



October 16, 2016

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

Re: Recruitment Services

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 professional recruitment services.

Per our email exchanges, this letter formalizes our task order submission under our existing services agreement dated May 9, 2016 to provide professional recruitment services for the position of Properties Manager for the Commission.

Given our successful working relationship together, as well as our superior knowledge of the aviation industry and the airport leaders within it, we are confident that our firm is the best candidate to undertake this unique and important project. Below we summarize the key advantages of hiring our firm from the outset:

- our undisputed expert knowledge of the aviation industry,
- our exceptional knowledge and understanding of the Airport and surrounding business community,
- our distinct familiarity with the Commission Board of Directors,
- our familiarity with the professional attributes and skillsets of the members of the Airport’s management team,
- our knowledge of and personal access to the best candidates in the industry for this position,
- our successful completion of similar management-level searches for comparable airports, and
- our strong history of accomplishments on our other projects together.

We are confident in our ability to serve you well, and believe that no other firm has all of these unique qualifications and understanding of your Airport’s needs.

Scope of Work and Tasks

Steven Baldwin Associates proposes to provide professional recruitment services for SAV’s Properties Manger position, which would include the following tasks:

Task 1: Confirmation of Needs Assessment

Given that SBA is already extremely familiar with the parameters of the Airport's needs, we will meet with the Selection Committee and Manager of Human Resources and Administration to formulate, revisit, and confirm the final criteria for candidate selection, industry background, and position specifics. Also, if desired, SBA will review and revise the current job description; or, if required, SBA will prepare, to the satisfaction of the Selection Committee, a new description of the position regarding the candidate's required qualifications, experience, and duties.

Task 2: Identifying Candidates

SBA will conduct a confidential search based on our team's personal contacts as well as research on the best available candidates. We will contact potential candidates with regard to their initial interest, and we will meet with them as needed, especially when they present themselves as strong, interested candidates.

Task 3: Ranking Candidates

SBA will catalogue all identified viable candidates and upload their information to a confidential shared drive accessible by the Selection Committee. SBA will provide an initial ranking of applicants, and will make a recommendation regarding short-list interviews. We will also vet references and conduct background checks on the finalized short-list of candidates.

Task 4: Interviewing Candidates

Upon concurrence with the Selection Committee, SBA will contact candidates from the short-list and arrange on-site interviews. SBA will prepare questions to be asked of each interviewee based on their resume, background, and experience.

Task 5: Evaluating Short-List Candidates

SBA will prepare an evaluation matrix and conduct a meeting to review the strength and weaknesses of each interviewed candidate. Any questions that are raised will be addressed by SBA, and if additional research is necessary, it will be quickly performed. Our goal will be to bring to the table all the useful information that will allow the Selection Committee to come to a unanimous decision on its own accord.

Task 6: Negotiating Acceptance of Job Offer (Optional)

In conjunction with the Selection Committee, SBA will craft an offer of employment letter, define the contents of the employment package, and present it to the final candidate. Once an offer has been accepted by the successful candidate, SBA will assist with all actions necessary to employ the candidate, including but not limited to negotiating a final contract (if applicable), salary, and benefits. Friendly assistance regarding housing and relocation advice will be offered by SBA, as needed, in order for the candidate and their family to experience a smooth, friendly, professional transition to the area, assuming of course that the candidate is from out of the area.

Project Team

The proposed **Project Director** for this executive search is **Mr. Steven Baldwin**. Mr. Baldwin is President/CEO of the firm and has provided airport consulting services to more than 100 airports throughout North America. Given his knowledge of the industry and its key players, his insight into the

needs for the position, and his previous leadership roles on other SAV and similar recruitment projects, he is perfectly suited to assist with the assignment.

The proposed **Task Manager** for this project is **Ms. Penny Perkins**. Ms. Perkins, a long-time associate at the firm, brings more than 30 years of a diverse business career to the project. Ms. Perkins has experience with and knowledge of SAV's needs and operations, and has assisted Mr. Baldwin in several other successful recruitment projects for SBA clients.

Services Fee

In consideration of our existing professional relationship, our proposed fee for services herein is 25% of the successful candidate's first year compensation offer, including salary and any associated sign-on or similar bonus, plus expenses. Satisfaction is guaranteed.

Satisfaction guaranteed means: If a selected candidate leaves your employment in less than one year, and provided SBA has been paid in full for the initial recruitment, SBA will perform the replacement recruitment at no charge other than any out-of-pocket expenses incurred.

The recruitment fee shall be paid as follows:

- A.) \$10,000 upon notice of acceptance of this Task Order.
- B.) The remaining fee, based on final offer, due upon the candidate's acceptance of the offer.

Expenses: We have assumed up to three on-site meetings for this assignment, for which the labor time is included in our proposed fee. In the event additional on-site meetings are deemed necessary or desirable by the Commission, they will be billed in addition to the proposed fee and based on our current 2017 hourly rates on a time and materials basis, and with a minimum charge of four hours per day in which meetings occur. This is our standard call-out policy and is consistent with our base agreement.

Schedule

SBA will begin this project immediately upon notice to proceed. We have the resources and the in-depth knowledge of SAV's needs as well as industry best practices for recruitment services that allow us to "hit the ground running" for this project. We are a strong, vested business partner of the Airport's and we understand the needs of the project.

A specific project timeline will be determined in accordance with the Manager of HR, taking into consideration the Selection Committee's desired date of fulfilling the position, and will be finalized at the initial project kick-off meeting.

In conclusion, we hope that this proposal meets your approval. Should you have any questions, please feel free to call me.

On behalf of the firm, I would like to thank you for your continued confidence in our services and for considering us for this important assignment.

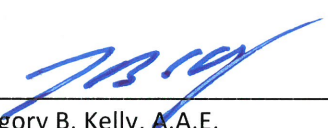
Sincerely,

STEVEN BALDWIN ASSOCIATES, LLC



Steven T. Baldwin
President/CEO

Approved By: _____



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

Date: _____

10-23-17