

HABERSHAM COUNTY BOARD OF COMMISSIONERS

EXECUTIVE SUMMARY

SUBJECT: Airport Consultant Services – Airport Planning

DATE: June 10, 2026

BUDGET INFORMATION:

ANNUAL-

CAPITAL-

☒ **RECOMMENDATION**

☐ **POLICY DISCUSSION**

☐ **STATUS REPORT**

☐ **OTHER**

COMMISSION ACTION REQUESTED ON: June 15, 2025

PURPOSE: Requesting commission approval to contract with Kimley-Horn and Associates, Inc. for Airport Consulting Services for Airport Design and Planning for the next five years.

BACKGROUND / HISTORY: The Federal Aviation Administration (FAA) regulations require that each local government, or sponsor, to solicit Request for Qualifications/Proposals (RFQ/RFP) from interested and qualified consulting firms every five years. The current consultant and associated 5-year master agreement will expire on June 30, 2026.

Habersham county publicly advertised the RFQ, per the FAA/GDOT guidelines, and received three (3) proposals/qualification statements. After accepting the proposals, a committee made up of two (2) Airport Commission Board Members, Habersham County Airport Manager, Finance Director, and County Manager, reviewed and scored all proposals based on selected criteria. The committee then interviewed each responding consultant which followed a separate scoring metric for those interviews. Based on the selection criteria and the composite scoring summary, Kimley-Horn and Associates, Inc. is the overall highest scoring firm. (See attached composite scoring summary). Therefore, it is recommended that Kimley-Horn and Associates, Inc. be selected as the Airport Consultant for Airport Planning.

FACTS AND ISSUES:

- **FAA requires sponsors to advertise for airport consultant services for airport planning every 5 years.**
 - **Staff advertised and received three qualified statements.**
 - **All consultants were interview and scored based on predetermined selection criteria.**
 - **Kimley-Horn and Associates, Inc is the overall highest scoring firm and recommended for selection for the next five years.**
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OPTIONS:

- 1) Approve contracting with Kimely-Horn and Associates for Airport Consultant Services for Airport Planning for 5 years.
 - 2) Deny contracting with Kimely-Horn and Associates for Airport Consultant Services for Airport Planning for 5 years.
 - 3) Commission defined alternative.
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RECOMMENDED SAMPLE MOTION: Move to approve contracting with Kimely-Horn and Associates for Airport Consultant Services for Airport Planning for 5 years.

DEPARTMENT:

Prepared by:

Director _____

**ADMINISTRATIVE
COMMENTS:** _____

County Manager

DATE: _____
