MINUTES

Beaufort County Airports Board

June 11, 2026 | 10:00 am | Meeting called to order by Chairman Rich Sells
Video and Transcript

ATTENDANCE

Present: Rich Sells, Thomas Sheahan, Chris Butler, Jim Starnes, Mark Bailey, Leslie Adlam Flory, David Nelems, Nick Mesenburg, and Mike Szczechowski

Absent: Dr. Eli Roth

County Staff: Stephen Parry, Deputy Airports Director; Marlene Myers, Airports Business Manager; and Rocio Rexrode, Airports Senior Administrative Specialist.

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 June 11, 2026, BCAB meeting agenda was adopted with unanimous consent.

APPROVAL OF MINUTES

Mark Bailey made a motion to approve the May 14, 2026, meeting minutes. Leslie Adlam Flory seconded the motion. All were in favor, and the motion passed.

PUBLIC COMMENTS

There were no Public Comments.

DIRECTOR'S REPORT

Airports Deputy Director Steve Parry reported that Airports Director Jon Rembold was attending the Air Service Development Conference in Chicago to meet with airline representatives and pursue additional commercial air service opportunities for the Hilton Head Island Airport.

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

  Terminal Project: The new terminal is fully operational. Remaining work includes construction of the Service Animal Relief Area following final design approvals and installation of digital advertising infrastructure. The Service Animal Relief Area is anticipated to begin construction by the end of July, and installation of digital advertising screens is expected to be completed by the end of August.

  Airport Layout Plan (ALP): A productive meeting was held with the Town of Hilton Head regarding the Airport Layout Plan update. An additional working session was scheduled for early July to continue discussions and work toward consensus on proposed items.

Airfield Drainage Improvements: The airfield drainage improvement project required to address FAA Part 139 safety requirements. Drainage structures are currently being fabricated, with installation anticipated to begin following delivery. Construction will occur during nighttime operations.

Airline Rates and Charges: Talbert, Bright & Ellington and Newton & Associates continue to develop the airport's cost recovery model and updated airline rates and charges. Discussions with the airlines will begin once the proposed rates are finalized.

- BEAUFORT EXECUTIVE AIRPORT (ARW):

  Runway Rehabilitation: The runway rehabilitation project is substantially complete. All financial reconciliation has been completed, and the project will be formally closed upon receipt of the final as-built drawings.

  Parallel Taxiway Extension: Design of the parallel taxiway extension is approximately 30 percent complete. The project is anticipated to be advertised for construction bids in Spring 2027.

  Automated Weather Observing System (AWOS) Relocation: The FAA requested evaluation of alternate locations for the AWOS after reconsidering the previously approved site. Staff continues to work with the FAA and Talbert, Bright & Ellington to identify an acceptable location while minimizing impacts to future airport development. The South Carolina Aeronautics Commission has indicated its willingness to assist with project funding.

  Site Construction and Transient Hangar: Site construction continues despite delays associated with utility coordination and design approvals. Completion of the site work is anticipated by the end of July. The Board was advised that Edison Foard was selected as the successful proposer for the Design-Build Transient Hangar project and is expected to begin work as site construction concludes.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS – ACTION ITEMS

For efficiency, Chairman Sells recommended consolidating Action Items 1 through 8 into a single motion, given their similar nature. Upon motion duly made and seconded, the Board unanimously approved, considering the items as one motion.

1. CONTRACT AWARD (HXD) - RECOMMEND APPROVAL OF A CONTRACT AWARD FOR ARCHITECTURAL AND ENGINEERING (A&E) TO TALBERT, BRIGHT & ELLINGTON, LCC
2. CONTRACT AWARD (ARW) - RECOMMEND APPROVAL OF A CONTRACT AWARD FOR JANITORIAL SERVICES TO ON POINT COMMERCIAL AND RESIDENTIAL CLEANING SERVICES, LCC
3. CONTRACT AWARD (ARW) - RECOMMEND APPROVAL OF A CONTRACT AWARD (PENDING) FOR TRANSIENT HANGAR DESIGN BUILD TO EDISON FOARD (PRE-CONSTRUCTION)

4. OPERATING / LEASE AGREEMENT (HXD) - RECOMMEND APPROVAL OF RESOLUTION AUTHORIZING A RENTAL CAR CONCESSION AGREEMENT WITH AVIS BUDGET GROUP
5. OPERATING / LEASE AGREEMENT (HXD) - RECOMMEND APPROVAL OF RESOLUTION AUTHORIZING A RENTAL CAR CONCESSION AGREEMENT WITH ENTERPRISE HOLDINGS
6. OPERATING / LEASE AGREEMENT (HXD) - RECOMMEND APPROVAL OF RESOLUTION AUTHORIZING A RENTAL CAR CONCESSION AGREEMENT WITH GSP TRANSPORTATION
7. GRANT ACCEPTANCE (HXD) - RECOMMEND APPROVAL OF RESOLUTION TO ACCEPT SCAC GRANT IN THE AMOUNT OF $88,538.00 FOR AIRPORT DEVELOPMENT PROJECTS
8. WORK AUTHORIZATION (HXD) – RECOMMENDATION TO APPROVE TALBERT, BRIGHT, AND ELLINGTON WORK AUTHORIZATION 2119-2410 AMENDMENT 1 FOR PROFESSIONAL SERVICES

VOTE:

Jim Starnes made a motion to approve Action Items 1 through 8. David Nelems seconded the motion. All were in favor, and the motion passed.

CHAIRMAN UPDATE

Committee Assignments:

The Chairman advised the Board that updated committee assignments and chair appointments had been distributed and would be provided to members.

1. **Finance Committee**

   Members: *Vacant* (Chair), Chris Butler, and Tom Sheahan.

   The County budget remains under review by the County Council. Once the budget is adopted, Finance staff will present the finalized airport budget to the Board. Staff also agreed to schedule a future committee discussion on potential updates to airport operating agreements.

2. **Passenger Service Committee**

   Members: Leslie Adlam Flory (Chair), David Nelems, Jim Starnes, and Tom Sheahan

   Airport Ambassador volunteers continue to enjoy serving passengers in the new terminal, and passenger feedback has been very positive.

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

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

   The Committee had nothing new to report this month.

4. **HXD Airport Improvement Committee**

   Members: *Vacant (*Chair), Rich Sells, and Chris Butler

   The Committee had nothing new to report this month.

5. **Government Affairs Committee**

   Members: Rich Sells (Chair)

   The Committee had nothing new to report this month.

PUBLIC COMMENTS

Melinda Tunner: Emphasized the importance of communicating changes associated with the new parking system to airport customers.

Staff confirmed that a 30-minute grace period will be provided before parking charges begin and explained how the parking system will operate for customer drop-offs, pick-ups, and commercial users.

ADJOURNMENT

The motion to adjourn was made at 10:46 a.m. It passed unanimously.

NEXT MEETING

July 09, 2026 | 10:00 a.m.

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