



Beaufort County Airports Board

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THOMAS SHEAHAN

BRIAN TURRISI

Airports Director

JON REMBOLD

County Administrator

MICHAEL MOORE

Administrative Specialist

ROCIO REXRODE

Physical Address

Hilton Head Island Airport

120 Beach City Road

Hilton Head Is, SC 29926

Mailing Address

Airport Administration

26 Hunter Road

Hilton Head, SC 29926

(843) 255-2942

www.beaufortcountysc.gov

MEETING ACCESS

[MEETING LINK](#)

ID: 161 714 8655

Passcode: 791968

Beaufort County Airports Board Agenda

Beaufort County Library – St. Helena Branch

6355 Jonathan Francis Sr. Road., St. Helena, SC 29920

Thursday, June 12, 2025, at 10:00 AM

- 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 – [MAY 8, 2025](#)
- VI. PUBLIC COMMENT (Limit comments to three minutes)
- VII. DIRECTOR'S REPORT
- VIII. UNFINISHED BUSINESS
- IX. NEW BUSINESS
 1. WORK AUTHORIZATION (HXD) - RECOMMENDATION TO APPROVE TALBERT, BRIGHT, AND ELLINGTON WORK AUTHORIZATION 2119-2202 FOR 26 HUNTER ROAD CONCEPTUAL DESIGN PACKAGE (DESIGN) – [VOTE](#)
 2. WORK AUTHORIZATION (HXD) - RECOMMENDATION TO APPROVE TALBERT, BRIGHT, AND ELLINGTON WORK AUTHORIZATION 2119-2409 FOR LEGAL ASSISTANCE IN DRAFTING AND NEGOTIATING THE AGREEMENT/LEASE BETWEEN LONE PALMETTO AND BEAUFORT COUNTY FOR THE HILTON HEAD ISLAND AIRPORT – [VOTE](#)
 3. CONTRACT AWARD (HXD) - RECOMMENDATION TO APPROVE CONTRACT AWARD FOR AIRFIELD DRAINAGE PROJECT TO QUALITY ENTERPRISES (CONSTRUCTION) – [VOTE](#)
 4. CONTRACT AWARD (HXD) – RECOMMENDATION TO APPROVE A CONTRACT AWARD FOR AIR SERVICE DEVELOPMENT AND MARKETING CONSULTING SERVICES TO VOLAIRE AVIATION – [VOTE](#)
 5. CONTRACT AWARD (HXD) – RECOMMENDATION TO APPROVE A CONTRACT AWARD FOR AIRPORT TERMINAL ADVERTISING CONCESSION TO DEPARTURE MEDIA – [VOTE](#)
 6. OFFICE SPACE LEASE AGREEMENT (ARW) - RECOMMENDATION TO APPROVE AN ORDINANCE AUTHORIZING AN OFFICE SPACE LEASE BETWEEN BEAUFORT COUNTY AND BEAUFORT FLIGHT TRAINING – [VOTE](#)
 7. NON-TENANT COMMERCIAL OPERATING AGREEMENT (ARW) – RECOMMENDATION TO APPROVE A RESOLUTION AUTHORIZING A NON-TENANT COMMERCIAL OPERATING AGREEMENT BETWEEN BEAUFORT COUNTY AND BEAUFORT FLIGHT TRAINING – [VOTE](#)
 8. OFFICE SPACE LEASE AGREEMENT (ARW) - RECOMMENDATION TO APPROVE AN ORDINANCE AUTHORIZING AN OFFICE SPACE LEASE BETWEEN BEAUFORT COUNTY AND PILOT SPECIALTIES LLC – [VOTE](#)

9. NON-TENANT COMMERCIAL OPERATING AGREEMENT (ARW) – RECOMMENDATION TO APPROVE A RESOLUTION AUTHORIZING A NON-TENANT COMMERCIAL OPERATING AGREEMENT BETWEEN BEAUFORT COUNTY AND PILOT SPECIALTIES LLC – [VOTE](#)
10. GRANT ACCEPTANCE – RECOMMENDATION TO APPROVE A RESOLUTION TO ACCEPT **FAA** AIP GRANT 21 IN THE AMOUNT OF \$244,221.00 AND **SCAC** GRANT IN THE AMOUNT OF \$6,427.00 FOR ARW PARTIAL PARALLEL TAXIWAY (DESIGN AND BIDDING) - [VOTE](#)
11. GRANT ACCEPTANCE – RECOMMENDATION TO APPROVE A RESOLUTION TO ACCEPT **FAA** AIP GRANT 60 IN THE AMOUNT OF \$1,493,515.00 AND **SCAC** GRANT IN THE AMOUNT OF \$78,606.71 FOR HXD AIRFIELD DRAINAGE IMPROVEMENTS (CONSTRUCTION) - [VOTE](#)
12. GRANT ACCEPTANCE – RECOMMENDATION TO APPROVE A RESOLUTION TO ACCEPT AN **FAA** AIP GRANT IN THE AMOUNT OF \$306,023.00 AND **SCAC** GRANT IN THE AMOUNT OF \$16,106.21 FOR HXD TAXIWAY “F” ROFA EA - [VOTE](#)
13. GRANT ACCEPTANCE – RECOMMENDATION TO APPROVE A RESOLUTION TO ACCEPT **FAA** BIL GRANT 61 IN THE AMOUNT OF \$300,000.00 FOR HXD TOWER RENOVATION (CONSTRUCTION) - [VOTE](#)
14. GRANT ACCEPTANCE – RECOMMENDATION TO APPROVE A RESOLUTION TO ACCEPT **SCAC** GRANT IN THE AMOUNT OF \$39,609.00 FOR HXD FIRE SUPPRESSION REPAIR – [VOTE](#)

- X. CHAIRMAN UPDATE
- XI. COMMITTEE REPORTS
- XII. CITIZEN COMMENT (Limit comments to three minutes)
- XIII. ADJOURNMENT

NEXT MEETING:

THURSDAY, JULY 17, 2025, AT 10:00 AM

COUNCIL CHAMBERS, 1 TOWN CENTER COURT, HILTON HEAD, SC 29928

*****PLEASE NOTE THE NEXT MEETING IS ON THE THIRD THURSDAY*****

MINUTES

Beaufort County Airports Board

May 8, 2025 | 10:00 am | Meeting called to order by Chairman Chris Butler

[Video and Transcript](#)

ATTENDANCE

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

Absent: Leslie Adlam Flory, Jim Starnes, and Nick Mesenburg

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

Beaufort County Council Liaison:

Hilton Head Island Town Council Liaison: Melinda Tunner

Public: Judy Elder, Talbert, Bright, and Ellington, Inc.

AGENDA ADOPTION

The May 8, 2025, BCAB meeting agenda was adopted with unanimous consent.

APPROVAL OF MINUTES

Anne Esposito made a motion to approve the April 10, 2025, meeting minutes. Mark Bailey seconded the motion. All were in favor and the motion passed.

PUBLIC COMMENTS

There were no Public Comments.

DIRECTOR'S REPORT

- **DEPARTMENT UPDATE:**

RBC Heritage Sponsored by Boeing: Jon Rembold shared that the Airport team had a strong and visible presence at this year's RBC Heritage. He said the booth was busy throughout the week, with great weather contributing to strong attendance and engagement. Jon highlighted the team's experience on the 18th green at the Lighthouse Club as a special moment, especially for those lucky enough to catch the Sunday playoff. The event offered valuable exposure and connection with community members, and Jon expressed his sincere thanks to Leslie for being there every day.

Earth Day 2025: Rembold commented that the Airport team actively participated in Beaufort County's Earth Day initiative, which brings together departments for a countywide trash pickup. He said the team focused on their usual area along Hunter Road, where they conduct cleanups several times a year. This year's effort included both staff and a dedicated community member who joined as a walk-on volunteer.

ARW FOD Walk: Rembold mentioned that the FOD (Foreign Object Debris) Walk at Beaufort Executive Airport is a hands-on, eye-opening experience held during Aviation Week. Many participants were new to the concept of FOD and learned how even small items, like pebbles or tiny metal bristles, can pose a hazard on the runway. Jon noted that after the walk, a FOD mat pulled by an ATV collected a surprising amount of material, reinforcing the importance of regular inspections. The event wrapped up with coffee and donuts, creating a productive and enjoyable way to build awareness.

Airport Tenants: Rembold stated that the Airport hosts monthly meetings with its tenants to provide important updates and maintain open lines of communication. Rembold emphasized that the meetings serve as a valuable forum for collaboration and community building. He also noted that, in addition to the regular meetings, the Airport holds appreciation lunches two to three times a year. These events are an opportunity to thank the full range of partners, including TSA, airline personnel, custodial crews, ground transportation, and traffic staff, for their ongoing work supporting the airport's mission. "Even if we're not in the building every day," Rembold said, "we want them to know we see and appreciate the work they do for our customers."

- **TERMINAL UPDATE:**

Rembold reported that significant progress is being made both inside and outside the terminal building. Exterior work continues with more roofing being installed, and paving of the remaining two lanes in front of the terminal is scheduled for completion around Memorial Day. Once the paving is finished, fencing in front of the building will be removed, which will greatly improve the appearance and accessibility of the terminal entrance. Inside, Jon noted the interior walk-through from Gate 2, highlighting visible improvements such as restroom and concession areas, and the path connecting to baggage claim in the existing terminal. He said that the TSA security area is taking shape, and construction has reached the boarding gate zones, including the ramp and skylift that lead up from screening. With insulation now in place, the interior space is much quieter, and the windows have been fully installed. One of the next major milestones is the test installation of terrazzo flooring in the Exit Lane area, which will set the tone for finishes throughout the space. Jon concluded the update by noting that the project is moving steadily forward and that the coming weeks will bring more visible progress to the traveling public.

- **AIRPORTS' BUSINESS UPDATE:**

Annual Airlines Rates & Charges Meeting: Rembold shared that the team recently held the annual rates and charges meeting with all three airlines serving the airport. The purpose was to review financials and establish updated rates for the upcoming fiscal year, which begins July 1. Although airline fiscal calendars differ, this timing helps the airport implement new rates smoothly. Jon noted a modest increase in charges, part of the long-term cost recovery model that ensures airlines

gradually cover their share of airport operations. Over the last three years, this model has brought in \$1.5 million in additional airline revenue, helping fund ongoing and future airport projects.

Lone Palmetto -Briefing: Rembold provided a brief update on the Lone Palmetto project, proposed for the northeast corner of the airport. He is preparing to brief County Council soon and is awaiting final confirmation on that meeting. The project is still in the early discussion phase, and the team is seeking guidance from Council on whether to proceed. Jon emphasized that they are compiling facts and figures to support informed decision-making and will provide more details once the Council has weighed in.

Meeting with Thomas Boxley: Rembold met with Thomas Boxley, Executive Director of the Gullah Geechee Historic Neighborhoods Community Development Department at the Town of Hilton Head. Their ongoing discussions focus on how the rich Gullah Geechee culture can be respectfully and prominently reflected in the new terminal. Jon expressed the importance of honoring this significant part of the island's history within the airport environment. He and Thomas plan to continue collaborating regularly, connecting with other cultural groups like Mitchellville to ensure alignment and authenticity.

FAA Grant Applications: Jon reported that all FAA grant applications have been submitted for the current cycle. Projects include airfield drainage work at Hilton Head, an environmental document for runway safety areas and taxiways, and a \$300,000 BIL grant for tower improvements. A separate application at Beaufort Executive Airport covers design and bidding for a partial parallel taxiway—an important safety initiative. A few loose ends, such as independent fee estimates, are being finalized, but everything is moving forward for FAA review.

Senator Graham Funding Request: Jon confirmed that a funding request was submitted through Senator Lindsey Graham's office following his recent trip to Washington, D.C. The request supports future phases of terminal development, and the team is awaiting updates on its status. In addition, a separate request was submitted to the South Carolina State House with Rep. Jeff Bradley's support. However, recent shifts in the Governor's budget process may affect how state funding is allocated. Jon noted that Rich is working to get clarity on the situation and will update the group as more information becomes available.

ADDITIONAL UPDATES:

Real ID Implementation: May 7, 2025, marked the official beginning of the REAL ID requirement. The rollout went remarkably smoothly across the state. TSA had additional screening protocols ready, but they weren't needed, as very few passengers showed up unprepared.

Next Month's Meeting Location

Our next meeting is set for Beaufort, but there's a chance Council Chambers might not be available. Keep an eye on the final details and note the location when it comes through.

SJBC

There's not much new on our side—we're still deep in the environmental review process. Since artifacts were discovered on both the church and school properties, we're expecting a Phase 3 archaeological recovery dig. SHPO, the FAA, and others are reviewing all the findings now.

Meanwhile, design work is nearly complete, and we're targeting early summer to get this project out for bid.

RBC Tournament Numbers

The tournament week was incredibly busy, particularly on the General Aviation ramp. It was so crowded that some space on the commercial ramp had to be used, even though the commercial carriers were maintaining their regular schedules. The good news is that all three carriers were operational for this year's tournament.

Saying Goodbye to Anne

We're saying goodbye to Anne, who has been a pillar of this board and the airport community for years. Her aviation expertise, advocacy, and leadership have made a tremendous impact on everything from the master plan to terminal expansion and grant funding. Anne's been a steady friend, a knowledgeable pilot, and even our best "spy" for gathering useful information. We'll miss her deeply, but we're grateful for her years of dedicated service and hope to keep her involved however we can.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS – ACTION ITEMS

There were no Action Items.

CHAIRMAN UPDATE

1. Finance Committee

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

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

2. Passenger Service Committee

Members: Leslie Adlam Flory (Chair), David Nelems, Jim Starnes, and Tom Sheahan

Leslie informed that the Ambassador Program is progressing well, with an orientation meeting scheduled for May 20th. She said that currently, there are 3 or 4 new ambassadors, bringing the total to 15. The program operates only on Saturdays and Sundays from 10 AM to 2 PM, but we may need to expand those hours at some point.

3. ARW Facilities Use and Improvement Committee

Members: Jim Starnes (Chair), Mark Bailey, David Nelems, Chris Butler, and Nick Mesenburg

A comment was made that a much-needed aircraft maintenance tech is going through the process of validating his certifications and an agreement approval with the County.

4. 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.

5. Government Affairs Committee

Members: Rich Sells (Chair)

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 10:46 am. It passed unanimously.

NEXT MEETING

June 12, 2025 | 10:00 am

Location TBD

**HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SOUTH CAROLINA
WORK AUTHORIZATION 22-02
March 18, 2025
PROJECT NO.: TBI NO. 2119-2202**

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

Description of Work Authorized: Preparation of a Conceptual Design Package for the buildings located at 26 Hunter Road on Hilton Head Island, SC.

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 Section 3 of the contract and Exhibit C. The work shall be performed in accordance with Section 1 as a lump sum of **\$12,505.12** including reimbursable expenses. Special services shall be performed on a not to exceed basis with a budget of **\$28,000.00**, which includes reimbursable expenses. For a total of **\$40,505.12**.

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

APPROVED:
BEAUFORT COUNTY

APPROVED:
TALBERT, BRIGHT & ELLINGTON, LLC

Title

President
Title:

Date:

Date:

Witness:

Witness:

Talbert, Bright & Ellington, LLC.

Work Authorization 2119-2202

MANHOUR ESTIMATE**26 HUNTER ROAD CONCEPT DESIGN PACKAGE**

HILTON HEAD ISLAND AIRPORT

HILTON HEAD ISLAND, SC

FAA PROJECT NO:

CLIENT PROJECT NO:

TBE PROJECT NO: 2119-2202

March 18, 2025

CONCEPTUAL DESIGN

| DESCRIPTION | PRIN | SPM | PM | PMA4 | PMA3 | SP | E5 | E3 | E2 | E1 | T5 | AD5 | AD3 |
|-------------------------------------|------|-----|----|------|------|----|----|----|----|----|----|-----|-----|
| Preliminary project review w/ Owner | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Coordinate with subconsultants | 8 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Project Meetings | 8 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| MANHOUR TOTAL | 16 | 0 | 17 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

DIRECT LABOR EXPENSES:

| CLASSIFICATION | | BILL RATE | | ESTIMATED MHRS | COST |
|-------------------------------|------|--------------|-------|-------------------|---------------------|
| Principal | PRIN | \$ | 106 | 16 | \$ 1,696 |
| Senior Project Manager | SPM | \$ | 84 | - | \$ - |
| Project Manager | PM | \$ | 70 | 17 | \$ 1,190 |
| Project Manager's Assist. IV | PMA4 | \$ | 48 | - | \$ - |
| Project Manager's Assist. III | PMA3 | \$ | 46 | - | \$ - |
| Senior Planner | SP | \$ | 59 | - | \$ - |
| Engineer V | E5 | \$ | 61 | - | \$ - |
| Engineer III | E3 | \$ | 51 | - | \$ - |
| Engineer II | E2 | \$ | 41 | - | \$ - |
| Engineer I | E1 | \$ | 34 | - | \$ - |
| Technician V | T5 | \$ | 48 | - | \$ - |
| Admin. Assistant V | AD5 | \$ | 46 | - | \$ - |
| Admin. Assistant III | AD3 | \$ | 21 | - | \$ - |
| | | | Total | 33 | |
| SUBTOTAL | | | | | \$ 2,886.00 |
| Apply Multiplier of: | | | | 3.849 | |
| Overhead Subtotal: | | | | | \$ 11,108.21 |
| Profit: | | 11% | | | \$ 1,221.90 |
| TOTAL | | | | | \$ 12,330.12 |

DIRECT EXPENSES:

| EXPENSE DESCRIPTION | UNIT | UNIT RATE | ESTIMATED UNITS | COST |
|---|------|--------------|--------------------|------------------|
| Telephone | LS | \$ 25.00 | 1 | \$ 25.00 |
| Miscellaneous expenses (prints, faxes, copies) | LS | \$ - | 1 | \$ - |
| Travel | LS | \$ 150.00 | 1 | \$ 150.00 |
| SUBTOTAL | | | | \$ 175.00 |

SUBCONTRACTED SERVICES:

| EXPENSE DESCRIPTION | UNIT | UNIT RATE | ESTIMATED UNITS | COST |
|---------------------|------|--------------|--------------------|---------------------|
| The Wilson Group | LS | \$ 28,000.00 | 1 | \$ 28,000.00 |
| | LS | \$ - | 1 | \$ - |
| SUBTOTAL | | | | \$ 28,000.00 |

TOTAL PROJECT FORMULATION/DEVELOPMENT PHASE (01): **\$ 40,505.12**



THE WILSON GROUP ARCHITECTS

March 7, 2025

Mr. Carl Ellington, PE
Talbert, Bright & Ellington
3525 Whitehall Park Drive, Suite 210
Charlotte, NC 28273

RE: Proposal for 26 Hunter Road Building
Improvements Hilton Head Island Airport (HXD)
Concept Design Package
Hilton Head Island, South Carolina

The Wilson Group is pleased to present the following proposal for a Concept Design Package for the buildings located at 26 Hunter Road on Hilton Head Island, South Carolina. The following assumptions were made for the purpose of this proposal.

1. 4,500 SF (2,450 SF renovation & 2,050 SF expansion) renovation and expansion of the existing "showroom" portion of the primary building for use as the "Administration Building" – expansion will consider 2-3 configurations for attachment to existing building
 - Lobby for greeting the Public
 - Non-Restricted (all else inside the building will be considered Restricted – beyond the maintenance doors outside will be considered SIDA)
 - Seating for 4-5 people
 - Intercom & camera to request access
 - Mail delivery & pick-up area (entire Airport)
 - Small unisex restroom for public use
 - Conference Rooms
 - 1 larger < 750 SF (49 persons) training & conference use with full data, internet and power capabilities with on-demand lobby access for public use
 - 1 smaller
 - Badging
 - Adjacent to Lobby with access to SIDA hallway – potential direct view to Lobby
 - Waiting /Processing/Work area
 - Storage closet
 - Administration
 - Additional Office area
 - Executive Director's Office with Conference Area (size to match with Assistant Director Office)
 - Assistant Director's Office with Conference Area (size to match Executive Director Office)
 - Business Manager's Office
 - Marketing / Advertising Office
 - Procurement Office

The Wilson Group Architects PO Box 5510 Charlotte, NC 28299-5510 Office 704.331.9747 www.twgarchitects.com

- Finance
 - Open Office (large enough for 2 people with desk and partition)
 - Supervisor's Office (room for small table)
 - Security
 - 3 offices
 - Secure storage area
 - Operations/Maintenance
 - Entrance office SIDA
 - Office
 - Crew work area (open office)
 - Locker Rooms
 - Male and Female Restrooms with Showers
 - Washer / Dryer area
 - Breakroom
 - Break Room
 - Men's and Women's Rest Rooms
 - Custodial Area with Storage
 - Storage
 - Circulation
 - Additional SF required to meet program may be an addition to the showroom portion of the building and/or converting some of the warehouse portion to heated SF (If needed)
 - Secure storage area (caged)
 - Mezzanine level in the bay areas.
 - Canopy to the east side for work/storage (size TBD)
2. Possibly demolish existing 10,900 SF Metal Warehouse and Loading Pit.
 3. Rework security fence and area to the east of the primary building for the creation of a raised loading dock and ramp for tractor-trailer deliveries – Civil engineering services to be provided by TBE
 4. All other services will be part of a separate proposal.

A. SCOPE OF SERVICES (Architectural Package)

- | | |
|--|---------------------------|
| 1. Concept Design Package | <u>\$25,000.00</u> |
| <ul style="list-style-type: none"> • Virtual kick-off meeting with Owner to confirm program requirements • Verify code and construction requirements • Provide 2-3 design alternative concepts including plans, elevations and 3-d renderings • 3 on-site meetings with the Owner to review and refine design concepts • Provide plans, elevations and 3-d renderings of preferred alternative • Provide high-level cost estimate • Provide high-level schedule | |

2. Direct Expenses (Lump Sum) \$3,000.00

- Direct expenses include expenditures made in the interest of the project. These include, but are not limited to:
 - All expenses for travel - mileage (based on current IRS mileage rate), air fare and lodging expenses in connection with the project.
 - Expense for all printing / reproduction of black and white and color materials made in-house or by other vendors, including reproduction for office use.
 - Delivery service expenses, i.e., USPS, courier, UPS, Fed Ex, etc.

| | |
|-----------------------|--------------------|
| TOTAL A/E FEES | \$28,000.00 |
|-----------------------|--------------------|

B. ADDITIONAL SERVICES

All other services are additional and will be charged at an hourly rate or an agreed upon Lump Sum prior to the start of these services.

C. BILLING

The Wilson Group will bill monthly during the course of the project.

D. SCHEDULE

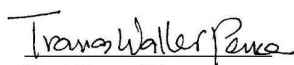
The schedule will be as follows:

| <u>Phase</u> | <u>Timeframe</u> |
|-----------------------------|------------------|
| • Concept Design Phase..... | 2 months |

We look forward to the opportunity to work with you on this project. Please don't hesitate to contact us should you have any questions or need further information.

SUBMITTED BY:

THE WILSON GROUP ARCHITECTS



Travis Pence, AIA
Partner

**HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SOUTH CAROLINA
WORK AUTHORIZATION 24-09
June 5, 2025
PROJECT NO.: TBI NO. 2119-2409**

AMENDMENT 1

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

Original Description of Work Authorized: Determination of the potential financial and strategic impacts that the proposed economic development Project Cloud, as approved by County Council, may have on HXD.

Amendment 1 Description of Work Authorized: Provision of legal assistance for the drafting and negotiating of the agreement/lease between Lone Palmetto and Beaufort County (Hilton Head Island Airport).

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 Section 3 of the contract and Exhibit C. The work shall be performed in accordance with Section 1 as a lump sum of **\$20,000.00** including reimbursable expenses. Special services shall be performed on a not to exceed basis with a budget of **\$30,000.00**, which includes reimbursable expenses. For a total of **\$50,000.00**.

| | |
|---|---------------------|
| Project Cloud Development Original Work Authorization (December 13, 2024) | \$65,654.46 |
| Amendment 1 | \$50,000.00 |
| TOTAL | \$115,654.46 |

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

APPROVED:
BEAUFORT COUNTY

APPROVED:
TALBERT, BRIGHT & ELLINGTON, LLC



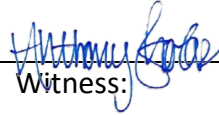
Vice President
Title:

Title

06/05/2025

Date:

Date:



Witness:

Witness:

Talbert, Bright & Ellington, LLC

Work Authorization 2119-2409

THOMPSON BURTON PLLC

A T T O R N E Y S A T L A W
A PROFESSIONAL LIMITED LIABILITY COMPANY

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Nashville, TN 37203
www.thompsonburton.com

Margaret Martin
margaret.martin@thompsonburton.com
Licensed in TN, MD, and the District of Columbia

Direct Dial: 615-716-2293

May 27, 2025

Sent via email to jelder@tbeclt.com

Re: *Representation of Talbert, Bright and Ellington*

Dear Ms. Elder:

This letter will confirm our agreement for the provision of legal services by Thompson Burton PLLC (the "Firm") to Talbert, Bright and Ellington ("you" or "your") and secure your approval of the fee arrangement and other conditions of this representation. We are very pleased that you have retained us and will, of course, answer any questions that you may have about these arrangements.

The Firm has been retained to represent you in connection with a proposed FBO development on and adjacent to the Hilton Head Island Airport (the "Engagement"). The Engagement is anticipated to include providing legal guidance and recommendations related to the development proposals, proposed FBO agreement, and may include discussions with you and certain staff and officials of Hilton Head Island Airport and Beaufort County. You may limit or expand the scope of the Engagement at any time, provided that any expansion is in writing and by mutual consent.

Our fees will be charged on a tenth of an hour basis for all time actually expended and will be billed monthly. The hourly rates assigned to the attorneys in our firm vary according to the level of experience and expertise of the attorney. Margaret Martin and Myatt McClure will be the attorneys primarily working on this engagement, and no other attorney will work on this Engagement at a higher rate than Margaret's rate without your approval. Margaret's rate is \$495.00 an hour, and Myatt's rate is \$295.00 an hour. Based upon our understanding of the Engagement and experience in similar projects, we estimate that the total fees will range from \$15,000-\$20,000, with the final amount being higher or lower depending upon the final scope of the Engagement, but not to exceed \$30,000.00 without your prior written approval. We will not require a retainer at this time.

We will bill you on a monthly basis for both fees and any expenses incurred with the understanding that the bills will be paid within thirty days after receipt. Our billing statements will contain an itemized description of the services rendered and costs invoiced to us during the time period covered by the statement.

Please review our bills carefully when rendered. You agree that all questions and disputes will be brought to our attention promptly so that they can be addressed and resolved to our mutual satisfaction. Billing mistakes may occur on occasion, and we will be pleased to correct any that you might identify. Please feel free to discuss any questions regarding our statements with me.

Our Firm's policies and applicable professional rules of conduct concerning conflicts of interest are designed to protect the confidences, rights and interests of our clients, while permitting the Firm to advise and represent many different people and organizations. Neither you nor this Firm is aware of any actual conflict of interest in our representing you at this time. It is possible that some of our present or future clients will have disputes or transactions with you during the time that we are representing you.

When the Firm becomes aware of a potential conflict of interest, we will discuss with you and determine how best to move forward.

Upon our completion of the services for which you have engaged us, our attorney-client relationship will be terminated. If you should thereafter engage us to perform further or additional services, our attorney-client relationship will be revived, subject to these and any supplemental terms of engagement. Further, either of us may terminate the Engagement at any time for any reason by written notice, subject on our part to applicable Rules of Professional Conduct. In the event that we terminate the Engagement, we will take such steps as are reasonably practicable to protect your interests in the above matter.

We look forward to working with you. I hope that you will let me know if at any time you feel that the service we are rendering or the manner or promptness with which we are responding to your requests for service can be improved. On behalf of Thompson Burton PLLC, I want to sincerely thank you for the opportunity to be of service.

Very truly yours,

THOMPSON BURTON PLLC



By: _____
Margaret Martin
Partner

AGREED AND ACKNOWLEDGED:

By: 

Name: CARL M. ELLINGTON JR

Date: 06-05-2025

PRESIDENT - TARBART, BRIGGS & ELLINGTON



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

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| ITEM TITLE: |
| RECOMMEND APPROVAL OF CONTRACT AWARD TO QUALITY ENTERPRISES USA FOR IFB # 041125 HXD AIRFIELD DRAINAGE PROJECT (CONSTRUCTION) - CONTINGENT UPON FINAL FAA AND SCAC OFFERS |
| MEETING NAME AND DATE: |
| Public Safety and Facilities Committee – June 16, 2025 |
| PRESENTER INFORMATION: |
| Jon Rembold, Airports Director 5 minutes |
| ITEM BACKGROUND: |
| <p>The Hilton Head Island Airport (HXD) Airfield Drainage project is driven by the need to strengthen several stormwater drainage inlet structures within the Runway 03/21 safety area.</p> <p>Quality Enterprises USA was selected based on a competitive bid process to execute the project.</p> <p>The Beaufort County Airports Board is scheduled to review the recommendation to award the contract to Quality Enterprises USA at its regular June 16, 2025, meeting.</p> |
| PROJECT / ITEM NARRATIVE: |
| <p>The scope of the HXD Airfield Drainage project involves the structural retrofit of five drainage inlets located within the expanded Runway 03/21 safety area at Hilton Head Island Airport. The project includes construction activities to strengthen these inlets, ensuring they can safely support aircraft loads as required by the airport's upgraded C-III classification. The retrofit design replaces existing grates and top concrete slabs and adds concrete aprons to distribute loads to adjacent soil. Additionally, existing reinforced concrete pipes (RCP) will be evaluated for adequacy under aircraft loading.</p> |
| FISCAL IMPACT: |
| <p>The total estimated cost of the project is \$1,572,120.71, with funding allocated as follows:</p> <ul style="list-style-type: none">• Federal Aviation Administration (FAA):<ul style="list-style-type: none">○ Federal (95%) \$1,493,515.00• South Carolina Aeronautics Commission (SCAC):<ul style="list-style-type: none">○ State Share (5%): \$78,606.71 <p>The Total Project Cost, including a 10% contingency: \$1,729,333.88</p> <p>GL Code 5402-90-0000-57130 Project Balance: Contingent upon final FAA and SCAC offers.</p> |
| STAFF RECOMMENDATIONS TO COUNCIL: |
| Staff recommends approval of contract award to Quality Enterprises USA for IFB # 041125 HXD Airfield Drainage Project - Contingent upon final FAA and SCAC offers. |
| OPTIONS FOR COUNCIL MOTION: |

Motion to approve/deny contract award to Quality Enterprises USA for IFB # 041125 HXD Airfield Drainage Project - Contingent upon final FAA and SCAC offers.

Next Steps: County Council Meeting – July 14, 2025



BEAUFORT COUNTY COUNCIL

AGENDA ITEM SUMMARY

ITEM TITLE:

RECOMMEND APPROVAL OF CONTRACT AWARD TO VOLAIRE AVIATION CONSULTING FOR RFQ # 032725 FOR AIR SERVICE DEVELOPMENT AND MARKETING CONSULTING AT HILTON HEAD ISLAND AIRPORT

MEETING NAME AND DATE:

Public Facilities and Safety Committee – June 16, 2025

PRESENTER INFORMATION:

Jon Rembold, Airports Director

5 minutes

ITEM BACKGROUND:

The current air service development and marketing consulting agreement is nearing expiration, prompting Hilton Head Island Airport (HXD) to issue a Request for Qualifications (RFQ #032725) for continued services. Multiple qualification statements were received and evaluated by a selection committee composed of airport staff and board representatives.

Volaire Aviation Consulting was selected to provide air service development and marketing consulting services at HXD. This is a two-year agreement, with the option to extend in one-year increments for up to four additional years, potentially totaling six years.

The Beaufort County Airports Board will review the recommendation to award the contract to Volaire Aviation Consulting at its regular June 12, 2025, meeting.

PROJECT / ITEM NARRATIVE:

Volaire Aviation Consulting will provide comprehensive air service development and marketing consulting services to support Hilton Head Island Airport's goal of expanding commercial air service and improving traveler awareness. Leveraging ongoing infrastructure improvements and HXD's status as a gateway to a globally recognized tourist destination, Volaire will conduct market research, develop strategic air service plans, and execute targeted marketing campaigns.

Key Responsibilities Include:

- Conducting leakage studies using U.S. Department of Transportation (DOT) and Airline Reporting Corporation (ARC) data to estimate passenger demand and identify travelers using other airports.
- Performing airfare comparisons and route analyses, including traffic data, load factors, and catchment area assessments.
- Developing customizable presentations and messaging for airline planners, leadership, community business groups, and other stakeholders, and participating in related meetings.
- Attracting air service to routes prioritized by HXD, providing recommendations for air service improvements, and assisting with a long-term strategic plan.
- Coordinating marketing efforts with airline and community partners, including media placement, social media marketing, geo-targeted strategies, and creative content to drive consumer preference for HXD.
- Representing HXD at industry conferences and summits to build air service opportunities.
- Managing grant applications for local, state, and federal programs to support air service initiatives.

Key Benefits to HXD:

- Expanded air service options through targeted airline engagement and strategic planning.
- Increased traveler awareness and preference for HXD via effective marketing campaigns.
- Professional management of air service development, reducing the need for County-led efforts.
- New revenue streams from increased passenger traffic to support airport priorities.

FISCAL IMPACT:

Under the proposed contract, Volaire Aviation Consulting will provide services with costs negotiated post-selection to ensure a fair and reasonable price, as outlined in the RFQ's qualifications-based selection process. Volaire will cover direct costs related to market research, presentations, and marketing materials, with no capital equipment costs to the County. HXD is responsible for ensuring compliance with the RFQ's insurance requirements, but no additional upfront costs are specified. The contract is expected to drive increased passenger revenue through expanded air service, with financial benefits outweighing consulting costs.

HXD Air Service Program – 5-Year Financial Impact Projection

Total Projected Revenue Impact: Estimated to be significant, driven by increased passenger traffic and ticket sales from new routes and enhanced marketing.

Contract is for \$63,000 per year.

GL 5400-90-0000-51160

Fiscal Year 2026 Balance: \$682,299.00

STAFF RECOMMENDATIONS TO COUNCIL:

Staff recommends approval of contract award to Volaire Aviation Consulting for RFP # 032725 for air service development and marketing consulting at the Hilton Head Island Airport

OPTIONS FOR COUNCIL MOTION:

Motion to approve/deny contract award to Volaire Aviation Consulting for RFP # 032725 for air service development and marketing consulting at the Hilton Head Island Airport

Next Steps: County Council Meeting – July 14, 2025



BEAUFORT COUNTY COUNCIL

AGENDA ITEM SUMMARY

ITEM TITLE:

RECOMMEND APPROVAL OF CONTRACT AWARD TO DEPARTURE MEDIA FOR RFP # 032825 FOR AIRPORT TERMINAL ADVERTISING CONCESSION AT HILTON HEAD ISLAND AIRPORT

MEETING NAME AND DATE:

Public Facilities and Safety Committee – June 16, 2025

PRESENTER INFORMATION:

Jon Rembold, Airports Director

5 minutes

ITEM BACKGROUND:

The current airport terminal advertising agreement is nearing expiration, prompting Hilton Head Island Airport (HXD) to issue a Request for Proposals (RFP #032825) for a comprehensive advertising concession program. Multiple proposals were received and evaluated by a selection committee composed of airport staff and board representatives.

Departure Media was selected to provide airport terminal advertising services at HXD. The agreement is for a two-year period that can be extended in one-year increments for up to four years to deliver a modern, innovative, and revenue-generating advertising program.

The Beaufort County Airports Board will review the recommendation to award the contract to Departure Media at its regular June 12, 2025, meeting.

PROJECT / ITEM NARRATIVE:

Departure Media will manage the advertising program under a two-year agreement, with the option to extend in one-year increments for up to four additional years, potentially totaling six years. The firm will design, install, and maintain innovative physical and digital advertising displays that capture the cultural essence of Hilton Head Island, enhancing the traveler experience while ensuring compliance with all regulations. By executing a strategic marketing and sales plan, the firm will maximize revenue, providing a consistent income stream for the airport and elevating its brand through a high-quality, visually appealing advertising operation.

Key Responsibilities Include:

- Designing and installing visually appealing, high-quality physical and digital advertising displays that comply with safety and regulatory standards.
- Marketing and selling advertising space to maximize revenue, targeting diverse markets and negotiating contracts.
- Maintaining displays to ensure optimal performance, with immediate repair and replacement of graphics as needed.
- Providing regular performance reports (monthly, quarterly, and annual) to HXD, detailing revenue, occupancy rates, and advertiser satisfaction.
- Ensuring compliance with all applicable regulations and responding to airport inquiries within three business days.

Key Benefits to HXD:

- Increased revenue through premium advertising rates and a strategic sales approach.
- Enhanced traveler experience with culturally relevant, visually appealing displays that minimize clutter.
- Professional management of the advertising program, reducing the need for County-led oversight.
- New recurring revenue stream to support other airport priorities.

FISCAL IMPACT:

Under the proposed contract, HXD will receive a monthly Minimum Annual Guarantee (MAG) of \$1,250.00 or a 30% fee from advertising revenue, whichever is greater, as outlined in the RFP's Evaluation Criteria. Departure Media will cover all costs related to designing, fabricating, installing, and maintaining advertising displays, with no upfront cost to the County. The revenue-sharing structure ensures a fair and reasonable return for HXD that will provide the best value for the airport.

HXD Advertising Program – 5-Year Financial Impact Projection

Total Projected Revenue after management, equipment, and operating expenses: Estimated to be \$250,000 over the term of the agreement.

GL 5400-90-0000-47150

STAFF RECOMMENDATIONS TO COUNCIL:

Staff recommends approval of contract award to Departure Media for RFP # 032825 for airport terminal advertising concession at the Hilton Head Island Airport

OPTIONS FOR COUNCIL MOTION:

Motion to approve/deny contract award to Departure Media for RFP # 032825 for airport terminal advertising concession at the Hilton Head Island Airport

Next Steps: County Council Meeting – July 14, 2025



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

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| ITEM TITLE: |
| An ordinance to approve a lease agreement between Beaufort County and Beaufort Flight Training. |
| MEETING NAME AND DATE: |
| Public Facilities and Safety Committee; June 16, 2025 |
| PRESENTER INFORMATION: |
| Jon Rembold; Airports Director 3 minutes |
| ITEM BACKGROUND: |
| <p>Beaufort Executive Airport's terminal offers multiple office spaces for lease to support aviation-related businesses. Beaufort Flight Training, a tenant engaged in flight training, seeks to lease office space to conduct ground-based training and administrative activities. The lease aligns with the airport's mission to foster aviation services and generate revenue through strategic use of terminal facilities.</p> <p>Beaufort County Airports Board (BCAB) - recommended approval on June 12, 2025.</p> |
| PROJECT / ITEM NARRATIVE: |
| Beaufort Flight Training operates fixed-wing flight training services at Beaufort Executive Airport. The proposed lease agreement allows Beaufort Flight Training to occupy a 265-square-foot office in the airport terminal to support ground-based flight training, administrative tasks, and customer engagement for its aviation services, with options for up to three one-year renewals, enhances the airport's role as a hub for aviation activity while generating consistent revenue for the County. |
| FISCAL IMPACT: |
| <p>Beaufort Executive Airport will receive monthly income generated through lease revenue totaling \$463.75. The monthly base lease payments were calculated using Beaufort County's approved, North of the Broad lease rates of \$21.00 per sf annually. The space totals 265 sf. (265 sq ft x \$21.00/12)</p> <p>Annual Expected Revenue \$5,565.00</p> <p>The lease rates are in accordance with current Beaufort County lease policies.</p> |
| STAFF RECOMMENDATIONS TO COMMITTEE: |
| Airport Staff recommends approval of an ordinance to approve a lease agreement between Beaufort County and Beaufort Flight Training. |
| OPTIONS FOR COMMITTEE MOTION: |
| Motion to approve/deny an ordinance to approve a lease agreement between Beaufort County and Beaufort Flight Training. |
| Move forward to Council for Approval on June 23, 2025 |



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

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| ITEM TITLE: |
| RECOMMEND APPROVAL OF A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO ENTER INTO A COMMERCIAL OPERATING AGREEMENT BETWEEN BEAUFORT COUNTY AND BEAUFORT FLIGHT TRAINING |
| MEETING NAME AND DATE: |
| Public Facilities and Safety Committee; June 16, 2025 |
| PRESENTER INFORMATION: |
| Jon Rembold; Airports Director 3 minutes |
| ITEM BACKGROUND: |
| The Airports Board reviewed and recommended approval of the resolution at its monthly meeting held on March 13, 2025. |
| PROJECT / ITEM NARRATIVE: |
| Beaufort Flight Training is engaged in the business of flight instruction and aircraft rental at Beaufort Executive Airport. This Commercial Operating Agreement grants non-exclusive rights to provide these services at the Airport, effective from June 1, 2025, to May 31, 2026, with a two-year renewal option. This agreement updates an existing arrangement to reflect change in ownership, current terms and conditions. |
| FISCAL IMPACT: |
| Beaufort County/Beaufort Executive Airport will receive a monthly fee of three percent (3%) of gross revenue receipts from Beaufort Flight Training's operations, payable within twenty (20) days after the beginning of each calendar month. This agreement will produce revenue for the airport at no cost to the airport. |
| STAFF RECOMMENDATIONS TO COUNCIL: |
| Approve the resolution for a commercial operating agreement between Beaufort County and Beaufort Flight Training and forward it to County Council for approval. |
| OPTIONS FOR COUNCIL MOTION: |
| Motion to approve/deny the resolution for a commercial operating agreement between Beaufort County and Beaufort Flight Training. Next step: County Council Meeting – July 14, 2025 |



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

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| ITEM TITLE: |
| An ordinance to approve a lease agreement between Beaufort County and Pilot Specialties LLC |
| MEETING NAME AND DATE: |
| Public Facilities & Safety Committee – June 16, 2025 |
| PRESENTER INFORMATION: |
| Jon Rembold, Airports Director 5 minutes |
| ITEM BACKGROUND: |
| Beaufort Executive Airport's terminal maintains multiple office spaces available for lease. Pilot Specialties LLC engages in FAA Flight Check oral examinations at the Beaufort Executive Airport and requests a small office to conduct these activities. Beaufort County Airports Board (BCAB) - recommended approval on June 12, 2025. |
| PROJECT / ITEM NARRATIVE: |
| Pilot Specialties LLC is a business entity that engages in FAA Flight Check oral examinations at Beaufort Executive Airport. Pilot Specialties LLC has expressed a desire to lease office space at Beaufort Executive Airport to conduct the FAA Flight Check oral examinations. |
| FISCAL IMPACT: |
| Beaufort Executive Airport will receive monthly income generated through lease revenue totaling \$245.00. The monthly base lease payments were calculated using Beaufort County's approved, North of the Broad lease rates of \$21.00 per sf annually. The space totals 140 sf. (140 sq ft x \$21.00/12) Annual Expected Revenue \$2,940.00 The lease rates are in accordance with current Beaufort County lease policies. |
| STAFF RECOMMENDATIONS TO COUNCIL: |
| Airport Staff recommends approval of an ordinance to approve a lease agreement between Beaufort County and Pilot Specialties LLC. |
| OPTIONS FOR COUNCIL MOTION: |
| Motion to approve/deny an ordinance to approve a lease agreement between Beaufort County and Pilot Specialties LLC. Next step: County Council Meeting – June 23, 2025 |



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

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| ITEM TITLE: |
| RECOMMEND APPROVAL OF A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO ENTER INTO A COMMERCIAL OPERATING AGREEMENT BETWEEN BEAUFORT COUNTY AND PILOT SPECIALTIES, LLC |
| MEETING NAME AND DATE: |
| Public Facilities & Safety Committee – June 16, 2025 |
| PRESENTER INFORMATION: |
| Jon Rembold, Airports Director 5 minutes |
| ITEM BACKGROUND: |
| The Airports Board reviewed and recommended approval of the resolution at its monthly meeting held on February 20, 2025. |
| PROJECT / ITEM NARRATIVE: |
| Pilot Specialties, LLC is engaged in providing FAA Flight Check oral examinations and seeks to operate at Beaufort Executive Airport under a Commercial Operating Agreement. This agreement grants non-exclusive rights to access and use Airport facilities for conducting these examinations. The agreement supports the Airport's mission to foster aviation services while generating revenue for the County. |
| FISCAL IMPACT: |
| Beaufort County/Beaufort Executive Airport will receive a monthly fee of three percent (3%) of gross revenue receipts from Pilot Specialties, LLC's operations, payable within twenty (20) days after the beginning of each calendar month. This agreement will produce revenue for the airport at no cost to the airport |
| STAFF RECOMMENDATIONS TO COUNCIL: |
| Approve a resolution for a Commercial Operating Agreement between Beaufort County and Pilot Specialties, LLC and forward to County Council for approval |
| OPTIONS FOR COUNCIL MOTION: |
| Motion to approve /deny a resolution for a Commercial Operating Agreement between Beaufort County and Pilot Specialties, LLC Next step: County Council Meeting – July 14, 2025 |



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

FAA

ITEM TITLE:

RECOMMENDATION TO APPROVE A RESOLUTION TO ACCEPT AN FAA AIP GRANT IN THE AMOUNT OF \$244,220.00 FOR ARW PARTIAL PARALLEL TAXIWAY (DESIGN & BIDDING) - CONTINGENT UPON FINAL FAA OFFER

MEETING NAME AND DATE:

Public Facilities and Safety Committee; June 16, 2025

PRESENTER INFORMATION:

Jon Rembold; Airports Director

3 minutes

ITEM BACKGROUND:

This project aims to enhance safety, operational efficiency, and infrastructure resilience at the airport while minimizing environmental impacts.

Beaufort County Airports Board is scheduled to approve the proposed resolution to accept the grant during its regular meeting on June 12, 2025.

PROJECT / ITEM NARRATIVE:

The existing taxiway infrastructure at Beaufort Executive Airport includes three connector taxiways to Runway 07/25, with a partial parallel taxiway extending from the Runway 07 threshold to Taxiway A. The proposed safety project will extend this parallel taxiway eastward from the existing crossfield taxiway, terminating approximately 639 feet from the end of Runway 25. This strategic termination point is designed to avoid significant impacts to the adjacent saltwater marsh, ensuring compliance with environmental regulations and reducing permitting complexities.

The scope of work includes comprehensive design and bidding services, encompassing:

- **Civil engineering design**, including erosion control, earthwork, storm drainage, bituminous pavement, edge lighting, guidance signs, and pavement markings.
- **Stormwater management** to meet City of Beaufort and South Carolina Department of Environmental Services (SCDES) requirements for flood prevention and water quality.
- **Permitting coordination** with SCDES, South Carolina Bureau of Coastal Management (BCM), and the City of Beaufort.
- **Topographic and planimetric surveys** to support accurate design.
- **Pre-design geotechnical investigation** to inform pavement and drainage design.
- **Bidding phase services**, including preparation of bid documents, coordination of pre-bid meetings, and evaluation of contractor bids.

FISCAL IMPACT:

The total estimated cost of the project is \$257,075.31, with funding allocated as follows:

- **Federal Aviation Administration (FAA):**
 - Federal (95%) \$244,220.00
- **South Carolina Aeronautics Commission (SCAC):**
 - State Share (2.5%): \$6,427.00

- **Beaufort Executive Airport**

- Local Share (2.5%): \$6,428.31

The Total Project Cost, including a 10% contingency: \$282,782.84

GL Code 5402-90-0000-57130 | Project Balance: Contingent upon final FAA offer.

STAFF RECOMMENDATIONS TO COUNCIL:

Staff recommends the approval of a resolution to accept an FAA AIP Grant in the amount of \$244,220.00 for ARW Partial Parallel Taxiway project (Design and Bidding) – Contingent upon final FAA offer.

OPTIONS FOR COUNCIL MOTION:

Motion to approve/deny acceptance of an FAA AIP Grant in the amount of \$244,220.00 for ARW Partial Parallel Taxiway project (Design and Bidding) – Contingent upon final FAA offer.

Move forward to Council for Approval on July 14, 2025



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

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| ITEM TITLE: |
| RECOMMENDATION TO APPROVE A RESOLUTION TO ACCEPT A SCAC GRANT IN THE AMOUNT OF \$6,427.00 FOR ARW PARTIAL PARALLEL TAXIWAY PROJECT (DESIGN AND BIDDING) - CONTINGENT UPON FINAL SCAC OFFER |
| MEETING NAME AND DATE: |
| Public Facilities and Safety Committee; June 16, 2025 |
| PRESENTER INFORMATION: |
| Jon Rembold; Airports Director 3 minutes |
| ITEM BACKGROUND: |
| <p>This project aims to enhance safety, operational efficiency, and infrastructure resilience at the airport while minimizing environmental impacts.</p> <p>Beaufort County Airports Board is scheduled to approve the proposed resolution to accept the grant during its regular meeting on June 12, 2025.</p> |
| PROJECT / ITEM NARRATIVE: |
| <p>The existing taxiway infrastructure at Beaufort Executive Airport includes three connector taxiways to Runway 07/25, with a partial parallel taxiway extending from the Runway 07 threshold to Taxiway A. The proposed safety project will extend this parallel taxiway eastward from the existing crossfield taxiway, terminating approximately 639 feet from the end of Runway 25. This strategic termination point is designed to avoid significant impacts to the adjacent saltwater marsh, ensuring compliance with environmental regulations and reducing permitting complexities.</p> <p>The scope of work includes comprehensive design and bidding services, encompassing:</p> <ul style="list-style-type: none"> • Civil engineering design, including erosion control, earthwork, storm drainage, bituminous pavement, edge lighting, guidance signs, and pavement markings. • Stormwater management to meet City of Beaufort and South Carolina Department of Environmental Services (SCDES) requirements for flood prevention and water quality. • Permitting coordination with SCDES, South Carolina Bureau of Coastal Management (BCM), and the City of Beaufort. • Topographic and planimetric surveys to support accurate design. • Pre-design geotechnical investigation to inform pavement and drainage design. • Bidding phase services, including preparation of bid documents, coordination of pre-bid meetings, and evaluation of contractor bids. |
| FISCAL IMPACT: |
| <p>The total estimated cost of the project is \$257,075.31, with funding allocated as follows:</p> <ul style="list-style-type: none"> • Federal Aviation Administration (FAA): <ul style="list-style-type: none"> ○ Federal (95%) \$244,220.00 |

- **South Carolina Aeronautics Commission (SCAC):**
 - State Share (2.5%): \$6,427.00
- **Beaufort Executive Airport**
 - Local Share (2.5%): \$6,428.31

The Total Project Cost, including a 10% contingency: \$282,782.84

GL Code 5102-90-0000-57130 | Project Balance: Contingent upon final FAA and SCAC offers.

STAFF RECOMMENDATIONS TO COUNCIL:

Staff recommends the approval of a resolution to accept an SCAC Grant in the amount of \$6,427.00 for ARW Partial Parallel Taxiway project (Design and Bidding) – Contingent upon final SCAC offer.

OPTIONS FOR COUNCIL MOTION:

Motion to approve/deny acceptance of an SCAC Grant in the amount of \$6,427.00 for ARW Partial Parallel Taxiway project (Design and Bidding) – Contingent upon final SCAC offer.

Move forward to Council for Approval on July 14, 2025



BEAUFORT COUNTY COUNCIL

AGENDA ITEM SUMMARY

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| ITEM TITLE: |
| RECOMMENDATION TO APPROVE A RESOLUTION TO ACCEPT AN FAA AIP GRANT IN THE AMOUNT OF \$1,493,515.00 FOR HXD AIRFIELD DRAINAGE PROJECT (CONSTRUCTION) - CONTINGENT UPON FINAL FAA OFFER |
| MEETING NAME AND DATE: |
| Public Facilities and Safety Committee; June 16, 2025 |
| PRESENTER INFORMATION: |
| Jon Rembold; Airports Director 3 minutes |
| ITEM BACKGROUND: |
| <p>The HXD Airfield Drainage Improvements project is driven by the need to strengthen several stormwater drainage inlet structures within the expanded Runway 03/21 safety area.</p> <p>Beaufort County Airports Board is scheduled to approve the proposed resolution to accept the grant during its regular meeting on June 12, 2025.</p> |
| PROJECT / ITEM NARRATIVE: |
| <p>The project at Hilton Head Island Airport (HXD) aims to strengthen several stormwater drainage inlet structures located within the Runway 03/21 safety area. This initiative is driven by the airport's reference code upgrade from C-II to C-III, which has expanded the runway safety area width from 400 feet to 500 feet. As a result, several drainage structures now fall within this expanded safety area and require reinforcement to support the increased aircraft loading associated with the updated design standards.</p> <p>The scope of work involves analyzing and retrofitting the existing drainage inlet structures to ensure they can withstand the loads of the design aircraft while minimizing disruptions to airport operations.</p> |
| FISCAL IMPACT: |
| <p>The total estimated cost of the project is \$1,572,120.71, with funding allocated as follows:</p> <ul style="list-style-type: none"> Federal Aviation Administration (FAA): <ul style="list-style-type: none"> Federal (95%) \$1,493,515.00 South Carolina Aeronautics Commission (SCAC): <ul style="list-style-type: none"> State Share (5%): \$78,606.71 <p>The Total Project Cost, including a 10% contingency: \$1,729,333.88</p> <p>GL Code 5402-90-0000-57130 Project Balance: Contingent upon final FAA and SCAC offers.</p> |
| STAFF RECOMMENDATIONS TO COUNCIL: |
| Staff recommends the approval of a resolution to accept an FAA AIP Grant in the amount of \$1,493,515.00. for HXD Airfield Drainage project (Construction) – Contingent upon final FAA offer. |
| OPTIONS FOR COUNCIL MOTION: |
| Motion to approve/deny acceptance of an FAA AIP Grant in the amount of \$1,493,515.00. for HXD Airfield Drainage project (Construction) – Contingent upon final FAA offer. |

Move forward to Council for Approval on July 14, 2025



BEAUFORT COUNTY COUNCIL

AGENDA ITEM SUMMARY

SCAC

ITEM TITLE:

RECOMMENDATION TO APPROVE A RESOLUTION TO ACCEPT AN SCAC GRANT IN THE AMOUNT OF \$78,606.71 FOR HXD AIRFIELD DRAINAGE PROJECT (CONSTRUCTION) - CONTINGENT UPON FINAL SCAC OFFER

MEETING NAME AND DATE:

Public Facilities and Safety Committee; June 16, 2025

PRESENTER INFORMATION:

Jon Rembold; Airports Director

3 minutes

ITEM BACKGROUND:

The HXD Airfield Drainage Improvements project is driven by the need to strengthen several stormwater drainage inlet structures within the expanded Runway 03/21 safety area.

Beaufort County Airports Board is scheduled to approve the proposed resolution to accept the grant during its regular meeting on June 12, 2025.

PROJECT / ITEM NARRATIVE:

The project at Hilton Head Island Airport (HXD) aims to strengthen several stormwater drainage inlet structures located within the Runway 03/21 safety area. This initiative is driven by the airport's reference code upgrade from C-II to C-III, which has expanded the runway safety area width from 400 feet to 500 feet. As a result, several drainage structures now fall within this expanded safety area and require reinforcement to support the increased aircraft loading associated with the updated design standards.

The scope of work involves analyzing and retrofitting the existing drainage inlet structures to ensure they can withstand the loads of the design aircraft while minimizing disruptions to airport operations.

FISCAL IMPACT:

The total estimated cost of the project is \$1,572,120.71, with funding allocated as follows:

- **Federal Aviation Administration (FAA):**
 - Federal (95%) \$1,493,515.00
- **South Carolina Aeronautics Commission (SCAC):**
 - State Share (5%): \$78,606.71

The Total Project Cost, including a 10% contingency: **\$1,729,333.88**

GL Code 5402-90-0000-57130 | Project Balance: Contingent upon final FAA and SCAC offers.

STAFF RECOMMENDATIONS TO COUNCIL:

Staff recommends the approval of a resolution to accept an SCAC Grant of \$78,606.71 for HXD Airfield Drainage project (Construction) - Contingent upon the final SCAC offer.

OPTIONS FOR COUNCIL MOTION:

Motion to approve/deny acceptance of an SCAC Grant in the amount of \$78,606.71. for HXD Airfield Drainage project (Construction) – Contingent upon final SCAC offer.

Move forward to Council for Approval on July 14, 2025



BEAUFORT COUNTY COUNCIL

AGENDA ITEM SUMMARY

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| ITEM TITLE: |
| RECOMMENDATION TO APPROVE A RESOLUTION TO ACCEPT AN FAA AIP GRANT IN THE AMOUNT OF \$306,023.00 FOR HXD TAXIWAY "F" ROFA ENVIRONMENTAL ASSESSMENT - CONTINGENT UPON FINAL FAA OFFER |
| MEETING NAME AND DATE: |
| Public Facilities and Safety Committee; June 16, 2025 |
| PRESENTER INFORMATION: |
| Jon Rembold; Airports Director 3 minutes |
| ITEM BACKGROUND: |
| <p>This project is critical to address non-compliance with FAA design standards and support future infrastructure improvements at HXD.</p> <p>Beaufort County Airports Board is scheduled to approve the proposed resolution to accept the grant during its regular meeting on June 12, 2025.</p> |
| PROJECT / ITEM NARRATIVE: |
| <p>Taxiway F, located on the west side of Runway 03/21, currently has a runway-to-taxiway separation of 300 feet, which was compliant with the Airport Layout Plan (ALP) approved by the FAA in September 2011 for a Runway Design Code (RDC) of C-II. This RDC was based on aircraft such as the DHC-8-100 and Learjet 40/45 (>12,500 pounds but <60,000 pounds). However, following the 2018 extension of Runway 03/21 to 5,000 feet, HXD transitioned to commercial jet service with Embraer E-175 and E-170 aircraft operated by American Airlines, United Airlines, and Delta Airlines, which have an RDC of C-III. Per FAA Advisory Circular (AC) 150/5300-13B, Airport Design, C-III standards require a runway-to-taxiway separation of 400 feet, rendering Taxiway F non-compliant.</p> <p>The scope of work includes:</p> <ul style="list-style-type: none"> • Project Management: Developing a milestone schedule and activity flowchart, with an estimated six-month duration for fieldwork (July 1, 2025, to September 30, 2026). • Agency Coordination: Engaging federal, state, and local agencies, including the FAA, U.S. Fish and Wildlife Service (USFWS), South Carolina Department of Health and Environmental Control (SCDHEC), and others, via scoping letters and ongoing communication. • Environmental Inventory and Analysis: Conducting assessments for air quality (using FAA's Aviation Environmental Design Tool 2c), biological resources (including endangered species surveys), coastal zone management, Section 4(f) properties, farmland, hazardous materials (Phase I ESA), and jurisdictional waters. • Public Engagement: Hosting a public information meeting to inform stakeholders, with handouts, displays, and comment collection. |
| FISCAL IMPACT: |
| <p>The total estimated cost of the project is \$322,129.21, with funding allocated as follows:</p> <ul style="list-style-type: none"> • Federal Aviation Administration (FAA): <ul style="list-style-type: none"> ○ Federal (95%): \$306,023.00 • South Carolina Aeronautics Commission (SCAC): <ul style="list-style-type: none"> ○ State Share (5%): \$16,106.21 |

The Total Project Cost, including a 10% contingency: \$354,342.13
GL Code 5402-90-0000-57130 | Project Balance: Contingent upon final FAA offer.

STAFF RECOMMENDATIONS TO COUNCIL:

Staff recommends the approval of a resolution to accept an FAA AIP Grant in the amount of \$306,023.00 for HXD Taxiway "F" ROFA Environmental Assessment – Contingent upon final FAA offer.

OPTIONS FOR COUNCIL MOTION:

Motion to approve/deny acceptance of an FAA AIP Grant in the amount of \$306,023.00 for HXD Taxiway "F" ROFA Environmental Assessment – Contingent upon final FAA offer.

Move forward to Council for Approval on July 14, 2025



BEAUFORT COUNTY COUNCIL

AGENDA ITEM SUMMARY

SCAC

ITEM TITLE:

RECOMMENDATION TO APPROVE A RESOLUTION TO ACCEPT A SCAC GRANT IN THE AMOUNT OF \$16,106.21 FOR HXD TAXIWAY "F" ROFA ENVIRONMENTAL ASSESSMENT - CONTINGENT UPON FINAL FAA OFFER

MEETING NAME AND DATE:

Public Facilities and Safety Committee; June 16, 2025

PRESENTER INFORMATION:

Jon Rembold; Airports Director

3 minutes

ITEM BACKGROUND:

This project is critical to address non-compliance with FAA design standards and support future infrastructure improvements at HXD.

Beaufort County Airports Board is scheduled to approve the proposed resolution to accept the grant during its regular meeting on June 12, 2025.

PROJECT / ITEM NARRATIVE:

Taxiway F, located on the west side of Runway 03/21, currently has a runway-to-taxiway separation of 300 feet, which was compliant with the Airport Layout Plan (ALP) approved by the FAA in September 2011 for a Runway Design Code (RDC) of C-II. This RDC was based on aircraft such as the DHC-8-100 and Learjet 40/45 (>12,500 pounds but <60,000 pounds). However, following the 2018 extension of Runway 03/21 to 5,000 feet, HXD transitioned to commercial jet service with Embraer E-175 and E-170 aircraft operated by American Airlines, United Airlines, and Delta Airlines, which have an RDC of C-III. Per FAA Advisory Circular (AC) 150/5300-13B, Airport Design, C-III standards require a runway-to-taxiway separation of 400 feet, rendering Taxiway F non-compliant.

The scope of work includes:

- **Project Management:** Developing a milestone schedule and activity flowchart, with an estimated six-month duration for fieldwork (July 1, 2025, to September 30, 2026).
- **Agency Coordination:** Engaging federal, state, and local agencies, including the FAA, U.S. Fish and Wildlife Service (USFWS), South Carolina Department of Health and Environmental Control (SCDHEC), and others, via scoping letters and ongoing communication.
- **Environmental Inventory and Analysis:** Conducting assessments for air quality (using FAA's Aviation Environmental Design Tool 2c), biological resources (including endangered species surveys), coastal zone management, Section 4(f) properties, farmland, hazardous materials (Phase I ESA), and jurisdictional waters.
- **Public Engagement:** Hosting a public information meeting to inform stakeholders, with handouts, displays, and comment collection.

FISCAL IMPACT:

The total estimated cost of the project is \$322,129.21, with funding allocated as follows:

- **Federal Aviation Administration (FAA):**
 - Federal (95%): \$306,023.00
- **South Carolina Aeronautics Commission (SCAC):**
 - State Share (5%): \$16,106.21

The Total Project Cost, including a 10% contingency: \$354,342.13
GL Code 5402-90-0000-57130 | Project Balance: Contingent upon final FAA offer.

STAFF RECOMMENDATIONS TO COUNCIL:

Staff recommends the approval of a resolution to accept a SCAC Grant of \$16,106.21 for HXD Taxiway “F” ROFA Environmental Assessment - Contingent upon the final SCAC offer.

OPTIONS FOR COUNCIL MOTION:

Motion to approve/deny acceptance of an SCAC Grant in the amount of \$16,106.21 for HXD Taxiway “F” ROFA Environmental Assessment – Contingent upon final SCAC offer.

Move forward to Council for Approval on July 14, 2025



BEAUFORT COUNTY COUNCIL

AGENDA ITEM SUMMARY

ITEM TITLE:

RECOMMENDATION TO APPROVE A RESOLUTION TO ACCEPT AN FAA BIL GRANT IN THE AMOUNT OF \$300,000.00 FOR HXD AIR TRAFFIC CONTROL TOWER (ATCT) RENOVATION - CONTINGENT UPON FINAL FAA OFFER

MEETING NAME AND DATE:

Public Facilities and Safety Committee – June 16, 2025

PRESENTER INFORMATION:

Jon Rembold, Airports Director
5 minutes

ITEM BACKGROUND:

This renovation project is essential to maintain the tower's functionality, enhance operational safety, and extend the facility's service life while improving energy efficiency and compliance with modern standards.

Beaufort County Airports Board is scheduled to approve the proposed resolution to accept the grant during its regular meeting on June 12, 2025.

PROJECT / ITEM NARRATIVE:

The ATCT requires rehabilitation and renovation to address aging infrastructure and ensure operational reliability. This project will enhance ATCT's functionality, safety, and appearance, ensuring it continues to meet operational demands for years to come.

Project scope:

- Ground Floor: Apply new paint and flooring throughout
- Stairwell: Inspect and assess the steel fire retardant material; replace or repair as needed
- Second Floor: Paint the walls; assess, repair, or replace the mini-split system; and reorganize electrical systems
- Third Floor: Paint the walls, replace flooring where required, and repair damaged doors
- Fourth floor: Replace carpet throughout, paint the interior, repair any leaking ceilings, assess and repair or replace the drop-down access stair to the roof, remove and install new countertops and cabinets tailored for communications and computer equipment, assess the exterior sprinkler system and repair or replace as necessary, install plumbing and a temporary toilet system, and reorganize and remove any unwanted electrical items
- Roof: Replace or repair the roof to prevent leaks and future wear. Assess and repair or replace the antenna and lightning control rods. If possible, relocate the airfield light beacon to the roof
- Exterior: Inspect and assess all windows and doors, repairing or replacing them with energy-efficient options as needed. Power wash, repaint the exterior, and repair any rot or damaged stucco

FISCAL IMPACT

The total estimated cost of the project is \$300,000.00, with funding allocated as follows:

- **Federal Aviation Administration (FAA):**
 - Federal (97.65%) \$300,00.00
- **Beaufort County:**
 - Local share (2.35%) \$7,218.43

The Total Project Cost, including a 10% contingency: \$337,940.27.

GL Account 5402-90-0000-57130 | Project Balance: Contingent upon final FAA offer

STAFF RECOMMENDATIONS TO COUNCIL:

Staff recommends the approval of a resolution to accept an FAA AIP Grant in the amount of \$300,000.00. for HXD Ai Traffic Control Tower (ATCT) Renovation project – Contingent upon final FAA offer.

OPTIONS FOR COUNCIL MOTION:

Motion to approve/deny acceptance of an FAA AIP Grant in the amount of \$300,000.00 for HXD Air Traffic Control Tower (ATCT) Renovation project – Contingent upon final FAA offer.

Next Steps: County Council Meeting – July 14, 2025



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

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| ITEM TITLE: |
| RECOMMENDATION TO APPROVE A RESOLUTION TO ACCEPT A SCAC GRANT IN THE AMOUNT OF \$39,609.00 FOR HXD FIRE SUPPRESSION SYSTEM REPAIRS - CONTINGENT UPON FINAL SCAC OFFER |
| MEETING NAME AND DATE: |
| Public Facilities and Safety Committee; June 16, 2025 |
| PRESENTER INFORMATION: |
| Jon Rembold; Airports Director 3 minutes |
| ITEM BACKGROUND: |
| <p>The purpose of this grant is to fund critical repairs and replacements of fire suppression system components at three key airport facilities: the Air Traffic Control Tower, the Fire & Rescue Station, and the Main Terminal. Beaufort County Airports Board is scheduled to approve the proposed resolution to accept the grant during its regular meeting on June 12, 2025.</p> |
| PROJECT / ITEM NARRATIVE: |
| <p>The proposed project aims to ensure compliance with National Fire Protection Association (NFPA) standards, specifically NFPA 25, and to maintain the safety and operational integrity of the airport. The scope of work includes:</p> <ul style="list-style-type: none"> • Air Traffic Control Tower: Conduct a 5-year internal inspection of the wet pipe fire sprinkler system, performing 5-year Fire Department Connection (FDC) hydrostatic testing, re-piping corroded main drain piping, replace expired pressure gauges, and replace 17 corroded or painted sprinkler heads. • Fire & Rescue Station: Replace 42 corroded or painted sprinkler heads (25 pendent and 17 horizontal sidewall) to address deficiencies noted in the 2024 inspection report. • Main Terminal: Conduct 5-year internal inspections of two wet pipe and one dry pipe sprinkler systems, perform FDC hydrostatic testing, re-piping a 2-inch main drain, replace a defective water flow switch, conduct a full flow trip test and 3-year air pressure testing of the dry pipe system, replacing 17 corroded sprinkler heads, replace expired pressure gauges, replace a defective smoke detector, and restock spare sprinkler heads. |
| FISCAL IMPACT: |
| <p>This grant provides 100% funding and was awarded through the Commercial Service Entitlement Funds and does <i>not</i> require a local match.</p> <p>GL Code 5402-90-0000-57130 Current encumbered balance for the project: \$39,609.00</p> |
| STAFF RECOMMENDATIONS TO COUNCIL: |
| Staff recommends the approval of a resolution to accept a SCAC Grant of \$39,609.00 for HXD Fire Suppression System Repairs - Contingent upon the final SCAC offer. |

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| OPTIONS FOR COUNCIL MOTION: |
| Motion to approve/deny acceptance of a SCAC Grant in the amount of \$39,609.00 for HXD Fire Suppression Systems Repair – Contingent upon final SCAC offer. |
| Move forward to Council for Approval on July 14, 2025 |