

## AGENDA AIRPORTS BOARD

Thursday, June 19, 2014 – 1:30 p.m.  
Hilton Head Island Town Hall – Town Council Chambers  
One Town Center Court, Hilton Head Island, SC 29928

**NO AUDIO/VIDEO WILL BE AVAILABLE AT THE HILTON HEAD ISLAND LIBRARY**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. MOTION TO ACCEPT JUNE 19, 2014 AGENDA
4. MOTION TO ACCEPT MAY 15, 2014 MINUTES (**backup**)
5. PUBLIC COMMENTS - Limited to Three Minutes Each Person
6. CHAIRMAN'S COMMENTS – Rich Sells
7. LADY'S ISLAND AIRPORT REPORT – Jon Rembold (**backup**)
8. HILTON HEAD ISLAND AIRPORT REPORT – Jon Rembold (**backup**)
9. DIRECTOR'S REPORT – Jon Rembold (**backup**)
  - a. Approval of Work Authorizations (**backup**)
10. NEW BUSINESS: None
11. UNFINISHED BUSINESS: None
12. PUBLIC COMMENTS - Limited to Three Minutes Each Person
13. FUTURE MEETINGS  
Airports Board: The next meeting will be held on July 17, 2014 at 1:30 PM in the County Council Chambers of the Beaufort County Government Center.
14. ADJOURNMENT



# AIRPORTS BOARD

May 15, 2014

The electronic and print media were duly notified in  
Accordance with the State Freedom of Information Act

**Notification:** To view video of full discussion of this meeting please visit  
[http://beaufort.granicus.com/ViewPublisher.php?view\\_id=2](http://beaufort.granicus.com/ViewPublisher.php?view_id=2)

The Airports Board met on Thursday May 15, 2014 at 1:30 p.m., in the Council Chambers of the Beaufort County Government Center. Vice Chairman Al Spain called the meeting to order and led the attendees in the Pledge of Allegiance.

## **ATTENDANCE**

Airports Board Members: Al Spain, Will Dopp, Ron Smetek, Derek Gilbert, Dan Ahern, Gregory Viventi, Carl Wedler, Graham Kerr, Anne Esposito, Councilman Stu Rodman, Beaufort County Liaison and Councilman John McCann, Town of Hilton Head Island Liaison. (Absent: Rich Sells and Alan Rae).

County Staff: Jon Rembold, Airports Director; Alicia Holland, Beaufort County Chief Financial Officer; Joel Phillips, Beaufort County Airport Supervisor; Larry Yeager, Chief of Operations; and Linda Wright, Administrative Assistant.

## **MOTION TO ACCEPT AGENDA**

**Motion:** It was moved by Mr. Kerr, seconded by Mr. Dopp that the May 15, 2014 agenda be approved. The vote was: FOR –Mr. Dopp, Mr. Kerr, Mr. Smetek, Mr. Ahern, Mr. Viventi, Mr. Spain, Ms. Esposito, Mr. Gilbert and Mr. Wedler. AGAINST – None. ABSENT: Mr. Sells and Mr. Rae. MOTION PASSED.

## **MOTION TO ACCEPT MINUTES**

**Motion:** It was moved by Mr. Kerr, seconded by Ms. Esposito that the April 10, 2014 minutes be approved. The vote was: FOR –Mr. Dopp, Mr. Kerr, Mr. Smetek, Mr. Ahern, Mr. Viventi, Mr. Spain, Ms. Esposito, Mr. Gilbert and Mr. Wedler. AGAINST – None. ABSENT: Mr. Sells and Mr. Rae. MOTION PASSED.

Mr. Spain stated Allan Rae is a new member of the Airports Board, but was unable to attend this meeting. Mr. Spain thanked Mr. Sanders for his service from 2006 to 2014. He stated Mr. Sanders will be recognized at the County Council meeting in October.

## **GUEST INTRODUCTIONS AND PUBLIC COMMENTS**

Mr. Spain stated guest introductions will be discontinued as it is not a statutory requirement. There were no public comments from Council Chambers and due to technical difficulties there was no link with attendees at the Hilton Head Island Library.

## **AIRPORT FINANCIALS**

Ms. Holland, Chief Financial Officer for Beaufort County, stated that when the County's 2007 4.5% GO Bonds were refinanced in September 2012 no simultaneous adjustment was made to Hilton Head Island Airport's hangar portion of those GO bonds. As a result, to reflect the lower 2.07% rate now in effect as well as to correct for an earlier 2007-2012 0.5% rate overcharge, Hilton Head Island Airport has overpaid interest in the amount of \$90,663 for the full period September 30, 2007 through June 30, 2013. Ms. Holland stated the quarterly payments will go to the Beaufort County Debt Service Fund and the maturity date will remain as June 30, 2032. She provided the members with a new amortization schedule.

Ms. Holland gave a presentation on the financial statements for both Airports. Mr. Dopp wanted more detailed information in the future. Mr. Smetek concurred and added that there needs to be more subcategories in order for the Board to do a better job of evaluating and make knowledgeable recommendations to County Council. Mr. Spain stated that the newly appointed Airports Budget Committee will be responsible for these items. Mr. Viventi said these items need to be generated at the Airports Budget Committee level and then the committee will do the proper vetting and bring the information back to the Board.

Ms. Holland asked for a recommendation from the Airports Board to give the same briefing concerning the hangar debt to Finance Committee.

**Motion:** It was moved by Mr. Smetek, seconded by Mr. Gilbert that the Chief Financial Officer, Alicia Holland, brief the Finance Committee on the hangar debt service. The vote was: FOR – Mr. Dopp, Mr. Kerr, Mr. Smetek, Mr. Ahern, Mr. Viventi, Mr. Spain, Ms. Esposito, Mr. Gilbert and Mr. Wedler. AGAINST – None. ABSENT: Mr. Sells and Mr. Rae. MOTION PASSED.

## **LADY'S ISLAND AIRPORT REPORT**

Mr. Phillips reported on the fuel sales and operations for the Lady's Island Airport for April.

Mr. Rembold stated the court date for the tree obstructions are pending. He stated the Airport Layout Plan has been approved so we can start planning the implementation of the Master Plan. He said the priority projects are safety related so they will be working on the designing and planning of the full parallel taxiway and the improvements to the runway safety area.

## **HILTON HEAD ISLAND AIRPORT REPORT**

Chief Yeager gave the tower and operations reports as well as the noise complaints for April.

Mr. Rembold stated they are still working on the avigation easements. He stated the public hearing was held April 21<sup>st</sup> for the environmental assessment for the runway extension. He stated the public comments are being incorporated into the final version of the document that will be reviewed and approved by the FAA.

Ms. Esposito wanted to know why the terminal renovations were put on hold and when would they be reinstated. Mr. Rembold stated the bids came in above the budget. He said they are working on ideas with the FAA for the funding of this project.

Mr. Rembold stated a website is being developed as an educational component for the Mitcheville project. He said the exhibit is still on display at the Coastal Discovery Museum. Mr. Rembold stated that land acquisition for Runway 03 is still ongoing. He stated they have received all of the review appraisals and the County is in the process of delivering the formal packages to the property owners. He stated the next step will be the negotiations for the acquisition of these commercial parcels. Mr. Rembold stated the designs for Taxiway A and Taxiway F are underway and hopefully the bid documents will be ready in the next couple of months.

## **COMMITTEE REPORTS**

1. Lady's Island Airport Operations – Graham Kerr – No report
2. Hilton Head Island Airport Operations – Will Dopp

Mr. Dopp stated the numbers are down in comparison to this time last year partially due to the weather the first of the year and during the Heritage Golf Tournament. He stated the traffic is down 16% and the passenger count is also down. He stated Signature Flight Support's revenues were down as well. He stated the County share is up by \$5,000.00. Mr. Dopp stated the County hangars are all rented and one of the storage units has been rented. He stated the County has received over \$50,000.00 from Republic Parking during the last three contract years. Mr. Dopp stated that since Mr. Smetek shares this committee, he (Mr. Dopp) would like to report on the general aviation operations and have Mr. Smetek report on the commercial operations. Mr. Dopp stated he would clear this through the Chairman.

3. Budgets – Gregory Viventi

Mr. Viventi stated the primary purpose of Budget will be to serve as a buffer between the Airports Director, Airports Board and County Council when it comes to the budget items.

## **DIRECTOR'S REPORT**

Mr. Rembold stated the Hilton Head Island Airport Air Day was a success and there were approximately 200 attendees. He stated he gave a presentation to the Greater Island Council on May 1<sup>st</sup>. He also stated the "Sail" sculpture was approved at the Public Facilities meeting and the County Council meeting and has been formally adopted. Mr. Rembold stated that last week he attended the AAAE Southeast Conference. He stated that he met the former director the Charleston Airport and he asked him to speak to the Airports Board in the future on the importance of regional aviation. Mr. Rembold stated he would like to have some friends groups to take on some small projects to help beautify both airports. He stated that the Lady's Island/St. Helena Fire District has moved out of the building at the Lady's Island Airport. He said this property has now reverted back to the County. Mr. Rembold stated we are working with EMS to house a couple of their crews and vehicles at this location. He said we will also be able to start the educational component by working with the public schools and the Technical College of the Lowcountry to expand and improve upon their existing aerospace and A & P programs. Mr. Rembold stated that at this point it is being called the Aviation Training Facility. He said this will be a true public/private venture. Mr. Dopp stated this is an important educational program, but the airport needs more revenue. Mr. Rembold stated there will also be opportunities for commercial businesses such as flight schools or maintenance shops.

**NEW BUSINESS** – None

**UNFINISHED BUSINESS** – None

**PUBLIC COMMENTS CONTINUED** – None

**FUTURE MEETINGS**

The next Airports Board meeting will be Thursday June 19, 2014 at 1:30 p.m. at the Hilton Head Island Town Hall in Council Chambers. There will no audio link in Beaufort County.

**ADJOURNMENT** – 2:30 PM

DRAFT

## LADY'S ISLAND AIRPORT OPERATIONS REPORT

		Avgas	Jet A	Total Flow	Total Flight Ops
<b>2014</b>					
January		2,370	1,573	3,943	981
February		2,146	2,085	4,231	968
March		3,181	4,421	7,602	1,846
April		3,097	4,803	7,900	1,916
May		3,415	3,837	7,252	1,710
June					
July					
August					
September					
October					
November					
December					
<b>2014 Totals</b>		<b>14,209</b>	<b>16,719</b>	<b>30,928</b>	<b>7,421</b>
		Avgas	Jet A	Total Flow	Total Flight Ops
<b>2013</b>					
January		2,393	2,682	5,075	1,010
February		2,831	2,798	5,629	1,102
March		4,804	4,019	8,823	2,005
April		3,682	4,505	8,187	1,954
May		3,402	2,862	6,264	1,249
June		2,601	1,579	4,180	1,012
July		3,369	1,249	4,618	1,026
August		2,676	3,323	5,999	1,205
September		3,598	2,599	6,197	1,582
October		4,191	3,421	7,612	1,834
November		2,465	4,240	6,705	1,179
December		2,314	3,147	5,461	1,082
<b>2013 Totals</b>		<b>38,326</b>	<b>36,424</b>	<b>74,750</b>	<b>16,240</b>
		Avgas	Jet A	Total Flow	Total Flight Ops
<b>2012</b>					
January		3,130	2,520	5,650	1,018
February		2,029	1,882	3,911	984
March		4,418	4,025	8,443	1,912
April		4,181	4,110	8,291	1,965
May		3,062	4,049	7,111	1,106
June		3,928	3,055	6,983	1,222
July		3,292	883	4,175	905
August		2,616	2,232	4,848	948
September		2,910	2,257	5,167	1,105
October		3,349	4,282	7,631	1,860
November		3,950	4,056	8,006	1,984
December		3,339	3,060	6,399	1,685
<b>2012 Totals</b>		<b>40,204</b>	<b>36,411</b>	<b>76,615</b>	<b>16,694</b>

## ENPLANEMENTS/DEPLANEMENTS

<b>HILTON HEAD ISLAND PASSENGER ENPLANEMENTS(departures) 2004-2014</b>												
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	
JAN	2,985	3,520	3,540	3,145	4,206	2,510	2,539	2,847	3,421	3,232	2,725	
FEB	3,431	3,957	2,748	3,250	5,275	2,976	2,916	2,800	3,625	3,342	2,182	
MAR	5,053	6,647	5,956	6,273	8,052	5,547	6,044	5,325	5,461	5,326	4,782	
APR	6,513	7,809	6,715	8,985	7,930	6,872	7,596	6,216	6,404	5,385	5,301	
MAY	6,438	7,782	6,739	8,682	8,389	7,177	7,912	6,705	6,092	5,962	5,907	
JUN	6,111	6,814	6,140	8,638	7,819	6,771	7,947	6,138	5,792	5,249		
JUL	6,051	6,849	5,850	8,498	7,954	7,393	7,629	6,018	5,896	5,462		
AUG	6,422	6,500	5,086	8,843	7,649	6,957	7,617	5,395	6,154	5,775		
SEP	4,957	1,129	5,070	7,392	5,922	6,249	7,266	5,051	5,003	5,084		
OCT	6,115	6,632	5,794	9,230	6,882	6,601	8,314	6,038	5,219	5,376		
NOV	5,052	5,107	4,313	7,355	5,927	4,121	4,940	4,908	4,567	4,180		
DEC	3,792	3,676	3,198	4,780	2,928	2,977	3,374	3,456	3,268	3,370		
<b>TOTALS</b>	<b>62,920</b>	<b>66,422</b>	<b>61,149</b>	<b>85,071</b>	<b>78,933</b>	<b>66,151</b>	<b>74,094</b>	<b>60,897</b>	<b>60,902</b>	<b>57,743</b>	<b>20,897</b>	

<b>HILTON HEAD ISLAND PASSENGER DEPLANEMENTS(arrivals) 2004-2014</b>												
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	
JAN	2,810	3,177	3,253	2,887	3,591	2,308	2,228	2,532	3,003	2,868	2,523	
FEB	3,369	4,120	2,964	3,453	5,729	3,256	3,106	2,940	3,710	3,528	2,382	
MAR	5,558	7,418	6,652	7,313	8,652	5,770	6,750	5,715	6,051	6,109	5,510	
APR	7,053	7,912	6,740	9,289	8,263	7,057	8,111	6,774	6,353	5,306	5,477	
MAY	6,530	7,995	6,836	9,035	8,681	7,175	8,287	6,649	6,143	5,947	6,131	
JUN	6,419	7,649	6,465	8,961	8,110	7,055	8,716	6,317	5,973	5,572		
JUL	6,028	6,868	5,895	8,708	8,470	7,849	8,327	6,415	6,079	5,713		
AUG	6,518	6,399	5,177	8,979	7,748	6,684	7,706	5,291	6,291	6,034		
SEP	4,936	1,185	5,152	7,119	5,583	6,558	7,109	5,303	4,971	4,966		
OCT	6,102	6,654	5,832	9,068	7,243	6,699	8,135	5,816	5,433	5,604		
NOV	4,828	5,002	4,380	7,169	5,556	3,860	4,762	4,615	4,338	4,377		
DEC	3,972	3,742	3,419	5,010	3,037	3,248	3,668	3,763	3,479	3,505		
<b>TOTALS</b>	<b>64,123</b>	<b>68,121</b>	<b>62,765</b>	<b>86,991</b>	<b>80,663</b>	<b>67,519</b>	<b>76,905</b>	<b>62,130</b>	<b>61,824</b>	<b>59,529</b>	<b>22,023</b>	

## ENPLANEMENTS/DEPLANEMENTS

<b>TOTAL PASSENGER ENPLANEMENTS &amp; DEPLANEMENTS 2004-2014</b>													
	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>		
JAN	5,795	6,697	6,793	6,032	7,797	4,818	4,767	5,379	6,424	6,100	5,248		
FEB	6,800	8,077	5,712	6,703	11,004	6,232	6,022	5,740	7,335	6,870	4,564		
MAR	10,611	14,065	12,608	13,586	16,704	11,317	12,794	11,040	11,512	11,435	10,292		
APR	13,566	15,721	13,455	18,274	16,193	13,929	15,707	12,990	12,757	10,691	10,778		
MAY	12,968	15,777	13,575	17,717	17,070	14,352	16,199	13,354	12,235	11,909	12,038		
JUN	12,530	14,463	12,605	17,599	15,929	13,826	16,663	12,455	11,765	10,821			
JUL	12,079	13,717	11,745	17,206	16,424	15,242	15,956	12,433	11,975	11,175			
AUG	12,940	12,899	10,263	17,822	15,397	13,641	15,323	10,686	12,445	11,809			
SEP	9,893	2,314	10,222	14,511	11,505	12,807	14,375	10,354	9,974	10,050			
OCT	12,217	13,286	11,626	18,298	14,125	13,300	16,449	11,854	10,652	10,980			
NOV	9,880	10,109	8,693	14,524	11,483	7,981	9,702	9,523	8,905	8,557			
DEC	7,765	7,418	6,617	9,790	5,965	6,225	7,042	7,219	6,747	6,875			
<b>TOTALS</b>	<b>127,044</b>	<b>134,543</b>	<b>123,914</b>	<b>172,062</b>	<b>159,596</b>	<b>133,670</b>	<b>150,999</b>	<b>123,027</b>	<b>122,726</b>	<b>117,272</b>	<b>42,920</b>		

Delta Connection/ASA began service March 17, 2007

Delta Connection/ASA suspended service November 30, 2008

Delta Connection/Mesaba began service March 2, 2009

Delta Connection/Mesaba suspended service November 2, 2009

Delta Connection/Mesaba began service March 4, 2010

Delta Connection/Mesaba suspended service November 1, 2010

**HXD TOWER REPORT**

ITINERATE			LOCAL									
TOWER	AIR TAXI	GA	MILITARY	LOCAL GA	LOCAL MIL	VFR	IFR	Total	After Hrs. GA	After Hrs. Comm	Total Ops	
January 2014	370	1,149	33	101	58	764	947	1,711	19	52	1,782	
February 2014	326	1,131	37	166	28	786	902	1,688	78	40	1,806	
March 2014	635	1,432	40	78	25	825	1,385	2,210	68	53	2,331	
April 2014	753	1,747	25	127	14	983	1,683	2,666	100	56	2,822	
May 2014	729	1,920	24	210	25	1,332	1,576	2,908	66	56	3,030	
June 2014								0			0	
July 2014								0			0	
August 2014								0			0	
September 2014								0			0	
October 2014								0			0	
November 2014								0			0	
December 2014								0			0	
<b>TOTALS 2014</b>	<b>2,813</b>	<b>7,379</b>	<b>159</b>	<b>682</b>	<b>150</b>	<b>4,690</b>	<b>6,493</b>	<b>11,183</b>	<b>331</b>	<b>257</b>	<b>11,771</b>	

ITINERATE			LOCAL									
TOWER	AIR TAXI	GA	MILITARY	LOCAL GA	LOCAL MIL	VFR	IFR	Total	After Hrs. GA	After Hrs. Comm	Total Ops	
January 2013	516	1,303	28	158	69	961	1,103	2,064	128	54	2,246	
February 2013	488	1,171	25	182	26	812	1,080	1,892	96	41	2,029	
March 2013	672	1,717	28	146	40	1,126	1,477	2,603	130	34	2,767	
April 2013	830	2,223	21	186	12	1,126	2,126	3,252	160	34	3,446	
May 2013	772	2,140	15	233	38	1,067	2,131	3,198	48	35	3,281	
June 2013	681	2,085	19	197	28	1,255	1,755	3,010	56	33	3,099	
July 2013	652	1,889	10	178	22	1,062	1,689	2,751	62	36	2,849	
August 2013	624	1,831	32	193	52	1,180	1,552	2,732	38	34	2,804	
September 2013	595	1,693	27	180	79	1,145	1,429	2,574	65	36	2,675	
October 2013	614	1,656	12	136	68	961	1,525	2,486	23	32	2,541	
November 2013	593	1,315	11	69	35	694	1,329	2,023	16	53	2,092	
December 2013	468	1,234	31	99	85	812	1,105	1,917	24	44	1,985	
<b>TOTALS 2013</b>	<b>7,505</b>	<b>20,257</b>	<b>259</b>	<b>1,957</b>	<b>554</b>	<b>12,201</b>	<b>18,301</b>	<b>30,502</b>	<b>846</b>	<b>466</b>	<b>31,814</b>	

ITINERATE			LOCAL									
TOWER	AIR TAXI	GA	MILITARY	LOCAL GA	LOCAL MIL	VFR	IFR	Total	After Hrs. GA	After Hrs. Comm	Total Ops	
January 2012	555	1,572	56	155	107	1,161	1,284	2,445	53	14	2,512	
February 2012	582	1,541	64	180	158	1,174	1,351	2,525	92	20	2,637	
March 2012	678	2,030	32	254	66	1,374	1,957	3,331	126	19	3,476	
April 2012	890	2,224	29	164	42	1,176	2,173	3,349	127	19	3,495	
May 2012	772	2,248	28	170	26	1,279	1,965	3,244	125	23	3,392	
June 2012	669	1,918	22	148	24	1,103	1,678	2,781	134	35	2,950	
July 2012	695	1,761	37	220	66	1,162	1,617	2,779	88	36	2,903	
August 2012	707	1,593	25	185	26	970	1,566	2,536	64	37	2,637	
September 2012	600	1,651	28	154	83	1,092	1,424	2,516	119	38	2,673	
October 2012	699	1,573	23	112	112	1,009	1,510	2,519	126	35	2,680	
November 2012	581	1,708	43	108	96	1,043	1,493	2,536	124	56	2,716	
December 2012	489	1,274	13	159	42	873	1,099	1,972	125	56	2,153	
<b>TOTALS 2012</b>	<b>7,917</b>	<b>21,093</b>	<b>400</b>	<b>2,009</b>	<b>848</b>	<b>13,416</b>	<b>19,117</b>	<b>32,533</b>	<b>1,303</b>	<b>388</b>	<b>34,224</b>	



# COUNTY COUNCIL OF BEAUFORT COUNTY

## FINANCE DEPARTMENT

Post Office Drawer 1228

Beaufort, South Carolina 29901-1228

Phone (843) 255-2290 Fax (843) 255-9422

TO: Beaufort County Airport Board

FROM: Alicia Holland, Chief Financial Officer *AH*

DATE: June 19, 2014

SUBJECT: Hilton Head Island Airport Cash Flow

Hilton Head Island Airport is considering issuing General Obligation bonds in an amount not to exceed \$2.3 million. There is concern as to whether or not Hilton Head Island Airport can afford the debt service for new debt. If this debt is borrowed with an interest rate of 3% and a term of 20 years the annual debt service will be approximately \$130,000. This is determined to be afforded by the Hilton Head Island Airport.

Currently the Hilton Head Island Airport has two (2) loans outstanding. One is interest bearing with a maturity date of 2032 and payable to the Beaufort County Debt Service Fund. The second loan is non-interest bearing with no definite maturity date and payable to the Beaufort County General Fund.

The interest bearing loan is known as the Hangar Note. These funds were borrowed in 2004 and repayment began in 2007. The annual debt service was \$126,535. Due to refinancing of this loan in 2012 and a reduced interest rate of 2.07%, annual debt service is \$96,740, which results in \$29,795 of available cash flow. The balance on this note as of June 30, 2014 will be \$1,450,626 and will mature (be paid in full) in 2032.

The non-interest bearing loan had a balance of \$1,050,985 as of June 30, 2013. Hilton Head Island Airport is averaging approximately \$200,000 each fiscal year of repayment towards this non-interest bearing loan. The implementation of Passenger Facility Charges (PFC) has allowed the repayment of this loan to be increased since May 2012. At the rate of current repayment, it is projected that it will take approximately five (5) years to completely pay this loan in full. If the time to repay this loan is increased from five (5) to ten (10) years this will allow \$100,000 per year to be applied to new debt.

Therefore, it is concluded that the Hilton Head Island Airport will have approximately \$130,000 of cash flow each fiscal year to apply towards new debt.

CC: Jon Rembold, Airports Director

Attachments: Hilton Head Island Airport Historical Cash Flow Statement

BEAUFORT COUNTY, SOUTH CAROLINA  
STATEMENT OF CASH FLOWS  
HILTON HEAD ISLAND AIRPORT  
For the Year Ended June 30,

	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
Cash Flows from Operating Activities:				
Cash Received from Customers and Users	\$ 1,976,619	\$ 1,448,914	\$ 1,947,251	\$ 1,140,125
Cash Paid to Employees	(876,591)	(839,245)	(858,549)	(909,783)
Cash Paid to Suppliers	<u>(860,361)</u>	<u>(539,584)</u>	<u>(1,007,178)</u>	<u>(336,426)</u>
Total Provided By (Used For) Operating Activities	<u>239,667</u>	<u>70,085</u>	<u>81,524</u>	<u>(106,084)</u>
Cash Flows from Noncapital Financing Activities:				
FAA Grants	481,022	1,031,178	79,398	420,103
Non-Operating Grant Expenses	(506,339)	(1,085,450)	(83,577)	(442,214)
Principal Payment on Note Payable	<u>(47,725)</u>	<u>(45,411)</u>	<u>(43,209)</u>	<u>(41,115)</u>
Interest Paid on Note Payable	<u>(78,810)</u>	<u>(81,124)</u>	<u>(83,325)</u>	<u>(85,420)</u>
Total Used For Noncapital Financing Activities	<u>(151,852)</u>	<u>(180,807)</u>	<u>(130,713)</u>	<u>(148,646)</u>
Cash Flows from Capital and Related				
Financing Activities:				
FAA Grants	685,834	561,475	1,327,173	339,952
SCAC Grants	-	12,898	-	123,584
Contribution from (Distribution to) the Town of Hilton Head Island	-	(130,326)	28,678	118,154
Transfers from General Fund	-	-	12,500	150,000
Transfer received from Lady's Island Airport	-	-	-	240,000
Proceeds from Sale of Capital Assets	875	-	2,743	705
Purchase of Capital Assets	<u>(774,707)</u>	<u>(340,074)</u>	<u>(1,326,474)</u>	<u>(754,189)</u>
Total Provided By (Used For) Capital and Related Activities	<u>(87,998)</u>	<u>103,973</u>	<u>44,620</u>	<u>218,206</u>
Cash Flows from Investing Activities:				
Interest Earned	<u>183</u>	<u>6,749</u>	<u>4,569</u>	<u>36,524</u>
Net Increase in Cash and Cash Equivalents	-	-	-	-
Cash and Cash Equivalents, July 1	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>
Cash and Cash Equivalents, June 30	<u>\$ 200</u>	<u>\$ 200</u>	<u>\$ 200</u>	<u>\$ 200</u>

BEAUFORT COUNTY, SOUTH CAROLINA  
STATEMENT OF CASH FLOWS  
HILTON HEAD ISLAND AIRPORT  
For the Year Ended June 30,

	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
Reconciliation of Operating Income to Net Cash				
Flows Provided by (Used for) Operating Activities:				
Operating Income (Loss)	\$ (74,349)	\$ (458,625)	\$ (439,897)	\$ (462,427)
Adjustments to Reconcile:				
Depreciation	<u>559,004</u>	<u>600,176</u>	<u>555,056</u>	<u>546,107</u>
Changes in Assets and Liabilities:				
(Increase) Decrease in Accounts Receivable	70,769	(162,680)	363,000	(428,561)
(Increase) Decrease in Other Current Assets	(7,892)	(7,883)	(12,225)	(88)
Increase (Decrease) in Accounts Payable	(49,987)	151,900	(271,887)	156,021
Increase (Decrease) in Due to General Fund	(291,463)	(127,013)	(139,072)	37,389
Increase (Decrease) in Accrued Payroll	(12,894)	14,408	(25,264)	1,405
Increase (Decrease) in Accrued				
Compensated Absences	(8,152)	476	(2,225)	763
Increase (Decrease) in Net Other				
Postemployment Benefits Obligation	<u>54,631</u>	<u>59,326</u>	<u>54,039</u>	<u>43,307</u>
	<u>(244,988)</u>	<u>(71,466)</u>	<u>(33,634)</u>	<u>(189,764)</u>
Net Cash Flow Provided by (Used for)				
Operating Activities	<u>\$ 239,667</u>	<u>\$ 70,085</u>	<u>\$ 81,525</u>	<u>\$ (106,084)</u>



TO: Beaufort County Airport Board  
 From: Jon Rembold, Airports Director *JR*  
 Date: June 19, 2014

**Background:** In accordance with the Federal Aviation Administration (FAA) – approved Airport Master Plan, the following Talbert and Bright work authorizations are submitted for your approval.

PROJECT #	DESCRIPTION	CURRENT CONTRACT AMOUNT	FAA Grant	FAA Grant Funding	SCAC Grant Funding	Local Match
2119-1201	HXD RUNWAY 03 LAND ACQUISITION	\$ 145,924	3-45-0030-037-2014	\$ 131,331	\$ -	\$ 14,592
2119-1302	HXD TAXIWAY A RELOCATION AND REPLACEMENT RAMP (DESIGN)	\$ 228,020	3-45-0030-035-2014	\$ 205,218	\$ 11,401	\$ 11,401
2119-1303	HXD TAXIWAY F REALIGNMENT (DESIGN)	\$ 132,883	3-45-0030-035-2014	\$ 119,595	\$ 6,644	\$ 6,644
2119-1305	HXD CATEGORICAL EXCLUSION	\$ 65,014	3-45-0030-035-2014	\$ 58,513	\$ 3,251	\$ 3,251
2119-1307	HXD ONSITE TREE MITIGATION	\$ 205,129	3-45-0030-030-2010	\$ 194,872	\$ 5,128	\$ 5,128
2119-1006	HXD 5,000-FOOT RUNWAY EXTENSION DESIGN	\$ 626,316	3-45-0030-036-2014	\$ 563,684	\$ 31,316	\$ 31,316
2119-1404	HXD RUNWAY 21 LAND ACQUISITION	\$ 145,751	3-45-0030-038-2014	\$ 131,176	\$ -	\$ 14,575
		\$ 1,549,036		\$ 1,404,389	\$ 57,740	\$ 86,907

**Funding:** General Obligation Bonds; Hilton Head Island Airport Capital Projects Enterprise Fund

For Action:  
 Recommendation:

CC: Gary Kubic, County Administrator  
 Bryan Hill, Deputy Administrator  
 Alicia Holland, Chief Financial Officer

**HILTON HEAD ISLAND AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA  
WORK AUTHORIZATION 12-01  
May 30, 2014  
PROJECT NO.: TBI NO. 2119-1201**

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services.

**Description of Work Authorized:**

**Task 1: Land Acquisition** – Acquisition of approximately 8.06 acres of property adjacent to Runway 21 and Beach City Road at the Hilton Head Island Airport, as well as one property at 35 Dillon Road (refer to Table 1) in accordance with the Master Contract.

<b>Table 1 Impacted Property Parcel Information Hilton Head Island Airport</b>			
<b>Parcel #</b>	<b>Property Owner</b>	<b>Acreage</b>	<b>Use</b>
R510 004 000 0359 0000 Billing Address:  Location:	Brooklyn Bridge Ltd Co 17 Plumbridge Lane Hilton Head Island, SC 29928 160 Beach City Road - has avigation easement	0.07 ac	vacant
R510 004 000 0344 0000 Billing Address:  Location:	Brooklyn Bridge Ltd Co 17 Plumbridge Lane Hilton Head Island, SC 29928 154 Beach City Road - has avigation easement	2.75 ac	The Commons on Beach City Road (Master)
R510 004 000 0344 0001 Billing Address:  Location:	Hilton Head Deep Well Project Inc P.O. Box 5543 Hilton Head Island, SC 29938 154 Beach City Road - Unit 1	6,212 sf	commercial condominium
R510 004 000 0344 0002 Billing Address:  Location:	Junior Players Golf Academy, Inc. 154 Beach City Road Hilton Head Island, SC 29926 154 Beach City Road - Unit 2	4,997 sf	commercial condominium
R510 004 000 0344 0003 Billing Address:  Location:	Tebrake Group LLC 73 Skull Creek Drive #212B Hilton Head Island, SC 29926 154 Beach City Road - Unit 3	1,566 sf	commercial condominium
R510 004 000 0344 0004 Billing Address:  Location:	Ameris Bank Special Assets Division 966-C Houston Northcutt Boulevard Mt. Pleasant, C 29464 154 Beach City Road - Unit 4	1,535 sf	commercial condominium
R510 004 000 0344 0005 Billing Address:  Location:	Nancy Osborne Revocable Trust 137 Cordillo Parkway #5401 Hilton Head Island, SC 29928 154 Beach City Road - Unit 5	1,674 sf	commercial condominium

**Table 1  
Impacted Property Parcel Information  
Hilton Head Island Airport**

<b>Parcel #</b>	<b>Property Owner</b>	<b>Acreage</b>	<b>Use</b>
R510 004 000 0344 0006 Billing Address:  Location:	Nancy Osborne Revocable Trust 137 Cordillo Parkway #5401 Hilton Head Island, SC 29928 154 Beach City Road - Unit 6	1,129 sf	commercial condominium
R510 004 000 0344 0007 Billing Address:  Location:	Bankmeridian NA, Division of SCBT 4210 Highway 17 Bypass Murrells Inlet, SC 29576 154 Beach City Road - Unit 7	1,299 sf	commercial condominium
R510 004 000 0344 0008 Billing Address:  Location:	Garamound LLC 154 beach City Road Unit H Hilton Head Island, SC 29926 154 Beach City Road - Unit 8	1,266 sf	commercial condominium
R510 004 000 0344 0009 Billing Address:  Location:	Bankmeridian NA, Division of SCBT 4210 Highway 17 Bypass Murrells Inlet, SC 29576 154 Beach City Road - Unit 9	1,249 sf	commercial condominium
R510 004 000 0344 0010 Billing Address:  Location:	Bankmeridian NA, Division of SCBT 4210 Highway 17 Bypass Murrells Inlet, SC 29576 154 Beach City Road - Unit 10	1,536 sf	commercial condominium
R510 004 000 0344 0011 Billing Address:  Location:	Bankmeridian NA, Division of SCBT 4210 Highway 17 Bypass Murrells Inlet, SC 29576 154 Beach City Road - Unit 11	1,548 sf	commercial condominium
R510 004 000 0344 0012 Billing Address:  Location:	Bankmeridian NA, Division of SCBT 4210 Highway 17 Bypass Murrells Inlet, SC 29576 154 Beach City Road - Unit 12	1,549 sf	commercial condominium
R510 004 000 0344 0013 Billing Address:  Location:	Bankmeridian NA, Division of SCBT 4210 Highway 17 Bypass Murrells Inlet, SC 29576 154 Beach City Road - Unit 13	1,256 sf	commercial condominium
R510 004 000 0344 0014 Billing Address:  Location:	Bankmeridian NA, Division of SCBT 4210 Highway 17 Bypass Murrells Inlet, SC 29576 154 Beach City Road - Unit 14	1,259 sf	commercial condominium
R510 004 000 0343 0000 Billing Address:  Location:	Francis Marie Hartis Trustee 148 Beach City Road Hilton Head Island, SC 29928 148 Beach City Road	1.97 ac	commercial building
R510 008 000 222A 0000 Billing Address:  Location:	Joanne Rodenberg 6 Dunecrest Lane Isle of Palms, SC 29451 35 Dillon Road - has avigation easement	3.27 ac	commercial auto repair

Source: Talbert & Bright, Inc. (2010), "Hilton Head Island Airport Master Plan Update Final Report," prepared for Beaufort County and accepted by the FAA November 16, 2011.

The land acquisition shall include coordination with the client, appraisal, review appraisal, and property plat survey (the property survey will be a standard boundary survey and not an ALTA Land Title Survey). Condominium properties will be surveyed around entire building and not individual units. Individual parcel owners with deed, tax address and unit number information will be put on the face of plat. Most of this work will be completed by subconsultants under TBE's direction. TBE shall assist Beaufort County but all offers to the property owner will be made by a representative from the County.

**Task 2: Relocation Assistance** – Upon notice to proceed and in the case of tenant occupied properties, after contact has been made with the owner, an initial contact meeting will be arranged with the displacee. The relocation agent will coordinate this meeting with the appraiser so that both inspections can be done at the same time. This will allow the relocation agent and appraiser to confirm what items are personal property and will be eligible for moving costs. In the initial contact the following will be discussed:

- The relocation assistance program in general
- Their rights under the program
- Moving expense eligibility
- Search expense eligibility
- Re-establishment expense eligibility
- Written Notice (eligibility letter, ninety day notice, thirty day notice)
- The project schedule
- Other pertinent issues

While the appraisal is in process, the relocation agent will perform the necessary work to compute the displacee's moving cost eligibility, either by a moving cost finding or by securing bids. Also the relocation agent will perform a study of the area to determine possible replacement properties for the displacees and identify agencies that can provide assistance in locating new locations. Once the appraisal has been completed, the relocation agent will review the report, to make sure no items being considered as personal property by the relocation agent, are paid for as real property in the appraisal.

Once an acquisition offer has been tendered to the owner of the property, the relocation agent will tender a relocation eligibility offer to the displacee, along with a 90 day vacate letter. The relocation agent will discuss the eligibility offer and the process for moving forward with relocation. Tentative vacate dates will be established in these meetings.

Once a settlement has been reached on the acquisition, and the owner has been paid, the relocation agent will issue a 30 day vacate notice, which will establish a vacate date and amount of rent to be paid, until the property is vacated.

As the properties are vacated, the relocation agent will work with the displacee to process relocation claims. The relocation agent will inspect the subject properties to confirm they have been vacated and to secure the building. Once the property is vacated and secured the relocation agent will turn a complete file and the keys over to the client.

All relocation activities will be in accordance to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

**This scope of services does not include attendance at public meetings. If this service is required, it will be performed as an amendment to this work authorization on an hourly basis and expense reimbursement in accordance with TBE hourly rates.**

**Estimated Time Schedule:** Work shall be completed in accordance with the schedule established and agreed upon by the Owner and Engineer.

**Cost of Services:** The method of payment shall be in accordance with Article 6 of the contract. The work shall be performed in accordance with the Master Contract as a lump sum of **\$145,751.00**.

**Agreed as to Scope of Services, Time Schedule and Budget:**

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**APPROVED:**  
BEAUFORT COUNTY

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**APPROVED:**  
TALBERT, BRIGHT & ELLINGTON,  
INC.

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Title

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Vice President  
Title:

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Date:

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Date:

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Witness:

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Witness:

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Talbert, Bright & Ellington, Inc.

*Work Authorization 2119-1404*

MANHOUR ESTIMATE

RUNWAY 21 LAND ACQUISITION  
 HILTON HEAD ISLAND AIRPORT  
 HILTON HEAD ISLAND, SOUTH CAROLINA  
 AIP PROJECT NO:  
 SCDOA PROJECT NO:  
 CLIENT PROJECT NO:  
 TBI PROJECT NO: 2119-1404

May 28, 2014

DESCRIPTION	PRIN \$175	PM \$ 164	SP \$ 130	E6 \$147	E3 \$ 95	E2 \$ 82	E1 \$ 72	T5 \$ 98	T3 \$ 69	AD4 \$ 68	AD3 \$ 55
<i>Project Formulation</i>											
Coordination of Land Acquisition Requirements	1	0	1	0	0	0	0	0	0	1	0
Develop Cost Estimates and Project Budget	1	0	1	0	0	0	0	0	0	1	0
Prepare Application for Funding	1	0	2	0	0	0	0	0	0	2	0
<i>Project Administration</i>											
Attend Project Start-Up Meeting	4	4	4	0	0	0	0	0	0	0	0
Select Appraiser, Surveyor	0	1	1	0	0	0	0	0	0	0	0
Coordinate with Surveyor	0	1	1	0	0	0	0	0	0	0	0
Develop Maps	0	0	20	0	0	0	20	0	0	8	0
Coordinate Appraisals	8	0	40	0	0	0	0	0	0	8	0
Coordinate Review Appraisals	8	0	40	0	0	0	0	0	0	8	0
Coordinate with Relocation Agent	8	0	40	0	0	0	0	0	0	8	0
Prepare Just Compensation Summary Sheet	4	4	16	0	0	0	0	0	0	8	0
Assist in Issuing Offer of Purchase	4	4	16	0	0	0	0	0	0	8	0
General Assistance	0	0	24	0	0	0	0	0	0	8	0
Complete Project Application	0	1	1	0	0	0	0	0	0	2	0
Project Budget/Schedule Updates	0	1	1	0	0	0	0	0	0	2	0
Assist in Project Close-Out	0	1	1	0	0	0	0	0	0	2	0
MANHOUR TOTAL	39	17	209	0	0	0	20	0	0	66	0

DIRECT LABOR EXPENSES:

CLASSIFICATION	BILL RATE	EST. MHRS	EST. COST
Principal	PRIN \$	175	39 \$ 6,825
Project Manager	PM \$	164	17 \$ 2,788
Senior Planner	SP \$	130	209 \$ 27,170
Engineer VI	E6 \$	147	- \$ -
Engineer III	E3 \$	95	- \$ -
Engineer II	E2 \$	82	- \$ -
Engineer I	E1 \$	72	20 \$ 1,440
Technician V	T5 \$	98	- \$ -
Technician III	T3 \$	69	- \$ -
Admin. Assistant IV	AD4 \$	68	66 \$ 4,488
Admin. Assistant III	AD3 \$	55	- \$ -
		Total	351
<i>SUBTOTAL</i>			\$ 42,711.00

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 200.00	1	\$ 200
Postage	LS	\$ 300.00	1	\$ 300
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 300.00	1	\$ 300
Travel	LS	\$ 260.00	4	\$ 1,040
<i>SUBTOTAL</i>				\$ 1,840.00

MANHOOR ESTIMATE

RUNWAY 21 LAND ACQUISITION  
HILTON HEAD ISLAND AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA  
AIP PROJECT NO:  
SCDOA PROJECT NO:  
CLIENT PROJECT NO:  
TBI PROJECT NO: 2119-1404

May 28, 2014

<u>SUBCONTRACTED SERVICES:</u>	UNIT	UNIT	EST.	EST.
		RATE	UNITS	COST
Appraisal and Relocation Assistance	LS	\$ 68,885	1	\$ 68,885
Review Appraisal	LS	\$ 16,675	1	\$ 16,675
Survey Plat	LS	\$ 15,640	1	\$ 15,640
<hr/>				
<i>SUBTOTAL</i>				\$ 101,200
<hr/>				
TOTAL COST:				\$ 145,751.00

**HILTON HEAD ISLAND AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA  
WORK AUTHORIZATION 13-02  
May 13, 2013  
PROJECT NO.: TBI NO. 2119-1302**

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services.

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**Description of Work Authorized:** Talbert, Bright & Ellington, Inc. will provide engineering and planning services for design and bidding of the contract drawings for the Taxiway A relocation and replacement ramp project at the Hilton Head Island Airport (see attached Exhibit). As required by the FAA for commercial service airports, the surveying for the project will be done in accordance with FAA Advisory Circular 150/5300-18B, *General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards*.

**Estimated Time Schedule:** Work shall be completed in accordance with the schedule established and agreed upon by the Owner and Engineer.

**Cost of Services:** The method of payment shall be in accordance with Article 6 of the contract. The work shall be performed in accordance with the Master Contract as a lump sum of **\$127,295.00** including **\$6,450.00** for expenses. Special services shall be performed on a not to exceed basis with a budget of **\$100,725.00**, which includes reimbursable expenses. For a total of **\$228,020.00**.

**Agreed as to Scope of Services, Time Schedule and Budget:**

**APPROVED:**  
BEAUFORT COUNTY

  
\_\_\_\_\_  
Administrator

Title

Date: 10/31/13

  
\_\_\_\_\_  
Witness:

**APPROVED:**  
TALBERT BRIGHT & ELLINGTON,  
INC.

  
\_\_\_\_\_  
Vice President

Title:

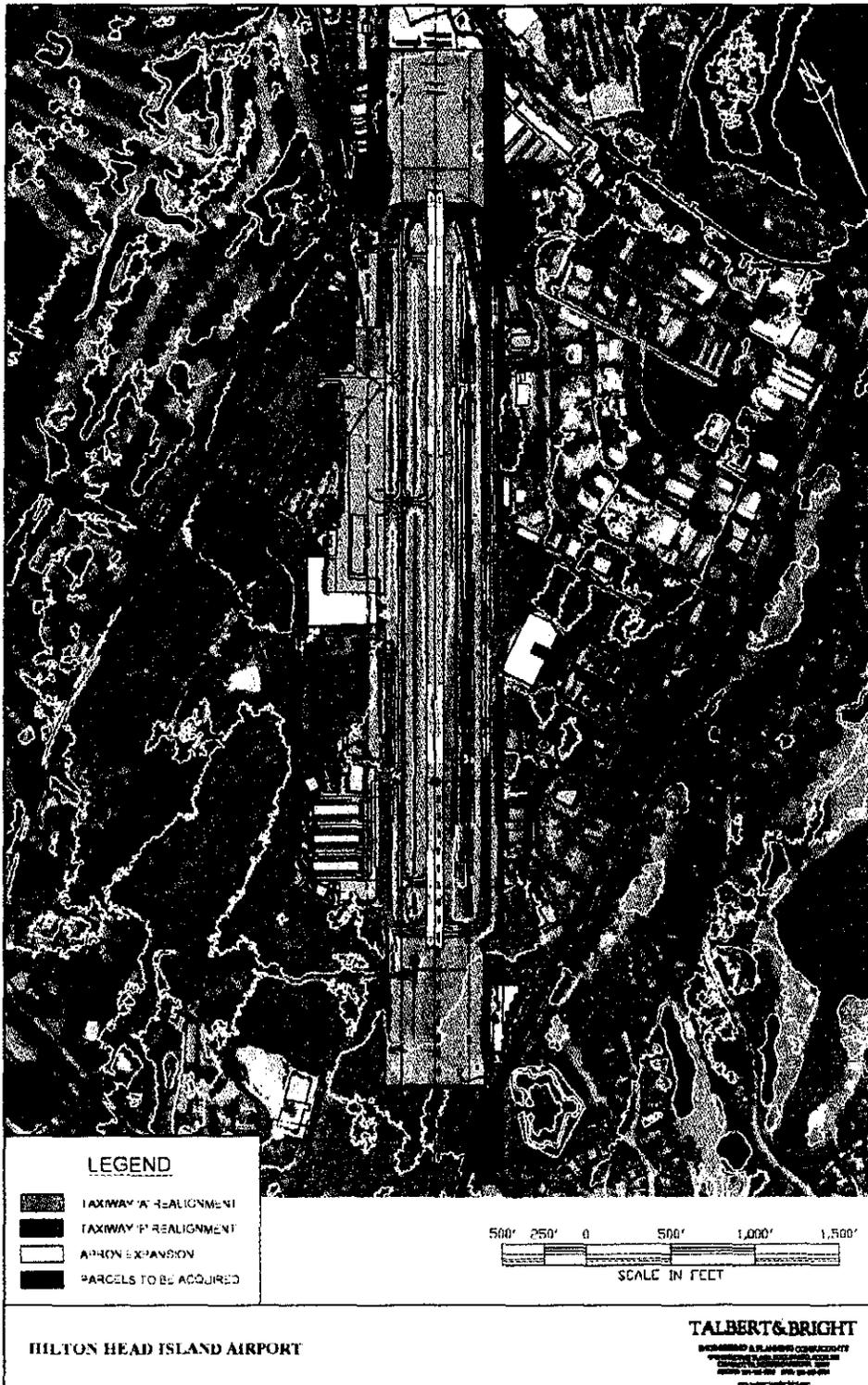
Date: 11/4/13

  
\_\_\_\_\_  
Witness:

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Talbert, Bright & Ellington, Inc.

Work Authorization 2119-1302



**SUMMARY OF FEES**

**TAXIWAY 'A' RELOCATION AND GA APRON EXPANSION**  
HILTON HEAD AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA  
AIP PROJECT NO:  
SCAA PROJECT NO:  
CLIENT PROJECT NO:  
TBI PROJECT NO: 2119-1302

May 10, 2013

DESCRIPTION	ESTIMATED
<b>BASIC SERVICES</b>	COST
PROJECT FORMULATION/DEVELOPMENT PHASE (01)	\$ 11,802.00
DESIGN PHASE (04)	\$ 90,191.00
BIDDING PHASE (05)	\$ 18,852.00
CONSTRUCTION ADMINISTRATION PHASE (06)	\$ -
SUBTOTAL	\$ 120,845.00
EXPENSES	\$ 6,450.00
SUBTOTAL	\$ 127,295.00
SUBCONSULTANTS	\$ 100,725.00
INSPECTION - RESIDENT PROJECT REPRESENTATIVE	\$ -
TOTAL	\$ 228,020.00

MANHOOR ESTIMATE

TAXIWAY 'A' RELOCATION AND GA APRON EXPANSION  
 HILTON HEAD AIRPORT  
 HILTON HEAD ISLAND, SOUTH CAROLINA  
 AIP PROJECT NO:  
 SCAA PROJECT NO:  
 CLIENT PROJECT NO:  
 TBI PROJECT NO: 2119-1302

May 10, 2013

PROJECT FORMULATION/DEVELOPMENT PHASE (01)

DESCRIPTION	PRIN	PM	SP	E6	E4	E2	E1	T5	T3	AD5	AD3
	\$ 175	\$ 164	\$ 130	\$ 147	\$ 112	\$ 82	\$ 72	\$ 98	\$ 69	\$ 76	\$ 55
Preliminary Project Review w/Owner	8	4	8	0	4	2	0	0	2	2	0
Develop Project Scope/Contract	2	2	4	0	0	0	0	0	1	2	0
Coordinate with Subconsultants	2	4	2	0	6	0	0	2	0	2	0
Determine Project Approach	2	4	0	0	6	0	0	2	0	0	0
Develop Preliminary Estimate	1	1	0	0	2	4	0	4	0	0	0
Project Scope/Contract Revisions	1	2	2	0	0	0	0	0	1	0	2
<b>MANHOOR TOTAL</b>	<b>16</b>	<b>17</b>	<b>16</b>	<b>0</b>	<b>18</b>	<b>6</b>	<b>0</b>	<b>8</b>	<b>4</b>	<b>6</b>	<b>2</b>

DIRECT LABOR EXPENSES:

CLASSIFICATION	BILL RATE	EST. MHRS	EST. COST
Principal	PRIN \$ 175	16	\$ 2,800
Project Manager	PM \$ 164	17	\$ 2,788
Senior Planner	SP \$ 130	16	\$ 2,080
Engineer V	E6 \$ 147	-	\$ -
Engineer III	E4 \$ 112	18	\$ 2,016
Engineer II	E2 \$ 82	6	\$ 492
Engineer I	E1 \$ 72	-	\$ -
Technician V	T5 \$ 98	8	\$ 784
Technician III	T3 \$ 69	4	\$ 276
Admin. Assistant IV	AD5 \$ 76	6	\$ 456
Admin. Assistant III	AD3 \$ 55	2	\$ 110
	<b>Total</b>	<b>93</b>	
<b>SUBTOTAL</b>			<b>\$ 11,802.00</b>

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 100	1	\$ 100
Postage	LS	\$ 75	1	\$ 75
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 100	1	\$ 100
Travel	LS	\$ 250	1	\$ 250
<b>SUBTOTAL</b>				<b>\$ 525.00</b>

SCOPE OF SUBCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
	NTE		1	\$ -
	NTE		1	\$ -
<b>SUBTOTAL</b>				<b>\$ -</b>

TOTAL PRELIMINARY COST: \$ 12,327.00

MANHOURL ESTIMATE

TAXIWAY 'A' RELOCATION AND GA APRON EXPANSION  
 HILTON HEAD AIRPORT  
 HILTON HEAD ISLAND, SOUTH CAROLINA  
 AIP PROJECT NO:  
 SCAA PROJECT NO:  
 CLIENT PROJECT NO:  
 TBI PROJECT NO: 2119-1302

May 10, 2013

DESIGN PHASE (04)

DESCRIPTION	PRIN	PM	SP	E6	E4	E2	E1	T5	T3	AD5	AD3
	\$ 175	\$ 164	\$ 130	\$ 147	\$ 112	\$ 82	\$ 72	\$ 98	\$ 69	\$ 76	\$ 55
<b>PLANS</b>											
Cover Sheet (1)	0	1	0	0	0	1	0	0	2	0	0
Quantities and General Notes (1)	0	1	0	1	0	1	2	0	0	0	0
Phasing and Safety Plan (2)	1	4	0	4	4	6	4	0	4	0	0
Geometric Plan (4)	1	2	0	0	2	4	6	0	6	0	0
Demolition Plan (4)	1	2	0	0	2	4	6	0	6	0	0
Grading and Drainage Plan (4)	2	4	0	8	16	20	28	40	8	0	0
Typical Section and Pavement Details (1)	0	1	0	2	2	4	6	2	4	0	0
Drainage Details (1)	0	1	0	2	2	4	6	2	6	0	0
Sediment and Erosion Control Plan (8)	2	6	0	12	20	16	12	24	8	0	0
Sediment and Erosion Control Details (2)	1	2	0	2	4	4	6	2	8	0	0
Marking Plan and Details (2)	0	1	0	2	4	8	10	4	4	0	0
Lighting Plan (4)	2	4	0	6	10	12	20	16	12	0	0
Electrical Details (2)	0	1	0	2	4	4	8	2	8	0	0
Vault Modification Plan (1)	1	2	0	2	4	2	4	2	4	0	0
Miscellaneous Details (2)	1	2	0	2	2	8	6	2	8	0	0
Drainage Profiles (2)	0	1	0	2	4	4	4	8	4	0	0
<b>DESIGN</b>											
Coordination/Meetings with Owner	4	4	0	0	4	0	0	0	2	0	2
Pre-design Meeting with Owner	4	4	0	0	0	0	0	0	2	0	0
Sequence of Construction	2	4	0	2	4	2	0	0	0	0	0
Grading Design	2	4	0	4	8	8	0	16	0	0	0
Pavement Design	1	2	0	0	2	2	0	2	0	0	0
Erosion Control Design	0	2	0	4	6	6	4	2	0	0	0
SWPPP Coordination and Plan Preparation	0	2	6	4	2	2	0	2	2	1	2
NFDC Coordination	0	2	6	0	0	0	0	0	0	1	2
Electrical Design	2	4	0	4	6	8	0	0	0	0	0
Specifications	2	4	0	8	4	0	0	0	4	8	
Quantities and Construction Estimate	0	2	0	0	2	2	4	4	4	0	0
Design Review Meeting (1)	4	4	0	0	0	0	0	0	2	0	0
Quality Assurance Plan	4	8	0	0	0	0	0	0	0	0	0
Revisions	1	1	0	2	4	4	6	6	8	1	2
<b>MANHOURL TOTAL</b>	<b>38</b>	<b>82</b>	<b>12</b>	<b>75</b>	<b>122</b>	<b>136</b>	<b>142</b>	<b>136</b>	<b>112</b>	<b>7</b>	<b>16</b>

DIRECT LABOR EXPENSES:

CLASSIFICATION	BILL RATE	EST. MHRS	EST. COST
Principal	PRIN \$ 175	38	\$ 6,650
Project Manager	PM \$ 164	82	\$ 13,448
Senior Planner	SP \$ 130	12	\$ 1,560
Engineer V	E6 \$ 147	75	\$ 11,025
Engineer III	E4 \$ 112	122	\$ 13,664
Engineer II	E2 \$ 82	136	\$ 11,152
Engineer I	E1 \$ 72	142	\$ 10,224
Technician V	T5 \$ 98	136	\$ 13,328
Technician III	T3 \$ 69	112	\$ 7,728
Admin. Assistant IV	AD5 \$ 76	7	\$ 532
Admin. Assistant III	AD3 \$ 55	16	\$ 880
<b>Total</b>		<b>878</b>	
<b>SUBTOTAL</b>			<b>\$ 90,191.00</b>

MANHOOR ESTIMATE

TAXIWAY 'A' RELOCATION AND GA APRON EXPANSION  
 HILTON HEAD AIRPORT  
 HILTON HEAD ISLAND, SOUTH CAROLINA  
 AIP PROJECT NO:  
 SCAA PROJECT NO:  
 CLIENT PROJECT NO:  
 TBI PROJECT NO: 2119-1302

May 10, 2013

DESIGN PHASE (04)

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 250	1	\$ 250.00
Postage	LS	\$ 200	1	\$ 200.00
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 250	1	\$ 250.00
Travel	LS	\$ 750	1	\$ 750.00
<b>SUBTOTAL</b>				<b>\$ 1,450.00</b>

SCOPE OF SUCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Ground Survey	NTE	\$ 75,000	1	\$ 75,000.00
Geotechnical Investigation	NTE	\$ 25,725	1	\$ 25,725.00
<b>SUBTOTAL</b>				<b>\$ 100,725.00</b>
<b>TOTAL DESIGN COST:</b>				<b>\$ 192,366.00</b>

MANHOUR ESTIMATE

TAXIWAY 'A' RELOCATION AND GA APRON EXPANSION  
 HILTON HEAD AIRPORT  
 HILTON HEAD ISLAND, SOUTH CAROLINA  
 AIP PROJECT NO:  
 SCAA PROJECT NO:  
 CLIENT PROJECT NO:  
 TBI PROJECT NO: 2119-1302

May 16, 2013

BIDDING PHASE (05)

DESCRIPTION	PRIN	PM	SP	E6	E4	E2	E1	T5	T3	AD5	AD3
	\$ 175	\$ 164	\$ 130	\$ 147	\$ 112	\$ 82	\$ 72	\$ 98	\$ 69	\$ 76	\$ 55
Coordinate Advertisement	0	1	0	0	0	0	0	0	0	0	0
Distribute Bid Documents	0	0	0	0	0	0	0	0	12	20	20
Prebid Meeting	0	8	0	0	0	2	2	0	2	0	0
Bidder Question and Answers	4	8	0	3	6	4	2	2	4	2	4
Prepare Addenda	2	6	0	8	10	8	6	6	4	6	4
Bid Opening and Tabulation	0	1	0	0	8	0	4	0	0	2	2
Recommendation of Award	0	2	0	0	0	0	0	0	0	0	2
<b>MANHOUR TOTAL</b>	<b>6</b>	<b>26</b>	<b>0</b>	<b>16</b>	<b>24</b>	<b>14</b>	<b>14</b>	<b>8</b>	<b>22</b>	<b>30</b>	<b>32</b>

DIRECT LABOR EXPENSES:

CLASSIFICATION	BILL RATE	EST. MHRS	EST. COST
Principal	PRIN \$ 175	6	\$ 1,050
Project Manager	PM \$ 164	26	\$ 4,264
Senior Planner	SP \$ 130	0	\$ -
Engineer V	E6 \$ 147	16	\$ 2,352
Engineer III	E4 \$ 112	24	\$ 2,688
Engineer II	E2 \$ 82	14	\$ 1,148
Engineer I	E1 \$ 72	14	\$ 1,008
Technician V	T5 \$ 98	8	\$ 784
Technician III	T3 \$ 69	22	\$ 1,518
Admin. Assistant IV	AD5 \$ 76	30	\$ 2,280
Admin. Assistant III	AD3 \$ 55	32	\$ 1,760
	Total	192	
<b>SUBTOTAL</b>			<b>\$ 18,852.00</b>

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 200	1	\$ 200.00
Postage	LS	\$ 175	1	\$ 175.00
Copying	LS	\$ 1,200	1	\$ 1,200.00
Reproduction	LS	\$ 1,000	1	\$ 1,000.00
Advertisement	LS	\$ 1,200	1	\$ 1,200.00
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 200	1	\$ 200.00
Travel	LS	\$ 500	1	\$ 500.00
<b>EXPENSE DESCRIPTION</b>				<b>\$ 4,475.00</b>

SCOPE OF SUBCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
-	-	-	-	-
-	-	-	-	-
<b>SUBTOTAL</b>				<b>\$ -</b>

TOTAL BIDDING COST: \$ 23,327.00

**HILTON HEAD ISLAND AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA  
WORK AUTHORIZATION 13-03  
May 13, 2013  
PROJECT NO.: TBI NO. 2119-1303**

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services.

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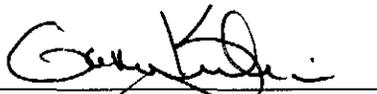
**Description of Work Authorized:** Talbert, Bright & Ellington, Inc. will provide engineering and planning services for design and bidding of the contract drawings for the Taxiway F realignment project at the Hilton Head Island Airport (see attached Exhibit). As required by the FAA for commercial service airports, the surveying for the project will be done in accordance with FAA Advisory Circular 150/5300-18B, *General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards*.

**Estimated Time Schedule:** Work shall be completed in accordance with the schedule established and agreed upon by the Owner and Engineer.

**Cost of Services:** The method of payment shall be in accordance with Article 6 of the contract. The work shall be performed in accordance with the Master Contract as a lump sum of **\$80,633.00** including **\$5,365.00** for expenses. Special services shall be performed on a not to exceed basis with a budget of **\$52,250.00**, which includes reimbursable expenses. For a total of **\$132,883.00**.

**Agreed as to Scope of Services, Time Schedule and Budget:**

**APPROVED:**  
BEAUFORT COUNTY

  
\_\_\_\_\_  
Administrator

Title

10/31/13  
\_\_\_\_\_  
Date:

  
\_\_\_\_\_  
Witness:

**APPROVED:**  
TALBERT, BRIGHT & ELLINGTON,  
INC.

  
\_\_\_\_\_  
Vice President

Title:

Title:

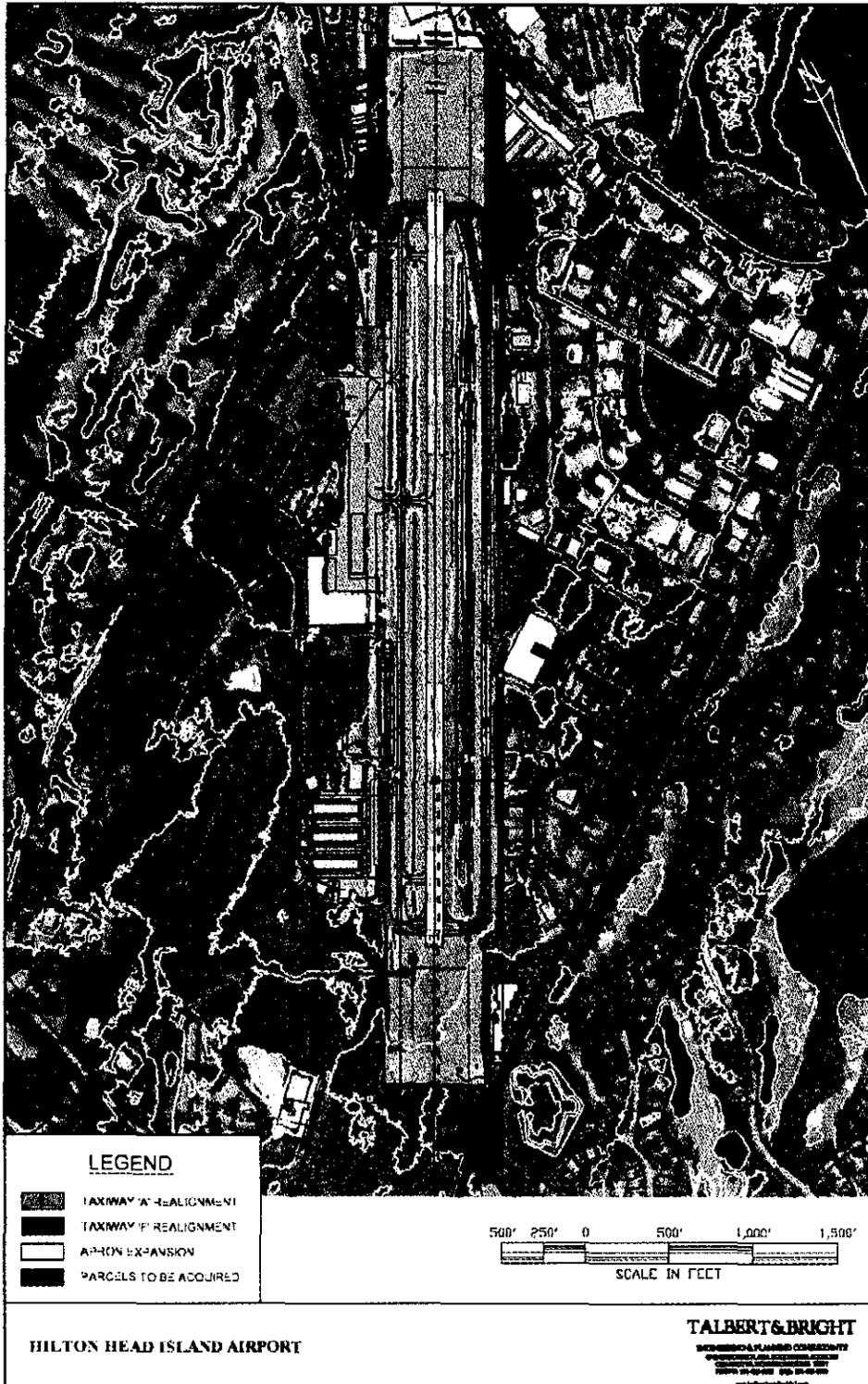
11/4/13  
\_\_\_\_\_  
Date:

  
\_\_\_\_\_  
Witness:

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Talbert, Bright & Ellington, Inc.

Work Authorization 2119-1303



**SUMMARY OF FEES**

**TAXIWAY 'F' RELOCATION**  
HILTON HEAD AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA  
AIP PROJECT NO:  
SCAA PROJECT NO:  
CLIENT PROJECT NO:  
TBI PROJECT NO: 2119-1303

May 10, 2013

DESCRIPTION	ESTIMATED COST
<b>BASIC SERVICES</b>	
PROJECT FORMULATION/DEVELOPMENT PHASE (01)	\$ 6,415.00
DESIGN PHASE (04)	\$ 58,316.00
BIDDING PHASE (05)	\$ 10,537.00
CONSTRUCTION ADMINISTRATION PHASE (06)	\$ -
SUBTOTAL	\$ 75,268.00
EXPENSES	\$ 5,365.00
SUBTOTAL	\$ 80,633.00
SUBCONSULTANTS	\$ 52,250.00
INSPECTION - RESIDENT PROJECT REPRESENTATIVE	\$ -
TOTAL	\$ 132,883.00

**MANHOUR ESTIMATE**

**TAXIWAY 'F' RELOCATION**  
**HILTON HEAD AIRPORT**  
**HILTON HEAD ISLAND, SOUTH CAROLINA**  
 AIP PROJECT NO:  
 SCAA PROJECT NO:  
 CLIENT PROJECT NO:  
 TBI PROJECT NO. 2119-1303

May 10, 2013

**PROJECT FORMULATION/DEVELOPMENT PHASE (01)**

DESCRIPTION	PRIN	PM	SP	E6	E4	E2	E1	T5	T3	AD5	AD3
	\$ 175	\$ 164	\$ 130	\$ 147	\$ 112	\$ 82	\$ 72	\$ 98	\$ 69	\$ 76	\$ 55
Preliminary Project Review w/Owner	4	2	4	0	0	2	0	0	1	1	0
Develop Project Scope/Contract	1	1	2	0	0	0	0	0	1	1	0
Coordinate with Subconsultants	1	2	0	0	4	0	0	0	1	1	0
Determine Project Approach	1	1	0	0	6	0	0	2	0	0	0
Develop Preliminary Estimate	0	1	0	0	2	4	0	2	0	0	0
Project Scope/Contract Revisions	1	1	2	0	0	0	0	0	0	0	0
<b>MANHOUR TOTAL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>12</b>	<b>6</b>	<b>0</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>0</b>

**DIRECT LABOR EXPENSES:**

CLASSIFICATION	BILL RATE	EST. MHRS	EST. COST
Principal	PRIN \$ 175	8	\$ 1,400
Project Manager	PM \$ 164	8	\$ 1,312
Senior Planner	SP \$ 130	8	\$ 1,040
Engineer V	E6 \$ 147	-	\$ -
Engineer III	E4 \$ 112	12	\$ 1,344
Engineer II	E2 \$ 82	6	\$ 492
Engineer I	E1 \$ 72	-	\$ -
Technician V	T5 \$ 98	4	\$ 392
Technician III	T3 \$ 69	3	\$ 207
Admin. Assistant IV	AD5 \$ 76	3	\$ 228
Admin. Assistant III	AD3 \$ 55	-	\$ -
	<b>Total</b>	<b>52</b>	
<b>SUBTOTAL</b>			<b>\$ 6,415.00</b>

**DIRECT EXPENSES:**

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS \$	70	1	\$ 70
Postage	LS \$	50	1	\$ 50
Miscellaneous expenses (prints, faxes, copies)	LS \$	70	1	\$ 70
Travel	LS \$	150	1	\$ 150
<b>SUBTOTAL</b>				<b>\$ 340.00</b>

**SCOPE OF SUBCONTRACTED SERVICES:**

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
	NTE		1	\$ -
	NTE		1	\$ -
<b>SUBTOTAL</b>				<b>\$ -</b>

**TOTAL PRELIMINARY COST: \$ 6,755.00**

**MANHOOR ESTIMATE**

**TAXIWAY 'F' RELOCATION**  
**HILTON HEAD AIRPORT**  
**HILTON HEAD ISLAND, SOUTH CAROLINA**  
 AIP PROJECT NO:  
 SCAA PROJECT NO:  
 CLIENT PROJECT NO:  
 TBI PROJECT NO. 2119-1303

May 10, 2013

**DESIGN PHASE (04)**

DESCRIPTION	PRIN	PM	SP	E6	E4	E2	E1	T5	T3	AD5	AD3
	\$ 175	\$ 164	\$ 130	\$ 147	\$ 112	\$ 82	\$ 72	\$ 98	\$ 69	\$ 76	\$ 55
<b>PLANS</b>											
Cover Sheet (1)	0	1	0	0	0	1	0	0	2	0	0
Quantities and General Notes (1)	0	1	0	1	0	1	2	0	0	0	0
Phasing and Safety Plan (2)	1	2	0	2	4	6	4	0	4	0	0
Geometric Plan (2)	1	2	0	0	2	4	6	0	6	0	0
Demolition Plan (2)	0	2	0	0	2	4	6	0	6	0	0
Grading and Drainage Plan (2)	2	4	0	4	8	10	12	20	4	0	0
Typical Section and Pavement Details (1)	0	1	0	1	2	2	2	2	4	0	0
Drainage Details (1)	0	1	0	1	2	2	2	2	4	0	0
Sediment and Erosion Control Plan (4)	1	4	0	4	12	10	8	12	6	0	0
Sediment and Erosion Control Details (2)	0	1	0	2	2	4	4	2	6	0	0
Marking Plan and Details (1)	0	1	0	2	2	4	8	2	4	0	0
Lighting Plan (2)	1	2	0	4	6	8	12	8	4	0	0
Electrical Details (1)	0	1	0	1	2	2	4	2	4	0	0
Miscellaneous Details (1)	0	1	0	1	2	2	4	2	4	0	0
Drainage Profiles (1)	0	1	0	1	2	4	2	4	2	0	0
<b>DESIGN</b>											
Coordination Meetings with Owner	4	4	0	0	0	0	0	0	1	0	1
Pre-design Meeting with Owner	4	4	0	0	0	0	0	0	1	0	0
Sequence of Construction	1	2	0	2	4	2	0	0	0	0	0
Grading Design	1	2	0	2	4	2	0	6	0	0	0
Pavement Design	0	1	0	0	2	2	0	2	0	0	0
Erosion Control Design	0	2	0	4	6	4	2	2	0	0	0
SWPPP Coordination and Plan Preparation	0	2	4	2	2	2	0	0	2	1	1
NFDC Coordination	0	2	4	0	0	0	0	0	0	1	1
Electrical Design	0	1	0	4	4	6	0	0	0	0	0
Specifications	2	4	0	6	4	0	0	0	0	4	8
Quantities and Construction Estimate	0	1	0	0	2	2	4	2	4	0	0
Design Review Meeting (1)	4	4	0	0	0	0	0	0	2	0	0
Quality Assurance Plan	4	6	0	0	0	0	0	0	0	0	0
Revisions	0	0	0	2	4	4	6	6	6	0	1
<b>MANHOOR TOTAL</b>	<b>26</b>	<b>60</b>	<b>8</b>	<b>46</b>	<b>80</b>	<b>88</b>	<b>88</b>	<b>74</b>	<b>76</b>	<b>6</b>	<b>12</b>

**DIRECT LABOR EXPENSES:**

CLASSIFICATION	BILL RATE	EST. MHRS	EST. COST
Principal	PRIN \$ 175	26	\$ 4,550
Project Manager	PM \$ 164	60	\$ 9,840
Senior Planner	SP \$ 130	8	\$ 1,040
Engineer V	E6 \$ 147	46	\$ 6,762
Engineer III	E4 \$ 112	80	\$ 8,960
Engineer II	E2 \$ 82	88	\$ 7,216
Engineer I	E1 \$ 72	88	\$ 6,336
Technician V	T5 \$ 98	74	\$ 7,252
Technician III	T3 \$ 69	76	\$ 5,244
Admin. Assistant IV	AD5 \$ 76	6	\$ 456
Admin. Assistant III	AD3 \$ 55	12	\$ 660
	<b>Total</b>	<b>564</b>	
<b>SUBTOTAL</b>			<b>\$ 58,316.00</b>

MANHOUR ESTIMATE

TAXIWAY 'F' RELOCATION  
HILTON HEAD AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA  
AIP PROJECT NO:  
SCAA PROJECT NO:  
CLIENT PROJECT NO:  
TBI PROJECT NO. 2119-1303

May 10, 2013

DESIGN PHASE (04)

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 150	1	\$ 150.00
Postage	LS	\$ 125	1	\$ 125.00
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 175	1	\$ 175.00
Travel	LS	\$ 600	1	\$ 600.00
<b>SUBTOTAL</b>				<b>\$ 1,050.00</b>

SCOPE OF SUBCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Ground Survey	NTE	\$ 35,000	1	\$ 35,000.00
Geotechnical Investigation	NTE	\$ 17,250	1	\$ 17,250.00
<b>SUBTOTAL</b>				<b>\$ 52,250.00</b>

**TOTAL DESIGN COST: \$ 111,616.00**

**MANHOOR ESTIMATE**

**TAXIWAY 'F' RELOCATION**  
 HILTON HEAD AIRPORT  
 HILTON HEAD ISLAND, SOUTH CAROLINA  
 AIP PROJECT NO:  
 SCAA PROJECT NO:  
 CLIENT PROJECT NO:  
 TBI PROJECT NO: 2119-1303

May 10, 2013

**BIDDING PHASE (05)**

DESCRIPTION	PRIN	PM	SP	E6	E4	E2	E1	T5	T3	AD5	AD3
	\$ 175	\$ 164	\$ 130	\$ 147	\$ 112	\$ 82	\$ 72	\$ 98	\$ 69	\$ 76	\$ 55
Coordinate Advertisement	0	0	1	0	0	0	0	0	0	0	0
Distribute Bid Documents	0	0	0	0	0	0	0	0	6	12	12
Prebid Meeting	0	6	0	0	0	0	1	0	1	0	0
Bidder Question and Answers	2	4	0	6	4	2	2	0	1	2	2
Prepare Addenda	2	4	0	6	4	4	2	0	1	2	2
Bid Opening and Tabulation	0	1	0	0	6	0	1	0	0	0	1
Recommendation of Award	0	1	0	0	0	0	0	0	0	0	1
<b>MANHOOR TOTAL</b>	<b>4</b>	<b>16</b>	<b>1</b>	<b>12</b>	<b>14</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>9</b>	<b>16</b>	<b>18</b>

**DIRECT LABOR EXPENSES:**

CLASSIFICATION	BILL RATE	EST. MHRS	EST. COST
Principal	PRIN \$ 175	4	\$ 700
Project Manager	PM \$ 164	16	\$ 2,624
Senior Planner	SP \$ 130	1	\$ 130
Engineer V	E6 \$ 147	12	\$ 1,764
Engineer III	E4 \$ 112	14	\$ 1,568
Engineer II	E2 \$ 82	6	\$ 492
Engineer I	E1 \$ 72	6	\$ 432
Technician V	T5 \$ 98	0	\$ -
Technician III	T3 \$ 69	9	\$ 621
Admin. Assistant IV	AD5 \$ 76	16	\$ 1,216
Admin. Assistant III	AD3 \$ 55	18	\$ 990
	Total	102	
<b>SUBTOTAL</b>			<b>\$ 10,337.00</b>

**DIRECT EXPENSES:**

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 150	1	\$ 150.00
Postage	LS	\$ 125	1	\$ 125.00
Copying	LS	\$ 1,050	1	\$ 1,050.00
Reproduction	LS	\$ 750	1	\$ 750.00
Advertisement	LS	\$ 1,200	1	\$ 1,200.00
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 200	1	\$ 200.00
Travel	LS	\$ 500	1	\$ 500.00
<b>EXPENSE DESCRIPTION</b>				<b>\$ 3,975.00</b>

**SCOPE OF SUBCONTRACTED SERVICES:**

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
-	-	-	-	-
-	-	-	-	-
<b>SUBTOTAL</b>				<b>\$ -</b>

**TOTAL BIDDING COST: \$ 14,512.00**

**HILTON HEAD ISLAND AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA  
WORK AUTHORIZATION 13-05  
June 10, 2013  
PROJECT NO.: TBI NO. 2119-1305**

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services.

---

**Description of Work Authorized:** Talbert, Bright & Ellington Inc.'s (TBE) scope of services relating to the preparation of a categorical exclusion (CE) for the relocation of Taxiway A and replacement ramp and realignment of Taxiway F.

The following tasks are required to achieve the aforementioned output.

**TASK 1: PROJECT MANAGEMENT**

Project goals and objectives will be determined through coordination and consultation with Beaufort County (COUNTY), in order to create a flow chart of activities and a milestone schedule. These two items will provide the COUNTY and TBE with a sequential scheme of events and the anticipated dates to achieve the project goals.

**ASSUMPTION:**

1. *For budgeting purposes, it was assumed that the project should take 6 months, not including review by resource and regulatory agencies and public review.*

Work Item	Time (Days)	Cumulative Time (Days)
Notice to Proceed	0	0
Scoping Meeting	1	1
Field Work	60	60
Document Preparation/In-house Review	30	90
FAA/Client Review		
Document Finalization	30	120

**DELIVERABLES:**

1. *A flow chart of activities and milestone schedule.*
2. *Attendance at three (3) meetings, not including a public hearing workshop (if required).*

**TASK 2:     STATE, FEDERAL, AND LOCAL AGENCY COORDINATION**

Coordination will include ongoing public relation activities to ensure that the agencies are kept informed of the project's progress. Activities to be conducted for this task are as follows:

- A. Continuing research and communication with state, federal, and local environmental agencies.
- B. Preparation of a scoping letter for the South Carolina State Clearinghouse advising of the COUNTY's intent to proceed with the preparation of a categorical exclusion.

***DELIVERABLE:***

- 1. *TBE will prepare the scoping letter.*

**TASK 3:     CATEGORICAL EXCLUSION CHECKLIST**

The environmental impact determination will be conducted in accordance with the requirements of the National Environmental Policy Act of 1969 (NEPA), Council on Environmental Quality (CEQ), *FAA Order 5050.4B National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions* (April 28, 2006), and *FAA Order 1050.1E Change 1 Environmental Impacts: Policies and Procedures* (March 20, 2006).

A Categorical Exclusion Checklist will be prepared; however, specific environmental impact categories will be assessed from the data collected for the runway extension environmental assessment that is currently ongoing.

**TASK 4:     DRAFT CATEGORICAL EXCLUSION DOCUMENTATION**

TBE will prepare a draft CE in accordance with the requirements of National Environmental Policy Act of 1969 (NEPA), Council on Environmental Quality (CEQ), FAA Order 5050.4A, *Airport Environmental Handbook*, and FAA Order 1050.1D *Policies and Procedures for Considering Environmental Impacts*, utilizing the technical material previously collected (Task 3). The document will be concise and will include support documents, as necessary. **Four (4)** copies of the preliminary draft CE will be distributed for review and comment. Comments will be incorporated and **twenty (20)** copies of the approved draft document will be prepared for general distribution to the reviewing agencies. The draft CE will address the following items:

- A. CHECKLIST – This section will include the CE checklist.

- B. APPENDICES – Appendices will be included only for analytical information that substantiates an analysis pertinent to the document.

**ASSUMPTIONS:**

1. The **COUNTY** and **FAA** will review the preliminary draft CE document concurrently and will provide comments to **TBE**.
2. **TBE** will assume one (1) concurrent independent review by the **COUNTY** and **FAA** prior to approval of the draft CE.

**DELIVERABLES**

1. **Four (4)** copies of the preliminary draft CE for review; and,
2. **Twenty (20)** copies of approved draft CE.

**TASK 5: ADVERTISE AND EVALUATE COMMENTS**

**ASSUMPTIONS:**

1. **TBE** will prepare the advertisement for the availability of the draft CE review.
2. **Beaufort** will advertise the availability of the draft CE.
3. *It is assumed that a public hearing workshop will not be required. If required, this will be done under an amendment to this contract.*

**TASK 6: FINAL CATEGORICAL EXCLUSION DOCUMENTATION**

**TBE** will revise the draft CE in accordance with the appropriate regulatory guidance referenced in Task 4. **Four (4)** copies each of the preliminary final CE will be distributed for review and comment. Comments will be incorporated and **ten (10)** copies of the approved final CE will be prepared for general distribution to those agencies having provided substantive comments into the final CE. The final CE will include but not be limited to addressing the following issues:

- A. Revise project description to reflect changes as a result of circulation of draft CE and input received from the public hearing process.
- B. Revise maps and drawings to reflect changes in location, design, and impact.
- C. Attach written comments received following draft CE circulation and public information workshop. Address both verbal and written comments received.
- D. List environmental commitments.

**ASSUMPTIONS:**

1. The **COUNTY** and **FAA** will review the preliminary final CE concurrently and will provide comments to the **TBE**.
2. **TBE** will assume one (1) concurrent independent review prior to approval of the final CE.
3. **FAA** will prepare the Finding of No Significant Impact (FONSI).

**DELIVERABLES:**

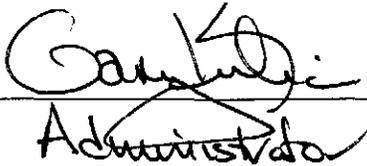
1. Four (4) copies of the preliminary final CE for review; and,
2. Ten (10) copies of approved final CE.

**Estimated Time Schedule:** Work shall be completed in accordance with the schedule established and agreed upon by the Owner and Engineer.

**Cost of Services:** The method of payment shall be in accordance with Article 6 of the contract. The work shall be performed in accordance with the Master Contract as a lump sum of **\$65,014.00**.

**Agreed as to Scope of Services, Time Schedule and Budget:**

**APPROVED:**  
BEAUFORT COUNTY

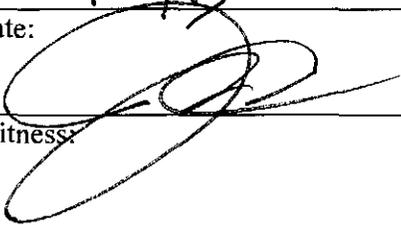
  
\_\_\_\_\_

Title

Date:

10/31/13

Witness:

  
\_\_\_\_\_

**APPROVED:**  
TALBERT BRIGHT & ELLINGTON,  
INC.

  
\_\_\_\_\_

Vice President

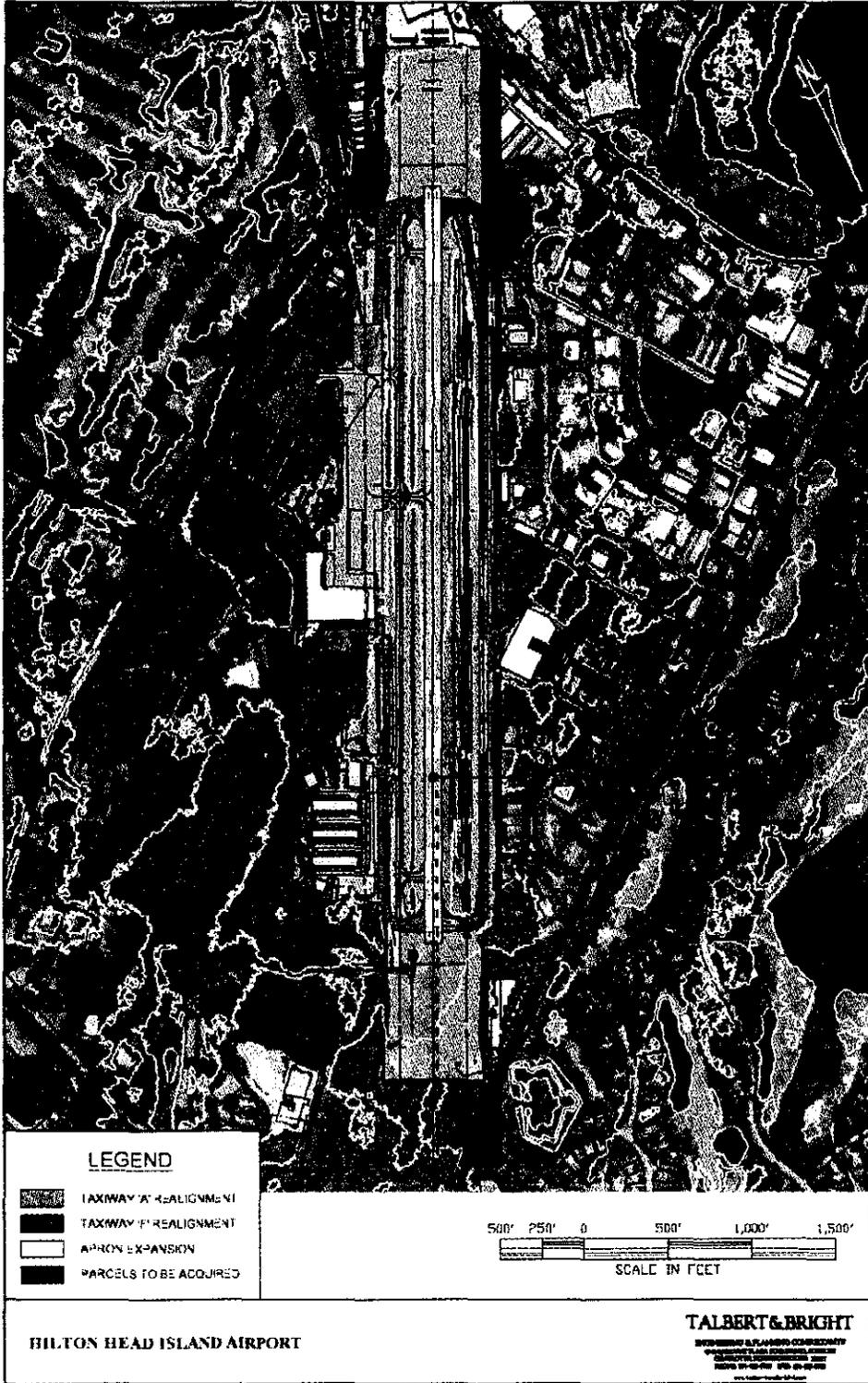
Title:

Date:

11/4/13

Witness:

  
\_\_\_\_\_



MANHOUR ESTIMATE

RELOCATION OF TAXIWAY A AND REPLACEMENT RAMP AND REALIGNMENT OF TAXIWAY F CATEGORICAL EXCLUSION  
 HILTON HEAD ISLAND AIRPORT  
 HILTON HEAD ISLAND, SOUTH CAROLINA  
 AIP PROJECT NO:  
 SCAC PROJECT NO:  
 CLIENT PROJECT NO:  
 TBE PROJECT NO: 2119-1305

June 10, 2013

DESCRIPTION	PRIN	PM	SP	E6	E4	E2	E1	T5	T3	AD5	AD4
	\$ 175	\$ 164	\$ 130	\$ 147	\$ 112	\$ 82	\$ 72	\$ 98	\$ 69	\$ 76	\$ 68
<b>PRELIMINARY PROJECT SCOPING</b>											
Develop Project Scope/Contract	4	4	12	0	0	0	0	0	0	0	0
<b>TASK 1 - PROJECT MANAGEMENT</b>											
Monthly Meeting	10	0	20	0	0	0	0	0	0	0	0
Monthly Status Reports	0	0	8	0	0	0	0	0	0	0	0
Project Management	8	8	20	0	0	0	0	0	0	8	0
Additional Meetings	0	0	20	0	0	0	0	0	0	8	0
<b>TASK 2 - STATE, FEDERAL, AND LOCAL AGENCY COORDINATION</b>											
Agency Meetings	0	0	16	0	0	0	0	0	0	0	0
Scoping Letter	0	0	4	0	0	0	0	0	0	0	0
Letter of Intent	0	0	4	0	0	0	0	0	0	0	0
<b>TASK 3 - CATEGORICAL EXCLUSION CHECKLIST</b>											
Review of Checklist and Revision of Phase I Development Projects EA	0	0	24	0	0	0	12	0	0	0	0
<b>TASK 4 - DRAFT CATEGORICAL EXCLUSION</b>											
Checklist	0	0	20	0	0	0	16	0	0	0	0
Comments and Coordination	0	0	4	0	0	0	2	0	0	0	0
Preliminary Draft Categorical Exclusion	8	8	16	0	0	0	16	0	0	0	0
Final Draft Categorical Exclusion	8	8	16	0	0	0	16	0	0	0	2
<b>TASK 5 - ADVERTISE, CONDUCT PUBLIC HEARING, AND EVALUATE COMMENT</b>											
Prepare Advertisement	0	0	2	0	0	0	1	0	0	0	1
Prepare Comment Responses	0	0	8	0	0	0	8	8	0	0	0
<b>TASK 6 - FINAL CATEGORICAL EXCLUSION</b>											
Revise Draft Categorical Exclusion	0	0	8	0	0	0	8	8	0	0	2
Preliminary Final Categorical Exclusion	8	8	8	0	0	0	0	0	0	0	2
Final Categorical Exclusion	8	8	16	0	0	0	16	16	0	0	0
MANHOUR TOTAL	54	44	226	0	0	0	95	32	0	16	7

**DIRECT LABOR EXPENSES:**

CLASSIFICATION		BILL RATE	EST. MHRS	EST. COST
Principal	PRIN	\$ 175	54	\$ 9,450
Project Manager	PM	\$ 164	44	\$ 7,216
Senior Planner	SP	\$ 130	226	\$ 29,380
Engineer V	E6	\$ 147	-	\$ -
Engineer III	E4	\$ 112	-	\$ -
Engineer II	E2	\$ 82	-	\$ -
Engineer I	E1	\$ 72	95	\$ 6,840
Technician V	T5	\$ 98	32	\$ 3,136
Technician III	T3	\$ 69	-	\$ -

**MANHOOR ESTIMATE**

RELOCATION OF TAXIWAY A AND REPLACEMENT RAMP AND REALIGNMENT OF TAXIWAY F CATEGORICAL EXCLUSION  
 HILTON HEAD ISLAND AIRPORT  
 HILTON HEAD ISLAND, SOUTH CAROLINA  
 AIP PROJECT NO:  
 SCAC PROJECT NO:  
 CLIENT PROJECT NO:  
 TBE PROJECT NO: 2119-1305

June 10, 2013

Admin. Assistant IV	AD5	\$	76	16	\$	1,216
Admin. Assistant III	AD4	\$	68	7	\$	476
			Total	474		
<b>SUBTOTAL</b>						<b>\$ 57,714.00</b>

**DIRECT EXPENSES:**

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 250.00	2	\$ 500
Postage	LS	\$ 500.00	1	\$ 500
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 500.00	1	\$ 500
Travel/Per Diem	LS	\$ 2,000.00	1	\$ 2,000
Draft Categorical Exclusion	CE	\$ 100.00	24	\$ 2,400
Final Categorical Exclusion	CE	\$ 100.00	14	\$ 1,400
<b>SUBTOTAL</b>				<b>\$ 7,300.00</b>

**SCOPE OF SUCONTRACTED SERVICES:**

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
	LS	\$ -	1	\$ -
	LS	\$ -	1	\$ -
	LS	\$ -	1	\$ -
	LS	\$ -	1	\$ -
<b>SUBTOTAL</b>				<b>\$ -</b>

**TOTAL PRELIMINARY COST: \$ 65,014.00**

**HILTON HEAD ISLAND AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA  
WORK AUTHORIZATION 13-07  
October 16, 2013  
PROJECT NO.: TBI NO. 2119-1307**

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services.

---

**Description of Work Authorized:** As part of the ongoing tree removal project at the Hilton Head Island Airport, this scope of services outlines the tasks to complete the onsite tree mitigation for the tree removal project on Runway 21. The scope of services is as follows.

**Task 1 Preliminary Design** – TBE will evaluate the design plans and specifications prepared by CDM Smith in 2012 for the tree mitigation project required because of the removal of trees on the airport property. The project was originally bid in 2012, but due to the law suit brought by the St. James Baptist Church and Palmetto Hall Plantation, as well as the lack of responsive bidders, the project was placed on hold. The lawsuit was dropped in mid 2013 and the project is proceeding by being re-bid.

**Task 2 Bid Phase Services** – In preparation for rebidding the project TBE will:

- Modify the bid documents to remove the alternative options for planting of native grasses in the runway safety area.
- Assist the County in advertising for and obtaining bids for construction services.
- Maintain a record of prospective bidders to whom Bidding Documents have been issued, and receive and process deposits for Bidding Documents.
- Answer questions from potential bidders during the bidding phase.
- Assist the County in conducting a pre-bid conference to share pertinent bidding and technical information and requirements with prospective bidders.
- Issue addenda as appropriate to interpret, clarify, or expand the Bidding Documents.
- Distribute sets of Bidding Documents to Prospective Bidders and plan offices (Dodge and AGC) during the Bidding Phase.
- Attend the bid opening, prepare bid tabulation sheets, and assist the County in evaluating bids or proposals.
- Assist County in assembling construction contracts.

**Task 3 Construction Phase Services** – TBE shall provide construction contract administration and resident inspection services for the tree mitigation project.

**Estimated Time Schedule:** Work shall be completed in accordance with the schedule established and agreed upon by the Owner and Engineer.

**Cost of Services:** The method of payment shall be in accordance with Article 6 of the Master Contract. The work shall be performed in accordance with the Master Contract as a lump sum of **\$205,128.50.**

**Agreed as to Scope of Services, Time Schedule and Budget:**

**APPROVED:**  
BEAUFORT COUNTY

  
\_\_\_\_\_  
Administrator

Title

10/31/13

Date:

  
\_\_\_\_\_  
Witness:

**APPROVED:**  
TALBERT, BRIGHT & ELLINGTON,  
INC.

  
\_\_\_\_\_  
Vice President

Title:

11/4/13

Date:

  
\_\_\_\_\_  
Witness:



**MANHOOR ESTIMATE**

**BIDDING AND CONSTRUCTION PHASE SERVICES FOR ON-AIRPORT TREE MITIGATION PROJECT**  
**HILTON HEAD ISLAND AIRPORT**  
**HILTON HEAD, SOUTH CAROLINA**  
**AIP PROJECT NO: 3-45-0030-029-2010**  
**TBI PROJECT NO:**

October 16, 2013

**PROJECT FORMULATION/DEVELOPMENT PHASE (01)**

DESCRIPTION	PRIN	PM	SP	E6	E4	E2	E1	T3	T3	AD5	AD3
	\$ 175	\$ 164	\$ 130	\$ 147	\$ 112	\$ 82	\$ 72	\$ 98	\$ 69	\$ 76	\$ 55
Preliminary project review w/Owner	8	0	8	0	0	0	0	0	0	0	0
Develop project scope/contract	2	2	8	0	0	0	0	0	0	0	2
Coordinate with subconsultants	2	2	4	0	0	0	0	0	0	0	0
Determine project approach	1	4	4	0	0	0	0	0	0	0	0
Develop preliminary estimate	0	1	1	0	0	0	0	0	0	0	0
Project scope/contract revisions	1	1	1	0	0	0	0	0	1	0	3
<b>MANHOOR TOTAL</b>	<b>14</b>	<b>10</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>

**DIRECT LABOR EXPENSES:**

CLASSIFICATION		BILL RATE	EST. MHRS	EST COST
Principal	PRIN	\$ 175	14	\$ 2,450
Project Manager	PM	\$ 164	10	\$ 1,640
Senior Planner	SP	\$ 130	26	\$ 3,380
Engineer V	E6	\$ 147	-	\$ -
Engineer III	E4	\$ 112	-	\$ -
Engineer II	E2	\$ 82	-	\$ -
Engineer I	E1	\$ 72	-	\$ -
Technician V	T3	\$ 98	-	\$ -
Technician III	T3	\$ 69	1	\$ 69
Admin. Assistant IV	AD5	\$ 76	2	\$ 152
Admin. Assistant III	AD3	\$ 55	3	\$ 165
	<b>Total</b>		<b>56</b>	<b>\$ 7,856.00</b>
<b>SUBTOTAL</b>				<b>\$ 7,856.00</b>

**DIRECT EXPENSES:**

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST UNITS	EST COST
Telephone	LS	\$ 150	0.5	\$ 75
Postage	LS	\$ 150	0.5	\$ 75
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 200	1	\$ 200
Per Diem	LS	\$ 147	2	\$ 294
<b>SUBTOTAL</b>				<b>\$ 644.00</b>

**SCOPE OF SUBCONTRACTED SERVICES:**

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST UNITS	EST COST
	NTE	\$	0	\$ -
	NTE		0	\$ -
<b>SUBTOTAL</b>				<b>\$ -</b>

**TOTAL PRELIMINARY COST: \$ 8,500.00**

**MANHOOR ESTIMATE**

**BIDDING AND CONSTRUCTION PHASE SERVICES FOR ON-AIRPORT TREE MITIGATION PROJECT**  
 HILTON HEAD ISLAND AIRPORT  
 HILTON HEAD, SOUTH CAROLINA  
 AIP PROJECT NO: 3-45-0030-029-2010  
 TBI PROJECT NO:

October 16, 2013

**BIDDING PHASE (05)**

DESCRIPTION	PRIN	PM	SP	E6	E4	E2	E1	T5	T3	AD5	AD3
	\$ 175	\$ 164	\$ 130	\$ 147	\$ 112	\$ 82	\$ 72	\$ 98	\$ 69	\$ 76	\$ 55
Coordinate advertisement	0	1	0	0	0	0	0	0	0	0	0
Distribute bid documents	0	0	0	0	0	0	0	0	0	0	0
Prebid meeting	0	8	8	0	0	0	0	0	0	0	0
Bidder question & answers	2	6	0	4	6	4	2	0	2	2	4
Prepare addenda	2	6	8	4	0	0	0	0	0	0	0
Bid opening, tabulation	8	8	8	4	0	0	4	0	0	2	2
Recommendation of Award	2	2	2	0	0	0	0	0	0	0	2
<b>MANHOOR TOTAL</b>	<b>14</b>	<b>31</b>	<b>26</b>	<b>12</b>	<b>6</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>8</b>

DIRECT LABOR EXPENSES:

CLASSIFICATION		BILL RATE	EST. MHRS	EST. COST
Principal	PRIN	\$ 175	14	\$ 2,450
Project Manager	PM	\$ 164	31	\$ 5,084
Senior Planner	SP	\$ 130	26	\$ 3,380
Engineer V	E6	\$ 147	12	\$ 1,764
Engineer III	E4	\$ 112	6	\$ 672
Engineer II	E2	\$ 82	4	\$ 328
Engineer I	E1	\$ 72	6	\$ 432
Technician V	T5	\$ 98	0	\$ -
Technician III	T3	\$ 69	2	\$ 138
Admin. Assistant IV	AD5	\$ 76	4	\$ 304
Admin. Assistant III	AD3	\$ 55	8	\$ 440
			<b>Total</b>	<b>113</b>
<b>SUBTOTAL</b>				<b>\$ 14,992.00</b>

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 200	0.5	\$ 100.00

Postage	LS	\$	175	1	\$	175.00
Copying	LS	\$	250	1	\$	250.00
Reproduction	LS	\$	250	1	\$	250.00
Advertisement	LS	\$	-	1	\$	-
Miscellaneous expenses (prints, faxes, copies)	LS	\$	100	1	\$	100.00
Per Diem	LS	\$	147	1	\$	147.00
<i>EXPENSE DESCRIPTION</i>						\$ 1,022.00

SCOPE OF SUBCONTRACTED SERVICES:

<u>EXPENSE DESCRIPTION</u>	<u>UNIT</u>	<u>UNIT RATE</u>	<u>EST. UNITS</u>	<u>EST. COST</u>
-	-	-	-	-
-	-	-	-	-
<i>SUBTOTAL</i>				\$ -
<b>TOTAL BIDDING COST:</b>				<b>\$ 16,014.00</b>

MANHOUR ESTIMATE

BIDDING AND CONSTRUCTION PHASE SERVICES FOR ON-AIRPORT TREE MITIGATION PROJECT  
 HILTON HEAD ISLAND AIRPORT  
 HILTON HEAD, SOUTH CAROLINA  
 AIP PROJECT NO: 3-45-0030-029-2010  
 TBI PROJECT NO:

October 16, 2013

CONSTRUCTION ADMINISTRATION PHASE (06)

DESCRIPTION	PRIN	PM	SP	E6	E4	E2	E1	T5	T3	AD5	AD3
	\$ 175	\$ 164	\$ 130	\$ 147	\$ 112	\$ 82	\$ 72	\$ 98	\$ 69	\$ 76	\$ 55
Coordinate award of contract	0	2	0	0	0	0	0	0	0	0	1
Coordinate/ conduct preconstruction	8	14	0	0	0	0	0	0	0	0	1
Preconstruction minutes	0	2	0	0	0	0	0	0	0	0	2
Coordinate project schedule	0	1	0	0	2	0	0	0	0	0	1
Coordinate submittals	1	2	0	4	12	8	0	0	0	0	6
Construction visits (8)	8	64	0	0	0	0	0	0	0	0	0
Construction observation reports	2	16	0	0	16	0	0	0	0	0	6
Review/coordinate field changes	4	6	0	0	12	0	0	0	0	0	2
Construction correspondence	2	2	0	0	12	0	0	0	0	0	4
Process requests for partial payment	1	6	0	0	4	0	0	0	0	0	1
Final inspection	0	8	0	0	6	0	0	0	0	0	2
Follow Up inspection	0	8	0	0	6	0	0	0	0	0	2
Punch List inspection	0	8	0	0	6	0	0	0	0	0	2
Coordinate record drawings	0	2	0	0	0	0	0	0	0	0	2
<b>MANHOUR TOTAL</b>	<b>26</b>	<b>141</b>	<b>0</b>	<b>4</b>	<b>76</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32</b>

DIRECT LABOR EXPENSES:

CLASSIFICATION		BILL RATE	EST. MHRS	EST. COST
Principal	PRIN	\$ 175	26	\$ 4,550
Project Manager	PM	\$ 164	141	\$ 23,124
Senior Planner	SP	\$ 130	0	\$ -
Engineer V	E6	\$ 147	4	\$ 588
Engineer III	E4	\$ 112	76	\$ 8,512
Engineer II	E2	\$ 82	8	\$ 656
Engineer I	E1	\$ 72	0	\$ -
Technician V	T5	\$ 98	0	\$ -
Technician III	T3	\$ 69	0	\$ -
Admin., Assistant IV	AD5	\$ 76	0	\$ -
Admin., Assistant III	AD3	\$ 55	32	\$ 1,760
	Total		287	
<b>SUBTOTAL</b>				<b>\$ 39,190.00</b>

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 300	1	\$ 300.00
Postage	LS	\$ 250	1	\$ 250.00
Copying	LS	\$ 500	1	\$ 500.00
Reproduction-Rel. for Const.	LS	\$ 500.00	1	\$ 500.00
Reproduction-As Built	LS	\$ 100	1	\$ 100.00
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 300	1	\$ 300.00
Per Diem	LS	\$ 147	16	\$ 2,352.00
<b>SUBTOTAL</b>				<b>\$ 4,302.00</b>

SCOPE OF SUBCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
CDM Smith	LS	\$ 33,063	1	\$ 33,062.50
	LS		1	\$ -
<b>SUBTOTAL</b>				<b>\$ 33,062.50</b>

TOTAL CONSTRUCTION ADMIN. COST: \$ 76,554.50

MANHOUR ESTIMATE

BIDDING AND CONSTRUCTION PHASE SERVICES FOR ON-AIRPORT  
 TREE MITIGATION PROJECT  
 HILTON HEAD ISLAND AIRPORT  
 HILTON HEAD, SOUTH CAROLINA  
 AIP PROJECT NO: 3-45-0030-029-2010  
 TBI PROJECT NO:

October 16, 2013

RESIDENT PROJECT REPRESENTATIVE (PHASE 51)  
 CALENDAR DAYS 120

DESCRIPTION	RPR
	\$ 80
Project review	4
Site mobilization	8
On site inspection	1030
Final inspection	8
Follow up inspection	8
Punch List inspection	8
Site demobilization	8
<b>MANHOUR TOTAL</b>	<b>1074</b>

DIRECT LABOR EXPENSES:

CLASSIFICATION		BILL	EST.	EST.
		RATE	MHRS	COST
RESIDENT ENGINEER	RPR	\$ 80	1074	\$ 85,920
		Total	1,074	
<b>SUBTOTAL</b>				<b>\$ 85,920.00</b>

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT	EST.	EST.
		RATE	UNITS	COST
Telephone	LS	\$ 200	1	\$ 200.00
Postage	LS	\$ 100	1	\$ 100.00
Miscellaneous expenses (prints, faxes, copies, photos)	LS	\$ 200	1	\$ 200.00
Travel	LS		1	\$ -
<b>SUBTOTAL</b>				<b>\$ 500.00</b>

PER DIEM:

EXPENSE DESCRIPTION	UNIT	UNIT	EST.	EST.
		RATE	UNITS	COST
DAILY PER DIEM	PD	\$ 147	120	\$ 17,640
		Total	120	
<b>SUBTOTAL</b>				<b>\$ 17,640.00</b>
<b>TOTAL INSPECTION COST:</b>				<b>\$ 104,060.00</b>

**HILTON HEAD ISLAND AIRPORT**  
**HILTON HEAD ISLAND, SOUTH CAROLINA**  
**WORK AUTHORIZATION 10-06**  
**June 11, 2014**  
**PROJECT NO.: TBI NO. 2119-1006**

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services.

---

**Description of Work:** Engineering and Planning Services for preparation, design, and bidding of the contract drawings for the proposed extension of Runway 03 (297 feet long x 100 feet wide) with a proposed Engineered Materials Arresting System (EMAS) beyond the extended end of Runway 3, and proposed extension of Runway 21 (403 feet long x 100 feet wide), as depicted in the attached exhibit, for the Hilton Head Island Airport in accordance with the Master Contract.

The runway and parallel taxiways (“A” and “F”) will be extended 297 feet on the south end and 403 feet to the north end to the proposed extended runway ends. These airfield pavements will be constructed of bituminous concrete over aggregate base course. The newly extended Runway 03 will have a 297-foot displaced landing threshold, and the newly extended Runway 21 will have a 403-foot displaced landing threshold. Also included is the installation of a new CAT I localizer and related shelter. The Runway 03 and Runway 21 PAPI’s will be relocated to the proposed landing thresholds. Additionally, piping and backfilling of the existing drainage ditch between Runway 3-21 and Parallel Taxiway “F” will also be included.

Professional services to be provided by the consultant will include civil, electrical, and geotechnical engineering services required to accomplish the following items:

**PHASE 01 - Preliminary Design**

The preliminary design phase is intended to identify and evaluate alternatives to assure cost effective and practical solutions for the work items identified. TBE will complete its evaluation of alternatives through contacts with local authorities, field investigations, and a practical design approach. The design will take advantage of local knowledge and experience and utilize expertise from recent construction projects to design a cost effective project and ensure competitive construction bids. Activities include:

- a. Conduct a project kick-off meeting. Attendees will be the Sponsor, FAA, design team, and airport tenants.
- b. Coordinate with airport staff and US Airways Express/American Airlines to minimize impacts of day-to-day flight operations at the airport (2 meetings).

- c. Coordinate with FAA on the design and installation of the new CAT I localizer and related shelter.
- d. Coordinate with FAA Flight Procedures on development of revised instrument approach procedures to reflect the proposed landing threshold shifts for both runway ends.
- e. Coordinate with Zodiac Aerospace, the FAA and the Sponsor on the preliminary design of a new Engineered Materials Arresting System (EMAS) for the proposed extension of Runway 03. Submit preliminary design of EMAS to FAA for approval.
- f. Coordinate with the following agencies for necessary permits related to the proposed improvements for this project:
  - USACE Section 404 Wetland Impact Permit (to be applied for during design)
  - SCDHEC-OCRM 401 Water Quality Certification (to be applied for during design)
  - Town of Hilton Head Island Wetland Alteration Permit (to be applied for during design)
  - SCDHEC-OCRM NPDES Permit (to be applied for during design)
  - Town of Hilton Head Island Design Plan Review Permit (to support construction activity, includes Town departments [Natural Resources, Engineering, Emergency – EMS/Fire, Planning, etc.] to be applied for during design)
  - Hilton Head Public Service District Permit (if any utilities need to be added or relocated for the expansion; if not, simple notification of construction activity, to be applied for during design)
  - Local Dry Utilities Permit (e.g., Palmetto Electric, Hargray Communications, etc.; if any dry utilities need to be added or relocated for the expansion; if not, simple notification of construction activity, to be applied for during design)
  - Beaufort County Engineering (plan review, to be performed during design)
- g. Prepare a preliminary estimate of probable construction costs and schematic design for each element of the project.
- h. Coordinate with all subconsultants on the project. This coordination will provide all geotechnical investigation and analysis required for the design, as well as the required survey information for the project.

- i. Prepare an overall construction phasing plan in order to maximize project constructability and minimize interference with airport operations.

#### **PHASE 04 - Engineering Phase Activities**

- a. Evaluate drainage alternatives for the proposed runway extension and the piping of the existing drainage ditch in the grassed area between Runway 03-21 and Parallel Taxiway "F", and proceed with the preferred alternatives for each area.
- b. Complete design of erosion and sediment control devices.
- c. Review existing electrical lighting layouts and determine required system modifications.
- d. Prepare and submit FAA coordination package for installation of new Runway 21 CAT I localizer and related shelter south of the proposed Runway 03 extension, and proposed EMAS beyond the proposed Runway 3 extension.
- e. Permitting in accordance with the Clean Water Act: The Engineer shall provide planning services for the performance of environmental permitting for the piping of the existing drainage ditch between Runway 03-21 and Parallel Taxiway "F" in order to obtain a 404 permit. The environmental permitting shall include:
  - Project Administration
  - Section 401/404 Permit Application
  - Draft Mitigation Plan

Items not included in this scope of services include:

- Purchase of mitigation credits.
- f. Complete the soils investigation, soils report, and recommendations including:
    1. Field Exploration
      - a) Conduct boring explorations at various locations in accordance with FAA Advisory Circular (AC) 150/5320-6E. Log and field classify soils and obtain samples for laboratory testing.
    2. Laboratory Testing
      - a) Perform laboratory index and strength tests as follows:
        - 1) Compacted CBR tests.
        - 2) Modified proctor compaction tests.
        - 3) Atterberg limit determinations.
        - 4) Sieve analysis.

- 5) Unit weight and water content determinations.
- 6) FAA soil classifications for all samples.
  
- g. Complete necessary topography and site surveying, including establishment of project control points in accordance with FAA AC 150/5300-18B and related advisory circulars.
- h. Complete pavement section alternatives analysis and provide recommendations.
- i. Complete preliminary plan and profile design for the runway and taxiway.
- j. Complete preliminary runway and taxiway lighting, signing, and system circuitry layout.
- k. Complete preliminary PAPI relocations for the proposed Runway 03 and Runway 21 landing thresholds.
- l. Provide recommendations for construction phasing to the sponsor for their review.
- m. Meet with Sponsor/FAA to review project after preliminary engineering report submittal, and at 60 percent and 90 percent completion (3 meetings).
- n. Complete estimates of probable construction costs for the recommended alternatives.
- o. Solicit comments on preliminary design from airport personnel and FAA.

#### **PHASE 04 - Final Design**

- a. Incorporate preliminary design comments and respond as necessary to requests for additional information.
- b. Provide final design drawings, specifications, and final estimate of probably construction costs and schedule for the project.
- c. Develop specifications using FAA AC 150/5370-10, "Standards for Specifying Construction of Airports," as amended, and utilize standard provisions supplied by the sponsor, as necessary.
- d. Development of construction safety and phasing plan in accordance with FAA AC 150/5370-2, "Operational Safety on Airports during Construction."
- e. Design all improvements in accordance with FAA standards and guidelines.
- f. Coordinate with Zodiac Aerospace, the FAA and the Owner on the final design of a new EMAS for the proposed extension of Runway 03.

- g. Provide for all required design of utilities and services within the area defined in the preliminary design.
- h. Complete final quantity calculations.
- i. Complete final engineer's report for the project. This report will detail all data utilized in the design of the project. The final design report will discuss any/all assumptions made during the design. This shall include the following: Geotechnical investigation, topographic survey, final plans, pavement section design and analysis, final drainage design, final design of proposed EMAS, final design of new CAT I localizer and related shelter, estimates of probable construction costs, and phasing/scheduling recommendations.
- j. Solicit sponsor and FAA approval.
- k. Complete and submit 7460 application.
- l. Submit project to local and state permitting agencies.
- m. Assist airport with advertising and interpretation of project requirements.
- n. Assist airport with preparation of the project application to FAA.
- o. Deliverables - Engineer will provide interim design submittals at 60 percent, 90 percent and 100 percent design completion phases. Deliverables for the 60 percent and 90 percent phases will consist of plan sheets, technical specifications, itemized construction cost estimate, and preliminary Engineer's Report – electronic copy: PDF format. Paper copy: bond full-size for plan sheets. Deliverables for the 100 percent phase will consist of plan sheets, technical specifications, itemized construction cost estimate, and final Engineer's Report.

**PHASE 05 - Bidding**

- a. Coordinate schedule and advertisement with Sponsor and FAA.
- b. Distribute plans/specifications to bidders, plan rooms, and funding agencies.
- c. Conduct the pre-bid meeting.
- d. Respond to contractor Requests for Information.
- e. Prepare addenda based off pre-bid meeting and bidders questions.

- f. Conduct the bid opening.
- g. Prepare and distribute the bid tabulation.
- h. Review bids. Coordinate with FAA Civil Rights on DBE participation.
- i. Send recommendation of award to Sponsor.
- j. Assist Sponsor with grant application.
- k. Deliverables - Engineer will provide bid tabulation of bids received, and submittal of DBE participation proposed by low responsive bidder to FAA Civil Rights for review and concurrence by the FAA. Upon receipt of written approval of DBE Participation Letter from FAA Civil Rights, Engineer will provide written summary of bids received and construction contract award recommendation for consideration by the Owner

**Estimated Time Schedule:** Work shall be completed in accordance with the schedule established and agreed upon by the Owner and Engineer.

**Cost of Services:** The method of payment shall be in accordance with Article 6 of the contract. The work shall be performed in accordance with the Master Contract as a lump sum of **\$290,041.00**. Special services shall be performed on a not to exceed basis with a budget of **\$336,275.00**, which includes reimbursable expenses. For a total of **\$626,316.00**.

**NOTE: This Work Authorization does not include construction administration professional services or any other construction phase professional services. These services will be included under a separate Work Authorization.**

**Agreed as to Scope of Services, Time Schedule and Budget:**

**APPROVED:**  
BEAUFORT COUNTY

**APPROVED:**  
TALBERT, BRIGHT & ELLINGTON,  
INC.

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Title

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Vice President  
Title:

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Date:

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Date:

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Witness:

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Witness:



**SUMMARY OF FEES**

**RUNWAY EXTENSION (297' ON RWY 3 & 403' ON RWY 21), PIPING OF  
DRAINAGE DITCH, AND RWY 3 EMAS**

HILTON HEAD ISLAND AIRPORT

HILTON HEAD ISLAND, SC

AIP PROJECT NO:

SCAA PROJECT NO:

CLIENT PROJECT NO:

TBI PROJECT NO: 2119-1006

June 11, 2014

DESCRIPTION	ESTIMATED COST
<b>BASIC SERVICES</b>	
PRELIMINARY DESIGN PHASE (01)	\$ 25,289.00
DESIGN PHASE (04)	\$ 238,756.00
BIDDING PHASE (05)	\$ 25,996.00
	<hr/>
SUBTOTAL	\$ 290,041.00
EXPENSES	\$ 10,825.00
SUBCONSULTANTS	\$ 325,450.00
	<hr/>
TOTAL	\$ 626,316.00

**MANHOOR ESTIMATE**

**RUNWAY EXTENSION (297' ON RWY 3 & 403' ON RWY 21), PIPING OF DRAINAGE  
DITCH, AND RWY 3 EMAS  
HILTON HEAD ISLAND AIRPORT  
HILTON HEAD ISLAND, SC  
AIP PROJECT NO:  
SCAA PROJECT NO:  
CLIENT PROJECT NO:  
TBI PROJECT NO: 2119-1006**

June 11, 2014

**PRELIMINARY DESIGN PHASE (01)**

DESCRIPTION	PRIN	PM	E6	E4	E2	E1	T5	AD5	AD3
	\$ 168	\$ 158	\$ 142	\$ 108	\$ 78	\$ 68	\$ 98	\$ 74	\$ 53
Preliminary project review w/Owner	16	16	0	2	0	0	2	2	2
Develop project scope/contract	8	4	2	0	0	1	0	4	0
Coordinate with subconsultants	0	16	8	0	0	1	4	0	2
Determine project approach	12	16	8	0	0	1	2	0	0
Preliminary coordination with USACE-404	0	4	0	0	0	0	2	0	1
Develop/submit phasing and security plan (7460)	2	6	8	4	2	0	2	0	0
Develop preliminary estimate	2	4	8	0	2	1	2	0	0
<b>MANHOOR TOTAL</b>	<b>40</b>	<b>66</b>	<b>34</b>	<b>6</b>	<b>4</b>	<b>4</b>	<b>14</b>	<b>6</b>	<b>5</b>

**DIRECT LABOR EXPENSES:**

CLASSIFICATION		BILL RATE	EST. MHRS	EST. COST
Principal	PRIN	\$ 168	40	\$ 6,720
Project Manager	PM	\$ 158	66	\$ 10,428
Engineer VI	E6	\$ 142	34	\$ 4,828
Engineer IV	E4	\$ 108	6	\$ 648
Engineer II	E2	\$ 78	4	\$ 312
Engineer I	E1	\$ 68	4	\$ 272
Technician V	T5	\$ 98	14	\$ 1,372
Admin. Assistant V	AD5	\$ 74	6	\$ 444
Admin. Assistant III	AD3	\$ 53	5	\$ 265
	Total		179	
<b>SUBTOTAL</b>				<b>\$ 25,289.00</b>

**DIRECT EXPENSES:**

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 75	1	\$ 75.00
Postage	LS	\$ 200	1	\$ 200.00
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 750	1	\$ 750.00
Travel	LS	\$ 200	3	\$ 600.00
<b>SUBTOTAL</b>				<b>\$ 1,625.00</b>
<b>TOTAL PRELIMINARY DESIGN COST:</b>				<b>\$ 26,914.00</b>

**MANHOUR ESTIMATE**

**RUNWAY EXTENSION (297' ON RWY 3 & 403' ON RWY 21), PIPING OF  
DRAINAGE DITCH, AND RWY 3 EMAS  
HILTON HEAD ISLAND AIRPORT  
HILTON HEAD ISLAND, SC  
AIP PROJECT NO:  
SCAA PROJECT NO:  
CLIENT PROJECT NO:  
TBI PROJECT NO: 2119-1006**

June 11, 2014

**DESIGN PHASE (04)**

DESCRIPTION	PRIN \$ 168	PM \$ 158	E6 \$ 142	E4 \$ 108	E2 \$ 78	E1 \$ 68	T5 \$ 98	AD5 \$ 74	AD3 \$ 53
<b>PLANS</b>									
Cover Sheet	0	0	2	0	2	2	0	0	0
Quantities and General Notes	0	2	0	0	0	4	4	0	0
Safety and Phasing Plan	4	4	6	2	8	6	8	0	0
Demolition Plan	0	2	4	8	6	8	16	0	0
Geometric Plan and Profile	2	4	6	12	16	4	24	0	0
Grading and Drainage Plans	4	24	56	64	24	16	120	0	0
Erosion and Sediment Control Plans	2	12	16	20	16	8	32	0	0
Erosion and Sediment Control Details	0	2	4	4	4	8	8	0	0
Typical Sections and Pavement Details	0	2	2	4	4	8	8	0	0
Drainage Profiles	0	2	2	0	4	8	12	0	0
Marking Plan	0	8	12	4	8	8	16	0	0
Electrical Layout Plan	2	8	48	16	24	32	40	0	0
New Localizer Antenna/Shelter Grading Plan	1	4	8	4	4	0	12	0	0
New Localizer Electrical Plan	0	2	4	6	4	8	8	0	0
New Localizer Electrical Grounding Plan	1	2	6	0	0	0	0	0	0
New Localizer Line of Sight Exhibit	1	1	2	0	0	4	0	0	0
Localizer and Electrical Details	0	4	4	4	4	8	4	0	0
Miscellaneous Details	2	4	6	2	8	0	6	0	0
<b>DESIGN</b>									
Coordination/Meetings with Owner	16	16	0	0	0	0	0	0	0
Coordination with EMAS & SWPPP subs	16	24	40	0	0	4	12	0	0
Phasing and Safety Design	4	16	16	4	2	0	0	0	0
Pavement Design	0	4	6	8	0	0	0	0	0
Drainage Design	2	6	8	16	12	8	12	0	0
SWPPP/404 Coordination and Plan Preparation	0	16	80	40	24	0	72	4	2
NFDC Coordination	0	8	16	0	0	0	8	4	2
NAVAID relocation/replacement	8	64	80	44	8	4	36	0	0
FAA Flight Procedure and FCC Coordination	1	6	0	0	0	0	2	2	0
Quantities and Construction Estimates	0	2	8	8	4	4	8	0	0
Specifications	4	24	16	4	0	0	0	16	8
Design Review Meeting (3)	24	24	0	0	0	0	0	4	0
Quality assurance plan	8	8	8	4	0	0	0	0	0
Revisions	0	2	4	4	8	8	8	4	2
<b>MANHOUR TOTAL</b>	<b>102</b>	<b>307</b>	<b>470</b>	<b>282</b>	<b>194</b>	<b>160</b>	<b>476</b>	<b>34</b>	<b>14</b>

**DIRECT LABOR EXPENSES:**

CLASSIFICATION		BILL RATE	EST. MHRS	EST. COST
Principal	PRIN	\$ 168	102	\$ 17,136
Project Manager	PM	\$ 158	307	\$ 48,506
Engineer VI	E6	\$ 142	470	\$ 66,740
Engineer IV	E4	\$ 108	282	\$ 30,456
Engineer II	E2	\$ 78	194	\$ 15,132
Engineer I	E1	\$ 68	160	\$ 10,880
Technician V	T5	\$ 98	476	\$ 46,648
Admin. Assistant V	AD5	\$ 74	34	\$ 2,516
Admin. Assistant III	AD3	\$ 53	14	\$ 742

MANHOUR ESTIMATE

RUNWAY EXTENSION (297' ON RWY 3 & 403' ON RWY 21), PIPING OF  
 DRAINAGE DITCH, AND RWY 3 EMAS  
 HILTON HEAD ISLAND AIRPORT  
 HILTON HEAD ISLAND, SC  
 AIP PROJECT NO:  
 SCAA PROJECT NO:  
 CLIENT PROJECT NO:  
 TBI PROJECT NO: 2119-1006

June 11, 2014

DESIGN PHASE (04)

	Total	2,039
<b>SUBTOTAL</b>		<b>\$ 238,756.00</b>

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 250	1	\$ 250.00
Postage	LS	\$ 250	1	\$ 250.00
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 2,400	1	\$ 2,400.00
Travel	LS	\$ 200	5	\$ 1,000.00
<b>SUBTOTAL</b>				<b>\$ 3,900.00</b>

SCOPE OF SUBCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT RATE	EST. UNITS	COST
EMAS SYSTEM DESIGN (ZODIAC)	\$ 143,750	1	\$ 143,750.00
PREDESIGN GEOTECHNICAL TESTINC	\$ 32,200	1	\$ 32,200.00
404 PERMITTING	\$ 52,900	1	\$ 52,900.00
TOPOGRAPHIC SURVEY	\$ 96,600	1	\$ 96,600.00
<b>SUBTOTAL</b>			<b>\$ 325,450.00</b>
<b>TOTAL DESIGN COST:</b>			<b>\$ 568,106.00</b>

**MANHOUR ESTIMATE**

RUNWAY EXTENSION (297' ON RWY 3 & 403' ON RWY 21), PIPING OF  
 DRAINAGE DITCH, AND RWY 3 EMAS  
 HILTON HEAD ISLAND AIRPORT  
 HILTON HEAD ISLAND, SC  
 AIP PROJECT NO:  
 SCAA PROJECT NO:  
 CLIENT PROJECT NO:  
 TBI PROJECT NO: 2119-1006

June 11, 2014

**BIDDING PHASE (05)**

DESCRIPTION	PRIN \$ 168	PM \$ 158	E6 \$ 142	E4 \$ 108	E2 \$ 78	E1 \$ 68	T5 \$ 98	AD5 \$ 74	AD3 \$ 53
Coordinate advertisement	0	2	0	0	0	0	0	2	0
Distribute bid documents	0	0	0	2	4	10	2	20	24
Prebid meeting	0	8	8	0	0	0	0	0	0
Bidder question & answers	6	16	24	12	4	2	4	8	2
Prepare addenda	2	12	16	6	4	2	4	8	4
Bid opening, tabulation	0	8	0	0	0	4	0	4	2
Recommendation of award	0	2	0	0	0	0	0	2	0
<b>MANHOUR TOTAL</b>	<b>8</b>	<b>48</b>	<b>48</b>	<b>20</b>	<b>12</b>	<b>18</b>	<b>10</b>	<b>44</b>	<b>32</b>

**DIRECT LABOR EXPENSES:**

CLASSIFICATION		BILL RATE	EST. MHRS	EST. COST
Principal	PRIN	\$ 168	8	\$ 1,344
Project Manager	PM	\$ 158	48	\$ 7,584
Engineer VI	E6	\$ 142	48	\$ 6,816
Engineer IV	E4	\$ 108	20	\$ 2,160
Engineer II	E2	\$ 78	12	\$ 936
Engineer I	E1	\$ 68	18	\$ 1,224
Technician V	T5	\$ 98	10	\$ 980
Admin. Assistant V	AD5	\$ 74	44	\$ 3,256
Admin. Assistant III	AD3	\$ 53	32	\$ 1,696
		<b>Total</b>	<b>240</b>	
<b>SUBTOTAL</b>				<b>\$ 25,996.00</b>

**DIRECT EXPENSES:**

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 200	1	\$ 200.00
Postage	LS	\$ 250	1	\$ 250.00
Copying	LS	\$ 1,500	1	\$ 1,500.00
Reproduction	LS	\$ 1,000	1	\$ 1,000.00
Advertisement	LS	\$ 1,200	1	\$ 1,200.00
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 750	1	\$ 750.00
Travel	LS	\$ 200	2	\$ 400.00
<b>EXPENSE DESCRIPTION</b>				<b>\$ 5,300.00</b>

**TOTAL BIDDING COST: \$ 31,296.00**

**HILTON HEAD ISLAND AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA  
WORK AUTHORIZATION 14-04  
May 30, 2014  
PROJECT NO.: TBI NO. 2119-1404**

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services.

**Description of Work Authorized:**

**Task 1: Land Acquisition** – Acquisition of approximately 8.06 acres of property adjacent to Runway 21 and Beach City Road at the Hilton Head Island Airport, as well as one property at 35 Dillon Road (refer to Table 1) in accordance with the Master Contract.

<b>Table 1 Impacted Property Parcel Information Hilton Head Island Airport</b>			
<b>Parcel #</b>	<b>Property Owner</b>	<b>Acreage</b>	<b>Use</b>
R510 004 000 0359 0000 Billing Address:  Location:	Brooklyn Bridge Ltd Co 17 Plumbridge Lane Hilton Head Island, SC 29928 160 Beach City Road - has avigation easement	0.07 ac	vacant
R510 004 000 0344 0000 Billing Address:  Location:	Brooklyn Bridge Ltd Co 17 Plumbridge Lane Hilton Head Island, SC 29928 154 Beach City Road - has avigation easement	2.75 ac	The Commons on Beach City Road (Master)
R510 004 000 0344 0001 Billing Address:  Location:	Hilton Head Deep Well Project Inc P.O. Box 5543 Hilton Head Island, SC 29938 154 Beach City Road - Unit 1	6,212 sf	commercial condominium
R510 004 000 0344 0002 Billing Address:  Location:	Junior Players Golf Academy, Inc. 154 Beach City Road Hilton Head Island, SC 29926 154 Beach City Road - Unit 2	4,997 sf	commercial condominium
R510 004 000 0344 0003 Billing Address:  Location:	Tebrake Group LLC 73 Skull Creek Drive #212B Hilton Head Island, SC 29926 154 Beach City Road - Unit 3	1,566 sf	commercial condominium
R510 004 000 0344 0004 Billing Address:  Location:	Ameris Bank Special Assets Division 966-C Houston Northcutt Boulevard Mt. Pleasant, C 29464 154 Beach City Road - Unit 4	1,535 sf	commercial condominium
R510 004 000 0344 0005 Billing Address:  Location:	Nancy Osborne Revocable Trust 137 Cordillo Parkway #5401 Hilton Head Island, SC 29928 154 Beach City Road - Unit 5	1,674 sf	commercial condominium

**Table 1  
Impacted Property Parcel Information  
Hilton Head Island Airport**

<b>Parcel #</b>	<b>Property Owner</b>	<b>Acreage</b>	<b>Use</b>
R510 004 000 0344 0006 Billing Address:  Location:	Nancy Osborne Revocable Trust 137 Cordillo Parkway #5401 Hilton Head Island, SC 29928 154 Beach City Road - Unit 6	1,129 sf	commercial condominium
R510 004 000 0344 0007 Billing Address:  Location:	Bankmeridian NA, Division of SCBT 4210 Highway 17 Bypass Murrells Inlet, SC 29576 154 Beach City Road - Unit 7	1,299 sf	commercial condominium
R510 004 000 0344 0008 Billing Address:  Location:	Garamound LLC 154 beach City Road Unit H Hilton Head Island, SC 29926 154 Beach City Road - Unit 8	1,266 sf	commercial condominium
R510 004 000 0344 0009 Billing Address:  Location:	Bankmeridian NA, Division of SCBT 4210 Highway 17 Bypass Murrells Inlet, SC 29576 154 Beach City Road - Unit 9	1,249 sf	commercial condominium
R510 004 000 0344 0010 Billing Address:  Location:	Bankmeridian NA, Division of SCBT 4210 Highway 17 Bypass Murrells Inlet, SC 29576 154 Beach City Road - Unit 10	1,536 sf	commercial condominium
R510 004 000 0344 0011 Billing Address:  Location:	Bankmeridian NA, Division of SCBT 4210 Highway 17 Bypass Murrells Inlet, SC 29576 154 Beach City Road - Unit 11	1,548 sf	commercial condominium
R510 004 000 0344 0012 Billing Address:  Location:	Bankmeridian NA, Division of SCBT 4210 Highway 17 Bypass Murrells Inlet, SC 29576 154 Beach City Road - Unit 12	1,549 sf	commercial condominium
R510 004 000 0344 0013 Billing Address:  Location:	Bankmeridian NA, Division of SCBT 4210 Highway 17 Bypass Murrells Inlet, SC 29576 154 Beach City Road - Unit 13	1,256 sf	commercial condominium
R510 004 000 0344 0014 Billing Address:  Location:	Bankmeridian NA, Division of SCBT 4210 Highway 17 Bypass Murrells Inlet, SC 29576 154 Beach City Road - Unit 14	1,259 sf	commercial condominium
R510 004 000 0343 0000 Billing Address:  Location:	Francis Marie Hartis Trustee 148 Beach City Road Hilton Head Island, SC 29928 148 Beach City Road	1.97 ac	commercial building
R510 008 000 222A 0000 Billing Address:  Location:	Joanne Rodenberg 6 Dunecrest Lane Isle of Palms, SC 29451 35 Dillon Road - has avigation easement	3.27 ac	commercial auto repair

Source: Talbert & Bright, Inc. (2010), "Hilton Head Island Airport Master Plan Update Final Report," prepared for Beaufort County and accepted by the FAA November 16, 2011.

The land acquisition shall include coordination with the client, appraisal, review appraisal, and property plat survey (the property survey will be a standard boundary survey and not an ALTA Land Title Survey). Condominium properties will be surveyed around entire building and not individual units. Individual parcel owners with deed, tax address and unit number information will be put on the face of plat. Most of this work will be completed by subconsultants under TBE's direction. TBE shall assist Beaufort County but all offers to the property owner will be made by a representative from the County.

**Task 2: Relocation Assistance** – Upon notice to proceed and in the case of tenant occupied properties, after contact has been made with the owner, an initial contact meeting will be arranged with the displacee. The relocation agent will coordinate this meeting with the appraiser so that both inspections can be done at the same time. This will allow the relocation agent and appraiser to confirm what items are personal property and will be eligible for moving costs. In the initial contact the following will be discussed:

- The relocation assistance program in general
- Their rights under the program
- Moving expense eligibility
- Search expense eligibility
- Re-establishment expense eligibility
- Written Notice (eligibility letter, ninety day notice, thirty day notice)
- The project schedule
- Other pertinent issues

While the appraisal is in process, the relocation agent will perform the necessary work to compute the displacee's moving cost eligibility, either by a moving cost finding or by securing bids. Also the relocation agent will perform a study of the area to determine possible replacement properties for the displacees and identify agencies that can provide assistance in locating new locations. Once the appraisal has been completed, the relocation agent will review the report, to make sure no items being considered as personal property by the relocation agent, are paid for as real property in the appraisal.

Once an acquisition offer has been tendered to the owner of the property, the relocation agent will tender a relocation eligibility offer to the displacee, along with a 90 day vacate letter. The relocation agent will discuss the eligibility offer and the process for moving forward with relocation. Tentative vacate dates will be established in these meetings.

Once a settlement has been reached on the acquisition, and the owner has been paid, the relocation agent will issue a 30 day vacate notice, which will establish a vacate date and amount of rent to be paid, until the property is vacated.

As the properties are vacated, the relocation agent will work with the displacee to process relocation claims. The relocation agent will inspect the subject properties to confirm they have been vacated and to secure the building. Once the property is vacated and secured the relocation agent will turn a complete file and the keys over to the client.

All relocation activities will be in accordance to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

**This scope of services does not include attendance at public meetings. If this service is required, it will be performed as an amendment to this work authorization on an hourly basis and expense reimbursement in accordance with TBE hourly rates.**

**Estimated Time Schedule:** Work shall be completed in accordance with the schedule established and agreed upon by the Owner and Engineer.

**Cost of Services:** The method of payment shall be in accordance with Article 6 of the contract. The work shall be performed in accordance with the Master Contract as a lump sum of **\$145,751.00**.

**Agreed as to Scope of Services, Time Schedule and Budget:**

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**APPROVED:**  
BEAUFORT COUNTY

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**APPROVED:**  
TALBERT, BRIGHT & ELLINGTON,  
INC.

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Title

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Vice President  
Title:

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Date:

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Date:

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Witness:

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Witness:

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Talbert, Bright & Ellington, Inc.

*Work Authorization 2119-1404*

MANHOUR ESTIMATE

RUNWAY 21 LAND ACQUISITION  
 HILTON HEAD ISLAND AIRPORT  
 HILTON HEAD ISLAND, SOUTH CAROLINA  
 AIP PROJECT NO:  
 SCDOA PROJECT NO:  
 CLIENT PROJECT NO:  
 TBI PROJECT NO: 2119-1404

May 28, 2014

DESCRIPTION	PRIN \$175	PM \$ 164	SP \$ 130	E6 \$147	E3 \$ 95	E2 \$ 82	E1 \$ 72	T5 \$ 98	T3 \$ 69	AD4 \$ 68	AD3 \$ 55
<i>Project Formulation</i>											
Coordination of Land Acquisition Requirements	1	0	1	0	0	0	0	0	0	1	0
Develop Cost Estimates and Project Budget	1	0	1	0	0	0	0	0	0	1	0
Prepare Application for Funding	1	0	2	0	0	0	0	0	0	2	0
<i>Project Administration</i>											
Attend Project Start-Up Meeting	4	4	4	0	0	0	0	0	0	0	0
Select Appraiser, Surveyor	0	1	1	0	0	0	0	0	0	0	0
Coordinate with Surveyor	0	1	1	0	0	0	0	0	0	0	0
Develop Maps	0	0	20	0	0	0	20	0	0	8	0
Coordinate Appraisals	8	0	40	0	0	0	0	0	0	8	0
Coordinate Review Appraisals	8	0	40	0	0	0	0	0	0	8	0
Coordinate with Relocation Agent	8	0	40	0	0	0	0	0	0	8	0
Prepare Just Compensation Summary Sheet	4	4	16	0	0	0	0	0	0	8	0
Assist in Issuing Offer of Purchase	4	4	16	0	0	0	0	0	0	8	0
General Assistance	0	0	24	0	0	0	0	0	0	8	0
Complete Project Application	0	1	1	0	0	0	0	0	0	2	0
Project Budget/Schedule Updates	0	1	1	0	0	0	0	0	0	2	0
Assist in Project Close-Out	0	1	1	0	0	0	0	0	0	2	0
MANHOUR TOTAL	39	17	209	0	0	0	20	0	0	66	0

DIRECT LABOR EXPENSES:

CLASSIFICATION	BILL RATE	EST. MHRs	EST. COST
Principal	PRIN \$	175	39 \$ 6,825
Project Manager	PM \$	164	17 \$ 2,788
Senior Planner	SP \$	130	209 \$ 27,170
Engineer VI	E6 \$	147	- \$ -
Engineer III	E3 \$	95	- \$ -
Engineer II	E2 \$	82	- \$ -
Engineer I	E1 \$	72	20 \$ 1,440
Technician V	T5 \$	98	- \$ -
Technician III	T3 \$	69	- \$ -
Admin. Assistant IV	AD4 \$	68	66 \$ 4,488
Admin. Assistant III	AD3 \$	55	- \$ -
		Total	351
<i>SUBTOTAL</i>			\$ 42,711.00

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 200.00	1	\$ 200
Postage	LS	\$ 300.00	1	\$ 300
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 300.00	1	\$ 300
Travel	LS	\$ 260.00	4	\$ 1,040
<i>SUBTOTAL</i>				\$ 1,840.00

MANHOOR ESTIMATE

RUNWAY 21 LAND ACQUISITION  
HILTON HEAD ISLAND AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA  
AIP PROJECT NO:  
SCDOA PROJECT NO:  
CLIENT PROJECT NO:  
TBI PROJECT NO: 2119-1404

May 28, 2014

<u>SUBCONTRACTED SERVICES:</u>	UNIT	UNIT	EST.	EST.
		RATE	UNITS	COST
Appraisal and Relocation Assistance	LS	\$ 68,885	1	\$ 68,885
Review Appraisal	LS	\$ 16,675	1	\$ 16,675
Survey Plat	LS	\$ 15,640	1	\$ 15,640
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<i>SUBTOTAL</i>				\$ 101,200
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TOTAL COST:				\$ 145,751.00