



Beaufort County Airports Board

Chairman

HOWARD ACKERMAN

Vice Chairman

LESLIE ADLAM FLORY

Committee Members

MARK BAILEY
CHRIS BUTLER
ANNE ESPOSITO
NICHOLAS MESENBURG
DAVID NELEMS
RICH SELLS
THOMAS SHEAHAN
JIM STARNES
BRIAN TURRISI

Airports Director

JON REMBOLD

Interim

County Administrator

JOHN ROBINSON

Administrative Specialist

ROCIO REXRODE

Administration Building

Hilton Head Island Airport
120 Beach City Road
Hilton Head Is, SC 29926

Contact

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MEETING ACCESS

[MEETING LINK](#)

ID: 161 714 8655

Passcode: 791968

Beaufort County Airports Board Agenda

Council Chambers - Administration Building

100 Ribaut Road, Beaufort, SC 29901

Thursday, October 19, 2023, at 1:30 PM

Hybrid Meeting

- I. CALL TO ORDER
 - II. PLEDGE OF ALLEGIANCE
 - III. PUBLIC NOTIFICATION OF THIS MEETING HAS BEEN PUBLISHED, POSTED, AND DISTRIBUTED IN COMPLIANCE WITH THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT (FOIA)
 - IV. APPROVAL OF AGENDA
 - V. APPROVAL OF MINUTES – [SEPTEMBER 21, 2023](#)
 - VI. PUBLIC COMMENT (Limit comments to three minutes)
 - VII. DIRECTOR'S REPORT
 - VIII. UNFINISHED BUSINESS
 - IX. NEW BUSINESS
- ACTION ITEMS:
1. BEAUFORT EXECUTIVE AIRPORT (ARW) – RECOMMENDATION TO APPROVE A LEASE AGREEMENT AT 39 AIRPORT CIRCLE BETWEEN BEAUFORT COUNTY AND TIM VERROI – [VOTE](#)
 2. BEAUFORT EXECUTIVE AIRPORT (ARW) – RECOMMENDATION TO APPROVE A LEASE AGREEMENT AT 39 AIRPORT CIRCLE BETWEEN BEAUFORT COUNTY AND BEAUFORT FLIGHT TRAINING - [VOTE](#)
 3. APPROVAL OF 2024 BCAB MEETING DATES - [VOTE](#)
- X. CHAIRMAN UPDATE
 - XI. COMMITTEE REPORTS
 - XII. CITIZEN COMMENT (Limit comments to three minutes)
 - XIII. ADJOURNMENT

NEXT MEETING:

THURSDAY, NOVEMBER 16, 2023, AT 1:30 PM

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

MINUTES

Beaufort County Airports Board

September 21, 2023 | 1:30 pm | Meeting called to order by Chairman Howard Ackerman

ATTENDANCE

Present: Howard Ackerman, Leslie Adlam Flory, Anne Esposito, Brian Turrisi, Chris Butler, Nick Mesenburg David Nelems, Rich Sells, and Jim Starnes

Absent: Thomas Sheahan and Mark Bailey

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

AGENDA ADOPTION

Brian Turrisi made a motion to adopt the September 21, 2023, BCAB meeting agenda. Rich Sells seconded the motion. All were in favor and the motion passed.

APPROVAL OF MINUTES

Leslie Adlam Flory made a motion to approve the August 17, 2023, meeting minutes. Anne Esposito seconded the motion. All were in favor and the motion passed.

At this point, Howard Ackerman paused the meeting to introduce the new Board members – Jim Starnes and Rich Sells

PUBLIC COMMENTS

There were no Public Comments

DIRECTOR'S REPORT

- **DEPARTMENT UPDATE:**

Terminal Construction Contract:

Jon Rembold informed that the Terminal construction contract was approved and awarded. He mentioned that a pre-construction meeting took place on Tuesday, September 19th. He stated that the Terminal Project has officially started. He informed that Edison Foard, out of Charlotte, NC, is the general contractor. He said the Contractor will generate a project schedule, and coordinate with the Airport on when they want the Notice to Proceed issued. He said that the Notice to Proceed will start the official clock for the two-year project. He said that the first phase will be open for business by the end of the two years.

Agenda Item Approvals:

Rembold reported that the Cost Recovery Model and Revised Airlines Rates, \$12 Million Grant

Acceptance, Rate Changes at ARW, and Interim Letter of Agreement for a Shuttle Service at HXD, were approved by Council.

New Meeting Space:

Rembold informed that some interior work was done at 26 Hunter Road and a new meeting space was put together. He said it has ample space for large meetings and is conveniently located outside the fence. He mentioned that the pre-construction meeting was held at this location.

ExecAir Property Acquisition:

Rembold mentioned that the ExecAir Board had a meeting and voted on the item. He said that there might be a counteroffer, but that the item is moving forward. Rembold said that the purchase would be fully covered by grant money.

St. James Baptist Church:

Rembold stated that the planning and coordination of this project has taken new energy, and it is moving forward.

He mentioned that Ms. Shannetta Griffin, the FAA Associate Administrator for Airports, and Mr. Parks Preston, the FAA Atlanta District Office Manager, came to Hilton Head to meet with the folks at St. James, the County, and the Town to discuss the project.

Rembold mentioned that Ms. Griffin stated that her presence at the meeting was to represent the FAA and to ensure the safe and efficient operations of the Airport during the project. Rembold pointed out that he had the opportunity to give Ms. Griffin and Mr. Preston a tour of the Airport and the airfield before the meeting. He said Ms. Griffin flew in/out of Hilton Head, so she experienced the entire process at the Terminal like everyone else.

Conferences:

Rembold mentioned that Steve Parry and Eric Townsend will be attending the FAA Conference in Atlanta. Rembold said that he will be attending a conference at UNC Charlotte and the Charlotte Airport. He mentioned that he has been asked back as a moderator of a panel at the conference in Charlotte.

Ambassador's Program:

Rembold expressed a big thanks to Leslie and the Ambassadors who volunteered. He stated the program is top-notch. He said the passengers recognized the volunteer jerseys and they focused on that person to ask questions. He said the volunteers really helped, especially on Saturdays, to direct folks to the right places.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS – ACTION ITEMS

1. HILTON HEAD ISLAND AIRPORT (HXD) - RECOMMENDATION TO APPROVE A LEASE AGREEMENT AT 30 HUNTER RD BETWEEN BEAUFORT COUNTY AND EDISON FOARD, INC

Rich Sells made a motion to approve a recommendation to approve a lease agreement at 30 Hunter Rd. between Beaufort County and Edison Foard, Inc. Brian Turrisi seconded the motion. All were in favor and the motion passed.

2. BEAUFORT EXECUTIVE AIRPORT - RECOMMENDATION TO APPROVE A GROUND LEASE AGREEMENT AT 39 AIRPORT CIRCLE BETWEEN BEAUFORT COUNTY AND HIGH TIDE AVIATION SCENIC TOURS, LLC

Anne Esposito made a motion to approve a recommendation to approve a ground lease agreement at 39 Airport Circle between Beaufort County and High Tide Aviation Scenic Tours, LLC. Rich Sells seconded the motion. All were in favor and the motion passed.

3. APPROVAL OF DESIGN OF NEW MONUMENT SIGN AT BEAUFORT EXECUTIVE AIRPORT (ARW COMMITTEE)

Chris Butler made a motion to approve the design of a new monument sign at Beaufort Executive Airport. Jim Starnes seconded the motion. All were in favor and the motion passed.

CHAIRMAN UPDATE

Howard Ackerman stated that the Board is back to full strength with 11 Members. He said he is going to send an updated list of the committee structure. He said in-person Board meetings attendance is strongly encouraged unless there are health issues, family matters or away on business. He mentioned that at the County level they are encouraging Members to attend in person. He said all Board members are encouraged to be in person to have a vigorous discussion on Board issues.

1. Finance Committee

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

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

2. Communications and Marketing Committee

Members: Anne Esposito (Chair), Howard Ackerman, and Leslie Adlam Flory

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

3. Passenger Service Committee

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

Leslie Adlam Flory informed that the Ambassadors Program had ten very dedicated volunteers over

the summer. She said they had one volunteer at the Terminal on Saturdays and Sundays through Labor Day and some Saturdays they had two volunteers. She said the volunteers ensured passengers were in the proper TSA line. She recommended that the County or The Town give them a certificate or thank you of some sort.

She mentioned that she heard numerous comments from the volunteers on how wonderful the LEOs were and how they (LEOs) provided a lot of direction to them and the passengers.

4. ARW Facilities Use and Improvement Committee

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

Chris Butler informed that at the Committee meeting there was a discussion about the new hangars and that the Committee is waiting to see drawings to make sure the space is maximized, and as many hangars as financially possible are built. He said they discussed a possible ground lease and using the Airport as a venue.

5. The HHI Airport Improvement Committee (HXD)

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.

Additional Comments:

Jon Rembold – Airport Security

He mentioned that Beaufort County Sheriff’s Office is facing staffing challenges and is encouraging the Airport to move toward privatizing armed security at the Terminal. Rembold stated that it is a different role than the security staff on the curb moving cars along. He said it is a big deal and it’s going to take some time to make it happen. He said the Airport is working hand in hand with the Sheriff’s office.

Howard Ackerman – Enabling Legislation

He mentioned that he is working with the County on Enabling Legislation to broaden the scope. He stated that it is at least a year-long process that needs to be followed to have the County look at it. He encouraged the Members to read the legislation and provide suggestions and input.

PUBLIC COMMENTS

There were no Public Comments.

ADJOURNMENT

The motion to adjourn was made at 2:25 p.m. It passed unanimously.

NEXT MEETING

October 19, 2023 | 1:30 pm

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



BEAUFORT COUNTY COUNCIL

AGENDA ITEM SUMMARY

ITEM TITLE:
An ordinance to approve a lease agreement between Beaufort County and Tim Verroi
MEETING NAME AND DATE:
Public Facilities and Safety Committee; October 23, 2023
PRESENTER INFORMATION:
Steve Parry; Deputy Airports Director 3 minutes
ITEM BACKGROUND:
Beaufort Executive Airport's terminal maintains multiple office spaces available for lease. Mr. Tim Verroi has leased this office for several years. When Beaufort County formalized the standard lease rates for North and South of the Broad, the airport addressed the lease rate and drafted an updated lease agreement to meet County standards. The DRAFT lease and legal review - approved by Legal on Sep 22, 2023. Beaufort County Airports Board (BCAB) - recommended approval on October 19, 2023. Public Notice was published in the Sunday, October 8, 2023, edition of <i>The Beaufort Gazette</i> and <i>The Island Packet</i> .
PROJECT / ITEM NARRATIVE:
Tim Verroi is an aircraft owner and frequent user of the airport. He has expressed a desire to continue leasing the office space at Beaufort Executive Airport.
FISCAL IMPACT:
Beaufort Executive Airport will receive monthly income generated through lease revenue totaling \$145.20. The monthly base lease payments were calculated using Beaufort County's approved, North of the broad lease rates of \$19.80 per sf. The space totals 88 sf. (88 sq ft x \$19.80/12) Annual Expected Revenue: \$1742.40 The lease rates are in accordance with current Beaufort County lease policies.
STAFF RECOMMENDATIONS TO COMMITTEE:
Airport Staff recommends approval of an ordinance to approve a lease agreement between Beaufort County and Tim Verroi.
OPTIONS FOR COMMITTEE MOTION:
Motion to approve/deny an ordinance to approve a lease agreement between Beaufort County and Tim Verroi. Move forward to Council for Approval on November 13, 2023



BEAUFORT COUNTY COUNCIL

AGENDA ITEM SUMMARY

ITEM TITLE:
An ordinance to approve a lease agreement between Beaufort County and Beaufort Flight Training
MEETING NAME AND DATE:
Public Facilities and Safety Committee; October 23, 2023
PRESENTER INFORMATION:
Steve Parry; Deputy Airports Director 3 minutes
ITEM BACKGROUND:
Beaufort Executive Airport's terminal maintains multiple office spaces available for lease. Beaufort Flight Training (BFT) has operated from this office for several years, producing revenue. When Beaufort County formalized the standard lease rates for North and South of the Broad, the airport addressed the lease rate and drafted an updated lease agreement to meet County standards. The DRAFT lease and legal review - approved by Legal on Sep 22, 2023. Beaufort County Airports Board (BCAB) - recommended approval on October 19, 2023. Public Notice was published in the Sunday, October 8, 2023, edition of <i>The Beaufort Gazette</i> and <i>The Island Packet</i> .
PROJECT / ITEM NARRATIVE:
Beaufort Flight Training (BFT) is a flight training business operating at Beaufort Executive Airport. BFT has expressed a desire to lease an available office space at Beaufort Executive Airport.
FISCAL IMPACT:
Beaufort Executive Airport will receive monthly income generated through lease revenue totaling \$437.25. The monthly base lease payments were calculated using Beaufort County's approved, North of the Broad lease rates of \$19.80 per sf. The space totals 265 sf. (265 sq ft x \$19.80/12) Annual Expected Revenue: \$5247.00 The lease rates are in accordance with current Beaufort County lease policies.
STAFF RECOMMENDATIONS TO COMMITTEE:
Staff recommends approval of an ordinance to approve the lease agreement between Beaufort County and Beaufort Flight Training.
OPTIONS FOR COMMITTEE MOTION:
Motion to approve/deny an ordinance to approve a lease agreement between Beaufort County and Beaufort Flight Training. Move forward to Council for Approval on November 13, 2023



2024 MEETING SCHEDULE BEAUFORT COUNTY AIRPORTS BOARD



DATE	TIME	LOCATION
January 18th	1:30 PM	Town of Hilton Head Island One Town Center Court, Hilton Head Island, SC
February 22nd*	1:30 PM	Council Chambers, Administration Building 100 Ribaut Road, Beaufort, SC
March 21st	1:30 PM	Town of Hilton Head Island One Town Center Court, Hilton Head Island, SC
April 18th	1:30 PM	Council Chambers, Administration Building 100 Ribaut Road, Beaufort, SC
May 16th	1:30 PM	Town of Hilton Head Island One Town Center Court, Hilton Head Island, SC
June 20th	1:30 PM	Council Chambers, Administration Building 100 Ribaut Road, Beaufort, SC
July 18th	1:30 PM	Town of Hilton Head Island One Town Center Court, Hilton Head Island, SC
August 15th	1:30 PM	Council Chambers, Administration Building 100 Ribaut Road, Beaufort, SC
September 19th	1:30 PM	Town of Hilton Head Island One Town Center Court, Hilton Head Island, SC
October 17th	1:30 PM	Council Chambers, Administration Building 100 Ribaut Road, Beaufort, SC
November 21st	1:30 PM	Town of Hilton Head Island One Town Center Court, Hilton Head Island, SC
December 19th	1:30 PM	TBD 100 Ribaut Road, Beaufort, SC

*This meeting is on the 4th Thu of the month

PLEASE NOTE: MEETING LOCATION AND DATES ARE SUBJECT TO CHANGE