



Beaufort County Airports Board

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JAMES STARNES

Board Members

MARK BAILEY
LESLIE ADLAM FLORY
NICHOLAS MESENBURG
DAVID NELEMS
RICH SELLS
THOMAS SHEAHAN
MICHAEL SZCZECZOWSKI
DR. ELI ROTH

Airports Director

JON REMBOLD

County Administrator

MICHAEL MOORE

Airports Senior Administrative Specialist

ROCIO REXRODE

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

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Airport Administration
26 Hunter Road
Hilton Head, SC 29926
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Beaufort County Airports Board Agenda

Burton Wells Recreation Center | Classroom 1

1 Middleton Recreation Dr., Beaufort, SC 29906

Thursday, April 09, 2026, 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 – [FEBRUARY 05, 2026](#)
 - VI. PUBLIC COMMENT (Limit comments to three minutes)
 - VII. DIRECTOR'S REPORT
 - VIII. UNFINISHED BUSINESS
 - IX. NEW BUSINESS
- ACTION ITEMS:
1. ELECTION OF OFFICERS: CHAIR AND VICE CHAIR - [VOTE](#)
 2. GRANT ACCEPTANCE – RECOMMENDATION TO APPROVE A RESOLUTION TO ACCEPT **SCAC** ENTITLEMENT GRANT IN THE AMOUNT OF \$1 MILLION FOR THE HILTON HEAD ISLAND AIRPORT TERMINAL IMPROVEMENTS PROJECT- [VOTE](#)
- X. CHAIRMAN UPDATE
 - XI. COMMITTEE REPORTS
 - XII. CITIZEN COMMENT (Limit comments to three minutes)
 - XIII. ADJOURNMENT

NEXT MEETING:

THURSDAY, MAY 14, 2026, AT 10:00 AM

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

MINUTES

Beaufort County Airports Board

February 5, 2026 | 10:00 am | Meeting called to order by Chairman Chris Butler
[Video and Transcript](#)

ATTENDANCE

Present: Jim Starnes, Howard Ackerman, Rich Sells, Leslie Adlam Flory, Thomas Sheahan, Mark Bailey, Dr. Eli Roth, and David Nelems

Absent: Chris Butler and Nick Mesenburg

County Staff: Jon Rembold, Airports Director; Stephen Parry, Deputy Airports Director; Jeremy Mathes, ARFF Chief; Brandon Chavis, Airport Manager; Brian Cronin, Airports Finance Manager; Marlene Myers, Airports Business Manager; and Rocio Rexrode, Airports Senior Administrative Specialist

Beaufort County Council Liaison: Tom Reitz

Hilton Head Island Town Council Liaison: Melinda Tunner

Public: Judy Elder, Talbert, Bright and Ellington, Inc.; and Jimmy Banton, Operation Patriots FOB Executive Director

AGENDA ADOPTION

The February 5, 2026, BCAB meeting agenda was adopted with unanimous consent.

APPROVAL OF MINUTES

Rich Sell made a motion to approve the January 8, 2026, meeting minutes. Tom Sheahan seconded the motion. All were in favor, and the motion passed.

PUBLIC COMMENTS

There were no Public Comments.

DIRECTOR'S REPORT

1. Flying Frog 5k/10k and First Annual FrogFest (Marlene Myers)

Myers presented details of the upcoming Flying Frog 5K/10K and Frog Fest scheduled for April 18, 2026, at ARW Frogmore Intranational. The event will benefit Operation Patriots FOB, a nonprofit supporting veterans and first responders. Marlene explained that the event has expanded to include a 10K race and a music festival featuring nine bands and multiple food trucks. Sponsorships totaling \$7,400 have been secured, and registration remains open at runsignup.com. FAA has been notified, and the runway will only be closed during the race portion.

Operation Patriots FOB Executive Director, Jimmy Banton, spoke about the organization's mission to combat veteran and first responder suicides through outdoor recreation and peer engagement. The

nonprofit has served over 45,000 visits in five years with zero suicides reported. Board members expressed strong support for the organization and discussed potential future partnerships.

Winter Storm Update: The Director reported that the recent winter storm had minimal operational impact at HXD. The airport closed briefly, just after 1:00 a.m. on Sunday, but conditions improved quickly. Although temperatures remained low throughout Sunday, there were no HXD-related cancellations. Any disruptions over the weekend were due to weather at other airports, particularly Charlotte, where snowfall affected inbound aircraft from other regions. Our runway was closed for a short period, but it thawed quickly and reopened without issue. General Aviation operations resumed on Sunday, and full commercial service returned on Monday. Overall, the storm's effects were limited, and the airport was considered fortunate this season.

- **TERMINAL UPDATE – Jon Rembold:**

Jet Bridges Update: The Director reported that installation of the new jet bridges is progressing well. This is the first time Hilton Head has had jet bridges, and initial walkthroughs and inspections have been completed. The equipment is the newest available and includes modern operating features, such as screen-based controls and joystick operation.

Training for both airline personnel and airport staff will be conducted before the bridges are put into service. Staff is currently reviewing spare parts inventories, developing training curricula, and preparing procedures to address minor issues in-house and ensure rapid response to any larger operational needs. As the equipment is brand new, no significant issues are expected at the outset.

Terminal Construction Update: The Director provided an update on terminal construction progress. Photos show continued advancement on the building exterior and new perimeter fencing. Interior work is also progressing, with terrazzo installation and polishing underway near the main entrance. The new TSA screening checkpoint terrazzo is complete. The Director noted that the floor's petal-shaped design features represent water hyacinths, a marsh plant native to the Lowcountry. A small interpretive display will be installed in the terminal to explain the design to travelers. At this stage, most remaining interior work depends on completion of the terrazzo, after which other finish items will resume. Exterior landscaping has begun, and final soffit work is underway. Overall, the building is taking shape with a more relaxed, welcoming aesthetic compared to the previous institutional design. The Director encouraged anyone who has not visited recently to see the progress firsthand.

- **PROJECTS UPDATE – Steve Parry:**

Terminal Operational Readiness: Parry reported that as the terminal project moves closer to completion, staff is identifying a wide range of operational items that must be addressed before opening. These include key controls and secured access points, spare parts for newly installed

equipment, such as the jet bridges, and common-use airline requirements, including printer paper specifications. Staff assignments will be made to ensure each operational area is fully prepared.

Airport Master Plan: Parry provided an update on the Airport Master Plan. He noted that work continues with the consulting team following a recent coordination meeting with the FAA. Several items must be aligned before the stakeholder group can reconvene, but the stakeholder meeting remains a priority and will be scheduled once those steps are completed.

Airfield Grading Project: Parry explained that the airfield grading project is progressing. When the runway length was increased in 2018, the airfield's classification changed, requiring updated grades to meet the new requirements. A key stormwater component—removal of a plug and construction of a necessary wall—has now been completed. The unique casting component required for the project is currently in production and is expected to take approximately 8 to 10 weeks.

Parking System and Revenue Control: Parry addressed ongoing challenges with the Elite Parking system. The terminal lot's layout, with multiple entrances and exits, makes placement of tag-reading cameras difficult. Consultants from Talbert, Bright and Ellington are conducting a parking study to determine appropriate locations for permanent entry and exit gates. In the meantime, airport staff are preparing to install temporary gates to begin capturing lost revenue. A recent review by the vendor showed 78 vehicles in the lot, with only 18 recorded as paid, highlighting revenue loss under the current honor-system model.

HXD Tower Renovation Update: Parry reported that the tower renovation is nearing completion. Recent work includes installation of new countertops in the cab to better support the upgraded communications equipment received in prior years, improving both equipment stability and controller usability. He also noted that a new private restroom unit has been installed in the cab, allowing controllers to remain on duty without going downstairs; plumbing connections are currently being finalized, and controllers have expressed appreciation for the added convenience. Parry explained that the airport beacon, previously mounted on an older tower structure, has been relocated to the top of the current tower, providing safer and easier access for maintenance staff. The renovated cab now includes two controller operating positions, offering needed flexibility on peak-traffic days. While most weekday operations will continue with a single controller, the space is fully capable of supporting two positions when required.

Airport Entrance Corridor Landscape Enhancement: Parry reported that improvements to the airport's entrance corridor are moving forward in preparation for the terminal opening in the spring. Several years ago, the entrance was significantly upgraded to eliminate the dark, tunnel-like appearance for arriving drivers. The next phase will further enhance aesthetics to align with the high-quality landscaping at major community entrances across the island.

Proposals were solicited from multiple landscape installation and maintenance companies, and a vendor was selected based on a strong plan for installation and ongoing maintenance. The contractor will complete the initial landscaping work and will maintain only the entrance area, as the remaining grounds are managed under separate contracts.

The agreement also includes quarterly updates to seasonal color, similar to the approach used at local plantation entrances. Permanent landscaping elements, such as palm trees, will be installed, with seasonal plantings refreshed four times per year to maintain a vibrant, welcoming appearance. These enhancements are expected to complement the new terminal building and create an attractive front entrance to the airport.

ARW Runway Rehabilitation: Parry reported that the runway rehabilitation project at Beaufort Executive is substantially complete. One remaining item—final pavement markings—is pending and will be completed when weather conditions allow. Once the contractor returns to repaint the designated areas, the project will be complete.

ARW Parallel Taxiway Extension: Parry noted that the parallel taxiway extension, a significant improvement for pilots operating at Beaufort Executive, is well underway. All required preliminary items, including geotechnical surveys and supporting documentation, have been provided to the consultants. They are now developing plans, including electrical components and other necessary design elements. The project is expected to be ready for bid in spring 2027. Funding for the work will come through grant sources.

ARW Hangar Site Work: Parry reported that the hangar site work is progressing, though the team is awaiting a possible change order related to installation of a fire hydrant. Internal coordination is ongoing, and more details will be shared as that change order is finalized.

ARW Automated Weather Observing System (AWOS) Relocation: Parry confirmed that the AWOS system, previously removed, has been approved by the FAA for installation at a new location. A work authorization is in place with the consultants to complete the final design and bidding documents, ensuring the system is properly sited and does not require future relocation.

- **DEPARTMENT UPDATE:**

Welcome and Introduction: Rembold officially welcomed Dr. Eli Roth as the newest member of the BCAB and noted his recent tour to the airport along with participants from a local leadership group.

Staffing and Team Transitions: The Director reported continued team growth, highlighting that several previously contracted functions are now being staffed internally. Security roles within and around the terminal, as well as all grounds-maintenance responsibilities, have been transitioned to in-house personnel.

The Director emphasized the benefits of this change, including increased flexibility, accountability, and the ability to reassign staff to priority work.

The new in-house security team began operating on February 1. The Director explained that this team will now serve dual roles, providing both security and year-round customer information services.

AIRPORTS' BUSINESS UPDATE:

Real ID Update: The Director reviewed Real ID requirements, advising that travelers without one may still fly but will be required to pay a \$45 Confirm ID fee valid for 10 days. Travelers were encouraged to consult TSA guidance.

Grand Opening Events for the Terminal: The Director stated that the official opening date remains fluid due to construction adjustments, including the addition of a concourse bar. Plans include a Chamber ribbon-cutting and a separate invitation-only evening event.

RBC Heritage Volunteer Opportunities: The Director highlighted upcoming volunteer opportunities at the RBC Heritage tournament, where the airport maintains a venue at the 10th green. The event supports community engagement and outreach.

Upcoming SCAA Conference: The Director announced attendance at the upcoming SCAA conference. Topics will include implementing the new common-use system and collaborating with another airport using the same system to identify potential operational challenges and prepare appropriate IT responses.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS – ACTION ITEMS

1. CONTRACT AWARD - RECOMMENDATION OF CONTRACT AWARD TO LOW COUNTRY COMMERCIAL SERVICES FOR HXD JANITORIAL SERVICES

Rich Sells made a motion to approve a recommendation of contract award to Low Country Commercial Services for HXD Janitorial Service. Leslie Flory seconded the motion. All were in favor, and the motion passed.

2. HILTON HEAD ISLAND AIRPORT (HXD) – RECOMMENDATION TO APPLY FOR TOWN OF HILTON HEAD ISLAND ACCOMMODATIONS TAX (ATAX) GRANT FOR TOURISM MARKETING

Thomas Sheahan made a motion to approve a recommendation to apply for the Town of Hilton Head Island Accommodations Tax (ATAX) Grant for Tourism and Marketing. Rich Sells seconded the motion. All were in favor, and the motion passed.

3. HILTON HEAD ISLAND AIRPORT (HXD) - RECOMMENDATION TO APPLY FOR COUNTY HOSPITALITY TAX (HTAX) GRANT FOR TOURISM MARKETING

Thomas Sheahan made a motion to approve a recommendation to apply for the County Hospitality Tax (HTAX) Grant for Tourism and Marketing for HXD. Rich Sells seconded the motion. All were in favor, and the motion passed.

4. BEAUFORT EXECUTIVE AIRPORT (ARW) – RECOMMENDATION TO APPLY FOR COUNTY HOSPITALITY TAX (HTAX) GRANT FOR INFRASTRUCTURE

Thomas Sheahan made a motion to approve a recommendation to apply for the County Hospitality Tax (HTAX) Grant for Infrastructure for ARW. Rich Sells seconded the motion. All were in favor, and the motion passed.

CHAIRMAN UPDATE

Starnes, acting chair, noted that Chairman Butler provided no updates.

1. Finance Committee

Members: Howard Ackerman (Chair), Chris Butler, Rich Sells, 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. 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.

3. 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.

4. HXD Airport Improvement Committee

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

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

County Council Member Tom Reitz provided an update on the newly approved county procedures for board appointments, reappointments, and seat assignments. He noted that the County adopted these rules on December 8, but the board had not been notified, causing confusion regarding recent appointments and seat-shift requests.

He explained that a formal standard operating procedure is being developed to ensure consistent communication moving forward. Under the new rules, seat changes can no longer be made informally by the chair and must go through the Clerk to Council using the same process as new appointments.

Councilman Reitz confirmed that reappointments must also be processed through the clerk's office.

ADJOURNMENT

The motion to adjourn was made at 10:53 a.m. It passed unanimously.

NEXT MEETING

March 12, 2026 | 10:00 a.m.

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



PROJECT GRANT APPLICATION

(State Aid for Development of Public Airports)

SCAC Grant No: _____
(Leave blank – For SCAC Use only)

Date 3/12/2026

PART I - PROJECT INFORMATION

Grant Type being Requested (Check one):

- 2.5% State match of 95% AIP / AIG Grant
- 5% State match of 90% AIP / AIG Grant
- 50% Terminal Building Development Grant (NTE \$500,000)
- 60% State – Local Airport Development Grant
- 75% State – Local Airport Maintenance Grant
- 85% Non-NPIAS, publicly owned, Airport Maintenance or Development Grant
- 90% NPIAS Airport Secondary Runway Redevelopment Grant
- 100% Commercial Service Airport Entitlement Funds
- 100% Commercial Service Special Allocation

The (Airport Sponsor) Hilton Head Island Airport
 (herein called the "Sponsor") hereby makes application to the South Carolina Aeronautics Commission (herein designated "SCAC") for a grant of State funds pursuant to applicable statutes, regulations, and policies, for the purpose of aiding in financing a project (herein called the "Project") for the development of the (Airport Name) Hilton Head Island Airport (HXD) (herein called the "Airport") located in the County of (County Name) Beaufort County SC in the State of South Carolina.

It is proposed that the project consist of the following described airport development (Insert brief project description / title below):

FY-25 Supplemental Entitlement. Requested to fund portions of the new terminal and refurbishment of the current terminal. Refurbishment includes updated systems, bathrooms and other construction required to complete phases of the project.

all as more particularly described in the plans and specifications separately submitted to SCAC on NA (Date) _____, which are made a part hereof by reference.

If applicable, please list numbers of all associated AIP / AIG Grant(s): NA

(Note: AIP State Match Grants will not be issued in advance of their associated Federal Grant(s).)

PART II - REPRESENTATIONS

The Sponsor hereby represents and certifies as follows:

- 1. Legal Authority. The Sponsor has the legal power and authority:
 - (A) To do all things necessary to undertake and carryout the Project in conformity with the applicable statues, regulations, and policies;
 - (B) To accept, receive and disburse grant funds from the State of South Carolina in aid of the project on the terms and conditions stated in the applicable statutes, regulations, policies, and proposed grant agreement, and;

- 2. Funds. The Sponsor now has on deposit \$_____ for use in defraying the costs of the Project. The present status of these funds is as follows: _____

The Sponsor hereby designates (insert name and job title of staff member):

Name: Brian Cronin

Title: Airport Finance Manager

to receive payments representing SCAC's share of the Project costs.

Stephen J Parry
Printed Name of Sponsoring Agency's Representative

Stephen J Parry
Signature of Sponsoring Agency's Representative

Airport Deputy Director
Representative Title

Please list the full **name, title, and complete USPS mailing address** of the authorized person to whom the Grant offer and agreement should be mailed:

Name, Title: Stephen Parry, Airport Deputy Director

Address: 26 Hunter Road

Hilton Head Island SC, 29926

ATTACHMENT A

THE FOLLOWING IS A SUMMARY OF THE ACTUAL PROJECT COSTS:

ITEM	TOTAL COST	SPONSOR'S SHARE OF COST	FEDERAL SHARE OF COST	STATE SHARE OF COST
		AMOUNT	AMOUNT	AMOUNT
1. PLANNING COST				
2. LAND COST				
3. CONSTRUCTION COST	\$45,000,000.00			1,000,000.00
4. ENGINEERING COST				
5. ADMINISTRATIVE COST				
6. MISCELLANEOUS				
7. TOTAL ALL ACTUAL PROJECT COSTS	\$45,000,000.00			\$1,000,000.00

Rules for Reimbursing Project Costs Prior to the Grant Execution Date:

Unless specifically recommended by the Executive Director and approved in advance by the Commission, all project costs must be incurred after the execution date of the Airport Development or Aviation Education grant. Exceptions to this rule include:

- ➔ Land or aviation easement acquisitions
- ➔ Airfield facility emergencies not covered by insurance
- ➔ Project exceptions identified in the relevant section of the FAA's *AIP Handbook*

This policy does not prohibit grant amendments for change orders that arise during construction, provided they are communicated with SCAC Airport Development staff in advance and approved by Commission.

ATTACHMENT B
DOCUMENTATION SUPPORT

1. Is this project a result of facility requirements determined by a Master Plan, Airport Layout Plan (ALP), the South Carolina Airport System Plan, or a revision to the ALP? Yes No

If so, indicate FAA or SCAC approval date: UNK

2. Does this project require environmental study / documentation under the National Environmental Policy Act of 1969 (NEPA)? Yes No

3. If so, please indicate the document type and its status:

Categorical Exclusion (CatEx) NA

Environmental Assessment (EA) NA

Environmental Impact Statement (EIS) NA

4. Have all previous projects that involved federal and / or state funds been completed?

Yes No (List all Open Federal and State Grants below)

Please see the attached "All Grants Summary"

5. If the State is unable to participate to the extent requested, what is the Sponsor's ability to fund a share greater than the State match? None

6. Name of Regional Planning Council which airport is located: Lowcountry Council of Governements

7. Has Federal Application Form 424 been submitted to the Inter-agency Council on Public Transportation (State Clearinghouse) in accordance with Section 57-3-1050?

Yes No

8. The following action has been taken by the local governing body to provide steps toward protective zoning of the airspace and land surrounding the airport. Describe actions by the Sponsor and governing body related to land use planning and zoning ordinances.

NA

9. Anticipated date construction or planning / design project is to commence:

Start Date: Current Ending Date: 2029

ATTACHMENTS

- Project information and Justification Statement Specifically Grants Summary
- Request-for-Aid / Project Sketch
- Bid tabulation (Construction projects) or appropriate cost data
- Professional Services Work Authorization / Task Order
- Copy of signed Federal Application Form 424 (if this request is associated with an FAA AIP / AIG Grant)
- Copy of executed Federal AIRPORT INFRASTRUCTURE GRANT AGREEMENT (if this request is associated with an FAA AIP / AIG Grant)

(Revised: August 25, 2025)

All Grants Summary - Updated 03/12/2026

Federal Grant #	Description	Grant ID	Award Amount	Amount Invoiced	Remaining Balance
62	Taxiway F ROFA	34500300622025	\$306,022.00	-	\$306,022.00
61	Air Traffic Control Tower	34500300612025	\$300,000.00	274,125.35	\$25,874.65
60	Drainage Construction	34500300602025	\$1,390,569.00	2,375.00	\$1,388,194.00
59	SJBC Relocation EA (FAA AIP)	34500300592024	\$325,679.00	112,715.71	\$212,963.29
57	ALP Study (FAA BIL AIG)	34500300572024	825,757.00	256,746.81	569,010.19
56	ATP (BIL)	34500300562024	5,000,000.00	-	5,000,000.00
State Grant #	Description	Grant ID	Award Amount	Amount Invoiced	Remaining Balance
N/A	SCAC SJBC Fellowship Earmark	N/A	750,000.00	-	750,000.00
N/A	SCAC SJBC Earmark	N/A	4,000,000.00	179,624.62	3,820,375.38
SCAC 23-025	SCAC 23-025-Taxiway F Strengthening	SCAC 23-025	378,044.00	298,376.20	79,667.80
SCAC 24-025	Perform Terminal Improvement	SCAC 24-025	750,000.00	-	750,000.00
FY2025 Special Allocation	SCAC Legislative Entitlement \$1m	FY2025 Special Allocation	1,000,000.00	-	1,000,000.00
SCAC 23-029	Terminal Construction Project	SCAC 23-029	12,000,000.00	4,778,370.90	7,221,629.10
SCAC 23-019	Terminal Construction Project	SCAC 23-019	3,000,000.00	3,000,000.00	-
N/A	SCAC Entitlement 2025	N/A	250,000.00	17,404.16	232,595.84