



Beaufort County Airports Board

Chairman
CHRIS BUTLER

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

Sr. 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

MEETING ACCESS

[MEETING LINK](#)

ID: 160 054 6759

Passcode: 758629

Beaufort County Airports Board Agenda

Burton Wells Recreation Center | Classroom 1
1 Middleton Recreation Dr., Beaufort, SC 29906

Thursday, August 14, 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 – [JULY 17, 2025](#)
- VI. PUBLIC COMMENT (Limit comments to three minutes)
- VII. DIRECTOR'S REPORT
- VIII. UNFINISHED BUSINESS
 1. PROJECT LONE PALMETTO UPDATE AND RECOMMENDATION - [VOTE](#)
- IX. NEW BUSINESS
ACTION ITEMS:
 1. GRANT ACCEPTANCE – RECOMMENDATION TO APPROVE A RESOLUTION TO ACCEPT **SCAC** GRANT IN THE AMOUNT OF \$40,505.12 FOR HXD ADMINISTRATION BUILDING RENOVATION (DESIGN) – [VOTE](#)
 2. WORK AUTHORIZATION (HXD) - RECOMMENDATION TO APPROVE TALBERT, BRIGHT, AND ELLINGTON WORK AUTHORIZATION 2119-2502 AMENDMENT 1 FOR PARKING LOT GATES (DESIGN) – [VOTE](#)
- X. CHAIRMAN UPDATE
- XI. COMMITTEE REPORTS
- XII. CITIZEN COMMENT (Limit comments to three minutes)
- XIII. ADJOURNMENT

NEXT MEETING:

THURSDAY, SEPTEMBER 11, 2025, AT 10:00 AM
COUNCIL CHAMBERS, 1 TOWN CENTER COURT, HILTON HEAD, SC 29928

MINUTES

Beaufort County Airports Board

July 17, 2025 | 10:00 am | Meeting called to order by Chairman Chris Butler
[Video and Transcript](#)

ATTENDANCE

Present: Chris Butler, Howard Ackerman, Brian Turrisi, David Nelems, Thomas Sheahan, Rich Sells, Jim Starnes and Nick Mesenburg

Absent: Leslie Adlam Flory, and Mark Bailey

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

Beaufort County Council Liaison: Thomas Reitz

Hilton Head Island Town Council Liaison:

Public: Judy Elder, Talbert, Bright, and Ellington, Inc., and Derek Roth, Signature Aviation

AGENDA ADOPTION

The July 17, 2025, BCAB meeting agenda was adopted with unanimous consent.

APPROVAL OF MINUTES

James Starnes made a motion to approve the June 12, 2025, meeting minutes. Rich Sells seconded the motion. All were in favor and the motion passed.

PUBLIC COMMENTS

There were no Public Comments.

DIRECTOR'S REPORT

- **TERMINAL UPDATE:**

Steve Parry reported that major exterior progress at the terminal includes completion of the silver roof and installation of a black rubberized sealing material, officially making the building “dried in.” New asphalt has been added to previously closed parking areas, and future EV charging spots have been designated. Additional paving has created a total of four new lanes, improving access and parking. Inside the terminal, approximately 85% of drywall and mudding is complete, with bathrooms nearing full completion and ceiling framing in place for final fixtures. Interior finish selections, such as colors, tiles, fans, and door hardware, are underway as the team pushes toward a Spring 2026 opening target for Phase One.

Rich Sell reported that John is actively working on securing funding for Phase Two of the terminal project. He noted ongoing weekly conversations with Rep. Jeff Bradley, who is advocating on the project’s behalf at the state level. Due to recent changes in the state budget process, funding may become available again, though the situation remains fluid.

- **ARW UPDATE:**

Steve Parry reported that the runway rehabilitation project at Beaufort Executive is largely complete. The overlay ranged from 1.75 inches to 4 inches in various areas, depending on the condition of the pavement. Temporary markings are currently in place, and the runway is now open and performing well—Steve noted it's extremely smooth based on his own flight shortly after reopening. A final closure is planned for September to allow for permanent glass bead markings after the asphalt has fully cured. A successful final inspection and punch list walkthrough was completed, with all items passing. The contractor may be able to complete the final work during nighttime hours, minimizing disruption, but that plan is still pending confirmation. A five-day closure window is anticipated, with dates to be determined.

- **AIRPORTS' BUSINESS UPDATE:**

Signing Authority Memo: Steve Parry informed the committee that a new signing authority memo has been finalized and signed by the current County Administrator. This memo, similar to one previously in place, authorizes the Airport Director to sign hangar and operating agreements for both airports within the boundaries of the airport security fences. This authority helps streamline operations and ensures timely execution of agreements without needing County Council approval for each one.

SCAC Meeting 07/22/25: Steve Parry reported that he will be traveling to the SC Aeronautics Commission on the 22nd to present a briefing on securing state funding. The request will focus on several items previously approved by the committee during the last meeting. He expressed appreciation for the committee's prior support, which strengthens the case for state-level assistance.

ARFF Chief: Steve Parry shared that an offer has been extended and accepted by a new candidate. While details are limited until the individual is officially on board, the position has been successfully filled, and more information will be provided soon.

Air Show Meet & Greet: Steve Parry announced that Beaufort Executive will host a special meet-and-greet event in conjunction with the ongoing Water Festival and upcoming air show. Three air show pilots are scheduled to arrive at 1:00 PM tomorrow, followed by a community outreach session at 1:30 PM. The event will welcome children from DSN (Disabilities and Special Needs) and COPPA (Child Abuse Prevention Association) to meet the pilots, who will be signing hero cards and providing autographs. The goal is to give these children a unique and inspiring experience. Steve encouraged anyone available to stop by and take part in this special moment.

Flying Frog 5K | Registration Open (April 18, 2026): Steve Parry announced that the airport's annual 5K event has been rescheduled to a new date—April 18, 2026—in hopes of increasing participation.

He encouraged everyone to spread the word and invite others to sign up. Registration is already open, and participants are welcome to either run or walk the course.

ARW Site Work Update: Steve Parry provided an update on the ARW hangar construction project, noting that all necessary permits have been secured. He confirmed that the construction company is ready to begin work and has requested a date for the pre-construction meeting. Once that meeting is scheduled and held, he will issue the official Notice to Proceed. Further details will follow as the project progresses.

Tour Planning Discussion: The committee discussed scheduling a guided tour of the Hilton Head Island Airport terminal construction for board members. Steve Parry will coordinate with John Rembold to plan the tour for early September, ideally right after the board meeting. They emphasized grouping all interested parties—airline representatives, county staff, and Hilton Head Council members—into one tour to streamline the process. Invitations will be sent, and details finalized in a memo before the September meeting.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS – ACTION ITEMS

1. **WORK AUTHORIZATION (HXD) - RECOMMENDATION TO APPROVE TALBERT, BRIGHT, AND ELLINGTON WORK AUTHORIZATION 2119-2204 FOR TAXIWAY “F” ROFA EA**

Brian Turrisi made a motion to approve a recommendation to approve TBE WA 2119-2204 for Taxiway “F” ROFA EA. Thomas Sheahan seconded the motion. All were in favor, and the motion passed.

2. **WORK AUTHORIZATION (HXD) - RECOMMENDATION TO APPROVE TALBERT, BRIGHT, AND ELLINGTON WORK AUTHORIZATION 2119-2407 FOR AIRFIELD DRAINAGE IMPROVEMENTS (CONSTRUCTION)**

Howard Ackerman made a motion to approve the recommendation to approve TBE WA 2119-2407 for Airfield Drainage Improvements (Construction). Rich Sells seconded the motion. All were in favor, and the motion passed.

3. **WORK AUTHORIZATION (ARW) - RECOMMENDATION TO APPROVE TALBERT, BRIGHT, AND ELLINGTON WORK AUTHORIZATION 2119-2501 FOR PARTIAL PARALLEL TAXIWAY (DESIGN AND BIDDING)**

James Starnes made a motion to approve a recommendation to approve TBE WA 2119-2501 for Partial Parallel Taxiway (Design and Bidding). David Nelems seconded the motion. All were in favor, and the motion passed.

4. **WORK AUTHORIZATION (HXD) - RECOMMENDATION TO APPROVE TALBERT, BRIGHT, AND ELLINGTON WORK AUTHORIZATION 2119-2502 FOR PARKING LOT GATES (DESIGN AND**

BIDDING)

James Starnes made a motion to approve the recommendation to approve TBE WA 2119-2502 for Parking Lot Gates (Design and Bidding). Brian Turrisi seconded the motion. All were in favor, and the motion passed.

CHAIRMAN UPDATE

1. Finance Committee

Members: Howard Ackerman (Chair), Chris Butler, Tom Sheahan, Rich Sells 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

Although Leslie was not present to provide a formal update, it was mentioned that the Ambassador Program is running smoothly and continues to be effective.

3. ARW Facilities Use and Improvement Committee

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

Updates provided during the Director's Report.

4. HHI Airport Improvement Committee (HXD)

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

Flight operations have been declining steadily over the past several years, prompting discussion about the airport's growth strategy. Concerns were also raised about local promotional efforts favoring Savannah-Hilton Head Airport over HXD.

5. Government Affairs Committee

Members: Rich Sells (Chair)

Updates provided during the Director's Report.

PUBLIC COMMENTS

There were no Public Comments.

ADJOURNMENT

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

NEXT MEETING

August 14, 2025 | 10:00 am

Burton Wells Recreation Center, 1 Middleton Recreation Dr., Beaufort, SC 29906



HILTON HEAD ISLAND AIRPORT

Project Lone Palmetto Update

◆ Background

- **Lone Palmetto Development Company, LLC** proposes to develop a 13.45-acre aeronautical facility adjacent to the Airport.
- The parcel includes:
 - 3.75 acres currently owned by Lone Palmetto
 - ~9.7 acres to be purchased by Lone Palmetto from the Town of Hilton Head
- Lone Palmetto proposes to:
 - Transfer the full site to Beaufort County, avoiding a through-the-fence operation
 - In exchange for a long-term ground lease **with waived rent and fees**
 - Develop, finance, operate, and maintain a fixed base operation (FBO)

✓ Pros of Continuing Evaluation

- **Aeronautical Development Opportunity**
Provides new space for FBO operations with no direct capital outlay by the Airport.
- **Turnkey Proposal**
Developer takes on financing, design, construction, and operation responsibilities.
- **Strategic Land Assembly**
Combines two adjacent parcels already identified for future Airport use in the 2011 ALP.
- **Cost Offset Through Rent Abatement**
Potentially fair trade-off for County if structured properly.
- **Potential to eliminate rent abatement**

The County, BCEDC, and Town of HHI have discussed a method of assembling the properties and transferring them to County ownership without requiring rent abatement. This option would eliminate the delay in airport revenue generation.

- **Master Plan Alignment Opportunity**
This proposal can be evaluated in step with the Airport Master Plan now under development.
- **Regulatory Preparation Time**
Alignment with Master Plan Project allows for initial coordination with FAA, NEPA review planning, and USACE permitting requirements.

- **Risk Identification and Planning**

Time allows for defining responsibilities, costs, and fallback plans if approvals or construction fall through.

✗ Cons and Risks

- **Extended Approval Timelines**

- FAA, NEPA, and USACE processes could take **18–24+ months**
- Risk of delays, added cost, or denial

- **Unclear Financial Terms**

- Lease terms, fee waivers, and risk/reward structure not yet negotiated. These can be developed and discussed over the next several months

- **Undeveloped Land Risk**

- County could inherit undeveloped land if project fails or stalls. Protections need to be put in place. Land cannot revert to original owners – must remain County-owned.

- **Potential Misalignment with Master Plan**

- Premature decisions could contradict long-term airport development goals

- **No Market Analysis Provided**

- Unknown whether the airport can support another FBO

- **No Competitive Process**

- Not following an RFP process could miss more favorable proposals and reduce transparency

- **Forgone Revenue**

- Rent abatements could total nearly **10 years of lost revenue** (\$175k/year estimate). These options require much more discussion.
-

Recommended Path Forward

- **Align Decisions with Master Plan timeline**

- Align with Airport Master Plan completion
- Allow for FAA and regulatory coordination
- Enable in-depth risk and financial analysis

- **Request Detailed Proposal from Lone Palmetto**

- Timeline, projected costs/revenue, market demand analysis

- **Consider a Non-Binding Letter of Intent**

- Define roles, responsibilities, and due diligence steps

- Ensure both parties can terminate if terms are not met

- **Evaluate Competitive Process Option**

- Consider whether a future RFP might attract additional interest or provide better terms

Conclusion & Request

The Lone Palmetto proposal presents a creative opportunity, but significant unanswered questions and risks remain. A deliberate, informed, and transparent evaluation process—coordinated with master planning efforts—is recommended before committing to development. The airport team will present this item to senior administration and then to County Council in September.

We're asking the Board for a recommendation to develop a non-binding letter of intent for presentation to County Council. We intend to include verbiage that describes the potential for the elimination of rent abatement.

Executive Summary: Proposed Lone Palmetto Investment at Hilton Head Island Airport

Prepared for Consideration by the Airport Board – August 14, 2025

Prepared by: John O'Toole, Executive Director, BCEDC

Overview

Lone Palmetto, the largest reseller of Cirrus aircraft in the United States and a long-standing aviation services provider operating for over 15 years, is proposing a major expansion at Hilton Head Island Airport. The company plans to construct a new general aviation campus off Summit Drive on the north side of the airport, consolidating 13.45 acres through the assembly of two parcels:

- a 3.75-acre tract already owned by Lone Palmetto and
- a 9.7-acre tract currently owned by the Town of Hilton Head Island.

The proposed development includes:

- 100,000 square feet of hangar space
- 5,000 square feet of fixed-base operation (FBO) facilities

This project represents an estimated \$23.7 million private investment and is expected to create 51 high-wage jobs, averaging \$80,250 annually, providing significant economic benefits to Beaufort County and the surrounding region.



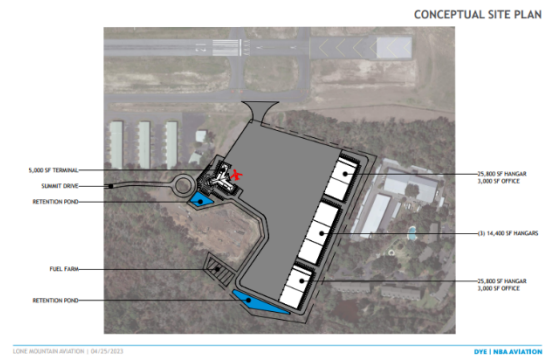
Development and Planning Background

The Beaufort County Economic Development Corporation (BCEDC) has worked closely with Lone Palmetto since 2017 at the request of Beaufort County Airport Director Jon Rembold. During this time:

- Discussions on deal structure and operations with the Federal Aviation Administration (FAA) have taken place.
- Portions of the proposed site have been reviewed by the U.S. Army Corps of Engineers (USACE).
- The 3.75-acre site has received a non-jurisdictional wetlands determination from USACE; a similar review is pending for a trench within the 9.7-acre parcel.

This initiative has undergone comprehensive community engagement:

- Hilton Head Island Town Council unanimously supported the project.
- Nearby communities, including Port Royal Plantation and Palmetto Hall, have been fully briefed, and no significant concerns were raised (December 2023/January 2024).
- Town staff conducted decibel readings in the proposed aircraft maintenance area; readings between 65–75 dBs off-airport property did not indicate adverse noise impacts for neighboring communities.



Economic Impact Study – Completed July 2022

According to analysis by Clemson University’s Regional Economic Analysis Laboratory, the proposed project is expected to contribute over:

- \$163.6 million in economic output, and
- \$39.7 million in total compensation to local workers

over an eight-year period.

Additionally, based on assessments from the Town of Hilton Head Island:

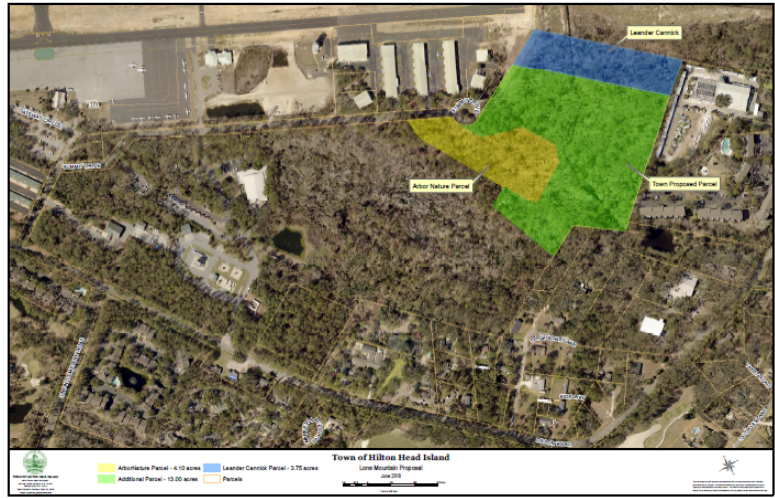
- The \$23.7 million investment is projected to generate:
 - \$220,000 annually for the Beaufort County School District
 - \$30,000 for the Town of Hilton Head Island
 - \$80,000 for Beaufort County

The hangar space could accommodate up to \$200 million worth of aircraft, which would generate an additional:

- \$2.6 million in aircraft-related property tax revenue annually, including:
 - \$1.6 million for the school district
 - \$230,000 for the Town
 - \$600,000 for Beaufort County

Next Steps and Request for Recommendation

The 3.75-acre parcel is already owned by Lone Palmetto. The 9.7-acre parcel will need to be acquired by Beaufort County from the Town of Hilton Head Island to complete the site assembly. The BCEDC and the developer are now requesting that the Airport Board make a formal recommendation to Beaufort County Council to move forward with:



- A lease and development agreement between the County and Lone Palmetto.

It is recommended that such agreements include provisions for:

- Full compliance with any FAA recommendations or regulatory requirements,
- Alignment with the Hilton Head Island Airport Comprehensive Plan, currently under review.

Conclusion

This project presents a unique opportunity to solidify Hilton Head Island Airport's position in the general aviation market while delivering significant economic, fiscal, and workforce development benefits to the region. With broad-based support from local stakeholders, state and federal consultation underway, and a proven developer with deep aviation expertise, the Lone Palmetto project is positioned for successful implementation, pending the Airport Board's endorsement and subsequent County Council approval.

RESOLUTION 2025/

A RESOLUTION TO ACCEPT A SCAC GRANT FOR THE HILTON HEAD ISLAND AIRPORT (HXD) AIRPORT ADMINISTRATION BUILDING PROJECT (DESIGN) - CONTINGENT UPON FINAL GRANT OFFER

WHEREAS, the Hilton Head Island Airport (HXD) requires professional design services for the conceptual design package of the building located at 26 Hunter Road on Hilton Head Island, SC; and

WHEREAS, the Airport Administration Building Project is necessary to support the ongoing development and operational needs of the Hilton Head Island Airport; and

WHEREAS, the project involves the preparation of a conceptual design package for the building at 26 Hunter Road, which will include comprehensive planning and design compliance with applicable standards; and

WHEREAS, the FAA has determined the project is justified and is eligible for grant funding; and

WHEREAS, the grant will be used to fund the Airport Administration Building Project (Design) at the Hilton Head Island Airport. The total SCAC grant is \$40,505.12.

NOW, THEREFORE, BE IT RESOLVED that Beaufort County Council, duly assembled, does hereby authorize the County Administrator to accept a SCAC Grant for the Hilton Head Island Airport (HXD) Administration Building Project (Design).

Adopted this ____ day of _____, 2025

COUNTY COUNCIL OF BEAUFORT COUNTY

BY: _____
Alice Howard, Chairman

ATTEST:

Sarah W. Brock, Clerk to Council



PROJECT GRANT APPLICATION

(State Aid for Development of Public Airports)

SCAC Grant No: _____
(Leave blank – For SCAC Use only)

Date 6/4/2025

PART I - PROJECT INFORMATION

Grant Type being Requested (Check one):

- ☐ 2.5% State match of 95% AIP Grant
- ☐ 5% State match of 90% AIP Grant
- ☐ 50% Terminal Building Development Grant (NTE \$500,000)
- ☐ 60% State – Local Airport Development Grant
- ☐ 75% State – Local Airport Maintenance Grant
- ☐ 90% Non-NPIAS, publicly owned, Airport Maintenance or Development Grant
- ☐ 90% NPIAS Airport Secondary Runway Redevelopment Grant
- ☒ 100% Commercial Service Airport Entitlement Funds
- ☐ 100% Commercial Service Special Allocation
- ☐ ____% Other – _____

The (Airport Sponsor) Beaufort County
(herein called the "Sponsor") hereby makes application to the South Carolina Aeronautics Commission (herein designated "SCAC") for a grant of State funds pursuant to applicable statutes, regulations, and policies, for the purpose of aiding in financing a project (herein called the "Project") for the development of the Hilton Head Island Airport (herein called the "Airport") located in the County of Beaufort County in the State of South Carolina.

It is proposed that the project consist of the following described airport development (Insert brief project description / title below):

Work Authorization for Airprot Admin Building Design

all as more particularly described in the plans and specifications separately submitted to SCAC on _____ (Date) _____, which are made a part hereof by reference.

If applicable, please list numbers of all associated AIP / AIG Grant(s): _____

PART II - REPRESENTATIONS

The Sponsor hereby represents and certifies as follows:

1. Legal Authority. The Sponsor has the legal power and authority:
 - (A) To do all things necessary to undertake and carryout the Project in conformity with the applicable statues, regulations, and policies;
 - (B) To accept, receive and disburse grant funds from the State of South Carolina in aid of the project on the terms and conditions stated in the applicable statutes, regulations, policies, and proposed grant agreement, and;
2. Funds. The Sponsor now has on deposit \$_____ for use in defraying the costs of the Project. The present status of these funds is as follows: _____ in the Hilton Head Island Airport Capital Fund

The Sponsor hereby designates (insert name and job title of staff member):

Name: Stephen Parry

Title: Airport Deputy Director

to receive payments representing SCAC's share of the Project costs.

Stephen Parry

Printed Name of Sponsoring Agency's Representative

Stephen J Parry

Signature of Sponsoring Agency's Representative

Airport Deputy Director

Representative Title

Please list the full **name, title, and complete USPS mailing address** of the authorized person to whom the Grant offer and agreement should be mailed:

Name, Title: Stephen Parry, Airport Deputy Director

Address: 26 Hunter road

Hilton Head Island, SC 29926

ATTACHMENT A

THE FOLLOWING IS A SUMMARY OF THE ACTUAL PROJECT COSTS:

ITEM	TOTAL ESTIMATED COST	ESTIMATED SPONSOR'S SHARE OF COST	ESTIMATED FEDERAL SHARE OF COST	ESTIMATED STATE SHARE OF COST
		AMOUNT	AMOUNT	AMOUNT
1. PLANNING COST	\$40,505.12			\$40,505.12
2. LAND COST				
3. CONSTRUCTION COST				
4. ENGINEERING COST				
5. ADMINISTRATIVE COST				
6. MISCELLANEOUS				
7. TOTAL ALL ESTIMATED PROJECT COSTS	\$40,505.12			\$40,505.12

Rules for Reimbursing Project Costs Prior to the Grant Execution Date:

Unless specifically recommended by the Executive Director and approved in advance by the Commission, all project costs must be incurred after the execution date of the Airport Development or Aviation Education grant. Exceptions to this rule include:

- ➔ Land or aviation easement acquisitions
- ➔ Airfield facility emergencies not covered by insurance
- ➔ Project exceptions identified in the relevant section of the FAA's *AIP Handbook*

This policy does not prohibit grant amendments for change orders that arise during construction, provided they are communicated with SCAC Airport Development staff in advance and approved by Commission.

ATTACHMENT B
DOCUMENTATION SUPPORT

1. Is this project a result of facility requirements determined by a Master Plan, Airport Layout Plan (ALP), the South Carolina Airport System Plan, or a revision to the ALP? _____ Yes X No

If so, indicate FAA or SCAC approval date: NA

2. Does this project require an Environmental Impact Assessment (EIAS) report under the National Environmental Policy Act of 1969 (NEPA)? _____ Yes X No

3. Status of EIAS NA

4. Have all previous projects that involved federal and / or state funds been completed?
_____ Yes X No (List all Open Federal and State Grants below)

_____	3-45-0030-050-2022	23-019
_____	3-45-0030-051-2022	23-029
_____	3-45-0030-054-2023	23-025
_____	3-45-0030-055-2024	23-063
_____	3-45-0030-056-2024	24-001
_____	3-45-0030-057-2024	24-025
_____	3-45-0030-058-2024	24-026
_____	3-45-0030-059-2024	

5. If the State is unable to participate to the extent requested, what is the Sponsor's ability to fund a share greater than the State match? _____

Utilizing Airport Entitlement funding

Sponsors ability to match is limited

6. Name of Regional Planning Council which airport is located: Lowcountry Council of Governments

7. Has Federal Application Form 424 been submitted to the Inter-agency Council on Public Transportation (State Clearinghouse) in accordance with Section 57-3-1050? X Yes
_____ No

8. The following action has been taken by the local governing body to provide steps toward protective zoning of the airspace and land surrounding the airport. Describe actions by the Sponsor and governing body related to land use planning and zoning ordinances. NA

9. Anticipated date construction or planning / design project is to commence:

Start Date: 8/01/2025

Ending Date: 3/01/2026

ENCLOSURES

1. Project information and Justification Statement
2. Request-for-Aid / Project Sketch
3. Bid tabulation (Construction projects)
4. Work Authorization / Task Order
5. Copy of Federal Application Form 424 (if this request is associated with an FAA AIP / AIG Grant)

**HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SOUTH CAROLINA
ELITE PARKING SERVICES PARKING LOT ENTRANCE AND EXIT MONOLITHIC ISLANDS
WORK AUTHORIZATION 25-02
July 24, 2025
PROJECT NO.: TBI NO. 2119-2502**

AMENDMENT 1

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.

Amendment 1 : Preparation of design concept for review with the Town of Hilton Head Island to determine if the project can be constructed as maintenance or if formal permitting is required. The virtual meeting with the Town of Hilton Head will be schedule by the Airport.

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 **\$1,500.00** including reimbursable expenses. Special services shall be performed on a not to exceed basis with a budget of **\$4,500.00**, which includes reimbursable expenses. For a total of **\$6,000.00**.

Talbert, Bright & Ellington, LLC

Work Authorization 2119-2502

Amendment 1

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

APPROVED:
BEAUFORT COUNTY

APPROVED:
TALBERT, BRIGHT & ELLINGTON, LLC



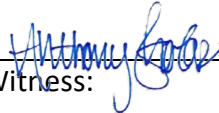
President
Title:

Title

July 24, 2025

Date:

Date:



Witness:

Witness:

Talbert, Bright & Ellington, LLC

Work Authorization 2119-2502

Amendment 1



7-24-2025

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 - Planning

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

200 South Tryon St., Suite 200, Charlotte, NC 28202

704 333 5131

Talbert, Bright & Ellington, LLC

Work Authorization 2119-2502

Amendment 1

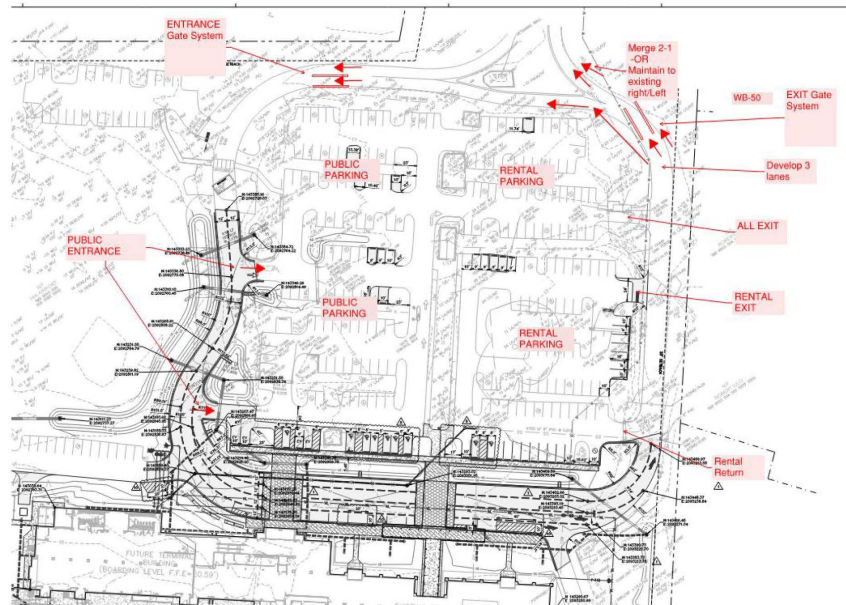


Exhibit 1 – Concept Design Notes

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 attend a TEAMS meeting with TBE/HDX to discuss any feedback on the concept design. Once reviewed, we suggest Airport staff setup virtual meeting with Hilton Head to determine if the project can be constructed as maintenance or if formal permitting is required.

Once feedback from Hilton Head is provided, KHA will develop a foaml design scope for the permitting or maintenance work.

Services not included

- Permitting
- Construction Phase services

Kimley-Horn will perform the services in Tasks 1 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
Total		\$ 4,500	

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.com	200 South Tryon St., Suite 200, Charlotte, NC 28202	704 333 5131
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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: Benjamin Taylor

Title: Vice President

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