



Beaufort County Airports Board

Chairman

HOWARD ACKERMAN

Vice Chairman

LESLIE ADLAM FLORY

Committee Members

MARK BAILEY
CHRIS BUTLER
ANNE ESPOSITO
NICHOLAS MESENBURG
DAVID NELEMS
RICH SELLS
THOMAS SHEAHAN
JIM STARNES
BRIAN TURRISI

Airports Director

JON REMBOLD

Interim

County Administrator

JOHN ROBINSON

Administrative Specialist

ROCIO REXRODE

Administration Building

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

Contact

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MEETING ACCESS

[MEETING LINK](#)

ID: 161 714 8655

Passcode: 791968

Beaufort County Airports Board Agenda

Council Chambers – Hilton Head Island

1 Town Center Court, Hilton Head, SC 29928

Thursday, November 16, 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 - [OCTOBER 19, 2023](#)
- VI. PUBLIC COMMENT (Limit comments to three minutes)
- VII. DIRECTOR'S REPORT
- VIII. UNFINISHED BUSINESS
 1. LEO SERVICES AT THE HXD TERMINAL
- IX. NEW BUSINESS
ACTION ITEMS:
 1. BEAUFORT EXECUTIVE AIRPORT (ARW) – RECOMMENDATION TO APPROVE A LEASE AGREEMENT AT 39 AIRPORT CIRCLE BETWEEN BEAUFORT COUNTY AND MATT ARCHER – [VOTE](#)
 2. BEAUFORT EXECUTIVE AIRPORT (ARW) – RECOMMENDATION TO APPROVE A LEASE AGREEMENT AT 39 AIRPORT CIRCLE BETWEEN BEAUFORT COUNTY AND CINDY HOLLMAN - [VOTE](#)
 3. HILTON HEAD ISLAND AIRPORT (HXD) – RECOMMENDATION TO APPROVE THE AIRPORT CAPITAL IMPROVEMENT PROGRAM (ACIP) LIST - [VOTE](#)
 4. BEAUFORT EXECUTIVE AIRPORT (ARW) – RECOMMENDATION TO APPROVE THE AIRPORT CAPITAL IMPROVEMENT PROGRAM (ACIP) LIST - [VOTE](#)
- X. CHAIRMAN UPDATE
- XI. COMMITTEE REPORTS
- XII. CITIZEN COMMENT (Limit comments to three minutes)
- XIII. ADJOURNMENT

NEXT MEETING:

THURSDAY, DECEMBER 21, 2023, AT 1:30 PM

COUNCIL CHAMBERS, 100 RIBAUT ROAD, BEAUFORT, SC 29901

MINUTES

Beaufort County Airports Board

October 19, 2023 | 1:30 pm | Meeting called to order by Chairman Howard Ackerman

ATTENDANCE

Present: Howard Ackerman, Leslie Adlam Flory, Anne Esposito, Brian Turrisi, Mark Bailey, Nick Mesenburg, Thomas Sheahan, David Nelems, Rich Sells, and Jim Starnes

Absent: Chris Butler

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

AGENDA ADOPTION

Thomas Sheahan made a motion to adopt the October 19, 2023, BCAB meeting agenda. Brian Turrisi seconded the motion. All were in favor and the motion passed.

APPROVAL OF MINUTES

Rich Sells made a motion to approve the September 21, 2023, meeting minutes. Brian Turrisi seconded the motion. All were in favor and the motion passed.

PUBLIC COMMENTS

There were no Public Comments

DIRECTOR'S REPORT

- **DEPARTMENT UPDATE:**

Staff Spotlight: David Lilly

Jon Rembold mentioned that Lilly is the longest-serving employee at the Airport – Almost 20 years with HXD ARFF! He said Lilly started as a volunteer firefighter at the young age of 16 and has been in the fire service for 44 years.

New Equipment: Bobcat Skid Steer

Jon Rembold said this equipment was needed for a while. He said the new Bobcat skid steer will make things a lot better when dealing with erosion issues every time there is a big rainstorm and help keep in compliance with Part 139.

FAA Southern Region Airports Conference:

Rembold mentioned that Steve Parry and Eric Townsend are attending the conference in Atlanta.

New Staff Members:

Spencer Salay (ARW) and Rene (Alex) Sabogal Hernandez (HXD).

Agenda Item Approvals:

High Tide Aviation and Edison Foard Office Space Lease Agreements had the First Reading.

At this point, Jessica Ward, High Tide Aviation, was invited to approach the lectern to introduce herself. She talked about her aviation background and the nature of her flying tour business.

- **BEAUFORT EXECUTIVE AIRPORT (ARW) UPDATE:**

Flying Frog 5K Race:

Rembold reminded the Board that the Flying Frog 5K race and Touch-a-Truck event is on Oct 28.

- **HILTON HEAD ISLAND AIRPORT (HXD) UPDATE:**

Concours d'Elegance:

Rembold reminded the Board that the Concours d'Elegance event runs from Nov 3-5.

ATAX Presentation:

Jon mentioned that he did the presentation, and the Airport requested \$150,000.00 in ATAX grant money. He said 100% of the funds will be available for Airport marketing.

TSA PreCheck Event:

Rembold reminded the Board that the TSA PreCheck Enrollment event runs from Oct 23-27 at 26 Hunter Road. He encouraged the Members to volunteer at the event.

Additional Updates:

Rembold mentioned that he is trying to secure a date for the Groundbreaking ceremony.

Rembold informed that the Airport Tenant Appreciation -Pizza luncheon- will be sponsored by Edison Foard.

Rembold informed that the paid parking at the Terminal will have a modest rate increase starting on Jan 1, 2024. He said this is the first increase since 2017.

LEO Services:

Rembold informed that the LEO Services at HXD will be a discussion item at the Public Facilities and Safety Committee meeting scheduled for October 23.

Rembold said that the deputies who man the post at the Terminal must be able to respond within five minutes if there's an incident at the checkpoint. He noted that the LEOs currently provide that service. He said that the Sheriff put the Airport on notice back in June and said that the Sheriff's Office would pull the deputies out of the Terminal at the end of the calendar year.

Rembold stated that the Airport is trying to work on putting together an RFQ, but it can't happen by the end of the year. He said that the process would take six, maybe eight months because even if a contractor was selected by the end of the year, the contractor then must find people trainable to carry a weapon and carry out federal mandates. Rembold said that if their people don't show up, the checkpoint closes, and flights get delayed or canceled. Rembold noted that there aren't many private companies who are interested in that level of liability.

Rembold said that this item is being presented at the Committee meeting to make sure that Council is completely aware of what's going on and to ask for their help because the Airport much rather have deputies at the Terminal than anybody else.

Rembold asked the Members to attend the meeting on Monday or send comments.

Uber Numbers:

Rembold presented a 3-year comparison graph showing the number of Uber vehicles going through the Airport's geographical electronic fence. He stated that it represents a decent revenue stream for the Airport and is an excellent passenger service.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS – ACTION ITEMS

1. BEAUFORT EXECUTIVE AIRPORT (ARW) - RECOMMENDATION TO APPROVE A LEASE AGREEMENT AT 39 AIRPORT CIRCLE BETWEEN BEAUFORT COUNTY AND TIM VERROI

Nick Mesenburg made a motion to approve a recommendation to approve a lease agreement at 39 Airport Circle between Beaufort County and Tim Verroi. Rich Sells seconded the motion. All were in favor and the motion passed.

2. BEAUFORT EXECUTIVE AIRPORT (ARW) - RECOMMENDATION TO APPROVE A GROUND LEASE AGREEMENT AT 39 AIRPORT CIRCLE BETWEEN BEAUFORT COUNTY AND BEAUFORT FLIGHT TRAINING

Mark Bailey made a motion to approve a recommendation to approve a lease agreement at 39 Airport Circle between Beaufort County and Beaufort Flight Training. Jim Starnes seconded the motion. All were in favor and the motion passed.

3. APPROVAL OF 2024 BCAB MEETING DATES

David Nelems made a motion to approve the 2024 BCAB Meeting Dates. Jim Starnes seconded the motion. All were in favor and the motion passed.

CHAIRMAN UPDATE

There was a brief interruption due to a fire alarm. The meeting resumed shortly after.

1. Finance Committee

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

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

2. Communications and Marketing Committee

Members: Anne Esposito (Chair), Howard Ackerman, and Leslie Adlam Flory.

The Committee had 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), David Nelems, Jim Starnes, and Tom Sheahan

The Committee had 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, David Nelems, Jim Starnes, and Nick Mesenburg

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

5. The HHI Airport Improvement Committee (HXD)

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

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

PUBLIC COMMENTS

There were no Public Comments.

ADJOURNMENT

The motion to adjourn was made at 2:23 p.m. It passed unanimously.

NEXT MEETING

November 16, 2023 | 1:30 pm

Town of Hilton Head Island, 1 Town Center Ct., Hilton Head Island, SC 29928



BEAUFORT COUNTY COUNCIL

AGENDA ITEM SUMMARY

ITEM TITLE:
An ordinance to approve a lease agreement between Beaufort County and Matt Archer
MEETING NAME AND DATE:
Public Facilities and Safety Committee; November 27, 2023
PRESENTER INFORMATION:
Jon Rembold; Airports Director 3 minutes
ITEM BACKGROUND:
Beaufort Executive Airport's terminal maintains multiple office spaces available for lease. Mr. Archer is an independent FAA flight Examiner for hire and request a small office to conduct flight reviews. The DRAFT lease and legal review - approved by Legal on Nov 3, 2023. Beaufort County Airports Board (BCAB) - recommended approval on November 16, 2023.
PROJECT / ITEM NARRATIVE:
Matt Archer is a certified independent FAA Flight Examiner which services pilot trainees and certified pilots at Beaufort Executive Airport. Mr. Archer has expressed a desire to lease office space at Beaufort Executive Airport, to conduct the ground portion of flight reviews and exams.
FISCAL IMPACT:
Beaufort Executive Airport will receive monthly income generated through lease revenue totaling \$69.30. The monthly base lease payments were calculated using Beaufort County's approved, North of the broad lease rates of \$19.80 per sf. The space totals 42 sf. (42 sq ft x \$19.80/12) Annual Expected Revenue \$831.60 The lease rates are in accordance with current Beaufort County lease policies.
STAFF RECOMMENDATIONS TO COMMITTEE:
Airport Staff recommends approval of an ordinance to approve a lease agreement between Beaufort County and Matt Archer.
OPTIONS FOR COMMITTEE MOTION:
Motion to approve/deny an ordinance to approve a lease agreement between Beaufort County and Matt Archer. Move forward to Council for Approval on December 11, 2023



BEAUFORT COUNTY COUNCIL

AGENDA ITEM SUMMARY

ITEM TITLE:
An ordinance to approve a lease agreement between Beaufort County and Cindy Hollman
MEETING NAME AND DATE:
Public Facilities and Safety Committee; November 27, 2023
PRESENTER INFORMATION:
Jon Rembold; Airports Director 3 minutes
ITEM BACKGROUND:
Beaufort Executive Airport's terminal maintains multiple office spaces available for lease. Ms. Cindy Hollman is an independent FAA flight Examiner for hire and request a small office to conduct flight reviews. The DRAFT lease and legal review - approved by Legal on Nov 3, 2023. Beaufort County Airports Board (BCAB) - recommended approval on November 16, 2023.
PROJECT / ITEM NARRATIVE:
Cindy Hollman is a certified independent FAA Flight Examiner which services pilot trainees and certified pilots at Beaufort Executive Airport. Ms. Hollman has expressed a desire to lease office space at Beaufort Executive Airport, to conduct the ground portion of flight reviews and exams.
FISCAL IMPACT:
Beaufort Executive Airport will receive monthly income generated through lease revenue totaling \$69.30. The monthly base lease payments were calculated using Beaufort County's approved, North of the broad lease rates of \$19.80 per sf. The space totals 42 sf. (42 sq ft x \$19.80/12) Annual Expected Revenue \$831.60 The lease rates are in accordance with current Beaufort County lease policies.
STAFF RECOMMENDATIONS TO COMMITTEE:
Airport Staff recommends approval of an ordinance to approve a lease agreement between Beaufort County and Cindy Hollman.
OPTIONS FOR COMMITTEE MOTION:
Motion to approve/deny an ordinance to approve a lease agreement between Beaufort County and Cindy Hollman. Move forward to Council for Approval on December 11, 2023



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

ITEM TITLE:
Discussion: Airport Capital Improvement Program (ACIP) list for Hilton Head Island Airport (HXD).
MEETING NAME AND DATE:
Public Facilities Committee – November 27, 2024
PRESENTER INFORMATION:
Jared Fralix, P.E. ACA – Infrastructure Jon Rembold, C.M. Airports Director (Alternate) (5 minutes)
ITEM BACKGROUND:
N/A
PROJECT / ITEM NARRATIVE:
The National Airports Capital Improvement Plan (ACIP) is an internal FAA document that serves as the primary planning tool for identifying and prioritizing critical airport development and associated capital needs for the National Airspace System. Each year the FAA requests a project list from each airport that receives project funding. This is an informational update to brief Council on the Hilton Head Island Airport list. This item was presented to the Airports Board at the meeting on November 16, 2023.
FISCAL IMPACT:
N/A
STAFF RECOMMENDATIONS TO COMMITTEE:
Information Update - Airport Capital Improvement Program (ACIP) list for Hilton Head Island Airport (HXD).
OPTIONS FOR COUNCIL MOTION:
Information Update - Airport Capital Improvement Program (ACIP) list for Hilton Head Island Airport (HXD).

FY24 - FY29 Capital Improvement Plan

.OC ID

HXD					Project Funding Plan						
FAA Fiscal Year	Project Name and Brief Description	National Priority Ranking (NPR)	AIP Eligibility - Reference AIP Handbook	Pavement Rehabilitation Projects Insert PCI	Total Project Cost	AIP Entitlements (1,355,162per/yr)	BIL/AIG Infrastructure Funding (1,764,993 per/yr)	State Participation	Sponsor Participation	PFC Funds	Additional Funds Needed
2024	Entitlement Carryover					\$1,852,589	\$3,194,877	\$154,694			
	Federal Entitlement Funds:					\$1,355,162	\$1,764,993	\$250,000			
	Taxiway F Rehabilitation (Construction)		Page H-13, H-2 (a.)	41-55	\$3,326,483	\$2,993,835	\$0	\$332,648	\$0		\$0
	ALP Update		Page E-3, Table E-1 (r.)		\$750,000	\$6,165	\$668,835	\$72,046	\$2,954		
	St. James Baptist Church Relocation Environmental Documentation				\$300,000	\$0	\$0	\$0	\$30,000		\$270,000
2025	Entitlement Carryover					\$207,751	\$4,291,035	\$0			
	Federal Entitlement Funds:					\$1,355,162	\$1,764,993	\$250,000			
	St. James Baptist Church Relocation Land Acquisitoin		Page G-13, Table G-1 (a.)		\$2,000,000	\$1,562,913	\$237,087	\$200,000	\$0		\$0
2026	Entitlement Carryover					\$0	\$5,818,941	\$50,000			
	Federal Entitlement Funds:					\$1,355,162	\$0	\$250,000			
	Runway 03/21 Rehabilitation (Construction)		Page G-13, Table G-1 (a.)		\$8,175,000	\$1,355,162	\$5,818,941	\$300,000	\$517,501		\$183,396
2027	Entitlement Carryover					\$0	\$0	\$0			
	Federal Entitlement Funds:					\$1,355,162	\$0	\$250,000			
	Land Acquisition Reimbursement (Parcels R510 004 000 0323 0000 [32 Hunter Road], R510 008 000 0307 0000 [30 Hunter Road], R510 008 000 0306 0000 [28 Hunter Road], R510 004 000 0305 0000 [26 Hunter Road])		Page Q-4, Table Q-4 (a.)		\$8,420,209	\$1,355,162	\$0	\$250,000	\$592,020		\$6,223,026
2028	Entitlement Carryover					\$0	\$0	\$0			
	Federal Entitlement Funds:					\$1,355,162	\$0	\$250,000			
	Displaced Threshold Recovery (EA)		Page S-1, Table S-1 (a.)		\$300,000	\$270,000		\$30,000	\$0		\$0
2029	Entitlement Carryover					\$1,085,162	\$0	\$220,000			
	Federal Entitlement Funds:					\$1,355,162	\$0	\$250,000			
	Displaced Threshold Recovery (Design)		Page G-13, Table G-1 (a.)		\$375,000	\$337,500		\$37,500	\$0		\$0

** Add additional rows as needed



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

ITEM TITLE:
Information: Airport Capital Improvement Program (ACIP) list for Beaufort Executive Airport (ARW)
MEETING NAME AND DATE:
Public Facilities Committee – November 27, 2024
PRESENTER INFORMATION:
Jared Fralix, P.E. ACA – Infrastructure Jon Rembold, C.M. Airports Director (Alternate) (5 minutes)
ITEM BACKGROUND:
N/A
PROJECT / ITEM NARRATIVE:
The National Airports Capital Improvement Plan (ACIP) is an internal FAA document that serves as the primary planning tool for identifying and prioritizing critical airport development and associated capital needs for the National Airspace System. Each year the FAA requests a project list from each airport that receives project funding. This is an informational update to brief Council on the Beaufort Executive Airport list. This item was presented to the Airports Board at the meeting on November 16, 2023.
FISCAL IMPACT:
N/A
STAFF RECOMMENDATIONS TO COMMITTEE:
Information Update - Airport Capital Improvement Program (ACIP) list for Beaufort Executive Airport (ARW)
OPTIONS FOR COUNCIL MOTION:
Information Update - Airport Capital Improvement Program (ACIP) list for Beaufort Executive Airport (ARW)

FY24 - FY28 Capital Improvement Plan

LOC ID

ARW

					Project Funding Plan						
FAA Fiscal Year	Project Name and Brief Description	National Priority Ranking (NPR)	AIP Eligibility - Reference AIP Handbook	Pavement Rehabilitation Projects Insert PCI	Total Project Cost	AIP Entitlements (150,000 per/yr)	BIL/AIG Infrastructure Funding (145,000 per/yr)	State Participation	Sponsor Participation	PFC Funds	Additional Funds Needed
2024	Entitlement Carryover Federal Entitlement Funds: Runway 07/25 Rehabilitation (Construction)		Page G-13, Table G-1, (a.)	56-70	\$3,240,000	\$491,783 \$150,000 \$641,783	\$304,000 \$145,000 \$449,000	\$162,000	\$162,000		\$1,825,217
2025	Entitlement Carryover Federal Entitlement Funds: GAP YEAR					\$0 \$150,000	\$0 \$145,000	\$0	\$0		\$0
2026	Entitlement Carryover Federal Entitlement Funds: Phase I Projects 404/401 Permit and Design Completion		Page H-13, H-2 (a.) and Page G-9, Table G-5 (f.)		\$850,600	\$150,000 \$150,000 \$300,000	\$145,000 \$145,000 \$290,000	\$42,530	\$42,530		\$175,540
2027	Entitlement Carryover Federal Entitlement Funds: Runway 07 ERSA Wetland Mitigation		Page G-9, Table G-5 (f.)		\$1,773,900	\$0 \$150,000 \$150,000	\$0 \$0 \$0	\$88,695	\$88,695		\$1,446,510
2028	Entitlement Carryover Federal Entitlement Funds: Runway 07 ERSA Construction		Page G-9, Table G-5 (f.)		\$1,283,675	\$0 \$150,000 \$150,000	\$0 \$0 \$0	\$64,184	\$64,184		\$1,005,308
2029	Entitlement Carryover Federal Entitlement Funds: Runway 25 ERSA Wetland Mitigation		Page G-9, Table G-5 (f.)		\$1,830,600	\$0 \$150,000 \$150,000	\$0 \$0 \$0	\$91,530	\$91,530		\$1,497,540
2030	Entitlement Carryover Federal Entitlement Funds: Runway 25 ERSA Construction		Page G-9, Table G-5 (f.)		\$1,498,150	\$0 \$150,000 \$150,000	\$0 \$0 \$0	\$74,908	\$74,908		\$1,198,335
2031	Entitlement Carryover Federal Entitlement Funds: Completion of Parallel Taxiway Wetland Mitigation		Page H-13, H-2.a.		\$2,713,500	\$0 \$150,000 \$150,000	\$0 \$0 \$0	\$135,675	\$135,675		\$2,292,150
2032	Entitlement Carryover Federal Entitlement Funds: Completion of Parallel Taxiway Construction		Page H-13, H-2.a.		\$1,777,400	\$0 \$150,000 \$150,000	\$0 \$0 \$0	\$88,870	\$88,870		\$1,449,660

** Add additional rows as needed