



October 9, 2018

Mr. Gregory B. Kelly, A.A.E.  
Executive Director  
Savannah Airport Commission  
400 Airways Avenue  
Savannah, GA 31408

**Re: Monthly Retainer Agreement**

Dear Mr. Kelly:

Thank you for the opportunity to serve the Savannah/Hilton Head International Airport ("Airport" or "SAV") and the Savannah Airport Commission ("Commission") regarding executive professional services.

Per our discussion, this letter formalizes our submission (under our existing services agreement dated May 9, 2016) to provide professional airport management support on a monthly retainer basis, including, but not limited to, executive recruitment services at the level of director and above.

Based on our discussions, this letter shall serve as an agreement between Steven Baldwin Associates, LLC (SBA) and SAV (Client), as follows:

**Retainer**

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Effective January 1, 2019, the Client shall pay SBA a monthly retainer of \$3,500. The retainer covers the day-to-day provision of professional consulting services relating to continuous programmatic management support including, but not limited to, professional recruitment and retention services. Examples of additional professional support services would include items such as minimum standards, rules and regulations, governance strategy, independent fee analysis, etc.

Said professional consulting services are anticipated to be, on average, in the order of 10 - 25 man-hours per month, depending on the labor rate of the SBA staff member assigned.

In addition to the monthly retainer amount stated above, participation in client on-site meetings by SBA shall be billed on a time and expense basis. The hourly rate for such professional services is based on our 2018 – 2019 labor rates (see below), with a 4-hour minimum for each day client on-site meetings may occur. In recognition of this minimum, SBA does not charge for travel time.

## Rates

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Our firm's established hourly billing rates for July 1, 2018 - June 30, 2019 are as follows:

Professional Services Category	Fee
Principal	\$325.00/hr.
Senior Associate	\$130.00/hr. to \$250.00/hr.
Associate I, II	\$90.00 to \$125.00/hr.
Graphics, Editing, and Admin. Support	\$90.00/hr.

Our hourly rates are fully burdened. Time on projects is billed at ¼ hour increments. The firm's billing rates are usually adjusted to reflect cost of living and labor costs on or about July 1<sup>st</sup> of each year. We are proud to offer highly competitive industry rates to our clients.

## Task Orders

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From time-to-time, the Client may wish to engage SBA to perform project-related services outside of the scope of this agreement. In such instances, SBA shall prepare a Task Order for the Client's approval based on our current labor rates. Task Orders shall be in addition to, not in lieu of, the monthly retainer. Task Orders shall contain the scope of services to be provided, a cost estimate, and, an estimated timeframe for completion. Work shall commence promptly upon approval of the Task Order by the Client.

## Expenses

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The Client shall reimburse SBA for all expenses incurred by the firm while performing services on behalf of the Client. SBA will make every effort to accurately estimate project-related expenses while submitting Task Orders to the Client for approval; however, actual expenses incurred by SBA during the provision of services shall apply. Automobile mileage shall be reimbursed at the most recent Privately-Owned Vehicle mileage reimbursement rate as established by the U.S. General Services Administration. All other expenses shall be supported by receipts and submitted to the Client for reimbursement without mark-up.

## Invoicing

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Client agrees to pay for services upon receipt of invoice from SBA as provided therein. Terms for payment are net 30 days.

This Agreement shall stand in place until either modified or cancelled by either party upon receipt of 30 days written notice.

This agreement and all of its content shall remain confidential between the parties, and shall not be disclosed to any third party without the written consent of SBA.

Provided this agreement meets your needs, please sign below and return it to my attention.

Thank you again for the opportunity to work with your organization. We look forward to being of additional service.

Sincerely,

**STEVEN BALDWIN ASSOCIATES, LLC**



Steven T. Baldwin  
President/CEO

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

Mr. Gregory B. Kelly, A.A.E.  
Executive Director, SAV

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