

**County Council of Beaufort County**  
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**AIRPORTS BOARD MEETING MINUTES**  
**OF JUNE 18, 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 1:30 PM on Thursday, June 18, 2009 in the Council Chambers of the Beaufort County Government Center. Vice Chairman Pete Buchanan called the meeting to order.

**A motion was made and seconded to approve the June 18, 2009 agenda. The motion passed unanimously.**

**A motion was made and seconded to accept the May 21, 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  
Jared Newman  
Joseph Mazzei  
Will Dopp  
Rich Tritschler  
Monte Leath  
Graham Kerr

**MEMBERS ABSENT**

Ross Sanders  
Leonard Law

**GUESTS**

Leo Brennan – Resident  
Joe Zimmerman – Resident  
Joe Croley – Hilton Head Area Assoc. of Realtors  
David Starkey – BC Chief Financial Officer  
Alan Eisenman, BC Financial Analyst  
Marty Covington, Beaufort Gazette  
Sandra Leath – Resident

**STAFF**

Paul Andres – Airport Director  
Rob McFee – Director, Engineering and  
Infrastructure Division  
Larry Yeager – Chief of Operations  
Joel Phillips – Beaufort Co. Airport Supv.  
Linda Wright – Administrative Assistant

**UNFINISHED BUSINESS**

1. Airport Financials: David Starkey
  - Mr. Starkey gave an update of the Airports finances. Mr. Starkey handed out an unaudited Statement of Net Assets report for both the Lady's Island Airport and the Hilton Head Island Airport (see Attachment A). Mr. Starkey also informed the Board that the auditors are nearly finished with their report and are planning on presenting their findings the last week of July. He further stated that at that time he will be presenting a detailed cash flow report for both Airports.

Councilman Caporale stated the goal of this audit is to get to a new a starting point. He also addressed a comment made during the open discussion of the finances concerning whether or not there is a policy that the County will provide operating capital to the Airports. Councilman Caporale stated that while there is not a policy that the County will provide unlimited funds, the Council is more than willing to provide support to the Airports because of the positive economic impact the Airports create.

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

### **HILTON HEAD ISLAND AIRPORT REPORT**

1. Tower Report: Paul Andres
  - For the month of May 2009 there were 3,738 total flight operations of which 2,226 were conducted under IFR procedures.
2. Projects: Paul Andres
  - Tree Obstruction Removal – The inspection of the South End tree plant back mitigation was completed on June 11<sup>th</sup>. Discrepancies are currently being addressed with the Town and Wilbur Smith is verifying the tree survey data on the North End of the Airport for off-airport property.
  - Emergency Generator –The prime contractor is in the process of correcting the defective concrete work. The project is approximately 90% complete at this time.
  - ARFF Design – The project is out for bid. The bids are due June 24<sup>th</sup>.
  - Hilton Head Master Plan – The contract has been signed. The consultant is getting ready to start their work on the Master Plan.
  - Design Projects –The architect has started the conceptual design phase of the commercial terminal improvements. The bids have been received and certified for the drainage improvement project on the North End of the Airport. They are currently waiting FAA grant funding before it is brought forward for contract approval. The commercial apron joint material repair project is also underway at this time.
3. Operations Report: Chief Yeager
  - There were 5 medivac standbys at the fire station for the month of May and 1 fall injury at the terminal due to an elderly lady tripping on the throw rug at the entry door.
4. Noise Complaints & Traffic Counters: Chief Yeager
  - There were no noise complaints for the month of May.
  - The new traffic counters have been installed and are operational.

### **BEAUFORT COUNTY AIRPORT REPORT**

1. Fuel Sales: Joel Phillips

- For the month of May the total fuel sales were 9,801 gallons (5,822 gallons of AvGas and 3,979 gallons of jet fuel). The AvGas sales are up approximately 460 gallons for the same time period last year, however jet fuel is down approximately 2,900 gallons.
- New traffic counters are installed and working.

2. Projects: Paul Andres

- Tree Obstruction Removal – The revised survey data on the tree obstruction removal project on off-airport property has been received. Mr. Andres is currently scheduling a meeting with the County Administrator and the County Attorney to go over the information.
- Master Plan – The development concepts for the Airport have been established. Another staff meeting will be scheduled to go over the results with the County Administrator.
- Design Projects – The bids have been received and certified for the runway overlay project. They are waiting for FAA grant funding in order to bring the contract forward for Council approval which should be sometime this Fall. Mr. Dopp wanted to know if this would still call for a shutdown at the Airport. Mr. Andres stated it would probably require an estimated 10 to 14 day closure, but during that time they will perform other necessary maintenance items.
- The runway end identifier lighting system on the South End of the Airport and the rotating beacon and wind cone replacement are currently out for bid. The bids are due July 14<sup>th</sup>.

**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: Will Dopp
 

Mr. Dopp stated they are still gathering information, but the ad hoc committee should be ready to make a recommendation by the July meeting. Mr. Buchanan and Mr. Dopp explained the difference between an aircraft being based at the Airports and being registered in Beaufort County. A discussion was also held concerning the current and proposed aircraft tax rates in Beaufort County and other counties.

**NEW BUSINESS**

1. Airport Customers Presentation: Paul Andres
  - Mr. Andres provided the Board with a list of revenue and non-revenue customers

for both Airports (see Attachment B). He pointed out the impacts both Airports have on public safety, public health, the business community and the overall economic development throughout Beaufort County. Mr. Andres stated the annual economic impact of the Lady's Island Airport is approximately \$5 million and approximately \$83 million for Hilton Head Island Airport.

2. Republic Parking Proposal: Paul Andres

- Mr. Andres presented the proposal from Republic Parking (see Attachment C). He stated their contract expires at the end of the year and that the contract states they may request to renew their contract for an additional 5 years. Mr. Andres further stated that Republic Parking officials have informed him that they have approximately \$43,000 in necessary equipment upgrades so they would like to renew the contract for 10 years rather than 5 years in order to recoup their capital investments. Mr. Andres continued by stating that he and the County Administrator had previously talked about installing a parking kiosk inside the terminal for patron convenience. Republic Parking officials informed Mr. Andres that if the County would extend their contract for 10 years they would cover the cost of the initial upgrade, but they would ask that the Airport to repay the additional cost for the kiosk upgrade over a ten year period for just under \$1,000 per month.

Mr. Andres stated he was providing the Board with this information for consideration of a recommendation. He stated the other option would be to recommend issuing a Request for Proposal to parking contractors before the contract expires. Following an open discussion concerning the proposal and whether this type of recommendation was outside the scope of the Board's responsibilities, a motion was made.

**A motion was made and seconded to return the Republic Parking proposal to the County Administrator's staff for future course of action and once they have determined this course of action then return to the Airports Board for a recommendation to County Council. The motion failed 3 to 4.**

**A motion was made and seconded to recommend issuing a Request for Proposal for the parking concession at the Hilton Head Island Airport. The motion passed unanimously.**

3. BCAB Election of Officers/Term Dates: Paul Andres

- Mr. Andres started by reminding the Board that the new charter requires a quarterly report be submitted to the Public Facilities Committee which would make the first report due in July.
- Mr. Andres stated that according to the charter the officers for the Airports Board are to be elected in July. The County's template ordinance which governs all boards, agencies and commissions has all appointments and reappointments occurring in February of each year. Mr. Andres stated the Clerk to Council has informed him that board members that are appointed to a one year term that expires in February and have served 6 months and 1 day are considered to have served a full term. Those members who serve less than 6 months by the following February will have their term extended another year. Mr. Andres stated the Board would not be completely filled for another couple of months so they could either hold the election of officers in August or if County Council approves a text

amendment to the charter they could wait until February.

Councilman Caporale stated that Mr. Andres' second suggestion of waiting until February would work or they could extend the term to June 30<sup>th</sup> of the year the member's term would expire.

**A motion was made and seconded to allow County Council to make the decision as to when the election of officers for the Airports Board should be held. The motion passed unanimously.**

4. Signature Flight Support Lease Agreement: Will Dopp
  - Although not listed under New Business, Mr. Dopp read a statement he had written concerning questions that need to be answered before finalizing the pending lease addendum with Signature Flight Support. Mr. Dopp stated that if they did not want to act upon his statement at this time he would have a recommendation ready for the July meeting. An open discussion followed concerning the Board's boundaries and responsibilities. The discussion was concluded with Mr. Buchanan stating this would be on the July agenda.

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

#### **ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at approximately 3:15 PM.

#### **FUTURE MEETINGS**

The next meeting of the Airports Board will be held on Thursday, July 23, 2009 at 1:30 PM in the County Council Chambers of the Beaufort County Government Center.

An orientation meeting will be held for Board members only during the latter part of July. The actual date, time and place have not yet determined.