

**County Council of Beaufort County**  
**Hilton Head Island Airport – [www.hiltonheadairport.com](http://www.hiltonheadairport.com)**  
**Beaufort County Airport – [www.beaufortcoairport.com](http://www.beaufortcoairport.com)**  
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**AVIATION ADVISORY BOARD MEETING MINUTES**  
**OF NOVEMBER 20, 2008**

The print media was notified in accordance with the State Freedom of Information Act.

The regularly scheduled meeting of the Beaufort County Aviation Advisory Board was held at 1:30 PM on Thursday, November 20, 2008 in the Council Chambers of the Beaufort County Government Center. Chairman David Ames opened the meeting and noted that there was a quorum.

**A motion was made and seconded to approve the November 20, 2008 agenda. The motion passed unanimously.**

**A motion was made and seconded to accept the October 16, 2008 meeting minutes. The motion passed unanimously.**

**MEMBERS**

David Ames-Chairman  
Pete Buchanan – Vice Chairman  
Councilman Rick Caporale – Beaufort  
County Liaison  
Councilman Ken Heitzke – Town of Hilton  
Head Liaison  
Anne Esposito  
Leonard Law  
Ross Sanders  
Jared Newman  
Dan Lynch

**GUESTS**

Councilman Stu Rodman  
Joe Croley – Hilton Head Area Assoc. of Realtors  
Daniel Brownstein – Island Packet  
Steve Wright – Resident  
Chuck Copley – Resident  
Will Dopp – Resident  
Ron Morales – National Weather Service CHS  
Joe Calderone – National Weather Service CHS  
Christine Grefe – Leadership Program  
Carrie Amankwah – Leadership Program  
Jim Fisher – Resident  
John Morrissette – Resident

**MEMBERS ABSENT**

Harvey Ewing

**STAFF**

Paul Andres – Airport Director  
Rob McFee – Public Services Director  
Larry Yeager – Chief of Operations  
Joel Phillips – Beaufort Co. Airport Supv.  
Linda Wright – Administrative Assistant

**GUEST INTRODUCTIONS & PUBLIC COMMENTS** – Guests attending the meeting introduced themselves. There were no public comments at this time.

## **HILTON HEAD ISLAND AIRPORT REPORT**

1. Tower Report: Paul Andres
  - For the month of October 2008 there were 3,305 total flight operations of which 1,975 were conducted under IFR procedures. There were 25 after hours flights included in the total.
2. Projects: Paul Andres

Mr. Andres stated the merger between Delta Airlines and Northwest Airlines has gone through and that Delta Airlines will resume service to Atlanta on March 2, 2009.

- Tree Obstruction Removal – The plant back bid for the South End of the Airport has been rejected and will have to be re-bid. The contractors did not comply with the FAA required DBE goals. They are still waiting for the Army Corps of Engineers' comments for the Runway 21 North End Environmental Assessment. Mr. Andres stated that in the meantime they are trying to obtain accurate survey data on the trees to present to the Town in order to get some definitive costs associated with this project.
  - Emergency Generator – Revised landscape plans for the emergency generator project have been submitted to the Town's Design Review Board for consideration and approval.
  - ARFF Design – The new Airport Rescue and Fire Fighting Station conceptual plan has been completed and submitted to the Town's Design Review Board. Their approval was received on October 28<sup>th</sup>. It is now going to the Hilton Head Planning Commission for their public project review requirements.
  - Design Projects – The remaining design projects currently underway at the Airport are improvements to the passenger terminal, replacement of joint material on the commercial service ramp and drainage improvements on the North End of the Airport and the runway safety area.
  - Taxiway Marking – Mr. Andres stated he was able to accelerate and complete the enhanced taxiway centerline marking. He stated this was done in partnership with the State Division of Aeronautics under a state contract.
3. Operations Report: Chief Yeager
    - There was one fire alarm activation at the Executive Air hangar complex due to a malfunction of the sprinkler system.
    - There were six medivacs for the month of October.
  4. Noise Complaints & Traffic Counters: Chief Yeager
    - There were no noise complaints for the month of October.

## **BEAUFORT COUNTY AIRPORT REPORT**

1. Fuel Sales: Joel Phillips
  - For the month of October the total fuel sales were 8,552 gallons (5,308 gallons of AvGas and 3,244 gallons of jet fuel) which is down approximately 30% from the same time period last year. He stated that total operations were approximately 1,050 for the month.
2. Projects: Paul Andres

- Tree Obstruction Removal – Mr. Andres stated the tree obstruction removal project is approximately 75% complete. He stated once they are finished they will have to do the required cleanup. He further stated that the plant back bids were rejected for the same reason as for Hilton Head so it will be out for re-bid as well.
- Mosquito Control Hangar – The Mosquito Control hangar is nearing completion and should be finished in December.
- Master Plan – Mr. Andres stated that the Advisory Committee for the Master Plan has agreed to establish and use the same Airport Reference Code of B-II as they have used in the past and it will be used for the remainder of the Master Plan process. He stated they will use the critical design aircraft of a Cessna CJ3 which has different characteristics and requirements than the current critical design aircraft.
- Design Projects – The design projects for the runway overlay, runway end identifier lighting system on the South End and the rotating beacon and wind cone replacement projects are all underway. Mr. Andres stated the survey crews have completed their survey work and have provided the data to the consultant.

Councilman Caporale asked if it was correct that if there were a fire in the terminal, the Hilton Head Fire Department would respond rather than Airport Rescue and Fire Fighters. Chief Yeager stated that is correct because the ARFF is equipped specifically for aircraft rescue and fire fighting. He stated it is beyond their capabilities to do any more than an initial response to a structure fire. Chief Yeager further stated that there is a written mutual aid agreement with the Town and that ARFF is bound by FAR Part 139 for a maximum response time of 3 minutes to the center of the runway. Councilman Caporale asked if there were any FAA restrictions that would prevent a joint facility. Chief Yeager stated that because the fire station is inside the secured area of the airport it would lessen the response time for the Town of Hilton Head for their ISO rating. Mr. Andres stated that he had met with the Hilton Head Fire Chief on this matter and the Chief had informed him the station would have to be located off airport property in order to meet their needs.

## **COMMITTEE REPORTS**

### 1. Finance: Pete Buchanan

- Mr. Buchanan stated the first third of the year is favorable at both airports, but there have been no significant repairs, maintenance or renovations at either Airport. Mr. Ames wanted to know if Delta's time off would dramatically effect the cash flow. Mr. Andres stated they are anticipating a little over \$150,000 in loss of revenue over the next few months due to the suspension of Delta's service. He stated they applied this to the Hilton Head Airport budget and therefore deferred action on maintenance renovation projects as well as a sizeable portion of the increased advertising budget that had been requested for this year. Councilman Caporale stated he appreciated Mr. Andres projecting loss of revenue by adjusting the budget, but stated necessary items could be brought before County Council for discussion. Mr. Ames asked Mr. Andres and Mr. Buchanan to prioritize the deferred maintenance.

### 2. Lady's Island Facilities: Pete Buchanan – No Report.

### 3. Hilton Head Island Airport Facilities: Anne Esposito – No Report.

4. External Affairs: No Report.
5. Community Relations Committee (CRC) Reports: No Reports.

### **UNFINISHED BUSINESS**

1. Hilton Head Island Airport Master Plan Study: Paul Andres
  - Mr. Andres stated the Selection Committee has ranked the consulting firms to do the Hilton Head Island Master Plan. Negotiations are still ongoing with the first ranked firm; however, no decision has been made on potential funding sources since the cost exceeds the available funds.
2. Signature Hangar Proposal: Paul Andres
  - Mr. Andres stated that Mr. Mike Bennett of Signature Flight Support is still gathering information from clients that would like to build the hangar.
3. 5-Year AIP Plans: Paul Andres
  - Mr. Andres stated the 5-Year AIP plans were presented and approved by the Public Services Committee and will be going to County Council for consideration and approval on November 24, 2008.
4. Aircraft Property Tax Rates: Paul Andres
  - Mr. Andres stated a number of the Board members met with Councilman Rodman and they will be taking their information back to the Finance Committee for their consideration. Councilman Rodman concurred. Mr. Lynch added that Beaufort County's millage rate is lower than the two closest counties.
5. AAB Charter Revisions: Councilman Caporale
  - Councilman Caporale explained the most recent changes in the charter revisions. He stated the third reading has been delayed until December 8<sup>th</sup> in order to give him time to work out the issue of the nomination from the Town of Hilton Head versus the nomination from the Hilton Head/Bluffton Chamber of Commerce. Following an open discussion, Mr. Ames expressed his appreciation for what Councilman Caporale is trying to accomplish.

### **NEW BUSINESS**

1. Terminal Area Forecast (TAF)
  - Mr. Joseph Calderone of the National Weather Service of Charleston explained the feasibility of establishing a Terminal Area Forecast for the Hilton Head Island Airport. At the conclusion of his presentation, an open discussion was held followed by a motion.

**A motion was made and seconded to recommend to County Council that they instruct the Airport Director to pursue the TAF for the Hilton Head Island Airport. The motion passed unanimously.**

### **PUBLIC COMMENTS**

1. Jim Fisher – Mr. Fisher congratulated Mr. Andres, Mr. Ames and the Board members for their hard work on getting the return service from Delta Airlines. He also wanted to know if there was any possibility of obtaining "sister" airports so passengers could buy round trip tickets from different airports. Mr. Ames stated they would look into this.
2. Jim Morrissette – Mr. Morrissette read a letter he had written to the editor of The Island Packet expressing his dissatisfaction over the County not purchasing the Builder's First Source property.
3. Chuck Copley – Mr. Copley wanted to thank the Board for passing the TAF. He stated it would be a big benefit to the Hilton Head Airport.
4. Councilman Caporale stated he would like to respond to Mr. Morrissette by asking Mr. Andres to place this topic on the next agenda and explain what the process was and what attempts were made by the County to purchase the Builder's First Source property.

### **ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at approximately 2:50 PM.

### **FUTURE MEETINGS**

Aviation Advisory Board: The next meeting will be held on Thursday, December 18, 2008 at 1:30 PM in the County Council Chambers of the Beaufort County Government Center.

Hilton Head Island Airport Community Relations Committee: Postponed until further notice.

Beaufort County Airport Community Relations Committee: Postponed until further notice.