

**County Council of Beaufort County**  
**Hilton Head Island Airport – www.hiltonheadairport.com**  
**Beaufort County Airport – www.beaufortcoairport.com**  
Post Office Box 23739 – 120 Beach City Road  
Hilton Head Island, South Carolina 29925-3739  
Phone: (843) 689-5400 - Fax: (843) 689-5411

**AIRPORTS BOARD MEETING MINUTES**  
**OF APRIL 23, 2009**

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

The regularly scheduled meeting of the Beaufort County Airports Board was held at 12:00 PM on Thursday, April 23, 2009 in the Council Chambers of the Beaufort County Government Center. Vice Chairman Pete Buchanan called the meeting to order.

Mr. Buchanan stated the new Airports Board charter became effective as of March 31, 2009.

Mr. Buchanan introduced Mr. Will Dopp and Mr. Rich Tritschler as new members of the Board.

Mr. Buchanan stated he wanted to make two changes to the agenda. The first change was to discuss the hangar rates proposal under Unfinished Business. The second change was to have Mr. Starkey discuss the Airport Financials right after guest introductions instead of waiting until New Business as Mr. Starkey had another meeting to attend.

**A motion was made and seconded to approve the April 23, 2009 agenda with changes. The motion passed unanimously.**

**A motion was made and seconded to accept the March 19, 2009 meeting minutes. The motion passed unanimously.**

**GUEST INTRODUCTIONS** – Guests attending the meeting introduced themselves.

**MEMBERS PRESENT**

Pete Buchanan – Vice Chairman  
Councilman Rick Caporale – Beaufort  
County Liaison  
Councilman Ken Heitzke – Town of Hilton  
Head Liaison  
Leonard Law  
Ross Sanders  
Will Dopp  
Rich Tritschler

**MEMBERS ABSENT**

Jared Newman

**STAFF**

**GUESTS**

Councilman Paul Sommerville  
Councilman Bill McBride  
Councilman Steve Baer  
David Starkey – BC Chief Financial Officer  
Bill Coleman – Resident  
Leo Brennan – Resident  
Chris Eversman – Wilbur Smith Associates  
Mark Kuttrus – Wilbur Smith Associates  
Mike Bennett – Signature Flight Support  
Joe Croley – Hilton Head Area Assoc. of Realtors  
Steve Baker – Resident  
Daniel Brownstein – Island Packet  
Paul Jorgensen – Resident  
Joe Zimmerman – Resident  
Alice Howard – MCAS Beaufort

**GUESTS (Continued)**

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

Ken Kendall – MCAS Beaufort  
Angela Williamson – Lowcountry Economic  
Network

## **PUBLIC COMMENTS**

1. Mike Bennett – Mr. Bennett, Signature Flight Support, stated he has had several inquiries from the public about the Airport Appreciation Day and wanted to know if it would be continued this year. He stated he would offer his full support. Mr. Buchanan stated they would take this under advisement.

## **NEW BUSINESS**

1. Airport Financials: David Starkey
  - Mr. Starkey gave an update on the procedures to help determine the accuracy of the financial statements of the Airports. He stated the auditors are looking through the transactions to see if there is anything out of the ordinary. Mr. Starkey stated that once they have completed this process and have determined that everything is correct they will then be able to produce schedules which will show where the money went, where the revenues did not match up to the money and therefore where advances were given from the general fund. He stated their goal is to have this completed by June 30<sup>th</sup> and that they would report back to the Board at that time.

Mr. Starkey, Mr. Buchanan and Mr. Dopp then held an open discussion concerning the financials.

## **HILTON HEAD ISLAND AIRPORT REPORT**

1. Tower Report: Paul Andres
  - For the month of March 2009 there were 3,691 total flight operations of which 2,091 were conducted under IFR procedures. Mr. Andres stated figures are up due to the return of Delta Airlines and the normal seasonal increase in traffic. He stated that general aviation was down approximately 20% due to the economic conditions.
2. Projects: Paul Andres
  - Tree Obstruction Removal – Wilbur Smith is completing the on-airport tree survey for the North End of the Airport. When this is completed it will be presented to the Hilton Head Town Staff along with the off-airport tree survey data. The Town Staff will then calculate the mitigation costs associated with the tree removal process. When a formal agreement is reached they can go back to the FAA to finalize the Environmental Assessment document in order to start addressing the tree obstructions on the North End of the Airport.

The South End plant back is currently underway. It is anticipated that the work will be completed by mid-May.

- Emergency Generator –The pre-engineered building is now in place and the contractor is consolidating all of the electrical equipment inside the building.

- ARFF Design – The design is approximately 90% complete. The bids are due mid to late June.
- Hilton Head Master Plan – The consultant has met with County and Town officials. The contract is in the process of being finalized.
- Design Projects – A pre-bid meeting for the runway safety area drainage improvement project was held yesterday and the bids are due May 13th. The air carrier terminal improvements and the apron joint material replacement design projects are on hold pending the completion of other projects and FAA funding. FAA funding may not be available for another year.

Mr. Dopp asked if future reports could break down commercial, based aircraft and non-based aircraft. Mr. Andres stated he would check with the FBO manager to see if he can provide any statistics for the based and non-based aircraft.

### 3. Operations Report: Chief Yeager

- There were 8 medivacs for the month of March and 2 in-flight emergencies. One was an engine fire on one of the medivac helicopters that was coming in for landing. It was extinguished by the on-board extinguishing system. The other in-flight emergency was a fixed wing general aviation aircraft with an unsafe landing gear indication that landed without incident.

### 4. Noise Complaints & Traffic Counters: Chief Yeager

- There were a few noise complaints from Indigo Run, Port Royal Plantation and Hilton Head Plantation. The complaints were due to over flights by commercial aircraft and a general aviation fixed wing aircraft. Mr. Andres stated he will be working with the operations staff of the new carrier for Delta Airlines to make sure they encourage their pilots to fly the Broad Creek Visible Approach when possible.
- The Airport Certification Manual has been updated and approved by the FAA. It was distributed to all the required parties during a table top review that focused on emergency transports in the event of a major catastrophe at the Airport.
- Pictures were shown on the overhead projector depicting the required annual ARFF live fire training that was recently held at the Savannah Air National Guard Facility.

## **BEAUFORT COUNTY AIRPORT REPORT**

### 1. Fuel Sales: Joel Phillips

- For the month of March the total fuel sales were 7,865 gallons (4,241 gallons of AvGas and 3,624 gallons of jet fuel) which is approximately 3.3% less than the same time period last year. The total operations were estimated to be 1,400.

An open discussion was held concerning the decrease in total operations at both Airports. It was noted that the total count is not quite accurate due to the counters being out of service. The counters at both Airports should be back in service at

both Airports within the next few weeks.

2. Projects: Paul Andres

- Tree Obstruction Removal – The remaining tree obstruction data is being finalized. Mr. Andres has a meeting scheduled April 30<sup>th</sup> with the SCE&G officials and engineers to discuss options regarding the power pole transmission lines that are currently obstructions on the South End of the Airport.
- Master Plan – The consultant will present an update under New Business.
- Design Projects - The runway overlay pre-bid meeting was held this morning and the bids are due May 13th. This project will require some closure of the Airport while the actual overlay process is taking place. It could mean 10 to 15 days of closure when they start laying the new asphalt. The runway end identifier lighting system bid will be due in June and the rotating beacon and wind cone replacement should also be bid about the same time.

### **COMMITTEE REPORTS**

1. Finance: Pete Buchanan – No Report.
2. Lady's Island Facilities: Pete Buchanan – No Report.
3. Hilton Head Island Airport Facilities: No Report.

### **UNFINISHED BUSINESS**

1. Aircraft Tax Rates/Hangar Rates: Pete Buchanan
  - Mr. Buchanan stated Councilman Rodman has requested the Board make a recommendation on the hangar rates at the Hilton Head Airport and the aircraft tax rates. The current hangar rental rate at the Hilton Head Airport is \$344.40 per month compared to \$350.00 per month at Charleston Exec and Savannah. Mr. Buchanan displayed a map of South Carolina that depicted the aircraft tax rates by County which is included as part of these minutes as Attachment A.

During an open discussion of both the tax and hangar rates, it was decided an ad-hoc committee consisting of Mr. Dopp, Mr. Tritschler and Mr. Law would be formed to study these issues.

### **NEW BUSINESS (Continued)**

1. Lady's Island Airport Master Plan Update: Mark Kuttrus – Wilbur Smith Associates
  - Mr. Kuttrus, Wilbur Smith Associates, gave a presentation on the Lady's Island Airport Master Plan. Mr. Kuttrus explained the pros and cons of the three runway alternatives. His presentation is attached as a part of these minutes as Attachment B. Mr. Kuttrus concluded his presentation by pointing out that Alternative 3 would be the least expensive with minimal impacts except for the marshes and yet provide a 5,000' runway thereby allowing for the Airport's continued economic viability. Following an open discussion by the Board and the public on the alternatives, a motion was made.

**A motion was made and seconded to forward the presentation to the Public Facilities Committee with the Airports Board's recommendation to approve, in concept, the Runway**

**Alternative 3 scenario in order to complete the Master Plan Study. The motion passed unanimously.**

**PUBLIC COMMENTS** – There were no public comments at this time.

Mr. Buchanan stated an item that needs to be added to the agenda for the May meeting is the election of Chairman and Vice Chairman for the Airports Board.

Mr. Dopp felt it would be a good idea for the new members to visit both Airports in late May or early June.

Councilman Caporale stated he had made a request that the County conduct an orientation for the new members once they are seated, but he has not received an answer from Mr. Kubic. He also suggested they wait until June to hold the election of officers to give the members time to get to know each other.

**ADJOURMENT**

With no further business to discuss, the meeting was adjourned at approximately 1:30 PM.

**FUTURE MEETING**

Airports Board: The next meeting will be held on Thursday, May 21, 2009 at 1:30 PM in the County Council Chambers of the Beaufort County Government Center.