**Beaufort County
Airports Board**

Chairman
HOWARD ACKERMAN

Vice Chairman
LESLIE ADLAM FLORY

Committee Members
MARK BAILEY
JAMES BUCKLEY
CHRIS BUTLER
ANNE ESPOSITO
NICHOLAS MESENBURG
DAVID NELEMS
THOMAS SHEAHAN
BRIAN TURRISI

Airports Director
JON REMBOLD

County Administrator
ERIC GREENWAY

Administrative Specialist
ROCIO REXRODE

Administration Building
Hilton Head Island Airport
120 Beach City Road
Hilton Head Is, SC 29926

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MEETING ACCESS
MEETING LINK
ID: 161 714 8655
Passcode: 791968

Beaufort County Airports Board Agenda
Council Chambers – Hilton Head Island
One Town Center Court, Hilton Head, SC 29928
Thursday, May 18, 2023, at 1:30 PM

   I.   CALL TO ORDER

   II.   PLEDGE OF ALLEGIANCE

   III.   PUBLIC NOTIFICATION OF THIS MEETING HAS BEEN PUBLISHED, POSTED, AND DISTRIBUTED IN COMPLIANCE WITH THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT (FOIA)

   IV.   APPROVAL OF AGENDA

   V.   APPROVAL OF MINUTES – APRIL 20, 2023

   VI.   PUBLIC COMMENT (Limit comments to three minutes)

   VII.   DIRECTOR'S REPORT

   VIII.   UNFINISHED BUSINESS

   IX.   NEW BUSINESS

   ACTION ITEMS:

    1. HILTON HEAD ISLAND AIRPORT (HXD) - RECOMMENDATION TO APPROVE TALBERT, BRIGHT AND ELLINGTON WORK AUTHORIZATION 2119-2302, TAXIWAY F REHABILITATION AND CONSTRUCTION - VOTE

    2. HILTON HEAD ISLAND AIRPORT (HXD) & BEAUFORT EXECUTIVE AIRPORT (ARW) - RECOMMENDATION TO APPROVE A 5% HANGAR FEE INCREASE – VOTE

   X.   CHAIRMAN UPDATE

   XI.   COMMITTEE REPORTS

   XII.   CITIZEN COMMENT (Limit comments to three minutes)

   XIII.   ADJOURNMENT

NEXT MEETING:
THURSDAY, JUNE 15, 2023, AT 1:30 PM
COUNCIL CHAMBERS, 100 RIBAUT RD., BEAUFORT, SC 29901

MINUTES

Beaufort County Airports Board

April 20, 2023 | 1:30 pm | Meeting called to order by Chairman Howard Ackerman

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ATTENDANCE

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

Absent: James Buckley

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

ADOPTION OF AGENDA

Motion: Leslie Adlam Flory made a motion to adopt the agenda. Anne Esposito seconded the motion. All were in favor and the motion passed.

MINUTES

Motion: Leslie Adlam Flory made a motion to approve the March 16, 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 Hilton Head Island Town Council voted to renominate Brian Turrisi to the BCAB.

DIRECTOR'S REPORT

- **DEPARTMENT UPDATE:**

  New staff Member: Brian Cronin

  Jon Rembold welcomed Brian Cronin to the team this week. Brian is the Airport Finance Manager. Rembold stated that this is a new position for the airports, and it is a shared position between the two airports, but he (Brian) will be located at the Hilton Head office. Brian comes from County Finance, and prior to coming to the County, he had been with Hilton Head Island Public Service District. Rembold said that he is glad to have Brian as part of the team.

  Staff Spotlight: Paul Jernigan

  Jon Rembold mentioned that Paul is our longest serving line tech at Beaufort Executive, and he (Paul) was instrumental when the Airport was in between supervisors. Rembold

said that when Paul is not working for the Airport, then he is a local real estate agent and he's been doing that for quite some time as well.

Rembold stated that as the Chairman of the Board of Assessment Appeals, Paul is also a public servant. Rembold said he is glad to have Paul 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 After-Hours event during Aviation Week (April 27th | 5 pm – 6:30 pm). Jon Rembold said that state legislators might be there and folks from the SCAC. He said this is a great opportunity to showcase the newly renovated terminal. He said there will be a ribbon cutting because it is the grand reopening of the Beaufort Executive Airport Terminal Jon Rembold said sponsor opportunities are still available, and if somebody wants to help, they can always help.

Hangar Inspections/documents update:

Jon Rembold said that emails went out to hangar tenants stating whether any discrepancies have been found with the hangar, and whether any documents such as insurance or agreements need to be updated.

Hangar Development Update:

Jon Rembold mentioned that the T-Hangars project is moving forward. He reminded the Members that the design and permitting is a long part of the process, because the permits will take probably a year to get.

- **HXD UPDATE:**

Terminal Bids:

Rembold said that the bid period was extended to the beginning of June to make sure the design team can answer questions coming in from the bidders, make all the clarifications they need, and give the bidders a little bit more time to get all their subs together.

TSA Pre-Check Event:

Rembold stated that the TSA Pre-Check event was a huge success. He said that the company cycled people through every day from 9-5. He stated that there is a huge demand for the event, and that he will try to accommodate some additional events.

RBC Heritage Recap:

Rembold mentioned that it was very busy during the tournament with lots of jet traffic. He gave a big shout out to the team for keeping everything under control during the week until it cleared up by about eleven o'clock Monday morning.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS – ACTION ITEMS

1. **RECOMMENDATION OF CONTRACT AWARD FOR TERMINAL TECHNOLOGY IMPROVEMENTS TO TRINITY ELECTRICAL IN THE AMOUNT OF $268,695.00**

   Anne Esposito made a motion to approve the recommendation to approve a contract award for terminal technology improvements to Trinity Electrical in the amount of $268,695.00. Chris Butler seconded the motion. All were in favor and the motion passed.

2. **HILTON HEAD ISLAND AIRPORT (HXD) - TBE WORK AUTHORIZATION 2119-2301**

   Leslie Adlam Flory made a motion to approve TBE Work Authorization 2119-2301 to complete the airfield development alternatives analysis. Thomas Sheahan seconded the motion. All were in favor and the motion passed.

3. **AIRPORTS DEPARTMENT – RECOMMENDATION TO APPROVE FY2024 PROPOSED BUDGET**

   Chris Butler made a motion to approve the recommendation to approve the Airports Department FY2024 Proposed Budget. Brian Turrisi seconded the motion. All were in favor and the motion passed.

4. **ELECTION OF OFFICERS - CHAIR & VICE-CHAIR**

   CHAIR:

   Anne Esposito made a motion to nominate Leslie Adlam Flory as the BCAB Chair. No one seconded the motion. The motion did not pass.

   Chris Butler nominated Howard Ackerman as the BCAB Chair. Brian Turrisi seconded the motion. Mark Bailey, Thomas Sheahan, Brian Turrisi, Chris Butler, Nick Mesenburg, and James Buckley (by Proxy) were in favor. Leslie Adlam Flory and Anne Esposito were against. The motion passed.

   VICE-CHAIR:

   Anne Esposito made a motion to nominate Leslie Adlam Flory as the BCAB Vice-chair. Chris Butler seconded the motion. All were in favor and the motion passed.

CHAIRMAN UPDATE

1. **Finance Committee**

   Members: Howard Ackerman (Chair), Chris Butler, Tom Sheahan, and Brian Turrisi.

The Committee met on Tuesday, April 18, to review the Airports Department FY2024 proposed budget.

2. **Communications and Marketing Committee**

   Members: Jim Buckley (Chair), Howard Ackerman, and Leslie Adlam Flory.

   Jim Buckley volunteered at the TSA Pre-Check event. Howard Ackerman read his report of the event.

   Thomas Sheahan volunteered at the event. He stated that the main comment from the walk-ins was that they could not get an appointment.

   There was a consensus that it was an efficient impressive operation.

3. **Passenger Service Committee**

   Members: Leslie Adlam Flory (Chair), Anne Esposito and Tom Sheahan

   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 Nick Mesenburg

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

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

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

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

PUBLIC COMMENTS

There were no Public Comments.

ADJOURNMENT

Motion to adjourn was made at 2:13 pm. It passed unanimously.

NEXT MEETING

May 18, 2023 | 1:30 pm | Hybrid Meeting

Town of Hilton Head Island, One Town Center Ct., Hilton Head Island, SC 29928

From: Jim Buckley <jimbo.buckley@outlook.com>
Sent: Wednesday, April 19, 2023 8:08 AM
To: howack@verizon.net <howack@verizon.net>; Rembold, Jon <jrembold@bcgov.net>
Subject: BCAB Meeting 20 April, 2023

[EXTERNAL EMAIL] Please report any suspicious attachments, links, or requests for sensitive information to the Beaufort County IT Division at helpdesk@bcgov.net or to 843-255-7000.

Good morning,
Since I cannot attend this month's meeting of the BCAB due to being out of town for medical appointments I am granting the Chair Person my Proxy to vote on any issue that comes before the BCAB if it is required to break a tie vote.

Please advise the members accordingly.

Sent from Mail for Windows

3/31/2023 TSA Pre-check Program   Submitted by Jim Buckley

Statistical capsule for one day
One professional representing TSA by the name of Johnnie

	AM	PM	Notes:
Appointments Scheduled	30	28	**I spent this entire day as the Host/Registration/Desk**
No shows	5	5	**I was surprised that we had not marshalled more volunteer time**
Adj. Total	25	23	
Walk ins Accepted	31	30	**My "Walk In" count may be off by one or two**
Total Guests by session	56	53	**Walk In's virtually matched appointments**
			Two ladies drove in from the Charleston and some folks came down from Beaufort
Total Guests Serviced		109	
			At least one HHI town councilman and spouse ha an appointment on Friday

Conclusion: If Friday was typical, we provided a community service for approximately 550 citizens
this week.
A reprieve of this event should be scheduled at least twice in 2024.

We should send out a post event press release and take some credit on behalf of
Beaufort County and the Airport for providing a community service.

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

Description of Work: The scope of the project is to strengthen Taxiway F. The bid documents include a bituminous overlay of the existing pavement. Also included in the project are new pavement markings; shoulder buildup along the edge of pavement; sodding the shoulder; required edge light elevation adjustments to the new shoulder elevation; and sediment and erosion control measures. The approximate limits of the overlay work areas are depicted on the project sketch within this Work Authorization.

Construction Administration (CA), resident project representative (RPR), and quality assurance (QA) testing services for the taxiway pavement rehabilitation project will be performed as part of this Work Authorization. The CA services will include the following: preparing and distributing Released For Construction (RFC) plans and specifications; coordinating and conducting the preconstruction meeting; preparing and distributing preconstruction minutes; coordinate project schedule; review submittals; attend and conduct bi-weekly construction meetings; review and coordinate field changes; review QA test results; process requests for partial payments; attend final inspection; prepare the final punch list; develop project record drawings; prepare the final Engineer's Report. TBE will provide a full-time RPR throughout the entirety of the project. This RPR will be on-site at all times that the contractor is performing work.

TBE will assist with/prepare FAA grant fund requests and quarterly status reports for execution by the Airport staff. TBE will also assist with/prepare grant closeout documentation required by the FAA for this project.

BASIC SERVICES

CONSTRUCTION PHASE:
The construction phase services for this project includes preparation and distribution of contract documents and Released For Construction plans and specifications to the Contractor, coordinating and conducting the Preconstruction Conference meeting and preparation of minutes, review of project schedule submitted by Contractor, coordination and review of Contractor submittals, Construction visits/Progress Meetings outlines and meeting minutes, review field change requests and related correspondence, prepare and distribute general construction correspondence throughout the project, review quality acceptance test results, review and process Contractor pay requests, conduct a Final Inspection and prepare/distribute punch list items letter, develop record

Talbert, Bright & Ellington, Inc.

drawings, assist Hilton Head Island Airport with Grant Closeout and prepare Grant closeout paperwork.

The intended deliverables for these services shall include:

- PDF versions of Released For Construction (RFC) plans and specifications.
- PDF versions of record drawing plan sheets and specifications.
- PDF version of final Engineer's Report

SPECIAL SERVICES

Task 1 – Full-Time Resident Project Representative (RPR)
A full-time resident project representative will be provided to observe the construction and other responsibilities.

Task 2 – Quality Assurance Testing
Quality assurance and acceptance testing required by the project specifications for this project will be provided. Reports of the tests performed will be provided, along with a summary of all tests performed at project closeout.

Task 3 – A-Built Survey
An as-built survey for this project will be provided.

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 – Compensation of the contract. The work shall be performed in accordance with the Master Contract as a lump sum of **$49,645.00**. Special services shall be performed on a not to exceed basis with a budget of **$105,238.00**, which includes reimbursable expenses. For a total of **$154,883.00**.

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

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

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Vice President

Title   Title:

_____

Date: Date:

_____

Witness: Witness:

BEAUFORT COUNTY COUNCIL
AGENDA ITEM SUMMARY

ITEM TITLE:
Recommend Approval of hangar fee increase at Hilton Head Island Airport (HXD) and Beaufort Executive Airport (ARW)

MEETING NAME AND DATE:
Public Facilities & Safety Committee – May 22, 2023

PRESENTER INFORMATION:
Jon Rembold, Airports Director 5 minutes

ITEM BACKGROUND:

The last fee increases for all County Hangars at HXD and ARW was January 1, 2022.
The proposed increases will go into effect January 1, 2024.
  HXD
   • T-Hangar from $462.00 (current fee) to **$485.00**
   • Corporate Hangar (60'x52') from $1,373.00 (current fee) to **$1,442.00**
   • Box Hangar (80'x80') from $2,815.00 (current fee) to **$2,956.00**
  ARW
   • T-Hangar from $345.00 (current fee) to **$363.00**

PROJECT / ITEM NARRATIVE:

Hangar fees are used to fund expenses associated with maintaining hangar buildings, area lighting, area upkeep, and a small portion of general airfield maintenance.
Below are the current waiting lists for hangar space:
  HXD: 37
  ARW: 64

FISCAL IMPACT:

Total annual hangar fee revenue:
  HXD (5400001-47220)
   • T-Hangar **$5,820.20**
   • Corporate Hangar (60'x52') **$17,304.00**
   • Box Hangar (80'x80') **$35,472.00**
  ARW (51000011-47210)
   • T-Hangar **$4,356.00**

STAFF RECOMMENDATIONS TO COUNCIL:
Approve hangar fee increases for both Airports

OPTIONS FOR COUNCIL MOTION:
Motion to approve /deny the recommendation of Hilton Head Island Airport (HXD) and Beaufort Executive Airport (ARW) hangar fee increase. **Next step: approval by Council of fee increases.**