



Beaufort County Airports Board

Chairman
RICH SELLS

Vice Chairman
THOMAS SHEAHAN

Board Members
MARK BAILEY
CHRIS BUTLER
LESLIE ADLAM FLORY
NICHOLAS MESENBURG
DAVID NELEMS
DR. ELI ROTH
JAMES STARNES
MICHAEL SZCZECOWSKI

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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26 Hunter Road
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Beaufort County Airports Board Agenda

Council Chambers - Administration Building
100 Ribaut Road, Beaufort, SC 29901
Thursday, August 13, 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 – [JUNE 11, 2026](#)
- VI. PUBLIC COMMENT (Limit comments to three minutes)
- VII. DIRECTOR'S REPORT
- VIII. UNFINISHED BUSINESS
- IX. NEW BUSINESS

ACTION ITEMS:

1. GRANT ACCEPTANCE – RECOMMENDATION TO APPROVE A RESOLUTION TO ACCEPT AN FAA AIRPORT IMPROVEMENT PROGRAM (AIP) GRANT IN THE AMOUNT OF \$1,819,044 TO REIMBURSE BEAUFORT COUNTY FOR THE PURCHASE OF 26 HUNTER ROAD, CONTINGENT UPON RECEIPT OF THE FINAL FAA GRANT OFFER - [VOTE](#)
 2. GRANT ACCEPTANCE – RECOMMENDATION TO APPROVE A RESOLUTION TO ACCEPT AN FAA AIRPORT INFRASTRUCTURE GRANT (AIG) IN THE AMOUNT OF \$1,358,322.00 TO REIMBURSE BEAUFORT COUNTY FOR THE PURCHASE OF 28 HUNTER ROAD, CONTINGENT UPON RECEIPT OF THE FINAL FAA GRANT OFFER - [VOTE](#)
 3. CONTRACT AWARD (ARW) - RECOMMENDATION TO APPROVE A CONTRACT AWARD TO EDISON FOARD FOR THE DESIGN-BUILD OF AN EIGHT-BAY T-HANGAR AND 50' X 50' BOX HANGAR, CONTINGENT UPON EXECUTION OF ORDINANCE 2026/40 AUTHORIZING THE REALLOCATION OF THE REMAINING AMERICAN RESCUE PLAN ACT (ARPA) FUNDS - [VOTE](#)
- X. CHAIRMAN UPDATE
 - XI. COMMITTEE REPORTS
 - XII. CITIZEN COMMENT (Limit comments to three minutes)
 - XIII. ADJOURNMENT

NEXT MEETING:

THURSDAY, SEPTEMBER 17, 2026, AT 10:00 AM (3rd THURSDAY)
TOWN CHAMBERS, 1 TOWN CENTER COURT, HILTON HEAD, SC 29928

MINUTES

Beaufort County Airports Board

June 11, 2026 | 10:00 am | Meeting called to order by Chairman Rich Sells
[Video and Transcript](#)

ATTENDANCE

Present: Rich Sells, Thomas Sheahan, Chris Butler, Jim Starnes, Mark Bailey, Leslie Adlam Flory, David Nelems, Nick Mesenburg, and Mike Szczechowski

Absent: Dr. Eli Roth

County Staff: Stephen Parry, Deputy Airports Director; Marlene Myers, Airports Business Manager; and Rocio Rexrode, Airports Senior Administrative Specialist.

Hilton Head Island Town Council Liaison: Melinda Tunner

Beaufort County Council Liaison: Thomas Reitz

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

AGENDA ADOPTION

The June 11, 2026, BCAB meeting agenda was adopted with unanimous consent.

APPROVAL OF MINUTES

Mark Bailey made a motion to approve the May 14, 2026, meeting minutes. Leslie Adlam Flory seconded the motion. All were in favor, and the motion passed.

PUBLIC COMMENTS

There were no Public Comments.

DIRECTOR'S REPORT

Airports Deputy Director Steve Parry reported that Airports Director Jon Rembold was attending the Air Service Development Conference in Chicago to meet with airline representatives and pursue additional commercial air service opportunities for the Hilton Head Island Airport.

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

Terminal Project: The new terminal is fully operational. Remaining work includes construction of the Service Animal Relief Area following final design approvals and installation of digital advertising infrastructure. The Service Animal Relief Area is anticipated to begin construction by the end of July, and installation of digital advertising screens is expected to be completed by the end of August.

Airport Layout Plan (ALP): A productive meeting was held with the Town of Hilton Head regarding the Airport Layout Plan update. An additional working session was scheduled for early July to continue discussions and work toward consensus on proposed items.

Airfield Drainage Improvements: The airfield drainage improvement project required to address FAA Part 139 safety requirements. Drainage structures are currently being fabricated, with installation anticipated to begin following delivery. Construction will occur during nighttime operations.

Airline Rates and Charges: Talbert, Bright & Ellington and Newton & Associates continue to develop the airport's cost recovery model and updated airline rates and charges. Discussions with the airlines will begin once the proposed rates are finalized.

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

Runway Rehabilitation: The runway rehabilitation project is substantially complete. All financial reconciliation has been completed, and the project will be formally closed upon receipt of the final as-built drawings.

Parallel Taxiway Extension: Design of the parallel taxiway extension is approximately 30 percent complete. The project is anticipated to be advertised for construction bids in Spring 2027.

Automated Weather Observing System (AWOS) Relocation: The FAA requested evaluation of alternate locations for the AWOS after reconsidering the previously approved site. Staff continues to work with the FAA and Talbert, Bright & Ellington to identify an acceptable location while minimizing impacts to future airport development. The South Carolina Aeronautics Commission has indicated its willingness to assist with project funding.

Site Construction and Transient Hangar: Site construction continues despite delays associated with utility coordination and design approvals. Completion of the site work is anticipated by the end of July. The Board was advised that Edison Foard was selected as the successful proposer for the Design-Build Transient Hangar project and is expected to begin work as site construction concludes.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS – ACTION ITEMS

For efficiency, Chairman Sells recommended consolidating Action Items 1 through 8 into a single motion, given their similar nature. Upon motion duly made and seconded, the Board unanimously approved, considering the items as one motion.

1. CONTRACT AWARD (HXD) - RECOMMEND APPROVAL OF A CONTRACT AWARD FOR ARCHITECTURAL AND ENGINEERING (A&E) TO TALBERT, BRIGHT & ELLINGTON, LCC
2. CONTRACT AWARD (ARW) - RECOMMEND APPROVAL OF A CONTRACT AWARD FOR JANITORIAL SERVICES TO ON POINT COMMERCIAL AND RESIDENTIAL CLEANING SERVICES, LCC
3. CONTRACT AWARD (ARW) - RECOMMEND APPROVAL OF A CONTRACT AWARD (PENDING) FOR TRANSIENT HANGAR DESIGN BUILD TO EDISON FOARD (PRE-CONSTRUCTION)

4. OPERATING / LEASE AGREEMENT (HxD) - RECOMMEND APPROVAL OF RESOLUTION AUTHORIZING A RENTAL CAR CONCESSION AGREEMENT WITH AVIS BUDGET GROUP
5. OPERATING / LEASE AGREEMENT (HxD) - RECOMMEND APPROVAL OF RESOLUTION AUTHORIZING A RENTAL CAR CONCESSION AGREEMENT WITH ENTERPRISE HOLDINGS
6. OPERATING / LEASE AGREEMENT (HxD) - RECOMMEND APPROVAL OF RESOLUTION AUTHORIZING A RENTAL CAR CONCESSION AGREEMENT WITH GSP TRANSPORTATION
7. GRANT ACCEPTANCE (HxD) - RECOMMEND APPROVAL OF RESOLUTION TO ACCEPT SCAC GRANT IN THE AMOUNT OF \$88,538.00 FOR AIRPORT DEVELOPMENT PROJECTS
8. WORK AUTHORIZATION (HxD) – RECOMMENDATION TO APPROVE TALBERT, BRIGHT, AND ELLINGTON WORK AUTHORIZATION 2119-2410 AMENDMENT 1 FOR PROFESSIONAL SERVICES

VOTE:

Jim Starnes made a motion to approve Action Items 1 through 8. David Nelems seconded the motion. All were in favor, and the motion passed.

CHAIRMAN UPDATE

Committee Assignments:

The Chairman advised the Board that updated committee assignments and chair appointments had been distributed and would be provided to members.

1. Finance Committee

Members: *Vacant* (Chair), Chris Butler, and Tom Sheahan.

The County budget remains under review by the County Council. Once the budget is adopted, Finance staff will present the finalized airport budget to the Board. Staff also agreed to schedule a future committee discussion on potential updates to airport operating agreements.

2. Passenger Service Committee

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

Airport Ambassador volunteers continue to enjoy serving passengers in the new terminal, and passenger feedback has been very positive.

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.

4. HxD Airport Improvement Committee

Members: *Vacant* (Chair), Rich Sells, and Chris Butler

The Committee had nothing new to report this month.

5. Government Affairs Committee

Members: Rich Sells (Chair)

The Committee had nothing new to report this month.

PUBLIC COMMENTS

Melinda Tunner: Emphasized the importance of communicating changes associated with the new parking system to airport customers.

Staff confirmed that a 30-minute grace period will be provided before parking charges begin and explained how the parking system will operate for customer drop-offs, pick-ups, and commercial users.

ADJOURNMENT

The motion to adjourn was made at 10:46 a.m. It passed unanimously.

NEXT MEETING

July 09, 2026 | 10:00 a.m.

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



BEAUFORT COUNTY PUBLIC FACILITIES COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

APPROVE A RESOLUTION TO ACCEPT A FEDERAL AVIATION ADMINISTRATION (FAA) AIRPORT IMPROVEMENT PROGRAM (AIP) GRANT IN THE AMOUNT OF \$1,819,044 TO REIMBURSE BEAUFORT COUNTY FOR THE PURCHASE OF 26 HUNTER ROAD, CONTINGENT UPON RECEIPT OF THE FINAL FAA GRANT OFFER.

MEETING NAME AND DATE:

Public Facilities Committee August 17, 2026

STAFF RECOMMENDATION / COUNCIL OPTIONS:

Staff recommends approval of a resolution to accept an FAA AIP Grant in the amount of \$1,819,044.00 for Beaufort County's Hilton Head Island Airport (HXD) Land Acquisition Reimbursement – 26 Hunter Road project, contingent upon receipt of the final FAA Grant Offer.

PRESENTER INFORMATION:

Jon Rembold, Airports Director, 3 min.

ITEM BACKGROUND:

Beaufort County acquired the property located at 26 Hunter Road to support the long-term development and operational needs of Hilton Head Island Airport (HXD). The Federal Aviation Administration (FAA) has determined the land acquisition project to be eligible for funding under the Airport Improvement Program (AIP), which will reimburse Beaufort County for eligible costs associated with the purchase of the property.

FISCAL IMPACT:

The total eligible project cost is \$1,913,731.00, with funding allocated as follows:

- Federal Aviation Administration (FAA): (95%) \$1,819,044.00
- Beaufort County Local Share: (5%) \$94,687.00

GL Account: 5402-90-0000-57130

Account Balance: \$16,152,152.75.

APPROVAL HISTORY:

The Beaufort County Airports Board is scheduled to recommend approval of the resolution to accept the grant at its regular meeting on August 13, 2026.



BEAUFORT COUNTY PUBLIC FACILITIES COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

APPROVE A RESOLUTION TO ACCEPT A FEDERAL AVIATION ADMINISTRATION (FAA) AIRPORT INFRASTRUCTURE GRANT (AIG) IN THE AMOUNT OF \$1,358,322 TO REIMBURSE BEAUFORT COUNTY FOR THE PURCHASE OF 28 HUNTER ROAD, CONTINGENT UPON RECEIPT OF THE FINAL FAA GRANT OFFER.

MEETING NAME AND DATE:

Public Facilities Committee August 17, 2026

STAFF RECOMMENDATION / COUNCIL OPTIONS:

Staff recommends approval of a resolution to accept an FAA Airport Infrastructure Grant (AIG) in the amount of \$1,358,322.00 to reimburse Beaufort County for the purchase of 28 Hunter Road, contingent upon receipt of the final FAA Grant Offer.

PRESENTER INFORMATION:

Jon Rembold, Airports Director, 3 min.

ITEM BACKGROUND:

Beaufort County acquired the property located at 28 Hunter Road to support the long-term development and operational needs of Hilton Head Island Airport (HXD). The Federal Aviation Administration (FAA) has determined the land acquisition project to be eligible for funding under the Airport Infrastructure Grant (AIG), which will reimburse Beaufort County for eligible costs associated with the purchase of the property.

FISCAL IMPACT:

The total eligible project cost is \$1,428,760.00, with funding allocated as follows:

- Federal Aviation Administration (FAA): (95%) \$1,358,322.00
- Beaufort County Local Share: (5%) \$70,438.00

GL Account 5402-90-0000-57130

Account Balance: \$16,152,152.75

APPROVAL HISTORY:

The Beaufort County Airports Board is scheduled to recommend approval of the resolution to accept the grant at its regular meeting on August 13, 2026.



BEAUFORT COUNTY PUBLIC FACILITIES COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

APPROVAL OF A CONTRACT TO EDISON FOARD FOR THE DESIGN-BUILD OF AN EIGHT-BAY T-HANGAR AND 50' X 50' BOX HANGAR AT BEAUFORT EXECUTIVE AIRPORT (ARW), CONTINGENT UPON EXECUTION OF ORDINANCE 2026/40 AUTHORIZING THE REALLOCATION OF THE REMAINING AMERICAN RESCUE PLAN ACT (ARPA) FUNDS

MEETING NAME AND DATE:

Public Facilities Committee August 17, 2026

STAFF RECOMMENDATION / COUNCIL OPTIONS:

Staff recommends approval of a contract to Edison Foard for the design-build of an Eight-Bay T-hangar and 50' x 50' Box Hangar at Beaufort Executive Airport (ARW), contingent upon execution of Ordinance 2026/40 authorizing the reallocation of the remaining American Rescue Plan Act (ARPA) funds

PRESENTER INFORMATION:

Jon Rembold, Airports Director, 3 min.

ITEM BACKGROUND:

Beaufort County issued a Request for Proposal (RFP) No. 072826 to procure design-build services for the development of an Eight-Bay T-Hangar and a 50-foot by 50-foot Box Hangar at Beaufort Executive Airport (ARW). The project will provide additional aircraft storage facilities to support based general aviation aircraft, improve airport operational efficiency, generate additional airport revenue, and support the airport's long-term development objectives. The selected design-build team will provide complete design, permitting, procurement, construction, and project closeout services for the project.

FISCAL IMPACT:

Funding for this contract is provided through American Rescue Plan Act (ARPA) funds reallocated to the Airport Investment Project, contingent upon final adoption of Ordinance 2026/40.

Funding Source: ARPA (100%) \$1,496,825.73

GL Account: To be provided - Contingent upon execution of Ordinance 2026/40

Account Balance: \$1,496,825.73 - Contingent upon execution of Ordinance 2026/40

APPROVAL HISTORY:

The Beaufort County Airports Board is scheduled to recommend approval of the contract at its regular meeting on August 13, 2026.