

COUNTY COUNCIL OF BEAUFORT COUNTY

ADMINISTRATION BUILDING
100 RIBAUT ROAD
POST OFFICE DRAWER 1228
BEAUFORT, SOUTH CAROLINA 29901-1228
TELEPHONE: (843) 255-2180
FAX: (843) 255-9401
www.bcgov.net

WM. WESTON J. NEWTON
CHAIRMAN

D. PAUL SOMMERVILLE
VICE CHAIRMAN

COUNCIL MEMBERS

STEVEN M. BAER
RICK CAPORALE
GERALD DAWSON
BRIAN E. FLEWELLING
HERBERT N. GLAZE
WILLIAM L. McBRIDE
STEWART H. RODMAN
GERALD W. STEWART
LAURA VON HARTEN

GARY KUBIC
COUNTY ADMINISTRATOR

BRYAN J. HILL
DEPUTY COUNTY ADMINISTRATOR

LADSON F. HOWELL
COUNTY ATTORNEY

SUZANNE M. RAINEY
CLERK TO COUNCIL

AGENDA PUBLIC FACILITIES COMMITTEE

Tuesday, March 29, 2011
4:30 p.m.
Executive Conference Room
Administration Building

Committee Members:

Herbert Glaze, Chairman
Steven Baer, Vice Chairman
Gerald Dawson
Brian Flewelling
William McBride
Stu Rodman
Jerry Stewart

Staff Support:

Rob McFee, Division Director

- 4:30 p.m.**
1. CALL TO ORDER
 2. CONSIDERATION OF CONTRACT AWARD ([backup](#))
 - Hilton Head Island Airport Passenger Facility Charge (PFC) Application
 3. COUNTY TRANSPORTATION COMMITTEE (CTC) PRESENTATION
Mr. Rob McFee, Division-Director Engineering and Infrastructure
 4. DISCUSSION / TOWN OF BLUFFTON PROPOSAL TO REALIGN INTERSECTION OF BLUFFTON PARKWAY AT BUCKWALTER PARKWAY / BLUFFTON PARKWAY PHASE 5B REALIGNMENT
- 5:45 p.m.**
5. ADJOURNMENT

County TV Rebroadcast	
Tuesday	1:00 a.m.
Tuesday	10:00 p.m.
Wednesday	1:30 p.m.

Public Facilities		
Date	Time	Location
April 26	4:30 p.m.	ECR
May 24	4:30 p.m.	ECR
June 28	4:30 p.m.	ECR
July 26	4:00 p.m.	ECR
August 23	4:00 p.m.	ECR
September 27	4:00 p.m.	ECR
October 25	4:00 p.m.	ECR
November 29	4:00 p.m.	ECR
No Meeting in December		

A quorum of Council may be in attendance at all Committee meetings.
Please silence your cell phone during the meeting.



County Council of Beaufort County
Hilton Head Island Airport – www.hiltonheadairport.com
Beaufort County Airport – www.beaufortcoairport.com
Post Office Box 23739 – 120 Beach City Road
Hilton Head Island, South Carolina 29925-3739
Phone: (843) 689-5400 - Fax: (843) 689-5411

TO: Councilman Herbert Glaze, Chairman, Public Facilities Committee

VIA: Gary Kubic, County Administrator *G Kubic*
Bryan Hill, Deputy County Administrator *BH*
David Starkey, Chief Financial Officer *DS*
Rob McFee, Director, Engineering and Infrastructure Division *RR McFee*

FROM: Paul Andres, Director of Airports *PA*

SUBJ: **Hilton Head Island Airport Passenger Facility Charge (PFC) Application**

DATE: March 22, 2011

BACKGROUND. Talbert, Bright, and Ellington, Inc. is currently under contract to provide professional consulting and engineering services in support of Beaufort County airport projects. Attached is the proposed scope of work to prepare the application needed to establish a new PFC program for the Hilton Head Island Airport. This PFC program will be used to generate revenue to reimburse the County's cost for previously completed capital improvements and to fund the Airport's 2.5% matching share for future capital improvements as recommended in the recent Master Plan Update. The Airports Board favorably endorses the establishment of a new PFC program for the Hilton Head Island Airport.

FUNDING. Funding for this project will initially come from Account #13485-51160. The entire cost to prepare the PFC application is fully reimbursable from revenues generated by the new PFC program.

RECOMMENDATION. That the Public Facilities Committee approve awarding a contract in the amount of \$49,958.00 to Talbert, Bright, and Ellington, Inc. to prepare the application needed to establish a new PFC program for the Hilton Head Island Airport.

PAA/paa

Attachment: TBI Work Authorization 10-02

**HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SOUTH CAROLINA
WORK AUTHORIZATION 10-02
PASSENGER FACILITY CHARGE (PFC) APPLICATION
March 21, 2011
PROJECT NO.: TBI NO. 2119-1002**

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

Description of Work Authorized: The Engineer shall assist Beaufort County in establishing a new passenger facility charge (PFC) program for reimbursement of the county-share of previously completed capital improvements, as well as the county-share of the 5-year capital improvements projects, as outlined in the Master Plan. The preparation of the program will consist of the following services:

Task 1 – Information Gathering and PFC/CIP Review: collect, review, and analyze Hilton Head Island Airport’s existing PFC Program and current capital improvement program (CIP) funding plan for Airport Improvement Program (AIP)/PFC project eligibility. Provide recommendations on applicability of funding source(s) by project as well as scheduling.

Task 2 – PFC Program Development – New PFC Application: development of a new PFC funding plan based on the overall Airport CIP funding plan. The Engineer will also assist the County in describing, justifying, and identifying the objectives for each project work element. Utilizing historical financial and operational information and existing Airport planning documents supplied by the County, the Engineer will project future enplaned passengers and PFC gross and net revenues utilizing time series analysis, as well as estimate PFC charge expiration date as required by the FAA.

Task 3 – Air Carrier Consultation and Public Notification Process: the air carrier PFC consultation and public notification process will include:

- Identifying the air carriers to which PFC notification letters must be sent and recommending, where appropriate, any class of air carriers for exclusion from the requirement to collect a PFC
- Drafting and transmittal of the notification letter on the County’s behalf to identified air carriers serving the Airport
- Providing the notified air carriers with project work element descriptions, justifications, and PFC funding plans
- Draft and coordinate notice and opportunity for public comment

- Conducting the air carrier consultation meeting or assisting the County in conducting the meeting and taking, drafting, and editing meeting minutes
- Compiling air carrier certifications of agreement/disagreement and summarizing substantive air carrier comments contained therein, along with any public comments received by the County
- Drafting the County's reasons for proceeding with project work elements in the face of any air carrier or public disagreements, if applicable

Task 4 – PFC Application Development and Submittal: Utilizing the Airport's current CIP and PFC financial and project information, a new PFC application will be prepared for submittal by the County to the FAA in a manner and form prescribed by the FAA. The air carriers will be notified to collect PFCs following FAA approval of the PFC application.

The Engineer will attend a total of four meetings. Additional meetings, over the four proposed, will require modification to this contract.

The preparation of the PFC application is eligible for reimbursement under the PFC program.

Estimated Time Schedule: Preparation of the PFC application shall be completed in accordance with the schedule established and agreed upon by the Owner and Engineer.

Cost of Services: The method of payment for preparation of the PFC application shall be a lump sum of \$49,958.00 in accordance with Article 6 of the contract.

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

APPROVED:
BEAUFORT COUNTY

APPROVED:
TALBERT, BRIGHT & ELLINGTON,
INC.

Title

Vice President
Title:

Date:

Date:

Witness:

Witness:

Talbert, Bright & Ellington, Inc.

Work Authorization 2119-1002

MANHOUR ESTIMATE

PFC Application
 HILTON HEAD ISLAND AIRPORT
 HILTON HEAD ISLAND, SOUTH CAROLINA
 AIP PROJECT NO:
 SCDOA PROJECT NO: -
 CLIENT PROJECT NO:
 TBI PROJECT NO: 2119-1002

March 18, 2011

DESCRIPTION	PRIN	PM	SP	E6	E4	E2	E1	T5	T3	AD5	AD3
	\$ 168	\$ 158	\$ 125	\$ 142	\$ 108	\$ 78	\$ 68	\$ 98	\$ 69	\$ 74	\$ 53
Task 1 - Information Gathering and PFC/CIP Review											
Review Status of Existing PFC Program and CIP Projects	0	0	8	0	0	0	0	0	0	0	0
Meeting with Airport	8	8	0	0	0	0	0	0	0	0	0
Task 2 - PFC Program Development - New PFC Application											
Review and Analyze CIP Funding Plan	0	0	8	0	0	0	0	0	0	0	0
Develop PFC Financial Plan (Attachment A)	0	0	16	0	0	0	0	0	0	0	2
Task 3 - Air Carrier Consultation and Public Notification Process											
Draft and Distribute Air Carrier Notification Letter	2	0	2	0	0	0	0	0	0	0	1
Draft and Coordinate Public Notice for Public Comment	2	0	2	0	0	0	0	0	0	0	1
Air Carrier Consultation Meeting	8	0	8	0	0	0	0	0	0	0	0
Airline Comment and Response Development	4	0	4	0	0	0	0	0	0	0	0
Task 4 - PFC Application Development and Submittal											
Coordinate with FAA and Other Government Agencies	0	0	8	0	0	0	0	0	0	0	0
Prepare and Submit Application	2	0	8	0	0	0	0	0	0	0	2
Draft and Distribute FAA Approval and Collection Letter to Air Carriers	2	0	2	0	0	0	0	0	0	0	2
Additional Meetings (2)	16	16	0	0	0	0	0	0	0	0	0
MANHOUR TOTAL	44	24	66	0	0	0	0	0	0	0	8

DIRECT LABOR EXPENSES:

CLASSIFICATION	BILL RATE	EST. MHRs	EST. COST
Principal	PRIN \$ 168	44	\$ 7,392
Project Manager	PM \$ 158	24	\$ 3,792
Senior Planner	SP \$ 125	66	\$ 8,250
Engineer V	E6 \$ 142	-	\$ -
Engineer III	E4 \$ 108	-	\$ -
Engineer II	E2 \$ 78	-	\$ -
Engineer I	E1 \$ 68	-	\$ -
Technician V	T5 \$ 98	-	\$ -
Technician III	T3 \$ 69	-	\$ -
Admin. Assistant IV	AD5 \$ 74	-	\$ -
Admin. Assistant III	AD3 \$ 53	8	\$ 424
	Total	142	
SUBTOTAL			\$ 19,838.00

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 100	1	\$ 100
Postage	LS	\$ 100	1	\$ 100
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 150	1	\$ 150
Travel	LS	\$ 1,000	1	\$ 1,000

MANHOOR ESTIMATE

PFC Application
 HILTON HEAD ISLAND AIRPORT
 HILTON HEAD ISLAND, SOUTH CAROLINA
 AIP PROJECT NO:
 SCDOA PROJECT NO:
 CLIENT PROJECT NO:
 TBI PROJECT NO: 2119-1002

March 18, 2011

DESCRIPTION	PRIN	PM	SP	E6	E4	E2	E1	T5	T3	AD5	AD3
	\$ 168	\$ 158	\$ 125	\$ 142	\$ 108	\$ 78	\$ 68	\$ 98	\$ 69	\$ 74	\$ 53
<i>SUBTOTAL</i>	<i>\$ 1,350.00</i>										

SCOPE OF SUCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Newton & Associates	LS	\$ 28,750	1	\$ 28,750.00
<i>SUBTOTAL</i>				<i>\$ 28,750.00</i>
TOTAL PRELIMINARY COST:				\$ 49,958.00