



AGENDA  
AIRPORTS BOARD  
Thursday, September 17, 2015  
1:30 p.m.  
Beaufort County Government Center  
County Council Chambers

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. MOTION TO ACCEPT September 17, 2015 AGENDA
4. MOTION TO ACCEPT August 24, 2015 MINUTES ([backup](#))
5. PUBLIC COMMENT - Limited to Three Minutes Each Person
6. MOTORING FESTIVAL & CONCOURS d'ELEGANCE
7. LADY'S ISLAND AIRPORT REPORT – Jon Rembold ([backup](#))
8. HILTON HEAD ISLAND AIRPORT REPORT – Jon Rembold ([backup](#))
9. PROJECT SCHEDULE UPDATE – Judy Elder
10. DIRECTOR'S REPORT - Jon Rembold
11. NEW BUSINESS
  - New Airports Website
12. UNFINISHED BUSINESS
  - Status on PHP and SJBC
  - Rules and Regulations, Minimum Commercial Standards
  - Final Project Report – Airfield Guidance Signs
13. PUBLIC COMMENT - Limited to Three Minutes Each Person
14. FUTURE MEETINGS - The next meeting will be held on October 15, 2015 at 1:30 PM at Hilton Head Island Town Hall Council Chambers



15. ADJOURNMENT



# AIRPORTS BOARD

August 24, 2015

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 Monday, August 24, 2015 at 12:00 p.m. in the Council Chambers at the Town of Hilton Head Island. Chairman Rich Sells called the meeting to order and led the attendees in the Pledge of Allegiance.

## **ATTENDANCE**

Airports Board Members: Wally Wallace, Greg Viventi, Rich Sells, Dan Ahern, Leslie Adlam, Will Dopp, Anne Esposito (Absent: James Buckley, Allan Rae, and Derek Gilbert). Councilman John McCann, Town of Hilton Head Island Liaison.

County Staff: Jon Rembold, Airports Director, Renee' Ford, Administrative Assistant and Alicia Holland, CFO.

Public: Judy Elder, Talbert & Bright; Mike Peery & Chip French – Signature; Residents – Joe Zimmerman, Joe Croley and Councilman, Steve Fobes.

## **PRESENTATION**

Mayor Pro Tem, William D. Harkins, from the Town of Hilton Head Island presented to the BCAB a Proclamation for Aviation Week (August 23 – 29 2015). Chairman, Rich Sells and Airports Director, Jon Rembold accepted the Proclamation.

## **MOTION TO ACCEPT AGENDA**

**Motion:** It was moved by Mr. Dopp, seconded by Ms. Esposito that the August 24, 2015 agenda be approved. The vote was: FOR – Rich Sells, Wally Wallace, Greg Viventi , Will Dopp, Anne Esposito and Leslie Adlam. AGAINST – None. ABSENT: James Buckley, Allan Rae, and Derek Gilbert. MOTION PASSED.

## **MOTION TO ACCEPT MINUTES**

**Motion:** It was moved by Mr. Dopp, seconded by Mr. Viventi that the June 18, 2015 minutes be approved. The vote was: FOR – Rich Sells, Wally Wallace, Greg Viventi, Will Dopp, Anne Esposito and Leslie Adlam. AGAINST – None. ABSENT: James Buckley, Allan Rae, and Derek Gilbert. MOTION PASSED.

**PUBLIC COMMENTS** – None.

## **FINANCIAL UPDATE**

Alicia Holland, Beaufort County Chief Financial Officer, presented the preliminary FY2015 Year End statements for both Airports. Ms. Holland outlined the following:

### Lady's Island

Receivables - decrease of \$14K  
Negative Equity in Pool Cash increase of \$32K  
Operating Revenues – 85% annual budget  
Operating Expenses – 95% annual budget

### Hilton Head Island

Receivables - increase of \$232K  
Negative Equity in Pool Cash increase of \$1.5 million  
Operating Revenue – 91% annual budget  
Operating Expenses – 102% annual budget

(NOTE: Hilton Head purchased \$5.6 million in land for runway extension. Hilton Head continued to pay on their debt service).

**Hangar Note** – \$1.8 million issued in 2007 (interest rate of 2.07%). Principal balance \$1.38 million.

**2014 Note** - \$2.26 million (interest rate of 2.94%). Principal balance \$2.19 million

**Definition of Negative Equity in Pool Cash** – all funds within the government are pooled. Allow investment earnings to be maximized.

**Examples of Beaufort County government funds:** Sales Tax, Road Project, Rural & Cultural Programs, Capital Project Funds, General Funds, TAG Funds, Accommodation Tax, Hospitality tax, Impact Fees – Roads, Parks, & Leisure, Library & Fire.

**Negative Balance** – interfund liabilities.

Mr. Dopp asked the status of the Cash Flow that was presented in February (which was the mid-year report). Ms. Holland responded by stating there is a decrease in revenue due to Hilton Head airport spending \$5.6 million in acquiring land. We've only received \$1.5 million in grants. Expect additional grant funds in July/August. Eventually, the \$5.6 million will be replenished.

Chairman, Rich Sells stated Mr. Viventi is the point of contact for financial questions. If the Board has questions, Mr. Viventi will follow up with Ms. Holland and report back to the Board.

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

Mr. Rembold reported on the fuel sales and operations for the Lady's Island Airport for June and July 2015. Slightly below average due to weather.

## **HILTON HEAD ISLAND AIRPORT REPORT**

Mr. Rembold gave the fuel, tower and operations reports for June and July 2015. Weather impacted fuel sales in July; June was super outstanding compare to July. However, we are in line with last year numbers.

Mr. Rembold stated Hilton Head had a lightning strike in June; damaged Localizer.

### **PROJECT SCHEDULE UPDATE**

Ms. Elder reviewed the project schedule updates.

- **Lady's Island RWY 07 Obstruction Removal**, opening bids is scheduled for December 15<sup>th</sup>; approximately 3 month construction.
- **Hilton Head RWY 21 Off Airport Trees** – Project grant in place; approximately 3 months construction; still negotiating with Palmetto Hall – aviation easement.
- **RWY 03 Off Airport Trees** – Opened bids 8/19/15; bids came in lower than engineer estimate. Working with FAA to put grant together. Construction expected to start October 15, 2015.
- **TWY A/Replacement Ramp & Tree Removal** - applied for grant August 21<sup>st</sup>; expecting construction to start mid-October 2016. Need OCRM, County SW approval; estimating 12 months for construction.
- **RWY extension and TWY F** - project is on schedule. Bidding will take place circa June 8, 2016, construction to start September 1, 2016; construction approximately 12 months.

Chairman, Mr. Sells stated the construction date on last report was November 1<sup>st</sup> versus September 1<sup>st</sup>. Ms. Elder response was it may be push back to November 1<sup>st</sup> due to she didn't think they could work on TWY A and TWY F at the same time.

### **DIRECTOR'S REPORT**

Mr. Rembold started by showing the Board a picture of HXD new "Hold Room Seating". Charleston airport is undergoing a major renovation; we've negotiated in retrieving some of their terminal seating. This was a win-win for both airports; Charleston gets to remove the removal fee from their line item and we gain new seating at no cost except to transport. We acquired approximately 200 seating. If HXD had to purchase new seating; it would have cost us approximately \$50K just for the Holding Area. There were enough chairs to replace the seating in the lobby and extras for wear & tear in the future.

Chairman, Mr. Sells gave kudos to Mr. Rembold. Mr. Sells saw the seating and commented how good they look.

### **NEW BUSINESS**

**Aviation Week 23-29 August** – Mr. Rembold "thanked" the Town of Hilton Head for the Proclamation. Mr. Rembold and Mr. Sells are schedule to attend County Council to receive another Proclamation later in the day.

Mr. Rembold asked the board to make a recommendation to send the low response bidder for Taxiway A Relocation, Ramp Replacement: *Quality Enterprises* and Runway 03 Obstruction Removal: *State Tree Service*; forward to Council committee for their approval and then forward to full Council for award.

Ms. Adlam asked why the engineer's estimate was higher for Taxiway A Relocation, Ramp Replacement, Tree Removal, RTR Base Work. Mr. Rembold believes materials may have increased over the past year; for example, the storm drainage piping and asphalt have increased.

Mr. Ahern asked is this the norm to only have two bidders for Taxiway A? Mr. Rembold thought there would be more, since several companies attended the pre-bid. One company did submit a bid but was after the deadline so they were eliminated.

Mr. Dopp wondered if the Taxiway is only being extending to 4300 ft. Mr. Rembold stated, the first phase is for 4300 feet only and final phase will be extended to 5000 ft; and we will be clearing the trees from ATCT to Signature.

**Motion:** It was moved by Mr. Viventi, seconded by Mr. Dopp to submit the low bidder for Runway 03 Obstruction Removal to Council Committee for their approval and then forward to full Council for award. The vote was: FOR – Rich Sells, Wally Wallace, Greg Viventi, Dan Ahern, Will Dopp, Anne Esposito and Leslie Adlam. AGAINST – None. ABSENT: James Buckley, Allan Rae, and Derek. MOTION PASSED

**Motion:** It was moved by Mr. Viventi, seconded by Mr. Dopp to submit the low bidder for Taxiway A Relocation, Ramp Replacement, Tree Removal, RTR Base Work with a note that the bid is 27% higher than the engineer's to Council Committee for their approval and then forward to full Council for award. The vote was: FOR – Rich Sells, Wally Wallace, Greg Viventi, Dan Ahern, Will Dopp, Anne Esposito and Leslie Adlam. AGAINST – None. ABSENT: James Buckley, Allan Rae, and Derek. MOTION PASSED

**Walmart** – Mr. Rembold has corresponded with the City of Beaufort's Planning Director for the new Walmart that is coming to Lady's Island. The Planning Director is requesting concurrence from the Airports Board regarding the lighting. Their ordinance requires the Airports Board approval. Mr. Rembold didn't have a copy of the plans, but did review them with the engineer. These are the "Dark Sky Light", meaning the light only shines on the ground, so not to interfere with the pilots

**Motion:** It was moved by Mr. Ahern, seconded by Ms. Esposito to concur with the use of Dark Sky Lights at Lady's Island Walmart. The vote was: FOR – Rich Sells, Wally Wallace, Greg Viventi, Dan Ahern, Will Dopp, Anne Esposito and Leslie Adlam. AGAINST – None. ABSENT: James Buckley, Allan Rae, and Derek. MOTION PASSED

- Mr. Rembold also discussed the pond they will be installing near the new Walmart. Concern is attracting wildlife and we want to dissuade them from coming to the pond. This is a major concern with wildlife interfering with the flights.
- HXD airport will be undergoing FAA Part 139 inspection this week. Concern with HXD localizer, which was struck by lightning in July; parts have been ordered and in route. Ms. Adlam asked if this has interfered with the evening flights. Mr. Rembold response was no as long as we have clear weather it hasn't been a problem.
- Mr. Dopp would like the Chairman and Airports Director to provide a status report on problem and delay issues relating to the airports extension such as the OFA properties, Palmetto Hall, the Town and St. James. Such a report could be made in executive session

if deemed advisable. We have new members and everyone should be brought up to speed. Chairman, Mr. Sells stated he would meet with Airports Director, Mr. Rembold and they will report back to the board with an update.

**UNFINISHED BUSINESS**

**Airport Rules & Regulations and Minimum Standards for Commercial Activities** – Mr. Rembold thanked the Board for their comments. The Airport Rules & Regulations haven't been updated since the early 1990's. They're pretty standard compared to other airports and the current regulations still apply. Mr. Rembold will work with staff to incorporate the updates and will provide to Board for a final review.

**PUBLIC COMMENTS** – None

**FUTURE MEETINGS**

The next Airports Board meeting will be Thursday September 17, 2015 at 1:30 p.m. at the Beaufort County Government Center, County Council Chambers.

**ADJOURNMENT** – 12:45 PM

DRAFT

LADY'S ISLAND AIRPORT OPERATIONS REPORT

		Avgas	Jet A	Total Flow	YTD Total Flow	Total Flight Ops	YTD Flight Ops
<b>2015</b>							
January		2,293	2,086	4,379	4,379	1,122	1,122
February		1,885	3,004	4,889	9,268	1,069	2,191
March		2,460	5,987	8,447	17,715	1,998	4,189
April		3,293	8,846	12,139	29,854	2,349	6,538
May		3,592	6,447	10,039	39,893	2,113	8,651
June		2,076	3,674	5,750	45,643	1,119	9,770
July		3,453	2,177	5,630	51,273	1,043	10,813
August		2,692	3,002	5,694	56,967	1,028	11,841
September							
October							
November							
December							
2015 Totals							
<b>2014</b>							
January		2,370	1,573	3,943	3,943	981	981
February		2,146	2,085	4,231	8,174	968	1,949
March		3,181	4,421	7,602	15,776	1,846	3,795
April		3,097	4,803	7,900	23,676	1,916	5,711
May		3,415	3,837	7,252	30,928	1,710	7,421
June		2,022	2,721	4,743	35,671	1,042	8,463
July		2,884	3,252	6,136	41,807	1,294	9,757
August		2,165	3,692	5,857	47,664	1,188	10,945
September		1,980	3,118	5,098	52,762	1,088	12,033
October		3,389	4,940	8,329	61,091	1,974	14,007
November		2,689	5,147	7,836	68,927	1,822	15,829
December		2,187	3,330	5,517	74,444	1,106	16,935
2014 Totals		31,525	42,919	74,444		16,935	107,826
<b>2013</b>							
January		2,393	2,682	5,075	5,075	1,010	1,010
February		2,831	2,798	5,629	10,704	1,102	2,112
March		4,804	4,019	8,823	19,527	2,005	4,117
April		3,682	4,505	8,187	27,714	1,954	6,071
May		3,402	2,862	6,264	33,978	1,249	7,320
June		2,601	1,579	4,180	38,158	1,012	8,332
July		3,369	1,249	4,618	42,776	1,026	9,358
August		2,676	3,323	5,999	48,775	1,205	10,563



LADY'S ISLAND AIRPORT OPERATIONS REPORT

<b>September</b>		3,598	2,599	6,197	<b>54,972</b>	1,582	<b>12,145</b>
<b>October</b>		4,191	3,421	7,612	<b>62,584</b>	1,834	<b>13,979</b>
<b>November</b>		2,465	4,240	6,705	<b>69,289</b>	1,179	<b>15,158</b>
<b>December</b>		2,314	3,147	5,461	<b>74,750</b>	1,082	<b>16,240</b>
<b>2013 Totals</b>		<b>38,326</b>	<b>36,424</b>	<b>74,750</b>		<b>16,240</b>	



HXD TOWER REPORT

ITINERATE			LOCAL								YTD Total	
TOWER	AIR TAXI	GA	MILITARY	LOCAL GA	LOCAL MIL	VFR	IFR	Total	After Hrs. GA	After Hrs. Comm	Total Ops	Ops
January 2015	485	1,201	26	282	26	1,044	976	2,020	67	8	2,095	2,095
February 2015	408	1,257	16	448	26	1,232	923	2,155	69	14	2,238	4,333
March 2015	449	1,478	41	230	62	1,109	1,151	2,260	173	51	2,484	6,817
April 2015	598	2,010	48	380	58	1,489	1,605	3,094	183	57	3,334	10,151
May 2015	679	2,274	27	466	26	1,839	1,633	3,472	135	57	3,664	13,815
June 2015	520	2,092	19	482	27	1,817	1,323	3,140	224	52	3,416	17,231
July 2015	503	2,337	22	308	20	1,741	1,449	3,190	187	61	3,438	20,669
August 2015	474	1,910	36	400	66	1,800	1,086	2,886	196	58	3,140	23,809
September 2015											0	
October 2015											0	
November 2015											0	
December 2015											0	
<b>TOTALS 2015</b>	<b>4,116</b>	<b>14,559</b>	<b>235</b>	<b>2,996</b>	<b>311</b>	<b>12,071</b>	<b>10,146</b>	<b>22,217</b>	<b>1,234</b>	<b>358</b>	<b>23,809</b>	

ITINERATE			LOCAL								YTD Total	
TOWER	AIR TAXI	GA	MILITARY	LOCAL GA	LOCAL MIL	VFR	IFR	Total	After Hrs. GA	After Hrs. Comm	Total Ops	Ops
January 2014	370	1,149	33	101	58	764	947	1,711	19	52	1,782	1,782
February 2014	326	1,131	37	166	28	786	902	1,688	78	40	1,806	3,588
March 2014	635	1,432	40	78	25	825	1,385	2,210	68	53	2,331	5,919
April 2014	753	1,747	25	127	14	983	1,683	2,666	100	56	2,822	8,741
May 2014	729	1,920	24	210	25	1,332	1,576	2,908	66	56	3,030	11,771
June 2014	636	1,878	51	474	106	1,660	1,485	3,145	53	53	3,251	15,022
July 2014	720	1,804	34	411	24	1,391	1,602	2,993	72	51	3,116	18,138
August 2014	773	1,645	27	326	39	1,335	1,474	2,809	82	50	2,941	21,079
September 2014	581	1,276	25	162	48	788	1,304	2,092	82	40	2,214	23,293
October 2014	779	2,112	44	266	48	1,606	1,642	3,248	73	53	3,374	26,667
November 2014	646	1,613	39	247	36	1,228	1,353	2,581	76	26	2,683	29,350
December 2014	528	1,142	31	243	22	938	1,028	1,966	92	20	2,078	31,428
<b>TOTALS 2014</b>	<b>7,476</b>	<b>18,849</b>	<b>410</b>	<b>2,811</b>	<b>473</b>	<b>13,636</b>	<b>16,381</b>	<b>30,017</b>	<b>861</b>	<b>550</b>	<b>31,428</b>	

ITINERATE			LOCAL								YTD Total	
TOWER	AIR TAXI	GA	MILITARY	LOCAL GA	LOCAL MIL	VFR	IFR	Total	After Hrs. GA	After Hrs. Comm	Total Ops	Ops
January 2013	516	1,303	28	158	69	961	1,103	2,064	128	54	2,246	2,246
February 2013	488	1,171	25	182	26	812	1,080	1,892	96	41	2,029	4,275
March 2013	672	1,717	28	146	40	1,126	1,477	2,603	130	34	2,767	7,042
April 2013	830	2,223	21	186	12	1,126	2,126	3,252	160	34	3,446	10,488
May 2013	772	2,140	15	233	38	1,067	2,131	3,198	48	35	3,281	13,769
June 2013	681	2,085	19	197	28	1,255	1,755	3,010	56	33	3,099	16,868
July 2013	652	1,889	10	178	22	1,062	1,689	2,751	62	36	2,849	19,717
August 2013	624	1,831	32	193	52	1,180	1,552	2,732	38	34	2,804	22,521
September 2013	595	1,693	27	180	79	1,145	1,429	2,574	65	36	2,675	25,196
October 2013	614	1,656	12	136	68	961	1,525	2,486	23	32	2,541	27,737
November 2013	593	1,315	11	69	35	694	1,329	2,023	16	53	2,092	29,829
December 2013	468	1,234	31	99	85	812	1,105	1,917	24	44	1,985	31,814
<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>	



## ENPLANEMENTS/DEPLANEMENTS

OCT	10,867												
NOV	7,934												
DEC	6,496												
<b>TOTALS</b>	<b>111,590</b>	<b>56,471</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