



## Beaufort County Airports Board

### Chairman

CHRIS BUTLER

### Vice Chairman

JAMES STARNES

### Board Members

HOWARD ACKERMAN

MARK BAILEY

ANNE ESPOSITO

LESLIE ADLAM FLORY

NICHOLAS MESENBURG

DAVID NELEMS

RICH SELLS

THOMAS SHEAHAN

BRIAN TURRISI

### Airports Director

JON REMBOLD

### County Administrator

MICHAEL MOORE

### Administrative Specialist

ROCIO REXRODE

### Physical Address

Hilton Head Island Airport

120 Beach City Road

Hilton Head Is, SC 29926

### Mailing Address

Airport Administration

26 Hunter Road

Hilton Head, SC 29926

(843) 255-2942

[www.beaufortcountysc.gov](http://www.beaufortcountysc.gov)

### MEETING ACCESS

[MEETING LINK](#)

ID: 161 714 8655

Passcode: 791968

# Beaufort County Airports Board Agenda

Council Chambers - Administration Building

100 Ribaut Road, Beaufort, SC 29901

Thursday, October 17, 2024, at 1:30 PM

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC NOTIFICATION OF THIS MEETING HAS BEEN PUBLISHED, POSTED, AND DISTRIBUTED IN COMPLIANCE WITH THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT (FOIA)
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES – [SEPTEMBER 19, 2024](#)
- VI. PUBLIC COMMENT (Limit comments to three minutes)
- VII. DIRECTOR'S REPORT
- VIII. UNFINISHED BUSINESS
- IX. NEW BUSINESS

#### ACTION ITEMS:

1. CONTRACT AWARD - RECOMMENDATION OF CONSTRUCTION CONTRACT AWARD TO QUALITY ENTERPRISES USA FOR ARW RUNWAY 07/25 REHABILITATION PROJECT - [VOTE](#)
  2. RESOLUTION - RECOMMENDATION TO APPROVE A LETTER OF AGREEMENT FOR SHUTTLE SERVICE BETWEEN BEAUFORT COUNTY AND THE BEST OF HILTON HEAD - [VOTE](#)
  3. RESOLUTION - RECOMMENDATION TO APPROVE AIRPORTS WILDLIFE MANAGEMENT POLICY – [VOTE](#)
  4. BCAB MEETING SCHEDULE – APPROVE THE 2025 BEAUFORT COUNTY AIRPORTS BOARD MEETING SCHEDULE - [VOTE](#)
- X. CHAIRMAN UPDATE
  - XI. COMMITTEE REPORTS
  - XII. CITIZEN COMMENT (Limit comments to three minutes)
  - XIII. ADJOURNMENT

#### **NEXT MEETING:**

THURSDAY, NOVEMBER 21, 2024, AT 1:30 PM

COUNCIL CHAMBERS, 1 TOWN CENTER COURT, HILTON HEAD, SC 29928

# MINUTES

## Beaufort County Airports Board

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September 19, 2024 | 1:30 pm | Meeting called to order by Chairman Chris Butler  
[Video and Transcript](#)

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### ATTENDANCE

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**Present:** Chris Butler, Howard Ackerman, Leslie Adlam Flory, Anne Esposito, Brian Turrisi, Mark Bailey, David Nelems, Nick Mesenburg and Thomas Sheahan

**Absent:** Jim Starnes and Rich Sells

**County Staff:** Stephen Parry, Deputy Airports Director; Eric Townsend, Airport Manager; and Rocio Rexrode, Administrative Specialist.

**Beaufort County Council Liaison:**

**Hilton Head Island Town Council Liaison:** David Ames

**Public:** Judy Elder, Talbert, Bright and Ellington, Inc.

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### AGENDA ADOPTION

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The September 19, 2024, BCAB meeting agenda was adopted with unanimous consent.

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### APPROVAL OF MINUTES

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Anne Esposito made a motion to approve the August 15, 2024, meeting minutes. Leslie Flory seconded the motion. All were in favor and the motion passed.

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### PUBLIC COMMENTS

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Melinda Tunner | 20 Lenox Lane

She referred to the airport's layout plans for the next 5-10 years and inquired about the process for gathering feedback from stakeholders in the Town of Hilton Head and from residents living near the airport. She expressed that her main concern was the possible extension of the runway.

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### DIRECTOR'S REPORT

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- **DEPARTMENT UPDATE:**

**Taxiway Foxtrot:** Rembold informed that the rubber removal was completed as part of the preparation for the FAA certification inspection.

**Business After Hours:** Rembold commented that the Business After Hours was successfully held at ARW and that it was an excellent opportunity to showcase the venue. He mentioned that the space is rentable.

**Runway 5K Race:** Rembold reminded everyone that the race is coming up in less than a month. He mentioned that walkers and strollers are welcome.

**Meet Greta:** Rembold introduced Greta, a 13-year-old dog in a program that provides comfort dogs who go to airports to help calm passengers.

**USNA Alumni Visit:** Rembold mentioned that the local chapter of the USNA Alumni Association visited the airport. He noted that everyone climbed the stairs to the top of the tower and got a ride on the ARFF truck.

- **TERMINAL UPDATE:**

Rembold announced that the first steel column went up on September 5th, and it's starting to look like a building. He said that some of the sidewalks and curbs are getting formed and that rock has been laid for the base of the road in front of the terminal. He stated that things are progressing and taking shape quickly.

- **AIRPORTS' BUSINESS UPDATE:**

**ARW Hangar Update:** Rembold said that the project bid was advertised, and a contract award will soon be approved by Council. He mentioned that the project funding option is currently in the approval process. He added that a SCAC grant is coming up and that the airport will apply to help fund the site prep work.

**HXD Animal Policy:** Rembold stated that the Airport recently finished the Wildlife Hazard Assessment, which every commercial airport has to do as part of the Part 139 safety certification. He mentioned that the airport got an excellent report back from the USDA, and the (USDA) recommended implementing a policy prohibiting feeding animals on or near the airport.

**Wings for All:** Rembold explained that this is a program that HXD will be working on. He mentioned that the program focuses on making the travel experience not intimidating, confusing, or scary for travelers who might be on the (Autism) spectrum. He said the organization teams up with airlines to take these passengers through the entire travel experience so it is not intimidating when they travel.

**DBE, ACDBE, Title VI:** Rembold stated that he included these to explain that significant staff time is dedicated to complying with State and Federal (300+) regulations. He mentioned that many of these programs are tied to getting grant money.

**PFC 6—In Effect Soon:** He stated that the Passenger Facility Charge was recently implemented, and hopefully, HXD will start collecting the money by the end of the year.

**Additional Updates:**

- Rembold commented that HXD adopted a polling station as part of a new Chamber of Commerce Program. He said HXD will provide refreshments for poll workers at the HH library on election day.
- Rembold reminded the Board that the Air Service Development Consultants will visit on Nov 21<sup>st</sup>.
- Rembold mentioned that a BIL grant application was submitted for Tower renovations.

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**UNFINISHED BUSINESS**

There was no Unfinished Business.

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**NEW BUSINESS – ACTION ITEMS**

**1. GRANT ACCEPTANCE - RESOLUTION TO ACCEPT SCAC GRANT 24-026 IN THE AMOUNT OF \$140,405 FOR HXD AIR TRAFFIC CONTROL TOWER RADIO SUITE EQUIPMENT REPLACEMENT**

Anne Esposito made a motion to approve a resolution to accept SCAC Grant 24-026 in the amount of \$140,405 for HXD Air Traffic Control Tower Radio Suite Equipment Replacement. Leslie Flory seconded the motion. All were in favor and the motion passed.

**2. GRANT ACCEPTANCE - RESOLUTION TO ACCEPT SCAC GRANT 24-027 IN THE AMOUNT OF \$157,006 FOR ARW RUNWAY 07/25 REHABILITATION (CONSTRUCTION)**

David Nelems made a motion to approve a resolution to accept SCAC Grant 24-027 in the amount of \$157,006 for ARW Runway 07/25 Rehabilitation (Construction). Brian Turrisi seconded the motion. All were in favor and the motion passed.

**3. WORK AUTHORIZATION - RECOMMENDATION TO APPROVE TALBERT, BRIGHT, AND ELLINGTON WORK AUTHORIZATION 2119-2401 FOR ARW RUNWAY 07/25 REHABILITATION (CONSTRUCTION)**

Anne Esposito made a motion to approve a recommendation to approve TBE WA 2119-2401 for ARW Runway 07/25 Rehabilitation (Construction). Howard Ackerman seconded the motion. All were in favor and the motion passed.

**4. WORK AUTHORIZATION - RECOMMENDATION TO APPROVE TALBERT, BRIGHT, AND ELLINGTON WORK AUTHORIZATION 2119-2402 FOR HXD AIRFIELD DRAINAGE (DESIGN AND BIDDING)**

Leslie Flory made a motion to approve a recommendation to approve TBE WA 2119-2402 for HXD Airfield Drainage (Design and Bidding). Anne Esposito seconded the motion. All were in favor and the motion passed.

**5. RESOLUTION - RECOMMENDATION TO APPROVE A COOPERATIVE SERVICE AGREEMENT BETWEEN BEAUFORT COUNTY AND UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS) WILDLIFE SERVICES (WS)**

Anne Esposito made a motion to approve a recommendation to approve a Cooperative Service Agreement between Beaufort County and United States Department of Agriculture APHIS WS. Leslie Flory seconded the motion. All were in favor and the motion passed.

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**CHAIRMAN UPDATE**

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**1. Finance Committee**

Members: Howard Ackerman (Chair), Chris Butler, Tom Sheahan, and Brian Turrisi.

The Committee had nothing new to report this month. They will keep the board informed of any new developments.

**2. Passenger Service Committee**

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

Leslie Flory informed me that the Ambassadors Program successfully concluded.

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

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

The Committee had nothing new to report this month. They will keep the board informed of any new developments.

**4. HXD Airport Improvement Committee**

Members: Brian Turrisi (Chair), Howard Ackerman, Rich Sells, Chris Butler, and Anne Esposito

The Committee had nothing new to report this month. They will keep the board informed of any new developments.

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**PUBLIC COMMENTS**

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There were no Public Comments.

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**ADJOURNMENT**

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The motion to adjourn was made at 2:32 p.m. It passed unanimously.

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**NEXT MEETING**

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October 17, 2024 | 1:30 pm

Beaufort County Council Chambers, 100 Ribaut Road, Beaufort, SC.



# BEAUFORT COUNTY COUNCIL

## AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
<b>RECOMMEND APPROVAL OF CONTRACT AWARD TO QUALITY ENTERPRISES USA FOR IFB # 070924 ARW RUNWAY REHABILITATION CONSTRUCTION PROJECT (\$3,066,406.70)</b>
<b>MEETING NAME AND DATE:</b>
Public Safety and Facilities Committee – October 21, 2024
<b>PRESENTER INFORMATION:</b>
Jon Rembold, Airports Director 5 minutes
<b>ITEM BACKGROUND:</b>
Resolution 2024/44 (FAA BIL Grant 19), Resolution 2024/46 (FAA AIP Grant 20), and recommended Resolution 2024/## (SCAC Grant 24-027) on this agenda, establish the federal and state grant funding for this project. An Invitation for Bid (IFB) produced two responsive bids. The bids were evaluated, and Quality Enterprises USA (QE) was selected based on their lowest, most qualified bid.  The Beaufort County Airports Board reviewed and approved the recommendation to award the contract to QE at its regular October 17, 2024, meeting.
<b>PROJECT / ITEM NARRATIVE:</b>
Beaufort County seeks to award a contract to Quality Enterprises USA (the contractor) to rehabilitate Beaufort Executive Airport Runway 07/25. Construction includes pavement overlay of the existing runway, new pavement markings, edge light adjustments, and sediment /erosion control. The contract shall all include construction services to complete the scope of work. Pavement maintenance is one of the most important projects the County is responsible for and is required by the FAA and SCAC grant programs. A draft contract will be submitted to legal after the contract award approval.
<b>FISCAL IMPACT:</b>
The Total Project Cost including a 5% contingency: <b>\$3,066,406.70</b>  <u>Project Funding Sources include:</u> (90%) FAA BIL/AIP Grant      \$2,826,106.00 (5%) SCAC Grant24-027      \$157,006.00 (5%) Sponsor Share      \$157,006.00 Total Available Funding <b>\$3,140,118.00</b>  GL Code 5102-90-0000-57130   Current Balance: <b>\$3,175,592.00</b>

**STAFF RECOMMENDATIONS TO COUNCIL:**

Staff recommends approval of contract award to Quality Enterprises USA for IFB # 070924 ARW Runway Rehabilitation Construction Project.

**OPTIONS FOR COUNCIL MOTION:**

Motion to approve/deny contract award to Quality Enterprises USA for IFB # 070924 ARW Runway Rehabilitation Construction Project.

**Next Steps: County Council Meeting - October 28, 2024**



## BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
RECOMMEND APPROVAL OF A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO ENTER INTO A LETTER OF AGREEMENT FOR SHUTTLE SERVICE BETWEEN BEAUFORT COUNTY AND THE BEST OF HILTON HEAD
<b>MEETING NAME AND DATE:</b>
Public Facilities & Safety Committee – October 21, 2024
<b>PRESENTER INFORMATION:</b>
Jon Rembold, C.M. Airports Director (5 minutes)
<b>ITEM BACKGROUND:</b>
The Airports Board reviewed and approved the resolution at its monthly meeting held on October 17, 2024.
<b>PROJECT / ITEM NARRATIVE:</b>
The Best of Hilton Head operates a shuttle service option for passenger transportation at the Hilton Head Island Airport. Shuttle services provide comfortable rides from the airport to passenger final destinations throughout Hilton Head Island.
<b>FISCAL IMPACT:</b>
This is a revenue generating agreement. There is no cost to the airport. Shuttle Fee Schedule: <ul style="list-style-type: none"><li>- \$1.00 per passenger (15 pax)</li><li>- \$5.00 minimum charge, per entry</li></ul>
<b>STAFF RECOMMENDATIONS TO COMMITTEE:</b>
Approve the resolution for a letter of agreement for shuttle service between Beaufort County and The Best of Hilton Head and forward to County Council for approval.
<b>OPTIONS FOR COMMITTEE MOTION:</b>
Motion to approve /deny the resolution for a letter of agreement for shuttle service between Beaufort County and The Best of Hilton Head
<b>Next step: County Council Meeting – October 28, 2024</b>





# HILTON HEAD ISLAND

AIRPORT

## Airport Policy

### PROHIBITION OF FEEDING ANIMALS AT OR NEAR AIRPORT PREMISES

The safety and security of our passengers, staff, and aircraft are our top priorities at Hilton Head Island Airport. To maintain a safe environment and comply with aviation regulations, we are implementing a strict policy prohibiting the feeding of any animals on or near airport grounds.

#### Policy Statement:

***Effective immediately, feeding any animals, including birds, rodents, or stray/feral animals/pets, is strictly prohibited within airport boundaries and surrounding areas.***

#### Rationale:

1. **Aircraft Safety**: Feeding any species of animal increases wildlife populations near the airport. This elevates the risk of bird strikes, which can cause severe damage to aircraft and potentially lead to accidents and loss of life.
2. **FOD Prevention**: Food waste attracts animals and becomes foreign object debris (FOD), posing risks to aircraft operations and potentially damaging engines or other critical components.
3. **Public Health**: Encouraging wildlife to congregate in public areas increases the risk of zoonotic disease transmission and creates unsanitary conditions.
4. **Ecological Balance**: Artificial feeding disrupts local ecosystems and can harm wildlife by altering their natural foraging behaviors and diets.

#### Implementation:

- Signs will be posted throughout the airport premises to inform all individuals about this policy.
- Airport staff are required to enforce this policy and educate visitors when necessary.
- Wildlife management procedures will be enhanced to humanely deter animals from airport grounds.

#### Consequences:

Since violations of airport policy are contrary to the conditions of airport tenant agreements, supervisors will be notified of the violation.

Repeated violations constitute grounds for termination of agreements with the airport.

We appreciate your cooperation in maintaining a safe environment for all who use our facilities. By working together, we can ensure the continued safe operation of our airport while respecting and safeguarding the local animal population.

For any questions or to report violations, please contact Airports Deputy Director, Steve Parry at 843-962-3940.

Thank you for your understanding and compliance with this important safety measure.

This policy is effective immediately.

Jon Rembold, C.M.  
Airports Director



## 2025 MEETING SCHEDULE BEAUFORT COUNTY AIRPORTS BOARD



DATE	TIME	LOCATION
January 16th	1:30 PM	Town of Hilton Head Island One Town Center Court, Hilton Head Island, SC
February 20th	1:30 PM	Council Chambers, Administration Building 100 Ribaut Road, Beaufort, SC
March 20th	1:30 PM	Town of Hilton Head Island One Town Center Court, Hilton Head Island, SC
April 17th	1:30 PM	Council Chambers, Administration Building 100 Ribaut Road, Beaufort, SC
May 15th	1:30 PM	Town of Hilton Head Island One Town Center Court, Hilton Head Island, SC
June 19th	1:30 PM	Council Chambers, Administration Building 100 Ribaut Road, Beaufort, SC
July 17th	1:30 PM	Town of Hilton Head Island One Town Center Court, Hilton Head Island, SC
August 21st	1:30 PM	Council Chambers, Administration Building 100 Ribaut Road, Beaufort, SC
September 18th	1:30 PM	Town of Hilton Head Island One Town Center Court, Hilton Head Island, SC
October 16th	1:30 PM	Council Chambers, Administration Building 100 Ribaut Road, Beaufort, SC
November 20th	1:30 PM	Town of Hilton Head Island One Town Center Court, Hilton Head Island, SC
December 18th	1:30 PM	TBD 100 Ribaut Road, Beaufort, SC

**PLEASE NOTE: MEETING LOCATION AND DATES ARE SUBJECT TO CHANGE**