



PUBLIC SERVICES COMMITTEE MEETING AGENDA

Commission Chamber

Tuesday, September 29, 2026

1:00 PM

PUBLIC SERVICES

- 1. Ms. Janet Robinson Re-Opening of Henry Brigham Swim Center.**
- 2. A.N. 26-41** –New Location: Consumption on Premise Beer. Duc Trong Tran is the applicant for Augusta Cigar & Billiards LLC, to be used in connection with 3112 Washington Rd STE A & B, Augusta GA 30907. District 7, Super District 10.
- 3. A.N. 26-42** –Existing Location, New Ownership: Retail Package Liquor, Beer and Wine. Shravan Kumar Raul is the applicant for H&S Wine & Spirits, to be used in connection with 2372 Barton Chapel Rd, Augusta GA 30906. District 5, Super District 9.
- 4.** Motion to **approve** a sole source in the amount of \$29,260 to the agreement for procurement and installation of scoreboards from Electro-Mech at Eisenhower Park ballfields. Funding is available in the appropriate account.
- 5. Augusta Regional Airport (AGS) – Approve** selection and award of contract to Mass Media Marketing, LTD (M3) for the Airport Marketing Agency pursuant to RFQ 26-172. The terms of the contract are for three years with two one-year options to extend.
- 6.** Augusta Regional Airport (AGS) – Approve NetJets Management Services Agreement. Approved by the Augusta Aviation Commission 09/10/2026.
- 7. Mr. Frank Howard-** update on the Phalonda Yvette Howard Project Improvement -Diamond Lake Park.
- 8.** Motion to **approve** the selection of Tri Scapes, LLC as the vendor for Bid Item# 26-181, Construction Services for May Park Improvements, in the amount of **\$2,695,132.55**; to approve associated SPLOST 7 allocations; and to authorize the mayor to execute the contracts and all related documents.
- 9.** Motion to approve the agreement with Food Services Agreement with G.A. Food Services of Pinellas County, LLC. and to authorize the mayor to execute the contracts and all related documents.
- 10. Ms. Monique Braswell-**Vape Shop Ordinance Vape Shop entering the community and proximity to places where children congregate, schools and accessibility.
- 11.** Motion to **approve** the minutes of the September 9, 2026, Public Services Committee Meeting.



Public Services Committee

September 29, 2026

Ms. Janet Robinson

Department:	N/A
Presenter:	N/A
Caption:	Ms. Janet Robinson Re-Opening of Henry Brigham Swim Center.
Background:	N/A
Analysis:	N/A
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	N/A
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A



Agenda Item Request Form

Item 1.

- Commission Meetings are held on the first and third Tuesday of each month, beginning at 2:00 PM.
- Committee Meetings are held on the second and last Tuesday of each month, beginning at 1:00 PM.

Click [here](#) to view the full Commission and Committee Calendar.

Meeting Type *

- ☐ Commission
- ☐ Public Safety Committee
- ☒ Public Services Committee
- ☐ Administrative Services Committee
- ☐ Engineering Services Committee
- ☐ Finance Committee

Meeting Date *

9/29/2026

Contact Information for Individual/Presenter Making the Request:

Name *

Janet Robinson

Address *

1991 McDade Farm Rd Augusta, Ga 30906

Telephone Number *

(706)399-3689

Fax Number

n/a

Email Address *

1janetrobinson@gmail.com

Caption/Topic of Discussion to be placed on the Agenda: *

Re-Opening of Henry Brigham Swim Center

1. Requesting that all parts of the Henry Brigham Swim Center be reopened and working with new boiler, working showers, new sand filter, new fence, and all necessary equipment for the center to function at its best and highest capacity.
2. Petition signed showing the urgent need and desire of the community to reopen.
3. Request a definitive timeline for the reopening of the Henry Brigham Swim Center.
4. Thank you and all others for hearing us and your time and attention to detail. We appreciate all that you and your staff are doing to move our city forward in a great and impactful way!

Requests must be received in the Clerk's Office no later than 9:00 a.m. on the Thursday preceding the Commission and Committee meetings of the following week. A five-minute time limit will be allowed for presentations.

Meeting location:

Lee N. Beard Commission Chamber, 2nd Floor
Augusta, GA Municipal Building
535 Telfair Street
Augusta, GA 30901

Submission Date

9/17/2026 2:42 PM



Public Services Committee Meeting

September 29, 2026

Alcohol License

Department:	Planning & Development
Presenter:	Cecilia Woodruff, Planning Services Branch Manager
Caption:	A.N. 26-41 –New Location: Consumption on Premise Beer. Duc Trong Tran is the applicant for Augusta Cigar & Billiards LLC, to be used in connection with 3112 Washington Rd STE A & B, Augusta GA 30907. District 7, Super District 10.
Background:	New Location
Analysis:	Applicant meets the requirements of the City of Augusta’s Alcohol Ordinance.
Financial Impact:	Applicant to pay a fee of \$625.00
Alternatives:	N/A
Recommendation:	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.
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A

Case Number: A.N. 26-41

Application Type: New Location: Consumption on Premise Beer

Business Name: Augusta Cigars & Billiards LLC

Hearing Date: September 29, 2026

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

Applicant: Duc Trong Tran

Property Owner: 3112 Washington Rd LLC

Address of Property: 3112 Washington Road
Ste A & B

Tax Parcel #: 011-0-278-01-0

Commission Districts: District 7,
Super District 10



ANALYSIS:

Location Restrictions:

- **Zoning:** 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.
- **Manner of Conducting Prior Liquor Business** – If the applicant is a previous holder of a license to sell alcoholic liquors, the manner with 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 of 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 issue dunder 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 \$625.00.

RECOMMENDATION:

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

Sherrif'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.

ORIGINAL

Alcohol License Application
Physical Address:
Augusta Planning & Development
1803 Marvin Griffin Rd
Augusta, GA 30906
706-312-5038

RECEIVED
08/31/2026



Item 2.

Alcohol License Number (Office Use Only): LCB20260000776 AN 26-41

Alcohol Beverage Application

Business Legal Name: Augusta Cigars & Billiards LLC
If registered with the Georgia Secretary of State, a copy of the current year registration is required. Out of state businesses must register as a foreign entity with the Georgia Secretary of State. If you are a sole proprietor, provide your legal name.

Physical Location: 3112 Washington Road Ste A & B, Augusta, GA 30907
(Complete Street Address- City, State, Zip Code)

Business Location: Map & Parcel #: 011-0-278-00-0 Zoning: B2

Business Phone: (415) 572-6850 Home Phone: ()

Applicant Name: DUC TRONG TRAN

Applicant's Address: [Redacted]
(Complete Street Address - City, State, Zip Code)

Applicant's Social Security: [Redacted] Date of Birth: [Redacted]

If Applicant is a transfer, list previous Applicant: _____

Location Manager(s): 1. Duc Trong Tran
2. Kim Quoc Cao
3. Thuan Van Vuong

Is Applicant an American Citizen or Alien lawfully admitted for permanent residency? ☐ Yes ☐ No

Ownership Information

Corporation (if applicable): Date Chartered: N/A

Mailing Address:

Name of Business: Augusta Cigars & Billiards
Attention: Duc Tran
Address: 3112 Washington Rd Ste A & B
City/State/Zip: Augusta, GA 30907

Ownership Type: ☐ Corporation ☒ Partnership ☐ Individual

Corporate Name: N/A

List name and other required information for each person having interest in this business.

Name	Position	SSNO #	Address	Interest
Click or tap here to enter text. KIM QUOC DAO	Click or tap here to enter text. Co-owner			Click or tap here to enter text. 40%
Click or tap here to enter text. THUAN VAN VUONG	Click or tap here to enter text. Co-owner			Click or tap here to enter text. 10%
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

What type of business will you operate in this location?

☐ Restaurant – Full
 ☐ Restaurant – Limited
 ☐ Hybrid
 ☒ Lounge
 ☐ Convenience Store
☐ Package Store
☐ Other: _____

License Information	Liquor	Beer	Wine	Dance	Sunday Sales
Retail Package Dealer					
Consumption on Premises		✓			
Wholesale					

Total License Fee: \$ 425 Prorated License Fee (After July 1 ONLY): \$ 312.50

Have you ever applied for an Alcohol Beverage License before: ☐ Yes ☒ No

If so, give year of application and its disposition: _____

Are you familiar with Georgia and Augusta-Richmond County laws regarding the sale of alcoholic beverages?

☒ Yes ☐ No If so, please initial: DT

Attach a passport-sized photograph (front view) take within two years. Write name on back of the dealer submitting the license application.

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 regulation of Augusta – Richmond County or the State Revenue Commission relating to the sale and distribution of distilled spirits? ☐ Yes ☒ No

If yes, give full details:

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 offense pertaining to alcohol or drugs.) All other charges must be included, even if they are dismissed. ☐ Yes ☒ No

If yes, give reason charged or held, date and place where charged and its disposition.

List owner or owners of the building and property.

3112 Washington Road LLC

List the name and other required information for each person, firm or corporation having any interest in the business.

NONE

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 being sold.

A) Church: > 1000 ft

C) School: > 1000 ft

B) Library: > 1000 ft

D) Public Recreation: > 1000 ft

State of Georgia, Augusta-Richmond County, I, DEE TRAN, 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.

DEE TRAN
Applicant Signature

I hereby certify that DEE TRAN 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 administered by me, has sworn that said statements and answers are true.

This 30th day of JUN, in the year 2026 Dubbie Childers

Office Use Only

Department Recommendation	Approve	Deny	Comments
Alcohol Inspection	☒	☐	Click or tap here to enter text. <u>C Woodruff</u>
Sheriff	☒	☐	Click or tap here to enter text. <u>E Brantley</u>
Fire Inspector	☒	☐	Click or tap here to enter text. <u>Per</u>

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

Administrator

Date



Public Services Committee Meeting

September 29, 2026

Alcohol License

Department:	Planning & Development
Presenter:	Cecilia Woodruff, Planning Services Branch Manager
Caption:	A.N. 26-42 –Existing Location, New Ownership: Retail Package Liquor, Beer and Wine. Shravan Kumar Raul is the applicant for H&S Wine & Spirits, to be used in connection with 2372 Barton Chapel Rd, Augusta GA 30906. District 5, Super District 9.
Background:	Existing Location, New Ownership
Analysis:	Applicant meets the requirements of the City of Augusta’s Alcohol Ordinance.
Financial Impact:	Applicant to pay a fee of \$4,660.00
Alternatives:	N/A
Recommendation:	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.
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A

Case Number: A.N. 26-42

Application Type: Retail Package Beer & Wine– New Location

Business Name: Gregory M. Parker, Inc

Hearing Date: September 29, 2026

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

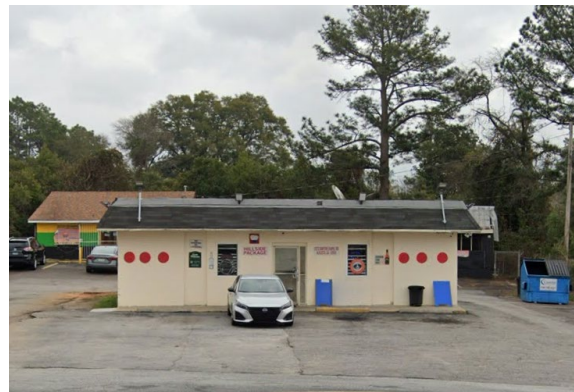
Applicant: Shravan Kumar Raul

Property Owner: Ashaben N Patel

Address of Property: 2372 Barton Chapel Rd

Tax Parcel #: 083-037-03-0

Commission Districts: District 5,
Super District 9



ANALYSIS:

Location Restrictions:

- **Zoning:** 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.
- **Manner of Conducting Prior Liquor Business** – If the applicant is a previous holder of a license to sell alcoholic liquors, the manner with 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 of 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 issue dunder 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 \$4,660.00.

RECOMMENDATION:

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

Sherrif'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.

ORIGINAL

RECEIVED
08/31/2026
ju

Alcohol License Application
Licensing Division
1803 Marvin Griffin Rd
Augusta, GA 30904
706-312-5038



Item 3.

Alcohol License Number (Office Use Only): LCB20260001085 AN-26-42

Alcohol Beverage Application

Business Legal Name: H & S Wine & Spirits LLC
If registered with the Georgia Secretary of State, a copy of the current year registration is required. Out of state businesses must register as a foreign entity with the Georgia Secretary of State. If you are a sole proprietor, provide your legal name.

Physical Location: 2372 Barton Chapel Rd, Augusta, GA 30906
(Complete Street Address— City, State, Zip Code)

Business Location: Map & Parcel #: 083-037-03-0 Zoning: B2

Business Phone: (678) 595-7776 Home Phone: ()

Applicant Name: Shrawankumar Raul

Applicant's Address: [REDACTED]
(Complete Street Address— City, State, Zip Code)

Applicant's Social Security: [REDACTED] Date of Birth: [REDACTED]

If Applicant is a transfer, list previous Applicant: _____

Location Manager(s): 1. _____

2. _____

3. _____

Is Applicant an American Citizen or Alien lawfully admitted for permanent residency? ☒ Yes ☐ No

Ownership Information

Corporation (if applicable): Date Chartered: 7/1/26

Mailing Address:

Name of Business: H & S Wine & Spirits LLC

Attention: Hillside Package

Address: 2372 Barton Chapel Rd

City/State/Zip: Augusta GA 30906

Ownership Type: ☒ Corporation ☐ Partnership ☐ Individual

Corporate Name: H & S Wine & Spirits LLC

List name and other required information for each person having interest in this business.

Name	Position	SSNO #	Address	Interest
Shivan Kumar Raw	owner			100%
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

What type of business will you operate in this location?

☐ Restaurant – Full
 ☐ Restaurant – Limited
 ☐ Hybrid
 ☐ Lounge
 ☐ Convenience Store
☒ Package Store
☐ Other: _____

License Information	Liquor	Beer	Wine	Dance	Sunday Sales
Retail Package Dealer	✓	✓	✓		✓
Consumption on Premises					
Wholesale					

Total License Fee: \$ 4660 Prorated License Fee (After July 1 ONLY): \$ 2330

Have you ever applied for an Alcohol Beverage License before: ☒ Yes ☐ No

If so, give year of application and its disposition: 2025 - Augusta, Dallas

Are you familiar with Georgia and Augusta-Richmond County laws regarding the sale of alcoholic beverages?

☒ Yes ☐ No If so, please initial: SKR

Attach a passport-sized photograph (front view) take within two years. Write name on back of the dealer submitting the license application.

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 regulation of Augusta – Richmond County or the State Revenue Commission relating to the sale and distribution of distilled spirits? ☐ Yes ☒ No

If yes, give full details:

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 offense pertaining to alcohol or drugs.) All other charges must be included, even if they are dismissed. ☐ Yes ☒ No

If yes, give reason charged or held, date and place where charged and its disposition.

List owner or owners of the building and property.

Ashaben. Patel

List the name and other required information for each person, firm or corporation having any interest in the business.

Shravankumar. Raul - 100% Sole owner

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 being sold.

A) Church: _____

C) School: _____

B) Library: _____

D) Public Recreation: _____

State of Georgia, Augusta-Richmond County, I, Shravankumar. Raul, 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.


Applicant Signature

I hereby certify that Shravankumar. Raul is personally known to be. That he/she signed his/her name to the forgoing allocation stating to me that he/she knew and understood all statements and answers made herein, and, under oath administered by me, has sworn that said statements and answers are true.

This 14th day of August, in the year 2026.

Office Use Only

Department Recommendation	Approve	Deny	Comments
Alcohol Inspection	☒	☐	Click or tap here to enter text. <u>C Woodruff</u>
Sheriff	☒	☐	Click or tap here to enter text. <u>E Brantley</u>
Fire Inspector	☒	☐	Click or tap here to enter text. <u>Pat</u>

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

Administrator

Date



Public Services Committee Meeting

Meeting Date: September 29, 2026

Sole Source Procurement – Electro-Mech

Department:	Augusta Recreation & Parks Department
Presenter:	Tameka D. Williams, Director
Caption:	Motion to approve a sole source in the amount of \$29,260 to the agreement for procurement and installation of scoreboards from Electro-Mech at Eisenhower Park ballfields. Funding is available in the appropriate account.
Background:	The department requires the procurement and installation of new scoreboard systems to support facility operations and programming. The scope includes acquisition, delivery, and installation of the scoreboards and any necessary components to ensure full functionality at Eisenhower Park ballfields.
Analysis:	The department has reviewed this request with the Procurement Department and determined that Electro-Mesh is the appropriate vendor for this purchase. This request is justified as a sole source procurement for standardization purposes, ensuring compatibility with existing or future equipment and maintaining consistency in operations. Utilizing another vendor may result in compatibility issues and increased long-term cost.
Financial Impact:	The total cost is \$29,260. Funds are available. No additional General Fund appropriation is required.
Alternatives:	1. Competitive solicitation: Not recommended, as standardization is required. 2. Defer action: Not recommended, as the equipment is needed for operations.
Recommendation:	Approve the Sole Source with Electro-Mech in the amount of \$29,260 for the purchase and installation of the scoreboards. Authorize the Mayor to execute all necessary documents.
Funds are available in the following accounts:	101-06-1223-5311110
<u>REVIEWED AND APPROVED BY:</u>	N/A

**Sole Source Justification (Reference Article 6, Procurement Source Selection Methods and Contract Awards, § 1-10-56 SOLE SOURCE PROCUREMENT)**Vendor: Electro-Mech E-Verify Number: _____Commodity: Scoreboards (4)Estimated annual expenditure for the above commodity or service: \$ 29,260.00

Initial all entries below that apply to the proposed purchase. Attach a memorandum containing complete justification and support documentation as directed in initialed entry. (More than one entry will apply to most sole source products/services requested).

- X 1. SOLE SOURCE REQUEST IS FOR THE ORIGINAL MANUFACTURER OR PROVIDER, THERE ARE NO REGIONAL DISTRIBUTORS. (Attach the manufacturer's written certification that no regional distributors exist. Item no. 4 also must be completed.)
- _____ 2. SOLE SOURCE REQUEST IS FOR ONLY THE AUGUSTA GEORGIA AREA DISTRIBUTOR OF THE ORIGINAL MANUFACTURER OR PROVIDER. (Attach the manufacturer's — not the distributor's — written certification that identifies all regional distributors. Item no. 4 also must be completed.)
- _____ 3. THE PARTS/EQUIPMENT ARE NOT INTERCHANGEABLE WITH SIMILAR PARTS OF ANOTHER MANUFACTURER. (Explain in separate memorandum.)
- _____ 4. THIS IS THE ONLY KNOWN ITEM OR SERVICE THAT WILL MEET THE SPECIALIZED NEEDS OF THIS DEPARTMENT OR PERFORM THE INTENDED FUNCTION. (Attach memorandum with details of specialized function or application.)
- X 5. THE PARTS/EQUIPMENT ARE REQUIRED FROM THIS SOURCE TO PERMIT STANDARDIZATION (Attach memorandum describing basis for standardization request.)
- _____ 6. NONE OF THE ABOVE APPLY. A DETAILED EXPLANATION AND JUSTIFICATION FOR THIS SOLE SOURCE REQUEST IS CONTAINED IN ATTACHED MEMORANDUM.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the service or material described in this sole source justification be authorized as a sole source for the service or material.

Name: Marilyn Newton Department: Recreation and Parks Date: 8-3-2026Department Head Signature: Jamika D. Williams Date: 8/3/26Approval Authority: Andy Peretz Date: 8/11/26

Administrator Approval: (required – not required) _____ Date: _____

COMMENTS:

AUGUSTA-RICHMOND COUNTY GEORGIA

PURCHASING DEPARTMENT

REQUISITION

REQUISITION DATE

PURCHASE ORDER NUMBER

PURCHASE ORDER DATE

123703

DEPARTMENT NAME

DEPARTMENT NUMBER

DEPARTMENT HEAD

Eisenhower

Ballfield

VENDOR

PHONE NUMBER

QUOTED BY

ITEM NO	DESCRIPTION	QUANTITY	NAME OF BIDDER		NAME OF BIDDER		NAME OF BIDDER	
			UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Electro-Mech							
2	Scoreboard Company							
3	20. Industrial Blvd							
4	Nightsville, GA							
5	310916							
6								
7	319-40-1360							
8	W1310, Multisport, 10ft x 5ft	4	7560.00	30240				
9								
10	318-60-0060, 5ft Tall, Ext	4	760.00	3040				
11								
12	332-40-4000-5ft x 100ft Widescreen	4	940	3760				
13								
14	544-10-4825 Carrying Case	4	160	640.00				
15	Console							
16								
17								
18								
19	Discount							
20								
21								
TOTAL BID			\$	37600	\$		\$	

Item 4.

Shipping Charges

VERY TIME FROM RECEIPT OF PURCHASE ORDER

18

Total

29,200.00

1,000

MEMORANDUM

TO: Andy Penick, Director, Procurement Department
FROM: Tameka D. Williams, Director, Recreation and Parks
DATE: August 3, 2026
RE: Scoreboards (Eisenhower Athletic Fields)

This memorandum provides justification for requesting approval of a Sole Source Procurement for Athletic Field Scoreboards from Electro-Mech pursuant of Article, 1-10-56, Sole Source Procurement specifically Item #5: "The parts/equipment are required from this source to permit standardization."

The Augusta Recreation & Parks Department maintains and operates numerous Athletic Fields used for football and multi-purpose sports across the county. Over time, the Department desires to standardize Electro-Mech scoreboards for these facilities. This standardization is intentional and necessary to ensure consistency, safety, and maintenance efficiency and cost control.

The requested scoreboards must match existing installations in terms of:

- Dimensions and specifications
- Anchor systems and foundation sleeves
- Breakaway and safety features
- Replacement components and accessories
- Installation methods and hardware compatibility

Scoreboards from alternative manufactures are not fully compatible with existing foundations, sleeves and field layouts currently installed at multiple County facilities. Introducing different manufactures would require field-by-field modifications, custom adapters, or removal and replacement of existing concrete footings, resulting in unnecessary cost and operational disruption.

Standardizing scoreboards from a single manufacturer provides the following critical benefits:

- Consistent safety performance: Uniform engineering standards reduce the risk of structural failure or inconsistent play conditions.
- Reduced maintenance complexity: Maintenance staff are trained on a single system, with standardized replacement parts and procedures.
- Inventory efficiency: Spare parts, hardware, and accessories can be stocked universally and deployed across multiple facilities.
- Faster repairs and reduced downtime: identical components allow quicker response following storm damage, vandalism or wear.
- Regulatory and sport compliance: Existing installations meet league and safety requirements; mixing systems increases compliance risk.

Selecting a different manufacturer for each scoreboard would result in:

- Removal and replacement of existing concrete foundations and sleeves
- Additional engineering and installation costs
- Increased long-term maintenance and parts inventory costs
- Higher training and labor costs for staff
- Increased risk of incompatibility and future procurement inefficiencies

These additional expenses would outweigh any potential short-term cost savings from Competitive procurement and would not represent prudent stewardship of public funds.

For the reasons stated above, procurement of athletic field scoreboards from Electro-Mech is required to establish departmental standardization. This sole source request is justified Under Item #5, to permit standardization, as provided in the Sole Source Justification Form and Augusta-Richmond County Procurement Code 1-10-56. Approval of this request will ensure continuity of operations, long-term cost efficiency, and consistent safety standards across Augusta-Richmond County athletic facilities.

**QUOTATION**

Quote Date: July 30, 2026

Quote Number: 0093896

Rev. 7/30/2026 16.46307

Page 1 of 2

Quote Prepared For:

Recreation, Parks & Facilities
2027 Lumpkin Rd
Augusta, GA 30906

Contact Information and Notes:

Recreation, Parks & Facilities
2027 Lumpkin Rd
Augusta, GA 30906

Customer ID		Payment Terms	Good Through	Sales Rep	
GAAUGUST47		NET 30 DAYS	10/28/2026	Jim Ledford	
Qty.	Item ID	Description	Unit Price	Amount	
4	319-40-1360	LX1360, MULTISPORT, 10FT X 5FT	7,560.00	30,240.00	
4	318-60-0060	ID PANEL, 5FT TALL, EXT COKE	760.00	3,040.00	
	Width	4 Feet Wide			
	Location	Left			
4	332-40-4000	SL-400 WIRELESS SYSTEM	940.00	3,760.00	
	Wireless Type	SL-400 EMBEDDED RX			
4	544-10-4825	CARRYING CASE, CONSOLE	160.00	640.00	
		EMBEDDED TX			

Quote NotePrice **DOES NOT** include installation

Quote Prepared For:

Person: Daren Newton
Phone: 706 796-5025
Email: DNewton@augustaga.gov

Net Order:	37,680.00
Less Discount:	9,420.00
Freight:	1,000.00
Sales Tax:	0.00
Quote Total:	29,260.00

Thank you for allowing us the opportunity to quote. Please call if you have any questions. To convert this quotation directly into an order, please provide a signature, purchase order number, and date on the lines shown below.

Signature of Authorized Purchaser_____
Purchase Order Number_____
Date

**QUOTATION**Quote Date: **July 30, 2026**Quote Number: **0093896**

Rev. 7/30/2026 16.46307

Page 2 of 2

Standard Terms and Conditions

Payment Terms:

Upon acceptance of this proposal, unless another payment schedule is agreed upon in writing, the following Standard Payment Terms shall be applicable:

If Contract includes installation

50% Down payment
40% Due prior to shipping
10% Due upon completion of the installation

If Contract is supply only (no installation)

50% Down payment
50% Due prior to shipping.

Installation

Unless otherwise, specifically indicated on the attached quotation *and/or* indicated on the attached installation responsibility checklist, this proposal does **not** include the following materials and/or services:

- | | |
|--|---|
| -Stamped Engineered Drawings | -State & Local Taxes |
| -Additional Structure Dictated by Stamped Drawings | -Providing Electrical Service to Location |
| -Providing Conduit/Raceways | -Installation of Foundations |
| -Electrical Disconnect or Distribution Equipment | -Unloading or Storing of Scoreboards |
| -Licensing or Permitting | -Inside Delivery of Scoreboards |

Exclusions

In the event that Electro-Mech Scoreboard Co. is under contract to perform all of, or a specified portion of the installation of the scoreboard, signage, and/or equipment outlined in the attached quotation, unless otherwise stated the proposal does **NOT** include: stamped engineered drawings or costs associated with the addition of structure or footings dictated/required by engineered drawings, auguring/digging of footings, supply, pouring or finishing of concrete, rebar cages for footing reinforcement, metal fabrication for base plates or structure, costs associated with the amendment of unsuitable soils (including but not limited to encountering water/water table, rock removal, backfilling of voids created by rock removal, sandy or silty soil, etc.), removal of excavated materials, or additional return trips due to circumstances not directly controlled by Electro-Mech Scoreboard Co. (e.g. improper power provided, inclement weather, restricted access to the site, etc.)

Assumptions

In the event that Electro-Mech Scoreboard Co. is under contract to perform all of, or a specified portion of the installation of the scoreboard, signage, and/or equipment outlined in the attached quotation, unless otherwise stated it will be the responsibility of the Owner/Purchaser to ensure the following criteria is met: Electro-Mech will have unobstructed access to the site/location during normal business hours (this access will include entranceways large enough to accommodate the size boom trucks, cranes, and/or lifts as required to perform the scope of work), a clear, unobstructed radius of 50 foot (minimum) around the scoreboard location for the duration of the installation, manufacturer's required power at the location prior to installation, access to power disconnect/breaker(s) for the scoreboard circuit(s), the Owner/Purchaser will be responsible for having a licensed electrician make final power termination.

Deviance

If the scoreboard delivery or installation encounters any instance that requires deviation from the agreed upon scope of work and/or pricing, the project may be stopped or delayed until a mutually agreed upon solution is negotiated between the Owner and Electro-Mech Scoreboard Co.

Acceptance

The undersigned declares that they have authority to enter into agreement on behalf of the Customer, and acknowledges & agrees to the above stated Terms & Conditions for the attached quotation. Further it is acknowledged that any changes to the agreed upon scope of work that affects pricing must be in writing and will be the responsibility of the Customer. Verbal agreements, changes, or discussion related to pricing or scope of work changes *will not* be valid.

Thank you for allowing us the opportunity to quote. Please call if you have any questions. To convert this quotation directly into an order, please provide a signature, purchase order number, and date on the lines shown below.

Signature of Authorized Purchaser_____
Purchase Order Number_____
Date



Public.Services.Committee.Meeting

Meeting Date: 09/29/2026

Augusta Regional Airport (AGS) - Mass Media Marketing, LTD. (M3) Contract (Bid. RFQ 26-172)

Department:	Augusta Regional Airport (AGS)
Presenter:	Herbert L. Judon, Jr., Airport Executive Director
Caption:	Augusta Regional Airport (AGS) – Approve selection and award of contract to Mass Media Marketing, LTD (M3) for the Airport Marketing Agency pursuant to RFQ 26-172. The terms of the contract are for three years with two one-year options to extend.
Background:	The approved consultant will assist the Airport with a full spectrum of marketing, advertising, strategic communications, event management, digital media, creative development, and other related services. Mass Media Marketing, LTD (M3) currently serves as Augusta Regional Airport's marketing agency following its selection under RFP 21-172 in 2021. With the expiration of the existing contract term, the Airport Marketing Agency services were competitively solicited through the Augusta Procurement Department under RFQ 26-172. Resulting in four qualified bidders.
Analysis:	RFQ 26-172 was issued by the Augusta Procurement Department in 2026 for professional marketing agency services for Augusta Regional Airport. Following the solicitation, evaluation, and selection process, Mass Media Marketing, LTD (M3) was identified as the recommended vendor for award. The evaluation process determined that M3 demonstrated the qualifications, experience, resources, creativity, and expertise necessary to continue supporting Augusta Regional Airport's marketing and communications objectives. M3 also demonstrated a strong understanding of the Airport's brand, market, air service initiatives, community partnerships, and strategic goals. Mass Media Marketing, LTD (M3) has performed in an exemplary manner during its existing partnership with the Airport. The firm has demonstrated innovative processes, strong industry knowledge, responsiveness, and the ability to collaboratively work with Airport staff to grow the Airport's brand, marketing initiatives, and various service campaigns.
Financial Impact:	Airport Enterprise Funds will be used for all marketing expenditures.
Alternatives:	N/A

Recommendation: Approve selection and award of contract to Mass Media Marketing, LTD (MMS) for the Airport Marketing Agency pursuant to RFQ 26-172. The terms of the contract are for three years with two one-year options to extend.

Funds are available in the following accounts: Account #: 551-08-1122: 52.33112

REVIEWED AND N/A
APPROVED BY:

Request for Qualification and Proposal

Sealed proposal will be received at this office until **Tuesday, May 5, 2026 @ 11:00 a.m.** RFQ/P openings are open to the public in the Procurement Department located at 535 Telfair Street, Suite 605, Augusta, GA 30901 and via Teams: Meeting ID: 282 428 009 397 32; Passcode: VN3z8GZ9 for furnishing:

RFQ/P #26-172 Airport Marketing Agency for Augusta-Richmond County (herein "Augusta") Augusta Regional Airport

No proposals will be accepted by email. All submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday. No proposals may be withdrawn for a period of ninety (90) days after proposals have been opened, pending the execution of contract with the successful vendor.

RFQ/P/Q documents, and all Addenda, may be viewed on the Augusta, Georgia website under the Procurement Department ARCBid menu (<http://appweb2.augustaga.ga/NewARCBid/ARCBid.html>), Euna OpenBids (<https://network.demandstar.com>) and DemandStar™ website located at <https://network.demandstar.com>. Bidders must mark the ITB number on the outside of the submittal envelope. Addenda will also be posted on the above listed website.

Pre-qualification/proposal conference will be held on **Monday, April 20, 2026 @ 11:00 a.m.** via Teams; Meeting ID: 274 865 664 903 90; Passcode: 9ya9tm9Y.

All request for clarifications or interpretations must for this proposal must be submitted in writing by electronic email to procbidandcontract@augustaga.gov to the Procurement Department on or before the close of business **Tuesday, April 21, 2026 @ 5:00 P.M.**

Questions, request for clarifications or interpretations regarding this proposal must be submitted to the Procurement Department:

Augusta Procurement Department
Attn: Ms. Tywana Scott
535 Telfair Street - Room 605
Augusta, Georgia 30901
Phone: 706-821-2422
Email: procbidandcontract@augustaga.gov

Bidders are cautioned that acquisition of the proposal documents through any source other than the office of the Procurement Department is not advisable. Acquisition of proposal documents from unauthorized sources placed the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

No proposals will be accepted by email; all proposal must be received by mail or hand delivered.

Publish:

Augusta Chronicle March 26, 2026 and April 2, 9, 16, 2026

**Compliance Department**

Dr. Yolanda Jackson
Interim Compliance Director

MEMORANDUM

To: Herbert L. Judon, Jr., Executive Director, Augusta Regional Airport
Andy Penick, Director, Procurement Department

From: Dr. Yolanda Jackson, Interim Director, Compliance Department *yj*

Date: May 27, 2026

Subject: RFQ/P Item # 26-172 – Augusta Regional Airport Marketing Agency

☒ This Bidder/Offeror **IS** eligible for award.

☐ This Bidder/Offeror **IS NOT** eligible for award.

This memo is to transmit the review and concurrence of responsiveness and compliance by the bidder/offeror, **M3 Agency**. Augusta, Georgia code requires contractor(s) to meet the assigned M/WBE Utilization Goal or provide evidence of completing good faith efforts on state and local funded projects.

The MBE and WBE goals established for RFQ/P Item # 26-172 – Augusta Regional Airport Marketing Agency for Augusta, Georgia, are **1% MBE** and **0% WBE** respectively. The bidder/offeror has committed to a minimum of **3.5% MBE** participation, submitted the required forms, is responsive, and has satisfied good faith efforts.

Note: The MBE firm listed by the bidder/offeror is currently certified in Augusta Georgia's M/WBE Program as required.

The bidder/offeror is eligible for award.

Should this bidder/offeror be selected for this bid, upon award, the Compliance Department will monitor the Contractor monthly to ensure that they meet or exceed their committed goal for this project.

Should you have questions, please feel free to contact me via email at yjackson@augustaga.gov or by phone at (706) 821-2406.



Compliance Department

Dr. Yolanda Jackson
Interim Compliance Director

MEMORANDUM

To: Herbert L. Judon, Jr., Executive Director, Augusta Regional Airport
 Andy Penick, Director, Procurement Department

From: Dr. Yolanda Jackson, Interim Director, Compliance Department *YJ*

Date: May 27, 2026

Subject: RFQ/P Item # 26-172 – Augusta Regional Airport Marketing Agency

☒ This Bidder/Offeror **IS** eligible for award.

☐ This Bidder/Offeror **IS NOT** eligible for award.

This memo is to transmit the review and concurrence of responsiveness and compliance by the bidder/offeror, **Aqua Marketing and Communications**. Augusta, Georgia code requires contractor(s) to meet the assigned M/WBE Utilization Goal or provide evidence of completing good faith efforts on state and local funded projects.

The MBE and WBE goals established for RFQ/P Item # 26-172 – Augusta Regional Airport Marketing Agency for Augusta, Georgia, are **1% MBE** and **0% WBE respectively**. **The bidder/offeror has committed to a minimum of 30% MBE participation, submitted the required forms, is responsive, and has satisfied good faith efforts.**

Note: The MBE firm listed by the bidder/offeror is currently certified in Augusta Georgia's M/WBE Program as required.

The bidder/offeror is eligible for award.

Should this bidder/offeror be selected for this bid, upon award, the Compliance Department will monitor the Contractor monthly to ensure that they meet or exceed their committed goal for this project.

Should you have questions, please feel free to contact me via email at yjackson@augustaga.gov or by phone at (706) 821-2406.

**Compliance Department**

Dr. Yolanda Jackson
Interim Compliance Director

MEMORANDUM

To: Herbert L. Judon, Jr., Executive Director, Augusta Regional Airport
Andy Penick, Director, Procurement Department

From: Dr. Yolanda Jackson, Interim Director, Compliance Department *YJ*

Date: May 27, 2026

Subject: RFQ/P Item # 26-172 – Augusta Regional Airport Marketing Agency

☒ This Bidder/Offeror **IS** eligible for
award.

☐ This Bidder/Offeror **IS NOT** eligible for
award.

This memo is to transmit the review and concurrence of responsiveness and compliance by the bidder/offeror, **The Quotient Group, LLC**. Augusta, Georgia code requires contractor(s) to meet the assigned M/WBE Utilization Goal or provide evidence of completing good faith efforts on state and local funded projects.

The MBE and WBE goals established for RFQ/P Item # 26-172 – Augusta Regional Airport Marketing Agency for Augusta, Georgia, are **1% MBE** and **0% WBE respectively**. **The bidder/offeror has committed to a minimum of 1% MBE participation, submitted the required forms, is responsive, and has satisfied good faith efforts.**

Note: The MBE firm listed by the bidder/offeror is currently certified in Augusta Georgia's M/WBE Program as required.

The bidder/offeror is eligible for award.

Should this bidder/offeror be selected for this bid, upon award, the Compliance Department will monitor the Contractor monthly to ensure that they meet or exceed their committed goal for this project.

Should you have questions, please feel free to contact me via email at yjackson@augustaga.gov or by phone at (706) 821-2406.



Compliance Department

Dr. Yolanda Jackson
Interim Compliance Director

MEMORANDUM

To: Herbert L. Judon, Jr., Executive Director, Augusta Regional Airport
Andy Penick, Director, Procurement Department

From: Dr. Yolanda Jackson, Interim Director, Compliance Department *YJ*

Date: May 27, 2026

Subject: RFQ/P Item # 26-172 – Augusta Regional Airport Marketing Agency

☒ This Bidder/Offeror **IS** eligible for award.

☐ This Bidder/Offeror **IS NOT** eligible for award.

This memo is to transmit the review and concurrence of responsiveness and compliance by the bidder/offeror, **Trevelino Keller**. Augusta, Georgia code requires contractor(s) to meet the assigned M/WBE Utilization Goal or provide evidence of completing good faith efforts on state and local funded projects.

The MBE and WBE goals established for RFQ/P Item # 26-172 – Augusta Regional Airport Marketing Agency for Augusta, Georgia, are **1% MBE** and **0% WBE respectively**. **The bidder/offeror has committed to a minimum of 1% MBE participation, submitted the required forms, is responsive, and has satisfied good faith efforts.**

Note: The MBE firm listed by the bidder/offeror is currently certified in Augusta Georgia's M/WBE Program as required.

The bidder/offeror is eligible for award.

Should this bidder/offeror be selected for this bid, upon award, the Compliance Department will monitor the Contractor monthly to ensure that they meet or exceed their committed goal for this project.

Should you have questions, please feel free to contact me via email at yjackson@augustaga.gov or by phone at (706) 821-2406.

**Compliance Department**

Dr. Yolanda Jackson
Interim Compliance Director

MEMORANDUM

To: Herbert L. Judon, Jr., Executive Director, Augusta Regional Airport
Andy Penick, Director, Procurement Department

From: Dr. Yolanda Jackson, Interim Director, Compliance Department *YJ*

Date: May 27, 2026

Subject: RFQ/P Item # 26-172 – Augusta Regional Airport Marketing Agency

☐ This Bidder/Offeror **IS** eligible for award.

☒ This Bidder/Offeror **IS NOT** eligible for award.

This memo is to transmit the review and non-concurrence of the responsiveness and compliance by the proposer/offeror, **Bosun**. Augusta, Georgia code requires contractor(s) to meet the assigned M/WBE Utilization Goal or provide evidence of completing good faith efforts on state and local funded projects.

The MBE and WBE goals established for RFQ/P Item # 26-172 – Augusta Regional Airport Marketing Agency for Augusta, Georgia, are **1% MBE** and **0% WBE** respectively. **The bidder/offeror has committed to a minimum of 14% MBE participation; however, the listed MBE firm is not certified in Augusta, Georgia's M/WBE Program.** In addition, the bidder/offeror did not submit the required supporting documentation in support of the Good Faith Effort (GFE) and is, therefore, non-responsive.

Note: The proposer/offeror provided the "Letter of Intent" and the Good Faith Efforts (GFE) form with Picture Perfect Production & Editorial as the proposed MBE firm that would be utilized to meet the MBE goal. However, Picture Perfect Production & Editorial IS NOT certified in Augusta, Georgia's M/WBE program and is therefore ineligible to be utilized to meet the MBE goal set for this procurement. Our records indicated that while a certification application for this firm was started via our online process on May 8th, the application is only 20% complete as of this review. During the pre-proposal meeting specific detailed instructions are given with regard to what is expected as a show of GFE. Bosun did not provide any other proof of their GFE outside of their statement.

The bidder/offeror has not satisfied good faith efforts and is non-compliant with requirements of the M/WBE Program; therefore, this bidder is not eligible for award.

Should you have questions, please feel free to contact me via email at yjackson@augustaga.gov or by phone at (706) 821-2406.



Compliance Department

Dr. Yolanda Jackson
Interim Compliance Director

MEMORANDUM

To: Herbert L. Judon, Jr., Executive Director, Augusta Regional Airport
Andy Penick, Director, Procurement Department

From: Dr. Yolanda Jackson, Interim Director, Compliance Department *YJ*

Date: May 27, 2026

Subject: RFQ/P Item # 26-172 – Augusta Regional Airport Marketing Agency

☐ This Bidder/Offeror **IS** eligible for award.

☒ This Bidder/Offeror **IS NOT** eligible for award.

This memo is to transmit the review and non-concurrence of the responsiveness and compliance by the proposer/offeror, **Cox Media**. Augusta, Georgia code requires contractor(s) to meet the assigned M/WBE Utilization Goal or provide evidence of completing good faith efforts on state and local funded projects.

The MBE and WBE goals established for RFQ/P Item # 26-172 – Augusta Regional Airport Marketing Agency for Augusta, Georgia, are **1% MBE** and **0% WBE respectively**. The proposer/offeror has committed to a minimum of **0% MBE participation**. In addition, the proposer/offeror did not submit the required supporting documentation in support of the Good Faith Effort (GFE) and is, therefore, non-responsive.

Note: The proposer/offeror provided the "Letter of Intent" and the MBE Utilization Statement with no listed MBE firm. The proposer/offeror did provide a brief statement on their Description of Good Faith Efforts (GFE) form; however, after a review of the statement, in part, Cox Media states "Of the team that would be working on this particular project, at least 10% are of minority populations." This does not constitute GFE. During the pre-proposal meeting specific detailed instructions are given with regard to what is expected as a show of GFE. Cox Media did not provide any other proof of their GFE outside of their statement.

The bidder/offeror has not satisfied good faith efforts and is non-compliant with requirements of the M/WBE Program; therefore, this bidder is not eligible for award.

Should you have questions, please feel free to contact me via email at yjackson@augustaga.gov or by phone at (706) 821-2406.



Compliance Department

Dr. Yolanda Jackson
Interim Compliance Director

MEMORANDUM

To: Herbert L. Judon, Jr., Executive Director, Augusta Regional Airport
Andy Penick, Director, Procurement Department

From: Dr. Yolanda Jackson, Interim Director, Compliance Department *YJ*

Date: May 27, 2026

Subject: RFQ/P Item # 26-172 – Augusta Regional Airport Marketing Agency

☐ This Bidder/Offeror **IS** eligible for award.

☒ This Bidder/Offeror **IS NOT** eligible for award.

This memo is to transmit the review and non-concurrence of the responsiveness and compliance by the proposer/offeror, **Designsensory**. Augusta, Georgia code requires contractor(s) to meet the assigned M/WBE Utilization Goal or provide evidence of completing good faith efforts on state and local funded projects.

The MBE and WBE goals established for RFQ/P Item # 26-172 – Augusta Regional Airport Marketing Agency for Augusta, Georgia, are **1% MBE** and **0% WBE** respectively. The proposer/offeror has committed to a minimum of **1% MBE** participation; however, the proposer/offeror did not submit all of the required forms or the required supporting documentation in support of the Good Faith Effort (GFE) and is, therefore, non-responsive.

Note: While the proposer/offeror provided the MBE Utilization Statement (the only submitted form), they DID NOT provide the required "Letter of Intent" with the listed MBE firm intended to be utilized to meet the MBE goal set for this procurement. Additionally, the proposer/offeror did not provide any supporting documentation of their Good Faith Efforts (GFE). During the pre-proposal meeting specific detailed instructions are given with regard to what is expected as a show of GFE.

The bidder/offeror has not satisfied good faith efforts and is non-compliant with requirements of the M/WBE Program; therefore, this bidder is not eligible for award.

Should you have questions, please feel free to contact me via email at yjackson@augustaga.gov or by phone at (706) 821-2406.



Compliance Department

Dr. Yolanda Jackson
Interim Compliance Director

MEMORANDUM

To: Herbert L. Judon, Jr., Executive Director, Augusta Regional Airport
Andy Penick, Director, Procurement Department

From: Dr. Yolanda Jackson, Interim Director, Compliance Department *YJ*

Date: May 27, 2026

Subject: RFQ/P Item # 26-172 – Augusta Regional Airport Marketing Agency

☐ This Bidder/Offeror **IS** eligible for award.

☒ This Bidder/Offeror **IS NOT** eligible for award.

This memo is to transmit the review and non-concurrence of the responsiveness and compliance by the proposer/offeror, **MDOT Global LLC**. Augusta, Georgia code requires contractor(s) to meet the assigned M/WBE Utilization Goal or provide evidence of completing good faith efforts on state and local funded projects.

The MBE and WBE goals established for RFQ/P Item # 26-172 – Augusta Regional Airport Marketing Agency for Augusta, Georgia, are **1% MBE** and **0% WBE** respectively. The proposer/offeror has committed to a minimum of **100% MBE** participation; however, the proposer/offeror did not submit the required supporting documentation in support of the Good Faith Effort (GFE) and is, therefore, non-responsive.

Note: While the proposer/offeror provided the "Letter of Intent" and "MBE Utilization Statement" the proposer/offeror listed themselves as the MBE that would be utilized to meet the MBE goal; however, MDOT Global, LLC IS NOT certified in Augusta, Georgia's M/WBE Program and as such is not eligible to count participation towards the goal set on this procurement. Additionally, the proposer/offeror did not provide any supporting documentation of their Good Faith Efforts (GFE). During the pre-proposal meeting specific detailed instructions are given with regard to what is expected as a show of GFE.

The proposer/offeror has not satisfied good faith efforts and is non-compliant with requirements of the M/WBE Program; therefore, this proposer is not eligible for award.

Should you have questions, please feel free to contact me via email at yjackson@augustaga.gov or by phone at (706) 821-2406.



Compliance Department

Dr. Yolanda Jackson
Interim Compliance Director

MEMORANDUM

To: Herbert L. Judon, Jr., Executive Director, Augusta Regional Airport
Andy Penick, Director, Procurement Department

From: Dr. Yolanda Jackson, Interim Director, Compliance Department *YJ*

Date: May 27, 2026

Subject: RFQ/P Item # 26-172 – Augusta Regional Airport Marketing Agency

☐ This Bidder/Offeror **IS** eligible for award.

☒ This Bidder/Offeror **IS NOT** eligible for award.

This memo is to transmit the review and non-concurrence of the responsiveness and compliance by the proposer/offeror, **Roseland Concessions**. Augusta, Georgia code requires contractor(s) to meet the assigned M/WBE Utilization Goal or provide evidence of completing good faith efforts on state and local funded projects.

The MBE and WBE goals established for RFQ/P Item # 26-172 – Augusta Regional Airport Marketing Agency for Augusta, Georgia, are **1% MBE** and **0% WBE** respectively. The proposer/offeror has committed to a minimum of **10% MBE** participation. The proposer did provide the required documentation; however, the proposer/offeror did not submit the required supporting documentation in support of the Good Faith Effort (GFE) and is, therefore, non-responsive.

Note: The proposer/offeror provided the "Letter of Intent" and "MBE Utilization Statement" listing Dove Direct as the MBE that would be utilized to meet the MBE goal; however, Dove Direct, IS NOT certified in Augusta, Georgia's M/WBE Program and as such is not eligible to count participation towards the goal set on this procurement. Additionally, the proposer/offeror did not provide any supporting documentation of their Good Faith Efforts (GFE). During the pre-proposal meeting specific detailed instructions are given with regard to what is expected as a show of GFE.

The proposer/offeror has not satisfied good faith efforts and is non-compliant with requirements of the M/WBE Program; therefore, this proposer is not eligible for award.

Should you have questions, please feel free to contact me via email at yjackson@augustaga.gov or by phone at (706) 821-2406.



Compliance Department

Dr. Yolanda Jackson
Interim Compliance Director

MEMORANDUM

To: Herbert L. Judon, Jr., Executive Director, Augusta Regional Airport
Andy Penick, Director, Procurement Department

From: Dr. Yolanda Jackson, Interim Director, Compliance Department *YJ*

Date: May 27, 2026

Subject: RFQ/P Item # 26-172 – Augusta Regional Airport Marketing Agency

☐ This Bidder/Offeror **IS** eligible for award.

☒ This Bidder/Offeror **IS NOT** eligible for award.

This memo is to transmit the review and non-concurrence of the responsiveness and compliance by the proposer/offeror, **Sparkloft Media**. Augusta, Georgia code requires contractor(s) to meet the assigned M/WBE Utilization Goal or provide evidence of completing good faith efforts on state and local funded projects.

The MBE and WBE goals established for RFQ/P Item # 26-172 – Augusta Regional Airport Marketing Agency for Augusta, Georgia, are **1% MBE and 0% WBE respectively**. The proposer/offeror has committed to a minimum of 1% MBE participation. The proposer did provide the required documentation; however, the proposer/offeror did not submit the required supporting documentation in support of the Good Faith Effort (GFE) and is, therefore, non-responsive.

Note: The proposer/offeror provided the "Letter of Intent" and "MBE Utilization Statement" listing BGD Media, LLC as the MBE that would be utilized to meet the MBE goal; however, BGD Media, LLC, IS NOT certified in Augusta, Georgia's M/WBE Program and as such is not eligible to count participation towards the goal set on this procurement. While BGD Media, LLC has applied for M/WBE certification with Augusta, Georgia, that certification review has not been completed. Additionally, while the proposer/offeror did provide a statement on their Description of Good Faith Efforts form, the statement does not meet or constitute the support of a true GFE. During the pre-proposal meeting specific detailed instructions are given with regard to what is expected as a show of GFE.

The proposer/offeror has not satisfied good faith efforts and is non-compliant with requirements of the M/WBE Program; therefore, this proposer is not eligible for award.

Should you have questions, please feel free to contact me via email at yjackson@augustaga.gov or by phone at (706) 821-2406.



Compliance Department

Dr. Yolanda Jackson
Interim Compliance Director

MEMORANDUM

To: Herbert L. Judon, Jr., Executive Director, Augusta Regional Airport
Andy Penick, Director, Procurement Department

From: Dr. Yolanda Jackson, Interim Director, Compliance Department *YJ*

Date: May 27, 2026

Subject: RFQ/P Item # 26-172 – Augusta Regional Airport Marketing Agency

☐ This Bidder/Offeror **IS** eligible for award.

☒ This Bidder/Offeror **IS NOT** eligible for award.

This memo is to transmit the review and non-concurrence of the responsiveness and compliance by the proposer/offeror, **Stripe Theory**. Augusta, Georgia code requires contractor(s) to meet the assigned M/WBE Utilization Goal or provide evidence of completing good faith efforts on state and local funded projects.

The MBE and WBE goals established for RFQ/P Item # 26-172 – Augusta Regional Airport Marketing Agency for Augusta, Georgia, are **1% MBE** and **0% WBE** respectively. **The proposer/offeror has committed to a minimum of 15% MBE participation; however, the listed MBE firm is not certified in Augusta, Georgia's M/WBE Program. The proposer did provide the required documentation; however, the proposer/offeror did not submit the required supporting documentation in support of the Good Faith Effort (GFE) and is, therefore, non-responsive.**

Note: The proposer/offeror provided the "Letter of Intent" and "MBE Utilization Statement" listing Misto as the MBE that would be utilized to meet the MBE goal; however, Misto, IS NOT certified in Augusta, Georgia's M/WBE Program and as such is not eligible to count participation towards the goal set on this procurement. Additionally, the proposer/offeror DID NOT provide any supporting documentation of their Good Faith Efforts. During the pre-proposal meeting specific detailed instructions are given with regard to what is expected as a show of GFE.

The proposer/offeror has not satisfied good faith efforts and is non-compliant with requirements of the M/WBE Program; therefore, this proposer is not eligible for award.

Should you have questions, please feel free to contact me via email at yjackson@augustaga.gov or by phone at (706) 821-2406.



RFQ/P Opening: RFQ/P Item #26-172 Airport Marketing Agency
for Augusta, GA - Augusta Regional Airport
RFQ/P Due Date: Tuesday, May 12, 2026 @ 11:00 a.m.

Total Number Specifications Mailed Out: 53
Total Number Specifications Download (Demandstar): 16
Total Electronic Notifications (Demandstar): 202
Georgia Procurement Registry: 2105
Pre-Bid Conference Attendees: N/A
Total Packages Submitted: 13
Total Non-Compliant: 9

Vendors	Attachment "B"	Addendum 1	E-Verify Number	SAVE Form	Original & USB Drive	Fee Proposal	Compliance Review 1 % MBE 0% WBE
Aqua Marketing & Communications, Inc. 360 Central Ave., Ste. 420 St. Peterburg, FL 33701	Yes	Yes	2656185	Yes	Yes	Yes	Yes
Bosun 3000 Old Alabama Road Suite 119-348 Alpharetta, GA 30022	Yes	Yes	705903	Yes	Yes	Yes	No
Code of Entry 100 Grace Hopper Ln, Suite 3739 Augusta, GA 30901	Yes Not Notarized	No Non-Compliant	3010108	Yes Not Notarized	No USB	No	N/A
Cox Media 6205B Peachtree Dunwoody Rd Atlanta, GA 30328	Yes	Yes	2453574	Yes	Yes	Yes	No
Designsensory 1740 Commons Point Drive Knoxville, TN 37932	Yes	Yes	2928997	Yes	Yes	Yes	No



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Vendors	Attachment "B"	Addendum 1	E-Verify Number	SAVE Form	Original & USB Drive	Fee Proposal	Compliance Review 1 % MBE 0% WBE
M3 Agency 229 Furys Ferry Rd., Suite 123 Augusta, GA 30907	Yes	Yes	785162	Yes	Yes	Yes	Yes
MDOT Global, LLS 933 Pine Log Rd. #1080 Aiken, SC 29803	Yes	Yes	2997711	Yes	Yes	Yes	No
Roseland Concessions 3816 Melvin Drive SW Atlanta, GA 303321	Yes	Yes	2079550	Yes	Yes	Yes	No
GoSeeTell Network, Inc. dba Sparkloft Media 225 SW Broadway, Suite 400 Portland OR 97205	Yes	Yes	1757801	Yes	Yes	Yes	No
Stripe Theory 1200 Spring St., NW Atlanta, GA 30309	Yes	Yes	1635133	Yes	Yes	Yes	No



RFQ/P Opening: RFQ/P Item #26-172 Airport Marketing Agency
for Augusta, GA - Augusta Regional Airport
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Vendors	Attachment "B"	Addendum 1	E-Verify Number	SAVE Form	Original & USB Drive	Fee Proposal	Compliance Review 1 % MBE 0% WBE
The Quotient Group, LLC N1374 Tuckaway Court Greenville, WI 54942	Yes	Yes	3007933	Yes	Yes	Yes	Yes
TKCG, Inc. dba Trevelino Keller 1042 Northside Drive, Suite 960 Atlanta, GA 30318	Yes	Yes	640742	Yes	Yes	Yes	Yes
Rebel 501 Linden Ct. Mars, PA 160546	Late Non-Compliant						



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

September 22, 2026

Andy Penick, Procurement Director
Augusta, Georgia Procurement Department
535 Telfair Street, Suite 605
Augusta, GA 30901

RE: Mass Media Marketing, LTD. (M3) Recommendation of Award (ROA) – Bid RFQ 26-172

Dear Mr. Penick,

I am requesting RFQ 26-172, for the Airport Marketing Agency Procurement, to be awarded to Mass Media Marketing, LTD (M3), for three years with two one-year options to extend.

Sincerely,

A handwritten signature in black ink that reads 'Herbert L. Judon Jr.'.

Herbert L. Judon, Jr., A.A.E., IAP
Executive Director
(706)796-4040
hjudon@augustaga.gov

Cc: Nancy M. Williams, Contract Compliance Administrator, Augusta Procurement Department

 Evaluation RFP Opening: RFQ/P Item #26-172 Airport Marketing Agency for Augusta, GA - Augusta Regional Airport RFQ/P Due Date: Tuesday, May 12, 2026 @ 11:00 a.m. Evaluation Date: Thursday, August 20, 2026 @ 3:00 p.m. Item 5.																				
Vendors			Aqua Marketing & Communications, Inc. 360 Central Ave., Ste. 420 St. Petersburg, FL 33701		M3 Agency 229 Furys Ferry Rd., Suite 123 Augusta, GA 30907		The Quotient Group, LLC N1374 Tuckaway Court Greenville, WI 54942		TKCG, Inc. dba Trevelino Keller 1042 Northside Drive, Suite 960 Atlanta, GA 30318		Aqua Marketing & Communications, Inc. 360 Central Ave., Ste. 420 St. Petersburg, FL 33701		M3 Agency 229 Furys Ferry Rd., Suite 123 Augusta, GA 30907		The Quotient Group, LLC N1374 Tuckaway Court Greenville, WI 54942		TKCG, Inc. dba Trevelino Keller 1042 Northside Drive, Suite 960 Atlanta, GA 30318			
Phase 1			Ranking of 0-5 (Enter a number value between 0 and 5)																	
Evaluation Criteria		Ranking	Points	Scale 0 (Low) to 5 (High)				Weighted Scores												
1. Completeness of Response • Package submitted by the deadline • Package is complete (includes requested information as required per this solicitation) • Attachment B is complete, signed and notarized		N/A	Pass/Fail	PASS	PASS	PASS	PASS	PASS		PASS		PASS		PASS		PASS				
2. Qualifications & Experience		(0-5)	20	4.7	4.7	3.7	3.0	93.3		93.3		74.7		60.0						
3. Organization & Approach		(0-5)	15	3.9	4.7	3.4	2.7	59.0		70.0		51.0		40.0						
4. Scope of Services: •Minimum of five (5) years of experience in buying media, developing strategic advertising plans, designing creative concepts and materials to implement those plans, and producing or coordinating the production of the advertising for a business or organization comparable in size and scope to the Augusta Regional Airport. •Experience in the development of detailed annual media plans, public relations campaigns, multimedia advertising (design, produce, and buy), web site design and marketing, and direct marketing. •Access to industry accepted research data that identifies audience ratings to justify advertising buys and expenditures with monthly reports showing reach and frequency statistics. •Experience in consultation and creative support in order to reinforce brand positioning, and respond quickly to opportunities that present themselves such as improvements in fares, services or economic development opportunities. •Experience developing outreach strategies designed to develop strategic alliance partnerships in order to expand the Airport's alliance partner base both for air service development and economic development purposes.		(0-5)	15	4.3	4.8	3.7	3.2	65.0		72.5		56.0		47.5						
5. Schedule of Work		(0-5)	5	3.8	3.8	3.3	2.0	19.2		19.2		16.7		10.0						
6. Financial Stability		(0-5)	5	4.3	4.8	2.7	2.7	21.7		24.2		13.3		13.3						
7. References		(0-5)	5	5.0	4.7	3.7	1.3	25.0		23.3		18.3		6.7						
8. Proximity to Area - enter the point value for the one line only) Weighted								Cost/Fee Proposal Consideration												
Within Richmond County		5	10	5.0				0.0		50.0		0.0		0.0						
Within CSRA		5	6					0.0		0.0		0.0		0.0						
Within Georgia		5	4			5.0		0.0		0.0		0.0		20.0						
Within SE		5	2	5.0				10.0		0.0		0.0		0.0						
All Others		5	1			5.0		0.0		0.0		5.0		0.0						
Phase 1 Total - (Total Maximum Ranking 80 - Maximum Weighted Total Possible 375)			26.8	27.7	22.9	17.2	293.2		352.5		235.0		197.5							
Phase 2 (Option - Numbers 9-10) (Vendors May Not Receive Less Than a 3 Ranking in Any Category to be Considered for Award)																				
9. Presentation by Team		(0-5)	10					0.0		0.0		0.0		0.0						
10. Q&A Response to Panel Questions		(0-5)	5					0.0		0.0		0.0		0.0						
11. Cost/Fee Proposal Consideration (only choose 1 line according to dollar value of the proposal in relation to all fee proposals - enter the point value for the one line only) Weighted																				
Lowest Fees		5	10	5.0				0.0		50.0		0.0		0.0						
Second		5	6	5.0				30.0		0.0		0.0		0.0						
Third		5	4					0.0		0.0		0.0		0.0						
Forth		5	2					0.0		0.0		0.0		0.0						
Fifth		5	1					0.0		0.0		0.0		0.0						
Total Phase 2 - (Total Maximum Ranking 60 - Maximum Weighted Total Possible 125)			5.0	5.0	0.0	0.0	30.0		50.0		0.0		0.0							
Total (Total Possible Score 500) Total (May not Receive Less Than a 3 Ranking in Any Category to be Considered for Award)																				
Total Cumulative Score (Maximum point is 500)			31.8	32.7	22.9	17.2	323.2		402.5		235.0		197.5							
Internal Use Only																				
Evaluator: Cumulative Date: 8/20/26 / 8/21/2/6																				
Procurement DepartmentRepresentative: Nancy Williams																	41			
Procurement Department Completion Date: 8/20/26 / 8/21/26																				

LANDSERVER
2831 CARWELL ROAD
RICHMOND, VA 23234

LEWIS CONTRACTING SERVICES
457 FLAT SHOALS AVE. SE, SUITE 2
ATLANTA, GA 30316

ENVIRONMENTAL SPECIALTIES
7943 PECUE LANE SUITE A
BATON ROUGE, LA 70809

GEARIG BROTHERS CIVILWORKS
322 GRIMAUDE BLVD
GROVETOWN, GA 30813

GARNTO SOUTHERN CONSTRUCTION
4811 CLARK DRIVE
EVANS, GA 30809

PEED BROTHERS
42 INDUSTRIAL ROAD
BUTLER, GA 31006

COOPER BARNETTE PAGE
ENVIRONMENTAL
1928 EXECUTIVE PARK DR., SUITE A
STATHAM, GA 30666

PHILLIPS & JORDAN
2500 FAIRFAX RD., SUITE 101D
GREENSBORO, NC 27407

CAMANCO
4301 STERLING COMMERCE DR
PLANT CITY, FL 33569

T & K CONSTRUCTION
235 COUNTY ROAD 1242
VINEMONT, AL 35179

SOUTHEAST ENVIRONMENTAL
5567 VAL DEL ROAD
HAHIRA, GA 31632

L-J
220 STONERIDGE DR., SUITE 405
COLUMBIA, SC 29210
(RETURN MAIL)

REEVES CONSTRUCTION
ATTN: GREG HAMILTON
1 APAC INDUSTRIAL WAY
AUGUSTA, GA 30907

TERRA EXCAVATING, LLC
1760 GORDON HIGHWAY
AUGUSTA, GA 30904
RETURNED MAIL

BEAM'S CONTRACTING
15030 ATOMIC ROAD
BEECH ISLAND, SC 29842

STRACK, INC.
125 LASER INDUSTRIAL COURT
FAIRBURN, GA 30213

RICHARDSON CONSTRUCTION CO
6806 MONTICELLO RD.
COLUMBIA, SC 29203

C. A. MURREN & SONS
2275 LOGANVILLE HWY.
GRAYSON, GA 30017

AMERICAN ENVIRONMENTAL &
CONSTRUCTION SERVICES, INC.
1170 TIDWELL ROAD, SUITE 103
ALPHARETTA, GA 30004

EARTHWORKS GRADING &
CONTRACTING
6556 GEORGE WALTON DRIVE
HARLEM, GA 30814

MAGNUM CONTRACTING, LLC
2 MOUNTAIN PARK
JASPER, GA 30143

BID ITEM #26-272
DEANS BRIDGE ROAD MSW LANDFILL
PHASE 3, STAGE 2, SOUTH CELL 2 – PHASE 1
CONSTRUCTION
FOR AEEDS DEPARTMENT
MAILED OUT 06/25/26

BID ITEM #26-272
DEANS BRIDGE ROAD MSW LANDFILL
PHASE 3, STAGE 2, SOUTH CELL 2 – PHASE 1
CONSTRUCTION
FOR AEEDS DEPARTMENT
BID DUE: THURS., 08/06/26 @ 2:00 P.M.

JUNE HAMAL
ENGINEERING DEPARTMENT

DR. YOLANDA JACKSON
COMPLIANCE DEPARTMENT

DR. HAMEED MALIK
ENGINEERING DEPARTMENT

Planholders

Add Supplier

Export To Excel

Supplier (16)

Supplier	Download Date
Bankable Marketing Strategies	03/31/2026
blackdog DESIGNS	04/01/2026
BRENNSYS TECHNOLOGY LLC	04/28/2026
BSRM	04/01/2026
ConstructConnect	03/30/2026
Digital Detroit Media	05/01/2026
Dodge Data	03/27/2026
GovGuide	03/28/2026
Industry Trade School	03/27/2026
katerincommeta	04/01/2026
Ohio River South	04/07/2026
Onvia, Inc. - Content Department	03/27/2026
Post and Courier	04/01/2026
Quick Print Graphics & Media	04/07/2026
Stratacomm	05/04/2026

Add Supplier

Supplier Details

Supplier Name	Bankable Marketing Strategies
Contact Name	Erica Banks

AUGUSTA REGIONAL AIRPORT MARKETING SERVICES AGREEMENT
BETWEEN
AUGUSTA, GEORGIA
AND
MASS MEDIA MARKETING, LTD.

This Agreement made and entered into this _____ day of _____ 2026, by and between Augusta, Georgia, (hereinafter referred to as the Augusta) a political subdivision of the State of Georgia, acting by and through the Augusta Aviation Commission whose address is 1501 Aviation Way, Augusta, Georgia 30906-9600, and Mass Media Marketing, LTD., (hereinafter referred to as the Consultant) a Georgia corporation whose address is 229 Furys Ferry Road, Suite 123, Augusta, Georgia 30907

WHEREAS, the Augusta Regional Airport Aviation Commission (Aviation Commission), which operates the Augusta Regional Airport at Bush Field (Airport) on behalf of Augusta, Georgia, desired to retain the services of a full service advertising agency to provide counsel, perform market research, to develop a comprehensive integrated marketing strategy and to produce a multifaceted advertising campaign to support the mission of the Airport and the Aviation Commission; and

WHEREAS, the mission of the Airport is to serve as the commercial service airport for Augusta and the Central Savannah River Area (CSRA) providing a customer friendly transportation experience; and

WHEREAS, the Airport also facilitates and supports the growth of related industry to strengthen the economic base located at the Airport; and

WHEREAS, Augusta received proposals from several qualified firms in response to its Request for Qualifications (RFQ) 26-172; and

WHEREAS, after reviewing the proposals the Airport determined it would be in its best interest to enter into an Agreement with Consultant to provide these services, and recommended said Consultant for award to the Augusta Commission; and

WHEREAS, on the ____ day of _____, 2026, the Augusta, Georgia Commission approved the award for said marketing services to Consultant.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Consultant and Augusta, intending to be legally bound, do hereby covenant and agree as follows:

ARTICLE I.
SCOPE OF SERVICES TO BE PROVIDED

A. Consultant is authorized to purchase advertising space, time, services and materials. Consultant understands its authorization shall be subject to the budgets, plans, policies and terms as approved by the Airport.

B. Consultant may, after receiving written authorization from Airport, execute standard contracts and order forms that are used in the advertising industry to purchase advertising.

C. Consultant may provide marketing for special events, community outreach projects and other marketing tasks as assigned by the Airport.

D. Consultant may provide the Airport with facilitation and assistance with Strategic Plan creation and implementation.

E. Consultant will provide Integrated Marketing Program development and implementation. The Program might include, but not be limited to the development of, detailed annual media plan, public relations campaign, multi-media advertising (design,

produce, and buy for both traditional and non-traditional media), website design and marketing, and direct marketing.

F. Consultant shall facilitate the development and implementation of a comprehensive and cohesive marketing and outreach strategy to help build the brand and identity of the Airport in order to foster economic development through the marketing of Airport properties to prospective industries and businesses.

G. Consultant shall provide consultation and creative support in order to reinforce the Airport's brand positioning, and respond quickly to opportunities that present themselves such as improvements in fares, services or economic development opportunities.

H. Consultant shall research opportunities and outreach strategies to develop strategic alliance partnerships in order to expand the Airport's alliance partner base both for air service development and economic development purposes.

I. Consultant warrants it has a strong understanding of design, branding, economic and commercial development, the Airport and the challenges and opportunities that face the Airport.

J. Consultant warrants is has the ability to develop a complete marketing, branding and communication strategy that draws upon the strengths of the Airport and its available property.

K. Consultant shall provide any other services that were part of Consultant's Response to RFQ 26-172, which is attached hereto as Exhibit "A," and incorporated herein.

ARTICLE II **GENERAL CONDITIONS**

A. Agreement Term. The initial term of this Agreement will commence upon the date of execution and will continue in effect for a period of three (3) years. This Agreement may

be renewed for two (2) additional one (1) year options upon mutual consent of both parties with all terms and conditions remaining the same.

B. Termination. Augusta may terminate this Agreement any time for breach of contractual obligations by providing written notice of such cancellation. Should Augusta exercise its right to cancel the Agreement for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation. Furthermore, Augusta may terminate this Agreement at any time upon the giving of written notice as follows:

1. In the event that the Consultant fails to discharge any obligations or remedy any default or breach under this Agreement for a period continuing more than thirty (30) days after the providing written notice specifying such failure or default and that such failure or default continues to exist as of the date upon which such notice so terminating this Agreement is given; or
2. In the event that the Consultant makes an assignment for the benefit of creditors, or commences or has commenced against it any proceeding in bankruptcy, insolvency, or reorganization pursuant to bankruptcy laws or laws of debtor's moratorium; or
3. In the event that appropriate and otherwise unobligated funds are no longer available to satisfy the obligations of Airport.

C. Work Authorization. Each assignment performed under Article I will be initiated upon the specific written or verbal request and authorization of the Airport.

ARTICLE III **AIRPORT RESPONSIBILITIES**

A. Basic Data Provided By the Airport. The Airport will assist the Consultant in obtaining such data and information as are needed and available.

B. Airport Representative. To expedite the undertaking of services performed under this Agreement and to permit the coordination of materials, commitments, and correspondence, the Airport will designate a specific staff member as its representative to whom all correspondence, materials, and requests for conferences and information will be directed. The Airport designates Lauren Smith, Public Relations and Customer Service Manager, 706-849-3641, as its representative to whom all correspondence should be directed.

ARTICLE IV **CONSIDERATION/FEEES**

Airport shall pay to Consultant the fees and expenses as set forth on Exhibit "B" (the "Rate Schedules"), which is attached hereto and incorporated herein. The rates as set forth in Exhibit "B" shall be in effect for the duration of this Agreement. The fees to be paid to Consultant for services under this Agreement will be determined either on the actual time and materials expended on the work or on a per project basis, depending on the nature of the assignment requested and will be subject to the Airport's acceptance and approval for each assignment.

ARTICLE V **REPRESENTATIONS AND WARRANTIES OF CONSULTANT**

Consultant hereby represents and warrants to the Airport as follows:

A. The Consultant warrants that it has knowledge and experience in the CSRA travel and tourism market; knowledge and experience in marketing airports or other travel/tourism products; experience in integrated marketing program development and implementation; working knowledge and success with consumer branding and effective advertising; a proven record in facilitation and designing strategic plans and comprehensive resources in the area of experience, expertise, creative talent and manpower, as well as the necessary systems to provide the required services and programs.

B. Due Authorization and Binding Obligation. This Agreement has been duly authorized, executed and delivered by Consultant and constitutes a legal, valid and binding obligation of Consultant, enforceable against Consultant in accordance with its terms, except to the extent its enforceability may be limited by (i) applicable bankruptcy, reorganization, moratorium or similar laws affecting enforcement of creditors' rights or remedies generally, (ii) general equitable principles concerning remedies, and (iii) limitations on the enforceability of rights to indemnification by federal or State laws or regulations or public policy.

C. No Conflict. To its knowledge, neither the execution nor delivery of this Agreement by Consultant, nor the performance by Consultant of its obligations hereunder (i) conflicts with, violates or results in a material breach of any law or governmental regulation applicable to Consultant, (ii) conflicts with, violates or results in a material breach of any term or condition of any order, judgment or decree, or any contract, agreement or instrument, to which Consultant is a party or by which Consultant or any of its properties or assets are bound, or constitutes a material default under any of the foregoing, or (iii) constitutes a default under or results in the creation of, any lien, charge, encumbrance or security interest upon any assets of Consultant under any agreement or instrument to which Consultant is a party or by which Consultant or its assets may be bound or affected.

D. No Approvals Required. No approval, authorization, order or consent of, or declaration, registration or filing with, any Governmental Authority is required for the valid execution and delivery of this Agreement by Consultant or the performance of its obligations hereunder, except such as have been duly obtained or made.

E. Financial Condition. There has been no material adverse change in the financial condition of Consultant that would impair the ability of Consultant to perform its obligations under this Agreement.

F. No Collusion. Consultant's Proposal is genuine and not collusive or a sham. Consultant has not colluded, conspired, connived or agreed, directly or indirectly, with any other person, to put in a sham proposal, or to refrain from proposing, and has not in any manner, directly or indirectly, sought, by agreement, collusion, communication or conference with any person, to fix the prices of Consultant's proposal or the proposals of any other person or to secure any advantage against any person interested in this Agreement.

G. Information Supplied By Consultant. The information supplied and representations and warranties made by Consultant and in all submittals made in response to the RFQ, including Consultant's Proposal, and in all post-proposal submittals with respect to Consultant (and, to its knowledge, all information supplied in such submittals with respect to any subsidiary or subcontractor) are true, correct and complete in all material respects. Consultant's Proposal does not contain any untrue statement of a material fact or omit to state a material fact required to be stated therein, or necessary in order to make the statements therein not misleading.

H. Ethics: Gratuities and Kickbacks. Neither Consultant, any subsidiary, or any agent or other representative of Consultant has given or agreed to give, any employee or former employee of the Airport or any other person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a procurement requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any procurement requirement or an Agreement or subcontract, or to any solicitation or proposal for an Agreement or subcontract. Notwithstanding any other provision hereof, for the breach or violation of this

representation and warranty and upon a finding after notice and hearing, Augusta may terminate this Agreement.

I. Contingent Fees. Consultant has not employed or retained any company or person, other than a bona fide employee working for it to solicit or secure this Agreement; and Consultant has not paid or agreed to pay any company, association, corporation, firm or person, other than a bona fide employee working for the Consultant, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of these representations and warranties and upon a finding after notice and hearing, Augusta may terminate this Agreement and, at its discretion, may deduct from fees or otherwise recover, the full amount of any such fee, commission, percentage, gift or consideration.

J. Existence and Powers. Consultant is a corporation duly organized and validly existing under the laws of Georgia and is duly qualified to do business in the State of Georgia, with full power, authority and legal right to enter into and perform its obligations under this Agreement.

ARTICLE VI

TERMINATION

A. Augusta may terminate this Agreement upon thirty (30) days written notice to the Consultant for any reason whatsoever at its sole discretion. The Aviation Commission shall upon invoice, pay for all service rendered to the date of termination as provided for herein.

B. Augusta shall have the right to terminate this Agreement for a violation of the terms hereof, at any time after thirty (30) days' notice, other such other time period as set forth in such notice, has been given to the Consultant and unless corrective action has been taken or commenced within said thirty (30) day period and thereafter diligently completed.

C. Augusta shall have the right to terminate this Agreement immediately upon or after any of the following:

1. **Assignment for Creditors:** The Consultant makes a general assignment for the benefit of creditors.

2. **Bankruptcy:** The Consultant files a petition for relief as a debtor under any Article or chapter of the Federal Bankruptcy Code, as amended from time to time.

3. **Receivership:** A receiver, trustee, or custodian is appointed for all or substantially all of the assets of the Consultant in any proceeding brought by or against the Consultant, or the Consultant consents to or acquiesces in such appointment.

ARTICLE VII

MISCELLANEOUS PROVISIONS

A. Consultant will promptly observe and comply with applicable provisions of all published federal, state, and local laws, rules and regulations which govern or apply to the services rendered by Consultant herein, or to the wages paid by Consultant to its employees.

B. Consultant will procure and keep in force during the term of this Agreement all necessary licenses, registrations, certificates, permits, and other authorizations as are required herein.

C. All reports, documents, data bases, commercials, and other deliverable products produced by Consultant for sole purposes of the Airport under the terms of this Agreement will at all times be the exclusive property of the Airport.

D. **Governing Law.** This Agreement and any questions concerning its validity, construction or performance shall be governed by the laws of the State of Georgia, irrespective of the place of execution or the place or places of performance.

E. Counterparts. This Agreement may be executed in more than one counterpart, each of which shall be deemed to be an original and all of which taken together shall constitute one and the same instrument.

F. Severability. In the event that any part, provision or term of this Agreement shall, for any reason, be determined to be invalid, illegal, or unenforceable in any respect, the Parties shall negotiate in good faith and agree to such amendments, modifications, or supplements of or to this Agreement or such other appropriate actions as shall, to the maximum extent practicable in light of such determination, implement and give effect to the intentions of the Parties as reflected herein, and the other provisions of this Agreement shall, as so amended, modified, supplemented, or otherwise affected by such action, remain in full force and effect.

G. No Third Party Beneficiary. This Agreement is intended to be solely for the benefit of Consultant and Augusta and their respective successors and permitted assigns and is not intended to and shall not confer any rights or benefits on any Person not a signatory hereto.

H. Airport Approvals and Consents. When this Agreement requires any approval or consent by the Airport to a Consultant submission, request or report, the approval or consent shall be given by the Airport's Authorized Representative in writing and such writing shall be conclusive evidence of such approval or consent, subject only to compliance by the Airport with the applicable law that generally governs its affairs. Unless expressly stated otherwise in this Agreement, and except for requests, reports and submittals made by the Consultant that do not, by their terms or the terms of this Agreement, require a response or action, if the Airport does not find a request, report or submittal acceptable, it shall provide written response to Consultant describing its objections and the reasons therefore within thirty (30) days of the Airport's receipt thereof. If no response is received, the request, report or submittal shall be deemed rejected.

I. Notices and Authorized Representatives. All notices, consents, approvals or communications required or permitted hereunder shall be and may be relied upon when in writing and shall be (i) transmitted by registered or certified mail, postage prepaid, return receipt requested, with notice deemed to be given upon receipt, or (ii) delivered by hand or nationally recognized courier service, or (iii) sent by facsimile transmission with confirmed receipt thereof, with a hard copy thereof transmitted pursuant to (i) or (ii) above. All such notices, consents, approvals or communications shall be addressed as follows:

For Augusta: Office of the Mayor
 535 Telfair Street
 Suite 200
 Augusta, Georgia 30901

 Augusta Regional Airport
 1501 Aviation Way
 Augusta, Georgia 30909
 Attn: Lauren Smith, Deputy Executive Director

 With a Copy to:
 General Counsel
 Augusta Law Department
 535 Telfair Street, Building 3000
 Augusta, GA 30901

For Consultant:

Mass Media Marketing, LTD
 229 Furys Ferry Road, Suite 123,
 Augusta, Georgia 30907
 Attn: Rick Donaldson

J. Nondiscrimination. During the performance of services under this Agreement, Consultant agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin. Consultant will take affirmative action to ensure that applicants are employed, and employees are treated during

employment, without regard to their race, color, religion, sex, age, or national origin. Such action will include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

K. Indemnification. Consultant hereby agrees to hold harmless, indemnify and defend Augusta, the Airport, its members, elected officials, officers and employees, against any claim, action, loss, damage, injury (whether mental or physical, and including death to persons, or damage to property), liability, cost and expense of whatsoever kind or nature including, but not by way of limitation, attorneys' fees and court costs, caused by negligent acts or acts of commission or omission by Consultant its officers, employees, sub-consultants, or other representatives.

L. Federal Requirements. Funding for this Agreement may include federal funds provided by the U.S. Department of Transportation (DOT) and/or other federal agencies. All DOT funded projects are subject to the requirements of 49 CFR Part 26; additionally some federally funded projects may be subject to 49 CFR Part 23. These requirements are mandatory and non-negotiable. Augusta enforces Disadvantage Business Enterprise (DBE) requirements and/or DBE goals set by Federal and/or State Agencies in accordance with State and Federal laws. Consultant acknowledges that the U.S. District Court for the Southern District of Georgia has entered an Order enjoining the Race-Based portion of Augusta, Georgia's DBE Program. Thus, Augusta, Georgia does not have or operate a DBE, MBE or WBE Program for projects (or portions of projects) having Augusta, Georgia as the source of funding.

M. Compliance with laws: The Consultant shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or City statute, ordinances and rules

during the performance of any contract between the Consultant and Augusta. Consultant shall also provide, pay for, and maintain with companies, reasonably satisfactory to Augusta, the types of insurance as set forth in the Augusta-Richmond County Code, and Georgia law as the same may be amended from time to time.

N. Independent Contractor. The Consultant shall act at all times as an independent contractor, not as an agent of Augusta or Airport; and shall retain control over its employees, agents, servants and subcontractors.

O. Assignment and Subcontracting. The Consultant shall not sell, convey, transfer, mortgage, subcontract, sublease or assign this Agreement or any part thereof, or any rights created thereby, without the prior written consent of Augusta. Any assignment or transfer of this Agreement or any rights of the Consultant hereunder, without the prior written consent of Augusta shall be invalid, and shall convey to Augusta the right to terminate this Agreement at its sole discretion.

P. Choice of Law and Venue. This Agreement shall be performable and enforceable in the Superior Court of Richmond County, Georgia, and shall be construed in accordance with the laws of the State of Georgia. Consultant by execution of this Agreement specifically consents to jurisdiction and venue in the Superior Court of Richmond County and waives any right to contest same.

Q. Invalid Provisions: If any covenant, condition or provision contained in this Agreement is held to be invalid by any Court of competent jurisdiction, the invalidity of any such covenant, condition or provision shall in no way affect any other covenants, conditions or provisions contained in this Agreement; provided, that the validity of such covenant, condition or provision does not materially prejudice either the Airport or Consultant in its respective rights and obligations contained in the valid covenants, conditions or provisions of this Agreement.

R. Waivers. Failure by Augusta to insist upon the strict performance by the Consultant of any of the terms herein contained shall not constitute a waiver of Augusta's right to thereafter enforce any such term, but the same shall continue in full force and effect. The exercise of any right to terminate arising under this Agreement shall not operate to deprive Augusta of any coexisting right to seek damages or other remedies arising from the default of the Consultant.

S. Entire Agreement. This Agreement constitutes the entire agreement between the parties and will supersede and replace all prior agreements or understandings, written or oral, in relation to the matters set forth herein. Notwithstanding the foregoing, however, Consultant hereby affirms the completeness and accuracy of all of the information provided by it in its proposal to Augusta in pursuit of this Agreement. Should there be a conflict between any provision in this Agreement and the Consultant's response to RFQ 26-172 (Exhibit "A"), the Consultant's response to RFQ 26-172 shall take precedence over this Agreement.

[SIGNATURES ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year written above.

AUGUSTA, GEORGIA

MASS MEDIA MARKETING, LTD.

Garnett Johnson
Mayor



Rick Donaldson
President/CEO

Attest: _____
Lena J. Bonner, Clerk of Commission

AUGUSTA AVIATION COMMISSION

Ronic West
Chairwoman

Attest: _____

EXHIBIT A
CONSULTANT'S RESPONSE TO RFQ 26-172



Airport Marketing Agency

Proposal

RFQ/P 26-172 Marketing Services for the Augusta Regional Airport

submitted by

M3 Agency

229 Furys Ferry Road • Suite 123
Augusta, GA 30907

presented:

May 11, 2026



SECTION I:
Procurement Documents



PAGE 1 OF 2

Exhibit A

Augusta, Georgia Procurement Department

ATTN: Procurement Director

535 Telfair Street, Suite 605

Augusta, Georgia 30901

Name of Bidder: M3 AgencyStreet Address: 229 Furys Ferry Rd. Suite 123City, State, Zip Code: Augusta, GA 30907Phone: 706-651-0053 Email: ashley@m3agency.comWhere/How did you hear about this solicitation? Mail, online**Attach a copy of your Business License and your General Contractor License.****If applicable, provide a copy of the following:****Utility Contractors License - MUST BE LISTED ON FRONT OF ENVELOPE****Acknowledgement of Addenda:** (#1) ☒: (#2) ☐: (#3) ☐: (#4) ☐: (#5) ☐: (#6) ☐: (#7) ☐: (#8) ☐**NOTE: CHECK APPROPRIATE BOX (ES) - ADD ADDITIONAL NUMBERS AS APPLICABLE****Statement of Non-Discrimination**

The undersigned understands that it is the policy of Augusta, Georgia to promote full and equal business opportunity for all persons doing business with Augusta, Georgia. The undersigned covenants that we have not discriminated, on the basis of race, religion, gender, national origin, or ethnicity, with regard to prime contracting, subcontracting, or partnering opportunities. The undersigned covenants and agrees to make good faith efforts to ensure maximum practicable participation of local small businesses on the proposal or contract awarded by Augusta, Georgia. The undersigned further covenants that we have completed truthfully and fully the required forms regarding good faith efforts and local small business subcontractor/supplier utilization.

The undersigned further covenants and agrees not to engage in discriminatory conduct of any type against local small businesses, in conformity with Augusta, Georgia's Local Small Business Opportunity Program. Set forth below is the signature of an officer of the proposer/contracting entity with the authority to bind the entity.

The undersigned acknowledge and warrant that this Company has been made aware of understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;

That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;

That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling Augusta, Georgia to declare the contract in default and to exercise any and all applicable rights remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Non-Collusion of Prime Bidder

By submission of a proposal, the vendor certifies, under penalty of perjury, that to the best of its knowledge and belief:

(a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor.

(c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition. Collusions and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

Conflict of Interest

By submission of a bid, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

1. No circumstances exist which cause a Conflict of Interest in performing the services required by this BID, and

RFQ/P Item #26-172 Airport Marketing Agency

RFQ/P Due: Tuesday, May 5, 2026 @ 11:00 a.m.

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2. That no employee of the County, nor any member thereof, nor any public agency or official affected by this BID, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this BID. By submission of a bid, the vendor certifies under penalty of perjury, that to the best of its knowledge and belief:

- (a) The prices in the bid have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
- (b) Unless otherwise required by law, the prices which have been quoted in the bid have not knowingly been disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or competitor.
- (c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership, or cooperation to submit or not to submit a bid for the purpose of restricting competition. For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment, or consideration.

Contractor Affidavit and Agreement: Contractor Affidavit under O.C.G.A. § 13-10-91(b) (I)

GEORGIA E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services **over \$2,499 in value to enroll in E-Verify, regardless of the number of employees.** They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for proposals issued by a city must include the contractor affidavit as part of the requirement for their bid to be considered.

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A. § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91 (a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Georgia Law requires your company to have an E-Verify*User Identification Number (Company I.D.) on or after July 1, 2009.

For additional information or to enroll your company, visit the **State of Georgia** website:

<https://e-verify.uscis.gov/enroll/> and/or http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf

Federal Work Authorization User Identification Number: E-VERIFY REQUIRED FOR ALL CONTRACTS OVER \$2,499.00

**** (E-Verify Number)** 785162

Mass Media LTD dba M3 Agency
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on May 6, 2026 in Augusta (City), Georgia (State).

Ashley Drummond
Signature of Authorized Officer or Agent

Ashley Drummond, Account Supervisor
Printed Name and Title of Authorized Officer or Agent

NOTARY COMMISSIONING

Subscribed and sworn before me on this 11th day of May, 2026

Amanda Moore
Notary Public

June 15, 2027
My Commission Expires:

NOTARY SEAL

The undersigned further agree to submit a notarized copy of Exhibit A, and any required documentation noted as part of the Augusta, Georgia Board of Commissioners specifications which govern this process. In addition, the undersigned agrees to submit all required forms for any subcontractor(s) as requested and or required. **I further understand that my submittal will be deemed non-compliant if any part of this process is violated.**

You Must Complete and Return the two (2) pages of Exhibit A with Your Submittal. Document Must Be Notarized.

Revised 11/24/25

RFQ/P Item #26-172 Airport Marketing Agency

RFQ/P Due: Tuesday, May 5, 2026 @ 11:00 a.m.

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THIS CERTIFICATE IS TO BE POSTED IN A CONSPICUOUS PLACE IN THE BUSINESS HEREIN DESCRIBED.

BUSINESS CERTIFICATE



AUGUSTA RICHMOND COUNTY
535 TELFAIR ST SUITE 300, AUGUSTA, GA 30901
1803 MARVIN GRIFFIN RD, AUGUSTA, GA 30906
LICENSING@AUGUSTAGA.GOV
706-312-5050

MAILING ADDRESS INFORMATION
MASS MEDIA, LTD
229 FURYS FERRY RD
AUGUSTA, GA 30907

2026

BUSINESS LICENSE NUMBER: LCB20100000631

ISSUE DATE: 01/05/2026

EXPIRATION DATE: 12/31/2026

BUSINESS NAME: MASS MEDIA, LTD

DOING BUSINESS AS: MASS MEDIA, LTD

CLASSIFICATION(S): 54181 - ADVERTISING AGENCIES (3)

BUSINESS TYPE: BUSINESS

PHYSICAL LOCATION: 229 FURYS FERRY RD , AUGUSTA, GA 30907
SUITE:

CERTIFICATE HOLDER: RICK DONALDSON

THIS OCCUPATIONAL TAX CERTIFICATE IS VALID FOR CALENDAR YEAR ENDING 12/31/2026 AND IS SUBJECT TO RENEWAL BY 1/31/2027. THE PLANNING AND DEVELOPMENT DEPARTMENT SHALL HAVE THE RIGHT TO SUSPEND ANY CERTIFICATE IF THE BUSINESS VIOLATES ANY LAW OR ORDINANCE OF THE UNITED STATES, THE STATE OF GEORGIA, OR AUGUSTA, GEORGIA.

LATE FEES ARE IMPOSED FEBRUARY 1ST. BUSINESSES THAT FAIL TO RENEW BY MAY 1ST WILL HAVE A PAST DUE COLLECTION (1ST) ADDED. BUSINESSES THAT FAIL TO RENEW BY AUGUST 1ST WILL HAVE A PAST DUE COLLECTION (2ND) ADDED.

CERTIFICATES AND LICENSES ARE NOT TRANSFERABLE OR REFUNDABLE.

CHANGES IN OWNERSHIP OR BUSINESS LEGAL ENTITY REQUIRES A NEW APPLICATION AND APPROVAL.

CHANGES IN LOCATION REQUIRE AN AMENDED APPLICATION AND APPROVAL. APPROVAL SHOULD BE OBTAINED BEFORE THE BUSINESS MOVES.

IF THE BUSINESS CLOSSES BEFORE THE EXPIRATION DATE, PLEASE SEND WRITTEN NOTIFICATION BY EMAIL OR MAIL TO THE LICENSING DEPARTMENT. THE NOTICE MUST INCLUDE BUSINESS NAME, LICENSE NUMBER, SENDER'S NAME, TITLE WITHIN THE ORGANIZATION, AND THE DATE THE BUSINESS CLOSED.



Systematic Alien Verification for Entitlements (SAVE) Program

Affidavit Verifying Status for Augusta, Georgia Benefit Application By executing this affidavit under oath, as an applicant for an Augusta, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my proposal for an Augusta, Georgia contract for

RFQ/P #26-172 Airport Marketing Agency
[RFQ/P Project Number and Project Name]

Ashley Drummond

[Print/Type: Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

Mass Media LTD dba M3 Agency

[Print/Type: Name of business, corporation, partnership, or other private entity]

- 1.) ☒ I am a citizen of the United States.
- 2.) ☐ I am a legal permanent resident 18 years of age or older.
- 3.) ☐ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 et seq.) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Ashley Drummond

Signature of Applicant

Ashley Drummond

Printed Name

* Alien Registration Number for Non-Citizens

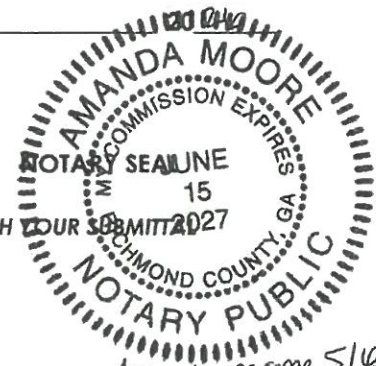
NOTARY COMMISSIONING

Subscribed and sworn before me on this 14th day of May

Amanda Moore
Notary Public

My Commission Expires: June 15, 2027

THIS FORM MUST BE COMPLETED, NOTORIZED AND RETURNED WITH YOUR SUBMITTAL





In accordance with Chapter 10C of the AUGUSTA, GA, CODE, Augusta has placed a 1% goal for Minority Participation. This goal must be met or a Good Faith Effort (GFE) must be made to utilize minorities on this project.

Project Name: Marketing Services for
Augusta Regional Airport

Bid Number: 26-172

LETTER OF INTENT
Minority Participation

(This page shall be submitted for each minority-owned firm to be utilized on this project)

Bidder/Officer:

Name: M3 Agency
Address: 229 Furys Ferry Rd. Suite 123
City: Augusta State: GA Zip: 30907

Minority-Owned Firm:

Firm: Agape Printing and More
Address: 2605 Tobacco Road, Suite A
City: Hephzibah State: GA Zip: 30815

Contact Person:

Name: Millicent E. West Phone: 702 444-2440

Classification:

☐ Prime Contractor ☐ Subcontractor ☐ Joint Venture
☐ Manufacturer ☒ Supplier

Work item(s) to be performed by Firm	Description of Work Item	Quantity	Total
Printing	Event Flyers	100	150.00
Printing - Santa Fly in	Event Tshirts	30	450.00
Printing - PALS	Event Tshirts	50	750.00
Awards	Trophies/medals for event	54 medals / 6 trophies	1150.00
Printing - Run the Runway	Event tshirts	600	9,000.00

The Bidder/Officer is committed to utilizing the above-named Minority-owned firm for the work described above. The estimated participation is as follows:

Minority contract amount: \$ 11,500 Percent of total contract: ~3.5%

AFFIRMATION:

The above-named Minority-Owned firm affirms that it will perform that portion of the contract for the estimated dollar value as stated herein above.

By: Millicent E. West CEO
(Signature) (Title)

** In the event the bidder/officer does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.



In accordance with Chapter 10C of the AUGUSTA, GA, CODE, Augusta has placed a **1%** goal for **Minority participation**. This goal must be met or a Good Faith Effort (GFE) must be made to utilize minorities on this project.

Project Name:

Marketing Services for
Augusta Regional Airport

Bid Number:

26-172

**UTILIZATION STATEMENT
Minority-Owned Firms**

The Minority participation goal for this project is 1%.

The undersigned bidder/offeror has satisfied the requirements of the bid specification in the following manner. (Please mark the appropriate box)

- ☒ The bidder/offeror is committed to the minimum of **1%** minority utilization on this contract
- ☐ The bidder/offeror, while unable to meet the contract goal of **1%**, hereby commits to a minimum of _____% minority utilization on this contract and submits the attached documentation as evidence demonstrating good faith efforts (GFE) in seeking participation of minority-owned firms.

The undersigned hereby further assures that the information included herein is true and correct, and that the Minority-owned firm or firms identified within the submitted Letter of Intent form(s) have agreed to perform a commercially useful function (CUF) for the indicated work elements.

The undersigned further understands that no changes to this statement may be made without prior approval from the Owner.

M3 Agency

Bidder's/Offeree's Firm Name

Ashley [Signature]

Signature

May 11, 2026

Date

MINORITY UTILIZATION SUMMARY

<u>Percentage</u>	<u>Contract Amount</u>	<u>Minority Amount</u>	<u>Contract</u>
Minority Prime Contractor	\$ _____ x 1.00 =	\$ _____	_____ %
Minority Subcontractor	\$ _____ x 1.00 =	\$ _____	_____ %
Minority Supplier	\$ <u>11,500</u> x 1.00 =	\$ <u>11,500</u>	<u>~ 3.5</u> %
Minority Manufacturer	\$ _____ x 1.00 =	\$ _____	_____ %
Total Amount Minority		\$ <u>11,500</u>	<u>~ 3.5</u> %
Minority Participation Goal		\$ <u>3,300</u>	<u>1</u> %

* If the total proposed Minority participation is less than the established Minority goal, bidder must provide written documentation of the good faith efforts in accordance with Chapter 10C of the AUGUSTA, GA, CODE.



SECTION II: Organization Information



Purpose

M3 Agency, an independent contractor, is submitting a proposal for the specific purpose of becoming the airport marketing agency for the Augusta Regional Airport.

Executive Summary:

Mass Media LTD dba M3 Agency
229 Fury's Ferry Rd., #123
Augusta GA 30907

Business Hours:
Monday-Friday 8:30 am - 5:30 pm
After hours: by appointment

Established 1998
John (Rick) Donaldson, President /CEO

706-651-0053 (p)
706-651-0535 (f)

Mass Media, LLC was founded in 1998 and later incorporated on February 25, 2000, in the state of Georgia. John Donaldson is the founder and original stockholder, who currently serves as Chairman and President and owns 75% of Mass Media, LTD shares. The Chief Financial Officer is Terry Randolph, who owns 25% of Mass Media, LTD shares. The treasurer and secretary of Mass Media, LTD since 2011 is Amy Padgett. The original address of Mass Media, LTD (DBA) M3 Agency was 3720 Executive Center Dr., Suite B, Martinez, Georgia 30907. In September of 2008, the firm moved to 229 Fury's Ferry Road, Suite 123, Augusta, GA 30907, where current business operations take place.



SECTION III:

Management Capabilities and Experience

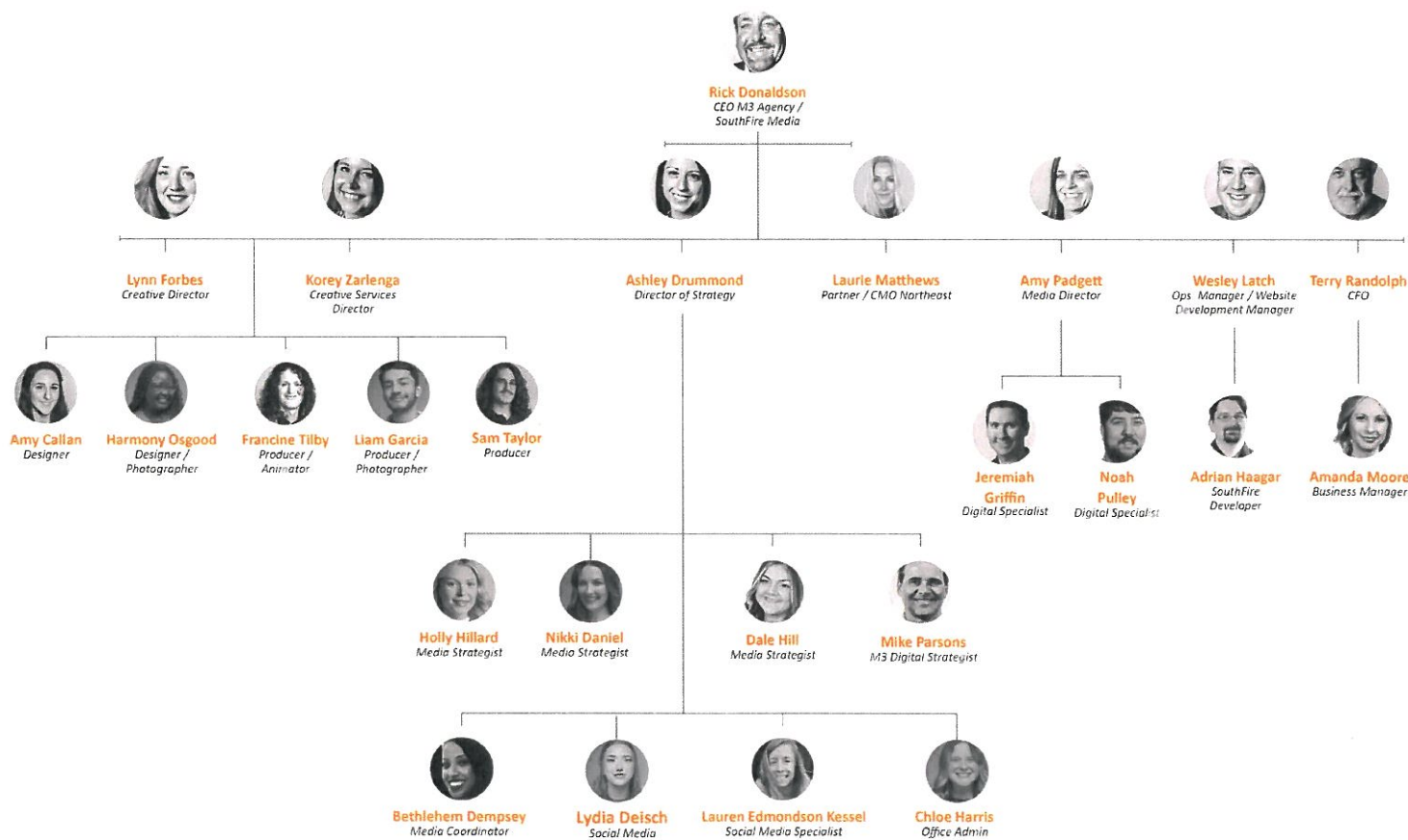
Section III: Management Capabilities and Experience



1. Briefly describe your knowledge and experience in the marketing industry.

M3 Agency is a full-service advertising agency based in Augusta, GA, established in 1998. We provide marketing services including media placement (both traditional and digital), graphic design, video production, public relations, event coordination, social media management, database/lead management, and website development. To date, we have expanded into regional and national markets across the United States and have reached many company milestones, including designing over 300 logos, building over 600 websites, and producing over 5,000 commercials and web videos. M3 strives to provide unmatched customer service by offering clients account management, as well as an in-house staff, including:

- 4 graphic designers
- 2 website programmers
- 3 audio/video producers, including a drone operator
- 2 animators
- Social Media Management team
- 2 photographers
- A media buyer
- Digital director with a team of 3 digital specialists
- 6 account managers and 1 project manager/account assistant



Section III: Management Capabilities and Experience



2) Briefly describe your knowledge and experience in the marketing commercial properties/entities.

Whether we are preparing or executing a marketing plan, we strive to set goals to not only meet, but exceed the client's expectations. Our client base is very diverse which has given us the expertise to manage a wide variety of industries.

- Automotive
- Financial
- Government
- Healthcare
- Industrial
- Legal
- Personal Transportation Vehicles/Golf Cars
- Real Estate (Residential, Commercial, and Land Development)
- Restaurant/Food and Beverage
- Retail

No matter the client, we use our unparalleled experience, expertise and the knowledge that comes from years of successfully mapping the needs and desires of our clients. This allows us to determine the most effective route through the complexities of contemporary marketing. Whether it's developing a digital footprint, leveraging traditional techniques for maximum impact or a combination of both to reach the broadest possible audience, M3 gives clients more than marketing, we provide direction – a guide to those goals that define success.

3) Briefly describe your knowledge and experience of the CSRA travel and tourism market.

Since 2021, M3 Agency has served as the Agency of Record for Augusta Regional Airport (AGS). During this time, we have developed a deep understanding of both the airline industry and the internal operations that drive airport success. This knowledge has allowed us to strategically support AGS in achieving key growth and marketing objectives.

Our work has included:

- Leading a comprehensive brand launch to reflect the airport's growth and transformation as part of its "Advancing. Growing. Stronger." campaign. This initiative included the execution of a fully integrated brand rollout across all touchpoints—interior and exterior signage, vehicle decals, a redesigned website, business collateral, social media platforms, and new advertising campaigns.
- Implementing ongoing, strategic marketing efforts to keep Augusta Regional Airport top of mind within the MSA. Campaigns focused on building recognition of "AGS" as the airport code, while also educating travelers on the benefits of flying local. This included promoting tools such as a cost comparison calculator, as well as highlighting key advantages like convenient parking, shorter security lines, and overall ease of travel.
- Driving measurable growth in passenger traffic. Since 2021, our efforts have contributed to a 25% increase in enplanements, positioning AGS closer to its pre-COVID benchmark. Notably, 2019 marked the strongest year in the airport's history for enplanements, and current performance reflects a strong trajectory toward that level.

Through a combination of strategic branding, targeted messaging, and data-driven campaigns, M3 Agency has played a key role in strengthening awareness, helping to increase airport usage, and supporting the continued growth of Augusta Regional Airport.

Section III: Management Capabilities and Experience



Prior to our time with Augusta Regional Airport, M3 served as the Agency of Record for the Columbia County Convention and Visitors Bureau from 2006-2011, assisting them with long and short-term goals to help drive economic growth by marketing the county as a destination for tourists, business travel, and events.

4) Describe at least two documented successes in designing strategic plans.

Success One

AUGUSTA SOLID WASTE

Background:

In 2013, Augusta Solid Waste, a division of the Augusta-Richmond County Government, engaged M3 Agency to lead a full rebranding effort and manage public perception ahead of significant changes to garbage collection services.

Plan Objectives:

Our team was tasked with rebranding the department and effectively communicating upcoming service changes to Richmond County residents, specifically the shift from twice-weekly to once-weekly collection. To address potential concerns, M3 positioned Augusta Solid Waste as a leader in creating a cleaner, greener community. This included highlighting the city's transition to environmentally friendly vehicles fueled by CNG (Compressed Natural Gas), which was produced locally at the landfill, resulting in sustainability benefits and cost savings for residents.

Tactics Used:

We began with research, including focus groups, stakeholder interviews, and site visits to the landfill and natural gas facility.

We developed the tagline **"Cleaner. Greener. Smarter."**, supported by a new visual identity, including updated logos and branding for the 311 system to streamline customer communication.

A redesigned website served as a central hub for updates, clearly communicating schedule changes while reinforcing the department's modern, forward-thinking approach.

Garbage trucks were transformed into mobile billboards, using engaging visuals to promote the new brand and environmental commitment.

A multi-channel communications strategy ensured broad reach, including press releases, direct mail (letters and postcards), strategically placed billboards, and on-the-ground engagement through community events with branded materials and staff presence.

Results:

When the service changes launched in 2013, residents were well-informed and prepared. Given the scale of the transition, Augusta Solid Waste considered the campaign a success, with strong community awareness and a smooth rollout of the new service model.

Section III: Management Capabilities and Experience



Contact:

Current Contact:

Shane Capitosti
Maintenance Manager
Augusta Richmond County
Engineering & Environmental Services Department
Cell- 706-830-1826

Former point of contact:

Lori M. Videtto
Former Deputy Director
Augusta Environmental Services Department

Former point of contact:

Mark Johnson
Former Director
Augusta Environmental Services Department



Section III: Management Capabilities and Experience



Success Two

SAVANNAH LAKES VILLAGE

Background:

Savannah Lakes Village (SLV) historically relied heavily on referrals from previous buyers, with minimal digital engagement. Prior to campaign efforts, web activity was limited, averaging just 1–2 form fills per month, indicating a significant opportunity to expand awareness and lead generation through targeted marketing.

Plan Objectives:

At the beginning of 2026, M3 Agency was tasked with increasing brand awareness, driving qualified traffic, and generating leads from a highly targeted audience of retirees. The strategy focused on positioning Savannah Lakes Village as an ideal alternative for those familiar with active adult communities, specifically targeting residents of The Villages, Florida, by offering a similar lifestyle with a more relaxed, peaceful environment. The campaign aimed to communicate that SLV delivers the amenities retirees value, without the density and pace of larger communities.

Tactics Used:

A fully integrated campaign launched on March 1, utilizing a mix of television, digital, and social media advertising to reach the target audience.

Creative messaging was built around the compelling tagline: “Love The Villages, but want something quieter? Introducing Savannah Lakes Village!”

Targeting strategies focused on retirees in The Villages, Florida, leveraging demographic and behavioral data to ensure precision reach. Digital efforts drove users to a dedicated website experience designed to convert interest into inquiries, while social media and display advertising reinforced messaging with lifestyle imagery and maintained frequency. Television placements helped build credibility and broad awareness within the target market.

Results:

The campaign delivered immediate and measurable impact. Website traffic more than doubled, increasing from 11,837 in February to 25,194 in April. This surge in engagement resulted in a 200% increase in conversions and a 98% improvement in conversion rate. Since launching, the campaign has generated 84 form fills and over 100 phone calls, significantly expanding the sales pipeline. Beyond lead generation, these efforts have translated into real business outcomes, with four closed home sales directly attributed to buyers from The Villages, Florida, and an additional five to six sales currently in progress. This campaign successfully shifted Savannah Lakes Village from a referral-based model to a scalable, results-driven marketing approach, driving both awareness and revenue growth.

Contact:

Savannah Lakes Realty / Capital Home Builders LLC.
Dwight D. Fleming
Managing Partner / Realtor, New Construction
864.391.8020
dwightdfleming@gmail.com
101 Village Dr, McCormick, SC 29835

Section III: Management Capabilities and Experience



SAVANNAH LAKES VILLAGES, SC
Golf Course & Lakefront Living

FEATURED HOMES

207 Riverwood Lane Macon, GA 31206 \$1,195,000	207 Riverwood Lane Macon, GA 31206 \$1,195,000	207 Riverwood Lane Macon, GA 31206 \$1,195,000	18A Sandpiper Drive Macon, GA 31206 \$1,195,000
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Where Relaxation Meets Adventure



Stay in the Wake.

DON'T MISS WHAT'S NEW AT THE LAKE



Looking for your next home – or just curious about what's new on the market?

Stay up to date with what's happening in Savannah Lakes real estate. Follow Savannah Lakes Realty on Facebook today.



Keep Up With
the Lake Life

SavannahLakesRealty.com



Build the life you've been dreaming of



Savannah Lakes Realty

RETIRE IN SAVANNAH LAKES VILLAGE
View Homes



MODEL HOMES

Flowering Peach 2,000 sq. ft. 3 bed 2 bath \$249,900	Flowering Peach 2,000 sq. ft. 3 bed 2 bath \$249,900	Hamline 2,000 sq. ft. 3 bed 2 bath \$249,900	Tea Olive 2,000 sq. ft. 3 bed 2 bath \$249,900
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Stay and Play



The Perfect Home is Waiting for You



Find a Savannah Lakes Village Center



You've worked hard. Now it's time to live well.

First Name: _____
Last Name: _____
Email: _____
Phone: _____



Savannah Lakes Realty

RETIRE IN SAVANNAH LAKES VILLAGE
View Homes

Savannah Lakes Realty

RETIRE IN SAVANNAH LAKES VILLAGE
View Homes

LAKE CENTERED LIVING Your Way.

Savannah Lakes Realty

Section III: Management Capabilities and Experience



5) Describe at least four documented successes in designing and implementing an integrated marketing strategy.

Client One

DAVE'S HOT CHICKEN

Background:

In March of 2026, Built Different Brands was preparing to open its first Dave's Hot Chicken in the CSRA. They approached M3 Agency to help launch the first Dave's Hot Chicken in Augusta, Georgia, build brand awareness, and entice the target audience to come by and try Augusta's newest concept.

Tactics:

With the timing of the grand opening rollout, we established some key events leading up to the big event to help ensure success.

KEY DATES & THEMES

DATE	DAY	THEME
March 25	Wednesday	FAMILY & FRIENDS DAY
March 26	Thursday	SOFT OPENING + MEDIA INVITE /INFLUENCER NIGHT
March 27	Friday	GRAND OPENING TO PUBLIC
March 28	Saturday	COMMUNITY DAY (Fire & Police)

KEY PROMOTIONAL DELIVERY

MARCH 24 – PRESS RELEASES

(Aiken Standard, Augusta Chronicle, Augusta Press, Augusta Business Daily, WRDW, WAGT, WJBF, WFXG, WGAC, WKSP)

MARCH 25 – FAMILY & FRIENDS DAY

Assist Built Different Brands with invites/Communication to select audience of friends and family.

MARCH 26 – SOFT OPENING + MEDIA INVITE/INFLUENCER LAUNCH

PURPOSE:

Generate early buzz, test operations under moderate volume, and capture pre-opening content.

HOST INFLUENCER EVENT FROM 5-8PM:

- Invite, schedule 15-20 local influencers, select community members, and content creators for event at Dave's Hot Chicken. M3 on site to host and coordinate.

KEY ACTIVITIES:

- Influencer dining experience immediately posted on social platforms
- M3 to capture content with video and photography (food, reactions, store visuals)
- To be scheduled – Morning food delivery/ interview with WKSP, top market radio personalities, requesting on-air trial
- Afternoon radio appearance on WPWR with food trial
- Morning appearance on NBC/CBS news morning show
- Afternoon appearance on ABC midday show



Section III: Management Capabilities and Experience

MARCH 27 – GRAND OPENING TO PUBLIC

Ribbon cutting: 10:30 am (M3 video & photography)

Opening Time: 10:30 AM

PURPOSE:

Officially open of the store

CEREMONY: 10:30 AM (DUSTIN / LEADERSHIP TEAM CHAMBER?)

- Ribbon cutting
- Welcome remarks
- Group photos

ON-SITE ASSETS:

- 2-4 PM live ticket stop (Mega Ticket Giveaway with kicks 99)
- Create :10 / :30 promotional messages to be aired throughout the day on a variety of top stations.
- Continue on-line influencer posts (we would have them produce 2 to 3 content posts)
- Social content creation as requested (Design/Video)

MARCH 28 – COMMUNITY DAY

M3 to capture video & photography. Offer to share with media outlets.

Contact:

Dustin Portillo
Director of Culture & Community
Built Different Brands
813.417.6232
dportillo@bdbrands.com

PRESS RELEASES



EVENT MANAGEMENT AND PHOTO/VIDEO COVERAGE



INFLUENCER CONTENT



@richrich762
tiktok
33.1k impressions
3,397 likes



@harriotpottor_
tiktok
32.5k impressions
3847 likes



@thisisaugusta
tiktok
20.9k impressions
1,491 likes





Client Two

SRP FEDERAL CREDIT UNION

Background:

SRP Federal Credit Union sought M3 Agency to develop a feel-good, comprehensive brand awareness campaign for SRP Federal Credit Union designed to position the institution as a lifelong financial partner, from childhood savings to legacy planning. The goal was to position SRP as a trusted, lifelong partner, helping individuals and families navigate each milestone with confidence.

Tactics:

Our team produced various materials, including a :60 video spot, which was also shortened to :30, original photography, billboards, and digital ads as a cohesive campaign. This campaign ran from September through December 2025. Although it was more brand awareness versus a sales or membership-driven, the rollout successfully reinforced SRP's presence in the community "every step of the way."

Contact:

Josh Rhoden, CUCME, CUDE
Marketing and Communications Manager
803.202.4368
jrhoden@srpfcu.org
1070 Edgefield Road, North Augusta, SC 29860



PRINT ADS

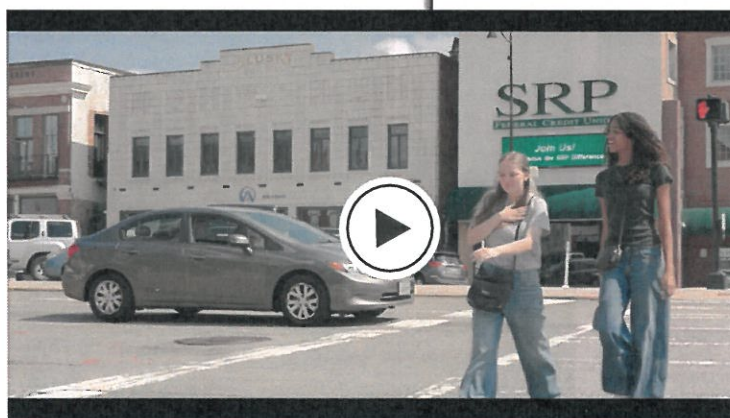


BILLBOARD CAMPAIGN



DIGITAL ADS

GREAT
STORIES
START
SMALL



TV SPOT





Client Three

AUGUSTA TRANSIT

Background:

In early 2017, Augusta Transit was looking to highlight its functionality and increase its visibility and the diversity of its patrons by educating more people about the services that they provide, as they felt it was an untapped resource by many in the area, such as students and business professionals. They also wanted to put a spotlight on their paratransit service, which is unique as it is a curb-to-curb van service that is available to qualifying persons with permanent or temporary disabilities.

Tactics:

To better understand ridership, demographics, and key challenges, our team conducted hands-on market research by riding Augusta Transit buses and analyzing customer feedback through social media reviews. This provided valuable insight into current users, service perception, and areas for improvement.

We then developed an integrated, cross-media marketing strategy, including a refreshed visual identity with an updated color palette, modern design, and imagery to support the goal of reaching untapped audiences and highlighting the paratransit service. Supporting materials included brochures, maps, and a user-friendly "how-to ride" guide covering fares, routes, and accessibility.

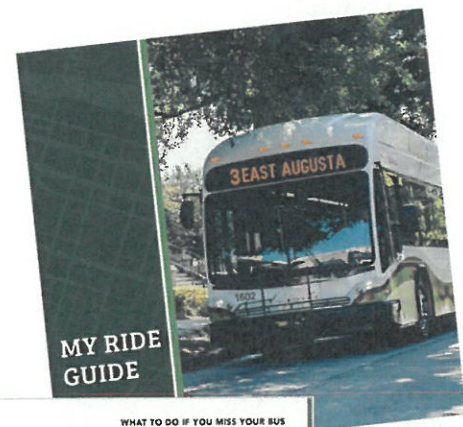
To expand awareness, we launched billboard campaigns and commercials featuring a more diverse, emerging audience not currently utilizing public transit. We also strengthened Augusta Transit's social media presence with engaging content and targeted Facebook ads that highlighted real riders and the everyday benefits of using the system.

Contact:

Dennis B. Skelley PT, DPT, MSA, FACHE
President/CEO
Georgia Rehabilitation Institute, Inc.
523 13th Street
Augusta, GA 30901
706-823-8505
DENNISS@georgiarehabilitationinstitute.com



OUTDOOR BILLBOARD CAMPAIGN



NEW MARKETING COLLATERAL



Client Four

NORTH AUGUSTA CHAMBER

Background:

The North Augusta Chamber of Commerce was preparing for the opening of SRP Park in April 2018, while facing an outdated brand and stagnant membership growth. President Terra Carroll led a rebranding initiative, aiming for a more progressive direction despite a traditionally conservative membership and board.

Tactics:

We began by defining branding goals and conducting interviews with the president, board members, chamber members, and city leaders to gather feedback. This insight was paired with nationwide research of chamber and CVB branding, allowing us to refine visual and messaging directions through a form of A/B testing. These findings informed the development of a new tagline and visual identity, shaped through collaborative stakeholder focus groups.

We then executed a full brand rollout, supported by a strategic press campaign targeting members, community leaders, and local media, culminating in a public unveiling at SRP Park. The launch featured a custom animated video showcasing the brand evolution on the stadium's video board, along with the debut of a new website with an enhanced user experience—resulting in strong media coverage and positive community response.

Our team also developed and coordinated new branded collateral for the launch, including business cards, staff and board name tags, and window clings for members to display their affiliation with the refreshed Chamber brand.

Contact:

Terra Carroll
North Augusta Chamber of Commerce
President/ CEO
Terra@northaugustachamber.net
803.279.2323

NEW ONLINE PRESENCE
WEBSITE OVERHAUL

<http://www.northaugustachamber.org>



NEW BRANDING LOGO



NEW ICON SUPPORT GRAPHIC



NEW SUPPORT STATIONERY



Section III: Management Capabilities and Experience



6) Describe the ability of your firm to place the media buys for the airport, including providing reach and frequency reports (include a sample report) to Airport staff. Identify any family members that perform work or provide consulting services for any of the media outlets with which the Airport might place media buys.

We've spent the last 28 years purchasing media in the Augusta market, as well as areas in the Southeast region and across the United States. As an agency, we provide the convenience of an in-house media buyer, at no charge, which allows us to bypass the middle-man. This results in better quality scheduling and programming, specifically to fit a client's goals. We use our expertise in traditional and digital media, along with research data from sources like Nielsen, to achieve optimum reach and frequency to target a selected demographic. We can offer our clients the most competitive rates due to our high-volume purchases. We deliver a hands-on approach by monitoring schedules and affidavits verification to ensure that you get the best return on your investment. M3 Agency evaluates the effectiveness of digital campaigns through comprehensive performance reporting, leveraging tools like Google Analytics to track key metrics such as engagement, reach, conversions, and return on investment. Our dedicated digital specialists continuously monitor campaign performance in real time, using data-driven insights to make ongoing optimizations that maximize results.

We are unaware of any family members that perform work or consulting services for the media outlets with which the Airport might place media buys, and none within our agency.

Tv Schedule



Station	Daypart	Days	Time	Length	Program	Rate	CPP	Apr-01	Apr-05	Apr-12	Apr-19	Apr-26	Spots	A25-64	Cost
WRDW-TV 12.1		MTWRF--	0600A-0700A	30	NEWS 12 6A	120.00	\$54.55	0	3	3	3	0	9	2.20	\$1,080.00
Comments :															
WRDW-TV 12.1		MTWRF--	0500P-0630P	30	NEWS 12 ROTATOR	135.00	\$51.92	0	4	4	4	0	12	2.60	\$1,620.00
Comments :															
WRDW-TV 12.1 Station Spot Totals								0	7	7	7	0	21		
WRDW-TV 12.1 Total Spend								\$0.00	\$900.00	\$900.00	\$900.00	\$0.00			\$2,700.00
WJBF 6.1		-----S-	0700A-0800A	30	GOOD MORNING AUGUSTA	65.00	\$20.31	0	2	1	1	0	4	3.20	\$260.00
Comments :															
WJBF 6.1		-----S-	0800A-0900A	30	GOOD MORNING AMERICA SAT	110.00	\$26.19	0	1	1	1	0	3	4.20	\$330.00
Comments :															
WJBF 6.1		MTWRF--	0700A-0900A	30	GOOD MORNING AMERICA	225.00	\$56.25	0	2	2	2	0	6	4.00	\$1,350.00
Comments :															
WJBF 6.1 Station Spot Totals								0	5	4	4	0	13		
WJBF 6.1 Total Spend								\$0.00	\$690.00	\$625.00	\$625.00	\$0.00			\$1,940.00
WFXG 54.1		MTWRF--	0600A-0800A	30	FOX NEWS NOW	15.00	\$30.00	0	5	5	5	5	20	0.50	\$300.00
Comments :															
WFXG 54.1		MTWRF--	0700P-0800P	30	FAMILY FEUD	125.00	\$0.00	0	4	4	4	0	12	0.00	\$1,500.00
Comments :															
WFXG 54.1 Station Spot Totals								0	9	9	9	5	32		
WFXG 54.1 Total Spend								\$0.00	\$575.00	\$575.00	\$575.00	\$75.00			\$1,800.00
WAGT 26.1		MTWRF--	0700A-0900A	30	TODAY SHOW	75.00	\$150.00	0	2	2	2	0	6	0.50	\$450.00
Comments :															
WAGT 26.1		-----S-	0800A-0900A	30	TODAY SHOW SAT	40.00	\$44.44	0	1	1	1	0	3	0.90	\$120.00
Comments :															
WAGT 26.1 Station Spot Totals								0	3	3	3	0	9		
WAGT 26.1 Total Spend								\$0.00	\$190.00	\$190.00	\$190.00	\$0.00			\$570.00
Spot totals								0	24	23	23	5	75		\$7,010.00

Section III: Management Capabilities and Experience



Reach and Frequency Report

WRDW : WRDW-TV 12.1

Month	Spots	GRPs	Reach	Freq	Gross	Net	CPP	ACPM	TCPM
Apr	21	51	34.28%	1.49	\$2,700.00	\$2,295.00	\$52.94	\$14.95	\$14.89
Totals	21	51	34.28%	1.49	\$2,700.00	\$2,295.00	\$52.94	\$14.95	\$14.89

WJBF : WJBF 6.1

Month	Spots	GRPs	Reach	Freq	Gross	Net	CPP	ACPM	TCPM
Apr	13	49.4	33.63%	1.47	\$1,940.00	\$1,649.00	\$39.27	\$11.22	\$11.60
Totals	13	49.4	33.63%	1.47	\$1,940.00	\$1,649.00	\$39.27	\$11.22	\$11.60

WFXG : WFXG 54.1

Month	Spots	GRPs	Reach	Freq	Gross	Net	CPP	ACPM	TCPM
Apr	32	10	8.10%	1.23	\$1,800.00	\$1,530.00	\$180.00	\$11.60	\$13.40
Totals	32	10	8.10%	1.23	\$1,800.00	\$1,530.00	\$180.00	\$11.60	\$13.40

WAGT : WAGT 26.1

Month	Spots	GRPs	Reach	Freq	Gross	Net	CPP	ACPM	TCPM
Apr	9	5.7	4.72%	1.21	\$570.00	\$484.50	\$100.00	\$36.33	\$35.09
Totals	9	5.7	4.72%	1.21	\$570.00	\$484.50	\$100.00	\$36.33	\$35.09

Total

Month	Spots	GRPs	Reach	Freq	Gross	Net	CPP	ACPM	TCPM
Apr	75	116.1	58.62%	1.98	\$7,010.00	\$5,958.50	\$80.38	\$15.44	\$14.04
Totals	75	116.1	58.62%	1.98	\$7,010.00	\$5,958.50	\$80.38	\$15.44	\$14.04

M3 Agency represents the listed client for public relations purposes and the placing of advertising only. All rates are GROSS. It is expressly understood that acceptance of this order does not render M3 Agency or its agents liable for payment of any indebtedness incurred by the client in this matter. M3 Agency will in good faith undertake to collect and forward monies due the vendor under this order. M3 Agency reserves the right to resell time. All spots are to run AS ORDERED. All makegoods must be approved in writing. Any spot running outside of the ordered time period without written approval will be credited. Please contact the agency Media Buyer ASAP if there are any clearance problems. EQUAL ROTATION WITH DAYS AND TIME PERIODS IS REQUIRED OR A CREDIT WILL BE TAKEN. Minimum 5 minutes separation is required.

7) Comprehensive resources, experience, creative talent, manpower of our agency.

Being a full-service advertising agency, with expertise in traditional and digital marketing, we're able to provide our services for clients without use of subcontractors or sub-consultants. We've found that by offering these services by employees who are on staff, we're able to control costs and ensure consistent and cohesive messaging across all media outlets.

WE ARE FULLY PREPARED

Our Services are All-Inclusive:

In-House Design

- Art Director
 - Creative Direction
- Creative Development & Design
 - Digital & Social Assets
 - Logos & Branding
 - Brochures / Direct Mail
 - Ad Creation
 - Outdoor
 - Signage & Promotional Displays
 - Promo Item (t-shirts, mugs, hats, swag)

In-House Content Creation

- On-site Production Studio
 - 3 Video Producers
 - Drone Operator
 - Animator
- On-site Photography Studio
 - 2 Photographers
 - Lighting Specialists
- Production
 - Television
 - Radio
 - Corporate Video
- Editing
 - Fast turn-around
 - Management of frequent revisions
- Podcasting
 - In-House Studio
 - Recording
 - Development



Section III: Management Capabilities and Experience

Social Media Management

- Research, Planning, & Calendar Creation
- Post Creation & Development
- Posting across all Platforms
- Monthly Reporting & Analytics

In-House Web Services

- Website Development
- Web Host
- Web Programming
- SEO (Search Engine Optimization)
- Web Maintenance
- Custom Video Content
- Web Ad Creation

In-House Media

- Digital Planning & Placement
 - Google Partner
 - Buy Direct from Exchanges
 - Google/Bing/Yahoo Certified
 - SEM / SEO
 - Paid Social Media (*Facebook Partner, Instagram, LinkedIn, TikTok, Snapchat, YouTube, etc.*)
- Media Planning & Placement
 - Target GRPs
 - Target Demographics
 - Media Buying Software/Auditing
 - OTT / DSP Procurement
- Research
 - Nielsen / Comscore
 - Arbitron
 - Google Analytics
 - Ahrefs

In-House Account Management

- Consulting
 - Develop a media strategy that will be effective in your industry
- Flexibility
 - Changes can be made at any time
- Reliability
- Focus
 - Sending targeted messages to the correct audience

Specialty Services

- Account Management
- Public Relations
- Grand Opening & Event Planning
- Promotional Items
(*Pens, t-shirts, caps, giveaways & much more*)
- Banners
- Window Clings
- Wall / Real Estate Signage
- Mascot Development
- Sales Center Development



8) Resumes of M3 Team Members who would lead the work on projects for the Airport.

Rick Donaldson

President/CEO

- Formed agency in November of 1998 after feeling that agencies did not always look after their clients interest.
- Over 35 years of multi-media experience. Television, cable, outdoor, direct mail, digital, website, social media, SEO & SEM management.
- **Involvement:** Aid in developing marketing plan including marketing strategies, budget, and marketing support for public special events, and with creative development.

Ashley Drummond

Account Supervisor / Day-to-Day Contact

- 18 years in marketing, account management
- Bachelor of Arts in Mass Communication: Advertising and Public Relations
- With M3 Agency since 2008
- **Involvement:** Aid in developing brand including strategies, budget and support for events and with creative development
- Has 5+ years of marketing experience for a regional airport, leading strategic campaigns that have helped to increase passenger enplanements, strengthen brand visibility, and further establish the airport as a trusted community partner.

Amy Padgett

Digital Director & Media Buyer

- Over 35 years in marketing, account management, media buying, SEO and SEM management
- Google Ads and Analytics Certified
- Bachelor of Fine Arts in Broadcasting
- With M3 Agency since 2000
- Past President, AAF Augusta
- **Involvement:** Oversee the digital team's SEM activities. Responsible for all digital campaign activities, including making recommendations, monitoring campaigns, and providing campaign performance results. Aid in research and developing traditional media plans, including marketing strategies, budget recommendations, and suggested media placement.

Noah Pulley

Digital Specialist

- With M3 Agency since 2019
- 17 years working in marketing research/analysis and search engine marketing.
- Bachelor of Business Marketing
- Google Ads and Google Analytics Certified
- **Involvement:** Aid in developing marketing plan, including digital strategies and campaigns, monitoring digital performance, and providing reporting.



Section III: Management Capabilities and Experience

Lynn Forbes

Art Director

- Over 35 years in advertising, print and web design
- Bachelor of Arts from Savannah College of Art & Design
- With M3 Agency since 2001; numerous AAF Augusta
- **Involvement:** Create and produce marketing materials and aid in creative development.

Korey Zarlenga

Creative Services Director

- Over 18 years in advertising, print and web design, web development
- Degree in Media Communication and Print and Graphic Technologies
- With M3 Agency since 2007
- **Involvement:** Aid in with creative development and project management of creative services projects, including design, video, photography, and social media.

Wesley Latch

Lead Programmer

- Over 25 years in web development
- Degree in Math and Computer Science
- With M3 Agency since 2010
- **Involvement:** Provide any updates or recommendations for website activity. If any changes are needed to the website, will work with current provider to help facilitate.

Fran Tilby

Video Production Supervisor, Animator, Drone Operator

- Joined M3 Agency in 2013
- Bachelor of Fine Arts in Animation
- FAA Remote Pilot Certification
- **Involvement:** Establish video strategies, budgets and guidelines for video projects, assist with any talent recruitment, and lead the production team with filming and editing, as well as provide drone and animation support for projects.

Bethlehem Dempsey, PMP®

Team Project Manager, Events Specialist

- With M3 Agency since 2020
- Background in non-profit events and fundraising
- Project Management Professional with Certificates in Event and Meeting Management, Content Marketing and Email Marketing
- **Involvement:** Aid in any day-to-day needs as determined by the Account Manager, would be essential in planning and preparation for any events, from planning to execution, production/content shoot support and talent acquisition.



Section III: Management Capabilities and Experience

Lydia Deisch

Social Media Director

- Joined M3 Agency in 2025
- Over 4 years of digital and social media experience
- **Involvement:** Aid in developing social content, along with posting strategies and schedules to align with the marketing goals.

Jeremiah Griffin

Digital Specialist

- Bachelor of Arts in Communication
- Google Video Certified, Google Display Certified, Bing Certified, various SEO certifications, and Meta Ads certification
- **Involvement:** Aid in developing marketing plan, including digital strategies and campaigns, as well as paid social campaigns.

Harmony Osgood

Graphic Design / Photographer

- Joined M3 Agency in 2025
- Over 12 years of experience in design and photography
- **Involvement:** Capture photography content, providing professional, high-quality imagery that tells a story and strengthens the brand identity, as well as create and produce marketing materials, aiding in creative development.

Liam Garcia

Videographer

- Joined M3 Agency in 2025
- Over 4 years of videography experience
- Bachelor of Science, Media and Entertainment
- Lighting Specialist
- **Involvement:** On-set cinematography, supporting post-production, as well as assisting with select social media content and photography to maintain visual consistency across campaigns.

9) Our recommendation on placement and budget tracking.

We recognize that every client has unique goals, so we avoid a one-size-fits-all approach to marketing. Instead, we develop fully customized strategies rooted in each client's specific objectives, audience needs, and performance expectations, an approach we would apply to the Airport as well. Once the target audience(s) are clearly defined for the campaign, the M3 team conducts a detailed evaluation of available media outlets to determine the most effective mix for reaching and influencing those audiences. These recommendations are always guided by data, market research, and budget efficiency to ensure maximum impact.

To maintain strong financial oversight and transparency throughout each campaign, we utilize a centralized internal project management system that assigns dedicated budgets to every initiative, tracks time spent on deliverables in real time, and provides full visibility to the entire team. This ensures that every dollar is accounted for and aligned with strategic priorities. By continuously monitoring performance and spend together, our team is able to make informed adjustments when needed, helping clients stay agile while maximizing return on investment.



10) M3, the best partner for the Airport.

M3 Agency is uniquely positioned to serve as the ideal marketing partner for Augusta Regional Airport due to our strong local presence, understanding of the region, and proven experience supporting organizations with growth-focused goals. We are fully capable of supporting Augusta Regional Airport's goals, including increasing passenger enplanements, expanding air service offerings, and strengthening community engagement. We should be seen as a seamless extension of your marketing team that is fully invested in your success.

Our strength lies in combining creative capabilities with comprehensive in-house services, allowing us to efficiently execute campaigns while maintaining a high standard of quality and consistency across all channels. From strategy development and content creation to media planning, digital execution, and performance reporting, our team delivers fully integrated solutions tailored to your goals. What sets M3 apart is our results-driven approach, by actively managing and optimizing campaigns based on real-time data to ensure measurable impact.

With a strong foundation in strategic marketing and a track record of helping clients grow visibility, engagement, and performance, we are confident that M3 Agency can help take Augusta Regional Airport to new heights and further position AGS as a thriving regional gateway.

11) Conflicts of Interest

While we do not see any conflicts of interest within our client base, it was requested that we list any Georgia or South Carolina airports, Chambers of Commerce, Economic Development Agencies or travel and tourism firms you are working for now, or in the past year.

- North Augusta Chamber of Commerce: website hosting and maintenance, email service, and design support.
- Masters Housing Bureau (Augusta Metro Chamber of Commerce) - website development, hosting, and maintenance, as well as SEO services.
- Augusta Metro Chamber of Commerce - website development, hosting, and maintenance for program website (Students2work.org)
- Augusta Entertainment Complex - website development, hosting, and maintenance, marketing of select concerts/events
- Columbia County Performing Arts Theater - marketing of select concerts/events
- Georgia Peach Festival (Peach County Board of Commissioners, Fort Valley Utility Commission, the City Governments of Byron and Fort Valley, the Byron Convention and Visitors Bureau, and the Peach County tourism committee) - marketing of the annual event, day of video/photography content



SECTION IV: Financial Information



3617 Walton Way Extension, Augusta, Georgia 30909
Phone: (706) 731-1407 Fax: (706) 731-5902

Mass Media, LTD
229 Furys Ferry Road
Suite 123
Augusta, GA 30907

April 28, 2026

To whom it may concern:

This letter is in reference to Mass Media, LTD who has open, active and in good standing accounts with Queensborough National Bank and Trust Company. Should you have any questions, concerns or need additional information regarding this customer, please do not hesitate to contact me directly.

Sincerely,

A handwritten signature in black ink, appearing to read 'Katie J. Douglas'.

Katie J. Douglas
Vice President
706-731-1407
Katie.douglas@qnbtrust.bank

CLEVELANDGROUP
CERTIFIED PUBLIC ACCOUNTANTS

**Mass Media, LTD
Financial Statements -
Accrual Basis
January 31, 2026**

M3 Agency/Mass Media
Statement of Assets, Liabilities, and Equity - Tax Basis
As of January 31, 2026

	Jan 31, 26
ASSETS	
Current Assets	
Checking/Savings	761,924.87
Accounts Receivable	1,002,318.96
Other Current Assets	182,591.06
Total Current Assets	1,946,834.89
Fixed Assets	
ACCUMULATED AMORTIZATION	-520.00
ORGANIZATIONAL COSTS	520.00
SERVER	9,298.77
VEHICLES	220,332.68
154 · FURN. & EQUIPMENT	209,148.16
155 · ACCUMULATED DEPR.	-415,897.87
Total Fixed Assets	22,881.74
TOTAL ASSETS	1,969,716.63
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	989,851.38
Credit Cards	-93,647.60
Other Current Liabilities	78,925.99
Total Current Liabilities	975,129.77
Long Term Liabilities	827,396.19
Total Liabilities	1,802,525.96
Equity	
TREASURY STOCK	-20,000.00
296 · STOCKHOLDERS' DRAWS - RICK	-75,000.00
297 · STOCKHOLDERS' DRAWS - TERRY	-25,000.00
301 · COMMON STOCK	500.00
305 · ADDITIONAL PAID IN CAPITAL	30,890.86
320 · RETAINED EARNINGS	50,257.67
Net Income	205,542.14
Total Equity	167,190.67
TOTAL LIABILITIES & EQUITY	1,969,716.63

For management purposes only. No assurance is provided on these financial statements.

M3 Agency/Mass Media
Statement of Assets, Liabilities, and Equity - Tax Basis
As of January 31, 2026

	Jan 31, 26
ASSETS	
Current Assets	
Checking/Savings	
FIRST CITIZENS	9,838.08
QBNT - 4544	364,364.30
US BANK	387,722.49
Total Checking/Savings	761,924.87
Accounts Receivable	
129 · ACCOUNTS RECEIVABLE	1,040,416.26
130.1 · ALLOWANCE FOR DOUBTFUL ACCOUNTS	-38,097.30
Total Accounts Receivable	1,002,318.96
Other Current Assets	
DUE TO/FROM SOUTHFIRE	2,574.99
N/R - Officer	250,000.00
PREPAID INSURANCE	7,839.15
12000 · Undeposited Funds	-77,823.08
Total Other Current Assets	182,591.06
Total Current Assets	1,946,834.89
Fixed Assets	
ACCUMULATED AMORITIZATION	-520.00
ORGANIZATIONAL COSTS	520.00
SERVER	9,298.77
VEHICLES	220,332.68
154 · FURN. & EQUIPMENT	209,148.16
155 · ACCUMULATED DEPR.	-415,897.87
Total Fixed Assets	22,881.74
TOTAL ASSETS	1,969,716.63
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
210 · ACCOUNTS PAYABLE	989,851.38
Total Accounts Payable	989,851.38
Credit Cards	
American Express	-107,294.76
AMEX - AMAZON	1,024.58
CITI	2,515.01
US BANK CC	10,107.57
Total Credit Cards	-93,647.60
Other Current Liabilities	
Current Portion Long Term Debt	44,769.00
220 · FEDERAL INCOME TAX W/H	13,937.38
223 · MEDICARE W/H	1,433.29
224 · FICA TAX WH	6,128.62
226 · ACCRUED FICA	7,561.91
227 · ACCRUED FUTA/SUTA	626.98
240 · GA WITHHOLDING	4,468.81
Total Other Current Liabilities	78,925.99
Total Current Liabilities	975,129.77

For management purposes only. No assurance is provided on these financial statements.

M3 Agency/Mass Media
Statement of Assets, Liabilities, and Equity - Tax Basis
As of January 31, 2026

	<u>Jan 31, 26</u>
Long Term Liabilities	
Less Current Portion LTD	-44,769.00
N/P - SBA LOAN 1	347,168.90
N/P - SBA LOAN 2	489,939.70
270 · N/P - TERRY RANDOLPH	20,000.00
272 · N/P - TUNDRA	3,816.96
274 · N/P - AMY'S GENESIS	11,439.63
	<u>827,396.19</u>
Total Long Term Liabilities	
Total Liabilities	1,802,525.96
Equity	
TREASURY STOCK	-20,000.00
296 · STOCKHOLDERS' DRAWS - RICK	-75,000.00
297 · STOCKHOLDERS' DRAWS - TERRY	-25,000.00
301 · COMMON STOCK	500.00
305 · ADDITIONAL PAID IN CAPITAL	30,890.86
320 · RETAINED EARNINGS	50,257.67
Net Income	205,542.14
	<u>167,190.67</u>
Total Equity	
TOTAL LIABILITIES & EQUITY	<u><u>1,969,716.63</u></u>

For management purposes only. No assurance is provided on these financial statements.

M3 Agency/Mass Media
Statement of Revenues and Expenses - Tax Basis
January 2026

	Jan 26	% of Income	Jan 25	% of Income
Ordinary Income/Expense				
Income				
487 PROMO ITEMS	\$ -	0.0%	\$ 2,144.00	0.21%
489 SOCIAL MEDIA	18,275.47	2.04%	11,100.00	1.11%
400 · ONLINE ADVERTISING	0.00	0.0%	500.00	0.05%
401 · SPOT RADIO	170,409.06	19.01%	155,010.65	15.47%
402 · SPOT TV	115,357.35	12.87%	76,916.28	7.68%
403 · PRINT MAGAZINES	24,752.35	2.76%	25,628.82	2.56%
404 · SPOT CABLE	65,811.94	7.34%	75,048.12	7.49%
405 · PRINT NEWSPAPER	500.00	0.06%	6,106.49	0.61%
406 · OUTDOOR DIRECTIONAL	57,463.99	6.41%	73,432.26	7.33%
407 · MEDIA DIRECT MAIL	2,359.33	0.26%	540.00	0.05%
408 · CALL CENTER	0.00	0.0%	100.00	0.01%
409 · WEBSITE DEVELOPMENT	9,093.50	1.01%	10,120.00	1.01%
410 · WEBSITE HOSTING	20,312.00	2.27%	24,195.00	2.42%
413 · GOOGLE ADWORDS	256,949.30	28.66%	253,379.47	25.29%
415 · FACEBOOK	19,278.00	2.15%	27,492.53	2.74%
422 · SEO	11,586.00	1.29%	16,042.00	1.6%
423 · E-MAIL/DOMAIN NAMES	3,210.42	0.36%	2,170.46	0.22%
428 · DESIGN CONCEPT/LAYOUT	16,881.60	1.88%	47,894.00	4.78%
448 · AGENCY FEES	41,083.34	4.58%	98,511.66	9.83%
460 · PHOTOGRAPHY	0.00	0.0%	2,681.00	0.27%
463 · TALENT	9,070.00	1.01%	20,135.00	2.01%
470 · DUBS	2,660.00	0.3%	5,390.00	0.54%
472 · PRINTING	22,195.51	2.48%	20,274.22	2.02%
478 · AUDIO/VIDEO PRODUCTION	29,180.00	3.26%	46,972.75	4.69%
Total Income	896,429.16	100.0%	1,001,784.71	100.0%
Cost of Goods Sold				
587 COGS - PROMO ITEMS	0.00	0.0%	1,353.89	0.14%
500 · COS - ONLINE ADVERTISING	531.92	0.06%	409.60	0.04%
501 · COS - SPOT RADIO	38,126.41	4.25%	54,145.12	5.41%
502 · COS - SPOT TV	102,470.52	11.43%	69,258.57	6.91%
503 · COS - PRINT MAGAZINES	20,457.50	2.28%	22,559.50	2.25%
504 · COS - SPOT CABLE	62,321.45	6.95%	69,626.40	6.95%
505 · COS - PRINT NEWSPAPER	1,100.00	0.12%	0.00	0.0%
506 · COS - OUTDOOR DIRECTIONAL	54,115.10	6.04%	66,994.83	6.69%
507 · COS - MEDIA DIRECT MAIL	1,203.44	0.13%	328.85	0.03%
510 · COS - WEBSITE MAINTENANCE	60.20	0.01%	1,728.50	0.17%
513 · COS - GOOGLE ADWORDS	154,010.08	17.18%	175,375.98	17.51%
515 · COS - FACEBOOK	17,587.39	1.96%	23,547.88	2.35%

For management purposes only. No assurance is provided on these financial statements.

M3 Agency/Mass Media
Statement of Revenues and Expenses - Tax Basis
January 2026

	Jan 26	% of Income	Jan 25	% of Income
522 · COS - SEO	5,599.00	0.63%	11,928.12	1.19%
523 · COS - E-MAIL/DOMAIN NAMES	0.00	0.0%	150.00	0.02%
526 · E-MAIL/DOMAIN NAME	2,112.28	0.24%	1,578.69	0.16%
548 · COS - AGENCY FEES	5,539.00	0.62%	0.00	0.0%
560 · COS - PHOTOGRAPHY	0.00	0.0%	1,216.00	0.12%
563 · COS - TALENT	6,135.00	0.68%	14,368.00	1.43%
572 · COS - PRINTING	17,913.60	2.0%	16,198.93	1.62%
Total COGS	489,282.89	54.58%	530,768.86	52.98%
Gross Profit	407,146.27	45.42%	471,015.85	47.02%
Expense				
LEGAL AND ACCOUTING	0.00	0.0%	2,000.00	0.2%
605 · MISC. CONTRACT LABOR	13,726.76	1.53%	387.50	0.04%
607 · PAYROLL TAXES				
600 · DIGITAL/WEB SALARIES	34,689.20	3.87%	33,910.30	3.39%
601 · DESIGN SALARIES	23,206.39	2.59%	24,564.59	2.45%
602 · ADMIN SALARIES	49,021.17	5.47%	51,556.80	5.15%
603 · SALES SALARIES	40,860.68	4.56%	60,940.36	6.08%
604 · PRODUCTION SALARIES	12,593.66	1.41%	24,706.92	2.47%
607 · PAYROLL TAXES - Other	15,619.10	1.74%	20,108.18	2.01%
Total 607 · PAYROLL TAXES	175,990.20	19.63%	215,787.15	21.54%
608 · STORAGE EXPENSE	304.00	0.03%	279.00	0.03%
609 · WEBSITE COSTS	5,060.93	0.57%	4,170.25	0.42%
614 · BANK CHARGES	2,392.62	0.27%	1,799.99	0.18%
615 · CREDIT CARD FEES	2,953.41	0.33%	1,608.75	0.16%
620 · ADVERTISING - AGENCY				
642 · PROMOTIONS/ADVERTISING	5,496.96	0.61%	1,575.16	0.16%
Total 620 · ADVERTISING - AGENCY	5,496.96	0.61%	1,575.16	0.16%
632 · BAD DEBT EXPENSE	(52,509.51)	-5.86%	0.00	0.0%
640 · COPIER EXPENSE	305.45	0.03%	122.84	0.01%
648 · DEPRECIATION EXPENSE	872.48	0.1%	1,056.78	0.11%
652 · DUES, FEES, & SUBSCRIPTIONS	8,733.79	0.97%	5,657.63	0.57%
653 · DUES - NON DEDUCT	0.00	0.0%	740.00	0.07%
656 · MEALS 50%	56.92	0.01%	189.04	0.02%
660 · INSURANCE	3,359.66	0.38%	2,202.52	0.22%
661 · HEALTH INSURANCE	9,460.11	1.06%	10,915.81	1.09%
664 · OFFICE SUPPLIES	7,762.23	0.87%	2,506.58	0.25%
668 · POSTAGE/DELIVERY	290.40	0.03%	329.15	0.03%
672 · OFFICE - RENT	6,266.00	0.7%	6,166.00	0.62%
676 · PROFESSIONAL SERVICES	4,229.75	0.47%	3,984.75	0.4%
684 · TELEPHONE - TELEGRAPH	1,179.88	0.13%	2,045.11	0.2%

For management purposes only. No assurance is provided on these financial statements.

M3 Agency/Mass Media
Statement of Revenues and Expenses - Tax Basis
January 2026

	<u>Jan 26</u>	<u>% of Income</u>	<u>Jan 25</u>	<u>% of Income</u>
687 · GAS EXPENSE	516.37	0.06%	508.47	0.05%
688 · TRAVEL TRANSPORTATION	9.00	0.0%	496.02	0.05%
691 · UTILITIES	1,124.58	0.13%	1,102.65	0.11%
802 · INTEREST EXPENSE	3,708.61	0.41%	3,851.63	0.38%
803 · CONTRIBUTIONS	500.00	0.06%	350.00	0.04%
Total Expense	<u>201,790.60</u>	<u>22.51%</u>	<u>269,832.78</u>	<u>26.94%</u>
Net Ordinary Income	205,355.67	22.91%	201,183.07	20.08%
Other Income/Expense				
Other Income				
701 · DISCOUNTS EARNED	0.00	0.0%	5.47	0.0%
702 · INTEREST EARNED	186.47	0.02%	0.00	0.0%
Total Other Income	<u>186.47</u>	<u>0.02%</u>	<u>5.47</u>	<u>0.0%</u>
Net Other Income	186.47	0.02%	5.47	0.0%
Net Income	<u><u>\$ 205,542.14</u></u>	<u><u>22.93%</u></u>	<u><u>\$ 201,188.54</u></u>	<u><u>20.08%</u></u>

For management purposes only. No assurance is provided on these financial statements.



SECTION V: References



Section V: References

MASTER AUTOMOTIVE (BUICK, GMC, CHEVROLET, CADILLAC)

William Schafer
President
wschafer@masterautomotive.com
706.855.9400
3710 Washington Rd, Augusta, GA 30907

SAVANNAH LAKES REALTY / CAPITAL HOME BUILDERS LLC.

Dwight D. Fleming
Managing Partner / Realtor, New Construction
864.391.8020
dwightdfleming@gmail.com
101 Village Dr, McCormick, SC 29835

SRP FEDERAL CREDIT UNION

Josh Rhoden, CUCME, CUDE
Marketing and Communications Manager
803.202.4368
jrhoden@srpfcu.org
1070 Edgefield Road, North Augusta, SC 29860

MELLOW MUSHROOM (EVANS, AUGUSTA, AND AIKEN)

Alexandra Bauer
Regional Manager
716.622.1010
alexandrabauer2@gmail.com
4348 Washington Rd, Evans, GA, 30809

WEINBERGER'S FURNITURE & MATTRESS SHOWCASE

Karly Weinberger
Vice President of Weinberger's Furniture &
Mattress Showcase
706.830.0626
karly@weinbergersfurniture.com
3021 River Watch Pkwy, Augusta, GA 30907
1010 Commerce Dr, Greensboro, GA 30642



SECTION VI:
Additional Information

Section VI: Additional Information:**A SAMPLING OF OUR WORK ▶**

Please scan the QR code to view a sampling of our creative work to include brand development, identity positioning and collateral support.



<https://vimeo.com/908628858/64402f6c6e?share=copy>

EXHIBIT B
RATE SCHEDULE

FEE PROPOSALName of Company: M3 Agency*No fee for tradition
media placement, retain
agency commissionFee for Traditional Placement of Ads Material
(% Markup if applicable)0 %

Fee for Digital Placement (% Markup)

18 %

Production Fee

125 /hr.

Design / Creative Services

100 /hr.

Event Planning

75 /hr.

Project Coordination

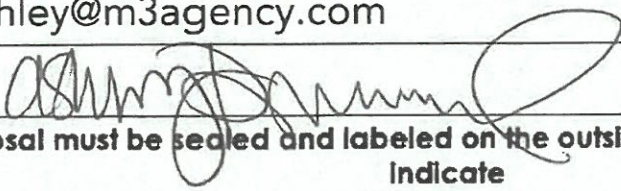
0 /hr.

Clerical

0 /hr.

You are to include your price for each line in the increments in the unit of measure listed above, either percentage or hourly rate. Please do not deviate from the unit of measure that is listed for each item.

No Additional Fees will be accepted. All fees must be listed in line items above

PROPOSAL SUBMITTED BY:NAME: Ashley DrummondCOMPANY: M3 AgencyADDRESS: 229 Furys Ferry Road, Suite 123CITY/STATE: Augusta, GATELEPHONE: 706-651-0053 FAX: 706-651-0535EMAIL: ashley@m3agency.comSIGNATURE: 

Fee Proposal must be sealed and labeled on the outside of the package to clearly
Indicate

That it is in response to RFQ/P #26-172 Airport Marketing Agency.



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

Augusta Aviation Commission Special Called Meeting

September 10, 2026

9:00 a.m.

Orwen Aviation Commission Chambers

2nd Floor – Terminal Building

Commission Members: Commissioner Michael Cioffi; Commissioner Randy Sasser;
Commissioner William Fennoy; Commissioner Charles Larke;
Commissioner Marshall McKnight; Commissioner James Germany;
Commissioner Dan Troutman;

Absent: Commissioner Ronic West; Commissioner Larry Harris;
Commissioner Kay Roland; Commissioner Wilbert Barrett;
Commissioner Davis Beman

Staff: Mr. Herbert L. Judon, Jr.; Ms. Lauren Smith;
Mr. Robert Kerr – Staff Attorney; Mr. Kenneth Hinkle;
Mr. Stephen Hedden; Ms. Elizabeth Giles;
Ms. Diane Johnston; Capt. Tindell; Ms. Jennifer Humphrey

Others: Mr. Edwin Scott – Mead & Hunt via Teams

CALL TO ORDER & PRAYER – *Vice-Chair Commissioner Michael Cioffi called the meeting to order at 9:01 a.m. and offered prayer.*

I. AGENDA & MINUTES

A. September 10, 2026, Augusta Aviation Commission Special Called Meeting Agenda

B. August 27, 2026, Augusta Aviation Commission Meeting Minutes

Motion by Commissioner Troutman 2nd by Commissioner Fennoy to approve September 10, 2026, Augusta Aviation Commission Special Called Meeting Agenda, August 27, 2026, Augusta Aviation Commission Meeting Minutes

No Discussion; Unanimous Ayes; Motion Carries

Commissioner Larry Harris arrived at 9:03 a.m.

September 10, 2026

Page 2 of 2

II. EXECUTIVE SESSION

Motion by Commissioner Fennoy 2nd by Commissioner Larke at 9:03 a.m. to enter Executive Session to discuss Real Estate and Potential Litigation.

No Discussion; Unanimous Ayes; Motion Carries

Commissioner Ronic West arrived at 9:07 a.m.

A. To Discuss Real Estate

Requested to remain in Executive Session A: Airport Legal Counsel, Mr. Robert Kerr, Mr. Herbert L. Judon, Jr., Mr. Stephen Hedden, Ms. Diane Johnston, Mr. Ken Hinkle

B. To Discuss Potential Litigation

Requested to remain in Executive Session B: Airport Legal Counsel, Mr. Robert Kerr, Mr. Herbert L. Judon, Jr.

C. Motion to authorize execution by the Chairwoman of the affidavit of compliance with Georgia's Open Meetings Act.

Motion by Commissioner Larke 2nd by Commissioner Sasser to exit Executive Session at 10:48 a.m.

Not Discussion; Unanimous Ayes; Motion Carries

Motion by Commissioner Sasser 2nd by Commissioner Cioffi to execute the Closed Meeting Affidavit

No Discussion; Unanimous Ayes; Motion Carries

Commissioner Cioffi announced 5-minute break, resume meeting at 10:53 a.m.

III. DIRECTOR ACTION REQUESTS

A. Augusta Regional Airport (AGS) – NetJets Management Services Agreement – Herbert L. Judon, Jr.

Motion by Commissioner Fennoy 2nd by Commissioner Harris to approve amended NetJets Management Services Agreement with strike through of contract Article 8: Taxes, Section 8.1 "NetJets Proportionate Share of"

Discussion: Commissioner Troutman expressed concern regarding language of contract Article 8: Taxes, Section 8.1 "NetJets Proportionate Share of" but agreed strike through of this terminology is more acceptable.

Discussion; Unanimous Ayes; Motion Carries

B. Augusta Regional Airport (AGS) – NetJets Pricing Schedule and Standard Terms & Conditions for FBO Service Providers (Master Services Agreement) – Herbert L. Judon, Jr.

Motion by Commissioner Fennoy 2nd by Commissioner Larke to approve NetJets Pricing Schedule and Standard Terms & Conditions for FBO Service Providers (Master Services Agreement)

Discussion; Majority Ayes; Commissioner Troutman abstained from the vote; Motion Carries

- C. Augusta Regional Airport (AGS) – Mass Media Marketing, LTD (M3) Contract (Bid. RFQ 26-172) – Lauren Smith

Motion by Commissioner Larke 2nd by Commissioner Cioffi to approve Mass Media Marketing, LTD (M3) Contract (Bid. RFQ 26-172)

Discussion: Commissioner Troutman inquired if this is the marketing company that had problems during Masters – Lauren responded no, that is Departure Media; she has matrix showing success Discussion; Unanimous Ayes; Motion Carries

IV. INFORMATION

- A. 9/11 Remembrance – Herbert L. Judon, Jr.
 B. Importance of Codifying Commission Directives Through Formal Motions – Herbert L. Judon, Jr.

ADJOURN MEETING

Motion to adjourn by Commissioner Cioffi 2nd by Commissioner McKnight
No Discussion; Unanimous Ayes; Motion Carries

Meeting Adjourned at 11:26 a.m.

 Michael Cioffi, Vice-Chairman
 Augusta Aviation Commission

 Date

FYI: Process Regarding Request for Proposals

Sec. 1-10-51. Request for proposals.

Request for proposals shall be handled in the same manner as the bid process as described above for solicitation and awarding of contracts for goods or services with the following exceptions:

- (a) Only the names of the vendors making offers shall be disclosed at the proposal opening.
- (b) Content of the proposals submitted by competing persons shall not be disclosed during the process of the negotiations.
- (c) Proposals shall be open for public inspection only after the award is made.
- (d) Proprietary or confidential information, marked as such in each proposal, shall not be disclosed without the written consent of the offeror.
- (e) Discussions may be conducted with responsible persons submitting a proposal determined to have a reasonable chance of being selected for the award. These discussions may be held for the purpose of clarification to assure a full understanding of the solicitation requirement and responsiveness thereto.
- (f) Revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offers.
- (g) In conducting discussions with the persons submitting the proposals, there shall be no disclosure of any information derived from the other persons submitting proposals.

Sec. 1-10-52. Sealed proposals.

- (a) *Conditions for use.* In accordance with O.C.G.A. § 36-91-21(c)(1)(C), the competitive sealed proposals method may be utilized when it is determined in writing to be the most advantageous to Augusta, Georgia, taking into consideration the evaluation factors set forth in the request for proposals. The evaluation factors in the request for proposals shall be the basis on which the award decision is made when the sealed proposal method is used. Augusta, Georgia is not restricted from using alternative procurement methods for

obtaining the best value on any procurement, such as Construction Management at Risk, Design/Build, etc.

- (b) *Request for proposals.* Competitive sealed proposals shall be solicited through a request for proposals (RFP).
- (c) *Public notice.* Adequate public notice of the request for proposals shall be given in the same manner as provided in section 1-10- 50(c)(Public Notice and Bidder's List); provided the normal period of time between notice and receipt of proposals minimally shall be fifteen (15) calendar days.
- (d) *Pre-proposal conference.* A pre-proposal conference may be scheduled at least five (5) days prior to the date set for receipt of proposals, and notice shall be handled in a manner similar to section 1-10-50(c)-Public Notice and Bidder's List. No information provided at such pre-proposal conference shall be binding upon Augusta, Georgia unless provided in writing to all offerors.
- (e) *Receipt of proposals.* Proposals will be received at the time and place designated in the request for proposals, complete with bidder qualification and technical information. No late proposals shall be accepted. Price information shall be separated from the proposal in a sealed envelope and opened only after the proposals have been reviewed and ranked.

The names of the offerors will be identified at the proposal acceptance; however, no proposal will be handled so as to permit disclosure of the detailed contents of the response until after award of contract. A record of all responses shall be prepared and maintained for the files and audit purposes.

- (f) *Public inspection.* The responses will be open for public inspection only after contract award. Proprietary or confidential information marked as such in each proposal will not be disclosed without written consent of the offeror.
- (g) *Evaluation and selection.* The request for proposals shall state the relative importance of price and other evaluation factors that will be used in the context of proposal evaluation and contract award. (Pricing proposals will not be opened until the proposals have been reviewed and ranked). Such evaluation factors may include, but not be limited to:

- (1) The ability, capacity, and skill of the offeror to perform the contract or

provide the services required;

- (2) The capability of the offeror to perform the contract or provide the service promptly or within the time specified, without delay or interference;
 - (3) The character, integrity, reputation, judgment, experience, and efficiency of the offeror;
 - (4) The quality of performance on previous contracts;
 - (5) The previous and existing compliance by the offeror with laws and ordinances relating to the contract or services;
 - (6) The sufficiency of the financial resources of the offeror relating to his ability to perform the contract;
 - (7) The quality, availability, and adaptability of the supplies or services to the particular use required; and
 - (8) Price.
- (h) *Selection committee.* A selection committee, minimally consisting of representatives of the procurement office, the using agency, and the Administrator's office or his designee shall convene for the purpose of evaluating the proposals.
 - (i) *Preliminary negotiations.* Discussions with the offerors and technical revisions to the proposals may occur. Discussions may be conducted with the responsible offerors who submit proposals for the purpose of clarification and to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of proposals and such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of information derived from proposals submitted by competing offerors.
 - (j) From the date proposals are received by the Procurement Director through the date of contract award, no offeror shall make any substitutions, deletions,

additions or other changes in the configuration or structure of the offeror's teams or members of the offeror's team.

- (k) *Final negotiations and letting the contract.* The Committee shall rank the technical proposals, open and consider the pricing proposals submitted by each offeror. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose proposal is determined to be the most advantageous to Augusta, Georgia, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written report of the basis on which the award is made/recommended. The contract shall be awarded or let in accordance with the procedures set forth in this Section and the other applicable sections of this chapter.



Augusta
GEORGIA

Evaluation RFP Opening: RFQ/P Item #26-172 Airport Marketing Agency
for Augusta, GA - Augusta Regional Airport
RFQ/P Due Date: Tuesday, May 12, 2026 @ 11:00 a.m.
Evaluation Date: Thursday, August 20, 2026 @ 3:00 p.m.

Vendors		Aqua Marketing & Communications, Inc. 360 Central Ave., Ste. 420 St. Petersburg, FL 33701	IM3 Agency 229 Fenty Ferry Rd., Suite 123 Augusta, GA 30907	The Quotient Group, LLC N3174 Tuckaway Court Greenville, WI 54942	TTCG, Inc. dba Trevellino Keller 1042 Northside Drive, Suite 960 Atlanta, GA 30318
Phase 1					
Evaluation Criteria	Ranking	Points	Scale 0 (Low) to 5 (High)		
1. Completeness of Response • Package submitted by the deadline • Package is complete (includes requested information as required per this solicitation) • Attachment B is complete, signed and notarized	N/A	Pass/Fail	PASS	PASS	PASS
2. Qualification & Experience	(0-5)	20	4.7	3.7	3.0
3. Organization & Approach	(0-5)	15	4.7	3.4	2.7
4. Scope of Services • Minimum of five (5) years of experience in buying media, developing strategic advertising plans, designing creative concepts and materials to implement those plans, and producing or coordinating the production of the advertising for a business or organization comparable in size and scope to the Augusta Regional Airport • Experience in the development of detailed annual media plans, public relations campaigns, multimedia advertising (design, produce, and buy), web site design and marketing, and direct marketing • Industry accepted research data that identifies audience ratings to justify advertising buys and expenditures with monthly reports showing reach and frequency brand positioning, and response in consultation and creative support in order to reinforce brand positioning, and respond quickly to opportunities that present themselves such as improvements in fares, services or economic development opportunities • Experience developing outreach strategies designed to develop strategic alliance partnerships in order to expand the Airport's alliance partner base both for air service development and economic development purposes.	(0-5)	15	4.3	3.7	3.2
5. Schedule of Work	(0-5)	5	3.8	3.3	2.0
6. Financial Stability	(0-5)	5	4.3	2.7	2.7
7. References	(0-5)	5	5.0	3.7	1.3
Phase 2 (Option - Numbers 8-10) [Vendors May Not Receive Less Than a 3 Ranking in Any Category to be Considered for Award]					
8. Proximity to Area - enter the point value for the one line only - Weighted	5	10	5.0		
Within Richmond County	5	6			
Within CSA	5	4			
Within Georgia	5	2	5.0		
Within SE	5	1			
All Others	5	1			
Phase 1 Total - (Total Maximum Ranking 80 - Maximum Weighted Total Possible 375)					
			26.8	27.7	17.2
Phase 2 (Option - Numbers 8-10) [Vendors May Not Receive Less Than a 3 Ranking in Any Category to be Considered for Award]					
9. Presentation by Team	(0-5)	10			
10. Q&A Response to Panel Questions	(0-5)	5			
11. Cost/Proposal Consideration (only choose 1 line according to dollar value of the proposal in relation to all five proposals - enter the point value for the one line only) - Weighted					
Lowest Fees	5	10	5.0		
Second	5	6	5.0		
Third	5	4			
Fourth	5	2			
Fifth	5	1			
Total Phase 2 - (Total Maximum Ranking 60 - Maximum Weighted Total Possible 125)					
			5.0	0.0	0.0
Total (Total Possible Score 500) Total (May Not Receive Less Than a 3 Ranking in Any Category to be Considered for Award)					
			31.8	22.9	17.2
Internal Use Only					
			323.2	402.5	235.0
			323.2	402.5	197.5

Evaluator: Cumulative

Procurement Department Representative: Nancy Williams

Procurement Department Completion Date: 8/20/26 / 8/21/26

Date: 8/20/26 / 8/21/26

Item 5.



RFQ/P Opening: RFQ/P Item #26-172 Airport Marketing Agency
for Augusta, GA - Augusta Regional Airport
RFQ/P Due Date: Tuesday, May 12, 2026 @ 11:00 a.m.

Total Number Specifications Mailed Out: 53
Total Number Specifications Download (Demandstar): 16
Total Electronic Notifications (Demandstar): 202
Georgia Procurement Registry: 2105
Pre-Bid Conference Attendees: N/A
Total Packages Submitted: 13
Total Non-Compliant: 9

Vendors	Attachment "B"	Addendum 1	E-Verify Number	SAVE Form	Original & USB Drive	Fee Proposal	Compliance Review 1 % MBE 0% WBE
Aqua Marketing & Communications, Inc. 360 Central Ave., Ste. 420 St. Petersburg, FL 33701	Yes	Yes	2656185	Yes	Yes	Yes	Yes
Bosun 3000 Old Alabama Road Suite 119-348 Alpharetta, GA 30022	Yes	Yes	705903	Yes	Yes	Yes	No
Code of Entry 100 Grace Hopper Ln, Suite 3739 Augusta, GA 30901	Yes Not Notarized	No Non-Compliant	3010108	Yes Not Notarized	No USB	No	N/A
Cox Media 6205B Peachtree Dunwoody Rd Atlanta, GA 30328	Yes	Yes	2453574	Yes	Yes	Yes	No
Designsensory 1740 Commons Point Drive Knoxville, TN 37932	Yes	Yes	2928997	Yes	Yes	Yes	No



RFQ/P Opening: RFQ/P Item #26-172 Airport Marketing Agency
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Vendors	Attachment "B"	Addendum 1	E-Verify Number	SAVE Form	Original & USB Drive	Fee Proposal	Compliance Review 1 % MBE 0% WBE
M3 Agency 229 Furrys Ferry Rd., Suite 123 Augusta, GA 30907	Yes	Yes	785162	Yes	Yes	Yes	Yes
MDOT Global, LLS 933 Pine Log Rd. #1080 Alken, SC 29803	Yes	Yes	2997711	Yes	Yes	Yes	No
Roseland Concessions 3816 Melvin Drive SW Atlanta, GA 303321	Yes	Yes	2079550	Yes	Yes	Yes	No
GoSeeTell Network, Inc. dba Sparkloft Media 225 SW Broadway, Suite 400 Portland OR 97205	Yes	Yes	1757801	Yes	Yes	Yes	No
Stripe Theory 1200 Spring St., NW Atlanta, GA 30309	Yes	Yes	1635133	Yes	Yes	Yes	No



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Vendors	Attachment "B"	Addendum 1	E-Verify Number	SAVE Form	Original & USB Drive	Fee Proposal	Compliance Review 1 % MBE 0% WBE
The Quotient Group, LLC N1374 Tuckaway Court Greenville, WI 54942	Yes	Yes	3007933	Yes	Yes	Yes	Yes
TKCG, Inc. dba Trevelino Keller 1042 Northside Drive, Suite 960 Atlanta, GA 30318	Yes	Yes	640742	Yes	Yes	Yes	Yes
Rebel 501 Linden Ct. Mars, PA 160546							

Late
Non-Compliant



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

September 22, 2026

Andy Penick, Procurement Director
Augusta, Georgia Procurement Department
535 Telfair Street, Suite 605
Augusta, GA 30901

RE: Mass Media Marketing, LTD. (M3) Recommendation of Award (ROA) – Bid RFQ 26-172

Dear Mr. Penick,

I am requesting RFQ 26-172, for the Airport Marketing Agency Procurement, to be awarded to Mass Media Marketing, LTD (M3), for three years with two one-year options to extend.

Sincerely,

A handwritten signature in black ink that reads "Herbert L. Judon, Jr." The signature is written in a cursive style.

Herbert L. Judon, Jr., A.A.E., IAP
Executive Director
(706)796-4040
hjudon@augustaga.gov

Cc: Nancy M. Williams, Contract Compliance Administrator, Augusta Procurement Department



Public.Services.Committee.Meeting

Meeting Date: 09/29/2026

Augusta Regional Airport (AGS) - NetJets Management Services Agreement

Department:	Augusta Regional Airport (AGS)
Presenter:	Herbert L. Judon, Jr., Airport Executive Director
Caption:	Augusta Regional Airport (AGS) – Approve NetJets Management Services Agreement
Background:	BA Augusta, LLC. executed a ground lease agreement with Augusta Regional Airport/Augusta-Richmond County Commission (ARCC) on August 15, 2023. On November 6, 2024, BA Augusta, LLC., submitted a formal letter requesting that the Augusta Aviation Commission (AAC) approve the assignment of the ground lease to NetJets Services, Inc., in accordance with Article VII, Section O of the ground lease agreement. NetJets Services, Inc., submitted a formal letter dated November 11, 2024, agreeing to accept the assignment of the BA Augusta, LLC. ground lease agreement upon approval by the AAC and the ARCC. The assignment was approved at the November 2024 Commission Meeting. Prior to the lease assignment, the Airport requested that NetJets construct a hangar and aircraft parking ramp for their use around the Masters Tournament. The Airport incentivized this investment by agreeing to waive landing and ramp fees for NetJets aircraft during the ground lease term. NetJets has begun construction on a 29,000-square-foot hangar, a 7,748-square-foot general aviation terminal, and an adjacent 475,000-square-foot concrete aircraft parking apron. The apron construction was completed in March 2026, and the hangar and terminal are scheduled to be completed by October 2026. NetJets intends to use the hangar and ramp for 16 days around the Masters tournament and has requested that the Airport manage the hangar and property during the 50 weeks of the year that they will not be using the facility. Airport staff have negotiated a management services agreement under which 100% of the rental revenues during this 50-week period are allocated to the Airport.
Analysis:	Airport staff evaluated the tradeoffs between revenue lost due to the waived NetJets' landing and ramp fees and the potential revenues associated with the hangar rental opportunity, as well as increased Airport activity during the Masters Tournament, including fuel revenues from new tenants / based aircraft and additional landing and ramp fees attributable to increased apron capacity.

Staff concluded that the management services agreement will result in positive cash flow for the airport.

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

Financial Impact:	Airport Enterprise Funds Revenue Account
Alternatives:	N/A
Recommendation:	Approve NetJets Management Services Agreement
Funds are available in the following accounts:	Account #551000000-3492514
<u>REVIEWED AND APPROVED BY:</u>	N/A



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Augusta Aviation Commission Special Called Meeting

September 10, 2026

9:00 a.m.

Orwen Aviation Commission Chambers

2nd Floor – Terminal Building

Commission Members: Commissioner Michael Cioffi; Commissioner Randy Sasser;
Commissioner William Fennoy; Commissioner Charles Larke;
Commissioner Marshall McKnight; Commissioner James Germany;
Commissioner Dan Troutman;

Absent: Commissioner Ronic West; Commissioner Larry Harris;
Commissioner Kay Roland; Commissioner Wilbert Barrett;
Commissioner Davis Beman

Staff: Mr. Herbert L. Judon, Jr.; Ms. Lauren Smith;
Mr. Robert Kerr – Staff Attorney; Mr. Kenneth Hinkle;
Mr. Stephen Hedden; Ms. Elizabeth Giles;
Ms. Diane Johnston; Capt. Tindell; Ms. Jennifer Humphrey

Others: Mr. Edwin Scott – Mead & Hunt via Teams

CALL TO ORDER & PRAYER – *Vice-Chair Commissioner Michael Cioffi called the meeting to order at 9:01 a.m. and offered prayer.*

I. AGENDA & MINUTES

A. September 10, 2026, Augusta Aviation Commission Special Called Meeting Agenda

B. August 27, 2026, Augusta Aviation Commission Meeting Minutes

Motion by Commissioner Troutman 2nd by Commissioner Fennoy to approve September 10, 2026, Augusta Aviation Commission Special Called Meeting Agenda, August 27, 2026, Augusta Aviation Commission Meeting Minutes

No Discussion; Unanimous Ayes; Motion Carries

Commissioner Larry Harris arrived at 9:03 a.m.

September 10, 2026

Page 2 of 2

II. EXECUTIVE SESSION

Motion by Commissioner Fennoy 2nd by Commissioner Larke at 9:03 a.m. to enter Executive Session to discuss Real Estate and Potential Litigation.

No Discussion; Unanimous Ayes; Motion Carries

Commissioner Ronic West arrived at 9:07 a.m.

A. To Discuss Real Estate

Requested to remain in Executive Session A: Airport Legal Counsel, Mr. Robert Kerr, Mr. Herbert L. Judon, Jr., Mr. Stephen Hedden, Ms. Diane Johnston, Mr. Ken Hinkle

B. To Discuss Potential Litigation

Requested to remain in Executive Session B: Airport Legal Counsel, Mr. Robert Kerr, Mr. Herbert L. Judon, Jr.

C. Motion to authorize execution by the Chairwoman of the affidavit of compliance with Georgia's Open Meetings Act.

Motion by Commissioner Larke 2nd by Commissioner Sasser to exit Executive Session at 10:48 a.m.

Not Discussion; Unanimous Ayes; Motion Carries

Motion by Commissioner Sasser 2nd by Commissioner Cioffi to execute the Closed Meeting Affidavit

No Discussion; Unanimous Ayes; Motion Carries

Commissioner Cioffi announced 5-minute break, resume meeting at 10:53 a.m.

III. DIRECTOR ACTION REQUESTS

A. Augusta Regional Airport (AGS) – NetJets Management Services Agreement – Herbert L. Judon, Jr.

Motion by Commissioner Fennoy 2nd by Commissioner Harris to approve amended NetJets Management Services Agreement with strike through of contract Article 8: Taxes, Section 8.1 "NetJets Proportionate Share of"

Discussion: Commissioner Troutman expressed concern regarding language of contract Article 8: Taxes, Section 8.1 "NetJets Proportionate Share of" but agreed strike through of this terminology is more acceptable.

Discussion; Unanimous Ayes; Motion Carries

B. Augusta Regional Airport (AGS) – NetJets Pricing Schedule and Standard Terms & Conditions for FBO Service Providers (Master Services Agreement) – Herbert L. Judon, Jr.

Motion by Commissioner Fennoy 2nd by Commissioner Larke to approve NetJets Pricing Schedule and Standard Terms & Conditions for FBO Service Providers (Master Services Agreement)

Discussion; Majority Ayes; Commissioner Troutman abstained from the vote; Motion Carries

- C. Augusta Regional Airport (AGS) – Mass Media Marketing, LTD (M3) Contract (Bid. RFQ 26-172) – Lauren Smith

Motion by Commissioner Larke 2nd by Commissioner Cioffi to approve Mass Media Marketing, LTD (M3) Contract (Bid. RFQ 26-172)

Discussion: Commissioner Troutman inquired if this is the marketing company that had problems during Masters – Lauren responded no, that is Departure Media; she has matrix showing success Discussion; Unanimous Ayes; Motion Carries

IV. INFORMATION

- A. 9/11 Remembrance – Herbert L. Judon, Jr.
 B. Importance of Codifying Commission Directives Through Formal Motions – Herbert L. Judon, Jr.

ADJOURN MEETING

Motion to adjourn by Commissioner Cioffi 2nd by Commissioner McKnight
No Discussion; Unanimous Ayes; Motion Carries

Meeting Adjourned at 11:26 a.m.

 Michael Cioffi, Vice-Chairman
 Augusta Aviation Commission

 Date

NETJETS**MANAGEMENT SERVICES AGREEMENT**

This Management Services Agreement (this "Agreement") is entered into between NetJets Services, Inc., a Delaware corporation, with its principal place of business at 4111 Bridgeway Avenue, Columbus, OH 43219, for itself and for its subsidiaries and its Affiliates (as defined below) (collectively "NetJets"), and Augusta Georgia, a political subdivision of the State of Georgia, by and through its Augusta Aviation Commission ("Augusta") with its principal place of business at 1501 Aviation Way, Augusta, GA 30906, dated September 8th, 2026 (the "Effective Date"). This Agreement sets forth the compensation and general terms and conditions agreed to by NetJets and Augusta with respect to certain management services provided by Augusta to NetJets. NetJets and Augusta may be referred to herein collectively as the "Parties" and/or individually as a "Party."

WHEREAS, Augusta is the owner of that certain municipal airport known as the Augusta Regional Airport, located at 1501 Aviation Way, Augusta, GA, 30906 (the "Airport");

WHEREAS, Augusta and NetJets have a certain Augusta Regional Airport Property Lease Agreement dated August 15, 2023 as amended for the first time on February 4, 2025 and second time on September 1, 2025 (the "Lease");

WHEREAS, during the term of this Agreement, the Parties desire for Augusta to provide certain management services to NetJets for the NetJets improvements that have been constructed at the Airport in accordance with the Lease ("NetJets Facilities").

ARTICLE 1. DEFINITIONS**1.1 Defined Terms:**

"Affiliate" means any domestic or foreign Person, whether or not currently existing that is or becomes ultimately owned or controlled by NetJets. This term also shall include any Person that (a) is licensed by NetJets Inc. to use the "NetJets®" trademark and (b) has entered into one or more agreements for establishing or operating a "NetJets®" branded aviation service.

"Aircraft" means any aircraft that is owned, operated, or managed by NetJets, an Affiliate, or any Person with whom NetJets or an Affiliate has contracted with to fly a flight on behalf of NetJets or an Affiliate, including, without limitation, NetJets Sales, Inc., NetJets Aviation, Inc., Executive Jet Management, Inc., NetJets Transportes Aereos, S.A., NetJets Aviation, Sociedade Unipessoal, Lda, Executive Jet Management (Europe) Limited, or any other subsidiary of NetJets or its on-site maintenance, repair and operation third party supplier.

"Confidential Information" means without designation, NetJets' employee information, and NetJets' owners' personal, family and travel information, preferences and customs, home addresses and information and conversations overheard while Augusta is providing services hereunder, and any NetJets documents such as flight releases, brief sheets and logistic reports. Confidential Information shall also include any other information designated by NetJets as "confidential," provided, however, that Confidential Information shall not include any information in the public domain or generally available to the public, any information developed by a Party on its own and without the assistance of the other Party, or information available to a Party from a third party unrelated to the activities of the Parties under this Agreement and who is not under any obligation to refrain from releasing or disclosing such information. This definition and agreement are subject to Georgia's Open Records Act, O.C.G.A. § 50-18-70 *et seq.*

"Control" in this paragraph refers specifically to the FBO, as it relates to a Person, and means the power, directly or indirectly to (i) vote approximately fifty percent (50%) or more of the securities that have ordinary voting power for the election of that Person's directors; or (ii) to direct or cause the direction of management and policies of that Person whether by voting power, contract, or otherwise. For the purposes of this definition, if a Person obtains Control by acquiring more than fifty percent (50%) of the securities that have ordinary voting power for the election of that Person's directors, that acquisition may be accomplished by multiple transfers.

"NetJets Passenger" means any passenger of a flight operated by, or on behalf of, NetJets or an Affiliate.

"Operating Expenses" means the expenses incurred by Augusta in providing the Services to NetJets for the NetJets Facilities. Operating Expenses shall not include: (i) depreciation and amortization; (ii) expenses incurred by Augusta to prepare, renovate, repaint, redecorate or perform any other work in any space other than the NetJets Exclusive Use Space; (iii) expenses incurred by Augusta for

repairs or other work occasioned by fire, windstorm, or other insurable casualty or condemnation; (iv) expenses incurred by Augusta to lease space to new tenants or to retain existing tenants including leasing commissions, advertising and promotional expenditures; (v) expenses incurred by Augusta to resolve disputes, enforce or negotiate lease terms with prospective or existing tenants or in connection with a financing, sale or syndication of the Airport; (vi) interest, principal, points and fees, amortization or other costs associated with any debt and rent payable under any lease to which this Agreement is subject and all costs and expenses associated with any such debt or lease and any ground lease rent, irrespective of whether this Agreement is subject or subordinate thereto; (vii) cost of alterations, capital improvements, equipment replacement and other items which under generally accepted accounting principles are properly classified as capital expenditures; (viii) expenses for the replacement of any item covered under warranty; (ix) cost to correct any penalty or fine incurred by Augusta due to Augusta's violation of any federal, state, or local law or regulation and any interest or penalties due for late payment by Augusta of any of the Operating Expenses; (x) cost of repairs necessitated by Augusta's negligence or willful misconduct; (xi) expenses for any item or service which NetJets pays directly to a third party or separately reimburses Augusta and expenses incurred by Augusta to the extent the same are reimbursable or reimbursed from any other tenants, occupants of the Airport, or third parties; (xii) expenses for any item or service not provided to NetJets but exclusively to certain other tenants or occupants of the Airport; (xiii) any administrative or property management fee for the Airport; (xiv) salaries of (a) employees above the grade of building superintendent or building manager and (b) employees whose time is not spent directly and solely in the operation of the Airport; (xv) Augusta's general corporate overhead and administrative expenses except if it is solely for the Airport; (xvi) business interruption insurance or rental value insurance; (xvii) reserves; (xviii) fees paid to affiliates of Augusta to the extent that such fees exceed the customary amount charged for the services provided; (xix) any costs and expenses of removing, maintaining or replacing any substance or matter which may be deemed hazardous under any federal, state, or local environmental law, rule, regulation, ordinance, or order, or any costs and expenses of complying with such federal, state, or local environmental law, rule, regulation, ordinance, or order, including without limitation any cost of maintaining, or any cost of complying with applicable wetlands statutes; (xx) other items not customarily included as Operating Expenses for similar airports.

"Person" means a natural person, corporation, limited partnership, general partnership, limited liability company, limited liability partnership, joint stock company, joint venture, association, company, trust, or other organization, whether or not a legal entity, and a government or agency or political subdivision of that entity.

"Services" means the services provided to NetJets by Augusta pursuant to this Agreement and as outlined in Exhibit C, including, but not limited to, maintenance, repair, and replacements, , janitorial

services, utilities, landscaping, security, and necessary staffing to provide the Services. NetJets may at its discretion have its own employees or contractors perform the same or additional services.

"Special Damage" means any damage to an Aircraft, caused by the negligence or willful misconduct of Augusta, its agents, employees, or contractors, that results in (i) an Aircraft to be down for maintenance for more than seventy-two (72) hours, (ii) NetJets' needing to position another Aircraft to replace the affected Aircraft on less than four (4) hours' notice, (iii) NetJets' needing to subcontract a flight, or (iv) a reasonable expectation that there will be diminution in the Aircraft's value.

"Subcontractor" means any Person, at any tier, having an agreement with Augusta to perform a portion of Augusta's obligations under this Agreement.

"Workers' Compensation Laws" means the statutory requirements of the state and/or federal regulations (e.g., FELA, USL&H, Jones Act) where the Services are to be provided.

ARTICLE 2: TERM.

The initial term of this Agreement shall be five (5) years and shall begin on the Effective Date (the "Management Term"). NetJets shall have the option to renew the Management Term for four (4) additional consecutive terms of five (5) years each. Either Party may terminate this Agreement prior to the termination date with Cause. "Cause" shall include, but is not limited to, the failure of a Party to materially comply with the terms of this Agreement. NetJets reserves the right to terminate this Agreement for convenience with 30-day written notice to Augusta, prior to the expiration date of the Management Term.

Termination of the Agreement for Default. Failure of NetJets, which has not been remedied or waived, to perform or otherwise comply with a material condition of the Agreement shall constitute default. Augusta may terminate this contract in part or in whole upon written notice to NetJets pursuant to this term.

Augusta may terminate this contract in part or in whole upon 30-day written notice to NetJets.

ARTICLE 3: OPERATING EXPENSES

Augusta, pursuant to this management agreement, shall be responsible for Operating Expenses as defined. For all other expenses, Augusta shall invoice NetJets as the expense arises.

All payments shall be remitted to:

Augusta Georgia

Augusta Aviation Commission

1501 Aviation Way

Augusta, GA 30906

All invoices and Annual Statements shall be addressed as follows:

NetJets

4111 Bridgeway Avenue

Columbus, OH 43219

Attn: Corporate Real Estate _____

Email: Realestateap@netjets.com _____

INVOICES WHICH DO NOT CONTAIN THE ABOVE INFORMATION, OR ARE NOT ADDRESSED AS ABOVE, MAY CAUSE PAYMENT DELAY.

NetJets shall have the right, at its expense, to examine and audit Augusta's books and records pertaining to Operating Expenses incurred and attributable to the Airport or NetJets Facilities provided that NetJets (i) shall first give Augusta at least ten (10) days' prior written notice of the exercise of NetJets' audit right, (ii) shall conduct such audit within sixty (60) days after receipt of the disputed expense invoice, and (iii) shall only exercise this right by independent certified public accountants and not by an auditor for a contingency fee or fee based upon NetJets' savings or refund. NetJets shall supply Augusta with a copy of any audit upon receipt and shall keep any information gained from such audit confidential. If NetJets' audit reveals an error by Augusta that exceeds three percent (3%) of the amount charged to NetJets, then Augusta will pay NetJets's actual costs of the audit, not to exceed Two Thousand Five Hundred and No/100 Dollars (\$2,500.00). In addition, Augusta shall pay to NetJets within thirty (30) days of such audit, any deficiency due and owing to NetJets. If NetJets fails to exercise its right to audit Augusta's books and records within the 60-day period set forth in this Section, then NetJets shall be deemed to have waived its right to audit and the Annual Statement of Operating Expenses for the subject period shall be deemed to be accurate.

ARTICLE 4: RIGHT OF OFFSET

In the event Augusta shall fail to perform any obligation specified in this Agreement, then in addition to any other rights NetJets may have under this Agreement, NetJets may, after the continuance of any such default for thirty (30) days after written notice thereof by NetJets to Augusta (or if such default is of a type that would reasonably take more than thirty (30) days to cure, such longer period of time, so long as Augusta has commenced to cure within said thirty (30) day period and is diligently pursuing the same to completion), cure such default all on behalf of and at the expense of Augusta and Augusta shall, within thirty (30) days of receipt of demand, pay NetJets the amount so paid by NetJets together with interest thereon at the rate of twelve percent (12%) per annum (or the highest rate permitted by law, if less than 12%) from the date of payment until repayment, and NetJets may, to the extent necessary, withhold any and all payments thereafter due to Augusta under this Agreement and apply the same to the payment of such indebtedness.

ARTICLE 5: NETJETS FACILITIES MANAGEMENT

5.1. The Parties acknowledge that NetJets' office and storage space within NetJets Subleased Area is exclusive to NetJets ("NetJets Exclusive Space"), as shown on Exhibit A, shall be secured at all times with access thereto limited to NetJets and individuals authorized by NetJets to enter the NetJets Exclusive Space. Augusta and its employees and contractors may enter NetJets Exclusive Space only for the purpose of providing the Services under this Agreement. Such access by Augusta shall be in accordance with Article 6 of this Agreement. In addition, NetJets shall have exclusive use of the NetJets Facilities for the period that begins ten (10) days prior to the first day of the annual Masters Golf Tournament ("MGT"), four (4) days of tournament play, and ends two (2) days after the final day of the MGT (the "MGT Exclusive Use Period"), as well as any other period agreed upon by the Parties with at least seventy two (72) hour advance notification in writing. Augusta may lease any portion of the NetJets Facilities (other than the NetJets Exclusive Use Space) to third parties, except for the third-party aircraft operators outlined in Exhibit B, for airport purposes at any time during the Management Term other than the MGT Exclusive Use Period or any other exclusive use period agreed to between the Parties ("Third-Party Leasing"). NetJets will incur ramp fees for use of any ramps outside of the NetJets Facilities during the MGT Exclusive Use Period. Augusta shall collect 100% of the revenue generated from any Third-Party Leasing as a management fee. This fee structure is predicated on FBO & fuel concessions by Augusta to NetJets as outlined in the service agreement.

5.2. Parties acknowledge NetJets has provided Augusta with a preferred facilities management practices document to be used for training staff and maintaining the NetJets Facility. NetJets agrees this document is not proprietary and may be utilized by AGS for any airport owned or operated building.

ARTICLE 6: EXCLUSIVE USE SPACE

Augusta may enter the NetJets Exclusive Use Space at all reasonable times but upon not less than forty-eight (48) hours' prior notice (except in the event of an emergency) for the purpose of routine inspections of the NetJets Exclusive Use Space, or to perform Augusta's duties under this Agreement. Augusta shall exercise such access rights in a manner that does not unreasonably interfere with, or disrupt, NetJets' use or occupancy of the NetJets Exclusive Use Space, or the business conducted therein.

ARTICLE 7: MOST FAVORED NATION

Augusta shall not extend more favorable pricing or other terms and conditions than the terms and conditions hereof to any similarly situated project, organization, or Person. In such event, Augusta shall promptly notify NetJets thereof and offer such lower price or other more favorable terms and conditions to NetJets during the period in which such lower price or other more favorable terms and conditions are in effect. NetJets may, from time to time, and upon reasonable notice to Augusta request certification from Augusta's Chief Financial Officer that Augusta is in compliance with Article 7.

ARTICLE 8: TAXES

8.1 NetJets will pay any taxes, fees or other charges imposed by any national, local or airport authority on the provided Services except for taxes on Augusta's income. Augusta shall show all taxes, fees and other charges as separate items on the Annual Statement. Augusta shall keep NetJets informed at all times about the taxes, duties and charges existing or to be charged to NetJets. NetJets may, or at NetJets' request, Augusta shall, take all actions necessary to contest the validity, applicability of such taxes, duties and charges (including but not limited to withholding any tax) and at NetJets' request shall institute actions to recover past payments or avoid anticipated

payments. NetJets shall have no obligation to reimburse Augusta for taxes paid by Augusta if Augusta failed to pay the applicable taxes at the time such taxes were due and/or more than six (6) months have elapsed. Augusta shall promptly notify NetJets of any tax liability or potential tax liability, and of any pending or threatened tax audit or other proceeding that could lead to the imposition of tax liability upon NetJets. Augusta shall provide NetJets reasonable opportunity to participate in any audit or proceeding affecting NetJets' or its owner's/customer's interests. NetJets shall not be liable for (and Augusta shall pay) any tax liability imposed as a result of any audit where NetJets is not provided with such notice and opportunity to participate. Augusta may not enter into a settlement of or otherwise compromise any such audit or other proceeding without the written consent of NetJets, which consent shall not be unreasonably withheld or delayed.

8.2 All payments made in connection with the execution of this Agreement, or made in accordance with any provision herein, will be made free and clear of -- and without deduction or withholding for, or on account of -- any present or future taxes, duties, fees, assessments or governmental charges of whatever nature levied, collected, withheld or assessed by, or on behalf of, any relevant jurisdiction or any political sub-division or any authority thereof or therein unless, in NetJets' sole discretion, deduction or withholding of such taxes, duties, fees, assessments or governmental charges is required by law. NetJets may deduct and withhold any taxes, duties, fees, assessments or governmental charges that NetJets determines in its reasonable discretion are required to be withheld (including taxes that NetJets reasonably determine were required to have been withheld out of previous payments, but were erroneously not withheld). In such case, NetJets shall pay to Augusta payments required under this Agreement, net of such taxes, duties, fees, assessments or governmental charges.

8.3 NetJets may also delay payment under this Agreement if Augusta fails to comply with any written request to provide information or take other actions reasonably necessary for NetJets to satisfy information reporting obligations, imposed on, or with respect to, payments made pursuant to or in connection with this Agreement.

8.4 Nothing in this Agreement requires NetJets to bear any amount on account of, or in relation to, any income or withholding tax, fine, penalty, interest or other amount imposed on Augusta or on any payment made to Augusta under this Agreement.

8.5 For the avoidance of doubt, Augusta's withholding and reporting obligations under this Agreement also include obligations arising under the Foreign Account Tax Compliance Act (Internal Revenue Code sections 1471 through 1474), regulations and other related guidance, as well as obligations arising, if any, under intergovernmental agreements entered into between the United States and any another country, implementing related principles.

8.6 Indemnification. Augusta shall defend, indemnify, and hold harmless NetJets and its officers, directors, employees and agents against any and all claims, suits, proceedings, losses, liabilities, damages, costs and expenses (including reasonable attorney and professional fees) (collectively "Liabilities") arising in connection with unpaid income or withholding taxes (including interest and penalties thereon) imposed on payments received by Augusta in connection with this Agreement, or with respect to Augusta's failure to provide sufficient information to NetJets to enable NetJets to satisfy its information reporting obligations with respect to such payments.

ARTICLE 9: INDEMNIFICATION

9.1 Each Party (the "Indemnitor") shall be liable for and hereby agrees to defend, indemnify and hold harmless the other Party (the "Indemnitee") and its respective subsidiaries, officers, agents,

directors, employees, guests and subcontractors (together with the Indemnitee, the "Indemnitee Affiliates") against any and all liabilities, damages, losses, expenses, demands, claims, suits or judgments (including reasonable attorneys' fees, costs and expenses) arising out of (a) the negligence, gross negligence, recklessness, intentional conduct or willful misconduct by Indemnitor or its employees, agents, representatives or subcontractor of any tier, their employees, agents or representatives (together with the Indemnitor, the "Indemnitor Affiliates") under this Agreement; (b) for the loss of, damage to or destruction of any property arising from Indemnitor Affiliates' acts or omissions (or the acts or omissions of its personnel); and/or (c) Indemnitor Affiliates' failure to be in compliance with applicable laws. In addition, Indemnitor shall be liable for and hereby agrees to defend, indemnify and hold harmless Indemnitee Affiliates against any and all liabilities, damages, losses, expenses, demands, claims, suits or judgments (including reasonable attorneys' fees, costs and expenses) brought, filed, asserted or alleged by Indemnitor Affiliates' personnel against Indemnitee Affiliates.

9.2 The indemnity obligations under this Article shall include, without limitation:

- (A). Loss of or damage to any property of NetJets, Augusta or any third party; and
- (B). Bodily or personal injury to, or death of any person(s), including without limitation employees of NetJets or any passengers on NetJets' Aircraft, or of Augusta or its subcontractor of any tier.

9.3 The invalidity, in whole or part, of any of the foregoing will not affect the remainder of such paragraph or any other paragraph in this Article. The Indemnitor's obligation under this Article shall not extend to any liability caused by the sole negligence of any of the Indemnitees or Indemnitee Affiliates

ARTICLE 10: COMPLIANCE WITH LAWS

10.1 Compliance with Laws. Augusta shall at all times comply with all applicable laws, statutes, regulations, rules, ordinances, codes, and standards, including, without limitation, those governing wages, hours, desegregation, employment discrimination, employment of minors, health and safety, Air Carrier Access Act (14 C.F.R. 382), the transportation of hazardous materials (49 C.F.R. 175), and airport regulations (where applicable), and any reasonable written instructions from NetJets. NetJets also shall be in compliance with all applicable laws, statutes, regulations, rules, ordinances, codes, and standards during such time as NetJets is operating the NetJets Facilities, including but not limited to the Exclusive Use Period.

10.2 OFAC. Each Party represents and warrants that it is subject to Office of Foreign Asset Control statutes and regulations (31 C.F.R. Chapter V) ("OFAC") requirements and will take all actions required to comply with the terms of any sanctions program administered by OFAC. Notwithstanding any other term of this Agreement, neither Augusta nor NetJets shall be deemed in breach of its obligations under this Agreement if it refuses to take any action or inaction if such action or inaction would violate applicable laws, including without limitation OFAC or any other applicable governmental sanctions program.

10.3 ANTI-TRAFFICKING.

(A) NetJets will not tolerate nor condone human trafficking or slavery in any part of its global organization. Augusta agrees that Augusta's business and its supply chain will be free from human trafficking and slavery, which includes forced labor and unlawful child labor. Augusta agrees that it must avoid complicity in any practice that constitutes

trafficking in persons or slavery, and ensure there is no practice or activity that constitutes trafficking in persons or slavery in its supply chain.

(B) Violation. Any violation hereof shall be considered a material breach of this Agreement, with no notice and opportunity to cure, and shall constitute grounds for immediate cessation of all payments by NetJets to Augusta. In the event of such violation, Augusta shall fully cooperate with any investigation, including, without limitation, the review of Augusta's email and bank accounts.

ARTICLE 11: INSURANCE

11.1 Without limiting Augusta's (or any subcontractor's) liability to NetJets or third Parties hereunder, Augusta (and all subcontractors) at its sole cost agrees to maintain for at least the full period of this Agreement the following insurance coverage. Augusta shall be solely responsible for any deductibles and/or self-insured retentions associated with these insurances. Coverage will be placed with insurance carriers acceptable to NetJets, whose acceptance will not be unreasonably withheld; however, all insurers are to be rated no less than A-, VII rated by Best's Insurance Guide and maintain similar ratings with Standard & Poor and Moody's.

11.2 General Liability. Augusta shall maintain aviation general liability insurance. Limits shall be a minimum of: (i) the greater of \$25,000,000 per occurrence or Augusta's policy limits; and (ii) the greater of \$50,000,000 annual aggregate or Augusta's policy limits. Coverage shall include those perils generally associated with a commercial general liability policy and specifically include contractual liability coverage for bodily injury and property damage, premises and operations coverage, independent contractor's coverage, contractual liability, products and completed operations coverage, coverage for explosion, collapse, and underground property damage, broad form property damage liability and personal injury liability, with the contractual exclusion removed. Coverage shall contain no exclusions for cross liability between insureds. Augusta shall also require that all of its subcontractors maintain similar general liability insurance.

11.3 Workers' Compensation. Augusta shall maintain workers' compensation insurance for all such Augusta's employees, including coverage under the applicable law of the jurisdiction where the work will be performed; and employer's liability insurance with minimum limits of: (i) \$1,000,000 for each accident for bodily injury by accident; (ii) \$1,000,000 for bodily injury by disease and (iii) for each employee for bodily injury by disease, Augusta shall also require that all of its subcontractors maintain similar coverage. For the purposes of this Article 11, self-insurance approved by the appropriate state agency or regulatory body is deemed to satisfy these requirements.

11.4 Automobile Insurance. Augusta shall maintain business automobile liability insurance for bodily injury and property damage including sudden and accidental pollution liability with a minimum single limit of \$5,000,000 per occurrence with respect to Augusta's vehicles whether owned, hired or non-owned, assigned to or used in the performance of the Services. NetJets also shall maintain business automobile liability insurance during such periods when it operates the NetJets Facilities, including but not limited to the Exclusive Use Period.

11.5 All insurance required herein shall be primary and non-contributory from any other insurance, deductible or retention that may be in effect. NetJets may in lieu of actual policies accept Certificates of Insurance. On the Effective Date and for any policy renewals Augusta (or any subcontractor) shall furnish to the other Party Certificates of Insurance evidencing such required insurance coverage). Said Certificates will include a provision whereby the

insurance carrier is required to provide directly to NetJets, thirty (30) days advance written notice before cancellation of coverage or material change in coverage takes effect for such policies evidenced on such Certificate, regardless of whether canceled by Augusta (or any subcontractor), insured, or insurance carrier. Augusta must monitor their subcontractors' coverages to confirm that subcontractors maintain requested insurance. Failure of either Party to provide Certificates of Insurance or incomplete Certificates of Insurance does not constitute a waiver of such Party's obligation to fulfill such insurance requirements. Augusta shall provide timely notice to their insurers and to NetJets of all damages to NetJets' property or of injuries to persons, which are related in any manner, directly or indirectly, to the work hereunder

11.6 NetJets shall, at all times that this Agreement is in effect, cause to be maintained in force and effect an insurance policy(s) that will ensure and indemnify Augusta against liability or financial loss resulting from injuries occurring to persons or property or occurring as a result of any negligent error, act, or omission of NetJets in performance of the work during the term of this Agreement.

11.7 Aviation General Liability. NetJets shall maintain commercial general liability insurance. Limits shall be a minimum of: (i) \$25,000,000 per occurrence for bodily injury or property damage; (ii) \$25,000,000 per occurrence for products or completed operations; and (iii) \$50,000,000 annual aggregate for products or completed operations' claims. NetJets shall maintain hangar keeper's liability insurance for a minimum limit of \$50,000,000 per aircraft per occurrence. Coverage shall include those perils generally associated with a commercial general liability policy and specifically include contractual liability coverage. Coverage shall contain no exclusions for cross liability between insureds. Supplier shall also require that all of its subcontractors maintain similar general liability insurance.

11.8 Workers' Compensation. NetJets shall maintain workers' compensation insurance for all such Supplier's employees, including coverage under the applicable law of the jurisdiction where the work will be performed; and employer's liability insurance with minimum limits of: (i) \$1,000,000 for each accident for bodily injury by accident; (ii) \$1,000,000 for bodily injury by disease and (iii) for each employee for bodily injury by disease. Supplier shall also require that all of its subcontractors maintain similar coverage.

11.9 Automobile Insurance. NetJets also shall maintain business automobile liability insurance during such periods when it operates the NetJets Facilities, including but not limited to the Exclusive Use Period, for bodily injury and property damage including sudden and accidental pollution liability with a minimum single limit of \$5,000,000 per occurrence with respect to NetJets's vehicles whether owned, hired or non-owned, assigned to or used in the performance of the Services.

11.10 NetJets's policies shall be written by a responsible company(s), to be approved by Augusta, and shall name Augusta as Additional insured, except for worker's compensation, and shall be noncancellable except on thirty-(30) days' written notice (10 days for non-payment of premium) and of insurance shall be filed with the Director at the time of the execution of this Agreement.

ARTICLE 12. CONSEQUENTIAL DAMAGES

IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER FOR CONSEQUENTIAL, SPECIAL, OR INDIRECT DAMAGES, INCLUDING LOST PROFITS OR LOST GOODWILL, ARISING OR

RELATED TO THIS AGREEMENT, WHETHER SUCH DAMAGES ARE ARISING FROM CONTRACT OR OTHERWISE AND IRRESPECTIVE OF WHETHER THE PARTY HAD NOTICE OF ANY SUCH CLAIM.

ARTICLE 13. WARRANTY

Augusta warrants that the Services supplied pursuant to this Agreement shall be of the highest quality. The foregoing warranties are not intended as a limitation but are in addition to all other express warranties set forth in this Agreement and such other warranties as are implied by law, custom, and usage of trade.

ARTICLE 14. GENERAL

14.1 Force Majeure. Neither Party shall be liable for delays due to strike or lockouts or other industrial disturbances (except for strikes or lockouts by Augusta's own workforce or subcontractor), fire, riots, acts of God, war, acts of enemies; insurrection; earthquakes, floods; unusual governmental restriction, regulation or control, enemy or hostile governmental action, civil commotion, acts of terrorism, sabotage, cyber-attacks, pandemics or epidemics, quarantine, shelter-in-place or other similar orders, explosions, or any other causes not within the control of Augusta or NetJets (collectively, "Force Majeure"); however, both Parties agree to seek to mitigate the potential impact of any such delay. Any Force Majeure delay shall not be the basis for a request for additional compensation.

14.2 Laws and Regulations. Augusta shall at all times comply with all applicable state, federal, and aviation laws, statutes, regulations, rules, ordinances, codes, guidelines and standards, including without limitation those governing wages, hours, desegregation, employment discrimination, employment of minors, health and safety, Air Carrier Access Act (14 C.F.R. 382), and the transportation of hazardous materials (49 C.F.R. 175). Augusta shall comply with equal opportunity laws and regulations to the extent that they are applicable. NetJets also shall comply with all applicable state, federal, and aviation laws, statutes, regulations, rules, ordinances, codes, guidelines, and standards during such periods when it operates the NetJets Facilities, including but not limited to the Exclusive Use Period.

14.3 Independent Contractor. Augusta is an independent contractor and all persons employed by Augusta in connection herewith shall be employees of Augusta and not employees of NetJets in any respect. Augusta is not an agent of NetJets and shall maintain complete control over its employees.

14.4 Use of Name. Augusta shall not use the name, logo, trademark or other symbol of NetJets in advertising or publicity releases, or other publicly distributed or posted materials, including, without limitation, NetJets lists or links to the other Party's web site, without the prior written consent of NetJets. All requests to use NetJets' name, logo, trademark or other symbol or to disclose that NetJets is a customer must be approved in writing by the applicable NetJets media relations representative. Furthermore, Augusta shall not claim or suggest, implicitly or explicitly, that NetJets' use of its products or services constitutes NetJets' endorsement of its products or services.

14.5 Confidential Information. Confidential Information of NetJets shall remain the exclusive property of NetJets. Augusta shall use Confidential Information of NetJets solely in the performance of its obligations hereunder. Any other use of Confidential Information shall be prohibited without the express prior written consent of NetJets. Augusta shall receive Confidential Information in confidence and shall not disclose Confidential Information to any third party, except (i) under court order, (ii) as required by applicable law, or (iii) as may be necessary to perform its obligations under this Agreement, and only to the extent that such third party agrees in writing to the restrictions of this Article with respect to such

Confidential Information. Upon request or upon termination of this Agreement, Augusta shall return to NetJets all Confidential Information in its possession in hard copy, magnetic, electronic form or otherwise. The terms of this Agreement, including without limitation either Party's business policies, plans, practices, manual and travel itineraries may not be shared in any form without the prior written consent of the other Party. Any breach by Augusta of its obligations under this Article is considered a material breach of this Agreement and in the event of such breach by Augusta, NetJets shall have the option to terminate this Agreement upon ten (10) days written notice. Augusta shall make each of its officers, directors, employees and subcontractors who provide services hereunder aware of Augusta's confidentiality obligations under this Agreement. Nothing in this Agreement prohibits Augusta from: (a) making any disclosure of information required by law; or (b) providing information to or testifying or otherwise assisting in any investigation or proceeding brought by any federal regulatory or law enforcement agency or legislative body, any self-regulatory organization or NetJets' designated legal compliance officer, with or without prior notice to NetJets.

14.6 Change in Control of the Fixed Base Operator (FBO). Augusta shall provide NetJets no less than ninety (90) days' written notice if Augusta is considering soliciting offers for the FBO. For purposes of this paragraph, Change in Control shall mean: (a) a merger or consolidation of Augusta with any other entity; (b) a transaction or series of related transactions in which a person, entity, or group of persons or entities, acting individually or in concert, becomes the beneficial owner (directly or indirectly) of approximately 50% or more of the FBO combined voting power of Augusta or otherwise assumes the power to manage the affairs of Augusta; or (c) the sale of all or substantially all of Augusta assets. If Augusta undergoes a Change in Control, NetJets shall have the option (in its sole discretion) to terminate this Agreement upon thirty (30) days' prior written notice to Augusta.

14.7 Assignment. Augusta may not assign any of its rights under this Agreement, except with the prior written consent of NetJets. NetJets' consent shall not be unreasonably withheld. All assignments of Augusta's rights without NetJets' consent are prohibited under this Article, whether they are voluntary or involuntary, by merger, consolidation, dissolution, operation of law, or any other manner. For purposes of this Article, a Change in Control is deemed an assignment of rights. Any purported assignment of rights in violation of this Article 14 is void. Except as set forth below, NetJets may not assign any of its rights under this Agreement, except with the prior written consent of Augusta. Notwithstanding anything to the contrary contained herein, NetJets may, without Augusta's consent, assign its rights under this Agreement to any members, parent, or subsidiary of NetJets, or any entity controlling, under the control of, or under common control with NetJets, or any successor company or entity that acquires all or substantially all of NetJets' assets or into which NetJets is merged, provided that (a) such assignee assumes in writing the relevant obligations of NetJets under this Agreement; and (ii) NetJets gives Augusta notice of such assignment no later than five (5) business days thereafter, accompanied by an executed counterpart of the assignment agreement.

14.8 Successors and Assigns. If there is an assignment of rights by Augusta, as set forth in this Article 14, a contemporaneous delegation is deemed to have occurred, and the Assignee is deemed to have assumed the assignor's performance obligations in favor of NetJets and is fully bound by the terms of this Agreement. As used in this Article, "Assignee" means any successor or permitted assign of Augusta.

14.9 Subcontract. Augusta shall neither subcontract nor permit any portion of the Services to be subcontracted without the prior written consent of NetJets; and Augusta shall be fully responsible for the acts

or omissions of any subcontractor of any tier and of all persons employed by them, and neither the consent by NetJets, nor anything contained herein, shall be deemed to create any contractual relation between the subcontractor of any tier and NetJets.

14.10 Exclusivity. Nothing in this Agreement is to be construed as granting to Augusta an exclusive right to provide any or all of the Services anticipated herein. The use of Augusta's Services is completely discretionary with NetJets. The Parties agree that Augusta has reserved for itself exclusive control of storage and sale of all aviation fuels on or about the Airport.

14.11 Non-waiver. The failure of either Party to insist upon or enforce strict performance of any of the terms of this Agreement or to exercise any rights herein shall not be construed as a waiver or relinquishment to any extent of its rights to assert or rely upon such terms or rights on any future occasion.

14.12 Severability. Any provisions of this Agreement prohibited or rendered unenforceable by local, state, or federal law shall be ineffective only to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this Agreement.

14.13 Liens. Augusta hereby waives its rights to any mechanics lien or other lien under any applicable statutes or otherwise for any Services furnished in connection with this Agreement. If at any time there shall be evidence of the existence of any such lien or claim for Services furnished by Augusta or any other Party in connection with this Agreement, NetJets may use payment then due or to become due under this Agreement to discharge such lien or satisfy such claim and may credit such amount against the payment due or to become due to Augusta.

14.14 Governing Law; Jurisdiction. This Agreement shall be governed by the laws of the State of Georgia, without regard to any otherwise applicable principles of conflicts of laws. NetJets and Augusta fix jurisdiction and venue for any action brought with respect to this Agreement in Augusta, Georgia.

14.16 Entire Agreement. This Agreement and any referenced attachments constitute the complete agreement between the Parties. All understandings, representations, warranties, agreements and any referenced attachments, if any, existing between the Parties regarding the subject matter hereof are merged into and superseded by this Agreement, which fully and completely expresses the agreement of the Parties with respect to the subject matter hereof. NetJets assumes no responsibility for any understanding or representation made by any of its employees, officers or agents during or prior to the negotiations and execution of this Agreement, unless such understanding or representation is expressly stated in this Agreement.

14.17 Notices. Notices to NetJets shall be sent to the address listed in the preamble, attention Global Procurement and with a copy to the Office of the General Counsel. Notices to Augusta shall be sent to the address listed in Article 1.

14.18 Authority to Sign. Each of the Parties represents and warrants that it has all necessary power and authority to enter into this Agreement, that the execution of this Agreement has been duly authorized by all requisite action and constitutes the valid and binding obligation of each Party, enforceable against it in accordance with its terms.

14.19 Counterparts. This Agreement may be executed by both Parties in counterparts, each of which shall be deemed an original, but all of such counterparts taken together shall constitute one and the same Agreement. Signatures to this Agreement which are transmitted by facsimile or other electronic transmission shall have the same binding effect as original signatures.

14.20 Amendments. No amendment, change, or modification to this Agreement shall be binding upon the Parties hereto unless reduced to writing and signed by each Party.

14.21 Subordination/Estoppels. This Agreement shall not constitute an interest in real estate but in all events shall be subject and subordinate to any mortgage, ground lease or underlying lease now or hereafter encumbering the NetJets Subleased Area or the improvements thereon or any portion thereof. In confirmation of such subordination, the parties hereto shall execute and deliver to the holder of such mortgage, ground lease or underlying lease such subordination instruments as the holder may reasonably request. Augusta shall at any time and from time to time, to execute, acknowledge and deliver to NetJets or its designee a statement in writing (i) certifying that this Agreement is unmodified and in full force and effect (or if there have been modifications, that the Agreement is in full force and effect as modified and stating the modifications), (ii) stating whether or not NetJets is in default of any covenant agreement or condition contained in this Agreement beyond any applicable notice and/or cure period, and if so, specifying each such default of which Augusta may have knowledge, (iii) stating the address to which notices to Augusta shall be sent, and (iv) such other information as may be reasonably requested by NetJets or its designee.

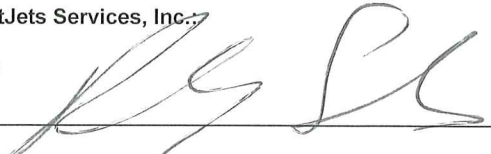
14.22 Prohibition against contingent fees. NetJets warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by NetJets for the purpose of securing business and that NetJets has not received any non-Augusta fee related to this Agreement without the prior written consent of Augusta. For breach or violation of this warranty, Augusta shall have the right to annul this Agreement without liability or at its discretion to deduct from the Agreement Price of consideration the full amount of such commission, percentage, brokerage or contingent fee

[Signature Page Follows]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

NetJets Services, Inc.:

By:



Name:

Randy Saunders

Title:

SVP Global Procurement

Date:

9-14-26

Augusta, Georgia, by and through the Augusta Aviation Commission :

By:

Name:

Title:

Date:



EXHIBIT B

List of Operators Not Allowed to Lease Space in the NetJets Facilities

- Clay Lacy
- Delta Private Jets
- Directional Aviation
- Airshare
- FlexJet
- FX Air
- Jet Aviation
- Jet Edge
- JetSuite
- Nextant Aerospace
- PlaneSense
- Sentient Jet
- Travel Management Company
- TWC/ACM
- VistaJet
- Wheels Up
- XOJET
- Bond Aviation

EXHIBIT C

Responsibility Matrix and Scope of Services

Expenses	Responsibility	
	NetJets	AGS
Utilities - Water/Sewer		X
Utilities - Refuse		X
Utilities - Electricity		X
Water/Sewer Maintenance	\$	Oversight
HVAC Maintenance, Repair, Replacement	\$	Oversight
Data Services (fiber, phone, etc.)	Exclusive Use	X
Janitorial Supplies		X
Access Control & Gate Maintenance	Exclusive Use	X
General Maintenance/Repairs Building (Doors, Floor, Roof, Plumbing, Systems)	\$	Oversight
Window Cleaning	\$	Oversight
Capital Improvements	X	
Pavement Maintenance (Sweep, Lighting, Markings, Concrete Repair)		X*
Lighting Maintenance	\$	Oversight
Electrical Maintenance	\$	Oversight
Landscaping/Mowing/Fence Maintenance		X
Pest Control		X
Fire Alarm Inspections/Monitoring/Security System		X
Janitorial Labor		X
Coffee / Water Services		X
Incremental Staffing	\$**	X
Management/Administration Labor		X
Insurance - General Liability	Both	Both
Insurance - Hangar Keepers	Both	Both
Insurance - Property	X	
Insurance - Workers Comp	Both	Both
Insurance - Auto	Both	Both
Stormwater Fees	X	
Taxes	X	

* Barring catastrophic occurrences due to construction discrepancies

** Dependent on NetJets needs / requirements outside of Masters

Notes:

\$ = NetJets reimburses expense

X = Responsible Party

Oversight = AGS responsible for coordination & maintenance

Article I. NetJets Preferred Facility Management Practices

Article II. GENERAL FACILITY OPERATIONS

Section 2.01 1. PURPOSE

Provide comprehensive inspection, management, operation, and maintenance of facilities to ensure safe, efficient, compliant, and uninterrupted business operations while preserving asset value and occupant experience.

Section 2.02 2. APPLICABLE STANDARDS & FRAMEWORK

- OSHA (General Workplace Safety & Operations)
 - Local Authority Having Jurisdiction (AHJ) and local building codes
 - Corporate/Environmental Health & Safety (EHS) policies and standards
 - Applicable system-specific codes (NFPA, ASME, NEC, ASHRAE, etc.)
 - Manufacturers (OEM) Specifications and Recommendations
-

Section 2.03 3. SCOPE OVERVIEW

Facilities management includes a multi-disciplinary mix of services covering:

- (a) **A. Hard Services (Maintenance)**
 - HVAC, electrical, plumbing systems, etc.
 - Building structure (roof, walls, doors, windows, etc.)
 - Fire life safety systems
 - (b) **B. Soft Services (Care)**
 - Janitorial and custodial services
 - Waste management and recycling
 - Grounds and landscaping
 - Security and access control
-

Section 2.04 4. FACILITY OPERATIONS MANAGEMENT

- Ensure daily facility operations run efficiently and without disruption
 - Manage service requests, work orders, and maintenance activities
 - Coordinate internal teams and external vendors
 - Maintain occupant comfort and workspace functionality
-

Section 2.05 5. PREVENTIVE & CORRECTIVE MAINTENANCE

- Develop and implement preventive maintenance schedules
- Perform routine inspections and servicing across all assets
- Execute corrective and emergency repairs as required
- Track maintenance history and lifecycle performance

Section 2.06 **6. GENERAL BUILDING MAINTENANCE**

Maintain all building components, including:

- (a) **Interior**
 - Floors, walls, ceilings
 - Lighting and fixtures
 - Restrooms, break areas, furnishings
 - (b) **Exterior**
 - Roofing, facade, windows, and doors
 - Parking lots, sidewalks, drainage systems
 - Exterior lighting, signage, and fencing
 - (c) **Core Systems**
 - HVAC, plumbing, electrical systems
 - Fire safety, alarms, and life safety equipment
-

Section 2.07 **7. INSPECTION & AUDIT PROGRAM**

- Conduct routine inspections of all facility areas:
 - Structural elements
 - Mechanical/electrical systems
 - Safety and compliance systems
 - Identify deficiencies and initiate corrective action
-

Section 2.08 **8. SAFETY & REGULATORY COMPLIANCE**

- Ensure compliance with all safety and regulatory requirements
 - Maintain safe working and operating environments
 - Conduct safety audits and risk assessments
 - Implement corrective actions for non-compliance
-

Section 2.09 **9. JANITORIAL & CUSTODIAL SERVICES**

- Routine cleaning of offices, restrooms, and common areas
 - Waste removal and recycling programs
 - Deep cleaning and sanitation as required
 - Maintain hygiene standards across all occupied spaces
-

Section 2.10 **10. GROUNDS & EXTERIOR MAINTENANCE**

- Landscaping and irrigation maintenance
 - Snow removal (where applicable)
-

- Exterior cleanliness and curb appeal
- Parking lot and walkway maintenance

Section 2.11 **11. WORK ORDER & SERVICE REQUEST MANAGEMENT**

- Receive, track, and prioritize work orders
- Coordinate response and resolution of maintenance issues
- Ensure timely completion of corrective actions
- Provide status updates and closure documentation

Section 2.12 **12. VENDOR & CONTRACT MANAGEMENT**

- Source and manage third-party vendors
- Define clear scopes of work and service expectations
- Monitor vendor performance against Service Level Agreements (SLAs)
- Coordinate specialized services (HVAC, elevators, fire systems, etc.)

Section 2.13 **13. DOCUMENTATION & REPORTING**

- Maintain:
 - Maintenance logs and inspection reports
 - Compliance documentation and certifications
 - Asset inventory and lifecycle data
- Provide audit-ready documentation

Section 2.14 **14. EMERGENCY RESPONSE & CONTINUITY**

- Develop and maintain emergency response procedures
- Respond to facility emergencies (power, water, structural issues)
- Coordinate emergency vendors and repairs
- Minimize operational downtime

Article III. **FIRE & LIFE SAFETY**

1. PURPOSE

Provide a comprehensive fire and life safety program to ensure protection of occupants, assets, and operations, while maintaining compliance with applicable codes including NFPA, IBC, IFC, and local AHJ requirements. Fire protection programs are essential to prevent loss of life, property, and operational disruption.

2. SYSTEMS INCLUDED IN SCOPE

A. Fire Detection & Alarm Systems

- Inspect, test, and maintain fire alarm control panels, detectors, pull stations, and notification devices.

- Verify monitoring service, battery backup, and system communication.
- Perform annual and periodic testing per NFPA requirements.

B. Fire Suppression Systems

- Sprinkler systems (wet, dry, pre-action, or deluge) inspected and maintained per NFPA.
- Verify valve positioning, pressure, system integrity, and obstructions.
- Maintain fire pumps, standpipes, and water supply systems.

C. Portable Fire Extinguishers

- Ensure proper placement, accessibility, tagging, and annual servicing per NFPA.
 - Conduct monthly visual inspections and maintain documentation.
-

3. MEANS OF EGRESS & LIFE SAFETY

- Maintain clear, unobstructed exit paths and doors.
 - Verify illuminated exit signage and emergency lighting functionality.
 - Ensure evacuation plans and occupant load signage are posted and maintained.
-

4. EMERGENCY SYSTEMS

- Test emergency lighting, backup power, and generators.
 - Maintain fire-rated doors, barriers, and compartmentation systems.
 - Develop and maintain emergency response and evacuation procedures.
-

5. INSPECTION, TESTING & MAINTENANCE (ITM) PROGRAM

- Establish routine inspection schedules aligned with NFPA standards.
 - Identify fire hazards, system impairments, and code deficiencies.
 - Perform visual inspections, functional testing, and preventative maintenance.
 - Maintain an impairment plan for planned / unplanned outages.
 - Utilize qualified personnel for all life safety system work.
-

6. DOCUMENTATION & COMPLIANCE

- Maintain complete records of inspections, testing, repairs, deficiencies, and corrective actions.
 - Ensure documentation is available for audits, AHJ review, and insurance.
 - Building owner (or designated representative) retains responsibility for compliance and system performance.
-

7. RISK MANAGEMENT & DEFICIENCY CORRECTION

- Identify fire hazards, system impairments, and code deficiencies.
- Implement corrective actions with defined timelines and escalation procedures.

- Maintain an impairment plan for planned/unplanned outages.
-

8. TRAINING & EMERGENCY PREPAREDNESS

- Ensure FBO personnel are trained on fire safety procedures and equipment use.
 - Conduct evacuation drills and emergency response exercises.
-

ELECTRICAL SYSTEM

1. PURPOSE

Provide a comprehensive electrical maintenance program to ensure safe, reliable, and code-compliant operation of all electrical systems; prevent outages and fire risks; and support continuous facility operations.

2. SYSTEMS INCLUDED IN SCOPE

A. Power Distribution Systems

- Main service entrance equipment
- Switchgear, switchboards, and panelboards
- Circuit breakers, fuses, and overcurrent protection devices

B. Electrical Infrastructure

- Electrical feeders, branch circuits, wiring, and cabling
- Transformers and power distribution equipment
- Busways and disconnect switches

C. Grounding & Protection Systems

- Grounding and bonding systems
- Surge protection devices (SPD)

- Arc flash protection (where applicable)

D. Lighting & Auxiliary Systems

- Interior and exterior lighting systems
- Emergency and exit lighting
- Controls, sensors, and timers

3. PREVENTATIVE MAINTENANCE PROGRAM

- Implement a structured Electrical Preventative Maintenance (EPM) program including inspections, testing, cleaning, and servicing
- Maintain compliance with NFPA, NEC, and OSHA safety standards

4. INSPECTION REQUIREMENTS

- Inspections should include panels, transformers, generators, and emergency lighting
- Perform routine and scheduled inspections of all electrical systems and components
- Inspect for:
 - Overheating, corrosion, and physical damage
 - Loose connections and degraded insulation
 - Proper labeling and circuit identification for any future modifications
 - Equipment accessibility and clearance

5. TESTING & DIAGNOSTIC REQUIREMENTS

- Conduct periodic testing including:
 - Circuit breaker operational testing (trip/reset)
 - Insulation resistance (megger) testing
 - Ground resistance and bonding verification
 - Infrared (thermal imaging) inspections to detect hot spots
- Perform functional testing of protective devices and relays
- Verify system performance under load conditions

6. ROUTINE MAINTENANCE TASKS

- Clean electrical enclosures, panels, and components
- Tighten terminations and electrical connections
- Inspect and maintain cables, conductors, and wiring systems
- Maintain lighting fixtures and replace failed components

7. BACKUP POWER & EMERGENCY SYSTEMS

- Test generators and UPS systems for proper operation
- Verify automatic transfer switch (ATS) functionality
- Inspect emergency lighting and backup systems
- Ensure readiness of all critical power systems

8. REPAIRS & CORRECTIVE MAINTENANCE

- Repair or replace defective components (breakers, wiring, transformers, etc.)
- Address overloaded circuits, voltage irregularities, and equipment failures
- Prioritize correction of identified hazards (e.g., overheating, arc risk)

- Perform emergency response to restore power and minimize downtime

9. SYSTEM OPERATIONS & PERFORMANCE

- Ensure stable electrical distribution and load balancing
- Support operational continuity for tenant and mission-critical systems

10. SAFETY & RISK MANAGEMENT

- Follow lockout/tagout (LOTO) procedures and electrical safety protocols
- Ensure work is performed by qualified personnel only
- Maintain safe working clearances and access to equipment

BACK-UP / EMERGENCY GENERATOR

N/A NetJets is not installing back-up generator.

HANGAR DOOR SYSTEMS

1. PURPOSE

Hangar door systems include mechanical, structural, and electrical components that must all be inspected and maintained together. Provide comprehensive inspection, maintenance, and operational oversight of hangar door systems to ensure safe, reliable operation while protecting aircraft, personnel, and facility assets.

2. SYSTEM COMPONENTS INCLUDED

- Door panels and structural frame
- Tracks, rails, and guides
- Rollers, wheels, and bearings
- Cables, pulleys, and lift systems
- Hinges and connection hardware
- Drive motors, gearboxes, and controls
- Hydraulic systems (where applicable)
- Safety devices (edge sensors, interlocks, emergency stops)
- Weather seals and closure systems

3. OPERATIONAL REQUIREMENTS

- Ensure smooth, reliable, and safe door operations under all conditions
- Prevent operational downtime impacting aircraft movement
- Maintain environmental sealing and security

4. PREVENTIVE MAINTENANCE PROGRAM

Implement a structured PM program including:

- Routine inspection of all components
- Cleaning and lubrication of moving parts
- Alignment and balance adjustments
- Inspection of cables, pulleys, and lifting systems
- Electrical and control system testing

- Scheduled professional inspections

5. INSPECTION REQUIREMENTS

A. Pre-Use Checks

- Perform visual inspection:
 - Frayed cables, loose components, visible damage
 - Misalignment or unusual movement
 - Unusual noise during operation
- Verify safe operation before opening/closing

B. Routine Inspections

- Inspect:
 - Tracks and rails for debris, obstruction, or damage
 - Rollers and bearings for wear
 - Hinges, fasteners, and connections
- Test door operation:
 - Smooth opening/closing
 - No binding, vibration, or hesitation

C. Periodic / Quarterly Inspections

Quarterly inspections focus on alignment, lubrication, and system integrity

- Verify:
 - Door alignment and balance
 - Cable tension and lifting mechanisms
 - Hydraulic system integrity (if applicable)
- Inspect:
 - Seals and weather protection
 - Structural components for corrosion or fatigue

D. Annual Professional Inspections

- Perform full system inspection including:
 - Motors, gearboxes, shafts, and pulleys
 - Structural connections and framing
 - Electrical controls and automation systems
- Provide formal inspection reports

6. CLEANING & LUBRICATION

- Clean:
 - Tracks, rails, and moving surfaces
 - Door panels and hardware
- Lubricate:
 - Rollers, bearings, hinges, chains, and drive components
- Ensure debris does not restrict movement

7. MECHANICAL SYSTEM MAINTENANCE

- Inspect and maintain:

- Cables, chains, and pulleys
- Rollers, wheels, and bearings
- Tracks and guide systems
- Replace worn or damaged parts promptly

8. ELECTRICAL & CONTROL SYSTEMS

- Inspect:
 - Motors and control panels
 - Wiring, sensors, and interlocks
- Test:
 - Emergency stop systems
 - Auto-reverse / safety sensors
- Adjust control settings as required

9. SAFETY SYSTEMS & DEVICES

- Verify functionality of:
 - Safety edges and sensors
 - Limit switches
 - Emergency stop mechanisms
- Ensure compliance with safety standards

10. STRUCTURAL & WEATHER COMPONENTS

- Inspect:
 - Door frame and panels for damage or corrosion
 - Weather seals and brushes for deterioration
- Maintain:
 - Proper sealing for environmental control

11. REPAIRS & CORRECTIVE ACTIONS

- Repair or replace:
 - Damaged cables, rollers, or tracks
 - Faulty motors or controls
 - Structural deficiencies
- Respond immediately to:
 - Door failures or operational issues
 - Safety hazards

12. SAFETY & COMPLIANCE

- Ensure compliance with:
 - OSHA safety requirements
 - Applicable building and operational standards
- Maintain safe operating procedures for personnel

13. DOCUMENTATION & REPORTING

- Maintain:
 - Inspection logs and maintenance records

- Repair and service reports
- Annual inspection certifications
- Track:
 - Recurring issues and corrective actions

14. EMERGENCY RESPONSE

- Respond to:
 - Door failure or inability to open/close
 - Safety system malfunction
 - Structural or mechanical failure
- Restore safe operation as quickly as possible

HVAC SYSTEM

1. PURPOSE

Provide comprehensive HVAC services to ensure reliable system performance, occupant comfort, indoor air quality, and operational continuity while maintaining compliance with applicable codes, standards, and manufacturer requirements.

2. SYSTEMS INCLUDED IN SCOPE

A. Air Handling & Distribution Systems

- Air Handling Units (AHUs), Rooftop Units (RTUs), Make-Up Air Units (MAUs)
- Supply, return, and exhaust duct systems
- Variable Air Volume (VAV) boxes and dampers
- Air balancing and airflow verification

B. Heating & Cooling Systems

- Chillers, boilers, split systems, VRF/VRV systems
- Condensers, cooling towers, and heat exchangers
- Refrigeration systems and associated piping

C. Controls & Automation

- Building Automation System (BAS) / Energy Management System (EMS)
- Thermostats, sensors, and control interfaces
- System scheduling, sequencing, and optimization

3. PREVENTATIVE MAINTENANCE PROGRAM

- Perform routine inspections, testing, and maintenance per manufacturer and industry standards
- Replace filters, belts, and worn components at defined intervals
- Clean coils, drain pans, and condensate systems
- Lubricate motors and inspect bearings and electrical connections
- Verify system performance and operating efficiency

4. SYSTEM OPERATIONS & PERFORMANCE

- Maintain temperature, humidity, and air quality within design parameters
- Identify and correct airflow, balancing, and pressurization issues
- Ensure proper operation of ventilation systems for occupied and industrial spaces

Hangar Specific:

- Maintain large-volume air distribution and destratification systems
- Address ventilation requirements for fuel vapors, exhaust, and maintenance activities
- Ensure proper pressurization and outside air control for hangar operations

5. INSPECTION, TESTING & TROUBLESHOOTING

- Conduct scheduled inspections of all HVAC equipment and controls
- Perform diagnostics for system failures, inefficiencies, or alarms
- Track equipment inventory, model/serial numbers, and lifecycle status
- Identify and document deficiencies requiring repair or replacement
- Verify refrigerant levels, electrical components, and mechanical integrity

6. REPAIRS & CORRECTIVE MAINTENANCE

- Complete repairs for failed or deficient components (motors, compressors, valves, controls)
- Provide emergency repair services to restore system functionality
- Coordinate shutdowns and minimize operational disruption

7. SAFETY & RISK MANAGEMENT

- Follow OSHA safety standards and lockout/tagout procedures
- Identify mechanical and electrical hazards and hazardous materials & proper storage
- Maintain safe access to equipment and service areas
- Coordinate work with facility operations and other trades

ICE MACHINE SYSTEMS

1. PURPOSE

Ice machine systems include internal components, external hardware, and supporting utilities such as filtration and drainage. Provide comprehensive maintenance, sanitation, inspection, and operational oversight of ice machines to ensure safe, compliant, and reliable production of clean ice while minimizing downtime and equipment failure.

2. SYSTEM COMPONENTS INCLUDED

- Ice-making unit (evaporator, compressor, condenser)
- Storage bin / dispenser
- Water supply lines and filtration systems
- Drain lines and pumps
- Controls, sensors, and electrical components

3. OPERATIONAL REQUIREMENTS

- Ensure continuous and reliable ice production
- Maintain sanitary conditions for all ice-contact components
- Monitor system performance and ice quality
- Prevent contamination, scale buildup, and mechanical failures

4. PREVENTIVE MAINTENANCE PROGRAM

Implement a structured maintenance program including:

- Routine cleaning and sanitation

- Descaling of mineral buildup
- Inspection of mechanical and electrical components
- Water filter inspection and replacement
- Professional servicing at defined intervals

5. CLEANING & SANITIZATION REQUIREMENTS

- Perform:
 - Cleaning (removal of dirt and residue)
 - Descaling (removal of mineral deposits)
 - Sanitizing (reduction of bacteria and microorganisms)
- Clean:
 - Ice bin and interior surfaces
 - Evaporator plates and water distribution system
 - Drain pans and lines
 - Exterior surfaces and controls

6. INSPECTION REQUIREMENTS

A. Routine Checks

- Verify ice quality (clear, odor-free, consistent shape)
- Check for leaks, abnormal noise, or vibration
- Ensure sanitary handling (scoops cleaned and stored properly)

B. Periodic Inspections (Weekly/Monthly)

- Inspect:
 - Ice storage bin for biofilm, mold, or residue
 - Water filters and flow
 - Drain lines for blockage
 - Condenser airflow and cleanliness

C. Scheduled Maintenance (Annual)

- Perform:
 - Deep cleaning and descaling
 - Condenser coil cleaning
 - Internal component inspection
 - System performance verification

7. WATER FILTRATION & QUALITY MANAGEMENT

- Inspect and maintain water filtration systems
- Replace filters per manufacturer guidelines
- Monitor for:
 - Scale buildup
 - Poor ice clarity
 - Odor or taste issues

8. PERFORMANCE MONITORING

- Track:

- Ice production rate
- Ice quality and consistency
- Energy and water usage
- Identify early signs of failure:
 - Reduced output
 - Cloudy or misshaped ice
 - System overheating

9. REPAIRS & CORRECTIVE ACTIONS

- Diagnose and repair:
 - Leaks or drainage issues
 - Mechanical failures (compressor, pumps, sensors)
 - Electrical/control system faults
- Address contamination risks immediately
- Remove machine from service if unsafe

10. SAFETY & COMPLIANCE

- Ensure compliance with health and sanitation standards
- Maintain clean and sanitary conditions at all times
- Prevent bacterial, mold, and slime buildup
- Ensure safe food handling practices

11. DOCUMENTATION & RECORDKEEPING

- Maintain:
 - Cleaning logs and sanitation records
 - Maintenance and service reports
 - Filter replacement logs
 - Inspection checklists

12. EMERGENCY RESPONSE

- Respond immediately to:
 - Contamination or health risk
 - Equipment failure or shutdown
 - Water leaks or drainage issues
- Provide rapid repair or temporary replacement solutions

JANITORIAL SERVICES

1. PURPOSE

Provide routine cleaning, sanitation, and waste management services to maintain a clean, safe, and professional facility environment supporting health, operations, and compliance.

Clean, structured janitorial programs reduce illness spread, extend asset life, and support regulatory compliance

2. SERVICE AREAS INCLUDED

- Offices and workspaces
- Hangars / industrial floor areas

- Restrooms and locker rooms
- Breakrooms and kitchens
- Lobbies, corridors, and common areas
- Stairwells, elevators, and entrances
- Exterior entry points (as applicable)

3. CORE SERVICE COMPONENTS

- Cleaning and sanitation
- Waste collection and recycling
- Floor care and maintenance
- High-touch surface disinfection
- Restocking consumables
- Visual inspection and issue reporting

4. HIGH PRIORITY / HIGH FREQUENCY SERVICES

General Cleaning

- Empty trash and recycling; replace liners
- Dust and wipe horizontal surfaces
- Clean and disinfect high-touch areas:
 - Door handles, switches, railings, elevator buttons

Floor Care

- Vacuum carpeted areas
- Sweep and mop hard floors (especially high-traffic zones)

Restrooms

- Clean and disinfect toilets, sinks, mirrors
- Refill soap, paper towels, and tissue
- Mop and sanitize floors

Breakrooms / Kitchens

- Clean counters, sinks, and tables
- Wipe appliances (exterior surfaces)

Common Areas

- Tidy lobby/reception areas
- Clean glass entryways and doors

5. DETAIL CLEANING / PREVENTIVE SERVICES

- Deep clean restrooms (tile, grout, fixtures)
- Dust vents, baseboards, and higher surfaces
- Clean interior glass and windows
- Disinfect desks, phones, and shared equipment
- Clean under furniture and fixtures

6. DEEP CLEANING / ASSET PROTECTION SERVICES

- Deep floor care:
 - Carpet shampoo / extraction
 - Strip/wax hard floors (as applicable)

- High dusting (ceilings, ductwork, lighting)
- Clean walls, partitions, and fixtures
- Deep clean kitchen equipment and appliances
- Sanitize trash receptacles and storage areas

7. FLOOR CARE PROGRAM

- Maintain consistent cleaning schedule based on traffic
- Perform:
 - Sweeping, mopping, vacuuming
 - Buffing and refinishing as required
- Address:
 - Spills immediately
 - Slip hazards

8. WASTE MANAGEMENT

- Trash removal as required
- Proper disposal of waste materials
- Reporting of hazardous waste issues

9. RESTROOM SANITATION

- Maintain clean and fully stocked facilities
- Ensure:
 - Proper sanitation
 - Odor control
 - Functional fixtures

10. HIGH-TOUCH & DISINFECTION PROGRAM

- Regular disinfection of:
 - Door handles, switches, shared equipment
- Use EPA-approved disinfectants where applicable

11. SAFETY & COMPLIANCE

- Follow OSHA safety standards including:
 - Chemical handling (SDS compliance)
 - PPE usage
 - Slip/trip hazard prevention
- Ensure:
 - Proper labeling and storage of cleaning chemicals

12. QUALITY CONTROL & INSPECTION

- Implement inspection checklist program:
 - Restrooms
 - Offices
 - Common areas

- Perform routine audits and scoring

13. DOCUMENTATION & REPORTING

- Maintain:
 - Cleaning logs and schedules
 - Inspection reports
- Report:
 - Maintenance issues (leaks, burnt bulbs, damage)

14. EMERGENCY / DAY PORTER SERVICES (AS REQUIRED)

- Spill cleanup
- Supplemental restroom service
- Event or high-traffic support
- Immediate hazard mitigation (wet floors, debris)

LANDSCAPING / GROUNDS MAINTENANCE

1. PURPOSE

Provide routine and seasonal maintenance of all exterior grounds and landscaped areas to ensure safety, proper functionality, and a professional appearance across all facilities.

2. SERVICE AREAS INCLUDED

- Lawns and turf areas
- Trees, shrubs, and plant beds
- Walkways, parking areas, and exterior hardscapes
- Irrigation systems
- Drainage systems
- Exterior lighting (landscape-related)
- Exterior common and entry areas

3. CORE SERVICE COMPONENTS

- Turf care and mowing
- Plant, tree, and shrub maintenance
- Irrigation system monitoring
- Weed and pest control
- Seasonal cleanup and preparation
- Snow and ice management (where applicable)
- Safety inspections and hazard removal

4. ROUTINE MAINTENANCE SERVICES (WEEKLY / BI-WEEKLY)

A. Turf & Lawn Care

- Mow grass and maintain proper height
- Edge sidewalks, curbs, and landscaped borders
- Remove clippings and debris

B. General Groundskeeping

- Remove litter and organic debris

- Clear walkways and parking lot edges
- Maintain clean and presentable exterior areas

5. PLANT & HORTICULTURAL CARE

- Trim and prune shrubs and trees
- Remove dead or damaged vegetation
- Maintain plant health through:
 - Fertilization
 - Watering
 - Seasonal care

6. WEED, PEST & SOIL MANAGEMENT

- Control weeds in turf, beds, and hardscapes
- Apply herbicides/pesticides as required (compliant use)
- Monitor for plant disease and infestations

7. IRRIGATION & WATER MANAGEMENT

- Inspect irrigation systems:
 - Sprinklers, valves, controllers
- Adjust watering schedules (seasonal)
- Identify leaks, misalignment, or damage
- Perform seasonal startup/shutdown

8. SEASONAL MAINTENANCE PROGRAM

Spring

- Irrigation startup and inspection
- Turf recovery and fertilization
- Pruning and planting

Summer

- Irrigation adjustments
- Frequent mowing and edging
- Pest and disease monitoring

Fall

- Leaf removal
- Aeration and overseeding
- Preparation for winter

Winter

- Snow and ice removal
- Winterization of irrigation systems
- Tree inspection for hazards

9. HARDSCAPE & EXTERIOR MAINTENANCE

- Inspect and maintain:
 - Sidewalks, curbs, and paved areas
- Remove debris and growth from hard surfaces

- Identify and report trip hazards

10. SAFETY & HAZARD MANAGEMENT

- Remove:
 - Fallen branches and debris
 - Overgrowth obstructing visibility
- Maintain clear sightlines near:
 - Parking areas
 - Access roads
- Address slip/trip hazards proactively

11. SAFETY & COMPLIANCE (OSHA)

- Conduct hazard assessments before work
- Use appropriate PPE:
 - Eye, hearing, hand, and foot protection
- Follow chemical handling procedures (SDS compliance)
- Ensure safe equipment operation

12. QUALITY CONTROL & INSPECTION

- Perform routine inspections of:
 - Turf health
 - Plant condition
 - Irrigation performance
- Maintain checklist-based verification
- Document deficiencies and actions

13. DOCUMENTATION & REPORTING

- Maintain:
 - Maintenance logs
 - Seasonal service reports
- Report:
 - Irrigation issues
 - Landscape damage
 - Safety concerns

14. EMERGENCY & SPECIAL SERVICES

- Storm cleanup (branches, debris)
- Tree removal (hazard mitigation)
- Irrigation repairs
- Snow/ice response (if applicable)

OVERHEAD & ROLL-UP DOOR SYSTEMS

1. PURPOSE

Provide comprehensive inspection, maintenance, and repair of overhead and roll-up door systems to ensure safe, reliable operation, minimize downtime, and protect facility operations.

Commercial doors are high-use mechanical systems where failure can result in downtime, safety hazards, and operational disruption

2. SYSTEM COMPONENTS INCLUDED

- Door panels / curtain (roll-up slats or sectional panels)
- Tracks, guides, and rails
- Rollers, hinges, and bearings
- Springs (torsion or extension)
- Cables, drums, and pulleys
- Motors, operators, and drive systems
- Sensors, safety edges, and photo-eyes
- Limit switches and controls
- Seals and weather stripping

3. OPERATIONAL REQUIREMENTS

- Maintain smooth and balanced door movement
- Ensure reliable opening/closing for operational flow (e.g., loading docks, service bays)
- Prevent safety risks to personnel and equipment
- Maintain facility security and environmental control

4. PREVENTIVE MAINTENANCE PROGRAM

Implement a structured PM program including:

- Routine inspections and condition assessments
- Lubrication of all moving components
- Alignment, balance, and tension adjustments
- Cleaning of tracks, panels, and sensors
- Safety device testing and verification
- Scheduled professional servicing

5. INSPECTION REQUIREMENTS

A. Daily / Routine Checks

- Visual inspection for:
 - Damage (dents, cracks, corrosion)
 - Misalignment or uneven movement
 - Unusual noise during operation
- Verify door opens/closes properly

B. Monthly / Routine Maintenance

- Inspect and clean:
 - Tracks, rollers, and guides
 - Door panels and seals
- Lubricate:
 - Hinges, rollers, springs, and bearings

- Test:
 - Smooth operation and balance

C. Quarterly / Semi-Annual Inspections

- Inspect:
 - Springs and cables for wear, corrosion, or fatigue
 - Hardware (bolts, brackets, connections)
- Verify:
 - Door alignment and balance
 - Motor/operator performance

D. Annual Professional Inspections

- Complete system inspection including:
 - Mechanical, electrical, and safety components
- Adjust:
 - Spring tension and door balance
- Provide:
 - Maintenance reports and repair recommendations

6. CLEANING & LUBRICATION

- Clean:
 - Tracks, panels, and sensors
- Lubricate:
 - Rollers, hinges, springs, chains, and bearings
- Use manufacturer-approved lubricants

7. MECHANICAL COMPONENT MAINTENANCE

- Inspect and maintain:
 - Springs and counterbalance systems
 - Cables, drums, and pulleys
 - Rollers and guide systems
- Adjust or replace worn components

8. ELECTRICAL & OPERATOR SYSTEMS

- Inspect:
 - Motors and drive systems
 - Wiring, panels, and connections
- Test:
 - Limit switches and travel settings
 - Emergency disconnects
- Adjust operator performance as needed

9. SAFETY SYSTEMS & DEVICES

- Test:
 - Auto-reverse mechanisms
 - Photo-eye sensors and safety edges

- Verify:
 - Emergency stop functionality
 - Proper guarding of moving components

10. ALIGNMENT & BALANCE

- Verify door alignment and level movement
- Adjust counterbalance systems as needed
- Ensure smooth operation without binding

11. SEALS & WEATHER COMPONENTS

- Inspect:
 - Weather stripping and seals
- Replace:
 - Damaged or worn seals
- Maintain environmental integrity

12. REPAIRS & CORRECTIVE ACTIONS

- Repair or replace:
 - Springs, cables, rollers, and tracks
 - Motors, operators, and controls
 - Damaged panels or structure
- Address operational issues immediately

13. SAFETY & COMPLIANCE

- Ensure compliance with:
 - OSHA and industry safety standards
- Maintain:
 - Safe operating conditions and procedures
- Restrict high-risk repairs (springs/cables) to qualified personnel

14. DOCUMENTATION & REPORTING

- Maintain:
 - Inspection and maintenance logs
 - Repair records and parts replaced
 - Safety test documentation
- Track recurring issues and lifecycle trends

15. EMERGENCY RESPONSE

- Respond to:
 - Door failure / inoperability
 - Safety system failure
 - Structural or mechanical issues
- Prioritize restoring safe operation

PEST CONTROL / INTEGRATED PEST MANAGEMENT (IPM)

1. PURPOSE

Provide proactive inspection, prevention, monitoring, and control of pests to protect facility operations, health, safety, and regulatory compliance. Pests can contaminate environments, damage property, and create health risks, making structured pest management critical. IPM prioritizes non-chemical solutions and uses pesticides only when necessary

2. SERVICE AREAS INCLUDED

- Interior facility spaces (offices, storage, hangars, breakrooms)
- Exterior perimeter and grounds
- Waste and dumpster areas
- Mechanical and utility spaces
- Loading docks and receiving areas

3. CORE SERVICE COMPONENTS

- Facility inspections and risk assessments
- Pest monitoring and detection systems
- Preventive measures (sanitation, exclusion)
- Targeted pest treatments
- Reporting and documentation
- Staff education (as applicable)

4. INITIAL INSPECTION & ASSESSMENT

- Conduct full interior and exterior inspection
- Identify:
 - Active infestations
 - Entry points (cracks, gaps, penetrations)
 - Conditions conducive to pests
- Provide written report with:
 - Findings
 - Recommended actions
 - Service frequency

5. ROUTINE INSPECTIONS & MONITORING

- Perform scheduled inspections (monthly or site-specific)
- Monitor pest activity using:
 - Traps and bait stations
 - Visual inspections
- Track:
 - Pest populations
 - High-risk areas
 - Trends over time

6. PREVENTION & EXCLUSION

- Seal entry points:

- Doors, windows, utility penetrations
- Improve sanitation:
 - Waste handling
 - Food storage practices
- Remove attractants:
 - Standing water
 - Debris and clutter

7. SANITATION & SITE CONDITIONS

- Verify proper:
 - Waste management
 - Cleaning practices
- Inspect for:
 - Moisture issues
 - Food residue
 - Structural deficiencies

8. TREATMENT & CONTROL METHODS

- Apply treatments based on IPM hierarchy:
 - a. Non-chemical methods (preferred)
 - b. Targeted chemical treatments (as needed)
- Methods include:
 - a. Trapping and baiting
 - b. Minimal pesticide application
 - c. Mechanical removal

9. PEST TYPES COVERED

- Rodents (mice, rats)
- Insects (ants, flies, cockroaches, etc.)
- Occasional invaders (spiders, beetles, etc.)

10. DEVICE INSTALLATION & MANAGEMENT

- Install and maintain:
 - Rodent bait stations (exterior)
 - Sticky traps (interior)
 - Monitoring devices
- Inspect and service regularly

11. SAFETY & COMPLIANCE

- Maintain:
 - SDS documentation for all chemicals
 - Proper labeling and storage
- Ensure:
 - Licensed applicators
 - Safe application methods
- Minimize exposure to occupants and staff

12. QUALITY CONTROL & REPORTING

- Provide service reports after each visit, including:
 - Findings and pest activity
 - Treatments performed
 - Corrective recommendations
- Maintain:
 - Pest sighting logs
 - Trends and analytics

13. EMERGENCY RESPONSE

- Rapid response to:
 - Active infestations
 - Health/code violations
- Provide escalation protocol for high-risk situations

14. TRAINING & COMMUNICATION *(As Required)*

- Educate staff on:
 - Pest prevention best practices
 - Proper waste handling
 - Reporting procedures

PLUMBING SYSTEM

1. PURPOSE

Provide a comprehensive plumbing maintenance program to ensure safe, reliable water supply and waste removal systems, prevent leaks and system failures, maintain sanitary conditions, and minimize disruptions to facility operations.

2. SYSTEMS INCLUDED IN SCOPE

A. Water Supply Systems

- Domestic hot and cold water piping
- Pressure regulating systems and distribution lines
- Potable water systems and meters

B. Drainage, Waste & Vent Systems (DWV)

- Sanitary sewer piping and drains
- Vent systems preventing sewer gas intrusion
- Storm drainage systems (if applicable)

C. Fixtures & Equipment

- Sinks, toilets, urinals, faucets, and floor drains
- Water heaters, expansion tanks, and boilers
- Sump pumps, sewage pumps, and lift stations

D. Specialty/Compliance Systems

- Backflow prevention devices
- Grease traps/interceptors (where applicable)

- Water quality control components

3. PREVENTATIVE MAINTENANCE PROGRAM

- Implement a structured preventative maintenance program to reduce failures, extend asset life, and ensure compliance
- Perform routine inspections, cleaning, and minor repairs across all plumbing systems

4. INSPECTION REQUIREMENTS

- Conduct routine inspections (visual checks and scheduled detailed inspections) to identify early issues
- Verify performance of all system components including pipes, fittings, fixtures, valves, drains, heaters, and sewer systems
- Inspect for:
 - Leaks, corrosion, and loose fittings
 - Water pressure and temperature consistency
 - Drainage flow and blockages
 - Equipment condition (water heaters, pumps, valves)
- Ensure compliance inspections for backflow devices and critical systems

5. ROUTINE MAINTENANCE TASKS

- Check and repair water leaks, dripping fixtures, and running toilets
- Maintain proper water pressure to protect piping and fixtures
- Clean and maintain drains, floor drains, and sewer lines to prevent blockages
- Inspect and maintain backflow preventers to prevent contamination
- Service water heaters (flushing, temperature checks, safety devices)
- Maintain pumps, valves, and shut-off systems for proper operation

6. DRAINAGE & WASTE SYSTEM MANAGEMENT

- Perform scheduled drain cleaning, jetting, or snaking to prevent backups
- Maintain grease traps/interceptors to avoid clogs and code violations
- Ensure trap seals are maintained to prevent sewer gas entry
- Monitor sewer lines and perform corrective maintenance as required

7. REPAIRS & CORRECTIVE MAINTENANCE

- Address leaks, pipe failures, and drainage issues immediately to prevent water damage
- Repair or replace defective components (pipes, valves, fixtures, pumps)
- Correct pressure issues, corrosion, and system inefficiencies
- Perform emergency response for plumbing failures to restore service quickly

8. SYSTEM OPERATIONS & PERFORMANCE

- Ensure continuous delivery of safe potable water and proper waste removal
- Maintain system pressure, flow, and temperature within acceptable ranges
- Prevent contamination through proper backflow prevention and system integrity
- Maintain sanitary conditions and occupant safety

9. SAFETY & RISK MANAGEMENT

- Ensure systems are free from leaks, hazards, and sanitary risks
- Maintain plumbing fixtures and systems in safe, working condition per code requirements
- Prevent water damage, mold growth, and contamination risks
- Follow proper lockout/tagout and confined space procedures (as applicable)

ROOF SYSTEM

1. PURPOSE

Provide a comprehensive roof maintenance program to preserve the integrity of the building envelope, prevent water intrusion, extend roof service life, and minimize operational disruptions through proactive inspection, maintenance, and repair.

2. SYSTEMS INCLUDED IN SCOPE

A. Roofing Systems

- Single-ply membrane systems (TPO, EPDM, PVC)
- Modified bitumen, built-up roofing (BUR), or metal roofing systems
- Insulation layers and substrate

B. Roof Components

- Flashings, seams, penetrations, and transitions
- Parapet walls, coping, and roof edges
- Expansion joints and sealants

C. Drainage & Accessories

- Roof drains, scuppers, gutters, and downspouts
- Overflow drainage systems
- Rooftop equipment interfaces (HVAC, vents, skylights)

3. PREVENTATIVE MAINTENANCE PROGRAM

- Implement structured preventative maintenance to reduce failure risk and extend roof lifespan
- Perform **routine inspections, cleaning, and minor repairs** to prevent major deterioration
- Maintain documentation required to preserve warranties and support capital planning

4. INSPECTION REQUIREMENTS

- Conduct **biannual inspections (spring and fall)** and after major weather events
- Perform both **interior and exterior inspections** to identify water intrusion and structural concerns
- Document all conditions, deficiencies, and recommended corrective actions

Typical inspection focus areas include:

- Roof membrane condition (cracks, punctures, blisters, seam separation)
- Flashing integrity at penetrations, edges, and transitions
- Evidence of ponding water or drainage issues
- Structural components and roof support systems
- Condition of rooftop equipment and penetrations

5. ROUTINE MAINTENANCE TASKS

- Remove debris and maintain clean roof surfaces to prevent drainage obstruction
- Ensure drains, gutters, and scuppers remain clear and functional

- Maintain sealants, caulking, and flashing systems
- Monitor for early signs of leaks, moisture intrusion, and deterioration
- Perform seasonal maintenance for weather-related risks

6. REPAIRS & CORRECTIVE MAINTENANCE

- Repair membrane punctures, seam separations, and flashing failures
- Address leaks and water intrusion immediately to prevent interior damage
- Replace deteriorated materials or components as required
- Coordinate repair activities to minimize disruption to facility operations

7. SYSTEM OPERATIONS & PERFORMANCE

- Ensure roof system remains watertight and structurally sound
- Prevent standing water and maintain proper drainage flow
- Support building insulation performance and energy efficiency
- Maintain compatibility with rooftop equipment and penetrations

9. SAFETY & RISK MANAGEMENT

- Follow OSHA fall protection and roof access requirements
- Restrict roof access to authorized personnel only
- Identify trip hazards, unsafe conditions, and structural risks
- Maintain safe work practices during inspections and repairs

WASTE MANAGEMENT

1. PURPOSE

Provide structured waste collection and disposal services to maintain clean, safe, and compliant facilities while supporting environmental sustainability initiatives.

Effective waste management programs protect health, reduce contamination risks, and support regulatory compliance and environmental goals.

2. SERVICE AREAS INCLUDED

- Interior waste collection points (offices, breakrooms, restrooms)
- Exterior dumpsters and compactors
- Loading docks and service yards
- Hangar support areas and operation zones

3. CORE SERVICE COMPONENTS

- Waste collection and disposal
- Waste segregation and handling
- Compactor/dumpster management
- Inspection and cleanliness maintenance
- Reporting and compliance documentation

4. ROUTINE WASTE COLLECTION SERVICES

A. Interior Waste Collection

- Empty trash and recycling receptacles
- Replace liners
- Transport waste to designated disposal areas

B. Exterior Waste Handling

- Consolidate waste into dumpsters/compactors
- Ensure lids remain closed and secure
- Prevent overflow conditions

5. WASTE SEGREGATION & HANDLING

- Separate waste streams:
 - General waste
 - Specialized waste (as applicable)
- Prevent cross-contamination
- Follow proper disposal procedures for each stream

6. COMPACTOR & DUMPSTER MANAGEMENT

- Inspect dumpsters/compactors regularly
- Ensure:
 - Proper functionality
 - No overflow or spillage
- Maintain cleanliness of surrounding area
- Coordinate pickups based on usage levels

7. SANITATION & CLEANLINESS (WASTE AREAS)

- Keep waste areas clean and free of debris
- Remove spills and residue immediately
- Pressure wash or sanitize dumpsters as needed
- Control odors

8. HAZARDOUS & SPECIAL WASTE (IF APPLICABLE)

- Identify and segregate regulated materials
- Ensure proper storage and labeling
- Coordinate disposal with licensed vendors
- Maintain documentation and compliance

9. SAFETY & COMPLIANCE

- Use proper PPE:
 - Gloves, eye protection, etc.
- Follow lifting and handling safety procedures
- Maintain SDS documentation (where required)
- Ensure safe handling of waste materials

10. INSPECTION & QUALITY CONTROL

- Conduct routine inspections of:
 - Waste areas
 - Dumpster condition

- Identify:
 - Overflow issues
 - Improper waste disposal
- Implement corrective actions

11. DOCUMENTATION & REPORTING

- Maintain:
 - Waste pickup schedules
 - Vendor service logs
- Report:
 - Issues with waste handling
 - Non-compliance or misuse
 - Recommendations for improvements

12. VENDOR MANAGEMENT

- Coordinate with:
 - Waste haulers
- Ensure adherence to:
 - Service frequency
 - Pickup schedules
 - Contract requirements

13. EMERGENCY RESPONSE

- Address:
 - Overflow conditions
 - Spills or contamination events
- Provide rapid cleanup and containment
- Notify appropriate personnel as required

14. SUSTAINABILITY & OPTIMIZATION *(Recommended Best Practice)*

- Monitor waste volumes and trends
- Identify opportunities to:
 - Reduce waste
- Optimize container sizes and pickup frequency

WINDOW CLEANING

1. PURPOSE

Provide routine and periodic cleaning, inspection, and maintenance of interior and exterior glass surfaces to ensure visibility, professional appearance, and long-term protection of window systems. Regular window cleaning prevents buildup, preserves glass integrity, and maintains building presentation

2. SERVICE AREAS INCLUDED

- Exterior windows and curtain walls

- Interior windows and partitions
- Glass doors and storefronts
- Skylights and atriums (where accessible)
- Window frames, sills, and tracks
- Specialty glass (as applicable)

3. CORE SERVICE COMPONENTS

- Exterior window cleaning
- Interior window cleaning
- Frame, sill, and track cleaning
- Glass inspection and defect identification
- Stain removal and restoration (as required)
- Documentation and reporting

4. EXTERIOR WINDOW CLEANING

- Remove debris (dust, cobwebs, dirt)
- Wash glass with approved cleaning solution
- Squeegee surfaces for streak-free finish
- Clean:
 - Frames, ledges, and trims
 - Surrounding surfaces (as applicable)
- Inspect for:
 - Cracks, chips, seal failures

5. INTERIOR WINDOW CLEANING

- Remove dust from blinds/shades (if present)
- Clean and polish glass surfaces
- Clean window sills and tracks
- Remove smudges, fingerprints, and residue
- Ensure streak-free finish

6. FRAME, SILL & TRACK MAINTENANCE

- Clean and wipe:
 - Frames and mullions
 - Window sills and ledges
- Remove debris from tracks
- Inspect drainage and condition

7. INSPECTION & CONDITION MONITORING

- Inspect glass for:
 - Cracks, scratches, chips
 - Seal failures or fogging
- Identify:
 - Water intrusion risks
 - Frame or seal deterioration

- Document findings with photos (as needed)

8. FREQUENCY GUIDELINES *(Baseline for Standardization)*

Exterior Windows

- Minimum: 2 times per year
- Higher frequency for:
 - Retail / high-visibility areas

Interior Windows

- Monthly to quarterly depending on use

High-traffic storefront glass

- Weekly or bi-weekly

9. SAFETY & ACCESS REQUIREMENTS

- Perform hazard assessment prior to work
- Use:
 - Fall protection systems (PFAS)
 - Ladders, lifts, or rope descent systems (as required)
- Verify anchor points and equipment integrity

10. EQUIPMENT & METHODS

- Squeegee and microfiber cleaning systems
- Water-fed pole systems
- Aerial lifts or rope access (as needed)
- Approved, non-damaging cleaning solutions

11. QUALITY CONTROL

- Ensure:
 - Streak-free finish
 - Complete coverage of glass surfaces
- Conduct final inspection:
 - Interior and exterior perspectives
- Address missed areas before completion

12. DOCUMENTATION & REPORTING

- Maintain:
 - Service logs and schedules
 - Before/after photos (as applicable)
- Report:
 - Glass defects or damage
 - Maintenance or repair recommendations

13. SPECIAL SERVICES (AS REQUIRED)

- Hard water stain removal
- Glass restoration
- Post-construction cleaning
- High-rise / specialty access cleaning

14. EMERGENCY / ON-DEMAND SERVICES

- Post-storm cleanup
- Graffiti or contamination removal
- Immediate cleaning for high-visibility events



Public Services Committee

September 29, 2026

Mr. Frank Howard

Department:	N/A
Presenter:	N/A
Caption:	Mr. Frank Howard- update of Phalonda Yvette Howard Project Improvement -Diamond Lake Park.
Background:	N/A
Analysis:	N/A
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	N/A
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A

AGENDA ITEM REQUEST FORM

Commission meetings: First and third Tuesdays of each month – 2:00 p.m.

Committee meetings: Second and last Tuesdays of each month – 1:00 p.m.

Commission/Committee: (Please check one and insert meeting date)

☐ Commission	Date of Meeting _____
☐ Public Safety Committee	Date of Meeting _____
☐ Public Services Committee	Date of Meeting _____
☒ Administrative Services Committee	Date of Meeting <u>9/29/2026</u>
☐ Engineering Services Committee	Date of Meeting _____
☐ Finance Committee	Date of Meeting _____

Contact Information for Individual/Presenter Making the Request:

Name: FRANK G. HOWARD
 Address: 4401 T.J. KELLY DRIVE HEPHIZIBAH, GA 30815
 Telephone Number: 706-414-7779
 Fax Number: N/A
 E-Mail Address: frankg1@hotmail.com

Caption/Topic of Discussion to be placed on the Agenda:

UPDATE OF PHALONDA YVETTE HOWARD PROJECT
IMPROVEMENT TO DIAMOND LAKE PARK

Please send this request form to the following address:

Ms. Lena J. Bonner
 Clerk of Commission
 Suite 220 Municipal Building

535 Telfair Street
 Augusta, GA 30901

Telephone Number: 706-821-1820

Fax Number: 706-821-1838

E-Mail Address: lbonner@augustaga.gov
nmcfarley@augustaga.gov

9/18/24
 3:55pm (NW)

Requests may be faxed, e-mailed or delivered in person and must be received in the Clerk's Office no later than 9:00 a.m. on the Thursday preceding the Commission and Committee meetings of the following week. A five-minute time limit will be allowed for presentations.



Public Services Committee

Meeting Date: September 29, 2026

Construction Services for Park Improvements: May Park (Vendor Approval)

Department:	Recreation & Parks
Presenter:	Tameka D. Williams
Caption:	Motion to approve the selection of Tri Scapes, LLC as the vendor for Bid Item# 26-181, Construction Services for May Park Improvements, in the amount of \$2,695,132.55; to approve associated SPLOST 7 allocations; and to authorize the mayor to execute the contracts and all related documents.
Background:	Augusta Recreation and Parks solicited bids for construction services for Bid Item# 26-181 for May Park Improvements. The project is partially funded through a federal grant. The initial bids came back over the available grant-funded project budgets. Following review of the bid results, the project was re-advertised for bid and a total of three (3) bids were received. Upon review, the bid was determined to be compliant with the solicitation requirements and Tri Scapes, LLC was selected vendor. The value engineering method was used to allow the project to proceed while prioritizing the grant-funded portions necessary to meet applicable grant deadlines.
Analysis:	Tri Scapes, LLC has been selected for the project following bid review and value engineering. The vendor will prioritize the grant-funded portions of each project first to ensure compliance with grant deadlines. After completion of the grant-funded portions, Tri Scapes, LLC will complete the remaining portions of the projects using supplemental funding.
Financial Impact:	The total financial impact is \$2,695,132.55. May Park Improvements: Total project amount: \$2,695,132.55 Federal grant funding available: \$1,924,247.50 Remaining amount funded through unallocated SPLOST 7 Program Administration funds: \$770,885.05
Alternatives:	1. Approve the selection of Tri Scapes, LLC and allow the projects to proceed. 2. Do not approve the selection and delay the projects, which may affect the ability to complete grant-funded portions within required grant timelines. 3. Reject the bids and rebid the projects, which may further delay construction and may not result in lower pricing.

Recommendation: Approve the selection of Tri Scapes, LLC as the vendor for Bid Item# 26-181, Construction Services for May Park Improvements, in the amount of \$2,695,132.55; and to approve associated SPLOST 7 allocations.

Funds are available in the following accounts: Federal Grant Funding:
May Park: \$1,924,247.50 (GL 220-06-1331)
SPLOST 7 (GL 329-01-1110/ JL 216010901): \$770,885.05

REVIEWED AND
APPROVED BY: N/A

Invitation to Bid

Bid Item **#26-181 May Park Improvements Project Improvements Project** for Augusta - Richmond County Recreations and Parks Department.

Sealed bids will be received until Tuesday, August 18, 2026, at 3:00 p.m. Bid openings are open to the public in the Augusta Procurement Department located at 535 Telfair Street, Suite 605, Augusta, GA 30901, and via Teams: Meeting ID: 276 847 943 030 504; Passcode: 2ns7Fi3y

No submittal will be accepted by email. All submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday. No bids may be withdrawn for a period of ninety (90) days after bids have been opened.

Bid documents may be examined at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Suite 605, Augusta, GA 30901 (706)821-2422. Plans and specifications for this project shall be obtained by all prime, subcontractors and suppliers exclusively from Augusta Blueprint. There is a non-refundable fee of **\$295.00** for Bid Item **#26-181 – May Park Improvements Project** for the plans and specifications for this project. Addenda will also be posted on the plan room's websites.

It is the wish of the Owner that all businesses are given the opportunity to submit on this project. To facilitate this policy the Owner is providing the opportunity to view plans online (www.augustablue.com) at no charge through Augusta Blueprint (706)722-6488 beginning Friday, July 24, 2026. Bidders are cautioned that submitting a package without Procurement of a complete set are likely to overlook issues of construction phasing, delivery of goods or services, or coordination with other work that is material to the successful completion of the project.

All Bidder's questions, request for clarifications, or interpretations must be submitted in writing by emailing procbidandcontract@augustaga.gov on or before Monday, August 17, 2026, by 5:00 P.M.

All bids must be received by mail, courier or hand delivered to the Procurement Department,
Attn: Tywana Scott
535 Telfair Street - Suite 605
Augusta, Georgia 30901
Phone: 706-821-2422
Email: procbidandcontract@augustaga.gov

A 5% Bid bond is required to be submitted along with the bidders' qualifications. Performance and Payment Bonds are required at 100% of the Awarded Amount.

Bidders are cautioned that obtaining Bid documents through any source other than the Procurement Department is not advisable, as documents from unauthorized sources places the bidder at risk of receiving incomplete or inaccurate information.

Publish: Augusta Chronicle July 24th, 31st, and August 7th, 14th



**BID Opening: BID Item #26-181 Construction Services for May Park Improvements
for Augusta, GA - Recreation and Parks Department
BID Date: Monday, August 31, 2026 @ 3:00 p.m.**

Total Number Specifications Mailed Out: 40
Total Number Specifications Download (Euna OpenBids): 16
Total Electronic Notifications (Euna OpenBids): 819
Georgia Procurement Registry: 3572
Pre-Bid Conference Attendees: 22
Total Packages Submitted: 2
Total Non-Compliant: 0

Vendors	Exhibit A	Addendum 2	E-Verify Number	SAVE Form	Original and 1 USB	Bid Bond	Base Bid	Bid Alternates	Total Project Cost
Horizon Construction & Associates, Inc. P. O. Box 798 Evans, GA 30809	Yes	Yes	229921	Yes	Yes	Yes	3,673,299.34	\$25,275.00	\$3,698,574.34
JHC Corporation 15 Fresh Bru Dr Newnan, GA 30263	Yes	Yes	413897	Yes	Yes	Yes	2,966,203.75	\$1,152,000.00	4,118,203.75
Tri Scapes, LLC 1200 Bluegrass Lakes Parkway, Ste. 300 Alpharetta, GA 30004	Yes	Yes	123689	Yes	Yes	Yes	2,455,132.55	\$240,000.00	2,695,132.55

MEMORANDUM

TO: Andy Penick, Director-Procurement

FROM: Tameka D. Williams, CPRP, CYSA, Director-Recreation & Parks

DATE: September 17, 2026

RE: Recommendation of Award - Bid Item# 26-181 (May Park Improvements)

Augusta Recreation and Parks Department (ARPD) respectfully submits its recommendation of award for Bid Item# 26-181 Construction Services for May Park Improvements. The project is funded through the Federal grant "Improving Neighborhood Outcomes in Disproportionally Impacted Communities" for park improvement initiatives. It includes the construction of new recreational and park amenities, pedestrian infrastructure, and supporting facilities as outlined in the approved project scope.

The project was re-advertised for bid and a total of three (3) bids were received. Upon review, the bid was determined to be compliant with the solicitation requirements.

Due to budget constraints, the project scope was value engineered and divided into two (2) phases. The value engineering process allows the projects to proceed while prioritizing the grant-funded portions necessary to meet applicable grant deadlines.

With this process, Tri Scapes, LLC was selected to complete Phase I of the May Park Improvement Project in the amount of **\$2,695,132.55**. Phase II will be deferred until additional funding is identified. Sufficient funding is available for Phase I for park improvements.

Based on the bid results, compliance review and scope, the Department recommends awarding this contract to Tri Scapes, LLC and proceeding with contract negotiations. If you have any questions or require additional information, please do not hesitate to contact me.

Thank you in advance for moving the process forward!

Augusta Blueprint & Microfilm, Inc

#26-181 Construction Services for May Park Improvements for Augusta Richmond County (herein "Augusta") on behalf of the Augusta Recreations & Parks Dept located at 2027 Lumpkin Road - Augusta, GA 30906

Set#	Rec'd By	Del	Shipped	Pick-Up	Email	Address	Phone	Fax
1	E.R. Snell Contractor				X	1785 Oak Road Snellville, GA 30078 Notices@ersnell.com	770-985-0600	770-985-2957
2	JHC Corporation				X	15 Fresh Bru Dr Newman, GA 30263 Melissa@jhccorporation.com	770-487-3258	770-487-4254
3	Piedmont Mining, LLC				X	815 North Main Street Wrens, GA 30833 WMrDaniel@piedmontminingllc.com	706-825-7707	
4	Piedmont Mining, LLC				X	3825 Edwards Rd Suite 800 Cincinnati, OH 45209 content@constructconnect.com		
5	Contract Management Inc				X	1829 Killingsworth Road Augusta, GA 30904 estimating@contractmgmtinc.com	706-667-9033	706-667-9034
6	Dodge Construction				X	2860 S. State Hwy 161 STE 160 #501 Grand Prairie, TX 75052 darlene.baker-mann@construction.com	844-326-3826 ext 9246	
7	TRI Scapes LLC				X	1595 Peachtree PKWY Suite 204-396 Cumming, GA 30041 Katelyn@triscapes.com	770-752-4698	
8	Horizon Construction & Associates				X	P. O. Box 798 Evans, GA 30809 info@horizonaug.com	706-719-5004	706-719-5013

Planholders

[Add Supplier](#)[Export To Excel](#)

Supplier (14)

Supplier 

Download Date

A-1 Iron Works	07/28/2026
All Marine Land Clearing	07/27/2026
Beams Contracting, Inc	07/30/2026
Bliss Products & Services, Inc.	07/29/2026
ConstructConnect	07/27/2026
Crowned Kingz Services LLC	07/30/2026
Dodge Data	07/28/2026
Moon Meeks & Associates, Inc.	07/28/2026
Onvia, Inc. - Content Department	08/12/2026
Samford Group LLC	07/28/2026
SolarPath Inc	08/17/2026
SPORT SURFACES LLC	08/13/2026
Tactical Wire Communications Solutions	08/12/2026
Tartes steel innovations LLC	07/27/2026

[Add Supplier](#)

Supplier Details

Supplier Name	A-1 Iron Works
Contact Name	Michael Treadaway
Address	2403 Old Savannah Road , Augusta, GA 30906
Email	sales@a1ironworks.com

CONTRACT MANAGEMENT
1829 KILLINGSWORTH ROAD
AUGUSTA, GA 30904

KUHLKE CONSTRUCTION
3704 BENCHMARK DR.
AUGUSTA, GA 30909

R.W. ALLEN LLC
1015 BROAD STREET
AUGUSTA, GA 30901

ALLEN BATCHELOR CONSTRUCTION
1063 FRANKE INDUSTRIAL BLVD
AUGUSTA, GA 30909
(RETURNED MAIL)

RCN CONSTRUCTION
1115 FRANKE INDUSTRIAL BLVD.
AUGUSTA, GA 30909

John W. Spratling & Son, LLC
5133 Washington Road, Suite 300
Evans, GA 30809

SPRATLIN & SON CONSTRUCTION
P.O. BOX 66
139 N. PEACHTREE STREET
LINCOLNTON, GA 30817

BLOUNT'S COMPLETE HOME
2907 TOBACCO ROAD #C
HEPHZIBAH, GA 30815

SHEARER CONSTRUCTION
ATTN: ROBBIE SHEARER
P. O. BOX 2570
EVANS, GA 30809

ATTAWAY CONSTRUCTION
ATTN: MELISSA TYLER
4234 WHEELER ROAD
MARTINEZ, GA 30907

SOMMERS CONSTRUCTION COMPANY
632 SOUTH OLD BELAIR ROAD
GROVETOWN, GA 30813

LARRY MCCORD DESIGN BUILD
2016 HIGHLAND AVE
AUGUSTA, GA 30904

AKINS GENERAL CONTRACTORS
PO BOX 941
520 PARK AVENUE
STATESBORO, GA 30458

S. D. CLIFTON CONSTRUCTION
4324 WHEELER ROAD
AUGUSTA, GA 30907

DABBS-WILLIAMS GC
ATTN JAY JAMES
319 S WALNUT STREET
STATESBORO GA 30459

CONTINENTAL CONSTRUCTION
4190 CROSSTOWNE COURT
EVANS, GA 30809

IMPACT ROOFING & CONSTRUCTION
453 COLUMBIA INDUSTRIAL BLVD.
SUITE 5
EVANS, GA 30809

ACC CONSTRUCTION CO
635 NORTHWEST FRONTAGE
AUGUSTA, GA 30907

PEACH CONTRACTING
3127 DAMASCUS ROAD
AUGUSTA, GA 30909
(RETURN MAIL)

BOWLES CONSTRUCTION, INC.
2112 HIGHLAND AVE.
AUGUSTA, GA 30904

AUGUSTA REMODELING & CONSTRUCTION
201 VALDES DR.
MARTINEZ, GA 30907

S AND S WIDNER CONTRACTORS
4106 COLBEN BLVD STE 101
EVANS, GA 30809

GREEN & GREEN CONSTRUCTION
2703 PEACH ORCHARD RD
AUGUSTA, GA 30906

MCKNIGHT CONSTRUCTION CO INC
635 NW FRONTAGE ROAD
AUGUSTA, GA 30907

Lagniappe Development Company
1190 W. Shadburn Ave
Buford, GA 30518

Horizon Construction & Associates, Inc.
PO Box 798
Evans, GA 30809

Attaway Construction & Associates, LLC
3800 Park Lane
Martinez, GA 30907

BID ITEM #26-181
MAY PARK IMPROVEMENTS – FOR
PARKS AND RECREATION
DEPARTMENT
MAILED: FRIDAY, 07/24/26

BID ITEM #26-181
MAY PARK IMPROVEMENTS – FOR
PARKS AND RECREATION
DEPARTMENT
DUE: TUES., 8/18/26 @ 3:00 P.M.

PAGE 1 OF 2

Sommers Construction LLC
313 U N Court
Grovetown, GA 30813

Kenrick's Construction Company
910 Georgia Avenue
North Augusta, SC 29831

J. E. STEWART BUILDERS, INC
237 CHESTERFIELD STREET
N. AIKEN, SC 29801

LAVENDER & ASSOC, INC.
P.O. BOX 1654
STATESBORO, GA 30459

HEAVENER AND ASSOCIATES
CONSTRUCTION
P.O. BOX 14129
AUGUSTA, GA 30919

CONTRACT MANAGEMENT, INC.
ATTN: JAMES WILLIAMS
P. O. BOX 3833
AUGUSTA, GA 30914

B.R. WALDEN CONSTRUCTION
2320 WALDEN DRIVE
AUGUSTA, GEORGIA 30904

COOK GENERAL CONTRACTING
ATTN: JENNIFER GRIER
3120 FRONTAGE ROAD
GAINESVILLE, GA 30504

J & B CONSTRUCTION
ATTN: JEROME JONES
3550 GORDON HWY
GROVETOWN, GA 30813

SHEARER CONSTRUCTION
ATTN: ROBBIE SHEARER
106 S BELAIR ROAD
AUGUSTA, GA 30907

SOMMERS CONSTRUCTION
ATTN: PATRICK SOMMERS
4889 SOMERSET DRIVE
EVANS, GA 30809

COPPER CONSTRUCT.
410 MCINTOSH ST.
VIDALIA, GA 30474

J MAR BUILDER & SERVICE
1450 GREENE STREET
AUGUSTA, GA 30901

TAMEKA WILLIAMS
AUGUSTA PARKS & RECREATION

FRANK ROST
AUGUSTA PARKS & RECREATION

YOLANDA JACKSON
AUGUSTA COMPLIANCE DEPT.

BID ITEM #26-181
MAY PARK IMPROVEMENTS – FOR
PARKS AND RECREATION
DEPARTMENT
MAILED: FRIDAY,07/24/26

BID ITEM #26-181
MAY PARK IMPROVEMENTS – FOR
PARKS AND RECREATION
DEPARTMENT
DUE: TUES., 8/18/26 @ 3:00 P.M.

PAGE 2 OF 2



Public Services Committee

Date: September 29, 2026

Food Services Agreement Approval

Department:	Recreation and Parks Department
Presenter:	Tameka D. Williams
Caption:	Motion to approve the agreement with Food Services Agreement with G.A. Food Services of Pinellas County, LLC. and to authorize the mayor to execute the contracts and all related documents.
Background:	The Augusta Parks and Recreation Department operates six senior nutrition sites throughout Augusta, Georgia through a partnership with CSRA Regional Commission. The CSRA Regional Commission, as part of the senior nutrition grant has selected the vendor for nutritional services. The vendor, G.A. Food Services of Pinellas County, LLC, has submitted an amendment to the food services agreement to adjust the price per meal.
Analysis:	The meal cost is fully reimbursed by the CSRA Regional Commission. The 2026 Cooperative Agreement with the CSRA Regional Commission covers the increased cost per meal.
Financial Impact:	N/A
Alternatives:	1. To approve the Food Services Agreement. 2. To not approve the agreement, which may have a negative impact on the execution of the senior nutrition program.
Recommendation:	1. To approve the Food Services Agreement.
Funds are available in the following accounts:	Funds are available in the following accounts: 220-05-4322
<u>REVIEWED AND APPROVED BY:</u>	N/A

FOOD SERVICES AGREEMENT

THIS FOOD SERVICE AGREEMENT (hereinafter referred to as the “Agreement”) effective October 1, 2026, is entered into by and between **G.A. Food Services of Pinellas County LLC** located at 12200 32nd Court N, St. Petersburg, FL 33716 (hereinafter referred to as “CONTRACTOR”) and the **Augusta-Richmond County** located at located at 2027 Lumpkin Road, Augusta, GA 30916 (hereinafter referred to as the “COUNTY”). Individually referred to as the “Party” and collectively referred to as the “Parties”

WHEREAS, the Central Savannah River Area Regional Commission Area Agency on Aging (hereinafter referred to as “CSRA”) has deemed the CONTRACTOR a qualified food vendor for the counties within its service area, and

WHEREAS, the COUNTY is a participant in the CSRA nutrition service program, and

WHEREAS, the COUNTY desires to engage the CONTRACTOR to render certain meal services under the provisions of the Older Americans Act of 1965, as amended.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, as well as other good and valuable consideration, the adequacy and receipt of which are hereby acknowledged, the parties hereto agree as follows:

- I. **Engagement.** The COUNTY agrees to grant the CONTRACTOR the exclusive right to provide meals to CSRA’s senior nutrition program participants during the Term of the Agreement.
- II. **Compensation.** The CONTRACTOR shall be compensated for the work and services to be performed under this contract as set forth in Attachment A.
- III. **Scope of Services.** The CONTRACTOR shall perform and carry out in a satisfactory and proper manner, the work and service described in Attachment B, which is attached hereto and made a part of hereof.
- IV. **Term.** The effective date of this contract is October 1, 2026 through September 30, 2027. The COUNTY has the option to renew for an additional three (3) one-year renewals. For each renewal the CONTRACTOR reserves the right to adjust the rates based upon 5.5% Consumer Price Index (CPI) calculated year over year.
- V. **Terminations.**
 - A. If through any cause, the CONTRACTOR shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the CONTRACTOR has violated any of the covenants, agreements, representations, or stipulations of this Contract, COUNTY shall thereupon have the right to terminate this Contract by giving written notice to CONTRACTOR of such termination and specifying the effective date thereof, which may be immediate.
 - B. Either Party may terminate this Contract without cause at any time by giving written notice to the other Party of such termination and specifying the effective date thereof, at least ninety

(90) days before the effective date of such termination.

- C. Upon termination, the CONTRACTOR shall submit the final contract expenditure report not later than forty-five days after the effective date of termination.

VI. **Indemnification.**

- A. The CONTRACTOR shall indemnify, hold harmless, and defend COUNTY against all loss, cost, expense, and reasonable attorney's fees arising out of any demand, claim, or suit of any kind or character whatsoever arising out of the conduct of the CONTRACTOR, its agents or employees including without limitation, any claim alleging personal injury or property damage arising out of the transportation of meals or other food to the various sites and any claim alleging personal injury, sickness, or disease arising out of the storage, preparation, delivery or consumption of meals except to the extent that such demand, claim, or suit arises solely from the negligence or fault of the COUNTY without any negligence or fault on the part of the CONTRACTOR.
- B. The COUNTY shall indemnify, hold harmless, and defend CONTRACTOR against all loss, cost, expense, and reasonable attorney's fees arising out of any demand, claim, or suit of any kind or character whatsoever arising out of the conduct of the COUNTY, its agents or employees including without limitation, any claim alleging personal injury, sickness, or disease arising out of the storage, serving, or consumption of meals except to the extent that such demand, claim, or suit arises solely from the negligence or fault of the CONTRACTOR without any negligence or fault on the part of the COUNTY.

- VII. **Miscellaneous.** All Proprietary Items are confidential to and are and will remain the sole and exclusive property of the CONTRACTOR. Proprietary Items shall be those items prohibited from disclosure by counties under the Georgia Open Records Act (O.C.G.A. § 50-18-70, et seq.). In the event the COUNTY receives, obtains access, or otherwise is exposed to any Proprietary Items, the COUNTY will and shall cause its officers, employees, and agents to, (a.) hold the Proprietary Items in trust and in the strictest confidence, (b.) not produce, use, distribute or otherwise disseminate the Proprietary Items except to the extent necessary to aid the performance of the services provided by the CONTRACTOR, and (c.) otherwise protect the Proprietary Items from disclosure. Upon request by the CONTRACTOR and/or termination of this Agreement, the COUNTY shall return all property belonging to the CONTRACTOR, including without limitation, all tangible materials (originals or copies) containing or embodying Proprietary Items then in its custody, control, or possession. Notwithstanding anything above, CONTRACTOR and COUNTY shall comply with all applicable provisions of the Georgia Open Records Act (O.C.G.A. § 50-18-70, et seq.).

- VIII. **Employment of Unauthorized Aliens Prohibited – E-Verify Affidavit.** Pursuant to O.C.G.A. § 13-10-91, COUNTY shall not enter into a contract for the physical performance of services unless CONTRACTOR shall provide evidence on COUNTY-provided forms, attached hereto as Attachments “F” and “G” (affidavits regarding compliance with the E-Verify program to be sworn under oath under criminal penalty of false swearing pursuant to O.C.G.A. § 16-10-71), that it and CONTRACTOR’s subcontractors have registered with, are authorized to use and use the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91, and that they will continue to use the federal work authorization program throughout the

contract period. CONTRACTOR hereby verifies that it has, prior to executing this Agreement, executed a notarized affidavit, the form of which is provided in Attachment "F", and submitted such affidavit to COUNTY. Further, CONTRACTOR hereby agrees to comply with the requirements of the federal Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02.

- IX. **Civil Rights Affirmative Action Compliance.** The CONTRACTOR shall be an Equal Opportunity Employer and conform to the provisions of the Civil Rights Act of 1964. In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and all other provisions of Federal law, CONTRACTOR agrees that, during performance of this agreement, CONTRACTOR, for itself, its assignees and successors in interest, will not discriminate against any employee or applicant for employment, any subcontractor, or any supplier because of race, color, creed, national origin, gender, age or disability. In addition, CONTRACTOR agrees to comply with all applicable implementing regulations and shall include the provisions of this paragraph in every subcontract for services contemplated under this agreement.

- X. **Applicable Laws and Regulations.** The CONTRACTOR shall perform its duties in accordance with the provisions of the Older Americans Act of 1965, as amended, and all rules, regulations, standards, and directives issued there under, the Georgia Division of Aging Services Policies and Procedures, and the Area Agency on Aging Policies and Procedures Manual. The CONTRACTOR shall comply with all other applicable federal, state, and local laws, rules and regulations which deal with or relate to the operations of programs under this Contract. The applicable provisions of the Federal Fair Labor Standards Act of 1938, as amended, together with duly promulgated rules and regulations of the United States Department of Labor are applicable to this compliance. The CONTRACTOR agrees to fully reimburse COUNTY for any loss of funds or resources resulting from noncompliance by the CONTRACTOR.

- XI. **Records.** The CONTRACTOR shall maintain all books, documents, papers, and other records relating to the work performed under this Contract for a period of six (6) years from the date of the submission of the final invoice or expenditure report. If any litigation, claim, or audit is begun before the expiration of the six -year retention period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved. The CONTRACTOR shall include the provisions of this paragraph in any subcontract executed in connection with this Contract.

- XII. **Entire Agreement.** This Contract incorporates all prior proposals, negotiations, interpretations, and understandings between the parties and is the full and complete expression of the Contract.

- XIII. **Amendments.** Any change, alteration, deletion, or addition to the terms set forth in this Contract must be in the form of a written amendment signed by both parties, unless otherwise specified herein.

IN WITNESS WHEREOF, COUNTY and the CONTRACTOR, acting by and through their duly authorized officers, agree to the terms and conditions of this Contract, set forth above, by affixing their signatures hereto.

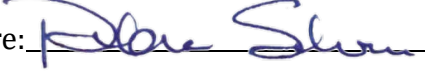
AUGUSTA-RICHMOND COUNTY (COUNTY) GA FOOD SERVICES (CONTRACTOR)

Signature: _____

Name: _____

Title: _____

Date: _____

Signature:  _____

Name: Debra Silvers

Title: Chief Compliance Officer & GC

Date: 08/04/2026

ATTACHMENT A**PRICING**

1. The purchase price for all regular meals ordered by COUNTY under this Contract shall be computed as follows:

October 1, 2026 - September 30, 2027

Meal Type	Price per Meal
Frozen TMS, or shelf-stable Delivered to Center/site	\$6.87
Hot Meal Price (Bulk or pre-plate)	\$6.87
Frozen TMS or shelf-stable Delivered to Home	\$8.50

ATTACHMENT B SCOPE OF SERVICES

I. Products and Services to be delivered

- A. The CONTRACTOR shall provide meals in a satisfactory manner to the COUNTY under the requirements of Title III of the Older Americans Act of 1965, as amended and applicable federal and state rules and regulations.
- B. The CONTRACTOR should conform to current food bid and food service specifications of the Division of Aging Services of the Georgia Division of Aging Services, the Georgia Department of Medical Assistance, and CSRA.
- C. The CONTRACTOR warrants that the meals prepared by CONTRACTOR under this Contract will be wholesome, suitable for human consumption, and will satisfy the nutrition requirements of existing regulations pursuant to Public Law 95-478 and Public Law 93-647.
- D. The CONTRACTOR shall procure and keep in effect, all necessary licenses, permits, and food handlers' cards, as required by law and shall post such licenses, permits, and cards in a prominent place within meal preparation areas, as required. The CONTRACTOR's premises shall be available for inspection by Department of Human Services, COUNTY, and/or local officials.

II. Invoicing and Payments

- A. COUNTY will provide the CONTRACTOR with its tax exemption certificate and number in order to waive state sales tax.
- B. The CONTRACTOR shall invoice the COUNTIES with a copy to CSRA by the third (3th) day of each week for the meals delivered by the CONTRACTOR during the preceding week. Invoices shall be on the CONTRACTOR's standard form. Additionally, the CONTRACTOR will submit a monthly statement to COUNTIES and CSRA by the third (3rd) day of the month.
- C. The COUNTIES shall pay the monthly statement within thirty (30) days from monthly statement date to the CONTRACTOR. Payment shall be remitted to:

GA Food Service of Pinellas County
ATTN: Accounts Receivable
12200 32nd Court N,
St Petersburg, FL 33716

III. Type, Nutritional Content, and Number of Meals Required by Site

- A. Federal and state regulations require that each meal served meet the Dietary guidelines for Americans published by the Secretary of Agriculture and provides 33 1/3 % of the current Dietary Reference Intakes for adults (DRI) and that all meals served comply with all federal, state and local health ordinances and nutrition program standards for food handling, processing, temperatures and food safety.
- B. Meals will be served five (5) days per week, Monday - Friday, excluding the following holidays, unless otherwise negotiated by the site:
 - 1. New Year's Day and one additional Day

2. Martin Luther King Day
 3. Good Friday
 4. Memorial Day
 5. Juneteenth
 6. Independence Day
 7. Labor Day
 8. Veterans Day
 9. Thanksgiving Day and the Day after Thanksgiving
 10. Christmas Day and one additional day immediately before or after Christmas
 11. Juneteenth – Richmond County
- C. Shelf-stable and/or frozen meals on the holidays specified above may be provided with mutual consent between the vendor and the local sites.
 - D. Food must be attractive, palatable, and appealing to the older person to assume maximum individual consumption.
 - E. In purchasing, storing and preparing, delivering, and serving meals, the food vendor and nutrition services provider must comply with all federal, state and local health laws and must follow procedures to preserve nutritional value and food safety.
 - F. All raw food used in the preparation of meals shall be of unquestionable high quality. The following minimum standards will be met:
 - i. Canned fruits and vegetables USDA Grade A Fancy or better. Fruits must be packed in natural juice not light or heavy syrup.
 - ii. Milk must be lowfat/fat free and in a variety of flavors including chocolate and white.
 - iii. Lowfat/fat free flavored yogurt or Lactaid milk daily as alternative for above milk/.
 - iv. Fresh fruits and vegetables - #1 quality.
 - v. Poultry - USDA Grade A or better.
 - vi. Beef - USDA choice or better.
 - vii. Pork- USDA #1 or better.
 - viii. Eggs and dairy products - USDA Grade A or better.
 - ix. Salt - iodized.

IV. **Menu Plan**

- A. The CONTRACTOR shall provide menus on a four (4) week cycle with all menus planned by a registered Dietician or a qualified nutritionist.
- B. The CONTRACTOR shall submit all proposed menus to the COUNTY at least six (6) weeks prior to planned implementation to allow adequate time for review by the site councils and state nutritionist.
- C. Two (2) menus for picnic lunches shall be submitted. Picnic lunches must meet the same 1/3 RDA allowances and temperature requirements and require prior approval by the AAA nutrition services provider.
- D. Non-scheduled substitutions shall be permitted so long as a reasonable substitution is

provided.

V. Disposable Supplies

The **CONTRACTOR** shall, provide as per **Attachment C – CSRA Supply Order Form**.

VI. Procedures for Ordering Meals

The **COUNTY** shall notify the **CONTRACTOR** of its meal orders by completing the CSRA Order Form found under **Attachment D – CSRA ORDER Form**. The CSRA Order Form must be submitted via email to the **CONTRACTOR** on Thursdays one (1) week in advance. The **COUNTY** must have a minimum of fifteen (15) participants daily for meals to be delivered to **COUNTY** centers/sites.

VII. Delivery of Meals

- A. The **CONTRACTOR** shall follow an established delivery schedule for each of the sites served. Any changes in the established delivery schedule due to individual site closure, vehicle breakdown, or acts of nature, will be communicated to the **COUNTY**, **CSRA** and to the individual site managers.
- B. The **CONTRACTOR** shall use insulated containers for hot and cold food transportation of meals to the **COUNTY** and maintain the required food temperatures.
- C. Vehicles used in delivery of meals shall be enclosed and shall be equipped with adequate facilities for maintaining food at safe temperatures. Both equipment and vehicle must be clean and meet the standards and regulations of the Georgia Department of Human Services and the Georgia Division of Aging Services.
- D. Upon delivery of the meals to each nutrition site, the **CONTRACTOR's** driver and an authorized **COUNTY** representative shall sign a receipt evidencing the time of the receipt of food as well as the temperatures. If a digital receipt is utilized, a copy will be emailed to each site by the end of the day. The receipt should indicate the time that the meals left the cooking site and must be signed by the supervisor at the cooking site.
- E. The **CONTRACTOR** shall provide space on the receipt form, or on a separate form supplied by the **CONTRACTOR**, for reporting shortages, un-authorized substitutions, complaints, comments and supply requests.

VIII. Contingency Plans. A procedure for emergencies, including weather related emergencies, vehicular breakdown, food delivered outside of specified temperature standards, and food contamination or spoilage, must be developed by the **CONTRACTOR** in consultation with **COUNTY**. The **COUNTY** will notify the **CONTRACTOR** of weather-related closures by mid-night of the day before the closure.

IX. Reports. The **CONTRACTOR** agrees to provide to **COUNTY** such financial and programmatic reports in such form and frequency as **COUNTY** may require in order to meet **COUNTY's** requirements for reporting to the funding agencies.

X. Review and Coordination. To ensure adequate assessment of the **CONTRACTOR's** program and proper coordination among interested parties, **COUNTY** shall be kept fully informed concerning the progress of the work and services to be performed hereunder. The **CONTRACTOR** may be required to meet with designated representatives of **COUNTY** and the funding agencies from time

to time to review the work and services performed. Reasonable notice of such review meetings shall be given to the CONTRACTOR by COUNTY and CSRA.

XI. Inspections. Authorized representatives of COUNTY, the funding agencies, or the Comptroller General of the United States shall have the right to review performance and inspect or copy any and all records, books, papers, and documents which relate to this Contract at any time during its performance or thereafter until the end of the record retention period as defined in Section IX of the Food Services Agreement. Such inspection may take place with or without notice at any time during normal business hours wherever the records are maintained. In making inspections, COUNTY shall make every effort to coordinate with the CONTRACTOR so as to minimize disruption of ongoing activities. Approval and acceptance of such material shall not relieve the CONTRACTOR of its professional obligation to correct, at its expense, any errors found in the work. The CONTRACTOR shall include the provisions of this paragraph in any subcontract executed in connection with this Contract.

XII. Replacement Meals.

A. In the event that the CONTRACTOR fails to deliver any part or all of a meal(s), fails to deliver the meals within the specified times and within required temperature ranges, and/or if the food is found to be spoiled or damaged upon delivery, the COUNTY may procure a replacement meal or meals, elsewhere, and charge to the CONTRACTOR.

B. The COUNTY will charge the costs to the CONTRACTOR to acquire the replacement meals up to but not exceeding the actual cost of the meal contracted price. (See Attachment A)

C. The Contractor will charge the center/site the agreed upon price for the quantity of meals that were delivered plus the quantity that were not delivered but were replaced by the center/site as described above.

D. In the event the center/site is unable to procure any replacement meals, and/or other food or supply item(s), the center/site will then make a deduction for the cost of each meal that did not comply with the specifications. In making meal cost deductions, the following guidelines will be used, with the specified percentages based on the total contract cost of that meal as specified in the bid:

- Entree- 50%
- Vegetable – 20%
- Milk – 10%
- Dessert – 10%
- Bread – 5%
- Disposables/Condiments – 5%

ATTACHMENT C

CSRA- Supply Order Form

Effective: 10/01/2026 to 09/30/2027

See Next Page



Central Savannah Regional Agency Supply Sheet

Supply Item Pricing Effective: 10/1/2026-9/30/2027

Item Number	Description	Unit of Measure	Price	Quantity
RM003072	Coffee Regular 96/1.5oz cs (D114D)	Case	\$0.00	
RM000160	Coffee Decaf 160/cs (D115A)	Case	\$0.00	
RM000199	Tea Bags 1000/box 10box/cs	Case	\$0.00	
RM002158	PC Sugar White SS Packet 2000-1/10oz cs	Case	\$0.00	
RM000074	PC Sugar Substitute 2000/cs (F320A)	Case	\$0.00	
RM000636	Creamer Packets 1000/cs (F120)	Case	\$0.00	
SUP000853	Chlorine Test Strips 100/Vial (Pack)	Pack	\$0.00	
SUP000603	Stirrers Coffee 1000/box 10box/cs (K730)	Box	\$4.49	
SUP000202	Cutlery 4-in-1 Hvy Wt 250/cs (K435A)	Case	\$4.50	
SUP000604	Straws Plastic 500/box 24box/cs (K740)	Box	\$4.77	
SUP000103	Bleach 6gal/cs (L010)	Gallon	\$5.10	
SUP000536	Aprons Plastic 10 boxes of 100ea/1000cs	Box	\$6.89	
SUP000876	Gloves Vinyl Large PF 100/BX 10BX/CS	Box	\$9.25	
RM001357	PC Hot Sauce 200/cs (F321)	Case	\$17.82	
SUP000004	Bag Paper 10# 500/bnd (K030)	Bundle	\$24.74	
SUP000025	Bag Sandwich 6.5x7.5 (2m/cs) (K090)	Case	\$27.22	
SUP000546	Hairnets Bouffant 10/100 - 1000cs - White	Pack	\$30.46	
SUP000846	Cup 6oz Foam 1M/cs	Case	\$31.81	
SUP000317	Lid 6oz Cup P671	Case	\$34.62	
SUP000509	Tray 5 Comp White Foam (K860)	Case	\$35.68	
SUP000175	Cup 8oz Foam (K200)	Case	\$36.74	
SUP000601	Placemats Paper (K690)	Case	\$36.87	
SUP000171	Cup 12oz Drink Foam 12J12 1M (K180)	Case	\$41.40	
SUP001012	Napkins 2-Ply 15x16 TORK 3000/ea	Case	\$50.29	
SUP000031	Bowl 12oz (th10012/82100)1m/cs (K100)	Case	\$84.24	
SUP000881	Tray 3 Comp Alum Tray with Board Lid 250/cs	Case	\$124.44	

ATTACHMENT D

Order Form

See Next Page



CSRA Order Form



Order Comments

SITE NAME:

DATE

Please email orders to :
phutcheson@gafoods.com

[CC: LFORREST@GAFOODS.COM](mailto:LFORREST@GAFOODS.COM)
[CC: SCORNISH@GAFOODS.COM](mailto:SCORNISH@GAFOODS.COM)
[CC: AYOUNG@GAFOODS.COM](mailto:AYOUNG@GAFOODS.COM)

Monday				Tuesday				Wednesday				Thursday				Friday			
HOT				HOT				HOT				HOT				HOT			
	C1	C2	P-PAY		C1	C2	P-PAY		C1	C2	P-PAY		C1	C2	P-PAY		C1	C2	P-PAY
Entrée Option A				Entrée Option A				Entrée Option A				Entrée Option A				Entrée Option A			
Option B				Entrée Option B				Entrée Option B				Entrée Option B				Entrée Option B			
Pre-plate				Pre-plate				Pre-plate				Pre-plate				Pre-plate			
Picnic				Picnic				Picnic				Picnic				Picnic			
SHELF STABLE				SHELF STABLE				SHELF STABLE				SHELF STABLE				SHELF STABLE			
	C1	C2	P-PAY		C1	C2	P-PAY		C1	C2	P-PAY		C1	C2	P-PAY		C1	C2	P-PAY
Single				Single				Single				Single				Single			
2-Day				2-Day				2-Day				2-Day				2-Day			
5-Day				5-Day				5-Day				5-Day				5-Day			
7-Day				7-Day				7-Day				7-Day				7-Day			
7-Day Breakfast				7-Day Breakfast				7-Day Breakfast				7-Day Breakfast				7-Day Breakfast			
FROZEN (TMS)				FROZEN (TMS)				FROZEN (TMS)				FROZEN (TMS)				FROZEN (TMS)			
	C1	C2	P-PAY		C1	C2	P-PAY		C1	C2	P-PAY		C1	C2	P-PAY		C1	C2	P-PAY
2-Day TMS				2-Day TMS				2-Day TMS				2-Day TMS				2-Day TMS			
5-Day TMS				5-Day TMS				5-Day TMS				5-Day TMS				5-Day TMS			
7-Day TMS				7-Day TMS				7-Day TMS				7-Day TMS				7-Day TMS			
7-Day Breakfast				7-Day Breakfast				7-Day Breakfast				7-Day Breakfast				7-Day Breakfast			
MILK				MILK				MILK				MILK				MILK			
	C1	C2	P-PAY		C1	C2	P-PAY		C1	C2	P-PAY		C1	C2	P-PAY		C1	C2	P-PAY
1%				1%				1%				1%				1%			
Chocolate				Chocolate				Chocolate				Chocolate				Chocolate			
Yogurt				Yogurt				Yogurt				Yogurt				Yogurt			
Contacts				Contacts				Contacts				Contacts				Contacts			
Name Director				Phone				Email											
Sharon Cornish				678-712-4597				SCORNISH@GAFOODS.COM											
Office C Patricia Hutcheson				770-787-3506 ext 1201				phutcheson@gafoods.com											
Kitchen Leslie Forrest				770-787-3506 ext 1202				Leslie Forrest <lforrest@gafoods.com>											
Customer Angelique Young				770-787-3506 ext 1205				AYOUNG@GAFOODS.COM											



Public Services Committee

September 29, 2026

Ms. Monique Braswell

Department:	N/A
Presenter:	N/A
Caption:	Ms. Monique Braswell -Vape Shop Ordinance Vape Shop entering the community and proximity to places where children congregate, schools and accessibility.
Background:	N/A
Analysis:	N/A
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	N/A
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A



Agenda Item Request Form

Item 10.

- Commission Meetings are held on the first and third Tuesday of each month, beginning at 2:00 PM.
- Committee Meetings are held on the second and last Tuesday of each month, beginning at 1:00 PM.

Click [here](#) to view the full Commission and Committee Calendar.

Meeting Type *

- ☐ Commission
- ☐ Public Safety Committee
- ☒ Public Services Committee
- ☐ Administrative Services Committee
- ☐ Engineering Services Committee
- ☐ Finance Committee

Meeting Date *

9/29/2026

Contact Information for Individual/Presenter Making the Request:**Name ***

Monique Braswell

Address *

2831 Fairmount St Augusta, GA 30906

Telephone Number *

7063994343

Fax Number**Email Address ***

mrsbras@gmail.com

Caption/Topic of Discussion to be placed on the Agenda: *

Vape Shop Ordinance

Vape Shop entering the community and proximity to places where children congregate, schools and accessibility.

Requests must be received in the Clerk's Office no later than 9:00 a.m. on the Thursday preceding the Commission and Committee meetings of the following week. A five-minute time limit will be allowed for presentations.

Meeting location:

Lee N. Beard Commission Chamber, 2nd Floor
Augusta, GA Municipal Building
535 Telfair Street
Augusta, GA 30901

Submission Date

9/22/2026 8:30 PM



Public Services Committee

September 29, 2026

Minutes

Department:	N/A
Presenter:	N/A
Caption:	Motion to approve the minutes of the September 9, 2026, Public Services Committee Meeting.
Background:	N/A
Analysis:	N/A
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	N/A
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A