Beaufort County Airports Board

Chairman
RICH SELLS

Vice Chairman
THOMAS SHEAHAN

Committee Members
MARK BAILEY
CHRIS BUTLER
LESLIE ADLAM FLORY
ANDY MEERS
DAVID NELEMS
DR. ELI ROTH
JAMES STARNES
MICHAEL SZCZECHOWSKI

Airports Director
JON REMBOLD

County Administrator
MICHAEL MOORE

Project and Development Coordinator
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: 243 023 557 681 30
Passcode: 4pw27Vj2

Beaufort County Airports Board Agenda

Council Chambers – Hilton Head Island
One Town Center Court, Hilton Head, SC 29928
Thursday, November 5, 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 – OCTOBER 8, 2026

VI. PUBLIC COMMENT (Limit comments to three minutes)

VII. DIRECTOR'S REPORT

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

ACTION ITEMS:

1. GRANT ACCEPTANCE (HXD) – RECOMMENDATION TO APPROVE A RESOLUTION TO ACCEPT A SCAC ENTITLEMENT GRANT IN THE AMOUNT OF $125,000.00 FOR THE HILTON HEAD ISLAND AIRPORT PEDESTRIAN WALKWAY AND BRIDGE PROJECT (DESIGN-BUILD) – VOTE
2. GRANT ACCEPTANCE (HXD) – RECOMMENDATION TO APPROVE A RESOLUTION TO ACCEPT A SCAC ENTITLEMENT GRANT IN THE AMOUNT OF $11,000.00 FOR THE HILTON HEAD ISLAND AIRPORT LEAKAGE AND RETENTION STUDY (CONSULTING) – VOTE
3. GRANT ACCEPTANCE (HXD) – RECOMMENDATION TO APPROVE A RESOLUTION TO ACCEPT A SCAC ENTITLEMENT GRANT IN THE AMOUNT OF $35,905.00 FOR THE HILTON HEAD ISLAND AIRPORT PARKING GATE ELECTRICAL AND DATA (CONSTRUCTION) – VOTE
4. FY 2028–2032 AIRPORT CAPITAL IMPROVEMENT PROGRAM (ACIP) - RECOMMENDATION TO APPROVE THE FY 2028–2032 ACIP LIST FOR HILTON HEAD ISLAND AIRPORT (HXD) AND BEAUFORT EXECUTIVE AIRPORT (ARW) – VOTE

X. CHAIRMAN UPDATE

1. Board Members Orientation *(Proposed date: 12/10/26)*
2. 2027 Meeting Dates Review

XI. COMMITTEE REPORTS

XII. CITIZEN COMMENT (Limit comments to three minutes)

XIII. ADJOURNMENT

NEXT MEETING:
THURSDAY, JANUARY 8, 2027, AT 10:00 AM
TOWN COUNCIL CHAMBERS, 1 TOWN CENTER COURT, HILTON HEAD, SC 29928

MINUTES

Beaufort County Airports Board

October 8, 2026 | 10:00 am | Meeting called to order by Chairman Rich Sells
Video and Transcript

ATTENDANCE

Present: Rich Sells, Thomas Sheahan, Chris Butler, Leslie Adlam Flory, Jim Starnes, Mark Bailey, David Nelems, Dr. Eli Roth, and Mike Szczechowski.

Absent:

County Staff: Jon Rembold, Airports Director; Stephen Parry, Deputy Airports Director; Jeremy Mathes, ARFF Chief; Brandon Chavis, ARW Airport Manager; Marlene Myers, Airports Business Manager; and Rocio Rexrode, Project and Development Coordinator.

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 October 8, 2026, BCAB meeting agenda was adopted with unanimous consent.

APPROVAL OF MINUTES

The minutes were amended to reflect that Mark Bailey was present (Teams). Chris Butler made a motion to approve the amended September 17, 2026, meeting minutes. Dr. Eli Roth seconded the motion. All were in favor, and the motion passed.

PUBLIC COMMENTS

Melinda Tunner: Addressed the Airport Layout Plan (ALP), noting that the stakeholder group had met once several months earlier but had not reconvened. She emphasized the importance of scheduling the next meeting so community members could receive updates and understand the planning process.

Ms. Turner reported that businesses along the Beach City Road airport fence line had been contacted by a Charleston-area attorney group offering assistance related to potential airport impacts and property values. She expressed concern that this outreach could create the impression that decisions had already been made, when, to her knowledge, no such decisions had been finalized. She requested an update on the next steps for the ALP.

DIRECTOR'S REPORT

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

  Partial Parallel Taxiway: It was reported that the 30% design submittal had been sent to the FAA and that the 60% design submittal was scheduled for October 28, 2026. FAA comments required

revisions to the taxiway lead-in so aircraft would need to make a turn rather than proceed directly from the apron toward the runway. Once the design reviews are complete, the Airport will be able to further evaluate grant funding and the project layout. Construction funding has not yet been secured.

Runway Rehab (Closeout): The runway rehabilitation project is complete. The Airport is finalizing grant closeout documentation and ensuring that all remaining payments are processed.

AWOS: It was reported that the FAA had reviewed several potential locations for relocating the AWOS equipment. A final location acceptable to the Airport and the FAA has been identified. The Airport is awaiting engineering drawings for the equipment slab and coordinating with the State, which will install and connect the new weather equipment. The County will be responsible for the slab, power, and data lines.

Hangar Project: Sitework was reported to be approximately 99% complete, with remaining punch-list items, asphalt touch-ups, and corrections to areas where water had collected on the taxiway. The completed sitework will allow the Airport to proceed with the transient hangar, the first hangar planned for construction. The Airport continues to coordinate with Edison Foard regarding costs and funding before construction begins.

The separate project for an eight-bay T-hangar and a small box hangar remains in the design phase. Edison Foard was selected for that project, and the Airport is working to ensure the project can proceed within the required timeline for expenditure of ARPA funds by year-end.

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

  Parking Gate and Collection System: Staff reported an estimated 8–10% failure rate due to connectivity issues, QR-code scanning difficulties, and user or operator errors. Elite Aviation provides on-site assistance during business hours and 24/7 remote monitoring. Additional fiber-optic connectivity is being pursued to improve performance.

  Parking revenue has increased since activation, though comparison with the previous operator is pending. Eligible Signature Aviation and helicopter-tour customers may receive validation, while qualifying airport tenants receive complimentary parking.

  Parking Lot Improvements: The pedestrian bridge will connect the Hunter Road property to the terminal sidewalk, allowing employees to park outside the customer lot and potentially relocating rental-car returns. These changes are intended to increase customer parking capacity and improve access. A parking lot study was underway, with results expected around November, to help guide future improvements.

  Airfield Drainage: The airfield drainage project was reported as substantially complete, with one additional structure needed to address an unforeseen issue. Installation of the structure will allow the project to be closed out.

Pockets Full of Sunshine: The Director reported on a recent visit to the airport by participants from Pockets Full of Sunshine and their adult companions. The group toured the fire station, visited the air traffic control tower, viewed a privately owned aircraft in a hangar, and watched aircraft takeoffs and landings. Participants also observed ARFF team members demonstrate how quickly they could put on their protective gear during a fun "gear race." The group enjoyed lunch in the apparatus bay. The Director described the visit as a successful community outreach activity and expressed interest in continuing opportunities to connect with the organization.

- **AIRPORT UPDATE:**

  ALP Meeting: The Director explained that a date for the next ALP stakeholder meeting cannot yet be confirmed because the Airport is coordinating with the FAA to clarify mandatory compliance requirements related to airport operations and federal grant agreements. Once these requirements are clarified, the Airport can discuss alternatives and schedule the next meeting.

  He expressed concern that outreach by a Charleston-area attorney group to Beach City Road businesses was premature and creating unwarranted fear, emphasizing that no decisions have been finalized and any actual concerns would be addressed if they arise. He noted that this explanation would provide Ms. Turner with an update for her constituents.

  NAC Conference: The Director reported attending the National Airports Conference in New Orleans, where he connected with representatives from small, non-hub airports nationwide. A roundtable discussion provided an opportunity to exchange information on airport operations, funding opportunities, and common challenges. The Director noted that the conference also provided opportunities to connect with consultants, service providers, and equipment vendors.

  Tailwind Concession Project: A contractor has been identified, and the concessionaire is developing concepts for the additional concessions area. Plans will be reviewed with the terminal architect to ensure consistency with the terminal design. The proposed concept includes hot food and packaged food offerings as well as retail items. A construction schedule has not yet been established.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS – ACTION ITEMS

1. **CONTRACT AWARD (HXD) - RECOMMENDATION TO APPROVE CONTRACT AWARD FOR DESIGN-BUILD OF THE PEDESTRIAN WALKWAY AND BRIDGE PROJECT TO NIX CONSTRUCTION**

   Chris Butler made a motion to recommend approval of a contract award to Nix Construction, Inc., for the design-build of the Pedestrian Walkway and Bridge Project at the Hilton Head Island Airport. Dr. Eli Roth seconded the motion. All were in favor, and the motion passed.

2. **CHANGE ORDER (ARW) – RECOMMENDATION TO APPROVE CHANGE ORDER #1 AND CHANGE ORDER #2 FOR BEAUFORT EXECUTIVE AIRPORT HANGAR CONSTRUCTION PROJECT (SITE DEVELOPMENT)** Jim Starnes made a motion to recommend approval of Change Orders #1 and #2 for the ARW Hangar Construction Project (Site Development). David Nelems seconded the motion. All were in favor, and the motion passed.

CHAIRMAN UPDATE

Chairman Sells reported that Andy Meers had been appointed the new chair of the Hilton Head Airport committee, and Mike Szczechowski is also serving on the committee; additional Board members may participate if interested.

1. **Finance Committee**

   Members: Chris Butler (Chair), Rich Sells, and Tom Sheahan.

   The committee anticipates meeting in January to review the budget, with a preliminary review as early as December also discussed. FY 2028 capital requests had already been submitted, and the Airport was actively preparing the budget, with the final budget due in February. The committee also discussed the possibility of periodic budget reports. Airport Finance will be consulted to coordinate and confirm a meeting date.

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.

3. **ARW Facilities Use and Improvement Committee**

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

   The committee plans to meet in November to discuss the hangar project, including questions regarding the transient hangar.

4. **Government Affairs Committee**

   Members: Rich Sells (Chair)

   The Committee had nothing new to report this month.

PUBLIC COMMENTS

There were no Public Comments.

ADJOURNMENT

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

NEXT MEETING

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

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

RESOLUTION 2026/

A RESOLUTION TO ACCEPT A SOUTH CAROLINA AERONAUTICS COMMISSION (SCAC) ENTITLEMENT GRANT FOR THE HILTON HEAD ISLAND AIRPORT (HXD) PEDESTRIAN WALKWAY AND BRIDGE PROJECT (DESIGN AND BUILD) - CONTINGENT UPON FINAL GRANT OFFER

WHEREAS, HXD is experiencing increased demand for terminal parking due to continued growth, while the existing terminal parking lot has limited capacity; and

WHEREAS, HXD proposes the construction of a pedestrian walkway and bridge connecting recently acquired property designated for supplemental parking to the existing terminal parking area; and

WHEREAS, the proposed pedestrian walkway and bridge will provide a safe, dedicated pedestrian route for airport employees and terminal tenants to utilize supplemental parking while preserving existing terminal parking capacity for passengers and rental car operations; and

WHEREAS, HXD has applied to the SCAC requesting 100% Commercial Service Airport Entitlement Funds in the amount of $125,000 to offset project costs and supplement available airport funding; and

NOW, THEREFORE, BE IT RESOLVED that Beaufort County Council, duly assembled, does hereby authorize the acceptance of a SCAC entitlement grant in the amount of $125,000 for the HXD Pedestrian Walkway and Bridge Project (Design and build) - contingent upon SCAC grant offer.

Adopted this ____ day of _____, 2026

COUNTY COUNCIL OF BEAUFORT COUNTY

BY: _____
Alice Howard, Chairman

ATTEST:

_____
Sarah W. Brock, Clerk to Council

RESOLUTION 2026/

A RESOLUTION TO ACCEPT A SOUTH CAROLINA AERONAUTICS COMMISSION (SCAC) ENTITLEMENT GRANT FOR THE HILTON HEAD ISLAND AIRPORT (HXD) LEAKAGE AND RETENTION STUDY - CONTINGENT UPON FINAL GRANT OFFER

WHEREAS, HXD seeks to better understand air travel demand generated by its catchment area, including the extent to which travelers use HXD or competing airports, particularly Savannah/Hilton Head International Airport; and

WHEREAS, HXD proposes to conduct an air service development leakage and retention study to estimate catchment-area travel demand, measure passenger retention and leakage, and profile destination markets and airline shares; and

WHEREAS, the study will provide market data to support airline recruitment, retention and expansion discussions, identify opportunities to recapture passengers, and guide airport marketing and air service planning, including efforts to strengthen year-round connectivity; and

WHEREAS, HXD has applied to SCAC requesting 100% Commercial Service Airport Entitlement Funds in the amount of $11,000 to fund professional consulting services for the Leakage and Retention Study; and

NOW, THEREFORE, BE IT RESOLVED that Beaufort County Council, duly assembled, does hereby authorize the acceptance of a SCAC entitlement grant in the amount of $11,000 for the HXD Leakage and Retention Study, contingent upon the final SCAC grant offer.

Adopted this ____ day of _____, 2026

COUNTY COUNCIL OF BEAUFORT COUNTY

BY: _____
Alice Howard, Chairman

ATTEST:

_____
Sarah W. Brock, Clerk to Council

RESOLUTION 2026/

A RESOLUTION TO ACCEPT A SOUTH CAROLINA AERONAUTICS COMMISSION (SCAC) ENTITLEMENT GRANT FOR THE HILTON HEAD ISLAND AIRPORT (HXD) TERMINAL PARKING GATE ELECTRICAL AND DATA INFRASTRUCTURE PROJECT - CONTINGENT UPON FINAL GRANT OFFER

WHEREAS, HXD continues to experience increased demand for terminal parking as a result of growth in passenger enplanements, rental car operations, and airport staffing; and

WHEREAS, the existing terminal parking facilities and infrastructure present operational challenges in managing vehicle entry, exit, and overall parking access; and

WHEREAS, HXD has engaged a professional parking management contractor to implement and operate an improved terminal parking management system, which requires dedicated electrical power and data connectivity at the parking access gates to support reliable operation and access control; and

WHEREAS, the proposed Terminal Parking Gate Electrical and Data Infrastructure Project will provide the necessary electrical and data infrastructure to support the parking gate equipment, enhance operational efficiency, strengthen access management, improve the reliability of parking transactions, and support effective management of airport parking resources; and

WHEREAS, HXD has applied to SCAC requesting 100% Commercial Service Airport Entitlement Funds in the amount of $35,905 to offset the cost of installing the required electrical and data infrastructure; and

NOW, THEREFORE, BE IT RESOLVED that Beaufort County Council, duly assembled, does hereby authorize the acceptance of a SCAC entitlement grant in the amount of $35,905 for the HXD Terminal Parking Gate Electrical and Data Infrastructure Project, contingent upon the final SCAC grant offer.

Adopted this ____ day of _____, 2026

COUNTY COUNCIL OF BEAUFORT COUNTY

BY: _____
Alice Howard, Chairman

ATTEST:

_____
Sarah W. Brock, Clerk to Council

BEAUFORT COUNTY
PUBLIC FACILITIES COMMITTEE
AGENDA ITEM SUMMARY

ITEM TITLE:
INFORMATIONAL ITEM: AIRPORT CAPITAL IMPROVEMENT PROGRAM (ACIP) LIST FOR HILTON HEAD ISLAND AIRPORT (HXD) AND BEAUFORT EXECUTIVE AIRPORT (ARW).
MEETING NAME AND DATE:
Public Facilities Committee November 16, 2026
STAFF RECOMMENDATION / COUNCIL OPTIONS:
N/A
PRESENTER INFORMATION:
Jon Rembold, A.A.E., Airports Director (3 min.)
ITEM BACKGROUND:
The National Airports Capital Improvement Plan is an internal FAA document that serves as the primary planning tool for identifying and prioritizing critical airport development and associated capital needs for the National Airspace System. Each year the FAA requests a project list from each airport that receives project funding. This is an informational update to brief Council on the ARW and HXD lists.
FISCAL IMPACT:
N/A
APPROVAL HISTORY:
This item was presented to the Airports Board at the meeting on November 5, 2026.