



**AGENDA  
AIRPORTS BOARD  
Thursday, July 17, 2014 – 1:30 p.m.  
Council Chambers, Administration Building  
Beaufort County Government Center  
100 Ribaut Road, Beaufort**

**NO AUDIO/VIDEO WILL BE AVAILABLE AT THE HILTON HEAD ISLAND LIBRARY**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. MOTION TO ACCEPT JULY 17, 2014 AGENDA
4. MOTION TO ACCEPT JUNE 19, 2014 MINUTES (**backup**)
5. PUBLIC COMMENTS - Limited to Three Minutes Each Person
6. GUEST SPEAKER – Sam Hoerter
7. LADY'S ISLAND AIRPORT REPORT – Jon Rembold (**backup**)
8. HILTON HEAD ISLAND AIRPORT REPORT – Jon Rembold (**backup**)
9. DIRECTOR'S REPORT – Jon Rembold
  - A. Work Authorizations (**backup**)
  - B. *Sail* Update
  - C. National Aviation Week
10. NEW BUSINESS: None
11. UNFINISHED BUSINESS: None
12. PUBLIC COMMENTS - Limited to Three Minutes Each Person
13. FUTURE MEETINGS  
Airports Board: The next meeting will be held on August 21, 2014 at 1:30 PM in the County Council Chambers of the Beaufort County Government Center.
14. ADJOURNMENT



# AIRPORTS BOARD

June 19, 2014

The electronic and print media were duly notified in  
Accordance with the State Freedom of Information Act

**Notification:** To view video of full discussion of this meeting please visit  
[http://beaufort.granicus.com/ViewPublisher.php?view\\_id=2](http://beaufort.granicus.com/ViewPublisher.php?view_id=2)

The Airports Board met on Thursday June 19, 2014 at 1:30 p.m., in the Town Council Chambers of the Hilton Head Island Town Hall. Chairman Rich Sells called the meeting to order and led the attendees in the Pledge of Allegiance.

## **ATTENDANCE**

Airports Board Members: Rich Sells, Will Dopp, Ron Smetek, Derek Gilbert, Dan Ahern, Gregory Viventi, Graham Kerr, Anne Esposito, Alan Rae and Councilman John McCann, Town of Hilton Head Island Liaison. (Absent: Carl Wedler, Al Spain and Beaufort County Liaison Councilman Stu Rodman).

County Staff: Jon Rembold, Airports Director; Linda Wright, Administrative Assistant, Councilman Rick Caporale and Councilman Steven Fobes.

## **MOTION TO ACCEPT AGENDA**

**Motion:** It was moved by Mr. Kerr, seconded by Mr. Viventi that the June 19, 2014 agenda be approved. The vote was: FOR –Mr. Sells, Mr. Dopp, Mr. Kerr, Mr. Smetek, Mr. Ahern, Mr. Viventi, Ms. Esposito, Mr. Gilbert and Mr. Rae. AGAINST – None. ABSENT: Mr. Wedler and Mr. Spain. MOTION PASSED.

## **MOTION TO ACCEPT MINUTES**

**Motion:** It was moved by Mr. Kerr, seconded by Ms. Esposito that the May 15, 2014 minutes be approved. The vote was: FOR –Mr. Sells, Mr. Dopp, Mr. Kerr, Mr. Smetek, Mr. Ahern, Mr. Viventi, Ms. Esposito, Mr. Gilbert and Mr. Rae. AGAINST – None. ABSENT: Mr. Wedler and Mr. Spain. MOTION PASSED.

Mr. Sells noted the link with the Hilton Head Island Library will be out of order indefinitely.

## **PUBLIC COMMENTS**

Mr. Bob Richardson, resident, stated that residents of Palmetto Hall and Port Royal have sent correspondence to the FAA citing their concerns over processes and procedures that have taken place during the evolution of the Master Plan. Mr. Clark, FAA-Atlanta, has agreed to meet with them.

Mr. Joe Zimmerman, resident, stated the list of properties on Work Authorizations 2119-1201 HXD Runway 03 Land Acquisition and 2119-1404 HXD Runway 21 Land Acquisition are incorrect. Ms. Elder stated she would recheck the listed properties and correct any errors.

Mr. Smetek stated they should wait to vote on the recommendation until the documents are corrected and they have had sufficient time to review them.

### **CHAIRMAN'S COMMENTS**

Mr. Sells stated that as of now the future meetings to be held at the Hilton Head Island Town Hall will be quarterly with the next three being September 2014, December 2014 and March 2015.

Mr. Sells stated he wanted to reiterate to the Board that per the Charter they are only an advisory board and that they need to go through the proper channels with their questions or concerns. He stated financial matters are to be directed to Mr. Viventi and all other matters should be directed to the Chairman or Vice Chairman.

### **LADY'S ISLAND AIRPORT REPORT**

Mr. Rembold asked for a recommendation for aviation fuel service for the Lady's Island Airport. He stated the one qualified respondent to the RFP was Eastern Aviation Fuels. It is a 3 year initial contract for a total cost of \$1,080,000.00 with renewals for a total of 5 years. The cost is recoupable with profit as it is the resale of fuel.

**Motion: It was moved by Mr. Kerr, seconded by Ms. Esposito that the Airports Board recommend to the Public Facilities Committee that the fuel contract for the Lady's Island Airport with Eastern Aviation Fuels be forwarded to County Council for approval. The vote was: FOR –Mr. Sells, Mr. Dopp, Mr. Kerr, Mr. Smetek, Mr. Ahern, Mr. Viventi, Ms. Esposito, Mr. Gilbert and Mr. Rae. AGAINST – None. ABSENT: Mr. Wedler and Mr. Spain. MOTION PASSED.**

Mr. Rembold reported on the fuel sales and operations for the Lady's Island Airport for May.

Mr. Rembold stated the court date for the tree obstructions are pending. He stated they are working on the environmental assessment for the parallel taxiway and runway safety area.

Mr. Rembold stated the Lady's Island Airport passed an unannounced DHEC inspection. He also stated they have finally selected a contractor for the restroom renovations.

### **HILTON HEAD ISLAND AIRPORT REPORT**

Mr. Rembold gave the tower and operations reports as well as the noise complaints for May.

Mr. Rembold stated the On-Airport Tree Plant Back project is moving forward. He stated the Off-Airport Obstruction Removal project survey has been completed and is in the design phase. He stated they are still working on some avigation easements on these properties. Mr. Rembold stated Talbert & Bright is still responding to the comments and finalizing documents for the Runway 03/21 Runway Extension Environmental Assessment project. Mr. Smetek asked when this would be finished. Ms. Elder stated the Fish and Wildlife Services wanted them to re-

evaluate the threatened and endangered species so they are waiting on the final report to be received from their consultant. She stated once this is received and the Fish and Wildlife Services have signed off on it the final document of no significant impact will be submitted to the FAA. She stated she hopes this will be completed in a few weeks.

Mr. Rembold stated Brockington and Associates are working with the County to link the County website with their website for the Phase III Archeology educational component.

Mr. Rembold stated the land acquisition offers for the South end have been made by the County and are being negotiated. He also said that the taxiway designs are underway and should go out for bid around the end of summer.

### **DIRECTOR'S REPORT**

Mr. Rembold stated the FAA and the communities of Palmetto Hall and Port Royal Plantation have been in communication about having a meeting in Atlanta to discuss the projects and issues. Mr. Rembold stated he will also attend this meeting.

Mr. Rembold asked for a recommendation to move the work orders to the Finance Committee and then on to County Council. Mr. Smetek said they did not receive the work orders in time to give them a thorough evaluation and asked for more time before making a recommendation. Mr. Rembold stated these should have moved forward several months ago, but did not due to the lack of an Airports Director. He stated this is not new information and that the Board had been briefed on these projects over the last year. He stated the dollar amount was in the Master Plan and CIP. Mr. Smetek disagreed and stated the Board needs more time to review the information. Mr. Dopp stated he had some procedural questions. He stated that 4 of the 7 work orders had been signed off by Mr. Kubic 8 or 9 months ago. He wanted to why the remaining 3 had not been signed off. Mr. Dopp asked if any grant money had been received on any of the work already done. He further stated that the Board has never been asked to recommend work authorizations in the past. Mr. Viventi stated that Councilman Caporale had informed him that work authorizations should be reviewed by the Airports Board before moving onto the Finance Committee and asked that the Board review the current work authorizations and those in the future.

**Motion:** Mr. Smetek made a motion that the Airports Director and the consultant correct the errors identified; that the revised package be sent back to the Airports Board within 2 weeks; and that the Board discuss, review and potentially approve the package at the next Airports Board meeting. Following further discussion the motion died for a lack of a second.

**Motion:** It was moved by Mr. Kerr, seconded by Mr. Viventi that the Airports Board recommend to the Finance Committee that they forward the work authorization packet to County Council for approval.

Mr. Smetek stated he wanted it entered into the record that they (Airports Board) are recommending something to the Finance Committee that has not been scrutinized by the Beaufort County Airports Board. He stated they are assuming that the work authorizations are 90% correct and he did not feel that in their advisory role they should be making assumptions and should have the opportunity to review the documents in detail.

When the vote was called: FOR –Mr. Sells, Mr. Kerr, Mr. Viventi, Ms. Esposito, Mr. Gilbert and Mr. Rae. AGAINST – Mr. Smetek and Mr. Dopp. ABSTAINED: Mr. Ahern. ABSENT: Mr. Wedler and Mr. Spain. MOTION PASSED.

Mr. Rembold stated that while the dollar amount of each project could be approved by Mr. Kubick the County has asked that the process be respected by bringing it before the Airports Board, Finance Committee and County Council in order for everyone to have a chance to look at the projects. He stated that each project is in the Master Plan and have been in the CIP for at least the last 2 years. Mr. Viventi stated that he has accepted the position where he will act as an agent if a concern or question arises in order to expedite the solution. He stated the Board needs to support the process not impede it. Mr. Smetek stated that the Master Plan is just a planning document and it does not have any of the details associated with the true cost of projects. He stated that he agrees with the concept of the Master Plan, but once they get down to the details of what the County, state and federal government will spend they owe the citizens of the community due diligence.

Mr. Rembold reviewed the information presented by Ms. Holland, CFO, at the last meeting concerning the overpayment of interest by the Hilton Head Island Airport on the hangar portion of the GO bond. He stated that when Ms. Holland reconciled this account it freed up almost \$30,000.00 of cash flow ability. He also said that the second loan is a non-interest bearing loan. Mr. Rembold stated there are no formal terms for paying back this loan, but we have been paying back an average of \$200,000.00 a year for the last several years. He stated that if we change this from \$200,000.00 to \$100,000.00 (pushing this interest free loan out farther) we would free up an additional \$100,000.00 of cash flow to help pay for the GO bond that goes for third reading at County Council on Monday. Mr. Rembold asked for a recommendation from the Board to change the unofficial term of the non-interest bearing loan in order to extend it out and pay it off at \$100,000.00 a year instead of \$200,000.00 a year. Mr. Dopp felt this was premature since the GO bonds have not been approved by Council yet. Mr. Sells stated that does not make a difference because it would be better to pay \$100,000.00 a year instead of \$200,000.00. Mr. Smetek disagreed.

**Motion:** It was moved by Mr. Viventi, seconded by Ms. Esposito that the Airports Board recommend the non-interest bearing loan be extended for a term such that the payment will be \$100,000.00 per year. The vote was: FOR –Mr. Sells, Mr. Kerr, Mr. Ahern, Mr. Viventi, Ms. Esposito, Mr. Gilbert and Mr. Rae. AGAINST – Mr. Smetek. ABSTAINED – Mr. Dopp. ABSENT: Mr. Wedler and Mr. Spain. MOTION PASSED.

Mr. Rembold stated funding has been appropriated for the FAA contract towers for FY15. Mr. Rembold stated the South Carolina Aeronautics Commission is now participating in land acquisition which means that some of the money budgeted for the County's share of land acquisition will be cut in half. Mr. Rembold also stated that AAEE is lobbying to increase passenger facility charges (PFC) from \$4.50 to \$8.50. He said these have not been adjusted since 2000. Mr. Rembold said the state government is working on getting aircraft property taxes to go to the airports instead of the general fund. He said he would like to see the Board work with the state government to make this policy change happen. Mr. Rembold stated that the fire station at the Lady's Island Airport has been vacated and reverts back to the County. He stated the first steering committee meeting on retrofitting the building will be on June 30<sup>th</sup> at the school district headquarters. He stated they are working on what portion of the building EMS will need. Mr. Kerr stated that we cannot overburden the building with so many County projects that we do

not have the ability to make money off of it. Mr. Rembold stated he checked with the legal department and there is a way to use volunteers to take on small projects to beautify the Airports.

Mr. Rembold stated that he is going to Charlotte next week to meet with the designing and consulting staff for the terminal project, talk to the people in operations and directorship at Charlotte-Douglas, meet with legal teams concerning contract issues, and also meet with the director of the Florence Airport. Mr. Rembold concluded by stating that Mr. Sam Hoerter who currently flies for ImagineAir will be a guest speaker at the next Airports Board meeting.

**NEW BUSINESS** – None

**UNFINISHED BUSINESS** – None

**PUBLIC COMMENTS CONTINUED** – None

**FUTURE MEETINGS**

The next Airports Board meeting will be Thursday July 17, 2014 at 1:30 p.m. in the County Council Chambers of the Beaufort County Government Center.

**ADJOURNMENT** – 2:30 PM

## LADY'S ISLAND AIRPORT OPERATIONS REPORT

		Avgas	Jet A	Total Flow	Total Flight Ops
<b>2014</b>					
January		2,370	1,573	3,943	981
February		2,146	2,085	4,231	968
March		3,181	4,421	7,602	1,846
April		3,097	4,803	7,900	1,916
May		3,415	3,837	7,252	1,710
June		2,022	2,721	4,743	1,042
July					
August					
September					
October					
November					
December					
<b>2014 Totals</b>		<b>16,231</b>	<b>19,440</b>	<b>35,671</b>	<b>8,463</b>
		Avgas	Jet A	Total Flow	Total Flight Ops
<b>2013</b>					
January		2,393	2,682	5,075	1,010
February		2,831	2,798	5,629	1,102
March		4,804	4,019	8,823	2,005
April		3,682	4,505	8,187	1,954
May		3,402	2,862	6,264	1,249
June		2,601	1,579	4,180	1,012
July		3,369	1,249	4,618	1,026
August		2,676	3,323	5,999	1,205
September		3,598	2,599	6,197	1,582
October		4,191	3,421	7,612	1,834
November		2,465	4,240	6,705	1,179
December		2,314	3,147	5,461	1,082
<b>2013 Totals</b>		<b>38,326</b>	<b>36,424</b>	<b>74,750</b>	<b>16,240</b>
		Avgas	Jet A	Total Flow	Total Flight Ops
<b>2012</b>					
January		3,130	2,520	5,650	1,018
February		2,029	1,882	3,911	984
March		4,418	4,025	8,443	1,912
April		4,181	4,110	8,291	1,965
May		3,062	4,049	7,111	1,106
June		3,928	3,055	6,983	1,222
July		3,292	883	4,175	905
August		2,616	2,232	4,848	948
September		2,910	2,257	5,167	1,105
October		3,349	4,282	7,631	1,860
November		3,950	4,056	8,006	1,984
December		3,339	3,060	6,399	1,685
<b>2012 Totals</b>		<b>40,204</b>	<b>36,411</b>	<b>76,615</b>	<b>16,694</b>

## ENPLANEMENTS/DEPLANEMENTS

<b>HILTON HEAD ISLAND PASSENGER ENPLANEMENTS(departures) 2004-2014</b>												
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	
JAN	2,985	3,520	3,540	3,145	4,206	2,510	2,539	2,847	3,421	3,232	2,725	
FEB	3,431	3,957	2,748	3,250	5,275	2,976	2,916	2,800	3,625	3,342	2,182	
MAR	5,053	6,647	5,956	6,273	8,052	5,547	6,044	5,325	5,461	5,326	4,782	
APR	6,513	7,809	6,715	8,985	7,930	6,872	7,596	6,216	6,404	5,385	5,301	
MAY	6,438	7,782	6,739	8,682	8,389	7,177	7,912	6,705	6,092	5,962	5,907	
JUN	6,111	6,814	6,140	8,638	7,819	6,771	7,947	6,138	5,792	5,249	5,337	
JUL	6,051	6,849	5,850	8,498	7,954	7,393	7,629	6,018	5,896	5,462		
AUG	6,422	6,500	5,086	8,843	7,649	6,957	7,617	5,395	6,154	5,775		
SEP	4,957	1,129	5,070	7,392	5,922	6,249	7,266	5,051	5,003	5,084		
OCT	6,115	6,632	5,794	9,230	6,882	6,601	8,314	6,038	5,219	5,376		
NOV	5,052	5,107	4,313	7,355	5,927	4,121	4,940	4,908	4,567	4,180		
DEC	3,792	3,676	3,198	4,780	2,928	2,977	3,374	3,456	3,268	3,370		
<b>TOTALS</b>	<b>62,920</b>	<b>66,422</b>	<b>61,149</b>	<b>85,071</b>	<b>78,933</b>	<b>66,151</b>	<b>74,094</b>	<b>60,897</b>	<b>60,902</b>	<b>57,743</b>	<b>26,234</b>	

<b>HILTON HEAD ISLAND PASSENGER DEPLANEMENTS(arrivals) 2004-2014</b>												
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	
JAN	2,810	3,177	3,253	2,887	3,591	2,308	2,228	2,532	3,003	2,868	2,523	
FEB	3,369	4,120	2,964	3,453	5,729	3,256	3,106	2,940	3,710	3,528	2,382	
MAR	5,558	7,418	6,652	7,313	8,652	5,770	6,750	5,715	6,051	6,109	5,510	
APR	7,053	7,912	6,740	9,289	8,263	7,057	8,111	6,774	6,353	5,306	5,477	
MAY	6,530	7,995	6,836	9,035	8,681	7,175	8,287	6,649	6,143	5,947	6,131	
JUN	6,419	7,649	6,465	8,961	8,110	7,055	8,716	6,317	5,973	5,572	5,887	
JUL	6,028	6,868	5,895	8,708	8,470	7,849	8,327	6,415	6,079	5,713		
AUG	6,518	6,399	5,177	8,979	7,748	6,684	7,706	5,291	6,291	6,034		
SEP	4,936	1,185	5,152	7,119	5,583	6,558	7,109	5,303	4,971	4,966		
OCT	6,102	6,654	5,832	9,068	7,243	6,699	8,135	5,816	5,433	5,604		
NOV	4,828	5,002	4,380	7,169	5,556	3,860	4,762	4,615	4,338	4,377		
DEC	3,972	3,742	3,419	5,010	3,037	3,248	3,668	3,763	3,479	3,505		
<b>TOTALS</b>	<b>64,123</b>	<b>68,121</b>	<b>62,765</b>	<b>86,991</b>	<b>80,663</b>	<b>67,519</b>	<b>76,905</b>	<b>62,130</b>	<b>61,824</b>	<b>59,529</b>	<b>27,910</b>	



## ENPLANEMENTS/DEPLANEMENTS

<b>TOTAL PASSENGER ENPLANEMENTS &amp; DEPLANEMENTS 2004-2014</b>												
	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	
JAN	5,795	6,697	6,793	6,032	7,797	4,818	4,767	5,379	6,424	6,100	5,248	
FEB	6,800	8,077	5,712	6,703	11,004	6,232	6,022	5,740	7,335	6,870	4,564	
MAR	10,611	14,065	12,608	13,586	16,704	11,317	12,794	11,040	11,512	11,435	10,292	
APR	13,566	15,721	13,455	18,274	16,193	13,929	15,707	12,990	12,757	10,691	10,778	
MAY	12,968	15,777	13,575	17,717	17,070	14,352	16,199	13,354	12,235	11,909	12,038	
JUN	12,530	14,463	12,605	17,599	15,929	13,826	16,663	12,455	11,765	10,821	11,224	
JUL	12,079	13,717	11,745	17,206	16,424	15,242	15,956	12,433	11,975	11,175		
AUG	12,940	12,899	10,263	17,822	15,397	13,641	15,323	10,686	12,445	11,809		
SEP	9,893	2,314	10,222	14,511	11,505	12,807	14,375	10,354	9,974	10,050		
OCT	12,217	13,286	11,626	18,298	14,125	13,300	16,449	11,854	10,652	10,980		
NOV	9,880	10,109	8,693	14,524	11,483	7,981	9,702	9,523	8,905	8,557		
DEC	7,765	7,418	6,617	9,790	5,965	6,225	7,042	7,219	6,747	6,875		
<b>TOTALS</b>	<b>127,044</b>	<b>134,543</b>	<b>123,914</b>	<b>172,062</b>	<b>159,596</b>	<b>133,670</b>	<b>150,999</b>	<b>123,027</b>	<b>122,726</b>	<b>117,272</b>	<b>54,144</b>	

Delta Connection/ASA began service March 17, 2007

Delta Connection/ASA suspended service November 30, 2008

Delta Connection/Mesaba began service March 2, 2009

Delta Connection/Mesaba suspended service November 2, 2009

Delta Connection/Mesaba began service March 4, 2010

Delta Connection/Mesaba suspended service November 1, 2010

**HXD TOWER REPORT**

ITINERATE			LOCAL									
TOWER	AIR TAXI	GA	MILITARY	LOCAL GA	LOCAL MIL	VFR	IFR	Total	After Hrs. GA	After Hrs. Comm	Total Ops	
January 2014	370	1,149	33	101	58	764	947	1,711	19	52	1,782	
February 2014	326	1,131	37	166	28	786	902	1,688	78	40	1,806	
March 2014	635	1,432	40	78	25	825	1,385	2,210	68	53	2,331	
April 2014	753	1,747	25	127	14	983	1,683	2,666	100	56	2,822	
May 2014	729	1,920	24	210	25	1,332	1,576	2,908	66	56	3,030	
June 2014	636	1,878	51	474	106	1,660	1,485	3,145	53	53	3,251	
July 2014								0			0	
August 2014								0			0	
September 2014								0			0	
October 2014								0			0	
November 2014								0			0	
December 2014								0			0	
<b>TOTALS 2014</b>	<b>3,449</b>	<b>9,257</b>	<b>210</b>	<b>1,156</b>	<b>256</b>	<b>6,350</b>	<b>7,978</b>	<b>14,328</b>	<b>384</b>	<b>310</b>	<b>15,022</b>	

ITINERATE			LOCAL									
TOWER	AIR TAXI	GA	MILITARY	LOCAL GA	LOCAL MIL	VFR	IFR	Total	After Hrs. GA	After Hrs. Comm	Total Ops	
January 2013	516	1,303	28	158	69	961	1,103	2,064	128	54	2,246	
February 2013	488	1,171	25	182	26	812	1,080	1,892	96	41	2,029	
March 2013	672	1,717	28	146	40	1,126	1,477	2,603	130	34	2,767	
April 2013	830	2,223	21	186	12	1,126	2,126	3,252	160	34	3,446	
May 2013	772	2,140	15	233	38	1,067	2,131	3,198	48	35	3,281	
June 2013	681	2,085	19	197	28	1,255	1,755	3,010	56	33	3,099	
July 2013	652	1,889	10	178	22	1,062	1,689	2,751	62	36	2,849	
August 2013	624	1,831	32	193	52	1,180	1,552	2,732	38	34	2,804	
September 2013	595	1,693	27	180	79	1,145	1,429	2,574	65	36	2,675	
October 2013	614	1,656	12	136	68	961	1,525	2,486	23	32	2,541	
November 2013	593	1,315	11	69	35	694	1,329	2,023	16	53	2,092	
December 2013	468	1,234	31	99	85	812	1,105	1,917	24	44	1,985	
<b>TOTALS 2013</b>	<b>7,505</b>	<b>20,257</b>	<b>259</b>	<b>1,957</b>	<b>554</b>	<b>12,201</b>	<b>18,301</b>	<b>30,502</b>	<b>846</b>	<b>466</b>	<b>31,814</b>	

ITINERATE			LOCAL									
TOWER	AIR TAXI	GA	MILITARY	LOCAL GA	LOCAL MIL	VFR	IFR	Total	After Hrs. GA	After Hrs. Comm	Total Ops	
January 2012	555	1,572	56	155	107	1,161	1,284	2,445	53	14	2,512	
February 2012	582	1,541	64	180	158	1,174	1,351	2,525	92	20	2,637	
March 2012	678	2,030	32	254	66	1,374	1,957	3,331	126	19	3,476	
April 2012	890	2,224	29	164	42	1,176	2,173	3,349	127	19	3,495	
May 2012	772	2,248	28	170	26	1,279	1,965	3,244	125	23	3,392	
June 2012	669	1,918	22	148	24	1,103	1,678	2,781	134	35	2,950	
July 2012	695	1,761	37	220	66	1,162	1,617	2,779	88	36	2,903	
August 2012	707	1,593	25	185	26	970	1,566	2,536	64	37	2,637	
September 2012	600	1,651	28	154	83	1,092	1,424	2,516	119	38	2,673	
October 2012	699	1,573	23	112	112	1,009	1,510	2,519	126	35	2,680	
November 2012	581	1,708	43	108	96	1,043	1,493	2,536	124	56	2,716	
December 2012	489	1,274	13	159	42	873	1,099	1,972	125	56	2,153	
<b>TOTALS 2012</b>	<b>7,917</b>	<b>21,093</b>	<b>400</b>	<b>2,009</b>	<b>848</b>	<b>13,416</b>	<b>19,117</b>	<b>32,533</b>	<b>1,303</b>	<b>388</b>	<b>34,224</b>	

**HILTON HEAD ISLAND AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA  
WORK AUTHORIZATION 14-05  
July 1, 2014  
PROJECT NO.: TBI NO. 2119-1405**

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services.

---

**Description of Work Authorized:** Talbert, Bright & Ellington, Inc. (TBE) will provide engineering and planning services for Airfield Storm Water Master Plan project at the Hilton Head Island Airport as described below. A basic topographic survey is proposed in this work authorization to provide the needed topography and planimetrics for this study and will not be in accordance with FAA Advisory Circular 150/5300-18B, *General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards*.

**Task 1: Stormwater Master Plan Design Phase**

TBE will provide the following stormwater master plan services to develop the overall airfield projects identified in the current CIP and to identify the proposed impacts to the existing linear conveyance ditch between Taxiway "F" and Runway 3-21, along with the associated regulatory permitting requirements:

- Coordinate with Beaufort County on proposed improvements and the likely impact to existing stormwater infrastructure.
- Develop conceptual stormwater plan to replace impacted stormwater infrastructure and provide for new stormwater BMPs.
- Use soils report and field surveying to prepare an updated storm-water model including:
  - Pre-post attenuation requirement for added impervious area
  - OCRM and Beaufort County first flush water quality analysis
  - Beaufort County Volume Control Analysis
- Update the proposed ditch fill cross section based on the results of the geotechnical study, the topographic survey, and the revised storm-water model.
- Prepare written Stormwater Master Plan Report to include stormwater model results and exhibits

## **Task 2: Geotechnical Investigation**

The following additional Geotechnical information will be provided to support the engineering and permitting process:

- Estimation of current groundwater elevation in project area
- Estimation of seasonal high groundwater elevation using analysis of soils mottling
- Infiltration rate using double ring infiltrometer test

The above Geotechnical tests are known to be needed at three locations within the existing ditch between Taxiway “F” and Runway 3-21: northeast end of existing ditch, southwest end of existing ditch, and center of existing ditch. Additional bore locations may be needed depending on the results of the Stormwater Master Plan phase.

## **Task 3: Topographic Surveying**

TBE will provide the following surveying services related to supporting the design and permitting for the proposed stormwater design and wetland impacts:

- Topographic 75-ft cross-sections of both ditches onsite
- Existing drainage pipes from Western to Eastern edge of property along Jurisdictional connection
- Existing drainage pipe at Dillon Road

Aerial LiDAR topography data is assumed to be adequate for the offsite design support services and therefore, no ground surveying will be provided offsite. The proposed survey will be on the same datum as the LiDAR Data.

## **Task 4: Civil Engineering Design**

TBE will prepare preliminary design plans detailing the civil construction associated with this project sufficient to identify proposed drainage impacts to be permitted. Design drawings will show:

- Cover Sheet
- Construction Safety and Phasing Plan
- Staking/Demolition Plan
- Site grading plans and pavement sections
- Sedimentation and soil erosion control plans

- Storm drainage conveyance plans (consistent with master-planned storm-water system with adequate capacity to handle the site improvements)
- Construction details and specification related to drainage improvements and erosion control.

### **Task 5: Site Development Permitting**

The following permitting services are anticipated to handle the local and state approvals for the development of the property:

- Town of Hilton Head Island
- SCDHEC-OCRM
- Regulatory requirements and permitting the proposed impacts:
  - Prepare engineering exhibits for the Interagency Review Team (pre-application) meeting.
  - Attend the Pre-application meeting for the project and provide information about the proposed storm-water system.
  - Update the “Storm-water Quality Assessment” to focus content toward the requirements of a typical 401 Water Quality Demonstration. The Demonstration is needed to get the 401 Water Quality Certification required for the wetland impact permitting.
  - Provide plans and calculations for 401 WQ Certification wetland permitting.
  - Prepare exhibits for wetland impact permit application.
  - Provide permitting process and address questions from permit stakeholders.

### **Task 6: Regulatory Design Permitting Support**

TBE will sub-consult with James Gentry to provide the following services to confirm the regulatory and permitting requirements for the proposed jurisdictional connection impacts:

- Review available information including existing wetland delineation and final impact plan and linear conveyance impact section. We understand the wetlands have been delineated and the request for verification by the USACE has been received. A permit application is the follow-on step in this process for the project. The scope outlined below provides for the assembly and submittal of this application.

- Submittal and attendance at an Interagency Review Team (Pre-application) meeting to confirm the permitting and mitigation plan requirements.
- The provided scope does not include any mitigation credit expenses or future actual mitigation plan implementation monitoring beyond confirming the requirements.
- Budget assumes three meetings (pre-application and two site visits) with USACE personnel
- Prepare wetlands permitting applications for submittal to the Charleston District of the US Army Corps of Engineers (USACE) associated with the proposed linear conveyance impacts.
- Specific elements of this task include:
  - Collection of front-end field data in proper format for submittal
  - SCDHEC-OCRM Coastal Zone Consistency Determination (CZM Certification)
  - Documentation regarding conformance with Sect 401 Water Quality Certification, outlined and provided in preceding tasks
  - Wetland permitting exhibits, provided in preceding tasks
  - Mitigation estimate
  - Coordination of public notice advertisements and notification
  - Attend meetings as necessary to coordinate permit details
  - Project coordination with permitting and certifying agencies (USACE, SCDHEC, US Fish & Wildlife Service)
  - Receive and respond to agency comments

Please note we will discuss the project with USACE to confirm the final necessary mitigation plan and wetland permitting requirements. Our proposed wetland services scope is based on best available information and the proposed fee assumes a routine review and approval process. Accordingly, the scope and budget may need to be adjusted to account for any additional unforeseen requests once the permitting effort is initiated with USACE & SCDHEC-OCRM. If there are significant (unexpected) objections from agencies or from the general public, additional services associated with those items will be identified to Beaufort County and written approval for TBE to proceed will be provided by Beaufort County prior to TBE performing any such additional services.

**Note: This Work Authorization does not include bidding phase or construction phase services, nor does it include any permitting fees or mitigation fees.**

**Estimated Time Schedule:** Work shall be completed in accordance with the schedule established and agreed upon by the Owner and Engineer.

**Cost of Services:** The method of payment shall be in accordance with Article 6 of the contract. The work shall be performed in accordance with the Master Contract as a lump sum of **\$47,376.00** including **\$1,475.00** for expenses. Special services shall be performed on a not to exceed basis with a budget of **\$113,850.00**, which includes reimbursable expenses. For a total of **\$162,701.00**.

**Agreed as to Scope of Services, Time Schedule and Budget:**

**APPROVED:**  
BEAUFORT COUNTY

**APPROVED:**  
TALBERT, BRIGHT & ELLINGTON,  
INC.

_____	_____
Title	Vice President Title:
_____	_____
Date:	Date:
_____	_____
Witness:	Witness:

**SUMMARY OF FEES**

**AIRFIELD STORM WATER MASTER PLAN**  
HILTON HEAD ISLAND AIRPORT  
BEAUFORT, SOUTH CAROLINA  
AIP PROJECT NO:  
SCAA PROJECT NO:  
CLIENT PROJECT NO:  
TBI PROJECT NO: 2119-1405

June 24, 2014

DESCRIPTION	ESTIMATED COST
<b>BASIC SERVICES</b>	
PROJECT FORMULATION/DEVELOPMENT PHASE (01)	\$ 7,702.00
DESIGN PHASE (04)	\$ 39,674.00
SUBTOTAL	<u>\$ 47,376.00</u>
EXPENSES	\$ 1,475.00
SUBTOTAL	<u>\$ 48,851.00</u>
SUBCONSULTANTS	\$ 113,850.00
TOTAL	<u>\$ 162,701.00</u>



MANHOUR ESTIMATE

AIRFIELD STORM WATER MASTER PLAN  
 HILTON HEAD ISLAND AIRPORT  
 BEAUFORT, SOUTH CAROLINA  
 AIP PROJECT NO:  
 SCAA PROJECT NO:  
 CLIENT PROJECT NO:  
 TBI PROJECT NO: 2119-1405

June 24, 2014

PROJECT FORMULATION/DEVELOPMENT PHASE (01)

DESCRIPTION	PRIN \$ 168	PM \$ 158	SP \$ 125	E6 \$ 142	E4 \$ 108	E2 \$ 78	E1 \$ 68	T5 \$ 98	T3 \$ 69	AD5 \$ 74	AD3 \$ 53
Preliminary Project Review w/Owner	1	1	1	0	0	0	0	0	1	0	0
Develop Project Scope/Contract	2	2	2	0	0	0	0	0	0	0	0
Coordination with Subconsultants	2	16	12	0	4	0	0	0	2	4	0
Determine Project Approach	1	1	0	0	0	0	0	0	0	0	0
Develop Preliminary Estimate	1	1	0	0	0	1	0	0	0	0	0
Project Scope/Contract Revisions	0	0	1	1	0	0	0	0	0	0	1
<b>MANHOUR TOTAL</b>	<b>7</b>	<b>21</b>	<b>16</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>1</b>

DIRECT LABOR EXPENSES:

CLASSIFICATION		BILL RATE	EST. MHRs	EST. COST
Principal	PRIN	\$ 168	7	\$ 1,176
Project Manager	PM	\$ 158	21	\$ 3,318
Senior Planner	SP	\$ 125	16	\$ 2,000
Engineer V	E6	\$ 142	1	\$ 142
Engineer III	E4	\$ 108	4	\$ 432
Engineer II	E2	\$ 78	1	\$ 78
Engineer I	E1	\$ 68	-	\$ -
Technician V	T5	\$ 98	-	\$ -
Technician III	T3	\$ 69	3	\$ 207
Admin. Assistant IV	AD5	\$ 74	4	\$ 296
Admin. Assistant III	AD3	\$ 53	1	\$ 53
		<b>Total</b>	<b>58</b>	
<b>SUBTOTAL</b>				<b>\$ 7,702.00</b>

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Postage	LS	\$ 50	1	\$ 50
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 75	1	\$ 75
Travel	LS	\$ 250	1	\$ 250
<b>SUBTOTAL</b>				<b>\$ 375.00</b>

SCOPE OF SUCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
	NTE		1	\$ -
	NTE		1	\$ -
<b>SUBTOTAL</b>				<b>\$ -</b>

**TOTAL PRELIMINARY COST: \$ 8,077.00**

MANHOUR ESTIMATE

AIRFIELD STORM WATER MASTER PLAN

HILTON HEAD ISLAND AIRPORT

BEAUFORT, SOUTH CAROLINA

AIP PROJECT NO:

SCAA PROJECT NO:

CLIENT PROJECT NO:

TBI PROJECT NO: 2119-1405

June 24, 2014

DESIGN PHASE (04)

DESCRIPTION	PRIN \$ 168	PM \$ 158	SP \$ 125	E6 \$ 142	E4 \$ 108	E2 \$ 78	E1 \$ 68	T5 \$ 98	T3 \$ 69	AD5 \$ 74	AD3 \$ 53
<b>CONCEPTUAL PLANS</b>											
Cover Sheet (1)	0	1	0	0	0	1	0	0	1	0	0
Construction Safety and Phasing Plan (1)	0	3	0	0	8	2	0	0	2	0	0
Grading and Drainage Plan (4)	2	8	0	4	6	0	0	24	0	0	0
Typical Section Details (1)	0	1	0	1	0	1	0	2	4	0	0
Drainage Details (1)	0	1	0	1	0	2	2	4	2	0	0
Drainage Cross Sections	1	2	0	4	6	0	0	0	16	0	0
Sediment and Erosion Control Plans	0	4	0	0	0	0	0	2	4	0	0
Sediment and Erosion Control Details (1)	0	1	0	0	2	0	0	0	4	0	0
Drainage Profiles (1)	0	1	0	4	0	0	0	8	8	0	0
<b>DESIGN</b>											
Coordination/Meetings with Owner	16	16	0	0	2	0	0	0	1	0	1
Permit Meetings with Regulatory Agencies	8	16	16	0	0	0	0	0	1	0	1
Grading Design	0	2	0	0	4	0	0	8	0	0	0
Drainage Design	2	2	0	8	0	0	0	1	0	0	0
Erosion Control Design	0	2	0	2	4	4	0	0	0	0	0
Quantities and Construction Estimate	0	1	0	0	2	4	4	2	0	0	0
Design Review Meeting (1)	8	8	0	0	0	0	0	0	2	0	0
Quality Assurance Plan	2	4	0	0	0	0	0	0	0	0	0
Preliminary Design Report	1	2	0	0	0	0	0	0	0	0	1
Final Design Report	1	2	0	0	0	0	0	0	0	1	1
Revisions	0	2	0	2	2	4	2	2	2	1	1
<b>MANHOUR TOTAL</b>	<b>41</b>	<b>79</b>	<b>16</b>	<b>26</b>	<b>36</b>	<b>18</b>	<b>8</b>	<b>53</b>	<b>47</b>	<b>1</b>	<b>5</b>

DIRECT LABOR EXPENSES:

CLASSIFICATION		BILL RATE	EST. MHRs	EST. COST
Principal	PRIN	\$ 168	41	\$ 6,888
Project Manager	PM	\$ 158	79	\$ 12,482
Senior Planner	SP	\$ 125	16	\$ 2,000
Engineer V	E6	\$ 142	26	\$ 3,692
Engineer III	E4	\$ 108	36	\$ 3,888
Engineer II	E2	\$ 78	18	\$ 1,404
Engineer I	E1	\$ 68	8	\$ 544
Technician V	T5	\$ 98	53	\$ 5,194
Technician III	T3	\$ 69	47	\$ 3,243
Admin. Assistant IV	AD5	\$ 74	1	\$ 74
Admin. Assistant III	AD3	\$ 53	5	\$ 265
		Total	330	
<b>SUBTOTAL</b>				<b>\$ 39,674.00</b>

MANHOOR ESTIMATE

AIRFIELD STORM WATER MASTER PLAN  
HILTON HEAD ISLAND AIRPORT  
BEAUFORT, SOUTH CAROLINA  
AIP PROJECT NO:  
SCAA PROJECT NO:  
CLIENT PROJECT NO:  
TBI PROJECT NO: 2119-1405

June 24, 2014

DESIGN PHASE (04)

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Postage	LS	\$ 150	1	\$ 150.00
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 200	1	\$ 200.00
Travel	LS	\$ 750	1	\$ 750.00
<b><i>SUBTOTAL</i></b>				<b><i>\$ 1,100.00</i></b>

SCOPE OF SUCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Stormwater Master Plan Phase	NTE	\$ 16,500.00	1	\$ 16,500.00
Geotechnical Investigation	NTE	\$ 8,250.00		\$ 8,250.00
Topographic Surveying	NTE	\$ 16,500.00		\$ 16,500.00
Drainage Design Assistance	LS	\$ 35,750.00		\$ 35,750.00
Regulatory Design Permitting Assistance	LS	\$ 14,850.00		\$ 14,850.00
Site Development Permitting Phase Assist.	NTE	\$ 22,000.00	1	\$ 22,000.00
<b><i>SUBTOTAL</i></b>				<b><i>\$ 113,850.00</i></b>

**TOTAL DESIGN COST: \$ 154,624.00**

**HILTON HEAD ISLAND AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA  
WORK AUTHORIZATION 14-06  
July 1, 2014  
PROJECT NO.: TBI NO. 2119-1406**

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services.

---

**Description of Work Authorized:** Talbert, Bright & Ellington, Inc. (TBE) will provide engineering and planning services for preparation of design and bidding plans and specifications for the Tree Removal Between the Air Traffic Control Tower (ATCT) and the Existing General Aviation Ramp project at the Hilton Head Island Airport (see attached Exhibit). Existing topographic and planimetric information will be used for the base mapping. TBE will also provide bidding phase services consisting of coordinating the bid advertisement, conducting a Pre-Bid Meeting, preparation of any required Addenda, conducting a bid opening for the construction bids, tabulation of the construction bids received, and recommendation of construction contract award to Beaufort County.

Additional services to be performed on this project include the following:

**Task 1: Tree Survey**

TBE will provide the following services related to tree survey for the area shown on the attached Exhibit:

- Locate trees in areas as shown in magenta on the included exhibit
- Locate trees according to Town of Hilton Head standards
- Show tree size and type on SC grid coordinates or to control provided
- Provide height of located trees using Vertex Laser Hypsometer IV or comparable
- Survey Wetland Flags
- Provide Metal Tree Tags
- Update Tree Tag Spreadsheet
- Provide data in point format

## **Task 2: Wetland Approximation and Verification**

TBE will conduct an approximation of jurisdictional waters of the US, including wetlands, using the methodology found in the 1987 US Army Corps of Engineers (USACE) Wetlands Delineation Manual as well as the Coastal Plain supplemental wetland delineation guidance. This task will consist of the following:

- Delineation of jurisdictional wetland areas exhibiting the following three parameters using plastic surveyors ribbon and/or pin flags:
  - Hydrophytic Vegetation
  - Hydric Soils
  - Wetland Hydrology
- Location of marked wetland boundaries and drainage features by field GPS.
- Preparation of a wetland survey exhibit depicting all of the parcels that make up the project area.
- Beaufort County to provide avigation or access easements as needed to support the USACE verification process
- Request concurrence of the jurisdictional wetlands approximation with the USACE, Charleston District Regulatory Branch

**NOTE: This work authorization does not include any construction phase professional services. Tree mitigation in accordance with the Town of Hilton Head's Land Management Ordinance is not included in this work authorization as it is understood the Town of Hilton Head will allow compensatory mitigation into the mitigation bank.**

**Estimated Time Schedule:** Work shall be completed in accordance with the schedule established and agreed upon by the Owner and Engineer.

**Cost of Services:** The method of payment shall be in accordance with Article 6 of the contract. The work shall be performed in accordance with the Master Contract as a lump sum of **\$36,329.00** including **\$5,375.00** for expenses. Special services shall be performed on a not to exceed basis with a budget of **\$32,973.00**, which includes reimbursable expenses. For a total of **\$74,677.00**.

**Agreed as to Scope of Services, Time Schedule and Budget:**

**APPROVED:**  
BEAUFORT COUNTY

**APPROVED:**  
TALBERT, BRIGHT & ELLINGTON,  
INC.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Title

\_\_\_\_\_

Vice President  
Title:

\_\_\_\_\_

Date:

\_\_\_\_\_

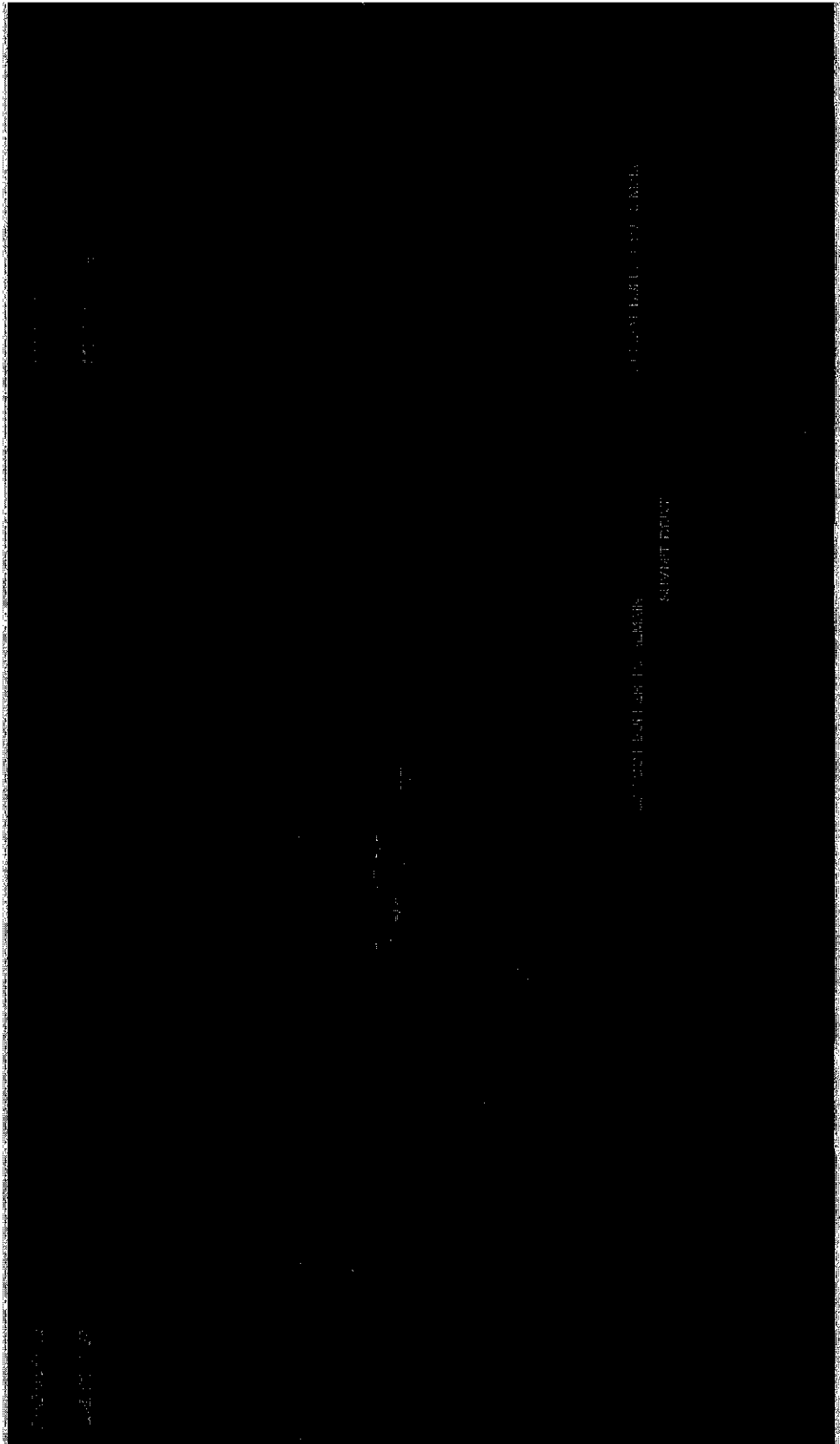
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Witness:



**SUMMARY OF FEES**

**TREE REMOVAL BETWEEN ATCT AND GA RAMP**

BEAUFORT COUNTY AIRPORT  
BEAUFORT, SOUTH CAROLINA

AIP PROJECT NO:

SCAA PROJECT NO:

CLIENT PROJECT NO:

TBI PROJECT NO: 2119-1406

July 1, 2014

DESCRIPTION	ESTIMATED COST
<b>BASIC SERVICES</b>	
PROJECT FORMULATION/DEVELOPMENT PHASE (01)	\$ 3,697.00
DESIGN PHASE (04)	\$ 22,526.00
BIDDING PHASE (05)	\$ 10,106.00
CONSTRUCTION ADMINISTRATION PHASE (06)	\$ -
SUBTOTAL	\$ 36,329.00
EXPENSES	\$ 5,375.00
SUBTOTAL	\$ 41,704.00
SUBCONSULTANTS	\$ 32,973.00
INSPECTION - RESIDENT PROJECT REPRESENTATIVE	\$ -
TOTAL	\$ 74,677.00



MANHOUR ESTIMATE

**TREE REMOVAL BETWEEN ATCT AND GA RAMP**

BEAUFORT COUNTY AIRPORT

BEAUFORT, SOUTH CAROLINA

AIP PROJECT NO:

SCAA PROJECT NO:

CLIENT PROJECT NO:

TBI PROJECT NO: 2119-1406

July 1, 2014

PROJECT FORMULATION/DEVELOPMENT PHASE (01)

DESCRIPTION	PRIN	PM	SP	E6	E4	E2	E1	T5	T3	AD5	AD3
	\$ 175	\$ 164	\$ 130	\$ 147	\$ 112	\$ 82	\$ 72	\$ 98	\$ 69	\$ 76	\$ 68
Preliminary Project Review w/Owner	1	1	1	0	0	0	0	0	1	0	0
Develop Project Scope/Contract	1	1	2	0	0	0	0	0	0	0	0
Coordinate with Subconsultants	0	6	2	0	2	0	0	0	1	1	0
Determine Project Approach	1	1	0	0	0	0	0	0	0	0	0
Develop Preliminary Estimate	0	1	0	0	0	1	0	0	0	0	0
Project Scope/Contract Revisions	0	1	1	0	0	0	0	0	0	0	1
<b>MANHOUR TOTAL</b>	<b>3</b>	<b>11</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>1</b>

DIRECT LABOR EXPENSES:

CLASSIFICATION	BILL RATE	EST. MHRS	EST. COST
Principal	PRIN \$ 175	3	\$ 525
Project Manager	PM \$ 164	11	\$ 1,804
Senior Planner	SP \$ 130	6	\$ 780
Engineer V	E6 \$ 147	-	\$ -
Engineer III	E4 \$ 112	2	\$ 224
Engineer II	E2 \$ 82	1	\$ 82
Engineer I	E1 \$ 72	-	\$ -
Technician V	T5 \$ 98	-	\$ -
Technician III	T3 \$ 69	2	\$ 138
Admin. Assistant IV	AD5 \$ 76	1	\$ 76
Admin. Assistant III	AD3 \$ 68	1	\$ 68
	<b>Total</b>	<b>27</b>	
<b>SUBTOTAL</b>			<b>\$ 3,697.00</b>

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 50	1	\$ 50
Postage	LS	\$ 50	1	\$ 50
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 75	1	\$ 75
Travel	LS	\$ 250	1	\$ 250
<b>SUBTOTAL</b>				<b>\$ 425.00</b>

SCOPE OF SUBCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
	NTE		1	\$ -
	NTE		1	\$ -
<b>SUBTOTAL</b>				<b>\$ -</b>

**TOTAL PRELIMINARY COST: \$ 4,122.00**

MANHOUR ESTIMATE

TREE REMOVAL BETWEEN ATCT AND GA RAMP

BEAUFORT COUNTY AIRPORT  
 BEAUFORT, SOUTH CAROLINA  
 AIP PROJECT NO:  
 SCAA PROJECT NO:  
 CLIENT PROJECT NO:  
 TBI PROJECT NO: 2119-1406

July 1, 2014

DESIGN PHASE (04)

DESCRIPTION	PRIN	PM	SP	E6	E4	E2	E1	T5	T3	AD5	AD3
	\$ 175	\$ 164	\$ 130	\$ 147	\$ 112	\$ 82	\$ 72	\$ 98	\$ 69	\$ 76	\$ 68
<b>PLANS</b>											
Cover Sheet (1)	0	1	0	0	0	1	0	0	1	0	0
Phasing and Safety Plan (2)	0	2	0	0	0	0	0	4	2	0	0
Project Access and Wetland Location Plan (1)	1	2	0	2	0	0	0	6	0	0	0
Tree Clearing Plan (1)	1	2	0	0	4	0	0	8	0	0	0
Tree Identification Table Sheets (4)	1	2	0	0	24	0	0	0	0	0	0
Sediment and Erosion Control Plan (1)	1	2	0	8	0	0	0	0	4	0	0
Sediment and Erosion Control Details (1)	0	1	0	0	0	4	0	0	4	0	0
<b>DESIGN</b>											
Coordination/Meetings with Owner	0	4	0	0	2	0	0	0	1	0	1
Pre-design Meeting with Owner	0	8	0	0	0	0	0	0	2	0	0
Sequence of Construction	1	2	0	0	0	0	0	0	0	0	0
Tree Removal Design	0	2	0	0	2	0	0	2	0	0	0
Erosion Control Design	0	2	0	6	0	0	0	0	0	0	0
Specifications	1	8	0	0	4	0	0	0	0	4	4
Quantities and Construction Estimate	0	1	0	0	2	0	0	2	0	0	0
Design Review Meeting (1)	4	4	0	0	0	0	0	0	2	0	0
Quality Assurance Plan	2	4	0	0	0	0	0	0	0	0	0
Revisions	0	2	0	2	2	4	2	2	2	1	1
<b>MANHOUR TOTAL</b>	<b>12</b>	<b>49</b>	<b>0</b>	<b>18</b>	<b>40</b>	<b>9</b>	<b>2</b>	<b>24</b>	<b>18</b>	<b>5</b>	<b>6</b>

DIRECT LABOR EXPENSES:

CLASSIFICATION		BILL RATE	EST. MHRS	EST. COST
Principal	PRIN	\$ 175	12	\$ 2,100
Project Manager	PM	\$ 164	49	\$ 8,036
Senior Planner	SP	\$ 130	-	\$ -
Engineer V	E6	\$ 147	18	\$ 2,646
Engineer III	E4	\$ 112	40	\$ 4,480
Engineer II	E2	\$ 82	9	\$ 738
Engineer I	E1	\$ 72	2	\$ 144
Technician V	T5	\$ 98	24	\$ 2,352
Technician III	T3	\$ 69	18	\$ 1,242
Admin. Assistant IV	AD5	\$ 76	5	\$ 380
Admin. Assistant III	AD3	\$ 68	6	\$ 408
		Total	183	
<b>SUBTOTAL</b>				<b>\$ 22,526.00</b>

MANHOOR ESTIMATE

**TREE REMOVAL BETWEEN ATCT AND GA RAMP**

BEAUFORT COUNTY AIRPORT  
BEAUFORT, SOUTH CAROLINA

AIP PROJECT NO:

SCAA PROJECT NO:

CLIENT PROJECT NO:

TBI PROJECT NO: 2119-1406

July 1, 2014

DESIGN PHASE (04)

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Postage	LS	\$ 150	1	\$ 150.00
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 200	1	\$ 200.00
Travel	LS	\$ 750	1	\$ 750.00
<b><i>SUBTOTAL</i></b>				<b>\$ 1,100.00</b>

SCOPE OF SUCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Tree Survey/Wetland Boundary Survey	LS	\$ 27,198	1	\$ 27,198.00
Regulatory Design Permitting Assistance	LS	\$ 5,775	1	\$ 5,775.00
<b><i>SUBTOTAL</i></b>				<b>\$ 32,973.00</b>

**TOTAL DESIGN COST: \$ 56,599.00**

MANHOUR ESTIMATE

TREE REMOVAL BETWEEN ATCT AND GA RAMP

BEAUFORT COUNTY AIRPORT  
BEAUFORT, SOUTH CAROLINA

AIP PROJECT NO:

SCAA PROJECT NO:

CLIENT PROJECT NO:

TBI PROJECT NO: 2119-1406

July 1, 2014

BIDDING PHASE (05)

PHASE NO.	BILL GROUP	DESCRIPTION	PRIN \$ 175	PM \$ 164	SP \$ 130	E6 \$ 147	E4 \$ 112	E2 \$ 82	E1 \$ 72	T5 \$ 98	T3 \$ 69	AD5 \$ 76	AD3 \$ 68
05	001	Coordinate Advertisement	0	1	0	0	0	0	0	0	0	1	0
		Distribute Bid Documents	0	1	0	0	0	0	0	0	6	12	12
		Prebid Meeting	0	8	0	0	0	0	0	0	2	0	0
		Bidder Question and Answers	1	2	0	2	0	2	0	0	2	1	2
		Prepare Addenda	1	4	0	4	2	0	4	4	0	2	4
		Bid Opening and Tabulation	0	10	0	0	1	0	0	0	0	0	1
		Recommendation of Award	0	1	0	0	0	0	0	0	0	0	1
		MANHOUR TOTAL	2	27	0	6	3	2	4	4	10	16	20

DIRECT LABOR EXPENSES:

CLASSIFICATION		BILL RATE	EST. MHRS	EST. COST
Principal	PRIN	\$ 175	2	\$ 350
Project Manager	PM	\$ 164	27	\$ 4,428
Senior Planner	SP	\$ 130	0	\$ -
Engineer V	E6	\$ 147	6	\$ 882
Engineer III	E4	\$ 112	3	\$ 336
Engineer II	E2	\$ 82	2	\$ 164
Engineer I	E1	\$ 72	4	\$ 288
Technician V	T5	\$ 98	4	\$ 392
Technician III	T3	\$ 69	10	\$ 690
Admin. Assistant IV	AD5	\$ 76	16	\$ 1,216
Admin. Assistant III	AD3	\$ 68	20	\$ 1,360
	Total		94	
<b>SUBTOTAL</b>				<b>\$ 10,106.00</b>

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Postage	LS	\$ 150	1	\$ 150.00
Copying	LS	\$ 1,000	1	\$ 1,000.00
Reproduction	LS	\$ 800	1	\$ 800.00
Advertisement	LS	\$ 1,200	1	\$ 1,200.00
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 200	1	\$ 200.00
Travel	LS	\$ 500	1	\$ 500.00
<b>EXPENSE DESCRIPTION</b>				<b>\$ 3,850.00</b>

SCOPE OF SUBCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
-	-	-	-	-
-	-	-	-	-
<b>SUBTOTAL</b>				<b>\$ -</b>
<b>TOTAL BIDDING COST:</b>				<b>\$ 13,956.00</b>

**HILTON HEAD ISLAND AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA  
WORK AUTHORIZATION 14-07  
July 1, 2014  
PROJECT NO.: TBE NO. 2119-1407**

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services.

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**Description of Work Authorized:** Beaufort County (COUNTY) proposes to remove tree obstructions within the 20:1 and 30:1 approaches to Runway 03 at the Hilton Head Island Airport (HXD)

This work authorization presents Talbert, Bright & Ellington, Inc.'s (TBE) scope of services relating to the preparation of an environmental assessment (EA) for the previously described projects.

In fulfilling this scope of work, numerous objectives will be achieved including: environmental inventory, evaluation, and analysis; state, federal, and local agency coordination; draft and final environmental documentation; and a public workshop (if deemed necessary). The environmental documentation will be prepared in accordance with the National Environmental Policy Act of 1969 (NEPA), Council on Environmental Quality (CEQ), FAA Order 5050.4B, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Projects* (April 28, 2006), and FAA Order 1050.1E Change 1 *Environmental Impacts: Policies and Procedures* (March 20, 2006). The Federal Aviation Administration (FAA) has agreed to review and approve the documentation.

It is the intent of this environmental assessment (EA) process to review of up to three build alternatives in addition to the no build alternative. Determination of potential impacts to water quality, the unknown extent of wetlands or jurisdictional waters of the United States, road relocation, impact on adjacent residential development from noise, and possible controversial development because of adjacent neighborhood, are issues that will be addressed during the preparation of this EA.

The following tasks are required to achieve the aforementioned output.

**TASK 1:     PROJECT MANAGEMENT**

Project goals and objectives will be determined through coordination and consultation with the COUNTY, in order to create a flow chart of activities and a milestone schedule.

These two items will provide the **COUNTY** and **TBE** with a sequential scheme of events and the anticipated dates to achieve the project goals.

**ASSUMPTIONS:**

1. *For budgeting purposes, it was assumed that the project should take 6 months, not including review by resource and regulatory agencies and public review.*
2. *If additional field work is required by the resource agencies (for example, a Phase II Cultural Resources Survey), the schedule below will be modified under a contract amendment*

<b>Work Item</b>	<b>Time (Days)</b>	<b>Cumulative Time (Days)</b>
Notice to Proceed	0	0
Scoping Meeting	1	1
Field Work	45	46
Document Preparation/In-house Review	60	101
FAA/Client Review	TBD	TBD
Draft Document Finalization	30	131

**DELIVERABLES:**

1. *A flow chart of activities and milestone schedule.*
2. *Attendance at three (3) meetings, not including the public workshops.*

**TASK 2: STATE, FEDERAL, AND LOCAL AGENCY COORDINATION**

Coordination will include ongoing public relation activities to ensure that the agencies are kept informed of the project’s progress. Activities to be conducted for this task are as follows:

- A. Continuing research and communication with state, federal, and local environmental agencies.
- B. Preparation of a scoping letter for the South Carolina State Clearinghouse advising of the **COUNTY**’s intent to proceed with the preparation of an environmental assessment.
- C. **TBE** will conduct a scoping meeting with state, federal, and local environmental agencies to receive input on specific issues pertaining to the agencies area of expertise.

**DELIVERABLE:**

1. *TBE will prepare the scoping letter.*

**TASK 3: ENVIRONMENTAL INVENTORY, EVALUATION, AND ANALYSIS**

The environmental inventory, evaluation, and analysis will be conducted in accordance with the requirements of the National Environmental Policy Act of 1969 (NEPA), Council on Environmental Quality (CEQ), FAA Order 5050.4B, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Projects* (April 28, 2006), and FAA Order 1050.1E Change 1 *Environmental Impacts: Policies and Procedures* (March 20, 2006).

Prior to initiation of the environmental analysis, **TBE** will notify the **COUNTY** and **FAA** of agency concerns resulting from the project agency early coordination process. The required level of detail for each environmental issue will also be discussed. Existing data will be collected from the appropriate agencies; and, through field and map examination; data will be analyzed, and used to determine the potential impacts of the proposed project. Mitigation measures, including avoidance and minimization options, will be investigated for impacts (unless herein noted otherwise).

- A. **AIR QUALITY** – Coordination with the South Carolina Department of Health and Environmental Control Division of Air Quality (SCDHEC-DAQ) to determine whether an air quality analysis and/or air quality permit shall be required, as well as a request for air quality conformity.

**ASSUMPTIONS:**

- 1. *FAA Emissions and Dispersion Modeling System (EDMS) input and emission levels for the proposed project will not be prepared.*
  - 2. *No monitoring of existing air quality or modeling will be performed as part of this scope of services.*
- B. **COASTAL RESOURCES** –
    - 1. **Coastal Zone Management Program** – Because the study area is located in the South Carolina Coastal Zone, coordination will be conducted with the SCDHEC Office of Coastal Resource Management (OCRM) to ensure consistency with the *South Carolina Coastal Management Program*. In particular, potential direct or indirect impacts to the designated critical areas will be identified. Mitigation measures will be investigated and summarized as necessary. During the preparation of the final environmental document, a final mitigation plan will be prepared, if deemed necessary.
    - 2. **Coastal Barriers** – Coastal barriers protected under the Coastal Barrier Resource Act will be identified. In addition, early coordination will be conducted with the review agencies to identify potential impacts and mitigative measures, if necessary.

- C. COMPATIBLE LAND USE – Existing land use within the study area (study area – 0.5 miles around HXD and the proposed project site) will be inventoried by windshield surveys. Land use plans and zoning codes will be collected and reviewed. Land use types, to be identified, will include residential, commercial, industrial, and noise sensitive sites (parks, schools, churches, etc.). In addition, community facilities and existing utilities will be inventoried. Information collected will be reviewed. Evaluation of existing land use and land use planning will include impacts to existing zoning, conformance with adopted comprehensive plans, impacts to neighborhoods, and cumulative impacts.

**ASSUMPTION:**

1. *Available land use and zoning data will be provided by the COUNTY and Town of Hilton Head Island.*
- D. CONSTRUCTION IMPACTS – Construction impacts will be evaluated and compared, including: construction noise, air quality, and economic impacts during construction, and water quality.
- E. DEPARTMENT OF TRANSPORTATION ACT, SECTION 4(f) – An early inventory will be conducted to determine the presence of Section 4(f) properties (i.e., parks, recreation areas, wildlife and waterfowl refuges, and/or historic and archaeological sites).
- F. FARMLAND – Soil data (prime, unique, and statewide important) will be evaluated. Information will be submitted on Form AD-1006, Farmland Conversion Impact Rating, Land Evaluation – Site Assessment, to the NRCS for review and comment. Based on the response from the NRCS, an estimate of direct and indirect impacts will be determined on: (1) number of acres that will be directly displaced; (2) areas where agricultural and timberland operations may be disrupted; and (3) indirect effects, such as those related to changes in land use.
1. **Soils** – A soils map of the site will be prepared. Descriptions of each of the soils indicated and their development limitation will be provided. Information regarding the need for potential fill material and clearing and grading will be determined.

**ASSUMPTIONS:**

1. *Construction requirements (such as, but not limited to, excavation and fill amounts) will be based on preliminary schematics and preliminary engineering.*
2. *Soils will be identified using U.S. Department of Agriculture Natural Resources Conservation Service (NRCS) mapping*
3. *Geotechnical investigation of existing soil conditions will not be performed.*



G. FISH, WILDLIFE AND PLANTS –

1. **Biotic Communities** – A survey of biotic communities that may be affected directly or indirectly by the proposed project will be performed. This survey will be performed in conjunction with Task G.2 – Endangered and Threatened Species of Flora and Fauna. A brief description of the biotic communities will be prepared for inclusion in the environmental document.
2. **Endangered and Threatened Species of Flora and Fauna** – Reference information on threatened, endangered, and other rare species and critical habitats, as listed by the U.S. Fish and Wildlife Service (USFWS) and National Marine Fisheries Service (NMFS), will be reviewed. Utilizing the reference information collected, field investigations will be conducted to identify habitat that may support the listed species. The location of previously sighted species, critical habitat, and habitat suitable for the legally protected species will be identified on an overlay map. A Section 7 (Endangered Species Act) Biological Assessment will be prepared and forwarded to USFWS and NMFS in conjunction with the draft environmental document regardless of species present. Final agency concurrence with the results of the biological assessment and required mitigation measures will be summarized in the final environmental document, as required.

**ASSUMPTION:**

1. *The proposed development site will be visited once. Should it be determined by the USFWS that additional site visits will be necessary; these will be performed under a contract amendment.*

- H. FLOODPLAIN – A topographic map with the project boundaries (with 1-foot contour intervals) will be prepared indicating major land surface features. In addition, the 100-year floodplain and floodway boundaries will be identified and described (no field work or flagging of floodplain boundaries will be conducted). In accordance with Executive Order 11988, floodplain impacts will be identified such as effects to existing floodplain values, support of incompatible floodplain development, etc.

**ASSUMPTIONS:**

1. *Topographic mapping used in the preparation of the Master Plan Update will be used.*
2. *Floodplain boundaries will not be identified in the field*
3. *Existing FEMA mapping will be used to identify floodplains.*

I. HAZARDOUS MATERIALS, POLLUTION PREVENTION, AND SOLID WASTE –

1. **Hazardous Materials/Waste Sites** – A Level I Environmental Site Assessment will be conducted to include a thorough review of the history (50-year maximum) of the proposed project to identify environmental concern for contamination or liability from hazardous materials. In addition, a review of published data and a physical site inspection will be conducted. Documentation of investigation methods used, results obtained (e.g., site overview, site history, regulatory compliance history, site features, and site walkover survey), and a summary of findings and recommendations for further investigation, if necessary, will be provided.

**ASSUMPTIONS:**

1. *No subsurface investigations will be conducted.*
2. *A Level II - Environmental Site Assessment will not be conducted.*
2. **Pollution Prevention** – Agencies are required to comply with applicable pollution control standards, in the prevention, control, and abatement of environmental pollution; and consult with the federal, state, and local agencies concerning the best techniques and methods available for the prevention, control, and abatement of environmental pollution. Pollution prevention strategies should be outlined in the Airport’s Stormwater Pollution Prevention Plan and Spill Prevention, Control, and Countermeasures Plan. These strategies will be discussed.
3. **Solid Waste Impact** – Proposed development, which relates only to airfield development (runways, taxiways, and related items), will not normally include any direct relationship to solid waste collection, control, or disposal other than that associated with the construction itself.

- J. HISTORIC, ARCHITECTURAL, ARCHAEOLOGICAL, AND CULTURAL RESOURCES – HISTORIC, ARCHITECTURAL, ARCHAEOLOGICAL, AND CULTURAL RESOURCES – A cultural resources survey, to determine the nature and distribution of historical, archaeological, and architectural resources within the study area, will be conducted. This survey will attempt to identify cultural resources and evaluate identified resources for their potential to meet the criteria of significance of the National Register of Historic Places (NRHP). This investigation will involve thorough background research and limited field investigations that will include, at a minimum, a photo-inventory of structures that are likely to be impacted (physically or aesthetically) and that appear to be at least 50 years old. In addition, sufficient information to complete a Standing Structures Form will be collected for each historic structure. This information will provide

the basis for the evaluation of the structure with respect to the criteria of significance of the NRHP.

The cultural resources survey will meet the guidelines set forth by the State Historic Preservation Office (SHPO). The background research is designed to provide a description of the kinds of cultural resources likely to be present in the study area. In addition, this research will outline those aspects of the cultural heritage, evident in the study area, that are significant in the development of the region. This information is necessary to properly evaluate the eligibility of an identified cultural resource for the NRHP. This research will involve the review of historic maps of the region and reports on file with the SHPO and other cultural resource agencies. Field inspection will be limited; a historic-architectural survey team will examine standing structures within the study area and an archaeological team will perform a cursory overview of the study area in search of prehistoric, archaeological, and paleontological resources. A Phase I Cultural Resources Report will be prepared and forwarded to the SHPO requesting compliance with the National Historic Preservation Act of 1966, as amended.

**ASSUMPTIONS:**

- 1. If the SHPO determines that a Phase II Cultural Resources Survey is necessary, this task will be performed under a contract amendment.*
- 2. Should it be determined that a Memorandum of Understanding (MOU) is required, this will be prepared during the design phase of the proposed project.*

**K. LIGHT EMISSIONS AND VISUAL IMPACT –**

- 1. Light Emissions** – Consideration of the extent to which any lighting associated with the proposed project will create an annoyance to people in the vicinity of the airport will be determined.
- 2. Visual Impacts** – Visual impact will be identified by examining the visual viewshed, which takes into account the entire landscape and is comprised of two main aspects: views to and views from. If necessary, mitigative measures to avoid adverse visual impacts will be discussed.

**L. NATURAL RESOURCES AND ENERGY SUPPLY –** In general terms, the potential energy consumption required to implement the project during construction and throughout its life, will be determined. Energy conservation measures will be evaluated, if necessary.

**M. NOISE –** A noise analysis using computed forecasts will be conducted using the most current version of the FAA Integrated Noise Model (INM). The evaluation will include the existing and planned land uses within the noise contours, as well

as a description of proposed mitigation measures, if deemed necessary, to minimize potential impacts.

- N. **SECONDARY (INDUCED) IMPACTS** – Socio-economic data will be collected and reviewed. Such data includes employment, demographic characteristics, income, retail and service activities, trends, and projections. Impacts to be analyzed include the direct and indirect benefits to the regional, potential impacts on land use and development, and economics.

**ASSUMPTION:**

1. *Available socioeconomic, census tract, and block group data will be provided by the COUNTY.*

- O. **SOCIOECONOMIC IMPACTS, ENVIRONMENTAL JUSTICE, AND CHILDREN’S HEALTH AND SAFETY RISKS** –

1. **Socioeconomic Impacts** – The impact of the proposed project on potential relocation of residences and/or businesses, changes in surface transportation patterns, disruption of planned development, and significant changes in the potential employment base will be analyzed. Should potential relocations occur, provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, will be utilized to determine compliance.
2. **Environmental Justice** – Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (February 11, 1994) states that to the greatest extent practicable and permitted by law, each federal agency should make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority and low-income populations. A cursory analysis of population impact will be performed.
3. **Children’s Health and Safety Risks** – Executive Order 13045, Protection of Children from Environmental Health Risks and Safety Risks (April 23, 1997), directs federal agencies to identify and assess environmental health risks and safety risks that may disproportionately affect children. Environmental health risks and safety risks include risks to health or to safety that are attributable to products or substances that a child is likely to come in contact with or ingest, such as air, food, drinking water, recreational waters, soil, or products they might use or be exposed to. A cursory qualitative analysis of potential risks will be performed.

**ASSUMPTION:**

1. *A detailed quantitative risk assessment will be performed under a contract amendment, if deemed necessary.*
- P. WATER QUALITY – The ambient conditions of streams and other water bodies likely to be impacted by the proposed project will be described. Where available from the review agencies, data for surface water and groundwater quantity and quality will be cited. Potential impacts to water quality will be discussed. Mitigation, in the form of retention/detention basins, runoff channels, etc., will be developed in accordance with **COUNTY** requirements and federal, state, and local stormwater and water quality regulations.
- Q. WETLANDS– Jurisdictional wetland areas will be identified and their size, location, type, and function/value estimated, in consultation with the U.S. Army Corps of Engineers (USACE) and other appropriate federal and state agencies. Available reference materials will be reviewed and field investigations will be conducted. Results of the wetland delineation and a mitigation plan, if necessary, will be prepared.

**ASSUMPTIONS:**

1. *Surveying of wetland boundaries will be performed by GPS and a jurisdictional determination prepared and submitted to the USACE.*
  2. *Permits will be prepared during the design phase of the proposed project.*
- R. WILD AND SCENIC RIVERS – Wild and scenic rivers within the study area will be identified and potential impacts discussed. Opportunities for the proposed project to provide public access to recreational and scenic amenities at such waterways will be investigated. Mitigative measures, if necessary, will be investigated.
- S. INDIRECT AND CUMULATIVE IMPACTS – **TBE** will discuss the secondary and cumulative impacts on a category-by-category basis for those where impacts will be anticipated. This will include land use, water quality, social, economics, wetlands and other topics for which this discussion will be appropriate.

**ASSUMPTION:**

1. *Indirect and cumulative impact analysis will be performed under a contract amendment, if deemed necessary.*
- T. PERMITS – Environmental permits required for construction of the proposed project will be identified and a brief description of regulatory requirements will be provided for each.

#### **TASK 4: DRAFT ENVIRONMENTAL DOCUMENTATION**

**TBE** will prepare a draft environmental assessment (DEA) in accordance with the requirements of National Environmental Policy Act of 1969 (NEPA), Council on Environmental Quality (CEQ), FAA Order 5050.4A, *Airport Environmental Handbook*, and FAA Order 1050.1D *Policies and Procedures for Considering Environmental Impacts*, utilizing the technical material previously collected (Task 3). The document will be concise and will include support documents, as necessary. **Four (4)** copies of the preliminary DEA will be distributed for review and comment. Comments will be incorporated and **20** copies of the approved draft document will be prepared for general distribution to the reviewing agencies. The DEA will address the following items:

- A. **PURPOSE AND NEED** – This section will provide a description of the proposed action that addresses, at a minimum:
  - 1. Project purpose
  - 2. Proposed action
  - 3. Relationship of the proposed action to applicable federal, state, and local rules and regulations
  - 4. Public need for the proposed action
  
- B. **ALTERNATIVES** – This section will discuss a maximum of three build alternatives, and a no-build alternative. Each alternative will be addressed to demonstrate that feasible options were adequately considered.
  
- C. **AFFECTED ENVIRONMENT** – **TBE** will use the environmental inventory previously conducted to describe the environmental setting in the local, regional, and statewide context. This will serve as the background for preparation of the impacts analysis section of the draft document.
  
- D. **ENVIRONMENTAL CONSEQUENCES** – The impact and mitigation portion of the DEA will identify and describe the primary, secondary, and cumulative environmental impacts on the natural, human, and economic resources. Primary impacts are environmental changes occurring as a result of the proposed action. Secondary impacts are those impacts that extend to the surrounding area from the implementation of the proposed action. Cumulative impacts are normally those occurring over a long period of time that is precipitated directly or indirectly from implementation of the proposed action. Mitigation plans, if required for unavoidable adverse impact will also be discussed.
  
- E. **PREPARERS** – A list of persons responsible for preparation of the draft document will be included in the document.

- F. APPENDICES – Appendices will be included only for analytical information that substantiates an analysis pertinent to the document.

**ASSUMPTIONS:**

1. The **COUNTY** and **FAA** will review the preliminary DEA document concurrently and will provide comments to **TBE**.
2. **TBE** will assume one (1) concurrent independent review by the **COUNTY** and **FAA** prior to approval of the DEA.

**DELIVERABLES**

1. **Four (4)** copies of the preliminary DEA for review; and,
2. **Twenty (20)** copies of approved DEA.

**TASK 5: ADVERTISE, CONDUCT PUBLIC HEARING WORKSHOP, AND EVALUATE COMMENTS**

A. PUBLIC HEARING WORKSHOP –

1. The **COUNTY** will arrange for the location of the public hearing workshop.
2. **TBE** will prepare the notice of opportunity for a public hearing workshop.
3. **Preparation for the Public Hearing Workshop** – Prepare two (2) sets of color-coded exhibits that identify inventoried resources associated with the proposed action, comment forms, maps and other graphics, and have on hand ten (10) copies of the DEA.
4. **Public Workshop Hearing Attendance** – **TBE** will attend the public workshop and will provide technical assistance and support to the **COUNTY**. **TBE** will a recorder for oral comments.
5. Public comments received during the public comment period before, during, and after the public hearing workshop will be reviewed, categorized, and evaluated by the **COUNTY** and **TBE**. Appropriate responses will be included in the final document.

**ASSUMPTIONS:**

1. The **COUNTY** will select and provide the location for the public hearing workshop.
2. **TBE** will provide ten (10) copies of the DEA for the public workshop.
3. **TBE** will provide two (2) sets of graphics for identifying the major environmental resources associated with the proposed project.

4. *TBE will prepare the referenced graphics and written materials normally associated with this task and attend the public hearing workshop.*

**TASK 6: FINAL ENVIRONMENTAL DOCUMENTATION**

**TBE** will revise the DEA in accordance with the appropriate regulatory guidance referenced in Task 4. **Four (4)** copies each of the preliminary final environmental assessment (FEA) will be distributed for review and comment. Comments will be incorporated and **10** copies of the approved FEA will be prepared for general distribution to those agencies having provided substantive comments into the FEA. The FEA will include but not be limited to addressing the following issues:

- A. Revise project description to reflect changes as a result of circulation of DEA and input received from the public hearing process.
- B. Revise maps and drawings to reflect changes in location, design, and impact.
- C. Attach written comments received following DEA circulation and public information workshop. Address both verbal and written comments received.
- D. List environmental commitments.

**ASSUMPTIONS:**

1. *The COUNTY and FAA will review the preliminary FEA concurrently and will provide comments to the TBE.*
2. *TBE will assume one (1) concurrent independent review prior to approval of the FEA.*
3. *FAA will prepare the Finding of No Significant Impact (FONSI).*

**DELIVERABLES:**

1. *Four (4) copies of the preliminary FEA for review; and,*
2. *Ten (10) copies of approved FEA.*

**Estimated Time Schedule:** Work shall be completed in accordance with the schedule established and agreed upon by the Owner and Engineer.

**Cost of Services:** The method of payment shall be in accordance with Article 6 of the Master Contract. The work shall be performed in accordance with the Master Contract as a lump sum of **\$177,828.47**.



**Agreed as to Scope of Services, Time Schedule and Budget:**

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**APPROVED:**  
BEAUFORT COUNTY

**APPROVED:**  
TALBERT, BRIGHT & ELLINGTON,  
INC.

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Title

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Vice President  
Title:

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Date:

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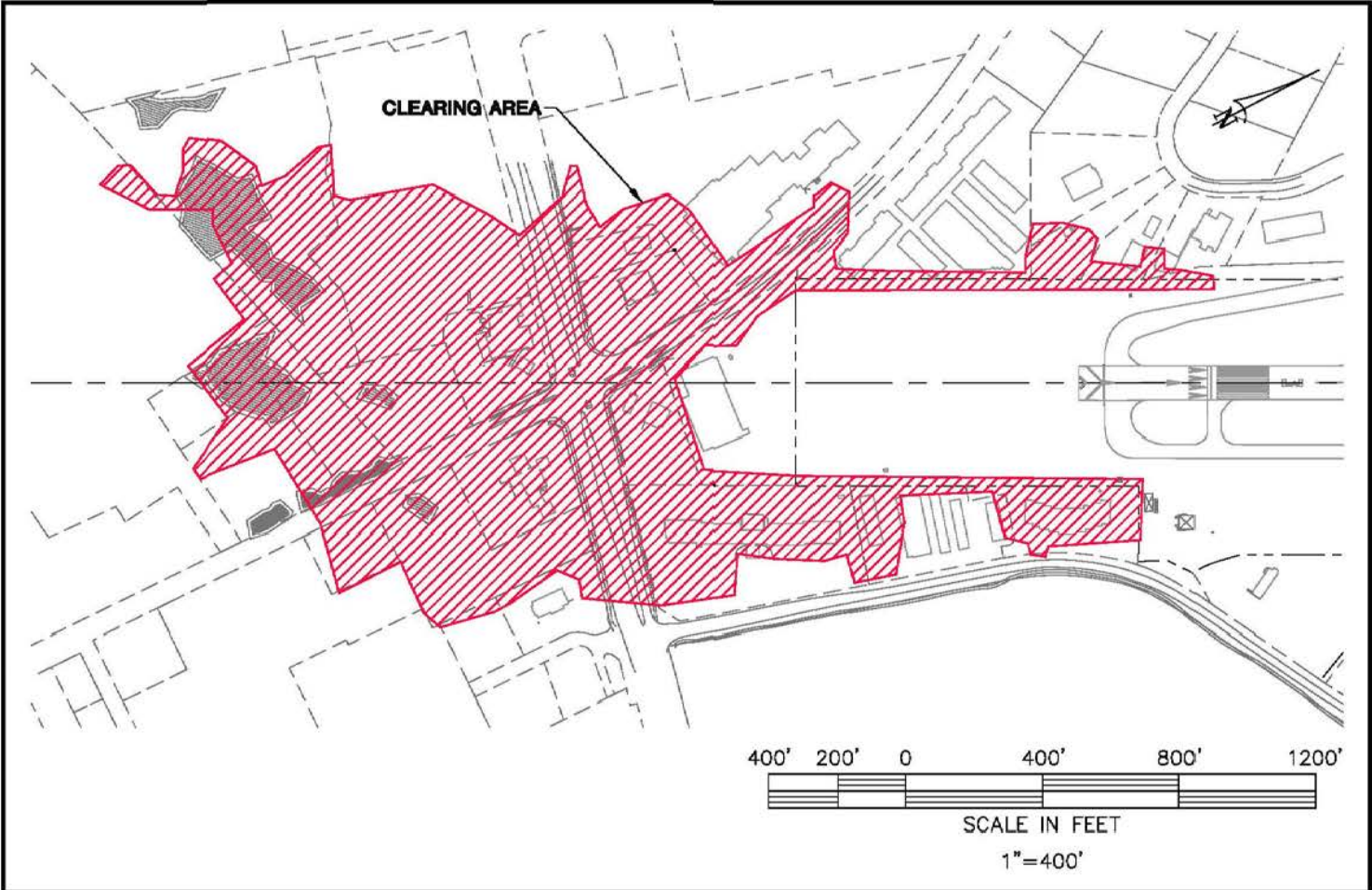
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Witness:

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Witness:



**HILTON HEAD ISLAND AIRPORT**

**RUNWAY 3 20:1 AND 30:1 OBSTRUCTION REMOVAL**

**TALBERT, BRIGHT & ELLINGTON**

ENGINEERING & PLANNING CONSULTANTS  
 4944 PARKWAY PLAZA BOULEVARD, SUITE 350  
 CHARLOTTE, NORTH CAROLINA 28217  
 PHONE 704-386-8870 FAX 704-386-8880

[www.talbertbright.com](http://www.talbertbright.com)

MANHOOR ESTIMATE

RUNWAY 03 TREE OBSTRUCTION REMOVAL ENVIRONMENTAL ASESMENT

HILTON HEAD ISLAND AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA

AIP PROJECT NO:  
SCAC PROJECT NO:  
CLIENT PROJECT NO:  
TBE PROJECT NO: 2119-1407

July 1, 2014

DESCRIPTION	PRIN	PM	SP	E6	E4	E2	E1	T5	T3	AD5	AD4
	\$ 175	\$ 164	\$ 130	\$ 147	\$ 112	\$ 82	\$ 72	\$ 98	\$ 69	\$ 76	\$ 68
<i>PRELIMINARY PROJECT SCOPING</i>											
Develop Project Scope/Contract	4	4	12	0	0	0	0	0	0	0	0
Subconsultant Negotiation and Management	4	4	24	0	0	0	0	0	0	0	0
<i>TASK 1 - PROJECT MANAGEMENT</i>											
Monthly Meeting	20	0	40	0	0	0	0	0	0	0	0
Monthly Status Reports	0	0	16	0	0	0	0	0	0	0	0
Project Management	8	20	40	0	0	0	0	0	0	16	0
Additional Meetings	20	20	40	0	0	0	0	0	0	16	0
<i>TASK 2 - STATE, FEDERAL, AND LOCAL AGENCY COORDINATION</i>											
Agency Meetings	0	0	16	0	0	0	0	0	0	0	0
Scoping Letter	0	0	4	0	0	0	0	0	0	0	0
Letter of Intent	0	0	4	0	0	0	0	0	0	0	0
<i>TASK 3 - ENVIRONMENTAL INVENTORY, EVALUATION, AND ANALYSIS</i>											
Air Quality	0	0	8	0	0	0	4	0	0	0	0
Coastal Resources	0	0	1	0	0	0	0	0	0	0	0
Compatible Land Use	0	0	4	0	0	0	2	0	0	0	0
Construction Impacts	0	0	4	0	0	0	2	0	0	0	0
Department of Transportation Act: Section 4(f)	0	0	1	0	0	0	0	0	0	0	0
Farmlands	0	0	1	0	0	0	0	0	0	0	0
Fish, Wildlife, and Plants	0	0	4	0	0	0	2	0	0	0	0
Floodplains	0	0	4	0	0	0	2	0	0	0	0
Hazardous Materials, Pollution Prevention, and Solid Waste	0	0	8	0	0	0	4	4	0	0	0
Historical, Architectural, Archaeological, and Cultural Resources	0	0	4	0	0	0	2	0	0	0	0
Light Emissions and Visual Impacts	0	0	8	0	0	0	4	0	0	0	0
Natural Resources, Energy Supply, and Sustainable Design	0	0	8	0	0	0	4	0	0	0	0
Noise	0	0	8	32	0	0	8	8	0	0	0
Secondary (Induced) Impacts	0	0	4	0	0	0	2	0	0	0	0
Socioeconomic Impacts, Environmental Justice, and Children's Environmental Health and Safety Risks	0	0	8	0	0	0	4	0	0	0	0
Water Quality	0	0	4	0	0	0	4	4	0	0	0
Wetlands	0	0	8	0	0	0	4	0	0	0	0
Wild and Scenic Rivers	0	0	1	0	0	0	0	0	0	0	0
<i>TASK 4 - DRAFT ENVIRONMENTAL DOCUMENTATION</i>											
Purpose and Need	0	0	8	0	0	0	4	0	0	0	0
Alternatives	0	0	8	0	0	0	4	0	0	0	0
Affected Environment	0	0	8	0	0	0	4	0	0	0	0
Environmental Consequences	0	0	20	0	0	0	24	24	0	0	0
Preparers/Appendices	0	0	2	0	0	0	1	0	0	0	0
Comments and Coordination	0	0	4	0	0	0	2	0	0	0	0
Preliminary Draft Environmental Document	8	8	16	0	0	0	16	16	0	0	0
Final Draft Environmental Document	8	8	16	0	0	0	16	16	0	0	2
<i>TASK 5 - ADVERTISE, CONDUCT PUBLIC HEARING, AND EVALUATE COMMENTS</i>											
Prepare Advertisement	0	0	2	0	0	0	1	0	0	0	1
Prepare Public Hearing Exhibits	0	0	8	0	0	0	16	16	0	0	1
Attend Public Hearing	8	8	8	8	0	0	8	0	0	8	0
Prepare Comment Responses	0	0	8	0	0	0	8	8	0	24	0
<i>TASK 6 - FINAL ENVIRONMENTAL DOCUMENTATION</i>											
Revise Draft Environmental Document	0	0	16	0	0	0	16	16	0	0	2

MANHOOR ESTIMATE

RUNWAY 03 TREE OBSTRUCTION REMOVAL ENVIRONMENTAL ASESMENT

HILTON HEAD ISLAND AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA

AIP PROJECT NO:  
SCAC PROJECT NO:  
CLIENT PROJECT NO:  
TBE PROJECT NO: 2119-1407

July 1, 2014

DESCRIPTION	PRIN	PM	SP	E6	E4	E2	E1	T5	T3	AD5	AD4
	\$ 175	\$ 164	\$ 130	\$ 147	\$ 112	\$ 82	\$ 72	\$ 98	\$ 69	\$ 76	\$ 68
Preliminary Final Environmental Document	8	8	8	0	0	0	0	0	0	0	2
Final Environmental Document	8	8	16	0	0	0	16	16	0	0	0
MANHOOR TOTAL	96	88	432	40	0	0	184	128	0	64	8

DIRECT LABOR EXPENSES:

CLASSIFICATION		BILL RATE	EST. MHRS	EST. COST
Principal	PRIN	\$ 175	96	\$ 16,800
Project Manager	PM	\$ 164	88	\$ 14,432
Senior Planner	SP	\$ 130	432	\$ 56,160
Engineer V	E6	\$ 147	40	\$ 5,880
Engineer III	E4	\$ 112	-	\$ -
Engineer II	E2	\$ 82	-	\$ -
Engineer I	E1	\$ 72	184	\$ 13,248
Technician V	T5	\$ 98	128	\$ 12,544
Technician III	T3	\$ 69	-	\$ -
Admin. Assistant IV	AD5	\$ 76	64	\$ 4,864
Admin. Assistant III	AD4	\$ 68	8	\$ 544
			Total	1,040
<b>SUBTOTAL</b>				<b>\$ 124,472.00</b>

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 250.00	2	\$ 500
Postage	LS	\$ 500.00	2	\$ 1,000
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 500.00	2	\$ 1,000
Travel/Per Diem	LS	\$ 3,000.00	2	\$ 6,000
Draft Environmental Document	EA	\$ 250.00	24	\$ 6,000
Final Environmental Document	EA	\$ 250.00	14	\$ 3,500
Presentation Materials	LS	\$ 2,500.00	1	\$ 2,500
<b>SUBTOTAL</b>				<b>\$ 20,500.00</b>

SCOPE OF SUCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Wetland Jurisdictional Determination and Permitting	LS	\$ 4,070	1	\$ 4,070.00
Cultural Resources Assessment	LS	\$ 13,199	1	\$ 13,199.47
Phase I Site Assessment	LS	\$ 6,600	1	\$ 6,600.00
Threatened and Endangered Species Assessment	LS	\$ 8,987	1	\$ 8,987.00
<b>SUBTOTAL</b>				<b>\$ 32,856.47</b>

TOTAL COST: \$ 177,828.47