



Beaufort County Airports Board

Chairman

HOWARD ACKERMAN

Vice Chairman

LESLIE ADLAM FLORY

Committee Members

ANNE ESPOSITO

JAMES BUCKLEY

CHRIS BUTLER

MARK BAILEY

BRIAN TURRISI

THOMAS SHEAHAN

NICHOLAS MESENBURG

Airports Director

JON REMBOLD

County Administrator

ERIC GREENWAY

Administrative Specialist

ROCIO REXRODE

Administration Building

Beaufort County Government
Hilton Head Island Airport
120 Beach City Road
Hilton Head Is, SC 29926

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Beaufort County Airports Board Agenda

Council Chambers - Administration Building

100 Ribaut Road, Beaufort, SC 29901

Thursday, April 20, 2023, at 1:30 PM

Hybrid Meeting

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. PUBLIC NOTIFICATION OF THIS MEETING HAS BEEN PUBLISHED, POSTED, AND DISTRIBUTED IN COMPLIANCE WITH THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT (FOIA)
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES - [MARCH 16, 2023](#)
6. PUBLIC COMMENT (Limit comments to three minutes)
7. DIRECTOR'S REPORT
8. UNFINISHED BUSINESS
9. NEW BUSINESS

ACTION ITEMS

10. ELECTION OF OFFICERS - CHAIR & VICE-CHAIR
11. RECOMMENDATION OF CONTRACT AWARD FOR TERMINAL TECHNOLOGY IMPROVEMENTS TO TRINITY ELECTRICAL IN THE AMOUNT OF \$268,695.00 - [VOTE](#)
12. HILTON HEAD ISLAND AIRPORT (HXD) - TBE WORK AUTHORIZATION 2119-2301 - [VOTE](#)
13. AIRPORTS DEPARTMENT – RECOMMENDATION TO APPROVE FY2024 PROPOSED BUDGET - [VOTE](#)

COMMITTEE REPORTS

14. CHAIRMAN UPDATE
15. CITIZEN COMMENTS (Limit comments to three minutes)
16. ADJOURNMENT

MEETING ACCESS: [MEETING LINK](#)

ID: 161 714 8655 | Passcode: 791968

NEXT MEETING:

THURSDAY, MAY 18, 2023, AT 1:30 PM

COUNCIL CHAMBERS, HILTON HEAD ISLAND, SC 29928

MINUTES

Beaufort County Airports Board

March 16, 2023 | 1:30 pm | Meeting called to order by Chairman Howard Ackerman

ATTENDANCE

Present: Howard Ackerman, Leslie Adlam Flory, Anne Esposito, Mark Bailey, Thomas Sheahan, Brian Turrisi and Nick Mesenburg

Absent: Chris Butler and James Buckley

County Staff: Jon Rembold, Airports Director; Stephen Parry, Deputy Airports Director; and Rocio Rexrode, Administrative Specialist.

ADOPTION OF AGENDA

Motion: Mark Bailey made a motion to adopt the agenda. Anne Esposito seconded the motion. All were in favor and the motion passed.

APPROVAL OF MINUTES

Motion: Brian Turrisi made a motion to approve the February 23, 2023, meeting minutes. Thomas Sheahan seconded the motion. All were in favor and the motion passed.

PUBLIC COMMENTS

David Ames, Hilton Head Island Town Council Liaison, informed that there is a pending vacancy on the Airport Board. He mentioned that Turrisi's term expired at the end of February. He said that Hilton Head Island Town Council will be meeting in Executive Session and will be reviewing the many applications that were submitted to fill the pending vacancy.

DIRECTOR'S REPORT

- **DEPARTMENT UPDATE:**

Public Relations/Education:

Jon Rembold mentioned that Steve Parry spoke at Career Day at Bridges Prep.

Jon mentioned that a high school junior from John Paul II Catholic school visited/tour the airport as part of the school's Career Day.

Jon mentioned that he spoke at the Sunset Rotary Club. He said it was a nice interactive discussion, and that the audience was very receptive.

Jon mentioned that the Airport participated in the Saint Patrick's Day Parade. He said that having the new ARFF truck in the parade was fantastic. He said many kids and adults got a tour of the truck.

BCAB as Advocates:

Jon Rembold reminded the Members that the primary role of the Board is to be advocates for the Airports. He asked the Members if they would consider going to the Committee Meetings and to stand up when items are being presented for a Council vote. He said it would mean a lot to County Council.

Jon Rembold said that having Members present during Airports events is very much appreciated.

Staff Spotlight: Robin “Rob” Neil

Jon Rembold mentioned that Rob has served as a firefighter for 43 years at various agencies. He said that Rob retired in 2010 after 30 years of service, but after only three weeks of retirement, he went back into the fire service as a firefighter for the Hilton Head Island Airport. Jon Rembold said that he is glad to have Rob as part of the team.

- **ARW UPDATE:**

Aviation Week/Chamber Event:

Jon Rembold mentioned that Beaufort Executive Airport is hosting the Beaufort Regional Chamber monthly event during Aviation Week (April 27th | 5 pm – 6:30 pm). He said it is a great opportunity to be able to pair of Aviation Week with the Chamber’s monthly event. He said folks from Aviation Association, Aeronautics Commission and some of our elected officials will be there.

Sponsor Opportunities available:

Jon Rembold mentioned that there are sponsor opportunities for the event. He stated that Campbell Oil is underwriting most of the event.

- **HXD UPDATE:**

Terminal Airside Paint:

Rembold said that the paint for the Terminal building on the airside has been completed.

Tower Project Grant:

Rembold stated that a bid was selected, and the grant application has been submitted.

Airline Coordination Meeting:

Rembold said that representatives of Delta and American Airlines were present at the meeting. He said they reviewed some of the items and that they will be talking about in more detail as it gets closer to the Terminal project coming online.

TSA Pre-Check:

Rembold mentioned the TSA Pre-Check event will be held the week of March 27-31.

Career Day: Millie Coombs – John Paul II Catholic High School

Jon mentioned that Millie Coombs, a Junior at John Paul II Catholic High School, spend few hours at HXD. He said Millie met TBE staff, had the opportunity to tour and seat in the cockpit of a private plane, and took a ride in the ARFF truck.

DISCUSSION: There was an extensive discussion regarding Tower controllers and the need to update the flight traffic monitoring system.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS – ACTION ITEMS

1. HILTON HEAD ISLAND AIRPORT (HXD) - RECOMMENDATION TO APPROVE A COMMERCIAL OPERATING AGREEMENT AND LEASE AT 32 HUNTER RD BETWEEN BEAUFORT COUNTY AND GITIBIN & ASSOCIATES, LLC DBA GO RENTALS

Anne Esposito made a motion to approve the recommendation to approve a commercial operating agreement and lease agreement at 32 Hunter Road between Beaufort County and Gitibin & Associates, LLC DBA Go Rentals. Leslie Adlam Flory seconded the motion. All were in favor and the motion passed.

2. HILTON HEAD ISLAND AIRPORT (HXD) - RECOMMENDATION TO APPROVE A LEASE AT 32 HUNTER RD BETWEEN BEAUFORT COUNTY AND ACE HARDWARE OF HILTON HEAD

Brian Turrisi made a motion to approve the recommendation to approve a lease agreement at 32 Hunter Road between Beaufort County and ACE Hardware of Hilton Head. Thomas Sheahan seconded the motion. All were in favor and the motion passed.

3. HILTON HEAD ISLAND AIRPORT (HXD) - RECOMMENDATION TO APPROVE A COMMERCIAL OPERATING AGREEMENT BETWEEN BEAUFORT COUNTY AND THE HELIPORT LLC

Mark Bailey made a motion to approve the recommendation to approve a commercial operating agreement between Beaufort County and The Heliport, LLC. Leslie Adlam Flory seconded the motion. All were in favor and the motion passed.

CHAIRMAN UPDATE

1. Finance Committee

Members: Howard Ackerman (Chair), Anne Esposito, Chris Butler, and Brian Turrisi.

The Committee has nothing new to report this month. They will keep the board informed of any developments.

2. Communications and Marketing Committee

Members: Jim Buckley (Chair), Brian Turrisi, and Leslie Adlam Flory.

The Committee has nothing new to report this month. They will keep the board informed of any new developments.

3. Passenger Service Committee

Members: Leslie Adlam Flory (Chair), Anne Esposito

The Committee has nothing new to report this month. They will keep the board informed of any new developments.

4. ARW Facilities Use and Improvement Committee

Members: Chris Butler (Chair), Mark Bailey, and Trey Ambrose

Chris Butler reported that the gate at the ARW is working and operational.

5. The HHI Airport General Aviation Improvement Committee (HXD)

Members: Howard Ackerman and Brian Turrisi.

The Committee has nothing new to report this month. They will keep the board informed of any new developments.

PUBLIC COMMENTS

David Ames, Hilton Head Island Town Council Liaison, said that regarding Tower controllers and the need to update the flight traffic monitoring system, the Town and the Chamber of Commerce would be happy to advocate for that improvement.

Tom Reitz, County Council Liaison, thanked the Board for having him at the meeting. He asked the Board to let County Council know if there is anything they can help with.

ADJOURNMENT

Motion to adjourn was made at 2:22 pm. It passed unanimously.

NEXT MEETING

April 20, 2023 | 1:30 pm | Hybrid Meeting

Beaufort County Council Chambers, 100 Ribaut Road, Beaufort, SC.



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

ITEM TITLE:
Recommendation of contract award to Trinity Electrical for the HHI Air Traffic Control Tower technology improvements in the amount of \$268,695.00
MEETING NAME AND DATE:
Public Facilities and Safety Committee – May 22, 2023
PRESENTER INFORMATION:
Jon Rembold, Airports Director 5 minutes
ITEM BACKGROUND:
Trinity was the only submitter. The price was confirmed to be fair and reasonable. The Airports Board reviewed and recommended approval of the contract award at its monthly meeting held April 20, 2023.
PROJECT / ITEM NARRATIVE:
Air Traffic Control Tower (ATCT) communications equipment upgrade. HXD's ATCT was completed in 2004. Since completion, few upgrades have been made to the equipment used by the ATCT's contracted staff. This project would upgrade and/or replace the outdated equipment to improve ATCT staff's ability to effectively carry out their mission.
FISCAL IMPACT:
BIL - FAA Contact Tower Competitive Grant Program 100% grant funded
STAFF RECOMMENDATIONS TO COUNCIL:
Approve contract award for Terminal technology improvements to Trinity Electrical
OPTIONS FOR COUNCIL MOTION:
Motion to approve /deny contract award to Trinity Electrical for the HHI Air Traffic Control Tower technology improvements in the amount of \$268,695.00 Next step: County Council Meeting – May 22, 2023

**HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SOUTH CAROLINA
AIRFIELD DEVELOPMENT ALTERNATIVES ANALYSIS
WORK AUTHORIZATION 23-01
April 13, 2023
PROJECT NO.: TBI NO. 2119-2301**

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

Description of Work Authorized: This scope of services identifies the tasks necessary to evaluate the design standard requirements in accordance with Federal Aviation Administration (FAA) Advisory Circular 150/5300.13B – Airport Design (March 31, 2022) at the Hilton Head Island Airport (the Airport or HXD). The HXD Airport Layout Plan (ALP) was last updated in September 2011.

At the time of FAA’s conditional approval of the ALP, the runway design code (RDC) was a C-II, which was based on a family business jet aircraft using the Airport in 2010 and not the Bombardier Dash-8-200 and 300 turboprop aircraft used by American Airlines (AA). On July 4, 2018, with the completion of the runway extension project to 5,000 feet in June 2018, AA retired its fleet of Bombardier Dash-8-200 and 300 turboprop aircraft and replaced them with Embraer E-175 regional jet aircraft for its year-round service at HXD. Shortly after AA began its new E-175 service, United Airlines (UA) announced that it would commence seasonal service in Spring 2019 with E-175 aircraft, as well. Subsequently, in 2019, Delta Airlines (DL) also started year-round service to HXD with new E-170 aircraft. Use of the E-170 and E-175 aircraft at HXD, has changed its RDC from a C-II to a C-III designation.

Talbert, Bright & Ellington, Inc. (TBE) proposes following scope of services for the airfield development alternatives analysis is being performed as Phase I of the upcoming ALP update, which will be prepared at a later date.

TASK 1: PRELIMINARY PROJECT SCOPING

Negotiation of the scope of services and budget for the preparation of the airfield development alternatives analysis for the Hilton Head Island Airport

TASK 2: PROJECT MANAGEMENT

Project goals and objectives will be determined through coordination and consultation with Beaufort County (COUNTY) and the Airports Director, in order to create a flow chart of activities and a milestone schedule. These two items will provide the Airport and Talbert, Bright & Ellington, Inc. (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 three months, not including review by COUNTY, FAA, and South Carolina Aeronautics Commission (SCAC).*

DELIVERABLES:

1. *A flow chart of activities and milestone schedule.*

TASK 3 ALTERNATIVES DEVELOPMENT AND EVALUATION

Based on the HXD's growth and critical aircraft changing from a RDC of C-II to C-III, a maximum of three (3) airport alternative concepts relative to the deficiency in the runway to taxiway separation that is currently 300 feet and should be 400 feet, will be analyzed (including all standards, such as runway safety area, object free area, etc.) . These concepts will be reviewed with the COUNTY, FAA, and SCAC. TBE will recommend an alternative or combination of alternatives. A preferred development alternative will be selected, approved by the Airport, and incorporated into the ALP to be prepared at a later date.

The development alternatives will be created to identify locations for the parallel taxiways and other FAA standards requirements for a C-III RDC on both sides of Runway 03/21 based on the needs of C-III aircraft. The impacts of the alternatives will be identified, thus providing the technical basis necessary for selecting a preferred development plan, to be depicted on the next ALP.

- Identify Evaluation Parameters – the alternatives will be subjected to a detailed evaluation that will permit a comparison of the merits and deficiencies of the physical site factors under consideration. Major factors to be considered in the evaluation include:
 - Ability to serve C-III aircraft – each alternative will be evaluated to determine its ability to meet C-III design standards. These evaluations will be performed for each separation and other FAA standards requirements for a C-III RDC and will be aggregated to permit comparison.
 - Land use and environmental compatibility – the proposed airfield requirements will be evaluated to determine impacts on land use adjacent to HXD. The analysis of

alternatives will reference published FAA land use compatibility policy and standards to identify the level of impacts resulting from each alternative.

- Development, operating, and maintenance costs – order of magnitude cost estimates for the proposed development under each alternative will be prepared. These capital cost estimates will provide a general indication of the cost to meet airfield design standards.
- Initial Airport Alternatives Meeting – potential options will be developed for accommodating the runway to taxiway separation and other FAA standards requirements for a C-III RDC will be identified. A variety of reasonable alternatives will be considered, generally in the following categories:
 - No-development
 - Expand facilities within existing property boundary
 - Construct new facilities
 - Combination of expanded and new facilities

This process will provide a range of available options that will:

- Provide a baseline scenario if no airfield design standards are met
- Identify site and airfield design standards considerations
- Determine the feasibility for compliance with airfield design standards

A preliminary sketch-type drawing will be prepared to graphically depict each of the candidate airfield design standards layout alternatives. The scaled drawings will show existing and proposed airport facilities, as consistent with FAA separation guidelines. The drawings will be included as exhibits in the working paper and final report.

- Alternatives Evaluation – both quantitative and qualitative evaluation criteria will be identified for analysis application. An evaluation matrix will be prepared to include composite rankings of each alternative. The alternatives will be subjected to an evaluation and the results presented in a manner that includes airfield design standards comparisons and selection of the preferred airfield design standards alternative. It is possible that the recommended airfield design standards alternative will be a hybrid of some of the various alternatives considered.

ASSUMPTIONS:

1. *This analysis will only include airfield design requirements and will not include landside development (hangars, etc.).*
2. *No more than three development concepts will be prepared.*

TASK 4 PROJECT DOCUMENTATION

Project documentation (deliverables) will consist of both the airfield design standards drawings and brief narrative report consisting of steps taken and order of magnitude cost estimates.

Draft Submittal to COUNTY, FAA and SCAC

- Three (3) copies of the draft narrative report
- Three (3) copies of draft airfield design standards drawings.

Final Submittal to COUNTY, FAA and SCAC

- Three (3) color reproductions of final narrative report, bound with color laminated cover (1 to FAA, 1 to COUNTY, and 1 to SCAC)
- Three (3) sets of final airfield design standards drawings for review (1 to FAA, 1 to COUNTY, and 1 to SCAC)

Preliminary Schedule

TBE anticipates a three-month project schedule (not including review time by FAA, SCAC and Hilton Head Island Airport). A critical time path report shall be developed prior to starting the project and will be updated on a monthly basis. If any delays are identified by TBE, an action plan will be presented to reestablish the schedule.

The following sequence of events provides the framework for the ALP Update schedule:

- FAA, SCAC, and Hilton Head Island Airport Scope of Work approval
- Initial Kickoff meeting
- Concept Development
- Coordination Meeting
- Airfield Design Standards Drawings

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 basic services work shall be performed in accordance with the Master Contract as a lump sum of **\$160,853.00**, which includes reimbursable expenses. Special Additional Services shall be performed as listed below with a budget of **\$0.00**. The total value of this Work Authorization shall not exceed **\$160,853.00** without additional authorization

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:

PROFESSIONAL FEE SUMMARY
Airfield Development Alternatives Analysis
Hilton Head Island Airport
Hilton Head Island, SC
FAA Project Number
TBI Project No.2119-2301
April 13, 2023

SUMMARY OF FEES

DESCRIPTION	TYPE OF SERVICE	ESTIMATED COST
DIRECT LABOR COST	DIRECT LABOR COST	\$ 158,220.00
DIRECT EXPENSES	DIRECT EXPENSES	\$ 2,633.00
SUBCONSULTANTS		\$ -
<i>TOTAL LUMP SUM</i>		<i>\$ 160,853.00</i>
TOTAL PROJECT		\$ 160,853.00

MANHOUR ESTIMATE
 Airfield Development Alternatives Analysis
 Hilton Head Island Airport
 Hilton Head Island, SC
 FAA Project Number
 TBI Project No.2119-2301
 April 13, 2023

DESCRIPTION	PRIN	SPM	PM	SR PLN	ENG V	ENG II	TECH 5	ADMIN V
A. Preliminary Project Scoping								
A.1 Develop Project Scope/Contract	2	2	16	2	0	0	0	1
A.2 Coordinate with Subconsultants	0	0	0	0	0	0	0	0
B. Project Management								
B.1 Project Management	12	12	12	2	0	0	0	4
B.2 Meetings	16	16	16	16	0	0	0	0
C. Alternatives Development and Evaluation								
C.1 Prepare Alternatives Analysis	30	30	32	96	0	8	0	0
C.2 Revise Alternatives	16	16	16	24	0	8	0	0
C.3 Development Estimates	16	16	16	32	0	40	0	0
C.4 Modification to Standards	8	16	32	60	0	0	0	0
D. Final Document/ALP Drawing Set Preparation								
D.1 Draft Submission	4	4	16	16	0	16	0	0
D.2 Final Coordination and Revisions	4	4	8	8	0	8	0	0
D.3 Final Submittal	4	4	8	8	0	8	0	0
	112	120	172	264	0	88	0	5

FEE ESTIMATE
Airfield Development Alternatives Analysis
Hilton Head Island Airport
Hilton Head Island, SC
FAA Project Number
TBI Project No.2119-2301
April 13, 2023

Airport Master Plan Update		BILLING	ESTIMATED	ESTIMATED
DIRECT LABOR COST		RATE	MANHOURS	COST
Principal	PRIN	\$ 290	112	\$ 32,480.00
Senior Project Manager	SPM	\$ 250	120	\$ 30,000.00
Project Manager	PM	\$ 220	172	\$ 37,840.00
Senior Planner	SR PLN	\$ 175	264	\$ 46,200.00
Engineer VI	ENG V	\$ 180	-	\$ -
Technician V	ENG II	\$ 125	88	\$ 11,000.00
Secretary/Admin IV	ADMIN V	\$ 140	5	\$ 700.00
SUBTOTAL			761	\$ 158,220.00

Airport Master Plan Update		UNIT	ESTIMATED	ESTIMATED
DIRECT EXPENSES		RATE	UNITS	COST
Travel	mi	\$ 0.655	1000	\$ 655.00
Per Diem	ea	\$ 257.00	4	\$ 1,028.00
Reproduction	ea	\$ 500.00	1	\$ 500.00
Shipping/ Postage	ea	\$ 100.00	1	\$ 100.00
Telecom/fax	ea	\$ 100.00	1	\$ 100.00
Misc. supplies	ea	\$ 250.00	1	\$ 250.00
SUBTOTAL				\$ 2,633.00

Subconsultants		UNIT	ESTIMATED	ESTIMATED
DIRECT EXPENSES		RATE	UNITS	COST
	ls	1	\$ -	\$ -
	ls	1	\$ -	\$ -
SUBTOTAL				\$ -