



Beaufort County Airports Board

Chairman
RICH SELLS

Vice Chairman
THOMAS SHEAHAN

Committee Members
MARK BAILEY
CHRIS BUTLER
LESLIE ADLAM FLORY
NICHOLAS MESENBURG
DAVID NELEMS
DR. ELI ROTH
JAMES STARNES
MICHAEL SZCZECOWSKI

Airports Director
JON REMBOLD

County Administrator
MICHAEL MOORE

**Airports Senior
Administrative Specialist**
ROCIO REXRODE

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Beaufort County Airports Board Agenda

Council Chambers - Administration Building

100 Ribaut Road, Beaufort, SC 29901

Thursday, June 11, 2026, 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 – [MAY 14, 2026](#)
- VI. PUBLIC COMMENT (Limit comments to three minutes)
- VII. DIRECTOR'S REPORT
- VIII. UNFINISHED BUSINESS
- IX. NEW BUSINESS

ACTION ITEMS:

1. CONTRACT AWARD (HXD) - RECOMMEND APPROVAL OF A CONTRACT AWARD FOR ARCHITECTURAL AND ENGINEERING (A&E) TO TALBERT, BRIGHT & ELLINGTON, LCC – [VOTE](#)
2. CONTRACT AWARD (ARW) - RECOMMEND APPROVAL OF A CONTRACT AWARD FOR JANITORIAL SERVICES TO ON POINT COMMERCIAL AND RESIDENTIAL CLEANING SERVICES, LCC – [VOTE](#)
3. CONTRACT AWARD (ARW) - RECOMMEND APPROVAL OF A CONTRACT AWARD (PENDING) FOR TRANSIENT HANGAR DESIGN BUILD TO EDISON FOARD (PRE-CONSTRUCTION) – [VOTE](#)
4. OPERATING / LEASE AGREEMENT (HXD) - RECOMMEND APPROVAL OF RESOLUTION AUTHORIZING A RENTAL CAR CONCESSION AGREEMENT WITH AVIS BUDGET GROUP – [VOTE](#)
5. OPERATING / LEASE AGREEMENT (HXD) - RECOMMEND APPROVAL OF RESOLUTION AUTHORIZING A RENTAL CAR CONCESSION AGREEMENT WITH ENTERPRISE HOLDINGS – [VOTE](#)
6. OPERATING / LEASE AGREEMENT (HXD) - RECOMMEND APPROVAL OF RESOLUTION AUTHORIZING A RENTAL CAR CONCESSION AGREEMENT WITH GSP TRANSPORTATION – [VOTE](#)
7. GRANT ACCEPTANCE (HXD) – RECOMMEND APPROVAL OF A RESOLUTION TO ACCEPT SCAC GRANT IN THE AMOUNT OF \$88,538.00 FOR AIRPORT DEVELOPMENT PROJECTS – [VOTE](#)
8. WORK AUTHORIZATION (HXD) – RECOMMENDATION TO APPROVE TALBERT, BRIGHT, AND ELLINGTON WORK AUTHORIZATION 2119-2410 AMENDMENT 1 FOR PROFESSIONAL SERVICES – [VOTE](#)

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

NEXT MEETING:

THURSDAY, JULY 9, 2026, AT 10:00 AM

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

MINUTES

Beaufort County Airports Board

May 14, 2026 | 10:00 am | Meeting called to order by Chairman Rich Sells
[Video and Transcript](#)

ATTENDANCE

Present: Rich Sells, Chris Butler, Jim Starnes, Mark Bailey, Leslie Adlam Flory, Dr. Eli Roth, and Mike Szczechowski

Absent: Nick Mesenburg, Thomas Sheahan, and David Nelems

County Staff: Stephen Parry, Deputy Airports Director; and Elena Milbrandt, Airports Senior Accountant

Beaufort County Council Liaison: Thomas Reitz

Hilton Head Island Town Council Liaison: Melinda Tunner

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

AGENDA ADOPTION

The May 14, 2026, BCAB meeting agenda was adopted with unanimous consent.

APPROVAL OF MINUTES

Mark Bailey made a motion to approve the April 9, 2026, meeting minutes. Leslie Adlam Flory seconded the motion. All were in favor, and the motion passed.

PUBLIC COMMENTS

Gene Zapfel, Co-Chair of Keep Beaufort County Beautiful Board (KBCB), presented an initiative to install new “Welcome to Beaufort County” signs at key entry points throughout the county. He reported that the first sign along U.S. Highway 278 is nearing installation following an 18-month design and procurement process involving USCB students and County representatives.

Mr. Zapfel requested that the Commission consider placing smaller versions of the welcome sign at both Hilton Head Island Airport (HXD) and Beaufort Executive Airport (ARW), recognizing the airports as important gateways to the county. He expressed interest in working with Airport staff and the Airports Board to explore potential locations and funding options.

Board members expressed support for the concept and noted its connection to the airport’s existing Blue Heron-themed artwork. The Chairman directed Airport staff to coordinate a follow-up meeting with Mr. Zapfel and Airport leadership.

No action was taken.

DIRECTOR’S REPORT

TERMINAL UPDATE:

Media Day: Steve Parry reported that prior to the opening of Phase 1 of the new terminal, the Airport hosted a media day on April 30, 2026. Local media representatives were provided tours of the new facility and conducted interviews with Airport staff, project partners, the contractor, and the design team.

Grand Opening: Mr. Parry reported that a Grand Opening event was held on April 30, 2026, and thanked the Board members who attended. He noted that the event included recognition of former Airports Board member Howard for his contributions to the Airport, with his wife accepting a certificate, flowers, and a letter on his behalf. Airport Director Jon Rembold was also recognized for his leadership throughout the terminal project and was presented with a framed map of the airport.

First Day of Operations: Mr. Parry reported that all critical items required to open the terminal were completed shortly before the Grand Opening, allowing the facility to open as scheduled on May 1, 2026. He stated that operations have been running smoothly, with only minor adjustments associated with new equipment and systems. TSA is utilizing both screening lanes, and passenger feedback has been overwhelmingly positive. Airport staff welcomed the first arriving passengers for each airline operating from the new terminal and distributed commemorative gift bags to mark the occasion.

Ribbon Cutting Ceremony: Mr. Parry reported that the Airport hosted the ribbon-cutting ceremony in partnership with the Chamber of Commerce to celebrate the opening of the new terminal. He noted that the event marked the official completion and opening of Phase 1 of the Terminal Improvement Project and that the facility is now fully operational.

Punch List & Closeout Items: Mr. Parry reported that the Airport is currently working through approximately a 30-day punch list process with Edison Foard following the opening of Phase 1 of the new terminal. He noted that most items are minor and can be corrected quickly, except for the Service Animal Relief Area (SERA). He explained that the SERA cannot be opened until the required TSA components, including walls and a canopy, are delivered and installed. He estimated that the SERA would be completed in June or July, once materials arrive and construction is finalized. He also noted that the installation of digital advertising screens by Departure Media has been intentionally delayed to avoid damage to finished walls, as electrical and data infrastructure is still being completed. He stated that these screens are expected to be installed within the next 1 to 2 months. He further reported that refinishing of terrazzo flooring on the existing (older) terminal side is underway to create a more seamless transition between the renovated and new terminal areas, pending Phase 2 funding.

PROJECTS UPDATE:

Airport Layout Plan (ALP): Steve Parry provided an update on the Airport Layout Plan (ALP) process, noting that consultants, Airport leadership, and the FAA have held multiple meetings and developed

several conceptual options. He stated that additional discussions have taken place with Town of Hilton Head Island representatives, including Mark Orlando, and that the project is progressing toward a follow-up ALP meeting with stakeholders.

He noted that the ALP master planning process is expected to take 18 to 24 months and remains on schedule.

Drainage Grates Project: Mr. Parry reported that the Airport's drainage grate project is moving forward. He stated that the grates are manufactured on site, while concrete culverts are currently in production. He noted that some engineering adjustments were required during fabrication. He estimated that the drainage system will be installed in June or July and explained that its completion will resolve a long-standing FAA Part 139 inspection concern.

Parking System – Elite Parking Transition: Mr. Parry reported that temporary parking gates have been installed and that the Airport is preparing for the transition to the new parking management system operated by Elite Parking. He explained that Elite Parking will conduct a transition period of up to 90 days, working directly with stakeholders to ensure a smooth operational changeover, including procedures for customers who previously entered the parking lot before gate activation. He stated that the transition program is expected to begin in approximately two weeks. He also noted that parking policies and rates for both general aviation and commercial parking will be posted on the Airport website in advance of full implementation to ensure public awareness.

Runway 7/25 Closeout (ARW): Mr. Parry reported that construction on Runway 7/25 at Beaufort Executive Airport is complete. Administrative closeout activities are underway, including review of change orders, grant funding reconciliation, and final documentation to achieve full project closure with the FAA.

Parallel Taxiway Extension (ARW): He provided an update on the planned extension of the parallel taxiway, noting the project is currently at approximately 30% design. The extension will maximize usable taxiway length while avoiding wetlands at the runway end. He stated the project is expected to be bid in the spring, with construction anticipated in the fall. He also noted that discussions are underway to expand apron space to better accommodate the growing activity of larger aircraft.

Weather Station Replacement (ARW): Mr. Parry reported that the new weather station project at ARW is progressing through FAA submittals and is approximately 90% designed. He stated that final approvals are pending and installation is anticipated around June. He also noted that the South Carolina Aeronautics Commission will provide updated weather equipment as part of the project.

ADDITIONAL PROJECTS NOTED:

Terminal Phase 2 planning: Mr. Parry reported that Phase 2 of the terminal is pending funding and has not yet been scheduled for construction.

Beaufort Executive Airport (ARW) apron expansion concepts: Mr. Parry reported that consultants are evaluating potential apron expansion opportunities in coordination with the planned parallel taxiway project. He stated this effort is intended to improve aircraft movement efficiency and better accommodate increased operations involving larger aircraft.

FAA compliance closeout items – infrastructure projects: Mr. Parry reported that FAA-related administrative closeout activities are ongoing for completed infrastructure projects, including grant reconciliation, final documentation, and project closeout submissions to the FAA.

DEPARTMENT UPDATE:

RBC Event and Community Engagement: Mr. Parry reported that Airport staff supported the RBC event during the past month, including sponsorship presence at two locations on the 10th and 18th holes. He thanked staff and volunteers for their participation in the event. He noted positive community engagement at both locations, with discussions highlighting the new terminal and recent Airport improvements.

Airport Ambassadors Program Training: Mr. Parry reported that the Airport hosted its annual training luncheon for the Airport Ambassadors program. He noted that participation continues to grow each year. With the opening of the new terminal, staff conducted tours of the facility and reviewed Ambassador roles, including customer service expectations, access areas, and general guidance for assisting passengers. He also noted that new Ambassadors were oriented to the secure hold room area in the terminal to better support passenger inquiries.

America 250 Recognition Efforts: Mr. Parry reported that the Airport is supporting America 250 initiatives within the terminal. He noted the installation of new banners at the Airport entrance, as well as the distribution of stickers for airport vehicles and flags to Airport partners to help promote the national commemoration effort.

Earth Day Road Cleanup: Mr. Parry reported that Airport staff participated in a litter cleanup along Hunter Road as part of Earth Day activities. He noted that this recurring cleanup effort is conducted periodically to maintain cleanliness along Airport-owned and adjacent roadways.

Flying Frog 5K and Frog Fest 2026: Mr. Parry reported that the annual Flying Frog 5K was held at Beaufort Executive Airport, with the addition of Frog Fest 2026 activities. He stated the event included live music, community participation, and strong attendance throughout the day. He noted that the event was well-received by the public, with positive feedback and interest in future participation. He thanked Marlene and Brandon for their efforts in organizing and expanding the event.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS – ACTION ITEMS

1. **CONTRACT AWARD (ARW) - RECOMMEND APPROVAL OF RESOLUTION AUTHORIZING CONTRACT AWARD TO CAMPBELL OIL COMPANY FOR AVIATION FUEL & SERVICE PROVIDER AT BEAUFORT EXECUTIVE AIRPORT (ARW)**

Mark Bailey made a motion to approve a recommendation to approve a resolution authorizing contract award to Campbell Oil Company for aviation fuel & service provider at Beaufort Executive Airport (ARW). Chris Butler seconded the motion. All were in favor, and the motion passed

2. **LEASE AGREEMENT (HXD) - RECOMMEND APPROVAL OF AN ORDINANCE AUTHORIZING A LEASE AGREEMENT BETWEEN BEAUFORT COUNTY AND THE GENERAL SERVICES ADMINISTRATION (GSA)**

Jim Starnes made a motion to approve a recommendation to approve an ordinance authorizing a lease agreement between Beaufort County and the General Services Administration (GSA). Chris Butler seconded the motion. All were in favor, and the motion passed

CHAIRMAN UPDATE

The Chairman reported no formal update; however, he raised a concern regarding recent changes to meeting access, noting that video conferencing for public participation in meetings had been discontinued. He expressed concern that this could limit participation for individuals unable to attend in person and noted that County Council continues to provide remote access.

Following discussion, the Chairman requested that video conferencing access be reinstated for Airport Board meetings until otherwise directed by County Council. A motion was made and seconded, and the Board approved reinstating video conferencing access for meetings.

The Chairman also led a brief discussion regarding Board member attendance expectations. Members discussed attendance records, potential discrepancies in tracking virtual participation, and the importance of ensuring accurate documentation. The Chairman stated he would follow up with staff to clarify participation and reinforce expectations for in-person attendance when feasible.

1. **Finance Committee**

Members: *Vacant* (Chair), Chris Butler, and Tom Sheahan.

The Committee had nothing new to report this month.

2. **Passenger Service Committee**

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

Leslie reported that the Airport Ambassadors program has 20 trained volunteers this year who will serve on weekends from Memorial Day through Labor Day, from 10:00 a.m. to 2:00 p.m. She noted that due to increased activity in the new terminal, staffing may expand to three ambassadors per shift instead of two. She added that volunteers are highly engaged and eager to assist passengers and promote both the Airport and the community.

3. ARW Facilities Use and Improvement Committee

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

The Committee had nothing new to report this month.

4. HXD Airport Improvement Committee

Members: *Vacant* (Chair), Rich Sells, and Chris Butler

The Committee had nothing new to report this month.

5. Government Affairs Committee

Members: Rich Sells (Chair)

The Committee had nothing new to report this month.

PUBLIC COMMENTS

There were no Public Comments.

ADJOURNMENT

The motion to adjourn was made at 10:59 a.m. It passed unanimously.

NEXT MEETING

June 11, 2026 | 10:00 a.m.

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



BEAUFORT COUNTY PUBLIC FACILITIES COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

APPROVAL OF A CONTRACT WITH TALBERT, BRIGHT & ELLINGTON (TBE) FOR ARCHITECTURAL AND ENGINEERING CONSULTING SERVICES FOR BEAUFORT COUNTY AIRPORTS (HXD & ARW).

MEETING NAME AND DATE:

Public Facilities Committee June 15, 2026

STAFF RECOMMENDATION / COUNCIL OPTIONS:

Staff recommends approval of a contract award to Talbert, Bright & Ellington for Architectural and Engineering Consulting Services for Beaufort County Airports (HXD & ARW).

PRESENTER INFORMATION:

Jon Rembold, Airports Director - 3 minutes

ITEM BACKGROUND:

Beaufort County issued RFQ 022426 to procure qualified aviation consulting firms to support architectural, engineering, and advisory needs for Hilton Head Island Airport (HXD) and Beaufort Executive Airport (ARW). Anticipated projects include runway and taxiway improvements, terminal and site development, airfield lighting upgrades, hangar planning, and related construction administration. The County also requires expert assistance with FAA and SCAC grant applications, project justification, and regulatory compliance. After completion of the evaluation process, Talbert, Bright & Ellington, LLC (TBE) was identified as the highest-ranked firm and recommended for selection based on receiving the top aggregate score.

FISCAL IMPACT:

The RFQ establishes a framework for procuring professional airport consulting services for up to five years, but no immediate expenditure is authorized. Actual fiscal impact will be determined through subsequent project-specific negotiations, funding availability from FAA/SCAC grants, and County budget approvals. The RFQ contains no dollar amounts, cost estimates, or project budgets, and therefore does not commit the County to any financial obligation until after consultant selection and contract negotiation.

APPROVAL HISTORY:

The Beaufort County Airports Board is scheduled to review and recommend approval of a contract award to Talbert, Bright & Ellington for Architectural and Engineering Consulting Services for Beaufort County Airports (HXD & ARW) at the June 11, 2026, monthly meeting.



BEAUFORT COUNTY PUBLIC FACILITIES COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

APPROVAL OF A CONTRACT WITH ON POINT COMMERCIAL SERVICES FOR JANITORIAL SERVICES AT BEAUFORT EXECUTIVE AIRPORT (ARW).

MEETING NAME AND DATE:

Public Facilities Committee June 15, 2026

STAFF RECOMMENDATION / COUNCIL OPTIONS:

Staff recommends approval of a contract award to On Point Commercial Services for Janitorial Services at Beaufort Executive Airport (ARW).

PRESENTER INFORMATION:

Jon Rembold, Airports Director - 3 minutes

ITEM BACKGROUND:

Beaufort County issued Request for Proposals (RFP #031126) for janitorial services at Beaufort Executive Airport (ARW) to provide routine cleaning and maintenance of the airport terminal and associated public-use areas. The selected contractor will furnish all labor, supervision, equipment, cleaning supplies, restroom consumables, and related services necessary to maintain a clean, safe, and professional facility for airport users. Services include daily, weekly, monthly, quarterly, and annual cleaning tasks.

FISCAL IMPACT:

Funding for the janitorial services contract is included in the Airports Department operating budget. The contract amount is \$44,460 annually, with a not-to-exceed total of \$222,300 over the full potential five-year term of the agreement, including all renewal options.

Contract renewals and future funding remain subject to annual budget appropriations by County Council.

Estimated Annual Cost: \$44,460.00

Funding Source: GL Code 5100-90-0000-51170 (Non-Professional Services)

Fiscal Year 2027 Proposed Budget: \$40,000 (The county's budget submittal deadline preceded the bid opening, so there is a minor shortfall. That will be remedied with a budget transfer in FY 2027)

The initial term of the contract is one (1) year, commencing July 1, 2026, and expiring June 30, 2027, with the option to renew for four (4) additional one-year terms upon mutual agreement of the parties.

APPROVAL HISTORY:

The Beaufort County Airports Board is scheduled to review and recommend approval of a contract award to On Point Commercial Services for janitorial services at Beaufort Executive Airport (ARW), at the June 11, 2026, monthly meeting.



BEAUFORT COUNTY PUBLIC FACILITIES COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

APPROVAL OF A CONTRACT WITH EDISON FOARD FOR TRANSIENT HANGAR DESIGN BUILD (PRE-CONSTRUCTION PHASE) AT BEAUFORT EXECUTIVE AIRPORT (ARW)

MEETING NAME AND DATE:

Public Facilities Committee June 15, 2026

STAFF RECOMMENDATION / COUNCIL OPTIONS:

Staff recommends approval of a contract with Edison Foard for Transient Hangar Design Build (Pre-Construction Phase) at Beaufort Executive Airport (ARW).

PRESENTER INFORMATION:

Jon Rembold, Airports Director, 3 minutes

ITEM BACKGROUND:

Beaufort County issued RFP No. 050826 to procure design-build services for the construction of a new transient aircraft hangar at Beaufort Executive Airport (ARW). The project will provide additional hangar space to support transient aircraft operations, enhance customer service, and increase revenue opportunities at the Airport. The design-build delivery method was selected to streamline project implementation by combining design, engineering, permitting, and construction services under a single contract. Following completion of the evaluation process, staff is requesting authorization to negotiate and execute an agreement with the highest-ranked proposer for the project.

FISCAL IMPACT:

Funding for Preconstruction Services for the Transient Aircraft Hangar project at Beaufort Executive Airport is included in the Airport Capital Improvement Program and will be funded through Airport capital funds and/or eligible grant funding. The proposed agreement provides for a not-to-exceed fee of \$55,000 for programming, design development, cost estimating, scheduling, constructibility reviews, permitting coordination, and value engineering services. Future construction costs will be determined during the pre-construction phase and presented for approval before construction commences.

Funding Source:

GL 5102-90-0000-57130 — Grant Expenditures for 70% of the entire project.

Balance: \$800,003.78

GL 5100-90-0000-54100 — Site Improvement for 30% of the entire project.

Balance: \$996,665.05 (ARPA)

APPROVAL HISTORY:

The Beaufort County Airports Board is scheduled to review and recommend approval of a contract with Edison Foard for Transient Hangar Design Build (Pre-Construction Phase) at Beaufort Executive Airport (ARW) at the June 11, 2026, monthly meeting.



BEAUFORT COUNTY PUBLIC FACILITIES COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

A RESOLUTION TO APPROVE AVIS BUDGET GROUP, INC. RENTAL CAR CONCESSION AGREEMENT FOR HILTON HEAD ISLAND AIRPORT (HXD)

MEETING NAME AND DATE:

Public Facilities Committee June 15, 2026

STAFF RECOMMENDATION / COUNCIL OPTIONS:

Staff recommends approval of a Resolution to approve Avis Budget Group, Inc. Rental Car Concession Agreement for Hilton Head Island Airport (HXD).

PRESENTER INFORMATION:

Jon Rembold, Airports Director, 3 minutes

ITEM BACKGROUND:

The current rental car concession agreement with Avis Budget Group, Inc. is nearing expiration. Avis Budget Group, Inc. will continue providing on-airport rental car services at Hilton Head Island Airport (HXD) under the Avis and Budget brands, supporting the transportation needs of the traveling public and generating revenue for airport operations and capital improvements. The agreement provides for the lease of terminal office and counter space and the use of ready/return parking spaces to support rental car operations. In addition, Avis Budget Group, Inc. will collect and remit a Customer Facility Charge (CFC) to support airport capital improvements and rental car-related facilities. The agreement has an initial five-year term commencing July 1, 2026, and expiring June 30, 2031, with an option to renew for up to three additional years upon mutual agreement of the parties.

FISCAL IMPACT:

The agreement generates revenue for Hilton Head Island Airport with no County capital costs. Revenue sources include:

Concession Fees: The greater of 10% of Gross Receipts or a Minimum Annual Guarantee (MAG) equal to 80% of the prior year's concession fee or MAG.

Terminal Space Rent: 126 sq. ft. at \$64.65/sq. ft., producing \$8,145.90 annually.

Ready/Return Parking Rent: 38 spaces at \$16/month, generating \$7,296 annually, with CPI adjustments beginning in Year 2.

Customer Facility Charges: \$6.00 per transaction day to support airport capital improvements.

The agreement provides stable, recurring revenue with growth potential tied to rental car activity and CPI adjustments.

APPROVAL HISTORY:

The Beaufort County Airports Board is scheduled to review and recommend approval of a Resolution to

approve Avis Budget Group, Inc. Rental Car Concession agreement for Hilton Head Island Airport (HXD) at the June 11, 2026, monthly meeting.



BEAUFORT COUNTY PUBLIC FACILITIES COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

A RESOLUTION TO APPROVE ENTERPRISE HOLDINGS RENTAL CAR CONCESSION AGREEMENT FOR HILTON HEAD ISLAND AIRPORT (HXD)

MEETING NAME AND DATE:

Public Facilities Committee June 15, 2026

STAFF RECOMMENDATION / COUNCIL OPTIONS:

Staff recommends approval of a Resolution to approve Enterprise Holdings Rental Car Concession Agreement for Hilton Head Island Airport (HXD).

PRESENTER INFORMATION:

Jon Rembold, Airports Director, 3 minutes

ITEM BACKGROUND:

The current rental car concession agreement with Enterprise Holdings is nearing expiration. Enterprise Holdings will continue providing on-airport rental car services at Hilton Head Island Airport (HXD) under the Enterprise, National, and Alamo brands, supporting the transportation needs of the traveling public and generating revenue for airport operations and capital improvements. The agreement provides for the lease of terminal office and counter space and the use of ready/return parking spaces to support rental car operations. In addition, Enterprise Holdings will collect and remit a Customer Facility Charge (CFC) to support airport capital improvements and rental car-related facilities. The agreement has an initial five-year term commencing July 1, 2026, and expiring June 30, 2031, with an option to renew for up to three additional years upon mutual agreement of the parties.

FISCAL IMPACT:

The agreement generates revenue for Hilton Head Island Airport with no County capital costs. Revenue sources include:

Concession Fees: The greater of 10% of Gross Receipts or a Minimum Annual Guarantee (MAG) equal to 80% of the prior year's concession fee or MAG.

Terminal Space Rent: 126 sq. ft. at \$64.65/sq. ft., producing \$8,145.90 annually.

Ready/Return Parking Rent: 40 spaces at \$16/month, generating \$7,680.00 annually, with CPI adjustments beginning in Year 2.

Customer Facility Charges: \$6.00 per transaction day to support airport capital improvements.

The agreement provides stable, recurring revenue with growth potential tied to rental car activity and CPI adjustments.

APPROVAL HISTORY:

The Beaufort County Airports Board is scheduled to review and recommend approval of a Resolution to

approve Enterprise Holdings Rental Car Concession agreement for Hilton Head Island Airport (HXD) at the June 11, 2026, monthly meeting.



BEAUFORT COUNTY PUBLIC FACILITIES COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

A RESOLUTION TO APPROVE GSP TRANSPORTATION, INC. RENTAL CAR CONCESSION AGREEMENT FOR HILTON HEAD ISLAND AIRPORT (HXD)

MEETING NAME AND DATE:

Public Facilities Committee June 15, 2026

STAFF RECOMMENDATION / COUNCIL OPTIONS:

Staff recommends approval of a Resolution to approve GSP Transportation, Inc. Rental Car Concession Agreement for Hilton Head Island Airport (HXD).

PRESENTER INFORMATION:

Jon Rembold, Airports Director, 3 minutes

ITEM BACKGROUND:

The current rental car concession agreement with GSP Transportation, Inc. is nearing expiration. GSP Transportation will continue providing on-airport rental car services at Hilton Head Island Airport (HXD) under the Thrifty, Dollar, and Hertz brands, supporting the transportation needs of the traveling public and generating revenue for airport operations and capital improvements. The agreement provides for the lease of terminal office and counter space and the use of ready/return parking spaces to support rental car operations. In addition, GSP Transportation, Inc. will collect and remit a Customer Facility Charge (CFC) to support airport capital improvements and rental car-related facilities. The agreement has an initial five-year term commencing July 1, 2026, and expiring June 30, 2031, with an option to renew for up to three additional years upon mutual agreement of the parties.

FISCAL IMPACT:

The agreement generates revenue for Hilton Head Island Airport with no County capital costs. Revenue sources include:

Concession Fees: The greater of 10% of Gross Receipts or a Minimum Annual Guarantee (MAG) equal to 80% of the prior year's concession fee or MAG.

Terminal Space Rent: 126 sq. ft. at \$64.65/sq. ft., producing \$8,145.90 annually.

Ready/Return Parking Rent: 34 spaces at \$16/month, generating \$6,528.00 annually, with CPI adjustments beginning in Year 2.

Customer Facility Charges: \$6.00 per transaction day to support airport capital improvements.

The agreement provides stable, recurring revenue with growth potential tied to rental car activity and CPI adjustments.

APPROVAL HISTORY:

The Beaufort County Airports Board is scheduled to review and recommend approval of a Resolution to

approve GSP Transportation, Inc. Rental Car Concession agreement at the June 11, 2026, monthly meeting.



BEAUFORT COUNTY PUBLIC FACILITIES COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

A RESOLUTION TO ACCEPT SOUTH CAROLINA AERONAUTICS COMMISSION (SCAC) GRANT 26-020 IN THE AMOUNT OF \$88,538.00 FOR HILTON HEAD ISLAND AIRPORT (HXD) DEVELOPMENT PROJECTS

MEETING NAME AND DATE:

Public Facilities Committee June 15, 2026

STAFF RECOMMENDATION / COUNCIL OPTIONS:

Staff recommends approval of a Resolution to accept a South Carolina Aeronautics Commission (SCAC) Grant 26-020 in the amount of \$88,538.00 for Hilton Head Island Airport (HXD) Development Projects. This is time-sensitive and staff recommends that it move to the next Council Meeting for acceptance.

PRESENTER INFORMATION:

Jon Rembold, Airports Director, 3 minutes

ITEM BACKGROUND:

Hilton Head Island Airport (HXD) submitted a request to the South Carolina Aeronautics Commission (SCAC) for State Entitlement funding to complete several priority Airport Development Projects, including Terminal Fire Alarm System repair, Radar Site Survey, Parking Lot Gate infrastructure improvements, Terminal Apron tree removal, Off-airport tree obstruction removal and mitigation, and Terminal entrance landscaping. SCAC has awarded \$88,538.00, covering 100 percent of eligible costs with no local or federal match required. Acceptance of this grant will allow the Airport to move forward with these improvements in alignment with the Airport Layout Plan and SCAC-approved standards.

FISCAL IMPACT:

The SCAC Airport Development Projects grant in the amount of \$88,538.00 will be allocated to perform various Airport Development Projects (Construction) aligned with the Airport Layout Plan and SCAC-approved specifications. These projects include: Terminal Fire Alarm System repair, Radar Site Survey, Parking Lot Gate infrastructure improvements, Terminal Apron tree removal, Off-airport tree obstruction removal and mitigation, and Terminal entrance landscaping.

No local (Sponsor) or federal funds are required.

APPROVAL HISTORY:

The Beaufort County Airports Board is scheduled to review and recommend approval to accept South Carolina Aeronautics Commission (SCAC) Grant 26-020 in the amount of \$88,538.00 for Hilton Head Island Airport (HXD) Development Projects at the June 11, 2026, monthly meeting.

**HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SOUTH CAROLINA
WORK AUTHORIZATION 24-10
May 12, 2026
PROJECT NO.: TBI NO. 2119-2410**

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: Under Work Authorization 2119-1803, the following services were provided:

- Terminal Expansion Financial Planning
- Passenger Facility Charge Application Development
- Airline Rates and Charges Analysis.

Significant progress in these areas of service has been achieved. The Terminal Expansion – Phase 1 is now underway. The documentation for the Passenger Facility Charge (PFC) Application is substantially complete, and the air carrier consultation has been completed. The Airline Rates and Charges Analysis has been completed. In addition, the negotiation and implementation of a full cost recovery transition plan over two fiscal years has been successfully negotiated and implemented.

The scope of services, pursuant to Section 2 of the contract and Exhibit A for this work authorization consists of three separate tasks:

Task 1 – Terminal Expansion Financial Planning: The TBE Team will continue to assist the County, as needed, in the continuation of the financial and strategic business planning for the Terminal Expansion program.

Task 2 – Passenger Facility Charge Application Development: The TBE Team will continue to assist the County in the completion, FAA review coordination, and preparation of final air carrier notifications upon receipt of FAA approval.

Task 1 – Airline Rates and Charges Analysis: The TBE Team will continue to assist the County with respect to the airline rates and charges and full cost recovery transitioning. Services would include the periodic update of the rates and charges model, training HXD staff on the function and use of the rates and charges model, and other related matters

as may be requested by the County.

Amendment 1 Description of Work Authorized: Continued work outlined in the original description of work authorized.

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 consultant contract effective November 14, 2024 and Exhibit A. The work shall be performed in accordance with Section 1 as a lump sum of **\$5,000.00**, including reimbursable expenses. Special services shall be performed on a not to exceed basis with a budget of **\$65,000.00**, which includes reimbursable expenses. For a total of **\$70,000.00**.

Original Work Authorization	\$134,128.97
Amendment 1	\$70,000.00
TOTAL	\$204,128.97

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

APPROVED:
BEAUFORT COUNTY

APPROVED:
TALBERT, BRIGHT and ELLINGTON, LLC



President

Title

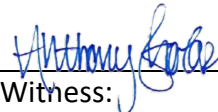
Title:

Date:

Date:

Witness:

Witness:





May 7, 2026

Mr. Carl M. Ellington, Jr., PE
Chief Executive Officer
Talbert, Bright & Ellington, Inc.
3525 Whitehall Park Drive
Charlotte, NC 28273

Re: Professional Services Letter Agreement - Amendment
Airport Financial Consulting Services
Hilton Head Island Airport

Dear Mr. Ellington:

Newton & Associates, Inc. (“NAI”) is pleased to have the opportunity to continue to provide professional services to Beaufort County (“County”) and the Hilton Head Island Airport (“HXD”) as a sub-contractor to Talbert, Bright & Ellington, Inc. (“TB&E”). This amendment (“Amendment”) to the Professional Services Subconsultant Agreement dated January 13, 2025 (the “2025 Agreement”) shall serve to increase the amount of professional fees and out-of-pocket expense to provide for the continuation of professional services to be provided by NAI.

Brief Background:

Under 2025 Agreement, NAI has assisted the County and HXD by providing professional services for: (1) Terminal Expansion Financial Planning; (2) Passenger Facility Charge Application Development; (3) Airline Rates and Charges Analysis; (4) Rental Car Customer Facility Charge Program development, and the development of a new rental car concession agreement (currently in underway).

Significant progress in these areas of service has been achieved, but the Not-to-Exceed Fee authorized in the 2025 Agreement was \$65,000, including out-of-pocket expenses. This amount has been exhausted and services cannot continue without additional authorization.

It is the desire of the County and TB&E to provide NAI with additional fee authorization to continue providing its professional services as described in the following Scope of Services:

2720 E. WT HARRIS BLVD., SUITE 200 • CHARLOTTE, NC 28213 • (704) 597-4384
naict@newtonandassociates.com • www.newtonandassociates.com

Amended Scope of Services:

Terminal Expansion Financial Planning:

NAI will continue to assist the County, as needed, in the continuation of the financial and strategic business planning for the Terminal Expansion program.

Passenger Facility Charge Application Development:

NAI will continue to assist the County, as needed, in the continuation administration and updating of the Passenger Facility Charge program.

Airline Rates and Charges Analysis:

NAI will continue to assist the County with respect to the periodic development of airline rates and charges and full cost recovery transitioning. Services would include the periodic update of the rates and charges model, training HXD staff on the function and use of the rates and charges model, airline negotiations of periodic rate adjustments, and other related matters as may be requested by the County.

Rental Car Concessions Development:

NAI will continue to assist the County with respect the administration and updates to the Rental Car Customer Facility Charge program, and completion of the new rental car concession agreement currently under development as well as necessary negotiations of that agreement.

Other Financial and Strategic Business Planning Efforts:

NAI will continue to assist the County with other general financial and strategic business planning assignments for which the County may wish to engage us.

In support of the Scope of Services identified above, telecommunications, research, internal working meetings, airline negotiation meetings, document preparation and update, various financial analyses, travel, and administrative assistance will be included.

Not-to-Exceed Fee:

As was stated in the 2025 Agreement, the actual level of effort and time and expense required to reach the desired conclusion of the Scope of Services cannot be accurately predicted, therefore, NAI proposes to continue to provide its professional services to the County as described in the above Scope of Services for a Not-To-Exceed budget amount of **\$65,000.00**, including out of pocket expenses. Again, this Not-To-Exceed Fee is not a guarantee of the maximum fees and

Mr. Ellington
May 7, 2026
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expenses that may be incurred in undertaking these assignments, but rather a budget amount which will not be exceeded in the performance of professional services without advanced written approval.

NAI will continue bill for its services and expenses monthly based upon our current fee schedule included on **Exhibit A** attached hereto and based upon the actual man-hours expended on this assignment, plus out of pocket expenses. Services requested outside the above-described Scope of Service will be performed as additional services upon written request.

If this Amendment meets with your acceptance, please provide a signature where indicated below and return a signed copy to me. We will continue our work immediately upon receipt of a notice to proceed.

On behalf of Newton & Associates, Inc., I thank you for the opportunity to continue to provide professional services to TB&E and Beaufort County.

Sincerely,



Frank C. Newton, III
President

Acceptance: _____

_____ Title

Date: _____

Mr. Ellington
May 7, 2026
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EXHIBIT A

NEWTON & ASSOCIATES, INC.

HOURLY FEE SCHEDULE

Principal Consultant.....	\$225
Vice President/Project Manager.....	\$200
Senior Consultant	\$175
Consultant	\$150
Support Staff	\$85