

**County Council of Beaufort County**  
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**AIRPORTS BOARD MEETING MINUTES**  
**OF NOVEMBER 19, 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, November 19, 2009 in the Council Chambers of the Beaufort County Government Center. Chairman Pete Buchanan called the meeting to order.

**A motion was made and seconded to amend the November 19, 2009 agenda to add to New Business the Lady's Island Fire Department Lease and to discuss a draft letter to be sent to the Hilton Head Island Town Council concerning the LMO. The motion passed unanimously.**

**A motion was made and seconded to approve the amended November 19, 2009 agenda. The motion passed unanimously.**

**A motion was made and seconded to accept the September 30, 2009 orientation meeting minutes. The motion passed unanimously.**

**A motion was made and seconded to accept the October 15, 2009 meeting minutes. The motion passed unanimously.**

Mr. Buchanan asked that each Board member complete either the Letter of Reappointment or Letter of Resignation which will be submitted to County Council.

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

**MEMBERS PRESENT**

Pete Buchanan – Chairman  
Jared Newman – Vice Chairman  
Councilman Rick Caporale – Beaufort County Liaison  
Will Dopp  
Leonard Law  
Graham Kerr  
Ross Sanders  
Joseph Mazzei

**MEMBERS ABSENT**

Councilman Ken Heitzke – Town of Hilton Head Liaison  
Noel Duncan  
Paul Jorgensen  
Rich Tritschler

**GUESTS**

Councilman Steve Baer  
Councilman Brian Flewelling  
Mike Bennett – Signature Flight Support  
John Morrisette – Resident  
Bill Coleman – Resident  
Joe Zimmerman – Resident

**STAFF**

Paul Andres – Airport Director  
Larry Yeager – Chief of Operations  
Joel Phillips – Beaufort Co. Airport Supv.  
Linda Wright – Admin. Asst.  
Tracy Agin – Financial Technician

## **PUBLIC COMMENTS**

1. John Morrisette – Mr. Morrisette stated he was of the understanding that golf bags are checked manually at the Hilton Head Island Airport. Mr. Andres stated he has discussed this with the Transportation Security Administration and was informed that the Airport cannot support the size of equipment needed to electronically scan golf bags. He added that Hilton Head Island Airport has been put on a waiting list for automated baggage screening equipment which may be received within the next twelve months.

## **HILTON HEAD ISLAND AIRPORT REPORT**

Mr. Andres introduced Tracy Agin who is the new Financial Technician for the Airports.

1. Tower Report: Paul Andres
  - For the month of October 2009 there were 3,102 total flight operations of which 1,993 were conducted under IFR procedures. Problems continue to exist with the after hours traffic counters.
2. Projects: Paul Andres
  - Tree Obstruction Removal – The Town Council met November 17<sup>th</sup> to discuss proposed revisions to the LMO. They decided to send the LMO revisions back to committee to rework them and bring the changes back to the Town Council for their consideration in December. The Environmental Assessment Public Hearing has been scheduled for December 3<sup>rd</sup> at 6:00 p.m. at the Hilton Head Island Library. This is a necessary process to obtain federal funding for the tree obstruction removal project in the coming year. If the final determination for the Environmental Assessment is not completed by March 1<sup>st</sup>, we will lose federal funding for this project for an entire year.
  - Emergency Generator – The consultant is working with the contractor to get the two remaining punch list items resolved.
  - ARFF Station and Runway Safety Area Drainage Improvement – The consultant has been hired to do the CA/CEI work and they are in the process of preparing the contract documents to get these projects underway.
  - Hilton Head Master Plan – The status of this project was presented at the Hilton Head Island Town Council meeting on November 17<sup>th</sup> and will be presented to the Beaufort County Council on November 23<sup>rd</sup>.
  - Design Projects –These projects are still on hold.
3. Operations Report: Chief Yeager
  - In October there were 7 medivacs. There was 1 active fire alarm at the new airfield lighting vault, but the reason was unknown. This is the second time there has been an alarm for no apparent reason. There was 1 aircraft fire at the Airport between T-hangars A and B involving a single engine general aviation aircraft. Due to the rapid response of 2 linemen from Signature Flight Support and the Airport Fire Department the fire was quickly extinguished without injury. There was 1 disabled aircraft that had blown a tire upon landing.
4. Noise Complaints & Traffic Counters: Chief Yeager

- The after hours traffic count was estimated to be 21. The counters, which are still under warranty, will be returned to the company for repair or replacement.
- There were no noise complaints for October.
- Chief Yeager stated the editor of Aviation Fire Journal visited the Hilton Head Island Airport and wrote an article on Hilton Head Island and our ARFF. A copy of the article was given to the Board members.

Mr. Caporale stated someone had informed him that from time to time there is a "shower" that falls on his property which appears to be coming from aircraft going over his property. Mr. Caporale wanted to know if it was possible that this could be raw fuel coming from the aircraft. After some discussion, it was the general consensus of the Board that this is not possible with the type of aircraft that fly in and out of the Airport.

## **BEAUFORT COUNTY AIRPORT REPORT**

### 1. Fuel Sales: Joel Phillips

- For the month of October 2009 there were 1,052 total flight operations. The total fuel sales were 5,223 gallons (4,500 gallons of AvGas and 723 gallons of jet fuel). Jet fuel sales were down significantly due to equipment failure, but the problems have been corrected.

Mr. Dopp asked if the new hangar leases have all been returned. Mr. Phillips stated 9 out of 34 have not been returned for Lady's Island Airport and Mr. Bennett of Signature Flight Support stated all but 2 leases have been returned for the Hilton Head Island Airport.

### 2. Projects: Paul Andres

- Tree Obstruction Removal – The tree obstruction removal project is still on hold. The staff is preparing a cost benefit analysis for the County Administrator's consideration.
- Master Plan – The Master Plan is on hold pending a briefing to the City of Beaufort officials. The consultant will schedule the briefing very soon.
- Runway Overlay and Airfield Electrical Improvements Projects –The consultant is in the process of preparing the contract documents to get these construction projects underway.

## **COMMITTEE REPORTS**

Mr. Buchanan announced that the new committee heads would be Graham Kerr for the Lady's Island Airport Operations, Will Dopp for the Hilton Head Island Airport Operations and Leonard Law for Finance.

### 1. Finance: Leonard Law

- Mr. Law stated he is anxious to start working with Ms. Agin in order to be more informed on the finances at both airports.

### 2. Lady's Island Airport Operations: Graham Kerr

- Mr. Kerr stated he has been meeting with Mr. Andres and Mr. Phillips to discuss the trees, the glide slope and how the fuel trucks should be handled at the Lady's Island Airport. He stated they lost one month of revenue due to mechanical problems with the trucks which are very old. Mr. Kerr stated that after discussing

this situation with Mr. Phillips, they may have a solution to this issue which will possibly save money, but that he would report on this by December 15<sup>th</sup>.

3. Hilton Head Island Airport Operations: Will Dopp – No Report.

## **UNFINISHED BUSINESS**

1. Aircraft Tax Rates: Paul Andres
  - Mr. Andres stated he has just received the 2008 and 2009 aircraft property tax records. He stated that once these records are put into a usable format they will be given to the Airports Board Aircraft Property Tax Subcommittee.
2. Signature Operating Agreement: Paul Andres
  - Mr. Andres stated the County Attorney has reviewed Signature's Operating Agreement and concurs that there is no legal requirement, short of a default, that could force a renegotiation of the contract. Mr. Andres stated he will check to see if Signature would like to volunteer to renegotiate this agreement and, if so, he will ask a couple of the Board members to sit in on the negotiations.
3. Through-the-Fence Access Agreement: Paul Andres
  - Concurrence has been received from the FAA that they pose no objections to the proposed agreement. Mr. Andres stated the FAA reviewed this agreement to make sure the County was not in violation of any FAA grant assurances. He stated the next step will be to arrange a meeting with the property owner's association to present the recommendations and hopefully obtain their concurrence before bringing it back to the Airport Board and County Council for their approval.

Mr. Caporale wanted to know if any specific reason has been given why it might be reasonable to ask for renegotiations. Mr. Andres stated he has not approached Signature Flight on this topic yet. He stated that a number of people feel the current agreement is not as favorable as it should be to the Airport and therefore would like to see if it is possible to change the terms to make it a more equitable agreement.

Mr. Caporale wanted to know if the Coin Toss hangar proposal would have any impact on the agreement. Mr. Andres stated Signature is still working on that proposal, but that they hope to have it ready by December.

Mr. Caporale stated it is his understanding that the tree issue at the Hilton Head Island Airport is mainly a matter of money because the FAA will only provide funding one time for the trees which means the cost of maintaining of trees that are trimmed rather than clear cut will be upon the County and the taxpayers. Mr. Caporale stated he would like to suggest that at some point Mr. Andres and the Airport Board push the County to get this project done. Mr. Andres stated he would address this issue when he talks about the CIP updates later in the meeting. Mr. Andres stated it has always been the Airport's position to seek a long term, permanent solution to the tree obstruction problem to avoid future and potentially costly maintenance. He added that the initial proposal that was discussed at the Town Council meeting was a permanent solution, but now it appears the Town is looking at revising their position back to trimming and topping rather than clear cutting.

## **NEW BUSINESS**

1. Draft Letter to the Town of Hilton Head Island concerning the LMO: Joe Mazzei
  - Mr. Mazzei gave a presentation concerning the need to send a letter to the Town

of Hilton Head Island to express the Airports Board's position on the LMO revisions. Following Mr. Mazzei's presentation, an open discussion was held during which Mr. Newman expressed his concerns that the letter needs to be forwarded through the proper channels rather than sent directly to the Town of Hilton Head Island. Following another open discussion a motion was made.

**A motion was made and seconded that a letter (subject to minor editing by Chairman Buchanan) concerning the Airports Board position regarding a revision to the Town of Hilton Head Island's LMO be sent to County Council for their approval at their December meeting to forward this letter to the Hilton Head Island Town Council. The motion passed unanimously.**

2. Lady's Island Fire Department Lease: Pete Buchanan

- Mr. Buchanan asked for a motion to be followed by a discussion concerning the Lady's Island Fire Department's lease agreement at the Lady's Island Airport.

**A motion was made and seconded to accept the lease agreement for the Lady's Island Fire Department and forward it on to County Council for approval.**

Mr. Andres stated this is basically a new lease agreement that parallels the existing lease agreement that has been in effect for approximately twenty-five years. Mr. Andres stated that this is a new lease agreement with another twenty-five year option for \$5.00 per year. He stated that the only difference is that the Fire District is considering some renovations and upgrades in the future that may require some expansion of their facility. The terms in the new lease stipulates that they would need to come back to the Airports Director and Airports Board for approval which would then go to County Council. Mr. Andres stated the Board needs to act quickly on this as the Fire Department is currently on a month to month status with the agreement. Mr. Kerr felt there were items that need to be discussed and asked that the motion be tabled until the December meeting.

**A motion was made and seconded to table the previous motion until the December meeting. The motion passed unanimously.**

3. FY-2010 Updates and Five Year ACIP Plans: Paul Andres

- Mr. Andres presented the Board with the FY-2010 Updates and Five Year ACIP Plans for both airports. Mr. Andres stated that these documents require approval from the Public Facilities Committee and County Council prior to submission to the FAA by their deadline of January 1st. He stated that these are basically the same plans that were briefed a year ago with only minor modifications. Copies of these plans are attached. Following an open discussion a motion was made.

**A motion was made and seconded to accept the FY-2010 Updates and the Five Year Airport Capital Improvement Plans for both airports as briefed with the exception that the priorities for the two projects for FY-2010 for Lady's Island Airport be reversed. When the vote was called, the motion passed unanimously.**

4. Enhanced Revenue Planning: Paul Andres

- Mr. Dopp and Mr. Mazzei volunteered to help Mr. Andres develop a plan to generate more revenue for both Airports.

5. Hilton Head Island Airport Parking Concessions: Paul Andres
  - Two firms responded to the RFP for parking concessions at the Hilton Head Island Airport. An evaluation committee met to rank the proposals and they hope to meet with the top ranking firm on Monday to negotiate terms for the new parking concession agreement. Once an agreement has been made it will be brought back to the Airports Board for consideration before forwarding it on to County Council for approval.

## **PUBLIC COMMENTS**

1. Councilman Caporale – Councilman Caporale commented on the attendance record of the Board members. He stated this did not have to be dealt with at this meeting, but he did want to point it out. Councilman Caporale suggested that due to the protocol that has been put in place through the charter, the letter that was drafted to be forwarded to the Town Council could possibly go through Mr. Kubic rather than the Public Facilities Committee.
2. John Morrisette – Mr. Morrisette stated there seems to be a lot public comments concerning the trees, but there seems to be some "ignorance" on the issue. He stated the public needs to be educated and that they need to hear from the Airports Board due to the Board's superior knowledge of the Airport. Mr. Buchanan, Mr. Dopp and Mr. Mazzei concurred on the matter of educating the public.
3. Bill Coleman – Mr. Coleman congratulated the 3 Airports Board members for their presentations at the Town Council meeting last Tuesday. Mr. Coleman wanted to know if the Board is unanimous in its support of the tree issue. He stated there have been many comments concerning the slope. Mr. Coleman wanted to know what the FAA considers to be a minimum. He stated there has even been some talk about the Airport Manager petitioning for another slope figure that is almost double. He stated there was a question at the Town Council meeting whether or not the FAA approves the 20:1 slope and yet the 2011 plans show a 34:1 slope. Mr. Coleman stated the CIP for both Hilton Head Island Airport and Lady's Island Airport totals \$23 million. He stated that he understands the County is not responsible for this large amount, but wanted to know if we will really receive this amount of money from the government. Mr. Coleman wanted to know if the firm doing the Master Plan for the Airport is an unbiased unit. He stated he would like to have these items addressed at the next meeting so he could relay the answers to his community. Mr. Buchanan asked Mr. Coleman to present his questions in writing and forward them to Mr. Andres.

## **FUTURE MEETINGS**

The next meeting of the Airports Board will be held on Thursday, December 17, 2009 at 1:30 PM in the County Council Chambers of the Beaufort County Government Center.

## **ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at approximately 3:00 PM.