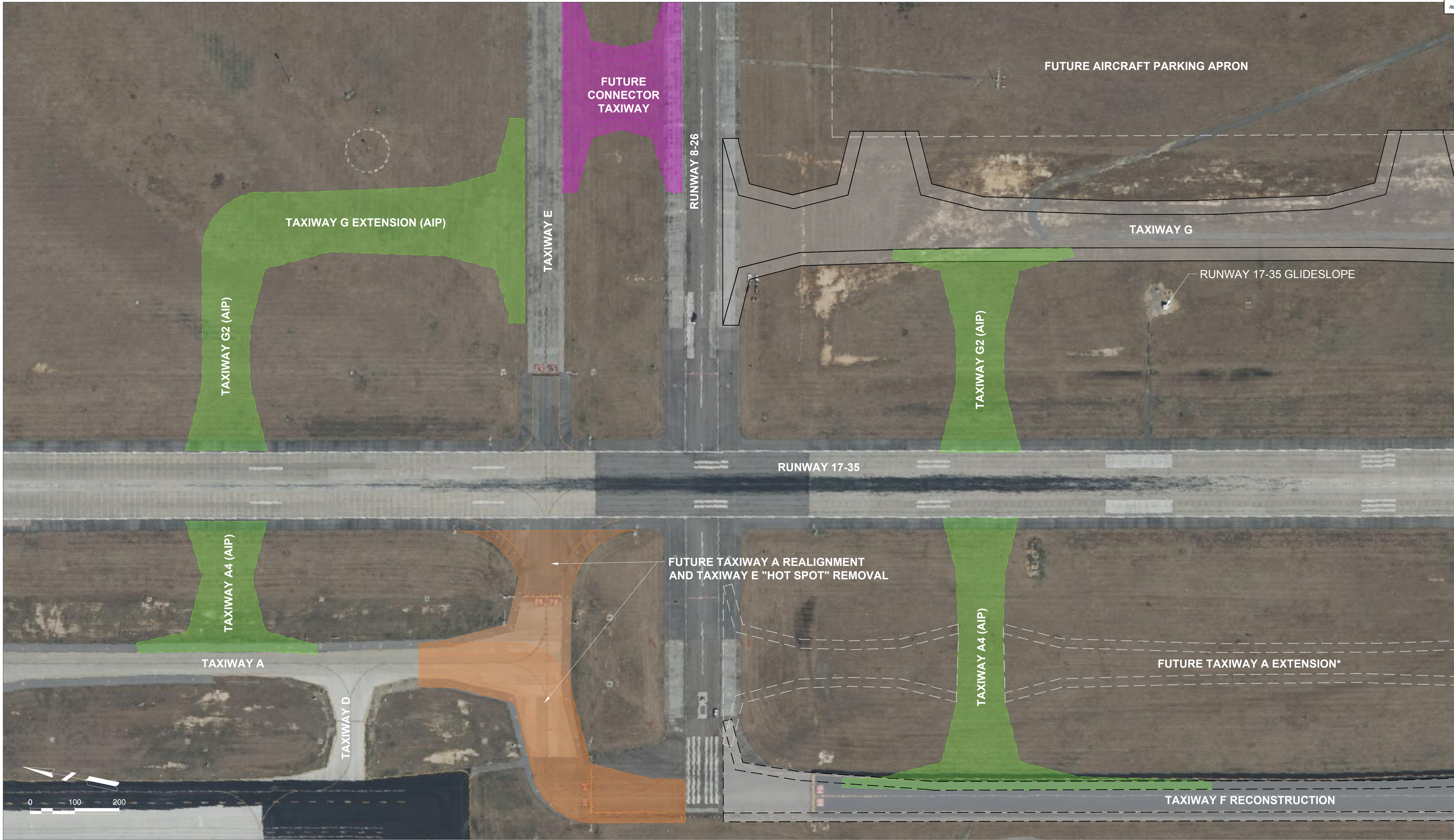
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## Attachment 5

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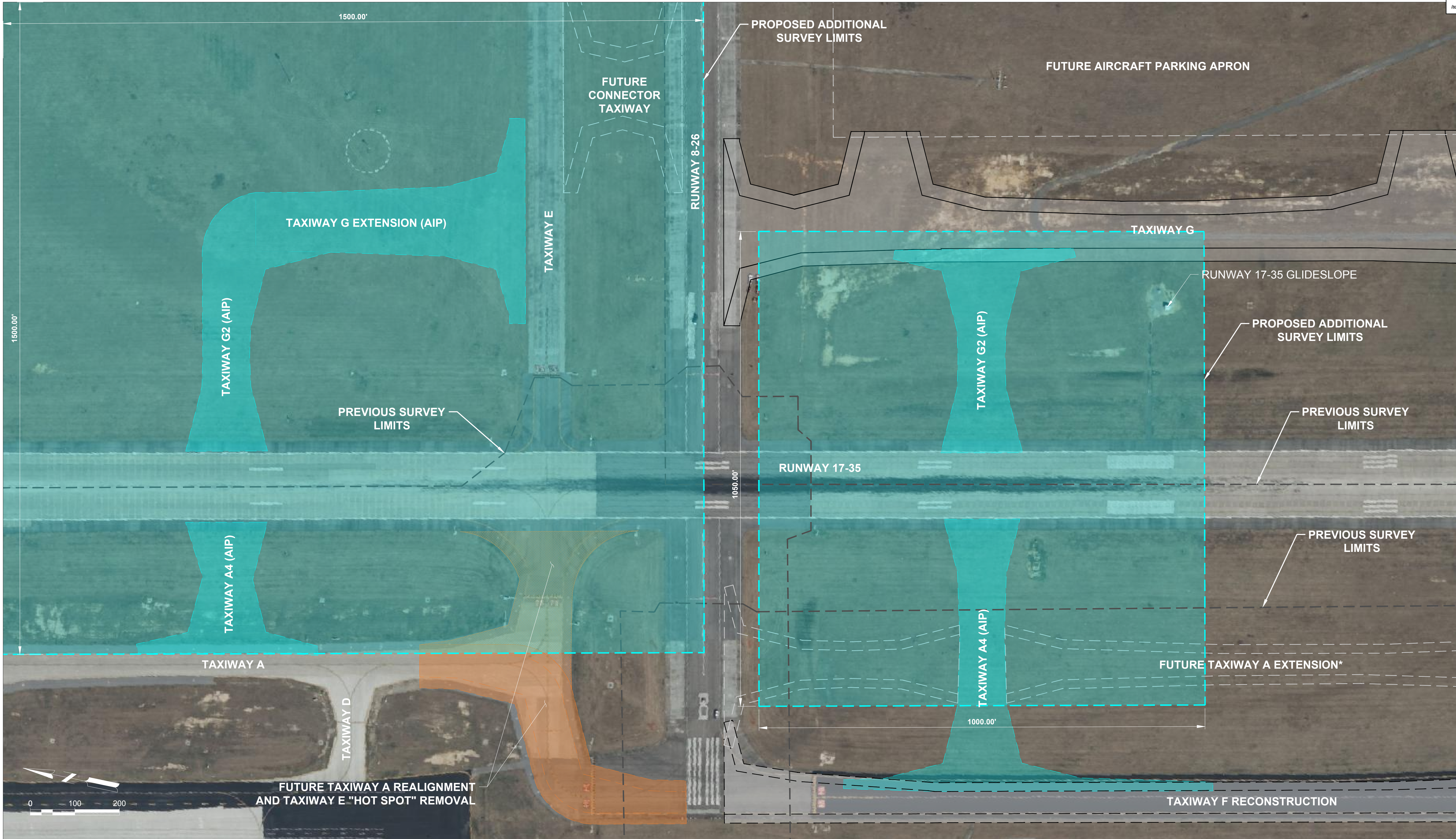


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**Augusta Regional Airport (AGS)**  
**Design New Connector Taxiway(s) A4 and G2**  
**Engineering Design Fee Estimate**

Date: 4/18/2025

PHASES and TASKS	Mead & Hunt (labor hours and rates)												Total Mead & Hunt Labor Cost	Subconsultant fee				Expenses					Total Combined Cost
	Senior Associate	Senior Project Engineer	Project Manager	Senior Electrical Engineer	Senior Drainage Engineer	Sr. Civil Engineer	Engineer III	Engineer II	Engineer I	Technician II	Project Assistant	Clerical		Sub 1	Sub 2	Sub 2	Total Subconsultant Cost (incl m/u)	Mileage (Per Mile)	Meals (Per Meal)	Parking/Tolls, Rental Car, Travel, Lodging/Food	Reproduction and Shipping	Total Expenses Cost	
	\$334	\$274	\$221	\$195	\$195	\$195	\$175	\$159	\$136	\$129	\$136	\$96		1.15	1.15	1.15		\$0.700	15	1	1		
<b>TASK 1 - Preliminary Design</b>																							
1.1 Task 1 Project Management and Coordination																							
1.1.1 Prepare Contract and Project Setup	1	2	2	0	0	0	0	0	0	0	2	0	\$ 1,596.00				\$ -					\$ -	\$ 1,596.00
1.1.2 Prepare Project Management Plan (PMP)	0	1	2	0	0	0	0	0	0	0	1	0	\$ 852.00				\$ -					\$ -	\$ 852.00
1.1.3 Prepare Schedule	0	1	2	0	0	0	1	0	0	0	0	0	\$ 891.00				\$ -					\$ -	\$ 891.00
1.1.4 Coordinate Internal Design Team	0	2	2	0	0	0	2	0	0	0	0	0	\$ 1,340.00				\$ -					\$ -	\$ 1,340.00
1.1.5 Coordinate Subconsultants	0	1	2	0	0	0	0	0	0	0	2	0	\$ 988.00				\$ -					\$ -	\$ 988.00
1.1.6 Quality Control Program	1	2	6	1	0	0	1	0	0	0	1	0	\$ 2,714.00				\$ -					\$ -	\$ 2,714.00
1.1.7 Project Controls	0	0	4	0	0	0	0	0	0	0	0	0	\$ 1,652.00				\$ -					\$ -	\$ 1,652.00
1.1.8 Scope Development	1	0	4	0	0	0	0	0	0	0	0	0	\$ 1,218.00				\$ -					\$ -	\$ 1,218.00
1.2 Task 1 Project Meetings and Communication																							
1.2.1 Internal Project Kickoff Meeting	0	0	1	1	0	0	1	1	1	0	1	0	\$ 1,022.00				\$ -					\$ -	\$ 1,022.00
1.2.2 Project Kickoff Meeting with OWNER	0	2	5	1	0	0	4	4	0	0	1	0	\$ 3,320.00				\$ -	100	3			\$ 115.00	\$ 3,435.00
1.2.3 Site Investigation	0	0	5	1	0	0	4	4	0	0	0	0	\$ 2,636.00				\$ -	210	3			\$ 192.00	\$ 2,828.00
1.2.4 Weekly Internal Progress Meetings	0	0	16	8	0	16	16	16	0	0	0	0	\$ 13,560.00				\$ -					\$ -	\$ 13,560.00
1.2.5 Monthly Progress Meetings with OWNER	0	2	4	0	0	0	4	4	0	0	0	0	\$ 2,768.00				\$ -					\$ -	\$ 2,768.00
1.2.6 Present Preliminary Submittal to OWNER	0	0	1	0	0	0	1	1	0	0	0	0	\$ 555.00				\$ -					\$ -	\$ 555.00
1.2.7 Present Preliminary Submittal to [FAA], [STATE], [OTHER]	0	0	1	0	0	0	1	1	0	0	0	0	\$ 555.00				\$ -					\$ -	\$ 555.00
1.2.8 General Communication with OWNER	0	2	4	0	0	0	2	2	0	0	2	0	\$ 2,372.00				\$ -					\$ -	\$ 2,372.00
1.3 Topographic Surveying																							
1.3.1 Coordination and File Preparation [for Sub] (by CONSULTANT)	0	0	2	0	0	0	0	4	0	4	0	0	\$ 1,594.00				\$ -					\$ -	\$ 1,594.00
1.3.2 Field Work and Drawing Preparation (by Subconsultant - SUB) (by CONSULTANT)	0	0	2	0	0	0	0	8	0	0	0	0	\$ 1,714.00	\$ 42,100.00			\$ 48,415.00					\$ -	\$ 50,129.00
1.3.3 Convert Survey Data for CAD Software (by CONSULTANT)	0	2	2	0	0	0	0	16	0	8	0	0	\$ 4,566.00				\$ -					\$ -	\$ 4,566.00
1.4 Geotechnical Investigation																							
1.4.1 Coordination and Testing Requirements for SUB (by CONSULTANT)	0	0	2	0	0	0	0	16	0	16	0	0	\$ 5,050.00				\$ -					\$ -	\$ 5,050.00
1.4.2 Field Work, Laboratory Testing, and Report Preparation (Subconsultant - SUB)	0	0	2	0	0	0	0	8	0	0	0	0	\$ 1,714.00	\$ 31,000.00			\$ 35,650.00					\$ -	\$ 37,364.00
1.4.3 Analyze Data (by CONSULTANT)	0	2	2	0	0	0	0	16	0	8	0	0	\$ 4,566.00				\$ -					\$ -	\$ 4,566.00
1.5 Preliminary Pavement Design	0	2	20	0	0	0	40	24	0	24	0	0	\$ 18,880.00				\$ -					\$ -	\$ 18,880.00
1.6 Preliminary Geometric Design	0	2	2	0	0	2	2	8	0	8	0	0	\$ 4,034.00				\$ -					\$ -	\$ 4,034.00
1.7 Preliminary Surface Grading Design	0	2	2	0	0	4	8	8	0	8	0	0	\$ 5,474.00				\$ -					\$ -	\$ 5,474.00
1.8 Preliminary Storm Drain Design	0	0	1	0	0	1	1	0	0	0	0	0	\$ 591.00			\$ 20,000.00	\$ 23,000.00					\$ -	\$ 23,591.00
1.9 Preliminary Pavement Marking Design	0	0	1	0	0	1	2	4	0	2	0	0	\$ 1,660.00				\$ -					\$ -	\$ 1,660.00
1.10 Preliminary Electrical Design	0	0	1	8	0	2	2	4	0	2	0	0	\$ 3,415.00				\$ -					\$ -	\$ 3,415.00
1.11 Prepare Preliminary Plans																							
General (7 New Sheets)	0	0	1	0	0	2	4	4	0	4	0	0	\$ 2,463.00				\$ -					\$ -	\$ 2,463.00
Civil Site (12 New Sheets)	0	0	2	0	0	4	8	4	0	8	0	0	\$ 4,290.00				\$ -					\$ -	\$ 4,290.00
Civil Drainage (4 New Sheets)	0	0	1	0	0	0	1	1	0	0	0	0	\$ 555.00			\$ 2,500.00	\$ 2,875.00					\$ -	\$ 3,430.00
Electrical (8 New Sheets)	0	0	2	4	0	2	4	4	0	4	0	0	\$ 3,464.00				\$ -					\$ -	\$ 3,464.00
1.12 Prepare Preliminary Engineer's Design Report (EDR)	0.5	0	8	1	1	16	8	0	0	0	8	0	\$ 7,933.00				\$ -					\$ -	\$ 7,933.00
1.13 Prepare Preliminary Cost Estimate																							
1.13.1 Preliminary Earthwork Analysis	0	0	1	0	0	4	8	4	0	0	0	0	\$ 3,037.00				\$ -					\$ -	\$ 3,037.00
1.13.2 Calculate Estimated Preliminary Quantities	0	0	4	0	0	8	16	16	0	0	0	0	\$ 7,788.00				\$ -					\$ -	\$ 7,788.00
1.13.3 Prepare Preliminary Cost Estimate	0	4	4	2	0	16	0	0	0	0	0	0	\$ 5,490.00				\$ -					\$ -	\$ 5,490.00
1.14 Submit FAA Form 7460-1	0	0	1	0	0	0	4	0	0	0	0	0	\$ 921.00				\$ -					\$ -	\$ 921.00
1.15 Grant Application Assistance	0	0	16	0	0	0	0	0	0	0	4	0	\$ 4,080.00				\$ -					\$ -	\$ 4,080.00
1.16 Prepare Preliminary Submittal																							
1.16.1 Internal QA Review	1	4	2	0	0	0	4	2	4	8	0	0	\$ 4,466.00				\$ -					\$ -	\$ 4,466.00
1.16.2 Submit Preliminary Deliverables to OWNER	0	0	2	0	0	0	2	0	0	0	0	0	\$ 792.00				\$ -			\$ 150.95		\$ 150.95	\$ 942.95
<b>Task 1 Subtotal</b>	<b>4.5</b>	<b>33</b>	<b>144</b>	<b>27</b>	<b>1</b>	<b>78</b>	<b>151</b>	<b>184</b>	<b>5</b>	<b>104</b>	<b>22</b>	<b>8</b>	<b>\$ 136,576.00</b>	<b>\$ 42,100.00</b>	<b>\$ 31,000.00</b>	<b>\$ 22,500.00</b>	<b>\$ 109,940.00</b>	<b>310</b>	<b>6</b>		<b>\$ 150.95</b>	<b>\$ 457.95</b>	<b>\$ 246,973.95</b>

**Augusta Regional Airport (AGS)**  
**Design New Connector Taxiway(s) A4 and G2**  
**Engineering Design Fee Estimate**

Date: 4/18/2025

PHASES and TASKS	Mead & Hunt (labor hours and rates)												Total Mead & Hunt Labor Cost	Subconsultant fee				Expenses					Total Combined Cost	
	Senior Associate	Senior Project Engineer	Project Manager	Senior Electrical Engineer	Senior Drainage Engineer	Sr. Civil Engineer	Engineer III	Engineer II	Engineer I	Technician II	Project Assistant	Clerical		Sub 1	Sub 2	Sub 2	Total Subconsultant Cost (incl m/u)	Mileage (Per Mile)	Meals (Per Meal)	Parking/Tolls, Rental Car, Travel, Lodging/Hotel	Reproduction and Shipping	Total Expenses Cost		
	\$334	\$274	\$221	\$195	\$195	\$195	\$175	\$159	\$136	\$129	\$136	\$96		1.15	1.15	1.15		\$0.700	15	1	1			
TASK 2 - 60% and 90% DESIGN																								
2.1 Task 2 Project Management and Coordination																								
2.1.1 Update PMP	0	1	2	0	0	0	0	0	0	0	1	0	\$ 852.00				\$ -					\$ -	\$ 852.00	
2.1.2 Update Schedule	0	1	2	0	0	0	1	0	0	0	0	0	\$ 891.00				\$ -					\$ -	\$ 891.00	
2.1.3 Coordinate Internal Design Team	0	2	2	0	0	0	2	0	0	0	0	0	\$ 1,340.00				\$ -					\$ -	\$ 1,340.00	
2.1.4 Coordinate Subconsultants	0	1	2	0	0	0	0	0	0	0	2	0	\$ 988.00				\$ -					\$ -	\$ 988.00	
2.1.5 Quality Control Program	1	2	6	1	0	0	1	0	0	0	1	0	\$ 2,714.00				\$ -					\$ -	\$ 2,714.00	
2.1.6 Project Controls	0	0	4	0	0	0	0	0	0	0	0	8	\$ 1,652.00				\$ -					\$ -	\$ 1,652.00	
2.2 Task 2 Project Meetings and Communication																								
2.2.1 Weekly Internal Progress Meetings	0	0	16	8	0	16	8	8	0	0	0	0	\$ 10,888.00				\$ -					\$ -	\$ 10,888.00	
2.2.2 Monthly Progress Meetings with OWNER	0	2	4	0	0	0	4	4	0	0	0	0	\$ 2,768.00				\$ -					\$ -	\$ 2,768.00	
2.2.3 Present 60% and 90% Submittal to OWNER and Site Visit	0	4	8	0	0	0	8	8	0	0	0	0	\$ 5,536.00			100	\$ -	3			\$ 115.00	\$ 5,651.00		
2.2.4 General Communication with OWNER	0	4	4	0	0	0	4	2	0	0	4	0	\$ 3,542.00				\$ -		5000		\$ 5,000.00	\$ 8,542.00		
2.3 60% and 90% Pavement Design	0	2	16	0	0	0	16	8	0	8	0	0	\$ 9,188.00				\$ -					\$ -	\$ 9,188.00	
2.4 60% and 90% Geometric Design	0	2	8	0	0	8	16	24	0	0	0	0	\$ 10,492.00				\$ -					\$ -	\$ 10,492.00	
2.5 60% and 90% Surface Grading Design	0	2	8	0	0	8	24	24	0	8	0	0	\$ 12,924.00				\$ -					\$ -	\$ 12,924.00	
2.6 60% and 90% Storm Drain Design	0	0	1	0	0	0	1	1	0	0	0	0	\$ 555.00			\$ 42,500.00	\$ 48,875.00					\$ -	\$ 49,430.00	
2.7 60% and 90% Electrical Design	0	2	4	24	0	2	8	4	0	4	0	0	\$ 9,054.00				\$ -					\$ -	\$ 9,054.00	
2.8 Prepare 60% and 90% Plans																								
General (Update 7 Sheets + 3 New Sheets)	0	0	4	1	0	8	16	0	40	8	0	0	\$ 11,911.00				\$ -					\$ -	\$ 11,911.00	
Geotechnical (5 New Sheets)	0	0	0	0	0	1	2	2	0	4	0	0	\$ 1,379.00				\$ -					\$ -	\$ 1,379.00	
Civil General (6 New Sheets)	0	2	8	0	0	16	16	24	0	16	0	0	\$ 14,116.00				\$ -					\$ -	\$ 14,116.00	
Civil Site (12 New Sheets)	0	4	8	0	0	24	24	40	0	40	0	0	\$ 23,264.00				\$ -					\$ -	\$ 23,264.00	
Civil Marking (4 New Sheets)	0	2	4	0	0	8	16	16	0	4	0	0	\$ 8,852.00				\$ -					\$ -	\$ 8,852.00	
Civil Cross Sections (5 New Sheets)	0	2	4	0	0	8	16	16	0	16	0		\$ 10,400.00				\$ -					\$ -	\$ 10,400.00	
Electrical (4 New Sheets)	0	2	4	32	0	8	16	16	0	0	0		\$ 14,576.00				\$ -					\$ -	\$ 14,576.00	
2.9 Prepare 60% and 90% Specifications																								
2.9.1 Bidding and Contract Documents	0	2	8	8	0	8	24	40	0	0	8	0	\$ 17,084.00				\$ -					\$ -	\$ 17,084.00	
2.9.2 Owner General Provisions	0	2	2	0	0	4	8	4	0	0	4	0	\$ 4,350.00				\$ -					\$ -	\$ 4,350.00	
2.9.3 Required Federal Contract Provisions	0	2	2	0	0	2	4	4	0	0	2	0	\$ 2,988.00				\$ -					\$ -	\$ 2,988.00	
2.9.4 Project-Specific Special Provisions for Airport Construction	0	0	2	0	0	4	4	4	0	0	2	0	\$ 2,830.00				\$ -					\$ -	\$ 2,830.00	
2.9.5 FAA Standard Specifications for Construction of Airports	2	2	4	8	0	8	8	24	0	0	8	0	\$ 11,524.00				\$ -					\$ -	\$ 11,524.00	
2.10 Prepare 60% and 90% Engineers's Design Report (EDR)	1	2	8	2	0	16	16	8	0	0	4	0	\$ 10,776.00				\$ -					\$ -	\$ 10,776.00	
2.11 Prepare 60% and 90% Cost Estimate																								
2.11.1 60% and 90% Earthwork Analysis	0	0	4	0	0	8	24	40	0	0	0	0	\$ 13,004.00				\$ -					\$ -	\$ 13,004.00	
2.11.2 Calculate Estimated 60% and 90% Quantities	0	0	2	0	0	8	24	16	0	0	0	0	\$ 8,746.00				\$ -					\$ -	\$ 8,746.00	
2.11.3 Prepare 60% and 90% Cost Estimate	0	4	4	2	0	8	16	16	0	0	0	0	\$ 9,274.00				\$ -					\$ -	\$ 9,274.00	
2.12 Prepare Construction Safety and Phasing Plan (CSPP)	0	2	4	0	0	8	16	16	0	0	2	0	\$ 8,608.00				\$ -					\$ -	\$ 8,608.00	
2.13 Prepare 60% and 90% Submittal																								
2.13.1 Internal QA Review	1	8	4	4	0	0	8	4	4	8	0	0	\$ 7,802.00				\$ -					\$ -	\$ 7,802.00	
2.13.2 Submit 60 and 90% Deliverables to OWNER	0	0	2	0	0	0	2	0	0	0	0	0	\$ 792.00				\$ -			\$ 1,000.50	\$ 1,000.50	\$ 1,792.50		
Phase 2 Subtotal	5	61	165	90	0	181	353	373	44	116	38	8	\$ 255,660.00	\$ -	\$ -	\$ 42,500.00	\$ 48,875.00	100	3	\$ 1,000.50	\$ 6,115.50	\$ 310,650.50		
TASK 3 - FINAL DESIGN																								
3.1 Task 3 Project Management and Coordination																								
3.1.1 Update PMP	0	1	2	0	0	0	0	0	0	0	1	0	\$ 852.00				\$ -					\$ -	\$ 852.00	
3.1.2 Update Schedule	0	1	2	0	0	0	1	0	0	0	0	0	\$ 891.00				\$ -					\$ -	\$ 891.00	
3.1.3 Coordinate Internal Design Team	0	2	2	0	0	0	2	0	0	0	0	0	\$ 1,340.00				\$ -					\$ -	\$ 1,340.00	
3.1.4 Coordinate Subconsultants	0	1	2	0	0	0	0	0	0	0	2	0	\$ 988.00				\$ -					\$ -	\$ 988.00	
3.1.5 Quality Control Program	1	2	6	1	0	0	1	0	0	0	1	0	\$ 2,714.00				\$ -					\$ -	\$ 2,714.00	



**Augusta Regional Airport (AGS)**  
**Design New Connector Taxiway(s) A4 and G2**  
**Engineering Design Fee Estimate**

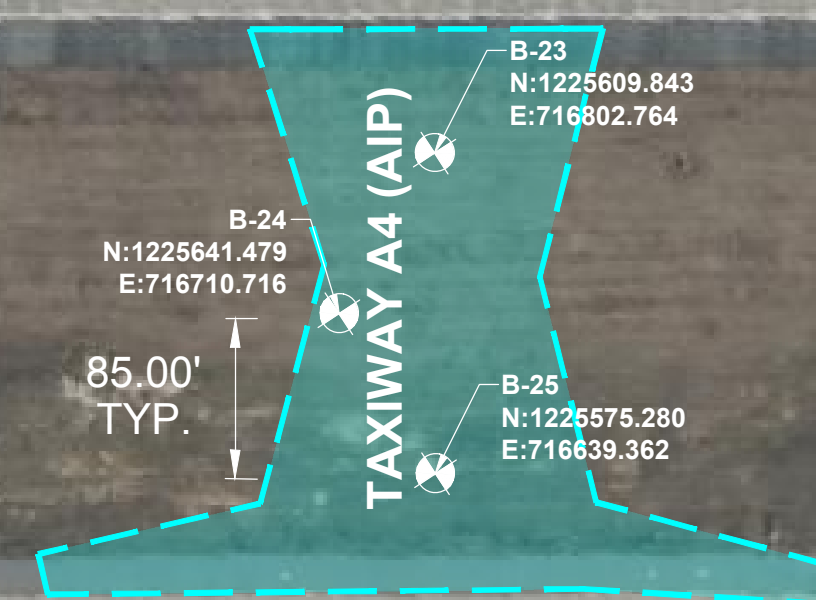
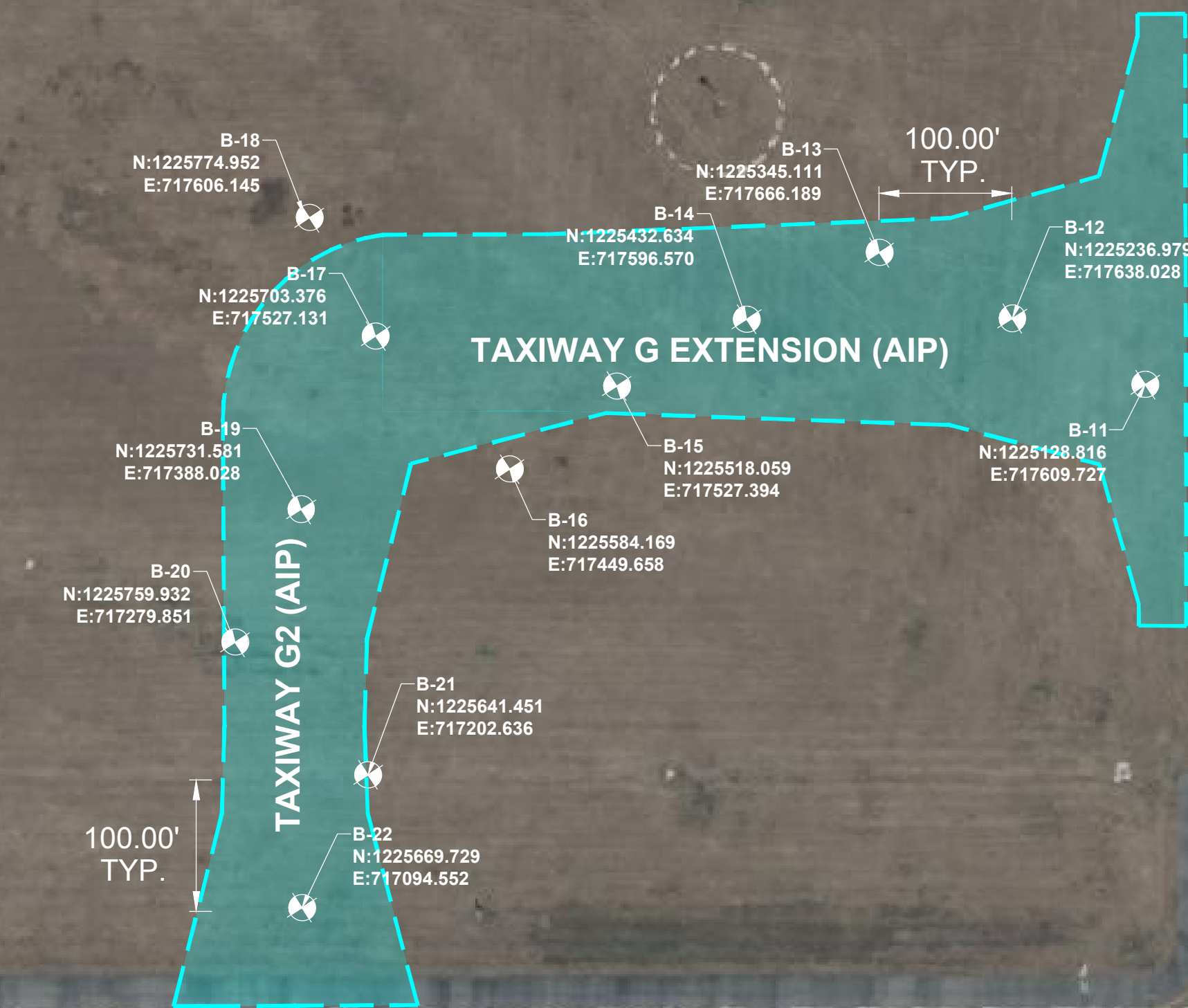
Date: 4/18/2025

PHASES and TASKS		Mead & Hunt (labor hours and rates)												Subconsultant fee				Expenses					Total Combined Cost			
		Senior Associate	Senior Project Engineer	Project Manager	Senior Electrical Engineer	Senior Drainage Engineer	Sr. Civil Engineer	Engineer III	Engineer II	Engineer I	Technician II	Project Assistant	Clerical	Total Mead & Hunt Labor Cost	Sub 1	Sub 2	Sub 2	Total Subconsultant Cost (incl m/u)	Mileage (Per Mile)	Meals (Per Meal)	Parking/Tolls, Rental Car, Travel, Lodging/Hotel	Reproduction and Shipping		Total Expenses Cost		
		\$334	\$274	\$221	\$195	\$195	\$195	\$175	\$159	\$136	\$129	\$136	\$96		1.15	1.15	1.15		\$0.700	15	1	1				
3.1.6	Project Controls	0	0	4	0	0	0	0	0	0	0	0	8	\$ 1,652.00				\$ -					\$ -	\$ 1,652.00		
3.2	Task 3 Project Meetings and Communication																									
3.2.1	Weekly Internal Progress Meetings	0	0	8	8	0	8	8	16	0	0	0	0	\$ 8,832.00				\$ -					\$ -	\$ 8,832.00		
3.2.2	Monthly Progress Meetings with OWNER	0	2	4	0	0	0	4	4	0	0	0	0	\$ 2,768.00				\$ -					\$ -	\$ 2,768.00		
3.2.3	General Communication with OWNER	0	4	4	0	0	0	4	2	0	0	4	0	\$ 3,542.00				\$ -					\$ -	\$ 3,542.00		
3.3	Prepare Final Plans	0	2	4	2	0	8	8	8	0	8	0	0	\$ 7,086.00				\$ -					\$ -	\$ 7,086.00		
3.4	Prepare Final Specifications	0	2	4	2	0	8	8	8	0	0	8	0	\$ 7,142.00				\$ -					\$ -	\$ 7,142.00		
3.5	Prepare Final Engineer's Design Report (EDR)	0	2	4	0	0	8	16	0	0	0	16	0	\$ 7,968.00				\$ -					\$ -	\$ 7,968.00		
3.6	Prepare Final Cost Estimate																									
3.6.1	Calculate Estimated Final Quantities	0	2	2	0	0	8	16	16	0	0	0	0	\$ 7,894.00				\$ -					\$ -	\$ 7,894.00		
3.6.2	Prepare Final Cost Estimate	0	2	2	2	0	16	16	8	0	0	0	0	\$ 8,572.00				\$ -					\$ -	\$ 8,572.00		
3.7	Prepare Final Construction Safety and Phasing Plan (CSPP)	0	2	4	0	0	4	8	16	0	0	2	0	\$ 6,428.00				\$ -					\$ -	\$ 6,428.00		
3.8	Prepare Final Submittal																									
3.8.1	Internal QC Review	1	8	4	4	0	0	8	4	4	8	0	0	\$ 7,802.00				\$ -					\$ -	\$ 7,802.00		
3.8.2	Submit Final Deliverables to OWNER	0	0	2	0	0	0	2	0	0	0	0	0	\$ 792.00				\$ -					\$ -	\$ 792.00		
3.9	Additional Services																									
3.9.1	None																	\$ -					\$ -	\$ -		
																		\$ -					\$ -	\$ -		
	Task 3 Subtotal	2	33	60	19	0	60	102	82	4	16	34	8	\$ 77,263.00	\$ -	\$ -	\$ -	\$ -	0	0	0	\$ -	\$ -	\$ 77,263.00		
TASK 4 - BID ADMINISTRATION																										
4.1	Task 4 Project Management and Coordination																									
4.1.1	Update Schedule	0	1	2	0	0	0	1	0	0	0	0	0	\$ 891.00				\$ -					\$ -	\$ 891.00		
4.1.2	Project Controls	0	0	4	0	0	0	0	0	0	0	0	8	\$ 1,652.00				\$ -					\$ -	\$ 1,652.00		
4.2	Task 4 Project Meetings and Communication																									
4.2.1	Monthly Progress Meetings with OWNER	0	2	4	0	0	0	4	4	0	0	0	0	\$ 2,768.00				\$ -					\$ -	\$ 2,768.00		
4.2.2	Pre-Bid Conference	0	0	8	0	0	0	4	4	0	0	4	0	\$ 3,648.00				\$ -	100	2	\$ 10.50	\$ 110.50	\$ 3,758.50	\$ 3,758.50		
4.2.3	General Communication with OWNER	0	4	4	0	0	0	4	2	0	0	4	0	\$ 3,542.00				\$ -					\$ -	\$ 3,542.00		
4.3	Advertisement for Bids	0	0	0	0	0	0	0	0	0	0	0	0	\$ -				\$ -					\$ -	\$ -		
4.4	Bid Documents Distribution	0	2	2	0	0	2	8	2	0	8	0	0	\$ 4,130.00				\$ -					\$ -	\$ 4,130.00		
4.5	Respond to Bidders' Questions	0	2	2	2	0	8	8	16	0	0	8	0	\$ 7,972.00				\$ -					\$ -	\$ 7,972.00		
4.6	Bid Addenda	0	0	1	0	0	1	0	0	0	0	1	0	\$ 552.00				\$ -					\$ -	\$ 552.00		
4.7	Bid Opening	0	2	2	0	0	2	2	1	0	0	0	0	\$ 1,889.00				\$ -					\$ -	\$ 1,889.00		
4.8	Bid Review, Bid Tabulation, and Cost/Price Analysis	0	2	2	0	0	4	4	0	0	0	4	0	\$ 3,014.00				\$ -					\$ -	\$ 3,014.00		
4.9	Prepare Recommendation for Award	0	1	1	0	0	2	2	0	0	0	4	0	\$ 1,779.00				\$ -					\$ -	\$ 1,779.00		
4.10	Federal Grant Closeout Report [- NIC]	0	4	4	0	0	0	16	0	0	0	8	0	\$ 5,868.00				\$ -					\$ -	\$ 5,868.00		
4.11	Prepare Issued For Construction Documents [- NIC]	0	2	4	2	0	4	8	4	0	0	4	0	\$ 5,182.00				\$ -					\$ -	\$ 5,182.00		
	Task 4 Subtotal	0	22	40	4	0	23	61	33	0	8	37	8	\$ 31,837.00	\$ -	\$ -		\$ -	100	2	\$ 10.50	\$ 110.50	\$ 6,683.95	\$ 42,997.50		
	TOTAL PROJECT BUDGET													\$ 501,336.00					\$ 158,815.00						\$ 6,683.95	\$ 677,884.95

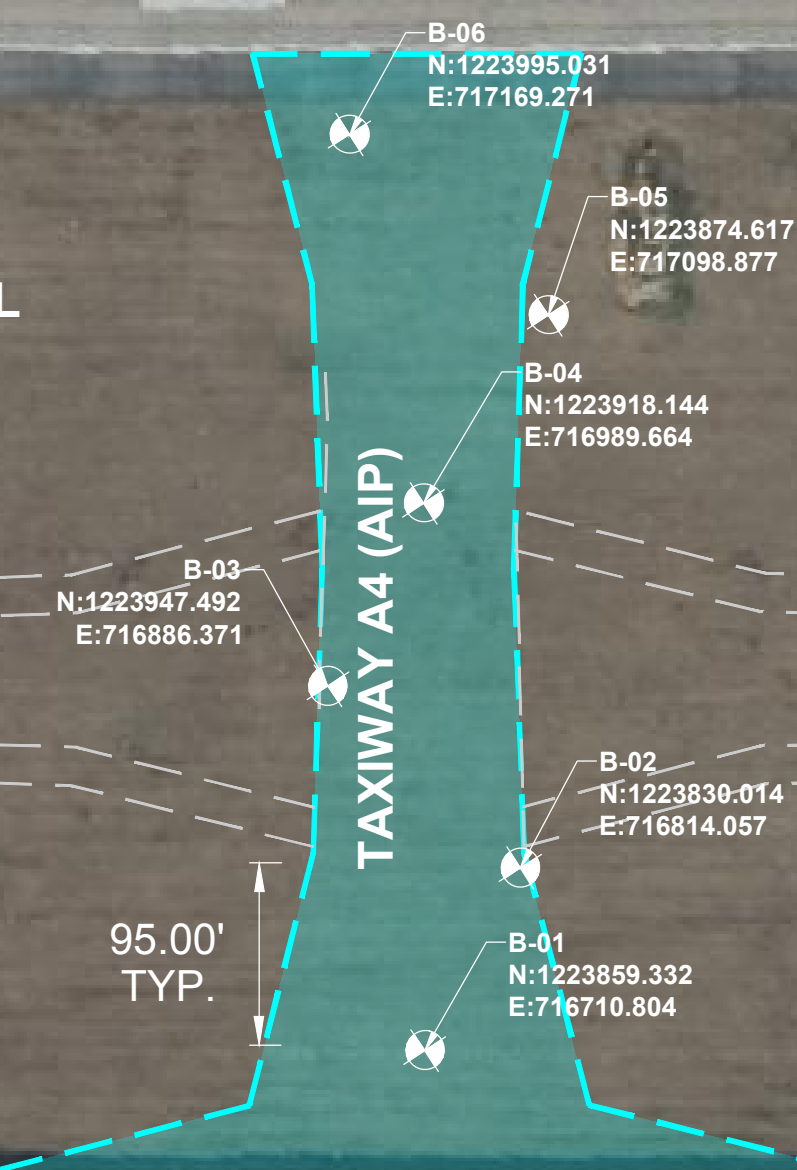


LEGEND

-  APPROXIMATE LOCATION OF PAVEMENT CORE AND/OR BORING
-  CB18 PAVEMENT CORE W/ 8" BIT AND SOIL BORING TO 10' BELOW GRADE



FUTURE TAXIWAY A REALIGNMENT  
AND TAXIWAY E "HOT SPOT" REMOVAL



FUTURE TAXIWAY A EXTENSION\*

TAXIWAY F RECONSTRUCTION







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**Augusta Aviation Commission  
Meeting Minutes  
April 24, 2025  
10:00 a.m.  
Orwen Commission Chambers  
2nd Floor - Terminal Building**

**Committee Members:** Chairwoman Ronic West; Vice-Chairman Commissioner Michael Cioffi; Commissioner Dan Troutman; Commissioner James Germany; Commissioner Charles Larke; Commissioner Randy Sasser; Commissioner William Fennoy; Commissioner Larry Harris; Commissioner Wilbert Barrett; Commissioner Kay Roland

**Staff:** Mr. Herbet Judon; Ms. Lauren Smith; Ms. Elizabeth Giles; Ms. Risa Bingham; Chief R. Beal; Mr. Bruce Keller; Ms. Diane Johnston; Mr. Cody Mitchell; Mr. Ken Hinkle; Mr. Tyler Good; Ms. Jennifer Humphrey; Ms. Catherine Highsmith; Mr. Edwin Scott; Mr. Robert Kerr- Staff Attorney;

**Others:** Ms. Dana Lynn McIntyre – Augusta Business Daily; Skylar Andrews – Augusta Press  
Darrell White

**CALL TO ORDER & PRAYER** – Chairwoman Ronic West called the meeting to order at 10:01 am  
Prayer by Commissioner Barrett

- I. **Welcome and Introduction of New Aviation Commissioner Kay Roland** – Chairwoman Ronic West
- II. **Accessing Monthly Aviation Commission Meeting Packet** – Cody Mitchell

**III. AGENDA, MINUTES, STATISTICS, & CONSENT - Chairwoman Ronic West**

- A. April 24, 2025, Meeting Agenda  
*Motion by Commissioner Troutman 2<sup>nd</sup> by Commissioner Fennoy,  
No Discussion; Unanimous Ayes; Motion carries*
- B. March 20, 2025, Augusta Aviation Commission Meeting Minutes
- C. March Statistics
- D. Item VI - A; Approved in Construction Committee Meeting  
*Motion by Commissioner Troutman 2<sup>nd</sup> by Commissioner Harris to approve Consent Items B-E; March 20, 2025, Augusta Aviation Commission meeting minutes, March Statistics, Director Action Request - Augusta Regional Airport (AGS) – Design Taxiway A4 and G2, addition of Item E, Information Item - Emergency Expenses associated with HELENE. No Discussion; Unanimous Ayes; Motion carries*

**IV. COMMITTEE REPORTS:**

- A. Construction / Special Projects Committee Report – Commission Dan Troutman  
*Point of Order by Commissioner Troutman, Note of Reference amount of \$677,574.95 needs to be corrected to \$677,278.95 in action item write up. Information Received by Chairwoman West.*

**V. FINANCE REPORT– Risa Bingham**

March Financials  
*Finance report for information*

**VI. DIRECTOR ACTION REQUESTS:**

- A. Augusta Regional Airport (AGS)- Design Taxiway A4 & G2 – Elizabeth Giles  
*Motion Approved with Consent*

**VII. INFORMATION ITEMS**

- A. 2025 Masters Airport Overview – Mr. Judon / Tyler Good / Ken Hinkle
- B. AAAE Legislative Conference Update - Mr. Judon / Ms. West
- C. Airport Terminal Project (ATP) Grant Agreement Update – Mr. Judon
- D. Communications Report – Lauren Smith
- E. Emergency Expenses associated with HELENE

**VIII. COMMISSION COMMENTS/ACTION REQUESTS:**

- A. Travel Approval for Aviation Chairwoman Ronic West to attend (2025 ACI-NA Business of Airports Conference) – Vice Chairman Michael Cioffi  
*Motion by Commissioner Cioffi 2nd by Commissioner Larke*  
*No Discussion; Unanimous Ayes; Motin carries*
- B. Aviation Commission Meeting Dates, November & December – Jennifer Humphrey  
*December 11, 2025, to replace November & December 4<sup>th</sup> Thursday scheduled meetings.*  
*Motion by Commissioner Fennoy 2nd by Commissioner Cioffi*  
*No Discussion; Unanimous Ayes; Motin carries*

**ADJOURN MEETING**

**Motion to adjourn by Commissioner Fennoy 2<sup>nd</sup> by Commissioner Barrett**  
**No Discussion; Unanimous Ayes; Motion carries**

**Meeting adjourned at 11:17 am**

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**Ronic West, Chairwoman**  
**Augusta Aviation Commission**





## Public Services Committee Meeting

Meeting Date: April 29, 2025

### Amending Historic Preservation Ordinance

<b>Department:</b>	Planning & Development
<b>Presenter:</b>	Carla Delaney, Director
<b>Caption:</b>	Discuss amending the appeals process of the Historic Preservation Ordinance by removing the requirement of mitigation prior to coming before the Augusta Commission.
<b>Background:</b>	<p>At the Historic Preservation Workshop on April 2, 2025, staff was instructed to place this item on the agenda for the next Public Services Committee meeting to discuss appeals to Certificate of Appropriateness applications. There were three outstanding questions that specific guidance is needed on:</p> <ol style="list-style-type: none"> <li>1) Shall appeals go to the commission prior to mediation?</li> <li>2) Shall post-demolition plans continue to be required?</li> <li>3) Should the pre-approved list of materials be updated?</li> </ol>
<b>Analysis:</b>	<p>Section 7-4-32 of the Historic Preservation Ordinance requires that prior to an appeal going before the Augusta Commission, it must try to be resolved through mediation between the appellant and the Historic Preservation Commission with the appellant paying for mediator's fees. Appeals generally have not made it to the Augusta Commission due to the length of time, extra cost, and frustration of going through this process. Streamlining the appeals process by reversing the mediation order allows appeals to go directly to the Augusta Commission first.</p>
<b>Financial Impact:</b>	N/A
<b>Alternatives:</b>	Retain the current appeals processes as written in the Historic Preservation Ordinance.
<b>Recommendation:</b>	
<b>Funds are available in the following accounts:</b>	N/A
<b><u>REVIEWED AND APPROVED BY:</u></b>	N/A

# **HISTORIC PRESERVATION ORDINANCE FOR AUGUSTA, GEORGIA**

Augusta Planning & Development Department  
Amended June, 2015  
Updated – September 2011

## CHAPTER 4

### HISTORIC PRESERVATION

#### ARTICLE 1

#### IN GENERAL

##### § 7-4-1. PURPOSE.

The historical, cultural and architectural heritage of Augusta-Richmond County is among its most valued and important assets and the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the people. Therefore, in order to stimulate revitalization of the business districts and historic neighborhoods of Augusta-Richmond County, and to protect and enhance local historical, cultural, and architectural attraction to tourists and thereby promote and stimulate business; in order to enhance the opportunities for federal or state tax benefits under relevant provisions of federal or state law; and in order to provide for the designation, protection, preservation and rehabilitation of historic properties and historic districts and to participate in federal or state programs to do the same; in order to promote the reuse and recycling of existing building stock in Augusta-Richmond County and thereby conserve increasingly scarce landfill space and valuable natural resources.

The Augusta-Richmond County Commission hereby declares it to be the purpose and intent of this Chapter to establish a uniform procedure for the protection, enhancement, and perpetuation of places, districts, buildings, structures, objects, landscape features and works of art having a historical, cultural or architectural interest or value.

##### § 7-4-2. DEFINITIONS.

(a) Certificate of appropriateness. A document evidencing approval by the Historic Preservation Commission of an application to make a material change in the appearance of a designated historic property or of a property located within a designated historic district.

(b) Exterior architectural features. The architectural style, general design and general arrangement of the exterior of a building or other structure, including but not limited to the kind or texture of the building material and the type and style of all windows, doors, signs, roofing and other appurtenant architectural features, details or elements relative to the foregoing.

(c) Exterior environmental features. All those aspects of the landscape or the development of a site which affect the historical character of the property.

(d) Historic district. A geographically definable area designated by the Commission as a historic district pursuant to the criteria established in § 7-4-13 of this Chapter.

(e) Historic property. An individual building, structure, site, object or work of

art, and may include the adjacent area necessary for the proper appreciation thereof, designated by the Commission as a historic property pursuant to the criteria established in § 7-4-14 of this Chapter.

(f) Material change in appearance. A change that will affect the exterior architectural or environmental features of any building, structure, site, object, landscape feature or work of art within a historic property or within a historic district, such as:

(1) A reconstruction or alteration of the size, shape or facade of a historic property, including relocation of any doors or windows or removal or alteration of any architectural features, details or elements;

(2) Demolition or relocation of a historic structure;

(3) Commencement of excavation for construction purposes;

(4) A change in the location of advertising visible from the public right-of-way;

(5) The erection, alteration, restoration or removal of any building or other structure within a historic property or district, including walls, fences, steps and pavements or other appurtenant features.

## ARTICLE 2

### HISTORIC PRESERVATION COMMISSION

#### § 7-4-3. CREATION.

There is hereby created a commission whose title shall be The Augusta-Richmond County Historic Preservation Commission, hereinafter referred to as Historic Preservation Commission.

#### § 7-4-4. MEMBERS--APPOINTMENT; QUALIFICATIONS; TERMS AND COMPENSATION.

(a) The Commission shall consist of ten (10) members (plus an additional two members should the Richmond County Delegation choose to appoint two members) to be appointed for four (4) year terms. All members shall be residents of Augusta-Richmond County. Nominations shall be solicited from the Board of Trustees of Historic Augusta, Inc. from at-large community recommendations.

(b) To the extent available, at least five (5) members shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, archaeology, historic preservation or related disciplines. The remaining members may be nonprofessionals, but must have demonstrated special interest, experience or education in regional history, historic architecture or the preservation of historic resources.

(c) Except as provided herein, members of the City of Augusta Historic Preservation Commission and members of the Richmond County Historic Preservation Commission who were serving on said commissions on January 1, 1997, all having had their terms expire, shall serve until their successors are appointed and qualified. Two of the existing members shall have their terms terminate on March 31, 1997.

(d) The following members of said Commissions shall continue to serve until their successors are appointed by the Commissioner representing the respective District, and qualified, and are to represent the districts as herein set forth, to wit:

District 1  
District 2  
District 3  
District 4  
District 5  
District 6  
District 7  
District 8  
District 9  
District 10

(e) The successors to the members representing Districts 1, 3, 5, 7, and 9 shall serve until April 1, 1998, or until their successors are appointed and qualified.

(f) The successors to the members representing Districts 2, 4, 6, 8, and 10 shall serve until April 1, 2000, or until their successors are appointed and qualified.

(g) Members of the Historic Preservation Commission appointed by the Commissioner of the respective Districts to succeed those appointed in subsection (e) and (f) hereof shall serve for terms of office of four (4) years and until their successors are appointed and qualified.

(h) Should the Richmond County Legislative Delegation choose to appoint two (2) members as provided in the Consolidation Act, such members shall serve for a term of four (4) years and until their successors are appointed and qualified. In the event the appointing authority of the Legislative Delegation is removed from the Consolidation Act, this subsection shall automatically be repealed.

(i) All terms shall expire on March 31 of the applicable year, and new terms shall begin on April 1 of the applicable year.

(j) Members shall not receive a salary, although they may be reimbursed for expenses.

(k) Members who fail to attend three (3) consecutive Historic Preservation Commission meetings will forfeit their seat upon the Commission. Commission By-Laws may provide for the conditions of excused absence from Commission meetings.

(l) In the event that vacancies upon the Historic Preservation Commission for any period of time remain unfilled, a Historic Preservation Commission consisting of six (6) or more members may exercise all powers delegated to the Historic Preservation Commission under this Chapter, until the vacancies are filled.

#### **§ 7-4-5. STATEMENT OF POWERS.**

The Historic Preservation Commission shall be authorized to:

(a) Prepare and maintain an inventory of all property within Augusta-Richmond County, Georgia, having the potential for designation as a historic property. This inventory may be maintained in conjunction with Historic Augusta, Inc. or an independent organization with similar purposes;

(b) Recommend to the Commission specific places, districts, sites, buildings, structures, objects or works of art to be designated by ordinance as historic properties or historic districts;

(c) Review applications for Certificates of Appropriateness, and grant or deny same in accordance with the provisions of this Chapter;

(d) Recommend to the Commission that the designation of any place, district, site, building, structure, object or work of art as a historic property or as a historic district be revoked or removed;

(e) Restore or preserve any historic properties owned by Augusta-Richmond County, Georgia as authorized by Commission;

(f) Promote the acquisition of facade easements and conservation easements by the Commission in accordance with the provisions of the Facade and Conservation Easements Act of 1976, as amended (O.C.G.A. §§ 44-10-1 through 44-10-5);

(g) Conduct educational programs on historic properties located within Augusta-Richmond County, Georgia and on general historic preservation activities;

(h) Make such investigations and studies of matters relating to historic preservation, including consultation with historic preservation experts, as the Commission or the Historic Preservation Commission itself may, from time to time, deem necessary or appropriate for the purposes of this Chapter;

(i) Seek out local, state, federal and private funds for historic preservation, and make recommendations to the Commission concerning the most appropriate uses of any funds acquired;

(j) Submit to the Historic Preservation Section of the Department of Natural Resources a list of historic properties or historic districts designated;

(k) Perform historic preservation activities as the official agency of the Augusta-Richmond County historic preservation program.

(l) Employ and compensate persons, as authorized by Commission, to carry out responsibilities of the Historic Preservation Commission;

(m) Elect from among its members, a member or members to carry out responsibilities of the Commission;

(n) Receive donations, grants, funds or gifts of historic property and acquire and sell historic properties on behalf of the Commission. In regard to such historic property, the Commission shall not obligate the Historic Preservation Commission without prior consent;

(o) Review the nomination of historic properties or historic districts to the National Register of Historic Places and Georgia Register of Historic Places and make comments upon such nominations to the Historic Preservation Section of the Department of Natural Resources;

(p) Participate in private, state and federal historic preservation programs and with the consent of the Commission enter into agreements to do the same;

(q) Advise the appropriate officials of the Augusta-Richmond County Fire Department as to the utilization of alternative compliance concepts for historic properties pursuant to O.C.G.A. §§ 8-2-200 through 8-2-222 and O.C.G.A. § 25-2-13 where these code sections have been made applicable to historic properties in Augusta-Richmond



County. Said advice will ensure that compliance with state and local fire prevention laws is accomplished while maintaining the highest degree of historic integrity in affected historic properties;

- (r) Issue Citations for violations of this Chapter;
- (s) Petition the appropriate court to enjoin actions in violation of this Chapter;
- (t) Institute any other appropriate action to enforce compliance with the terms of this Chapter;
- (u) Exercise all other powers implicit or explicit in any other provision of this Chapter.

**§ 7-4-6. POWER TO ADOPT RULES AND STANDARDS.**

The Historic Preservation Commission shall adopt rules and standards for the transaction of its business, for consideration of applications for designations and certificates of Appropriateness, including, By-laws, membership provisions, and design guidelines. The Historic Preservation Commission shall provide for the time and place of regular meetings and a method for the calling of special meetings. The Historic Preservation Commission shall select such officers as it deems appropriate from among its members. The Chairman of the Historic Preservation Commission shall be entitled to vote upon any issue, motion or resolution, as any other member. (Ord. # 5971, October 21, 1997)

**§ 7-4-7. CONFLICT OF INTEREST.**

At any time the Historic Preservation Commission is to undertake any official action which will affect a monetary or other vested interest of a member of the Historic Preservation Commission, that member shall reveal the existence of that interest to the Historic Preservation Commission at the next meeting thereof after the member becomes aware of the conflict of interest and shall abstain from voting on that matter. The ownership of property by a Historic Preservation Commission member within a proposed historic district containing twenty-five or more separately-owned parcels of property shall not be such an interest as to invoke the prohibitions of this Section.

At any time the Historic Preservation Commission reviews a project in which a member of the Historic Preservation Commission has an ownership or other vested interest, that member shall be forbidden, as a Commission member, from voting or discussing the project, other than answering a direct question.

**§ 7-4-8. HISTORIC PRESERVATION COMMISSION'S AUTHORITY TO RECEIVE FUNDING FROM VARIOUS SOURCES.**

The Historic Preservation Commission shall have the authority to accept donations and shall insure that these funds do not displace appropriated governmental funds.

**§ 7-4-9. RECORDS OF HISTORIC PRESERVATION COMMISSION**

## **MEETINGS.**

A public record shall be kept of the Historic Preservation Commission's resolutions, proceedings and actions. This public record may consist of an ordinary tape recording or from time to time, at the discretion of the Commission, may be supplemented by the use of a court reporter or such other written record as the Commission may establish.

### **§ 7-4-10. ATTENDANCE OF LAW ENFORCEMENT OFFICER AT HISTORIC PRESERVATION COMMISSION MEETINGS.**

An officer of the Richmond County Sheriff's Department shall be in attendance at Historic Preservation Commission meetings, at the behest of the Commission, in order to assure the orderliness of the proceedings.

### **§ 7-4-11. DUTIES OF COMPTROLLER.**

The Augusta-Richmond County comptroller shall provide the Historic Preservation Commission with the necessary tax information to facilitate the purposes of this Chapter and shall see that this information is kept current.

## ARTICLE 3

### RECOMMENDATION AND DESIGNATION OF HISTORIC DISTRICTS AND PROPERTIES

#### § 7-4-12. PRELIMINARY RESEARCH BY COMMISSION.

(a) The Historic Preservation Commission may compile and collect information and conduct surveys of historic resources within Augusta-Richmond County.

(b) The Historic Preservation Commission may present to the Commission recommendations for the designation of historic districts and properties.

(c) Prior to the Historic Preservation Commission's recommendation of a historic district or historic property to the Commission for designation, the Historic Preservation Commission shall prepare a report consisting of:

- (1) a physical description;
- (2) a statement of the historical, cultural, and/or architectural significance of the proposed historic district or historic property, except that such statement of significance will not be required in the case of a historic property or district already listed upon the National Register of Historic Places, or upon the Georgia Register of Historic Places;
- (3) a map showing the proposed historic district boundaries and the classification (i.e. contributing/historic, contributing/non-historic, noncontributing) of individual properties therein, or a map showing the boundaries of the proposed historic property;
- (4) a statement justifying historic district or individual historic property boundaries, except that such statement in justification will not be required if such proposed boundaries are the same as those embraced within the listing of the district or property upon the National Register of Historic Places or Georgia Register of Historic Places; and
- (5) representative photographs. (Ord. 5927, May 19, 1997)

#### § 7-4-13. DESIGNATION OF A HISTORIC DISTRICT.

(a) Criteria for selection of historic districts. A historic district is a geographically definable area which contains buildings, structures, sites, objects, landscape features and works of art or a combination thereof, which:

- (1) have special character or historic, cultural or architectural, value or interest;
- (2) represent one or more periods, styles or types of architecture typical of one or more eras in the history of Augusta-Richmond County or the state or region;

(3) cause such area, by reason of such factors, to constitute a visibly perceptible section of Augusta-Richmond County;

(4) a district, once listed upon the National Register of Historic Places or upon the Georgia Register of Historic Places shall be presumed to possess the necessary characteristics for designation as a historic district under this ordinance.

(b) Boundaries of a historic district. The boundaries of a historic district shall be included in the separate ordinances designating such districts and shall be shown on the official zoning map of Augusta-Richmond County, Georgia. Said boundaries, as depicted on said map, shall constitute the official description of said historic districts for the purposes of this Chapter and for the purposes of the separate ordinances designating such districts.

In the event that the official zoning map of Augusta-Richmond County, Georgia does not depict the area proposed for designation as a historic district, the Commission may, in its discretion, identify such other map upon which to depict the boundaries of the historic district. In this case the map so identified by the Commission shall constitute the official description of said historic district for the purposes of this Chapter and for the purposes of the separate ordinance designating such district.

(c) Evaluation of properties within historic districts. Individual properties within historic districts shall be classified as:

(1) contributing/historic (contributes to the district in terms of design, historical association, and/or setting);

(2) contributing/non-historic (a property less than fifty years old which compliments and does not detract from the overall character of the district in terms of design, historical association, and/or setting);

(3) non-contributing (a property which detracts from the district in terms of design, style, building type, historical association, and/or setting). (Ord. 5927, May 19, 1997)

#### **§ 7-4-14. DESIGNATION OF A HISTORIC PROPERTY.**

(a) Criteria for selection of historic properties. A historic property is a building, structure, site, object or work of art which may include the adjacent area necessary for the proper appreciation or use thereof, deemed worthy of preservation for reason of value to Augusta-Richmond County, the State of Georgia, or this Geographical region, for one of the following reasons:

(1) it is an outstanding example of a structure representative of its era;

(2) it is one of the few remaining examples of past architectural style;

(3) it is a place or structure associated with an event or person of historic or cultural significance to Augusta-Richmond County, Georgia, or to the state, region or

nation;

(4) it is a site of natural or aesthetic interest that is continuing to contribute to the cultural or historical development and heritage of Augusta-Richmond County, Georgia, or of the state, region or nation;

(5) a property, once listed upon the National Register of Historic Places or upon the Georgia Register of Historic Places shall be presumed to possess the necessary characteristics for designation as a historic property.

(b) Boundary description. A description of the boundaries shall be included in the separate ordinances designating such properties and the boundaries shall be depicted on the official Zoning Map of Augusta-Richmond County, Georgia. Said boundaries, as depicted on said map, shall constitute the official description of said historic property for the purposes of this Chapter and for the purposes of the separate ordinances designating such properties.

In the event that the official Zoning Map of Augusta-Richmond County, Georgia does not depict the area proposed for designation as a historic property, the Commission may, in its discretion, identify such other map upon which to depict the boundaries of the historic property. In this case the map so identified by the Commission shall constitute the official description of said historic property for the purposes of this Chapter and for the purposes of the separate ordinance designating such property. (Ord. 5927, May 19, 1997)

**§ 7-4-15. REQUIREMENTS FOR ADOPTING AN ORDINANCE FOR THE DESIGNATION OF HISTORIC DISTRICTS AND HISTORIC PROPERTIES.**

(a) Application for designation of historic districts or historic property. Designations may be proposed by the Commission, the Historic Preservation Commission or:

(1) for historic districts - a preservation organization, historical society, neighborhood association or group of property owners may apply to the Commission for designation;

(2) for historic properties - a preservation organization, historical society, neighborhood association or property owner may apply to the Commission for designation.

(b) Required components of an ordinance. Any ordinance designating any property or district as historic shall:

(1) describe the area encompassed within the proposed historic district or describe the proposed individual historic property;

(2) reference the name(s) of the owner(s) of the designated property or properties as shown on the official Augusta-Richmond County tax records at the time of the adoption of the ordinance. In the event that the official tax records, for whatever reason,

do not encompass the property or properties proposed for designation, the record owner(s) of the property, as determined by a title investigation conducted to appropriate legal standards under Georgia law, shall be referenced;

(3) require compliance with the provisions of this Chapter; and

(4) require that the property or district be shown on the official zoning Map of Augusta-Richmond County, Georgia, or such other official map as identified by the Commission pursuant to § 7-4-13 or 7-4-14 hereof.

(c) Required public hearing and notices. The Historic Preservation Commission shall hold a public hearing on any proposed ordinance for the designation of any historic district or property. Notice of the hearing shall be published in at least one (1) issue of the official legal organ of Augusta-Richmond County and written notice of the hearing shall be mailed by the Commission to all owners and occupants of such properties that are affected. This notice: (i) shall contain the time and place for the hearing, (ii) shall reference this Chapter, (iii) shall describe the fact that the establishment of a historic district or historic property pursuant to this Chapter has been proposed, and (iv) shall generally describe the area encompassed by the historic district or historic property proposed. All such notices shall be published or mailed not less than fifteen (15) days nor more than forty-five (45) days prior to the date set for the public hearing. A notice sent via the United States mail to the last owner of record of the property shown on the official Augusta-Richmond County tax records or record owner of the property, and a notice sent via United States mail to the address of the property to the attention of the occupant shall constitute legal notification to the owner and occupant under this Chapter.

(d) Recommendations on proposed designations. A recommendation to adopt, to adopt in modified form, or to reject the proposed ordinance shall be made by the Commission within fifteen (15) days following the public hearing and shall be in the form of a resolution to the Commission.

(e) Commission action on Commission recommendation. Following receipt of the Historic Preservation Commission's recommendation, the Commission may adopt the ordinance as proposed, reject the ordinance, or, after consultation with the Commission, may adopt the ordinance with any modifications it deems necessary.

(f) Notification of the State Historic Preservation Section. Prior to making a recommendation on any ordinance designating a property or district as historic, the Historic Preservation Commission may transmit the report required at § 7-4-12 of this Code to the Historic Preservation Section of the Georgia Department of Natural Resources.

(g) Notification of adoption of ordinance for designation. Within thirty (30) days following the adoption of the ordinance for designation by the Commission, the owners and occupants of each designated historic property, and the owners and occupants of each structure, site or work of art located within a designated historic district, and all building contractors licensed in Augusta-Richmond County, shall be given written notification of such designation by the Commission, which notice shall apprise said owners, occupants, and contractors of the necessity of compliance with this Chapter and specifically, the necessity of obtaining a Certificate of Appropriateness prior to undertaking

any material change in appearance of the historic property designated or within the historic district designated. A notice sent via United States Mail to the last known owner of the property shown on the official Augusta-Richmond County tax records and, where different from the address of such record tax owner, a notice sent via United States Mail to the address of the property to the attention of the occupant shall constitute legal notification to the owner and occupant under this Chapter. Building contractors, licensed in Augusta-Richmond County shall similarly be notified as aforesaid, but failure of such building contractor to be sent such notice shall in no way affect the validity of an ordinance for designation.

(h) Notification of other agencies regarding designation. The Historic Preservation Commission shall notify all affected agencies within Augusta-Richmond County of the ordinance for designation, as well as the local neighborhood, historical and preservation organizations. Failure of such agencies or organizations to receive such notification shall in no way affect the validity of such ordinance for designation.

(i) Moratorium on applications for alteration or demolition while ordinance for designation is pending. If the procedure for the designation of an historic district or historic property has been initiated as provided for in this Section, the Commission shall have the power to recommend to the Building Inspector a moratoria on the issuance of building permits and demolition permits involving the property or properties proposed for designation.

(j) Authority to rescind designation. The Commission has the authority to rescind the ordinance designating a historic district or historic property following receipt of a recommendation from the Commission, provided that a public hearing has been held by the Historic Preservation Commission, prior to the Commission's recommendation, providing the opportunity for public comment. Notification for such public hearing shall be the same as provided for in § 7-4-15 hereof. (Ord. 5927, May 19, 1997)



## ARTICLE 4

### APPLICATION TO PRESERVATION COMMISSION FOR CERTIFICATE OF APPROPRIATENESS

**§ 7-4-16. APPROVAL OF ALTERATIONS OR NEW CONSTRUCTION IN HISTORIC DISTRICTS OR INVOLVING HISTORIC PROPERTIES.**

After the designation by ordinance of a historic property or of a historic district, no material change in the exterior appearance of a structure, site, object or work of art within such historic property or property within such historic district, shall be made or be permitted to be made unless or until the application for a Certificate of Appropriateness has been submitted to and approved by the Historic Preservation Commission.

**§ 7-4-17. APPROVAL OF NEW CONSTRUCTION WITHIN DESIGNATED DISTRICTS.**

The Historic Preservation Commission shall issue Certificates of Appropriateness for new structures constructed within designated historic districts or upon the grounds of a designated historic property if these structures conform in design, scale, building materials, setback and landscaping to the character of the historic district or property or as specified in the design criteria once developed or adopted by the Commission.

**§ 7-4-18. GUIDELINES AND CRITERIA FOR CERTIFICATES OF APPROPRIATENESS.**

When considering applications for Certificates of Appropriateness impacting existing buildings, the Secretary of the Interior's Standards for Historic Preservation Projects including the Secretary's Standards for Rehabilitation, as revised as of the date of application for a Certificate of Appropriateness, shall be used as a criteria for design review along with any other standards or design review guidelines once developed or adopted by the Commission for use in reference to specific historic districts or historic properties. When dealing with difficult technical questions, the Historic Preservation Commission shall have the power to seek technical advice from outside its membership on any application, within approved budgetary limitations.

**§ 7-4-19. ISSUANCE OF BUILDING AND DEMOLITION PERMITS.**

Building Permits And Demolition Permits must not be issued until the issuing official has examined the official Historic District and Historic Property Map to see if the property is affected by historic designation. If the property is so affected, the issuing authority must direct the applicant to the Commission to apply for a Certificate of Appropriateness. The subsequent issuance of a Building Permit or Demolition Permit shall be contingent upon the obtention of a Certificate of Appropriateness for the proposed change.

**§ 7-4-20. SUBMISSION OF PLANS TO COMMISSION.**

An application for a Certificate of Appropriateness shall be accompanied by such drawings, photographs, plans or other documentation as may be required by the Historic Preservation Commission. Applications involving demolition or post-relocation shall be accompanied by post-demolition or relocation plans for the site. The Historic Preservation Commission shall not require that the plans and specifications be prepared by professionals, but only that such documentation be prepared in such a way as to be easily understood by the Commission members.

**§ 7-4-21. ACCEPTABLE COMMISSION REACTION TO APPLICATIONS FOR CERTIFICATES OF APPROPRIATENESS.**

(a) The Historic Preservation Commission shall approve the application and issue a Certificate of Appropriateness if it finds that the proposed material change(s) in appearance would not have a substantial adverse effect on the historic or architectural significance, integrity, and value of the historic property or property within a historic district. In making this determination, the Historic Preservation Commission shall consider the factors described in §§ 7-4-17 and 7-4-18 above, the historical and architectural value and significance, architectural style, general design arrangement, texture and material of the architectural features involved and the relationship thereof to the exterior architectural style, and pertinent features of the other structures in the immediate neighborhood.

(b) The Historic Preservation Commission shall deny a certificate of Appropriateness if it finds that the proposed material change(s) in appearance would have substantial adverse effects on the historical or architectural significance, integrity and value of the historic property or property within the historic district, based upon those same factors as described in § 7-4-21 (a) above.

**§ 7-4-22. HEARINGS ON APPLICATIONS FOR CERTIFICATES OF APPROPRIATENESS, NOTICES, AND RIGHT TO BE HEARD.**

At least fifteen (15) days and no more than forty-five (45) days prior to the review of a Certificate of Appropriateness, the Commission shall take action as follows to inform interested parties, and shall give the applicant and interested parties an opportunity to be heard at the Historic Preservation Commission meeting where the request for a Certificate of Appropriateness is to be considered:

(a) The Historic Preservation Commission shall cause a sign to be posted upon the parcel of property subject of the application at least fifteen (15) days before the meeting of the Historic Preservation Commission where the application is to be considered, said sign to remain in place substantially until the time of said meeting. Said sign shall state:

(1) the fact that an application for a Certificate of Appropriateness pursuant to the Historic Preservation ordinance has been filed for the posted property;

(2) the name of the applicant; and

(3) the time and place of the Historic Preservation Commission meeting where the application is to be considered. The sign may contain such other

information as the Historic Preservation Commission may deem appropriate. The overall design and size of such sign shall be of such character as to be likely to attract the eye of passersby.

(b) At its discretion, the Historic Preservation Commission may, in its bylaws, or on a case by case basis, undertake to provide such other notice as it deems appropriate.

**§ 7-4-23. INTERIOR ALTERATIONS.**

In review of applications for Certificates of Appropriateness, the Historic Preservation Commission shall not consider interior arrangement, use or decoration, having no effect on exterior architectural features, whether or not visible from the exterior of the structure.

**§ 7-4-24. TECHNICAL ADVICE.**

When dealing with difficult technical questions, the Historic Preservation Commission shall have the power to seek technical advice from outside its members on any application and within approved budgetary limitations.

**§ 7-4-25. DEADLINE FOR APPROVAL OR REJECTION OF APPLICATION FOR CERTIFICATE OF APPROPRIATENESS.**

(a) The Commission shall approve or reject an application for a Certificate of Appropriateness within forty-five (45) days after the filing thereof by the owner or occupant of a historic property or structure, site, object or work of art located within a historic district. Evidence of approval shall be by a Certificate of Appropriateness issued by the commission. Notice of the issuance or denial of A Certificate of Appropriateness shall be sent via United States Mail to the applicant.

(b) Failure of the Historic Preservation Commission to act within said forty-five (45) days shall constitute approval, and no other evidence of approval shall be needed.

**§ 7-4-26. NECESSARY ACTIONS TO BE TAKEN BY COMMISSION UPON REJECTION OF APPLICATION FOR CERTIFICATE OF APPROPRIATENESS.**

(a) In the event the Historic Preservation Commission rejects an application for a Certificate of Appropriateness, it shall state its reasons for doing so, and shall transmit a record of such actions and reasons in writing to the applicant. The Historic Preservation Commission may suggest alternatives it believes would ensure approval if it disapproves of the application as submitted. The applicant, if he or she so desires, may make modifications to the plans and, after making such modifications, may re-submit the application at any time after doing so. Rejected applications, unless modified in a good faith effort to comply with the provisions of this Chapter and the findings of the Historic Preservation Commission, may not be re-submitted for one (1) year following rejection.

(b) In cases where the application for a Certificate of Appropriateness concerns a proposed change in a structure which would require the obtention of a building permit,

the rejection of the application for a Certificate of Appropriateness by the Historic Preservation Commission shall be binding upon the building inspector or other administrative officer charged with issuing building permits and, in such a case, no building permit shall be issued.

**§ 7-4-27. UNDUE HARDSHIP.**

Where, by reason of unusual circumstances, the strict application of any provision of this Chapter would result in exceptional practical difficulty or undue economic hardship upon any owner of a specific property, the Historic Preservation Commission, in passing upon applications, shall have the power to vary or modify strict adherence to said provisions, or to interpret the meaning of said provisions, so as to relieve such difficulty or hardship; provided such variances, modifications or interpretations shall remain in harmony with the general purpose and intent of said provisions so that the architectural or historical integrity, or character of the property, shall be conserved and substantial justice done. In granting variances, the Commission may impose such reasonable and additional stipulations and conditions as will, in its judgment, best fulfill the purpose of this Chapter. An undue hardship shall not be a situation of the person's own making.

**§ 7-4-28. REQUIREMENT OF CONFORMANCE WITH CERTIFICATE OF APPROPRIATENESS.**

(a) All work performed pursuant to an issued Certificate of Appropriateness shall conform to the requirements of such certificate. In the event work is performed not in accordance with such certificate, such work will constitute a violation of this Chapter and the Historic Preservation Commission shall issue a cease and desist order and all work shall cease.

(b) Where this ordinance would require the obtention of a Certificate of Appropriateness and work upon a structure is undertaken without a Certificate of Appropriateness having been obtained, such work will constitute a violation of this Chapter and the Historic Preservation Commission shall issue a cease and desist order and all work shall cease.

(c) Work which constitutes a violation of § 7-4-28 (a) or (b) above or the failure to obey a cease and desist order issued pursuant to this Chapter shall constitute a separate and continuing violation of this Chapter.

(d) The Augusta Commission or the Historic Preservation Commission shall be authorized to institute any appropriate action or proceeding in any court of competent jurisdiction to prevent any material change in the appearance of a designated historic property or property within a historic district, not made in compliance with the provisions of this Chapter or to prevent any illegal act or conduct with respect to such historic property or historic district.

(e) *The Augusta Commission, including its various departments, authorities, commissions, committees and boards, shall not be bound by the requirements of this article; provided however, that the Augusta Commission shall notify the Historic Preservation Commission 45 days prior to beginning an undertaking that would otherwise*

*require a Certificate of Appropriateness and allow the Historic Preservation Commission an opportunity to comment.*

**§ 7-4-29. CERTIFICATE OF APPROPRIATENESS VOID IF WORK NOT COMMENCED.**

A Certificate of Appropriateness shall become void unless work is commenced within six (6) months of the date of issuance. Certificates of Appropriateness shall be issued for a period of eighteen (18) months and are renewable.

**§ 7-4-30. RECORDING OF APPLICATIONS FOR CERTIFICATE OF APPROPRIATENESS.**

The Commission shall keep a public record of all applications for Certificates of Appropriateness, and of all the Commission's proceedings in connection with said applications in the fashion provided at § 7-4-22 above.

**§ 7-4-31. FEE TO ACCOMPANY AN APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS.**

The Commission, in its by-laws, may require a reasonable fee to accompany an application for a Certificate of Appropriateness.

**§ 7-4-32. APPEALS.**

(a) Any person adversely affected by any determination made by the Historic Preservation Commission relative to the issuance or denial of a Certificate of Appropriateness may appeal to the Augusta Commission within thirty (30) days after the issuance of the determination pursuant to § 7-4-25 (a) of this Chapter.

(b) The appeal shall be filed in writing with the Clerk of Commission, and shall state the name and address of the appellant, and the identification number of the Certificate of Appropriateness being appealed.

(c) An appeal hearing before the Mayor and Augusta Commission shall be scheduled within sixty (60) days of the appeal's filing. This may be conducted as part of the Augusta Commission's regular meeting agenda.

(d) The hearing shall be advertised pursuant to O.C.G.A. § 50-14-1.

(e) At least one week prior to the hearing, the Mayor and Commission shall receive from the Director of Planning and Development a complete record of the Historic Preservation Commission's action, including all information, evidence, and documents considered by the Historic Preservation Commission in reaching their determination, and minutes of the hearing. If the appellant wants the Mayor and Commission to have a complete transcript of the hearing before the Historic Preservation Commission, a request may be filed in writing to the Planning and Development Department within thirty (30) days of the scheduled hearing. Furnishing of the transcript may incur fees at the discretion of the Director of Planning and Development.

(f) The hearing before the Mayor and Augusta Commission shall be conducted as follows:

1. The appellant party shall be entitled to a minimum of ten (10) minutes to present its argument in support of the appeal.
2. Opponents to the appeal shall then be entitled to a minimum of ten (10) minutes to present their argument in opposition to the appeal.
3. Either side may allocate its allotment of time to any number of speakers; prior to the meeting, each side shall provide to the Clerk of Commission a list of speakers and the amount of time to be allocated to each speaker. If a side's speakers do not agree with respect to allocation of time, the Mayor shall have discretion to announce the manner in which time for that side's argument period shall be allocated.
4. At the Mayor's discretion, additional time may be granted for arguments, but such time must be granted equally both to appellants and opponents.
5. At the conclusion of the opponents' argument, the appellant party shall be entitled to a rebuttal not greater than three (3) minutes.
6. Following the rebuttal, the Mayor and Augusta Commission shall be empowered to ask any questions of the appellant, opponents, staff, or other individuals as necessary.

(g) In this hearing, the Mayor and Augusta Commission shall review the Historic Preservation Commission's action on a Certificate of Appropriateness petition to determine if such action constituted an abuse of discretion, pursuant to O.C.G.A. § 44-10-28(j).

(h) Should the Mayor and Augusta Commission find that the Historic Preservation Commission did not abuse its discretion, they may affirm the HPC's determination.

(i) Should the Mayor and Augusta Commission find that the Historic Preservation Commission did abuse its discretion, they may modify or reverse HPC's determination.

(j) Appeals from decisions of the Mayor and Augusta Commission made pursuant to this chapter may be taken to the Superior Court of the Augusta Judicial Circuit in the manner provided by law.

**Amended 7-4-28(e) – June 2015**

## ARTICLE 5

### DEMOLITION OR RELOCATION OF A HISTORIC PROPERTY OR PROPERTIES WITHIN A HISTORIC DISTRICT

#### **§ 7-4-33. APPLICATIONS FOR CERTIFICATES OF APPROPRIATENESS FOR DEMOLITION OR RELOCATION.**

The Historic Preservation Commission shall have the authority to approve, approve with conditions, or deny Certificates of Appropriateness for demolition or relocation. The proposed demolition or relocation of all or any portion of a historic property or property within a historic district shall require the obtention of a Certificate of Appropriateness for demolition or relocation.

#### **§ 7-4-34. PUBLIC HEARING.**

A public hearing shall be scheduled for each application for a Certificate of Appropriateness for demolition or relocation.

#### **§ 7-4-35. NOTICE OF PUBLIC HEARING PURSUANT TO AN APPLICATION FOR CERTIFICATE OF APPROPRIATENESS FOR DEMOLITION OR RELOCATION.**

Notice as provided for at § 7-4-22 above shall be provided in the context of an application for a Certificate of Appropriateness for demolition or relocation, and, in addition, notice of such public hearing containing the information as described at § 7-4-22 above shall be published in at least one (1) issue of the official legal organ of Augusta-Richmond County not less than five (5) nor more than thirty (30) days prior to the date set for the public hearing.

#### **§ 7-4-36. VIOLATION.**

The demolition or relocation of a historic property, or property within a historic district without the obtention of a Certificate of Appropriateness shall constitute a violation of this Chapter of a high and aggravated nature.

#### **§ 7-4-37. CONSIDERATION OF POST-DEMOLITION OR POST- RELOCATION PLANS.**

The Historic Preservation Commission shall not grant Certificates of Appropriateness for demolition or relocation without having first reviewed the post-demolition or post-relocation plans for the site.

**§ 7-4-38. DEMOLITION/RELOCATION CRITERIA.**

Upon receipt of an application for a Certificate of Appropriateness for demolition or relocation, the Historic Preservation Commission shall apply the criteria described in § 7-4-18 of this Chapter to determine whether to grant or deny the application for a Certificate of Appropriateness for demolition or relocation.

**§ 7-4-39. FEE TO ACCOMPANY APPLICATION FOR CERTIFICATE OF APPROPRIATENESS FOR DEMOLITION OR RELOCATION.**

The Historic Preservation Commission, in its by-laws, may require a reasonable fee to accompany an application for a Certificate of Appropriateness for demolition or relocation.

**§ 7-4-40. BINDING UPON THE COMMISSION.**

The Commission, including its various departments, authorities, commissions, committees and boards shall be bound by the requirements of this article.

**§ 7-4-41 thru § 7-4-50 RESERVED.**



## ARTICLE 6

### MAINTENANCE OF HISTORIC PROPERTIES AND BUILDING AND ZONING CODE PROVISIONS

#### § 7-4-51.      **ORDINARY MAINTENANCE OR REPAIR.**

Ordinary maintenance or repair of any exterior architectural or environmental feature in or on a historic property or property within a historic district to correct deterioration, decay or damage, or to sustain the existing form, that does not involve a material change in design, materials or outer appearance thereof, does not require a Certificate of Appropriateness, and may be undertaken once approved by the designated staff person for the Commission without consultation with the Historic Preservation Commission. Any person considering a change to a historic building that is believed to constitute no more than ordinary maintenance or repair must consult the designated staff person to assure that in fact such change constitutes merely ordinary maintenance and repair. In the absence of the employment of a designated staff person, such approvals may be made by a member or members of the Historic Preservation Commission duly elected by the members of the Historic Preservation Commission. Ordinary maintenance includes exterior painting and/or a change in exterior paint color, and does not require a Certificate of Appropriateness or approval by the designated staff person.

#### § 7-4-52.      **FAILURE TO PROVIDE ORDINARY MAINTENANCE OR REPAIR.**

Owners of historic properties or of properties within a historic district shall not allow their buildings to deteriorate by failing to provide ordinary maintenance or repair. The Commission shall be charged with the following responsibilities regarding such deterioration by neglect:

(a)      The Historic Preservation Commission shall have the authority to monitor the condition of historic properties and properties within a historic district to determine if they are being allowed to deteriorate by neglect. Such conditions as broken windows, doors and openings which allow the elements and vermin to enter, the deterioration of exterior architectural features, or the deterioration of a building's structural system shall constitute failure to provide ordinary maintenance or repair.

(b)      In the event the Historic Preservation Commission determines that there has been a failure to provide ordinary maintenance or repair, the Historic Preservation Commission will notify the owner of the property and set forth the steps necessary to comply with the provisions of this Section. The owner of such property will have ten (10) days to apply for the appropriate Certificate of Appropriateness.

(c)      In the event that a COA is not applied for within ten (10) days, as referenced in (b) of this Code Section; the Historic Preservation Commission shall notify the appropriate City Department of the situation.

**AS AMENDED AUGUST 2010**

**§ 7-4-53. AFFIRMATION OF EXISTING BUILDING AND ZONING CODES.**

Nothing in this Chapter shall be construed as to exempt property owners from complying with existing building and zoning codes of Augusta-Richmond County.

**§ 7-4-54 thru § 7-4-60. RESERVED.**

## ARTICLE 7

### MISCELLANEOUS PROVISIONS

#### § 7-4-61. CERTIFIED LOCAL GOVERNMENT PROGRAM.

The Historic Preservation Commission shall at least annually monitor compliance with all certified Local Government Program requirements and take or recommend such steps as may be necessary to have Augusta-Richmond County qualify and remain qualified as a certified Local Government pursuant to various state or federal government requirements.

#### § 7-4-62. SEVERABILITY.

In the event that any section, subsection, sentence, clause or phrase of this Chapter shall be declared or adjudged invalid or unconstitutional, such declaration or adjudication shall in no manner affect the other sections, sentences, clauses, or phrases of this Chapter, which shall remain in full force and effect, as if the section, subsection, sentence, clause or phrase so declared or adjudged invalid or unconstitutional were not originally a part thereof.

#### § 7-4-63. AMENDMENTS.

This Chapter may be amended by the Commission upon recommendation by the Historic Preservation Commission. No amendment shall become effective unless such recommendation shall be made by the Historic Preservation Commission, or until the Historic Preservation Commission has had an opportunity to review the amendment upon the direction of Commission and has made a recommendation concerning the proposed amendment.

#### § 7-4-64. TEMPORARY PROVISION FOR HPA (HISTORIC PRESERVATION AREA) ZONES EXISTING UNDER PRIOR LAW.

Notwithstanding any provision herein to the contrary, HPA (Historic Preservation Area) Zones which existed as of December 31, 1995 pursuant to City of Augusta ordinance no. 5648 shall continue to exist and enjoy the protection of such prior law, until the redesignation of said HPA zones as historic districts or historic properties pursuant to the provisions of this Chapter, but in no event shall the provisions of said prior law continue in force beyond the effective date of this Chapter for any purpose. Upon the adoption of this Chapter and the appointment and confirmation of a Historic Preservation Commission pursuant to Article 2 above, said Commission shall succeed to all the rights, powers, and duties of the Historic Preservation Commission created pursuant to City of Augusta Ordinance No. 5648.

Any clause or provision of this Ordinance declared invalid shall not affect the validity of the Ordinance as a whole or any part thereof.



This ordinance shall become effective upon adoption.

All ordinances or parts of ordinances in conflict herewith are  
hereby repealed.

Duly adopted by the Augusta Commission this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_ .



## Public Services Committee Meeting

May 13, 2025

Alcohol License

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<b>Department:</b>	Planning & Development
<b>Presenter:</b>	Cecilia Woodruff, Planning Services Branch Manager
<b>Caption:</b>	<b>A.N. 25-22 – New Location: Consumption on Premises Beer, Wine &amp; Sunday Sales.</b> Xing Shi Mei applicant for Osaka 2626 Restaurant Inc. d/b/a Osaka Sushi & Steakhouse, located at 2626 Tobacco Road. District 4, Super District 9
<b>Background:</b>	New Location, Existing Business (Restaurant)
<b>Analysis:</b>	Applicant meets the requirements of the City of Augusta's Alcohol Ordinance.
<b>Financial Impact:</b>	Applicant to pay a fee of \$2,495.00
<b>Alternatives:</b>	N/A
<b>Recommendation:</b>	Planning & Development Department approved the application subject to additional information not contradicting the applicant's statements.  Sheriff's Office approved the application subject to additional information not contradicting applicants' statements.
<b>Funds are available in the following accounts:</b>	N/A
<b><u>REVIEWED AND APPROVED BY:</u></b>	N/A



Augusta-Richmond County Planning & Development Department  
1803 Marvin Griffin Road  
Augusta, GA. 30906

ALCOHOL BEVERAGE APPLICATION

Alcohol Number 25-22 Year 2025 Alcohol Account Number \_\_\_\_\_

1. Name of Business Osaka sushi & steakhouse  
2. Business Address 222 Tobacco Road  
3. City Hephzibah State GA Zip 30815  
4. Business Phone (606) 364 2626 Home Phone ( ) \_\_\_\_\_  
5. Applicant Name and Address: Shi mei xing  
3708 Pinnacle Place  
Hephzibah, GA 30815  
6. Applicant Social Security # 071-02-231 D.O.B. 01/10/1980  
7. If Application is a transfer, list previous Applicant: \_\_\_\_\_

8. Business Location: Map & Parcel 1400010100 Zoning B1  
9. Location Manager(s) \_\_\_\_\_

10. Is Applicant an American Citizen or Alien lawfully admitted for permanent residency?  
☒ Yes ( ) No

OWNERSHIP INFORMATION

11. Corporation (if applicable): Date Chartered: 11/14/22  
12. Mailing Address:  
Name of Business Osaka sushi & steakhouse  
Attention Shi mei xing  
Address 2626 Tobacco Road  
City/State/Zip Hephzibah GA 30815  
13. Ownership Type: ☒ Corporation ( ) Partnership ( ) Individual  
14. Corporate Name: Osaka 2626 Restaurant INC  
List name and other required information for each person having interest in this business.

Name	Position	SSNO#	Address	Interest
<u>Shi Mei Xing</u>	<u>Owner</u>		<u>3708 Pinnacle Place</u>	<u>100%</u>

15. What type of business will you operate in this location?  
( ) Restaurant - Full ( ) Lounge ( ) Convenience Store  
☒ Restaurant - Limited ( ) Package Store ( ) Hybrid  
( ) Other: \_\_\_\_\_

License Information	Liquor	Beer	Wine	Dance	Sunday Sales
Retail Package Dealer					
Consumption on Premises		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Wholesale					

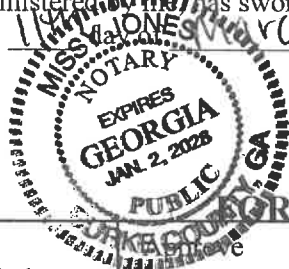
Total License Fee: \$ \_\_\_\_\_  
Prorated License Fee: (After July 1 ONLY) \$ \_\_\_\_\_

16. Have you ever applied for an Alcohol Beverage License before: \_\_\_\_\_  
If so, give year of application and its disposition: \_\_\_\_\_

17. Are you familiar with Georgia and Augusta-Richmond County laws regarding the sale of alcoholic beverages? ☒ Yes ( ) No If so, please initial SX



18. Attach a passport-size photograph (front view) taken within two years. Write name on back of the dealer submitting the license application.
19. Has any liquor business in which you hold, or have held, any financial interest, or are employed, or have been employed, ever been cited for any violation of the rules and regulations of Augusta-Richmond County or the State Revenue Commission relating to the sale and distribution of distilled spirits? ( ) Yes (X) No  
If yes, give full details: \_\_\_\_\_
20. Have you ever been arrested, or held by Federal, State, or other law-enforcement authorities, for any violation of any Federal, State, County or Municipal law, regulation or ordinance: (Do not include traffic violations, with the exception of any offenses pertaining to alcohol or drugs). All other charges must be included, even if they are dismissed. ( ) Yes (X) No  
If yes, give reason charged or held, date and place where charged and its disposition. \_\_\_\_\_
21. List owner or owners of building and property.  
Shi mei xing
22. List the name and other required information for each person, firm or corporation having any interest in the business.  
NO
23. If a new application, attach a surveyor's plat and state the straight line distance from the property line of school, church, library, or public recreation area to the wall of the building where alcohol beverages are sold.  
A) Church \_\_\_\_\_ C) School \_\_\_\_\_  
B) Library \_\_\_\_\_ D) Public Recreation \_\_\_\_\_
24. State of Georgia, Augusta-Richmond County, I, Shi mei xing  
Do solemnly swear, subject to the penalties of false swearing, that the statements and answers made by me as the applicant in the forgoing alcoholic beverage application are true.  
Shi mei xing  
Applicant Signature
25. I hereby certify that Shi mei xing is personally known to be,  
That he/she signed his/her name to the forgoing application stating to me that he/she knew and understood all statements and answers made herein, and, under oath actually administered by me, has sworn that said statements and answers are true.  
This 11th day of March, in the year 2025.



Missy Jones  
Notary Public

FOR OFFICE USE ONLY		
Department	Deny	Comments
Recommendation		
Alcohol Inspector	<u>[Signature]</u>	
Sheriff		
Fire Inspector		

The Board of Commissioners on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_,  
(Approved, Disapproved) the forgoing application

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date





Augusta-Richmond County  
Planning & Development Department  
Alcohol License Staff Report

**Case Number:** A.N. 25-22

**Application Type:** Consumption on Premises Beer, Wine, and Sunday Sales – New Location  
(Full-Service Restaurant)

**Business Name:** Osaka 2626 Restaurant INC d/b/a Osaka Sushi & Steakhouse

**Hearing Date:** May 13, 2025

**Prepared By:** Cecilia Woodruff, Planning Services Branch Manager, Planning and  
Development Department

**Applicant:** Xing Shi Mei

**Property Owner:** Hoix Real Estate LLC

**Address of Property:** 2626 Tobacco Road  
Hephzibah, GA  
30815

**Tax Parcel #:** 140-0-010-10-0

**Commission Districts:** District 4,  
Super District 9



#### ANALYSIS:

##### Location Restrictions:

- **Zoning:** General Business, B-1
- **Distance Requirements:** The proposed location for retail package Beer & Wine meets the minimum distance to churches, schools, libraries, and public recreational areas.

##### ADDITIONAL CONSIDERATIONS:

- **Reputation, Character** – The applicant's reputation, character, trade and business associations or past business ventures, mental and physical capacity to conduct business.
- **Previous Violations of Liquor Laws** – If the applicant is a previous holder of a license to sell alcoholic liquors, whether they have violated any laws, regulations, or ordinances relating to such business.
- **Manner of Conducting Prior Liquor Business** – If the applicant is a previous holder of a license to sell alcoholic liquors, the manner in which they conducted the business thereunder especially as to the necessity for unusual police observation and inspection to prevent the violation of any law, regulation, or ordinance relating to such business.

- **Location** - The location for which the license is sought, as to traffic congestion, general character of neighborhood, and the effect such an establishment would have on the adjacent surrounding property values.
- **Number of Licenses in a Trading Area** – The number of licenses already granted for a similar business in the trading area of place for which the license is sought.

**Dancing** – If dancing is to be permitted upon the premise for which the license is sought and the applicant has previously permitted dancing upon the premises controlled or supervised by them, the manner with which they controlled or supervised such dancing to prevent any violation of any law, regulation, or ordinance.

- **Previous Revocation of License** – If the applicant is a person whose license issued under the police powers of any governing authority has been previously suspended, or revoked, or who has previously had an alcoholic beverages license suspended or revoked.
- **Payment of Taxes** - If the applicant and business are not delinquent in the payment of any local taxes.
- **Congregation of Minors** – Any circumstances which may cause minors to congregate in the vicinity of the proposed location, even if the location meets the distance requirements under Section 6-2-64(b) herein.
- **Prior Incidents** - Evidence that a substantial number of incidents requiring police intervention have occurred within a square city block of the proposed location during the twelve (12) months immediately preceding the date of application.
- **Previous Denial or Revocation** – The denial of an application or revocation of a license, occurring within the preceding twelve (12) months, which was based on the qualifications of the proposed location.

**FINANCIAL IMPACT:** The applicant will pay a fee of \$2,495.00

**RECOMMENDATION:**

Planning and Development Department recommends approval of the application subject to additional information not contradicting the applicant's statements.

Sheriff's Office recommends approval of the application subject to additional information not contradicting the applicant's statements.

**NOTE:** The staff report includes information available approximately two (2) weeks prior to the Public Services Committee meeting. It represents an evaluation of the facts presented by the applicant; research done by staff, and consideration of the relevant factors in the Comprehensive Zoning Ordinance and the Alcohol Ordinance of Augusta, Georgia. New facts may emerge, and staff reserve the right to make an oral recommendation at the hearing based on all information available at that time.



## Public Services Committee Meeting

May 13, 2025

Alcohol License

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<b>Department:</b>	Planning & Development
<b>Presenter:</b>	Cecilia Woodruff, Planning Services Branch Manager
<b>Caption:</b>	<b>A.N. 25-21 – New Location: Consumption on Premises Liquor, Beer, Wine &amp; Sunday Sales.</b> Benjamin Zheng applicant for <b>Zen Ramen &amp; Bar</b> , located at 2907 Washington Road Suite 300. District 7, Super District 10
<b>Background:</b>	New Location (Restaurant)
<b>Analysis:</b>	Applicant meets the requirements of the City of Augusta's Alcohol Ordinance.
<b>Financial Impact:</b>	Applicant to pay a fee of \$5,610.00
<b>Alternatives:</b>	N/A
<b>Recommendation:</b>	Planning & Development Department approved the application subject to additional information not contradicting the applicant's statements.  Sheriff's Office approved the application subject to additional information not contradicting applicants' statements.
<b>Funds are available in the following accounts:</b>	N/A
<b><u>REVIEWED AND APPROVED BY:</u></b>	N/A

Augusta-Richmond County Planning & Development Department  
1803 Marvin Griffin Road  
Augusta, GA. 30906

ALCOHOL BEVERAGE APPLICATION

Alcohol Number AN-25-21 Year 2025 Alcohol Account Number \_\_\_\_\_

- 1. Name of Business Zen Ramen + Bar
- 2. Business Address 2907 Washington Rd Ste 300
- 3. City Augusta State GA Zip 30909
- 4. Business Phone ( ) \_\_\_\_\_ Home Phone (571) 338 2636
- 5. Applicant Name and Address: Benjamin ZHENG  
7109 Bridgewater Lane  
Evans GA 30809  
Email address benzheng@yahoo.com
- 6. Applicant Social Security # \_\_\_\_\_ D.O.B. \_\_\_\_\_
- 7. If Application is a transfer, list previous Applicant: \_\_\_\_\_

- 8. Business Location: Map & Parcel 012-0-018-00-0 Zoning B2
- 9. Location Manager(s) Ngo Nguyen

- 10. Is Applicant an American Citizen or Alien lawfully admitted for permanent residency?  
☒ Yes ( ) No

OWNERSHIP INFORMATION

- 11. Corporation (if applicable): Date Chartered: 04/27/24
- 12. Mailing Address:  
Name of Business Zen Ramen + Bar  
Attention BENJAMIN ZHENG  
Address 2907 Washington Rd Ste 300  
City/State/Zip Augusta GA 30909
- 13. Ownership Type: ☒ Corporation ( ) Partnership ( ) Individual
- 14. Corporate Name: Ramen Bros GA LLC  
List name and other required information for each person having interest in this business.

Name	Position	SSNO#	Address	Interest
<u>Benjamin Zheng</u>	<u>Owner</u>		<u>7109 Bridgewater Ln</u>	<u>66</u>
<u>Thang Nguyen</u>	<u>Owner</u>		<u>624 Danan Dr.</u>	<u>34</u>

- 15. What type of business will you operate in this location?  
( ) Restaurant - Full ( ) Lounge ( ) Convenience Store  
( ) Restaurant - Limited ( ) Package Store ( ) Hybrid  
( ) Other: \_\_\_\_\_

License Information	Liquor	Beer	Wine	Dance	Sunday Sales
Retail Package Dealer					
Consumption on Premises	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Wholesale					

Total License Fee: \$ \_\_\_\_\_  
Prorated License Fee: (After July 1 ONLY) \$ \_\_\_\_\_

- 16. Have you ever applied for an Alcohol Beverage License before: NO  
If so, give year of application and its disposition: \_\_\_\_\_
- 17. Are you familiar with Georgia and Augusta-Richmond County laws regarding the sale of alcoholic beverages? ☒ Yes ( ) No If so, please initial BZ



18. Attach a passport-size photograph (front view) taken within two years. Write name on back of the dealer submitting the license application.
19. Has any liquor business in which you hold, or have held, any financial interest, or are employed, or have been employed, ever been cited for any violation of the rules and regulations of Augusta-Richmond County or the State Revenue Commission relating to the sale and distribution of distilled spirits? ( ) Yes (X) No  
If yes, give full details: \_\_\_\_\_
20. Have you ever been arrested, or held by Federal, State, or other law-enforcement authorities, for any violation of any Federal, State, County or Municipal law, regulation or ordinance: (Do not include traffic violations, with the exception of any offenses pertaining to alcohol or drugs). All other charges must be included, even if they are dismissed. (X) Yes ( ) No  
If yes, give reason charged or held, date and place where charged and its disposition.  
DUI in Columbia County, GA  
On 07/2022
21. List owner or owners of building and property.  
NA
22. List the name and other required information for each person, firm or corporation having any interest in the business.
23. If a new application, attach a surveyor's plat and state the straight line distance from the property line of school, church, library, or public recreation area to the wall of the building where alcohol beverages are sold.  
A) Church \_\_\_\_\_ C) School \_\_\_\_\_  
B) Library \_\_\_\_\_ D) Public Recreation \_\_\_\_\_
24. State of Georgia, Augusta-Richmond County, I, \_\_\_\_\_  
Do solemnly swear, subject to the penalties of false swearing, that the statements and answers made by me as the applicant in the forgoing alcoholic beverage application are true.
25. I hereby certify that Benjamin H. Zheng is personally known to be, That he/she signed his/her name to the forgoing application stating to me that he/she knew and understood all statements and answers made herein, and, under oath actually administered by me, has sworn that said statements and answers are true.  
This 24 day of March, in the year 2025.

Applicant Signature

Notary Public

**ANDRE WOODARD**  
NOTARY PUBLIC  
Lincoln County  
State of Georgia

My Comm. Expires Sept. 12, 2025

## FOR OFFICE USE ONLY

Department	Approve	Deny	Comments
Recommendation			
Alcohol Inspector	<u>Woodard</u>		
Sheriff			
Fire Inspector			

The Board of Commissioners on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.  
(Approved, Disapproved) the forgoing application

Administrator

Date



Augusta-Richmond County  
Planning & Development Department  
Alcohol License Staff Report

**Case Number:** A.N. 25-21

**Application Type:** Consumption on Premises Liquor, Beer, Wine, and Sunday Sales – New Location  
(Full-Service Restaurant)

**Business Name:** Zen Ramen & Bar

**Hearing Date:** May 13, 2025

**Prepared By:** Cecilia Woodruff, Planning Services Branch Manager, Planning and Development Department

**Applicant:** Benjamin Zheng

**Property Owner:** SCT Washington Crossing LLC

**Address of Property:** 2907 Washington Rd. Ste 300

**Tax Parcel #:** 012-0-018-00-0

**Commission Districts:** District 7, Super District 10



#### ANALYSIS:

##### Location Restrictions:

- **Zoning:** General Business, B-2
- **Distance Requirements:** The proposed location for retail package Beer & Wine meets the minimum distance to churches, schools, libraries, and public recreational areas.

##### ADDITIONAL CONSIDERATIONS:

- **Reputation, Character** – The applicant's reputation, character, trade and business associations or past business ventures, mental and physical capacity to conduct business.
- **Previous Violations of Liquor Laws** – If the applicant is a previous holder of a license to sell alcoholic liquors, whether they have violated any laws, regulations, or ordinances relating to such business.
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especially as to the necessity for unusual police observation and inspection to prevent the violation of any law, regulation, or ordinance relating to such business.

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**FINANCIAL IMPACT:** The applicant will pay a fee of \$5,610.00

#### **RECOMMENDATION:**

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**NOTE:** The staff report includes information available approximately two (2) weeks prior to the Public Services Committee meeting. It represents an evaluation of the facts presented by the applicant; research done by staff, and consideration of the relevant factors in the Comprehensive Zoning Ordinance and the Alcohol Ordinance of Augusta, Georgia. New facts may emerge, and staff reserve the right to make an oral recommendation at the hearing based on all information available at that time.