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October 10, 2019

Via U.S. and Electronic Mail

James A. Town
Tri-County Airport Authority
P. O. Box 829
Chipley, Florida 32428-0829

Re: Amendment of Tri-County Airport Authority Special Act

Dear Mr. Town:

Pursuant to our previous correspondence, this letter is provided to establish a written scope of services to provide professional legal services to the Tri-County Airport Authority ("Authority") related to the preparation of a local bill amending the special act creating the Authority (Chapter 69-534, LOF, the "Authority Special Act").

The professional services to be provided by NG&N are as follows:

Phase 1 – Preparation of Local Bill and Related Services

- Draft a proposed local bill for filing with the Florida Legislature amending the Authority Special Act to adjust the membership of the Authority Board and to include any other proposed changes sought by the Authority.
- Assist the Authority with all legal and procedural pre-requisites to filing the proposed local bill with the Legislature.
- Prepare and assist with the adoption of resolutions by the member governments comprising the TCAA (Jackson County, Holmes County, Washington County) expressing support for the proposed local bill.
- Assist the TCAA with obtaining the support of the legislative delegation for filing the proposed local bill.

Phase 2 – Assist with Passage of Local Bill

Once the bill is filed with the Legislature, NG&N will be available to assist the Authority on an as-needed basis with lobbying efforts related to the bill, including attending meetings with Legislative members and staff and preparing written materials related to the bill. NG&N will not perform any work under Phase 2 unless expressly directed by the Authority.

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For the professional services described in this Scope of Services, we propose to bill at the standard hourly rates contained in the Authority-NG&N contract for legal services which are provided below:

Partners	\$275
Associates	\$250
Law Clerks	\$75

\$3,500.00

11-13-19

The services described under Phase 1 would be provided within an initial not-to-exceed budget of *\$7,500*. If at any point it appears that we are approaching the not-to-exceed amount, we will notify the Authority or its designated contact person and request further direction.

Due to the difficulty in estimating the work effort associated with Phase 2, NG&N will bill any work performed under Phase 2 at the standard hourly rates described above. As discussed previously, NG&N will not perform any work under Phase 2 unless expressly directed by the Authority.

In addition to legal fees, we would be reimbursed for all actual costs incurred, including by way of example and not limitation, photocopies at \$0.25 per page, long distance telephone charges, travel expenses, and overnight delivery services.

Upon review and satisfactory determination, please execute this correspondence by signing below to indicate acceptance of the attached proposal and to serve as proper Notice to Proceed. If you have any questions, please do not hesitate to contact me.

We look forward to working with the Authority on this very important project. If you or any other officials have any questions, please feel free to contact me.

Sincerely,



Evan J. Rosenthal

AGREED TO AND ACCEPTED BY:


James A. Town, Treasurer
Tri-County Airport Authority

Nov 13, 2019
Date