



Beaufort County Airports Board

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Vice Chairman
JAMES STARNES

Committee Members
HOWARD ACKERMAN
MARK BAILEY
LESLIE ADLAM FLORY
NICHOLAS MESENBURG
DAVID NELEMS
RICH SELLS
THOMAS SHEAHAN
BRIAN TURRISI

Airports Director
JON REMBOLD

County Administrator
MICHAEL MOORE

**Airports Senior
Administrative Specialist**
ROCIO REXRODE

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MEETING ACCESS

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ID: 161 714 8655

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Beaufort County Airports Board Agenda

Council Chambers – Hilton Head Island

One Town Center Court, Hilton Head, SC 29928

Thursday, July 17, 2025, at 10:00 AM

- 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 – [JUNE 12, 2025](#)
- VI. PUBLIC COMMENT (Limit comments to three minutes)
- VII. DIRECTOR'S REPORT
- VIII. UNFINISHED BUSINESS
- IX. NEW BUSINESS

ACTION ITEMS:

1. WORK AUTHORIZATION (HXD) - RECOMMENDATION TO APPROVE TALBERT, BRIGHT, AND ELLINGTON WORK AUTHORIZATION **2119-2404** FOR TAXIWAY "F" ROFA EA – [VOTE](#)
2. WORK AUTHORIZATION (HXD) - RECOMMENDATION TO APPROVE TALBERT, BRIGHT, AND ELLINGTON WORK AUTHORIZATION **2119-2407** FOR AIRFIELD DRAINAGE IMPROVEMENTS (CONSTRUCTION) – [VOTE](#)
3. WORK AUTHORIZATION (ARW) - RECOMMENDATION TO APPROVE TALBERT, BRIGHT, AND ELLINGTON WORK AUTHORIZATION **2119-2501** FOR PARTIAL PARALLEL TAXIWAY (DESIGN AND BIDDING) – [VOTE](#)
4. WORK AUTHORIZATION (HXD) - RECOMMENDATION TO APPROVE TALBERT, BRIGHT, AND ELLINGTON WORK AUTHORIZATION **2119-2502** FOR PARKING LOT GATES (DESIGN AND BIDDING) – [VOTE](#)

- X. CHAIRMAN UPDATE
- XI. COMMITTEE REPORTS
- XII. CITIZEN COMMENT (Limit comments to three minutes)
- XIII. ADJOURNMENT

NEXT MEETING:

THURSDAY, AUGUST 14, 2025, AT 10:00 AM

LOCATION: TBD

MINUTES

Beaufort County Airports Board

June 12, 2025 | 10:00 am | Meeting called to order by Chairman Chris Butler
[Video and Transcript](#)

ATTENDANCE

Present: Chris Butler, Jim Starnes, Howard Ackerman, Brian Turrisi, Mark Bailey, Rich Sells, Leslie Adlam Flory, and Nick Mesenburg

Absent: Thomas Sheahan and David Nelems

County Staff: Jon Rembold, Airports Director; Stephen Parry, Deputy Airports Director; Brandon Chavis, Airport Manager; and Rocio Rexrode, Airports Senior Administrative Specialist.

Summer Intern: Wynn Alsko

Beaufort County Council Liaison: Thomas Reitz

Hilton Head Island Town Council Liaison:

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

AGENDA ADOPTION

The June 12, 2025, BCAB meeting agenda was adopted with unanimous consent.

APPROVAL OF MINUTES

Jim Starnes made a motion to approve the May 08, 2025, meeting minutes. Mark Bailey seconded the motion. All were in favor and the motion passed.

PUBLIC COMMENTS

There were no Public Comments.

DIRECTOR'S REPORT

- **STAFF UPDATE**
Rembold highlighted three team members. He mentioned that Brian Cronin, Finance Manager, was recognized at the County Council meeting on May 27, 2025. for the outstanding work he does for the Airports Department. Jerry Wood, a new Maintenance Operations Technician from Wisconsin, brings award-winning cabinet-making skills from Gulfstream, along with expertise in electrical, plumbing, and HVAC. Wynn Alsko, a rising sophomore at Auburn University, interned in June, engaging with all airport departments, including Signature FBO and the control tower. His insightful questions offered fresh perspectives and challenged Rembold's knowledge. Rembold expressed interest in continuing the internship program in future years.

- **COMMUNITY OUTREACH**

John Paul II Catholic School: Rembold shared that at the end of May, HXD hosted its final school trip of the year. He noted that the students were energetic, having finished classes, and enjoyed engaging with representatives from Mosquito Control, the Sheriff's Office, the Civil Air Patrol, and LifeStar. The students asked insightful questions, with some experiencing the control tower and a memorable pass through the truck wash. The event was a success, highlighted by a video capturing the students' excitement.

- **TERMINAL UPDATE**

Rembold informed that the exterior is nearly complete, with the roof finished on the airside and almost done on the landside, while interior work, including insulation, sheetrock, and restroom tiling, is progressing rapidly. The deck crosswalk area is complete, and within weeks, asphalt paving will allow all four lanes of traffic to reopen, with fencing removed and entrances accessible. Jet bridge foundations, designed for seismic and hurricane resilience, are nearly finished, and ceiling work is expected within a month. He mentioned that the terminal was featured in recent aviation publications, showcasing renderings to promote the project and phase two completion.

- **AIRPORTS' BUSINESS UPDATE**

County Budget Approved: Rembold stated that the County budget was approved.

Hickory, NC Airport Visit 06/17/25: Rembold mentioned an upcoming visit from representatives of Hickory, North Carolina, to review the airfield and terminal expansion project.

Concessions RFP Advertised: He announced that a Request for Proposal (RFP) for concessions, covering both retail and food and beverage for the existing and new terminal buildings, is set to be advertised. The RFP aims to enhance the airport's concessions offerings comprehensively.

Federal Issues – Proposed Legislation: He discussed recent advocacy efforts prompted by emails from airlines and industry groups urging letters to senators to influence legislation. He highlighted a concerning credit card rewards bill, previously tabled but now resurfacing, which would eliminate rewards programs, severely impacting airlines, the travel industry, and tourism by limiting access to air travel for those relying on reward miles from retail purchases. Rembold emphasized the bill's detrimental effects and encouraged opposition to it.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS – ACTION ITEMS

1. **WORK AUTHORIZATION (HXD) - RECOMMENDATION TO APPROVE TALBERT, BRIGHT, AND ELLINGTON WORK AUTHORIZATION 2119-2202 FOR 26 HUNTER ROAD CONCEPTUAL DESIGN PACKAGE (DESIGN)**

Rich Sells made a motion to approve a recommendation to approve TBE WA 2119-2202 for 26 Hunter Road Conceptual Design Package (Design). All were in favor, and the motion passed.

2. WORK AUTHORIZATION (HXD) - RECOMMENDATION TO APPROVE TALBERT, BRIGHT, AND ELLINGTON WORK AUTHORIZATION 2119-2409 FOR LEGAL ASSISTANCE IN DRAFTING AND NEGOTIATING THE AGREEMENT/LEASE BETWEEN LONE PALMETTO AND BEAUFORT COUNTY FOR THE HILTON HEAD ISLAND AIRPORT

James Starnes made a motion to approve the recommendation to approve TBE WA 2119-2409 for legal assistance in drafting and negotiating the agreement/lease between Lone Palmetto and Beaufort County for the Hilton Head Island Airport. Rich Sells seconded the motion. All were in favor, and the motion passed.

3. CONTRACT AWARD (HXD) - RECOMMENDATION TO APPROVE CONTRACT AWARD FOR AIRFIELD DRAINAGE PROJECT TO QUALITY ENTERPRISES (CONSTRUCTION)

Mark Bailey made a motion to approve a recommendation to approve a contract award for Airfield Drainage Project to Quality Enterprises (Construction). Brian Turrisi seconded the motion. All were in favor and the motion passed.

4. CONTRACT AWARD (HXD) – RECOMMENDATION TO APPROVE A CONTRACT AWARD FOR AIR SERVICE DEVELOPMENT AND MARKETING CONSULTING SERVICES TO VOLAIRE AVIATION

Howard Ackerman made a motion to approve a recommendation to approve a contract award for Air Service Development and Marketing Consulting Services to Volaire Aviation. Mark Bailey seconded the motion. All were in favor and the motion passed.

5. CONTRACT AWARD (HXD) – RECOMMENDATION TO APPROVE A CONTRACT AWARD FOR AIRPORT TERMINAL ADVERTISING CONCESSION TO DEPARTURE MEDIA

Rich Sells made a motion to approve a recommendation to approve a contract award for Airport Terminal Advertising Concession to Departure Media. Leslie Flory seconded the motion. All were in favor and the motion passed.

6. OFFICE SPACE LEASE AGREEMENT (ARW) - RECOMMENDATION TO APPROVE AN ORDINANCE AUTHORIZING AN OFFICE SPACE LEASE BETWEEN BEAUFORT COUNTY AND BEAUFORT FLIGHT TRAINING

James Starnes made a motion to approve a recommendation to approve an ordinance authorizing an Office Space Lease agreement between Beaufort County and Beaufort Flight Training. Mark Bailey seconded the motion. All were in favor and the motion passed.

7. NON-TENANT COMMERCIAL OPERATING AGREEMENT (ARW) – RECOMMENDATION TO APPROVE A RESOLUTION AUTHORIZING A NON-TENANT COMMERCIAL OPERATING AGREEMENT BETWEEN BEAUFORT COUNTY AND BEAUFORT FLIGHT TRAINING

Rich Sells made a motion to approve the recommendation to approve a resolution authorizing a Non-tenant Commercial Operating agreement between Beaufort County and Beaufort Flight Training. Leslie Flory seconded the motion. All were in favor and the motion passed.

8. OFFICE SPACE LEASE AGREEMENT (ARW) - RECOMMENDATION TO APPROVE AN ORDINANCE AUTHORIZING AN OFFICE SPACE LEASE BETWEEN BEAUFORT COUNTY AND PILOT SPECIALTIES LLC

Brian Turrisi made a motion to approve the recommendation to approve an ordinance authorizing an Office Space Lease agreement between Beaufort County and Pilot Specialties, LCC. Howard Ackerman seconded the motion. All were in favor and the motion passed.

9. NON-TENANT COMMERCIAL OPERATING AGREEMENT (ARW) – RECOMMENDATION TO APPROVE A RESOLUTION AUTHORIZING A NON-TENANT COMMERCIAL OPERATING AGREEMENT BETWEEN BEAUFORT COUNTY AND PILOT SPECIALTIES LLC

Rich Sells made a motion to approve the recommendation to approve a resolution authorizing a Non-tenant Commercial Operating agreement between Beaufort County and Pilot Specialties, LLC. James Starnes seconded the motion. All were in favor and the motion passed.

10. GRANT ACCEPTANCE – RECOMMENDATION TO APPROVE A RESOLUTION TO ACCEPT FAA AIP GRANT 21 IN THE AMOUNT OF \$244,221.00 AND A SCAC GRANT IN THE AMOUNT OF \$6,427.00 FOR ARW PARTIAL PARALLEL TAXIWAY (DESIGN AND BIDDING)

Jim Starnes made a motion to approve the recommendation to approve a resolution to accept FAA AIP Grant 21 in the amount of \$244,221.00 and a SCAC grant in the amount of \$6,427.00 for ARW Partial Parallel Taxiway (Design and Bidding). Nicholas Mesenburg seconded the motion. All were in favor and the motion passed.

11. GRANT ACCEPTANCE – RECOMMENDATION TO APPROVE A RESOLUTION TO ACCEPT FAA AIP GRANT 60 IN THE AMOUNT OF \$1,493,515.00 AND A SCAC GRANT IN THE AMOUNT OF \$78,606.71 FOR HXD AIRFIELD DRAINAGE IMPROVEMENTS (CONSTRUCTION)

Leslie Flory made a motion to approve the recommendation to approve a resolution to accept FAA AIP Grant 60 in the amount of \$1,493,515.00 and a SCAC grant in the amount of \$78,606.71 for HXD Airfield Drainage Improvements (Construction). Brian Turrisi seconded the motion. All were in favor and the motion passed.

12. GRANT ACCEPTANCE – RECOMMENDATION TO APPROVE A RESOLUTION TO ACCEPT AN FAA AIP GRANT IN THE AMOUNT OF \$306,023.00 AND A SCAC GRANT IN THE AMOUNT OF \$16,106.21 FOR HXD TAXIWAY “F” ROFA EA

Rich Sells made a motion to approve the recommendation to approve a resolution to accept an FAA AIP Grant in the amount of \$306,023.00 and a SCAC grant in the amount of \$16,106.21 for HXD Airfield Taxiway “F” ROFA EA. Mark Bailey seconded the motion. All were in favor and the motion

passed.

13. GRANT ACCEPTANCE – RECOMMENDATION TO APPROVE A RESOLUTION TO ACCEPT FAA BIL GRANT 61 IN THE AMOUNT OF \$300,000.00 FOR HXD TOWER RENOVATION (CONSTRUCTION)

Brian Turrisi made a motion to approve the recommendation to approve a resolution to accept FAA AIP Grant 61 in the amount of \$300,000.00 for HXD Tower Renovation (Construction). Nicholas Mesenburg seconded the motion. All were in favor and the motion passed.

14. GRANT ACCEPTANCE – RECOMMENDATION TO APPROVE A RESOLUTION TO ACCEPT A SCAC GRANT IN THE AMOUNT OF \$39,609.00 FOR HXD FIRE SUPPRESSION REPAIR

Rich Sells made a motion to approve the recommendation to approve a resolution to accept a SCAC grant in the amount of \$39,609.00 for HXD Fire Suppression Repair. James Starnes seconded the motion. All were in favor and the motion passed.

CHAIRMAN UPDATE

1. Finance Committee

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

The Finance Committee did not provide a formal report, though relevant updates were covered during the budget discussion

2. Passenger Service Committee

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

Leslie Flory noted that the team is performing well and appreciates the new terminal configuration for passenger screening. She highlighted the ambassadors' role as the first point of contact for passengers, enhancing the terminal experience, and expressed excitement for the upcoming busy Saturday with 14 flights arriving.

3. ARW Facilities Use and Improvement Committee

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

A tentative meeting is scheduled for July 27, 2025, with an email to follow confirming suitable times for all attendees. The hangar site preparation is awaiting permits, expected by the end of the month, and the bid has been awarded. Further timeline details will be discussed at the next meeting.

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.

5. Government Affairs Committee

Members: Rich Sells (Chair)

The committee is advocating for federal support, with an earmark request submitted to Senator

Graham's office in April 2025 to fund phase two of the terminal project, emphasizing cost savings by retaining the current contractor. Leslie suggested sending letters with specific staffer email addresses or a single board-signed letter, potentially hand-delivered, to ensure attention, as generic forms often go unnoticed. Rembold agreed, proposing both individual emails and snail mail to maximize impact, encouraging all 11 board members to participate in pressuring federal officials for funding.

PUBLIC COMMENTS

County Councilman Thomas Reitz: He welcomed intern Wynn Alsko, commending Jon Rembold and the staff for involving young talent in airport operations. He encouraged Wynn to stay engaged with local government and offered support for his internship. Reitz, a Beaufort County Council Liaison for two and a half years, expressed enthusiasm for the board's work and noted an upcoming vacancy due to Anne's retirement, with interviews planned to fill the position.

ADJOURNMENT

The motion to adjourn was made at 10:54 a.m. It passed unanimously.

NEXT MEETING

July 17, 2025 | 10:00 am

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

HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SOUTH CAROLINA
WORK AUTHORIZATION 234-04
April 21, 2025
PROJECT NO.: TBE NO. 2119-2404

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

Description of Work Authorized: Taxiway “F” (located on the west side of Runway 03/21) at the Hilton Head Island Airport (HXD) currently has a runway-to-taxiway separation of 300 feet. In 2011, the Airport Layout Plan (ALP) was approved by the FAA with a Runway Design Code (RDC) of C-II based on an aircraft family grouping (>12,500 pounds but <60,000 pounds [DHC-8-100 and Learjet 40/45]). With the extension of Runway 03/21 to 5,000 feet in 2018, American Airlines (AA) launched the commercial service jet era at HXD. AA retired their Dash-8-200 and Dash 8-300 turboprop aircraft and replaced them with Embraer E-175 regional jet aircraft for year-round service at HXD. Shortly after American Airlines began its new jet service, United Airlines (UA) announced seasonal service starting Spring 2019 with E-175 aircraft, as well. Subsequently, in 2019, Delta Airlines (DL) returned after leaving in 2011 and started year-round service to HXD with E-170 aircraft. With the introduction of the commercial service jets, which have an RDC of C-III, the design standards at HXD in accordance with AC 150/5300-13B – Airport Design, require a runway/taxiway separation of 400 feet.

The change of RDC from C-II to C-III requires a runway/taxiway separation of 400 feet. To bring Taxiway “F” into compliance with FAA design standards, HXD would have to purchase 12 properties adjacent to the airport property line listed in the table below and identified on page 18.

Land Acquisition Properties Required for the Relocation of Taxiway F				
Graphic ID #	Parcel #	Property Owner	Acreage	Use
1	R511 008 000 0105 0000 Billing Address: Location:	PS Southeast Two LLC 701 Western Avenue Glendale, CA 91201 55 Mathews Drive	5.58	Commercial Improved Miscellaneous Warehouse and Storage
2	R510 008 000 0185 0000 Billing Address: Location:	Elite Resort Group, Inc. P.O. Box 5370 Hilton Head Island, SC 29938 10 Hunter Road	0	Commercial Improved Trade Other

Land Acquisition Properties Required for the Relocation of Taxiway F				
Graphic ID #	Parcel #	Property Owner	Acreage	Use
3	R510 008 000 0300 0000 Billing Address: Location:	Mathesoya Management Corp P.O. Box 6838 Hilton Head Island, SC 29938 18 Hunter Road	1.29	Commercial Improved Service Professional
4	R510 008 000 0301 0000 Billing Address: Location:	Corley Road LLC 5275 Chelsen Wood Drive Johns Creek, GA 30097 20 Hunter Road - has avigation easement	1.25	Commercial Improved Service Professional
5	R510 008 000 0302 0000 Billing Address: Location:	Socol Company Inc. LLC 55 Glenlake Parkway Atlanta, GA 30328 24 Hunter Road	3.79	Commercial Improved Service Professional
6	R510 004 000 0338 0000 Billing Address: Location:	Runway Enterprises of HHI LLC 5 Rampart Lane Hilton Head Island, SC 29928 6 Blue Jay Way	1	Commercial Improved Miscellaneous Warehouse and Storage
7	R510 004 000 0339 0000 Billing Address: Location:	Stonehenge Corp. P.O. Box 770 Bowling Green, KY 42102 3 Blue Jay Way	1	Commercial Improved Trade Other
8	R510 004 000 0340 0000 Billing Address: Location:	Gary M. Brown 7757 Preservation Road Tallahassee, FL 32312 10 Finch Street	1.22	Commercial Improved Miscellaneous Warehouse and Storage
9	R510 004 000 0341 0000 Billing Address: Location:	Coligny Plaza Ltd P.O. Box 6133 Hilton Head Island, SC 29938 12 Finch Street	1.53	Commercial Improved Trade Other
10	R510 004 000 0342 0000 Billing Address: Location:	Finch Street Investors LLC 16 Finch Street Hilton Head Island, SC 29926 16 Finch Street	1.12	Commercial Improved Trade Wholesale
11	R510 004 000 0345 0000 Billing Address: Location:	F.A. Imperial LLC 1665 North Walter Street Milwaukee, WI 53202 144 Beach City Road	2.38	Commercial Improved Trade Other
12	R510 004 000 0343 0000 Billing Address: Location:	R. Ling Graves, Jr. 3 Estill Beach Lane Bluffton, SC 29910 148 Beach City Road	1.38	Commercial Improved Trade Other

In addition, in accordance with FAA AC 150/5300-13B Change 1 (with errata changes as of April 3, 2025) the following design requirements need to be met:

- **Runway Object Free Area (ROFA)**
 - Provide area clear of above-ground objects protruding above the elevation of the nearest point of the RSA:
 - Ensure terrain is no higher than the nearest point of the RSA within a distance from the edge of the RSA equal to half the most demanding wingspan of the RDC.
 - Keep area clear of parked aircraft and vehicles, and any non-navigational objects not allowed in paragraph 3.12.1, item 4.
 - Recommended Practices:
 - To the extent practical, make objects in the ROFA that exceed the elevation of the nearest point on the RSA comply with the same frangibility criteria as the RSA.
 - Preclude locating objects in a ROFA that can function equally outside of the ROFA.
- **Runway Safety Area (RSA)**
 - The RSA enhances the safety of aircraft that undershoot, overrun, or veer off the runway, and provides greater accessibility for ARFF equipment during such incidents.
 - Grading:
 - Provide an RSA that is:
 - Cleared and graded with no potentially hazardous ruts, humps, depressions, or other surface variations.
 - Drained by grading or storm sewers to prevent water accumulation.
 - Capable, under dry conditions, of supporting snow removal equipment, ARFF equipment, and the occasional passage of aircraft without causing major damage to the aircraft.
 - Graded to the longitudinal and transverse grades in paragraph 3.16.5.
 - Object Clearing:
 - Provide an RSA free of objects excluding those objects that need to reside in the RSA because of function (e.g., fixed-by-function).
 - Configure airfield geometries to keep the RSA clear during an aircraft operation of:
 - All portions of a holding or taxiing aircraft.
 - All portions of a holding or moving ground vehicle.
 - Design objects in the RSA with a height greater than 3 inches (76 mm) above the surrounding grade to have a frangible point no higher than 3 inches (76 mm) above the surrounding grade. See AC 150/5220-23.
 - Design foundations, concrete pads, and handholes that need to reside in the RSA:

- To be capable of supporting snow removal equipment (SRE) vehicles, ARFF vehicles, and occasional passage of the most demanding aircraft.
- Such that the top elevation is within a range between flush with grade and a height of 1-inch (25 mm) above immediate surrounding grade.
- Locate objects outside the RSA if it is not essential for the object to reside within the RSA.

Projects associated with ROFA and RSA clearing/grading will aid in future development of the Taxiway F relocation to meet runway-taxiway separation requirements. It is imperative for the airport to begin work in land/easement acquisition, clearing and grading related to the ROFA, which will play an integral part in review and approval of any modifications of standards associated with the near-term Runway 03/21 pavement rehabilitation.

This work authorization presents Talbert, Bright & Ellington, LLC's (TBE) scope of services relating to the preparation of an environmental assessment (EA) for the previously described project.

In fulfilling this scope of work, numerous objectives will be achieved including environmental inventory, evaluation, and analysis; state, federal, and local agency coordination; draft and final environmental documentation; and a public workshop (if deemed necessary). The environmental documentation will be prepared in accordance with the National Environmental Policy Act of 1969 (NEPA), FAA Order 5050.4B, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Projects* (April 28, 2006), FAA Order 1050.1F – *Environmental Impacts: Policies and Procedures* (July 16, 2015), and *1050.1F Desk Reference* (July 2015). The Federal Aviation Administration (FAA) has agreed to review and approve the documentation.

It is the intent of this environmental documentation process to review no more than one build alternatives, in addition to the no build alternative because of the requirements to meet FAA design standards in accordance with AC 150/5300-13B – Airport Design. Determination of potential impacts to water quality, the unknown extent of wetlands or jurisdictional waters of the United States, and impact on adjacent residential development from noise, are issues that will be addressed during the preparation of this EA.

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 the **COUNTY**, in order to create a 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.

ASSUMPTIONS:

1. *For budgeting purposes, it was assumed that the project should take **six (6)** months to perform the necessary field work, not including review by resource and regulatory agencies.*
2. *If additional field work is required by the resource agencies (for example, a Phase II Cultural Resources Survey), the schedule below will be modified under a contract amendment.*

Work Item	Time (Days)	Cumulative Time (Days)
Notice to Proceed	0	0
Scoping Meeting	1	1
Field Work	45	46
Document Preparation/In-house Review	60	101
FAA/Client Review	TBD	TBD
Draft Document Finalization	30	131

DELIVERABLES:

1. *A flow chart of activities and milestone schedule.*
 2. *Attendance at three (3) meetings, not including the public information meeting.*
- A. PUBLIC INFORMATION MEETING – A public information meeting will be scheduled at the beginning of the project to inform the public of the purpose of the project. The meeting will utilize an informal/open house format for a period of two hours to maximize the opportunity for interested citizens to participate. The meeting will be publicized via the Hilton Head Airport web site and media. TBE will provide handouts, display boards, sign-in sheets, and comment forms, as well as a recorder for oral comments.

ASSUMPTIONS:

1. *One (1) public information meeting will be conducted.*
2. *Four (4) TBE team members will attend the meeting.*
3. *Beaufort County will handle meeting logistics (location, advertising for meetings, etc.).*

DELIVERABLES:

1. *Handouts (200), displays (maximum of four), sign-in sheets, comment forms (200).*

2. *A summary of each meeting, copy of comments received, and transcript of recorded comments.*

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 federal, state, and local agencies advising of the **COUNTY's** intent to proceed with the preparation of an environmental assessment.

ASSUMPTIONS:

1. ***TBE** will provide drafts of correspondence letters with SHPO and tribes for issuance by the **FAA**.*
2. ***FAA** will review and approve the scoping letter prior to issuance to state, federal, and local environmental agencies*
3. *A scoping meeting with state, federal, and local agencies will not be held.*
4. ***TBE** will maintain the written communication records and records of verbal communications/meetings.*

DELIVERABLE:

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

TASK 3: ENVIRONMENTAL INVENTORY, EVALUATION, AND ANALYSIS

The environmental inventory, evaluation, and analysis will be conducted in accordance with the requirements of the National Environmental Policy Act of 1969 (NEPA), FAA Order 5050.4B, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Projects* (April 28, 2006), FAA Order 1050.1F – *Environmental Impacts: Policies and Procedures* (July 16, 2015), and *1050.1F Desk Reference* (July 2015).

Prior to initiation of the environmental analysis, **TBE** will notify the **COUNTY** and **FAA** of agency concerns resulting from the project agency early coordination process. The required level of detail for each environmental issue will also be discussed. Existing data

will be collected from the appropriate agencies; and, through field and map examination, data will be analyzed, and used to determine the potential impacts of the proposed project. Mitigation measures, including avoidance and minimization options, will be investigated for impacts (unless herein noted otherwise).

- A. **AIR QUALITY** – Coordination with the South Carolina Department of Health and Environmental Control Division of Air Quality (SCDHEC-DAQ) to determine whether an air quality analysis and/or air quality permit shall be required, as well as a request for air quality conformity. Using the Aviation Emissions and Air Quality Handbook and required FAA Aviation Environmental Design Tool (AEDT) 2c, potential air quality impacts due to construction will be analyzed to determine general conformity with de minimis emission levels.

ASSUMPTIONS:

1. *Beaufort County is considered an attainment area for National Ambient Air Quality Standards (NAAQS) pollutants.*
2. *FAA Emissions and Dispersion Modeling System (EDMS) input and emission levels for the proposed project will not be prepared.*
3. *FAA Aviation Environmental Design Tool (AEDT) 2c will be used to determine potential construction impacts to air quality.*
4. *No monitoring of existing air quality or modeling will be performed as part of this scope of services.*

B. **BIOLOGICAL RESOURCES** –

1. **Biotic Communities** – A survey of biotic communities that may be affected directly or indirectly by the proposed project will be performed. This survey will be performed in conjunction with Task B.2 – Endangered and Threatened Species of Flora and Fauna. A brief description of the biotic communities will be prepared for inclusion in the environmental document.
2. **Endangered and Threatened Species of Flora and Fauna** – Reference information on threatened, endangered, and other rare species and critical habitats, as listed by the U.S. Fish and Wildlife Service (USFWS) and National Marine Fisheries Service (NMFS), will be reviewed. Utilizing the reference information collected, field investigations will be conducted to identify habitat that may support the listed species. The location of previously sighted species, critical habitat, and habitat suitable for the legally protected species will be identified on an overlay map. Section 7 (Endangered Species Act) Biological Assessment will be prepared and forwarded to USFWS and NMFS in conjunction with the draft environmental document regardless of species

present. Final agency concurrence with the results of the biological assessment and required mitigation measures will be summarized in the final environmental document, as required.

ASSUMPTION:

1. *The site will be visited twice by an experienced biologist, for plant flowering periods.*
2. *The results of the biological assessment will be submitted to the USFWS and SCDNR for concurrence.*
3. *Should it be determined by USFWS or SCDNR that additional site visits will be necessary; these will be performed under a contract amendment.*

C. COASTAL RESOURCES –

1. **Coastal Zone Management Program** – Because the study area is located in the South Carolina Coastal Zone, coordination will be conducted with the SCDHEC Office of Coastal Resource Management (OCRM) to ensure consistency with the *South Carolina Coastal Management Program*. In particular, potential direct or indirect impacts to the designated critical areas will be identified. Mitigation measures will be investigated and summarized as necessary. During the preparation of the final environmental document, a final mitigation plan will be prepared, if deemed necessary.
2. **Coastal Barriers** – Coastal barriers protected under the Coastal Barrier Resource Act will be identified. In addition, early coordination will be conducted with the review agencies to identify potential impacts and mitigative measures, if necessary.

D. DEPARTMENT OF TRANSPORTATION ACT, SECTION 4(f) – An early inventory will be conducted to determine the presence of Section 4(f) properties (i.e., parks, recreation areas, wildlife and waterfowl refuges, and/or historic and archaeological sites).

E. FARMLAND – Soil data (prime, unique, and statewide important) will be evaluated. Information will be submitted on Form AD-1006, Farmland Conversion Impact Rating, Land Evaluation – Site Assessment, to the NRCS for review and comment. Based on the response from the NRCS, an estimate of direct and indirect impacts will be determined on: (1) number of acres that will be directly displaced; (2) areas where agricultural and timberland operations may be disrupted; and (3) indirect effects, such as those related to changes in land use.

1. **Soils** – A soils map of the site will be prepared. Descriptions of each of the soils indicated and their development limitation will be provided. Information regarding the need for potential fill material and clearing and grading will be determined.

ASSUMPTIONS:

1. *Construction requirements (such as, but not limited to, excavation and fill amounts) will be based on preliminary schematics and preliminary engineering.*
2. *Soils will be identified using U.S. Department of Agriculture Natural Resources Conservation Service (NRCS) mapping*
3. *Geotechnical investigation of existing soil conditions will not be performed.*

F. HAZARDOUS MATERIALS, SOLID WASTE, AND POLLUTION PREVENTION –

1. **Hazardous Materials/Waste Sites** – A Level I Environmental Site Assessment will be conducted to include a thorough review of the history (50-year maximum) of the proposed project to identify environmental concern for contamination or liability from hazardous materials. In addition, a review of published data and a physical site inspection will be conducted. Documentation of investigation methods used, results obtained (e.g., site overview, site history, regulatory compliance history, site features, and site walkover survey), and a summary of findings and recommendations for further investigation, if necessary, will be provided.

ASSUMPTIONS:

1. *No subsurface investigations will be conducted.*
2. *A Level II - Environmental Site Assessment will not be conducted.*
3. *Phase I ESA performed for the EA will be used for the purchase of the 12 properties identified for acquisition.*

1. **Solid Waste Impact** – Proposed development, which relates only to airfield development (runways, taxiways, and related items), will not normally include any direct relationship to solid waste collection, control, or disposal other than that associated with the construction itself.
2. **Pollution Prevention** – Agencies are required to comply with applicable pollution control standards, in the prevention, control, and abatement of environmental pollution; and consult with the federal, state, and local agencies concerning the best techniques and methods available for the prevention, control, and abatement of environmental pollution. Pollution prevention strategies should be outlined in the Airport's Stormwater Pollution

Prevention Plan and Spill Prevention, Control, and Countermeasures Plan. These strategies will be discussed.

- G. HISTORIC, ARCHITECTURAL, ARCHAEOLOGICAL, AND CULTURAL RESOURCES – A cultural resources survey, to determine the nature and distribution of historical, archaeological, and architectural resources within the study area, will be conducted. This survey will attempt to identify cultural resources and evaluate identified resources for their potential to meet the criteria of significance of the National Register of Historic Places (NRHP). This investigation will involve thorough background research and limited field investigations that will include, at a minimum, a photo-inventory of structures that are likely to be impacted (physically or aesthetically) and that appear to be at least 50 years old. In addition, sufficient information to complete a Standing Structures Form will be collected for each historic structure. This information will provide the basis for the evaluation of the structure with respect to the criteria of significance of the NRHP.

The cultural resources survey will meet the guidelines set forth by the State Historic Preservation Office (SHPO). The background research is designed to provide a description of the kinds of cultural resources likely to be present in the study area. In addition, this research will outline those aspects of the cultural heritage, evident in the study area, which are significant in the development of the region. This information is necessary to properly evaluate the eligibility of an identified cultural resource for the NRHP. This research will involve the review of historic maps of the region and reports on file with the SHPO and other cultural resource agencies. Field inspection will be limited; a historic-architectural survey team will examine standing structures within the study area and an archaeological team will perform a cursory overview of the study area in search of prehistoric, archaeological, and paleontological resources. A Phase I Cultural Resources Report will be prepared and forwarded to the SHPO requesting compliance with the National Historic Preservation Act of 1966, as amended.

ASSUMPTIONS:

1. *FAA will be responsible for correspondence with Indian Tribes regarding the project.*
2. *No consultation with the Indian Tribes will be conducted. Should it be determined that consultation is required, this will be prepared as an amendment to this contract.*
3. *If the SHPO determines that a Phase II Cultural Resources Survey is necessary, this task will be performed under a contract amendment.*

- H. COMPATIBLE LAND USE – Existing land use within the study area (study area – 0.5 miles around HXD and the proposed project site) will be inventoried by windshield surveys. Land use plans and zoning codes will be collected and reviewed. Land use

types, to be identified, will include residential, commercial, industrial, and noise sensitive sites (parks, schools, churches, etc.). In addition, community facilities and existing utilities will be inventoried. Information collected will be reviewed. Evaluation of existing land use and land use planning will include impacts to existing zoning, conformance with adopted comprehensive plans, impacts to neighborhoods, and cumulative impacts.

ASSUMPTION:

1. *Available land use and zoning data will be provided by the **COUNTY** and Town of Hilton Head Island.*

- I. NATURAL RESOURCES AND ENERGY SUPPLY – In general terms, the potential energy consumption required to implement the project during construction and throughout its life will be determined. Energy conservation measures will be evaluated, if necessary.
- J. NOISE – The proposed project is not anticipated to have an adverse impact on the surrounding community from noise generated by additional aircraft using HXD. However, a noise analysis will be performed using the Aviation Environmental Design Tool (AEDT) 2c to determine the potential impact of noise on the surrounding community for the existing and proposed conditions. Noise contours will be produced ranging from 65 dB DNL to 80 dB DNL at 5 dB increments and plotted on the Airport Layout Plan or an aerial image of the Airport.

ASSUMPTIONS:

- 1. *FAA Aviation Environmental Design Tool (AEDT) 2c will be used to determine potential impacts.*
- 2. *No monitoring of existing noise will be performed as part of this scope of services.*

K. SOCIOECONOMIC IMPACTS AND CHILDREN’S HEALTH AND SAFETY RISKS –

- 1. **Socioeconomic Impacts** – The impact of the proposed project on potential relocation of residences and/or businesses, changes in surface transportation patterns, disruption of planned development, and significant changes in the potential employment base will be analyzed. Should potential relocations occur, provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, will be utilized to determine compliance.
- 2. **Children’s Health and Safety Risks** – Executive Order 13045, Protection of Children from Environmental Health Risks and Safety Risks (April 23, 1997),

directs federal agencies to identify and assess environmental health risks and safety risks that may disproportionately affect children. Environmental health risks and safety risks include risks to health or to safety that are attributable to products or substances that a child is likely to come in contact with or ingest, such as air, food, drinking water, recreational waters, soil, or products they might use or be exposed to. A cursory qualitative analysis of potential risks will be performed.

ASSUMPTION:

1. *A detailed quantitative risk assessment will be performed under a contract amendment, if deemed necessary.*

L. VISUAL EFFECTS –

1. **Light Emissions** – Consideration of the extent to which any lighting associated with the proposed project will create an annoyance to people in the vicinity of the airport will be determined.
2. **Visual Impacts** – Visual impact will be identified by examining the visual viewshed, which takes into account the entire landscape and is comprised of two main aspects: views to and views from. If necessary, mitigative measures to avoid adverse visual impacts will be discussed.

M. WATER RESOURCES –

1. **Wetlands** – Jurisdictional wetland areas will be identified, and their size, location, type, and function/value estimated, in consultation with the U.S. Army Corps of Engineers (USACE) and other appropriate federal and state agencies. Available reference materials will be reviewed, and field investigations will be conducted. Results of the wetland delineation and proposed mitigation plan, if necessary, will be prepared.

ASSUMPTIONS:

1. *Surveying of wetland boundaries will be performed by GPS and a jurisdictional determination prepared and submitted to the USACE for verification.*
2. *Permitting and mitigation are not included in this Work Authorization.*

2. **Floodplain** – A topographic map with the project boundaries (with 1-foot contour intervals) will be prepared indicating major land surface features. In addition, the 100-year floodplain and floodway boundaries will be identified and described (no field work or flagging of floodplain boundaries will be

conducted). In accordance with Executive Order 11988, floodplain impacts will be identified such as effects to existing floodplain values, support of incompatible floodplain development, etc.

ASSUMPTIONS:

1. *Topographic mapping used in the preparation of the Master Plan Update will be used.*
2. *Floodplain boundaries will not be identified in the field.*
3. *Existing FEMA mapping will be used to identify floodplains.*

3. **Water Quality** – The ambient conditions of streams and other water bodies likely to be impacted by the proposed project will be described. Where available from the review agencies, data for surface water and groundwater quantity and quality will be cited. Potential impacts to water quality will be discussed. Mitigation, in the form of retention/detention basins, runoff channels, etc., will be developed in accordance with **COUNTY** requirements and federal, state, and local stormwater and water quality regulations.

4. **Wild and Scenic Rivers** – Wild and scenic rivers within the study area will be identified and potential impacts discussed. Opportunities for the proposed project to provide public access to recreational and scenic amenities at such waterways will be investigated. Mitigative measures, if necessary, will be investigated.

N. **CUMULATIVE IMPACTS** – **TBE** will discuss the secondary and cumulative impacts on a category-by-category basis for those where impacts will be anticipated. This will include land use, water quality, social, economics, wetlands and other topics for which this discussion will be appropriate.

ASSUMPTION:

1. *Indirect and cumulative impact analysis will be performed under a contract amendment, if deemed necessary.*

O. **IRREVERSIBLE AND IRRETRIEVABLE COMMITMENT OF RESOURCES** – Discussion of the use of resources will be outlined in this section.

P. **PERMITS** – Environmental permits required for construction of the proposed project will be identified and a brief description of regulatory requirements will be provided for each.

TASK 4: DRAFT ENVIRONMENTAL DOCUMENTATION

TBE will prepare a draft environmental assessment (DEA) in accordance with the requirements of National Environmental Policy Act of 1969 (NEPA), FAA Order 5050.4B, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Projects* (April 28, 2006), FAA Order 1050.1F – *Environmental Impacts: Policies and Procedures* (July 16, 2015), and *1050.1F Desk Reference* (July 2015), utilizing the technical material previously collected (Task 3). The document will be concise and will include support documents, as necessary. Electronic copies of the preliminary DEA will be distributed for review and comment. Comments will be incorporated, and electronic copies of the approved draft document will be prepared for general distribution to the reviewing agencies. The DEA will address the following items:

- A. **PURPOSE AND NEED** – This section will provide a description of the proposed action that addresses, at a minimum:
 - 1. Project purpose
 - 2. Proposed action
 - 3. Relationship of the proposed action to applicable federal, state, and local rules and regulations
 - 4. Public need for the proposed action
- B. **ALTERNATIVES** – This section will discuss the no build and build alternatives.
- C. **AFFECTED ENVIRONMENT AND ENVIRONMENTAL CONSEQUENCES** – **TBE** will use the environmental inventory previously conducted to describe the environmental setting in the local, regional, and statewide context. This will serve as the background for preparation of the impact analysis section of the draft document. The impact and mitigation portion of the DEA will identify and describe the primary, secondary, and cumulative environmental impacts on the natural, human, and economic resources. Primary impacts are environmental changes occurring as a result of the proposed action. Secondary impacts are those impacts that extend to the surrounding area from the implementation of the proposed action. Cumulative impacts are normally those occurring over a long period of time that is precipitated directly or indirectly from implementation of the proposed action. Mitigation plans, if required for unavoidable adverse impact will also be discussed.
- D. **PREPARERS** – A list of people responsible for preparation of the draft document will be included in the document.

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

ASSUMPTIONS:

1. *No build alternatives analysis will be performed.*
2. *The **COUNTY** and **FAA** will review the preliminary DEA document concurrently and will provide comments to **TBE**.*
3. ***TBE** will assume one (1) concurrent independent review by the **COUNTY** and **FAA** prior to approval of the DEA.*

DELIVERABLES

1. *Electronic copies of the preliminary DEA for review.*
2. *Electronic copies of approved DEA.*
3. *Two (2) hard copies of approved DEA for public review.*

TASK 5: ADVERTISE, CONDUCT PUBLIC HEARING WORKSHOP, AND EVALUATE COMMENTS

A. PUBLIC HEARING WORKSHOP –

1. The **COUNTY** will arrange for the location of the public hearing workshop.
2. **TBE** will prepare the notice of opportunity for a public hearing workshop.
3. **Preparation for the Public Hearing Workshop** – Prepare two (2) sets of color-coded exhibits that identify inventoried resources associated with the proposed action, comment forms, maps and other graphics, and have on hand ten (10) copies of the DEA.
4. **Public Workshop Hearing Attendance** – TBE will attend the public workshop and will provide technical assistance and support to the COUNTY. **TBE** will have a recorder for oral comments.
5. Public comments received during the public comment period before, during, and after the public hearing workshop will be reviewed, categorized, and evaluated by the COUNTY and TBE. Appropriate responses will be included in the final document.

ASSUMPTIONS:

1. *The **COUNTY** will select and provide the location for the public hearing workshop.*
2. ***TBE** will provide two (2) copies of the DEA for the public workshop.*

3. *TBE will provide two (2) sets of graphics for identifying the major environmental resources associated with the proposed project.*
4. *TBE will prepare the referenced graphics and written materials normally associated with this task and attend the public hearing workshop.*

TASK 6: FINAL ENVIRONMENTAL DOCUMENTATION

TBE will revise the DEA in accordance with the appropriate regulatory guidance referenced in Task 4. Electronic copies each of the preliminary final environmental assessment (FEA) will be distributed for review and comment. Comments will be incorporated, and electronic copies of the approved FEA will be prepared for general distribution to those agencies having provided substantive comments into the FEA. The FEA will include but not be limited to addressing the following issues:

- A. Revise project description to reflect changes as a result of circulation of DEA 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 DEA 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 FEA concurrently and will provide comments to the **TBE**.*
2. ***TBE** will assume one (1) concurrent independent review prior to approval of the FEA.*
3. ***FAA** will prepare the Finding of No Significant Impact (FONSI).*

DELIVERABLES:

1. *Electronic copies of the preliminary FEA for review.*
2. *Electronic copies of approved FEA.*

Special Services

Task 1 – Phase Cultural Resources (Brockington and Associates, Inc.)

Provide a Phase I Cultural Resources Analysis for the area of potential effect (APE).

Task 2 – Biotic Communities. Phase I ESA, Wetlands (S&ME, Inc.)

Provide a Biotic Communities (including state and federal threatened and endangered species, as well as invasive species analysis), Phase I Environmental Site Assessment report, and wetland jurisdictional determination for the area of potential effect (APE).

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 basic services work shall be performed in accordance with the Master Contract as a lump sum of **\$219,068.40**, which includes reimbursable expenses. Special Additional Services shall be performed as listed below with a budget of **\$103,060.81**. The total value of this Work Authorization shall not exceed **\$322,129.21** without additional authorization

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

APPROVED:

BEAUFORT County

APPROVED:

TALBERT, BRIGHT & ELLINGTON, LLC

Title

President

Title:

Date:

Date:

Witness:

Witness:

Talbert, Bright & Ellington, LLC

Work Authorization 2119-2404

**HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SOUTH CAROLINA
WORK AUTHORIZATION 24-07
April 15, 2025
PROJECT NO.: TBE NO. 2119-2407**

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

Description of Work:

The scope of the project is to strengthen several of the stormwater drainage inlet structures within the Runway 03/21 safety area at Hilton Head Island Airport. The airport reference code at the Hilton Head Island Airport has been increased from C-II to C-III with a corresponding increase in the width of the runway safety area from 400 feet to 500 feet. Several drainage structures are now located within the runway safety area that need to be strengthened to support the design aircraft. The locations of the drainage structures are depicted on the project sketch within this Work Authorization.

The existing inlet structures in question have been analyzed and a retrofit design has been developed based on the requirements of A/C 150-5320-6G – Airport Pavement Design and Evaluation, Appendix B Design of Structures. The goal of the retrofit will be to strengthen the existing inlet structure to safely carry aircraft loading while minimizing the interruption to Aircraft Operations. Based on previous experience, structural retrofit is expected to entail the replacement of the existing grates and top concrete slab; and the addition of a concrete slab/apron around the existing inlet to redistribute the aircraft load around the adjacent soil.

Construction Administration (CA), resident project representative (RPR), and quality assurance (QA) testing services for the drainage structure strengthening project will be performed as part of this Work Authorization. The CA services will include the following: preparing and distributing Released For Construction (RFC) plans and specifications; coordinating and conducting the preconstruction meeting; preparing and distributing preconstruction minutes; coordinate project schedule; review submittals; attend and conduct bi-weekly construction meetings (every other meeting to be virtual); review and coordinate field changes; review QA test results; process requests for partial payments; attend final inspection; prepare the final punch list; develop project record drawings; prepare the final Engineer's Report. TBE will provide a full-time RPR throughout the entirety of the project. This RPR will be on-site at all times that the contractor is performing work.

During the implementation phase of the structural retrofit, all work will be performed per A/C 150/5370-2G – Operational Safety on Airports During Construction.

TBE will assist with/prepare FAA grant funding requests and quarterly status reports for execution by the Airport staff. TBE will also assist with/prepare grant closeout documentation required by the FAA for this project.

BASIC SERVICES

CONSTRUCTION PHASE:

The construction phase services for this project include preparation and distribution of contract documents and Released For Construction plans and specifications to the Contractor, coordinating and conducting the Preconstruction Conference meeting and preparation of minutes, review of project schedule submitted by Contractor, coordination and review of Contractor submittals, Construction visits/Progress Meetings outlines and meeting minutes, review field change requests and related correspondence, prepare and distribute general construction correspondence throughout the project, review quality acceptance test results, review and process Contractor pay requests, conduct a Final Inspection and prepare/distribute punch list items letter, develop record drawings, assist Hilton Head Island Airport with Grant Closeout and prepare Grant closeout paperwork.

The intended deliverables for these services shall include:

- PDF versions of Released For Construction (RFC) plans and specifications.
- PDF versions of record drawing plan sheets and specifications.
- PDF version of final Engineer's Report

SPECIAL SERVICES

Task 1 – Full-Time Resident Project Representative (RPR)

A full-time resident project representative will be provided to observe the construction and other responsibilities.

Task 2 – Quality Assurance Testing

Quality assurance and acceptance testing required by the project specifications for this project will be provided. Reports of the tests performed will be provided, along with a summary of all tests performed at project closeout.

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 – Compensation of the contract. The work shall be performed in accordance with the Master Contract as a lump sum of **\$89,427.61**. Special services shall be performed on a not to exceed basis with a budget of **\$259,859.10**, which includes reimbursable expenses. For a total of **\$349,286.71**.

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

APPROVED:
BEAUFORT COUNTY

APPROVED:
TALBERT, BRIGHT & ELLINGTON, LLC

Title

President
Title:

Date:

Date:

Witness:

Witness:

Talbert, Bright & Ellington, LLC

Work Authorization 2119-2407

**BEAUFORT EXECUTIVE AIRPORT
BEAUFORT, SOUTH CAROLINA
WORK AUTHORIZATION 25-01
April 7, 2025
PROJECT NO.: TBE NO. 2119-2501**

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

Description of Work: The Beaufort Executive Airport currently only has three (3) connector taxiways to the runway. There are two (2) taxiways from the aircraft parking ramp that each lead to Runway 07/25. There is also a portion of a parallel taxiway to Runway 07-25, that extends from the Runway 07 threshold and continues to Taxiway A (see exhibit for layout of existing and proposed partial parallel taxiway). The scope of this project is to extend the parallel taxiway to the east of the existing crossfield taxiway and then intersect the runway east of the Aiming Point markings. This proposed partial parallel taxiway will not extend fully to Runway 25 due to the environmental impacts of the saltwater marsh.

The proposed work includes erosion control, earthwork, storm drainage, new bituminous pavement, edge lighting and guidance signs, related electrical work, and pavement markings. The stormwater design will include all measures for flood prevention and water quality treatment to meet the current City of Beaufort and SCDES-BCM stormwater requirements.

The proposed professional services included for this project are the design and bidding phase services in a lump sum format. Additional services include a topographic survey and pre-design geotechnical investigation services.

Design standards to be used in the project include, but are not limited to, the Federal Aviation Administration's Advisory Circulars:

- 150/5300-13B Airport Design
- 150/5320-6G Airport Pavement Design and Evaluation
- 150/5340-1M Standards for Airport Marking
- 150/5340-30J Design and Installation Details for Airport Visual Aids
- 150/5370-2G Operational Safety On Airports During Construction
- 150/5370-10H Standards for Specifying Construction of Airports

TBE will assist with/prepare FAA grant funding requests and quarterly status reports for execution by the Airport staff. TBE will also assist with/prepare grant closeout documentation required by the FAA for this project.

Professional services to be provided by Talbert, Bright & Ellington, LLC (TBE) will include civil and survey services, and a geotechnical investigation required to accomplish the following items:

PHASE 01 – Project Formulation/Development

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. Bids will adhere to the purchasing and procurement policies set forth by Beaufort County, as well as local and state laws. Activities include:

- a. Conduct a project kick-off meeting. Attendees will be Beaufort County, FAA, design team, and airport tenants.
- b. Coordinate with the following agencies for necessary permits related to the proposed improvements for this project:
 - a. South Carolina Department of Environmental Services (SCDES)
 - b. South Carolina Bureau of Coastal Management (BCM) – Coastal Zone Consistency (CZC) Certification
 - c. City of Beaufort Site Development (Site contractor submittal by others)
 - d. FAA
- c. Prepare a preliminary estimate of probable construction costs and schematic design for each element of the project.

PHASE 04 – Preliminary Design

- a. Layout and design of new partial parallel taxiway.
- b. Design of erosion and sediment control devices.
- c. Continue coordination with permitting agencies to determine need for stormwater BMP measures.
- d. Complete necessary site surveying, including both topographic and planimetric survey. This will also include location of all existing drainage pipes, ditches and other stormwater

measures. Survey does not include private underground utility location, and is not required to be in accordance with FAA AC 150/5300-18B and related advisory circulars.

- e. Provide recommendations for construction phasing to the sponsor and airline tenants for their review.
- f. Meet with Sponsor/FAA to review project at 60 percent and 90 percent completion (2 meetings).
- g. Complete estimates of probable construction costs for each review submittal and for any recommended alternatives.
- h. 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 probable 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. Provide for all required design of utilities and services within the area defined in the preliminary design.
- g. Complete final quantity calculations.
- h. 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: Stormwater system survey, final plans, estimates of probable construction costs, and phasing/scheduling recommendations.

- i. Solicit sponsor and FAA approval.
- j. Complete and submit 7460 applications through FAA OEAAA website.
- k. Submit project to the following local and state permitting agencies:
 - i. South Carolina Department of Environmental Services (SCDES)
 - ii. South Carolina Bureau of Coastal Management (BCM) – Coastal Zone Consistency (CZC) Certification
 - iii. City of Beaufort Site Development (Site contractor submittal by others)
- l. Assist airport with advertising and interpretation of project requirements.
- m. Assist airport with preparation of the project application to FAA.
- n. 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, and itemized construction cost estimate: PDF format. 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 virtual pre-bid meeting.
- d. Respond to contractor Requests for Information.
- e. Prepare addenda based off pre-bid meeting and bidders' questions.
- f. Beaufort County will conduct the online bid opening per the County's standard practices.
- g. Prepare and distribute the bid tabulation.
- h. Review bids. Coordinate with FAA Civil Rights on DBE participation.

- i. Send recommendation of contract 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.

SPECIAL SERVICES

Task 1 – Pre-Design Geotechnical Investigation

A pre-design geotechnical investigation will be performed by Terracon Consultants, Inc. for this project. See Appendix C for detailed scope of services for this work.

Task 2 – Ground Survey

A topographic and planimetric survey will be conducted by WithersRavenel, Inc. for this project. See Appendix C for detailed scope of services for this work.

Task 3 – Stormwater Design and Permitting

Erosion control and stormwater management plans will be designed by Ward Edwards Engineering for this project. Ward Edwards Engineering will also be responsible for all project permitting for this project. See Appendix C for detailed scope of services for this work.

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 – Compensation of the contract. The work shall be performed in accordance with the Master Contract as a lump sum of **\$128,839.31**, which includes reimbursable expenses. Special services shall be performed on a not to exceed basis with a budget of **\$123,235.00**. For a total of **\$252,074.31**.

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

APPROVED:

BEAUFORT COUNTY

Title

Date:

Witness:

APPROVED:

TALBERT, BRIGHT & ELLINGTON, LLC

President

Title:

Date:

Witness:

**HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SOUTH CAROLINA
ELITE PARKING SERVICES PARKING LOT ENTRANCE AND EXIT MONOLITHIC ISLANDS
WORK AUTHORIZATION 25-02
June 26, 2025
PROJECT NO.: TBI NO. 2119-2502**

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

Original Description of Work Authorized: Perform some parking lot improvements to accommodate parking control systems (Entrance and Exit gates) required by Hilton Head Island Airport's new parking attendant, Elite Parking Services. Minor pavement widening will be required to fit the new systems, which include monolithic islands and gates. Design drawings were provided by Elite Parking Services and consist of a monolithic concrete island 37 feet long by 2 feet wide at the Entrance and Exit locations to the parking lot..

The design plans and specifications will be prepared and provided to the Airport for bidding.

No permitting services are included in this scope of services because . If required, permitting can be completed as an additional service.

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 Section 3 of the contract and Exhibit C. The work shall be performed in accordance with Section 1 as a lump sum of **\$6,000.00** including reimbursable expenses. Special services shall be performed on a not to exceed basis with a budget of **\$19,000.00**, which includes reimbursable expenses. For a total of **\$25,000.00**.

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

APPROVED:
BEAUFORT COUNTY

APPROVED:
TALBERT, BRIGHT & ELLINGTON, LLC



Title

President
Title:

Date:

01/30/2025
Date:

Witness:


Witness:



6-13-2025

Judy Elder
Talbert Bright & Ellington
107 Westpark Boulevard, Suite 135
Columbia, SC 29210

Suite 200
200 South Tryon St
Charlotte, NC
28202

Re: HDX Hilton Head – Parking Lot modifications

Dear Judy:

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "Consultant" and "KHA") is pleased to submit this Scope of Services letter agreement (the "Agreement") to Talbert Bright & Ellington ("Client" or "TBE") for providing planning and design services at Hilton Head Airport.

Project Understanding

HDX has requested TBE to perform some parking lot improvements to accommodate parking control systems (Entrance and Exit gates). Minor pavement widening will be required to fit the new systems in. The new systems include a monolithic island and gate. Design drawings were provided by Elite Parking Services and consist of a monolithic concrete island 37' long by 2' wide. There are two locations (Entrance and Exit) anticipated. Exhibit 1 illustrates our understanding of the proposed gate locations. The plans will be transmitted to the existing contractor working at Hilton Head for construction. No permitting services are included in this scope. If required, permitting can be completed as an additional service.

Assumptions

- No permitting will be required
- Pavement section will be provided by HDX so that the project can match the current pavement section. No additional geotechnical evaluation is included in this scope.
- Survey will be provided by TBE
- No electrical design work is included in this scope.

kimley-horn.com

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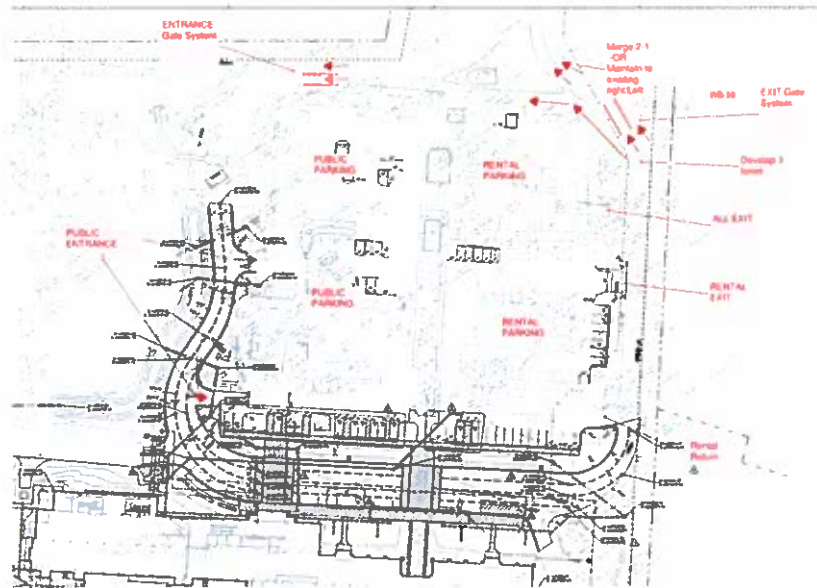


Exhibit 1 – Concept Design Notes

Schedule

KHA will perform the services as expeditiously as possible and can begin work immediately after a NTP.

Scope of Services

TASK #1 – PLANNING

Using the established design criteria and survey provided by the client, Kimley-Horn will develop a concept plan for the circulation road of the parking lot at HDX. The desire is to accommodate both an entrance and exit gate (Details provided by others) as shown in Exhibit 1 – Concept Design Notes. Concept will consist of:

1. Plan sheet of concept showing roadway widening, gate island (2' X 37'), lane line and traffic flow arrows.
2. Turning movements of WB-50 Truck and passenger vehicle to confirm concept design will accommodate both.

After completion of the concept design, KHA will email the PDF to TBE/HDX for review. KHA will also setup a TEAMS meeting with TBE/HDX to discuss any feedback on the concept design. Once feedback is received, KHA will proceed into Task #2 – Design.

TASK #2 - DESIGN

Kimley-Horn will consider comments from the Concept review meeting and update the plans to a final design stage. Additionally, plans will consist of:

1. Title Sheet
2. General Notes/Legend
3. Typical Sections including the pavement schedule (Provided by others that matches the current construction plans at HDX)
4. Details
5. Turning movement analysis
6. Plan Sheets with Horizontal Design for Alignments
 - a. Proposed design for the roadway and intersection
 - b. Horizontal curve data contained on the plan sheets
 - c. Proposed Right of way and easement limits will be included (if applicable)
 - d. Slope stake lines
7. Profile Sheets with Vertical Design for alignments
 - a. Existing profiles for the mainline and intersecting roads
8. Traffic Control Plans
9. Erosion Control Plans
10. Pavement Marking and Signing Plans at the areas of new pavement.
11. Cross Sections
 - a. Cross sections prepared every 50'
 - b. Existing and proposed ground lines will be displayed on each cross section
12. Opinion of Probable Construction Cost

After an internal review of the plans, Kimley-Horn will submit PDFs and 1 hard copy of the plans and all electronic files needed to review and reproduce copies of the final plans to TBE and HDX for review.

Because the Consultant does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's

services required to bring costs within any limitation established by the Client will be paid for as Additional Services.

Task 3: Meetings & Coordination

Kimley-Horn will provide the following associated with this task:

- Kimley-Horn will coordinate with TBE, and HDX on project details.
- Kimley-Horn will attend up to 2 TEAMS meetings requested by the Client.

Task 4: Bid Phase Services

The Consultant will provide bidding support during this phase, including but not limited to the following:

1. Providing any special provisions and a summary of items/quantities for HDX to include in their formal bid documents.
2. Participating in a pre-bid conference.
3. Assisting the Owner in responding to requests for information, preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Construction Documents to all prospective bidders in the form of addenda to the bidding documents.
4. Providing information and assisting the Owner, if requested, in construction bid validation with prospective contractors.
5. Reconciling any differences between bids received and the final Engineer's Opinion of Probable Construction Cost.

Deliverables:

1. Respond to RFI's for Pre-Bid and Pre-Construction.
2. Draft pre-bid agenda in electronic Microsoft Word format to the Owner for review.
3. Bid tabulation spreadsheet to the Owner in Microsoft Excel format.
4. Provide evaluation of bidder's proposal.
5. Provide recommendation of acceptance of bid.

Services not included

- Permitting
- Construction Phase services

Kimley-Horn will perform the services in Tasks 1 - 4 for the total lump sum fee below. Individual task amounts are informational only. All permitting, application, and similar project fees will be paid directly by the Client.

Task Number & Name		Fee	Type
1	Planning	\$ 4,500	Lump Sum
2	Design	\$ 7,500	Lump Sum
3	Meetings and Coordination	\$ 1,500	Lump Sum
4	Bid Phase Services	\$ 5,500	Lump Sum
Total		\$ 19,000	

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

Closure

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the attached Standard Provisions, which are incorporated by reference. As used in the Standard Provisions, "Kimley-Horn" shall refer to Kimley-Horn and Associates, Inc., and "Client" shall refer to Talbert Bright and Ellington.

Kimley-Horn, in an effort to expedite invoices and reduce paper waste, submits invoices via email in a PDF. We can also provide a paper copy via regular mail if requested. Please include the invoice number and Kimley-Horn project number with all payments. Please provide the following information:

_____ Please email all invoices to _____

_____ Please copy _____

To proceed with the services, please have an authorized person sign this Agreement below and return to us. We will commence services only after we have received a fully-executed agreement. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.

To ensure proper set up of your projects so that we can get started, please complete and return with the signed copy of this Agreement the attached Request for Information. Failure to supply this information could result in delay in starting work on this project.

We appreciate the opportunity to provide these services. Please contact me if you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Signed:

Printed Name:

Title:

Talbert Bright & Ellington

SIGNED: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

Client's Federal Tax ID: _____

Client's Business License No.: _____

Client's Street Address: _____

Attachment – Request for Information

Attachment – Standard Provisions