





### AGENDA AIRPORTS BOARD Thursday June 21, 2018 1:30 p.m.

Beaufort County Government Building, County Council Chambers

#### NO AUDIO/VIDEO WILL BE AVAILABLE AT THE HILTON HEAD ISLAND LIBRARY

- 1. CALL TO ORDER
- PLEDGE OF ALLEGIANCE
- ADOPTION OF AGENDA
- 4. APPROVAL OF MAY MINUTES
- 5. PUBLIC COMMENT Limited to Three Minutes Each Person
- 6. AIRPORT UPDATES Jon Rembold
- 7. DIRECTOR'S REPORT Jon Rembold
- 8. UNFINISHED BUSINESS Chairman
- 9. NEW BUSINESS Chairman
  - Talbert, Bright and Ellington Work Authorization 18-02 Architectural Services in Support of Immediate Needs and Alternatives Analysis at HXD Commercial Services terminal
  - Talbert, Bright and Ellington Work Authorization 18-03 Professional Services in support of drafting airline agreement and commercial use permit for HXD
- 10. PUBLIC COMMENT Limited to Three Minutes Each Person

#### 11. EXECUTIVE SESSION

- Discussion incident to potential contractual negotiations and potential property acquisition at Hilton Head Island Airport
- Legal matters concerning Hilton Head Island Airport

#### 12. FUTURE MEETINGS

Airports Board: **July meeting cancelled.** The next meeting will be Thursday, August 16, 2018, 1:30 pm at Beaufort County Government Building, County Council Chambers.







#### AIRPORTS BOARD

### May 17, 2018

The electronic and print media were duly notified in Accordance with the State Freedom of Information Act

**Notification:** To view video of full discussion of this meeting please visit <a href="http://beaufort.granicus.com/ViewPublisher.php?view\_id=2">http://beaufort.granicus.com/ViewPublisher.php?view\_id=2</a>

The Airports Board met on Thursday, May 17, at 1:30 p.m. at Town of Hilton Head, Council Chamber. Chairman Wallace called the meeting to order and led the attendees in the Pledge of Allegiance.

### **ATTENDANCE**

Airports Board Members: Wally Wallace, Rich Sells, Dan Ahern, Anne Esposito, Leslie Adlam Flory, Blakely Williams, Mark Bailey and Barry Wilbur (Absent: Lex Brown, Jim Buckley, and Howard Ackerman)

County Staff: Jon Rembold, Airports Director; Renee' M. Ford, Airports Administrative Assistant; Town Councilman John McCann; Beaufort County Councilmen, Stu Rodman and Steve Fobes.

Public: Judy Elder - Talbert, Bright and Ellington; Mike Peery – Signature Flight Support; Ariana Pernice – Hilton Head Bluffton Chamber of Commerce

### MOTION ADOPTION OF AGENDA

**Motion:** It was moved by Mr. sells and seconded by Ms. Esposito that the Agenda be adopted. The vote was FOR — Wally Wallace, Rich Sells, Dan Ahern, Anne Esposito, Leslie Adlam Flory, Blakely Williams, Mark Bailey and Barry Wilbur. AGAINST — None. ABSENT — Lex Brown, Jim Buckley, and Howard Ackerman.

MOTION PASSED.

#### **MOTION TO ACCEPT MINUTES**

Motion: It was moved by Mr. Wilbur and seconded by Ms. Adlam-Flory that the April 19, 2018 meeting minutes be approved. The vote was FOR — Wally Wallace, Rich Sells, Dan Ahern, Anne Esposito, Leslie Adlam Flory, Blakely Williams, Mark Bailey and Barry Wilbur. AGAINST — None. ABSENT — Lex Brown, Jim Buckley, and Howard Ackerman. MOTION PASSED.

#### **PUBLIC COMMENTS** – None

#### **AIRPORT PROJECT UPDATES**

LADY'S ISLAND PROJECT UPDATE

#### **RW 7 OBSTRUCTION REMOVAL PROJECT:**

Mr. Rembold stated the fieldwork started February 2018. The project paused due to legal issues with two property owners; will resume when those matters are resolved.

**AIRFIELD ELECTRICAL PROJECT** – Bid scheduled for this summer; 3 to 6 months.

**HANGAR MAINTENANCE** – Installed new exterior lighting and repaired several doors.

Charts were displayed for AvGas, Jet A sales and aircraft operations.

#### HILTON HEAD PROJECT UPDATE

**TRANSITION TO JET SERVICE** – Mr. Rembold stated American Airlines jet service will begin July 5<sup>th</sup>, 2018. Coordinating with TSA and American Airlines the logistics; ramp space, sterile area, TSA baggage x-ray machine, adjusting lobby space for processing passenger checkin

**COMMERCIAL TERMINAL RENOVATION** – Mr. Rembold stated we are working on identifying the immediate and near future improvements to accommodate jet service with a single airline.

**RWY21 OBSTRUCTION REMOVAL PROJECT UPDATE** – Tree removal on St. James Baptist Church property is complete.

**Runway Extension Area Prepared for Asphalt** – The asphalt project is near completion. **EMAS installation** completed for runway 21 and runway 3 is underway next.

**154 BEACH CITY ROAD** – Design process is with Town of Hilton Head for approval.

**RW3 PROJECT UPDATE** –Properties on south end 100% demolished; grading and drainage – phase 1 95% complete & phase 2 20% complete. Phase 1 of asphalt anticipated to be complete by May 31<sup>st</sup>.

Charts displayed for AvGas, Jet A sales, Total Aircraft Operations and Enplanements/Deplanements. Note: Total Ops slightly down due to nighttime closure.

#### DIRECTOR'S REPORT

American Airlines Site Visit – April 25: We were able finalize location of counters, electrical power, relocating kiosk, relocating counter in sterile area.

**TSA Site Visit** – **May 2:** TSA was able to finalize plans for location of baggage x-ray machine, electrical and staffing in preparation of new jet service.

**Publicity Related to Coming Jet Service** – Mr. Rembold stated HXD would have newspaper, magazine, and television station coverage for first jet service.

#### **UNFINISHED BUSINESS**

**HXD Security Improvement -** Contract has been issued.

### **NEW BUSINESS**

**Talbert, Bright & Ellington Tree Mitigation** – The board reviewed Work Authorization 2119-1703 prior to the meeting. Mr. Rembold summarized WA 17-03 Tree Mitigation; asked the board for a recommendation for approval.

**Motion:** Mr. Sells made a recommendation to move forward the approval for Talbert, Bright & Ellington to prepare design plans and develop the necessary documents, second by Ms. Esposito. FOR – Wally Wallace, Rich Sells, Dan Ahern, Anne Esposito, Leslie Adlam Flory, Blakely Williams, Mark Bailey and Barry Wilbur. AGAINST – None. ABSENT – Lex Brown, Jim Buckley, and Howard Ackerman.

#### RECOMMENDATION PASSED.

**Award Recommendation-Airport Consultant -** The board reviewed the qualifications for Airports Consultant for Beaufort County Airports prior to the meeting. Mr. Rembold summarized the evaluation process and the committee recommendations.

**Motion:** Mr. Wilbur made a motion to endorse the Airports Consultant plan, second by Ms. Adlam Flory. FOR – Wally Wallace, Rich Sells, Dan Ahern, Anne Esposito, Leslie Adlam Flory, Blakely Williams, Mark Bailey and Barry Wilbur. AGAINST – None. ABSENT – Lex Brown, Jim Buckley, and Howard Ackerman.

### **MOTION PASSED.**

#### **Consideration of Marketing Agreement with Volaire**

Mr. Rembold stated HXD currently does not have a means to conduct marketing work on behalf of the airport or in support of tenants (airlines). HXD asked Volaire to provide a proposed scope of services. The proposal provided a blueprint for actions related to the start of jet service with American Airlines.

The board discussed the proposed agreement and unanimously agreed to move forward with further discussions of the marketing agreement. A formal agreement would come back to the BCAB for approval.

### **Automated Gate at Beaufort County Airport**

Due to the Super Walmart and increase in traffic on Airport Road, the Beaufort Aviation Association will generate funding and seek a contractor to install automated gate at ARW. The association has \$15k to-date; will seek grant funding from private source(s); Joel Philips & Mr. Rembold will have to approve contract; legal and Beaufort County Council review will be necessary before making any deal final.

**Motion:** Mr. Wilbur made a motion to endorse funding from outside source for automated gate, second by Ms. Esposito. FOR – Wally Wallace, Rich Sells, Dan Ahern, Anne Esposito, Leslie Adlam Flory, Blakely Williams, Mark Bailey and Barry Wilbur. AGAINST – None. ABSENT – Lex Brown, Jim Buckley, and Howard Ackerman.

### **MOTION PASSED.**

#### **PUBLIC COMMENTS** - None

#### **FUTURE MEETINGS**

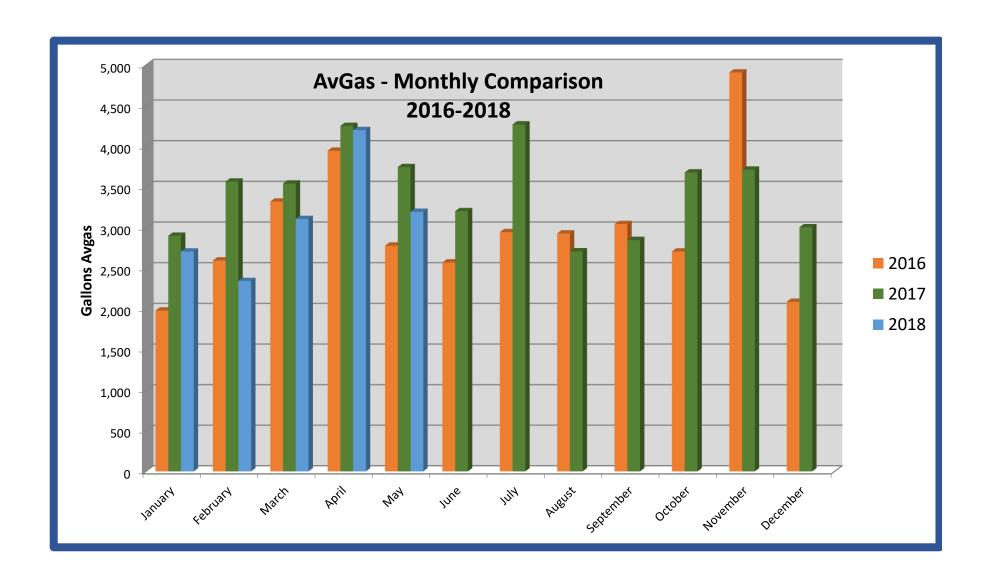
The next meeting will be held June 21, 2018, 1:30pm, Beaufort County Government Building, County Council Chambers.

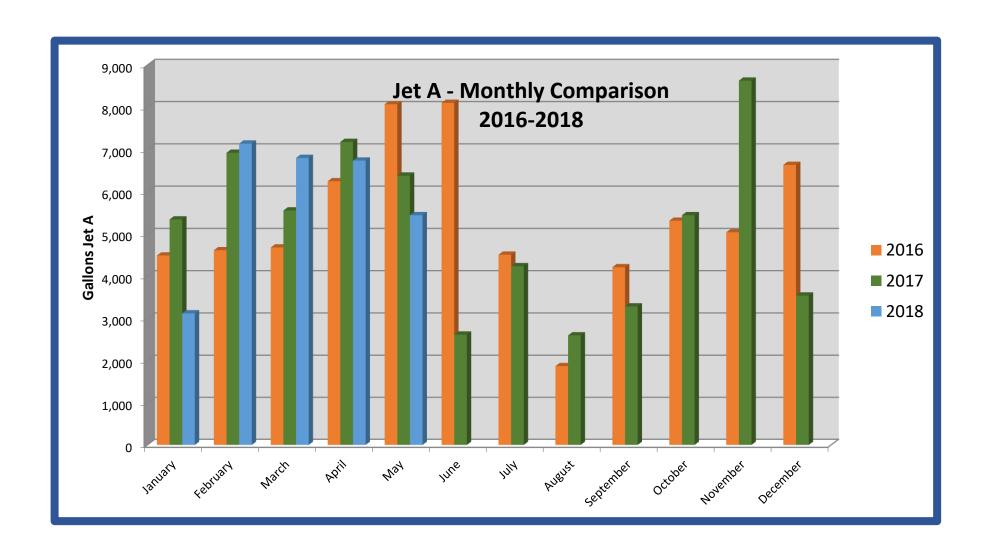
#### ADJOURNMENT – 2:25 PM

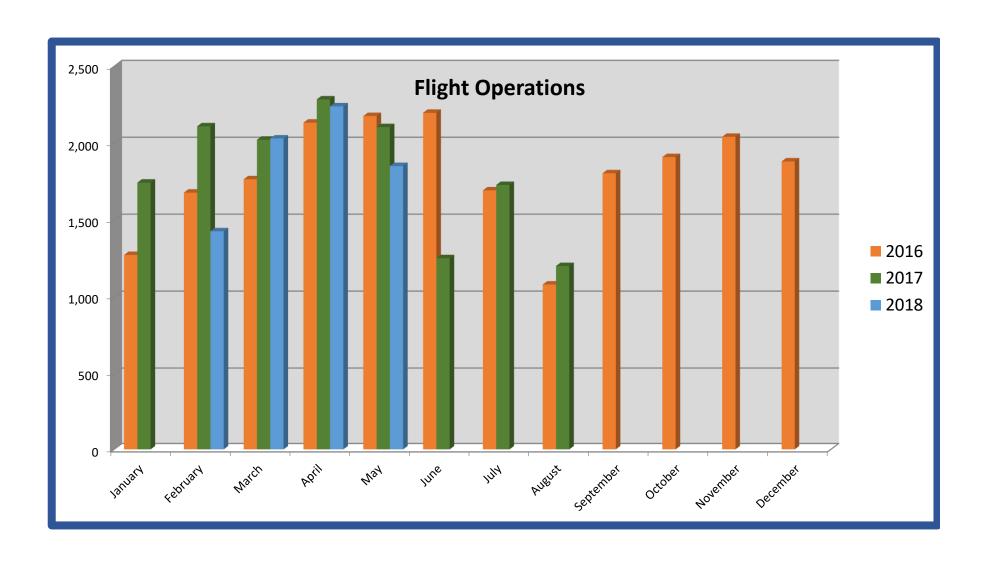
### **ARW FUEL OPS**

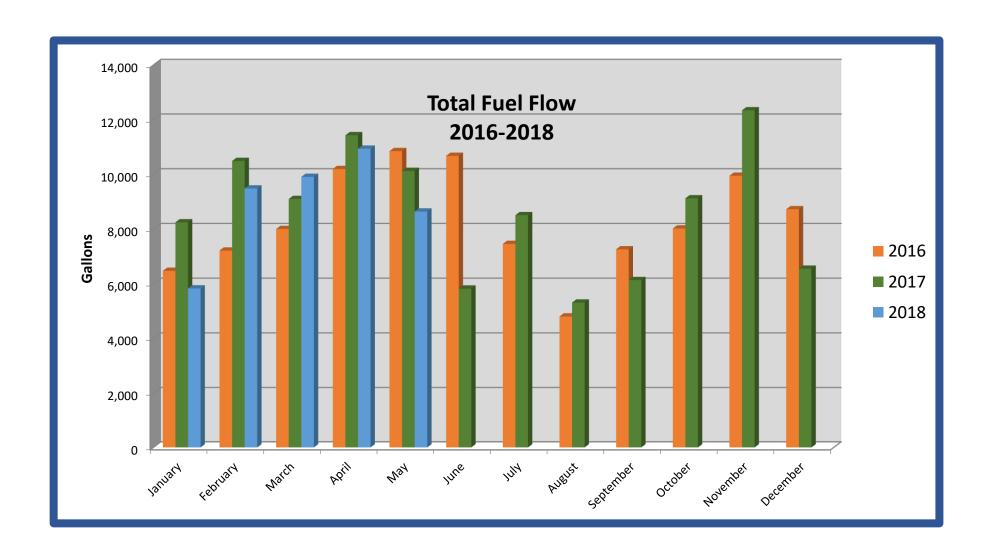
	Avgas	Jet A	Total Flow	Total Flight Ops		Avgas	Jet A	Total Flow	Total Flight Ops		Avgas	Jet A	Total Flow	Total Flight Ops
2018					2017					2016				
January	2,708	3,126	5,834	0	January	2,902	5,347	8,249	1,744	January	1,982	4,494	6,476	1,274
February	2,346	7,141	9,487	1,428	February	3,568	6,924	10,492	2,110	February	2,598	4,619	7,217	1,679
March	3,108	6,803	9,911	2,031	March	3,544	5,559	9,103	2,023	March	3,322	4,684	8,006	1,766
April	4,201	6,739	10,940	2,240	April	4,252	7,181	11,433	2,285	April	3,947	6,251	10,198	2,134
May	3,196	5,447	8,643	1,852	Мау	3,746	6,384	10,130	2,105	May	2,780	8,072	10,852	2,177
June					June	3,204	2,623	5,827	1,253	June	2,574	8,105	10,679	2,198
July					July	4,270	4,241	8,511	1,729	July	2,946	4,513	7,459	1,694
August					August	2,711	2,605	5,316	1,202	August	2,930	1,877	4,807	1,082
September					September	2,850	3,289	6,139	** Unk	September	3,046	4,217	7,263	1,805
October					October	3,680	5,447	9,127	** Unk	October	2,708	5,316	8,024	1,910
November					November	3,714	8,630	12,344		November	4,909	5,043	9,952	2,042
December					December	3,006	3,547	6,553		December	2,090	6,638	8,728	1,882
2018 Total	15,559	29,256	36,172	5,699	2017 Total	41,447	61,777	103,224	14,451	2016 Total	35,832	63,829	99,661	21,643

(NOTE: \*\* Unknown. Counters are inoperable due to Hurricane Irma)





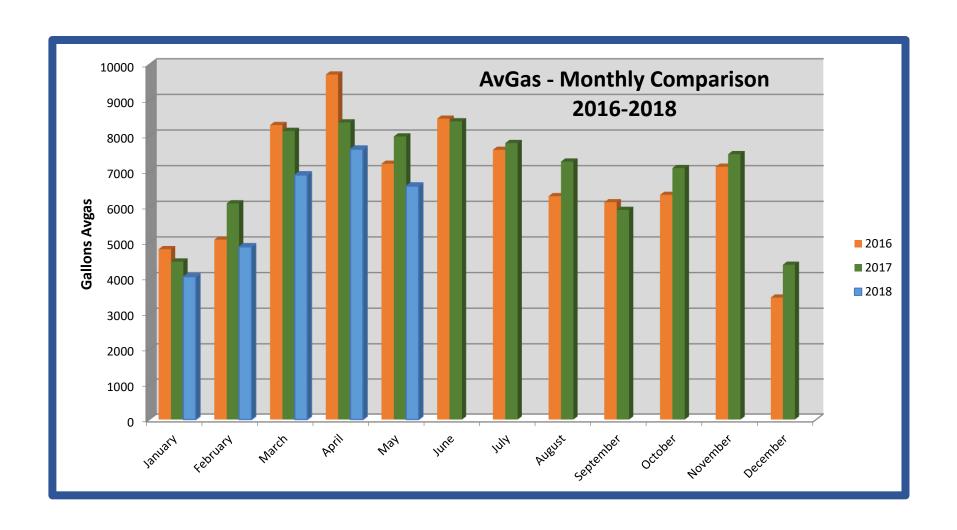




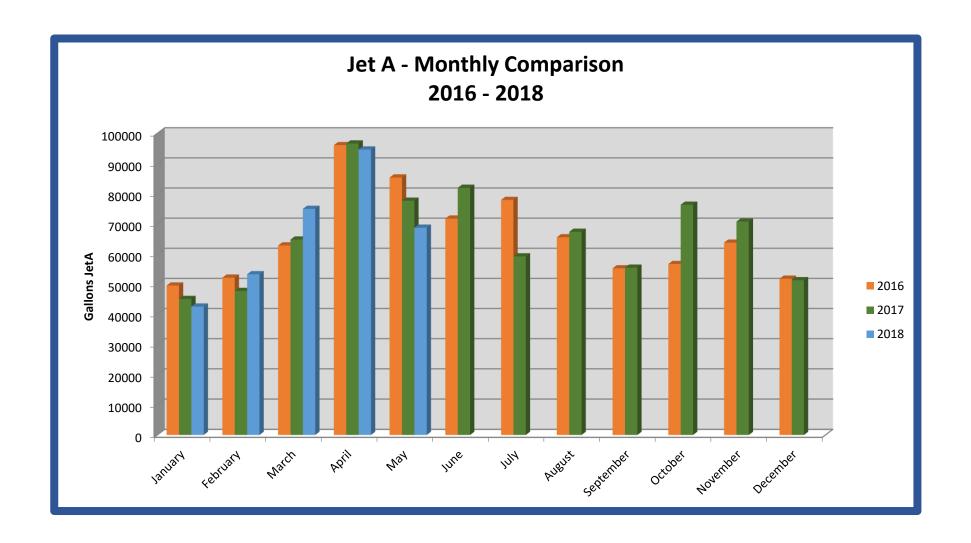
# **HXD FUEL OPS**

	Avgas	Jet A	Total Flow		Avgas	Jet A	Total Flow		Avgas	Jet A	Total Flow
2018				2017				2016			
_								<u> </u>			
January	4,041	42,497	46,538	January	4,467	45,026	49,493	January	4,813	49,489	54,302
February	4,880	53,227	58,107	February	6,099	47,695	53,794	February	5,082	52,104	57,186
March	6,896	74,934	81,830	March	8,133	64,731	72,864	March	8,296	62,786	71,082
April	7,621	94,628	102,249	April	8,371	96,634	105,005	April	9,714	96,077	105,791
May	6,585	68,675	75,260	May	7,977	77,640	85,617	May	7,211	85,347	92,558
June				June	8,402	81,923	90,325	June	8,476	71,700	80,176
July				July	7,791	59,155	66,946	July	7,602	77,893	85,495
August				August	7,271	67,324	74,595	August	6,301	65,499	71,800
September				September	5,917	55,400	61,317	September	6,130	55,190	61,320
October				October	7,089	76,303	83,392	October	6,338	56,624	62,962
November				November	7,480	70,708	78,188	November	7,127	63,711	70,838
December				December	4,376	51,252	55,628	December	3,455	51,740	55,195
2018 Total	30,023	333,961	363,984	2017 Total	83,373	793,791	877,164	2016 Total	80,545	788,160	868,705

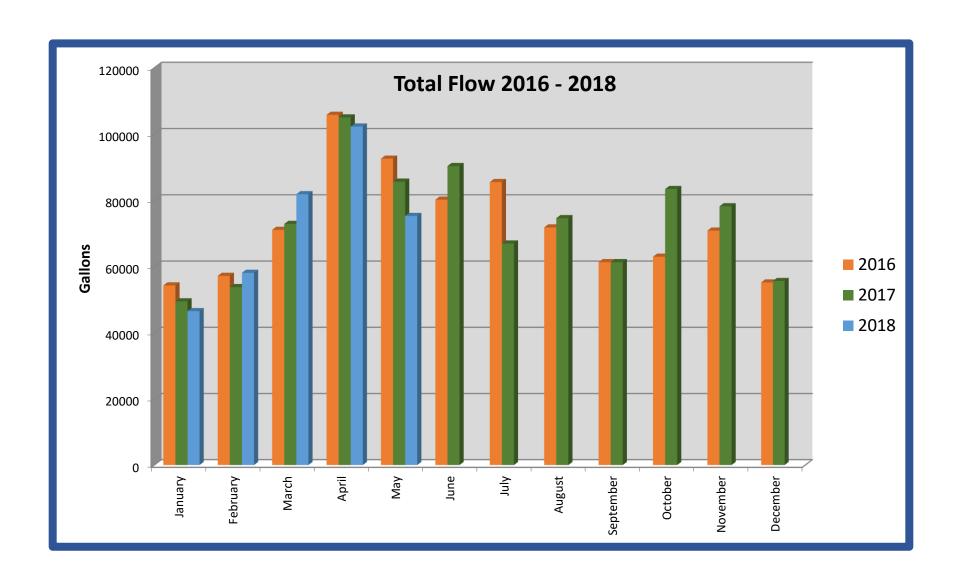
## **HXD Fuel Charts**



### **HXD Fuel Charts**

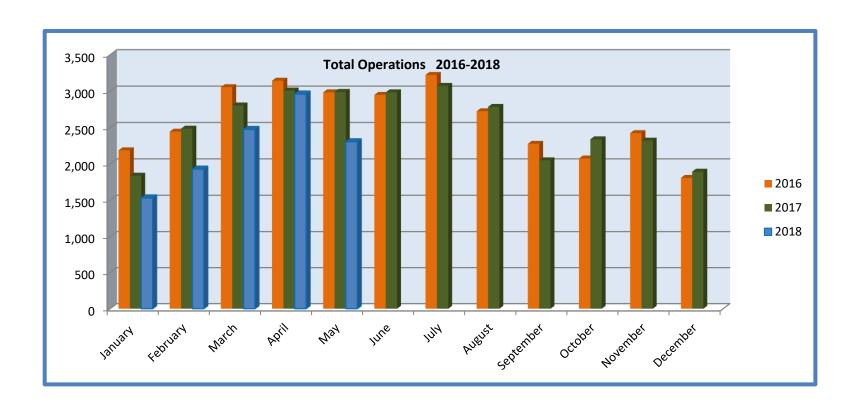


# **HXD Fuel Charts**



	ITIN	ERATE		LOC	CAL							YTD Total
TOWER	AIR TAXI	GA	MILITARY	LOCAL GA	LOCAL MIL	VFR	IFR	Total	After Hrs. GA	After Hrs. Comm	Total Ops	Ops
January	321	1,041	19	132	21	765	769	1,534	0	0	1,534	1,534
February	368	1,312	28	202	20	683	1,247	1,930	0	0	1,930	3,464
March	465	1,819	21	148	22	1,027	1,448	2,475	0	0	2,475	5,939
April	584	2,207	11	138	22	1,578	1,384	2,962	0	0	2,962	8,901
May	434	1,734	16	96	26	1,091	1,215	2,306	0	0	2,306	11,207
June								0				11,207
July								0				11,207
August								0				11,207
September								0				11,207
October								0				11,207
November								0				11,207
December								0				11,207
TOTALS 2018	2,172	8,113	95	716	111	5,144	6,063	11,207	0	0	11,207	
	ITIN	ERATE		LOCAL								YTD Total
TOWER	AIR TAXI	GA	MILITARY	LOCAL GA	LOCAL MIL	VFR	IFR	Total	After Hrs. GA	After Hrs. Comm	Total Ops	Ops
January	308	1,154	18	200	92	984	788	1,772	65	3	1,840	1,840
February	367	1,666	42	256	72	1,358	1,045	2,403	83	0	2,486	4,326
March	448	1,902	24	312	22	1,206	1,503	2,709	96	0	2,805	7,131
April	636	2,163	20	172	20	1,372	1,638	3,010	0	0	3,010	10,141
May	548	2,073	28	334	8	1,590	1,401	2,991	0	0	2,991	13,132
June	525	2,190	40	194	34	1,316	1,667	2,983	0	2	2,985	16,117
July	463	2,360	17	204	30	1,853	1,221	3,074	0	0	3,074	19,191
August	412	2,075	9	254	18	1,329	1,456	2,785	0	0	2,785	21,976
September	383	1,500	18	146	4	1,003	1,048	2,051	0	0	2,051	24,027
October	453	1,753	30	75	30	988	1,352	2,340	0	0	2,340	26,367
November	436	1,741	39	100	6	1,138	1,184	2,322	0	0	2,322	28,689
December	346	1,260	32	231	26	1,013	882	1,895	0	0	1,895	30,584
TOTALS 2017	5,325	21,837	317	2,478	362	15,150	15,185	30,335	244	5	30,584	
	ITIN	ERATE		LOC	CAL							YTD Total
TOWER	AIR TAXI	GA	MILITARY	LOCAL GA	LOCAL MIL	VFR	IFR	Total	After Hrs. GA	After Hrs. Comm	Total Ops	Ops
January 2016	386	1,367	8	206	30	1,073	924	1,997	186	5	2,188	2,188
February 2016	393	1,490	32	316	48	1,326	953	2,279	166	0	2,445	4,633
March 2016	711	1,856	45	214	76	1,540	1,362	2,902	113	41	3,056	7,689
April 2016	747	1,966	30	218	14	1,402	1,573	2,975	126	44	3,145	10,834
May 2016	569	1,883	24	299	36	1,399	1,412	2,811	126	48	2,985	13,819
June 2016	441	1,996	31	286	42	1,607	1,189	2,796	132	22	2,950	16,769

July 2016	490	2,317	21	330	18	1,870	1,306	3,176	22	26	3,224	19,993
August 2016	461	1,818	18	285	52	1,485	1,149	2,634	60	31	2,725	22,718
September 2016	424	1,526	24	184	51	1,070	1,139	2,209	54	15	2,278	24,996
October 2016	340	1,501	17	160	12	1,042	988	2,030	46	0	2,076	27,072
November 2016	463	1,725	21	108	37	1,112	1,242	2,354	68	3	2,425	29,497
December 2016	337	1,100	16	119	40	750	862	1,612	190	8	1,810	31,307
TOTALS 2016	5,762	20,545	287	2,725	456	15,676	14,099	29,775	1,289	243	31,307	



# HXD ENPLANEMENT/DEPLANEMENT

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
AN	2,725	2,896	2,032	2,197	1,644							
EB	2,182	2,418	2,011	2,447	1,751							
1AR	4,782	3,318	3,099	2,636	2,296							
PR	5,301	3,664	2,941	2,948	2,838							
1AY	5,907	4,169	3,196	3,013	2,355							
UN	5,337	3,696	2,749	2,774								
UL	5,712	3,731	2,722	1,961								
.UG	5,507	3,574	2,822	1,935								
EP	4,547	3,041	2,788	1,533								
CT	5,395	3,267	1,814	2,090								
IOV	4,056	2,691	2,348	1,879								
DEC	3,224	1,733	2,398	1,919								
OTALS	54,675	38,198	30,920	27,332	10,884	0	0	0	0	0	0	0
λN	<b>2014</b> 2,523	<b>2015</b> 2,643	<b>2016</b> 1,909	<b>2017</b> 2,369	<b>2018</b> 1,752	2019	2020	2021	2022	2023	2024	202
A N I						2019	2020	2021	2022	2023	2024	2025
EB	2,382	2,637	2,094	2,700	2,192							
IAR	5,510	3,630	3,515	2,883	3,024							
PR	5,477	3,830	3,100	3,442	2,181							
1AY	6,131	4,396	3,467	3,265	2,981							
UN	5,887	4,033	3,098	2,226								
UL	6,070	4,159	3,421	2,465								
.UG	5,865	3,677	3,257	2,312								
SEP	4,448	3,424	3,092	1,998								
OCT	5,472	3,405	1,969	2,437								
10V	3,878	2,745	2,385	2,182								
DEC	3,272	1,709	2,444	2,274								
OTALS	56,915	38,579	33,751	30,553	12,130	0	0	0	0	0	0	
TOTAL	PASSEN	IGER ENI	PLANEM	IENTS &	DEPLA	NEMENT	S 2014-	-2025				
	2014	2015	2,016	2017	2018	2019	S 2014- 2020	-2025 2021	2022	2023	2024	2025
AN	<b>2014</b> 5,248	<b>2015</b> 5,539	<b>2,016</b> 3,941	<b>2017</b> 4,566	<b>2018</b> 3,396				2022	2023	2024	2025
AN EB	<b>2014</b> 5,248 4,564	<b>2015</b> 5,539 5,055	<b>2,016</b> 3,941 4,105	<b>2017</b> 4,566 5,147	<b>2018</b> 3,396 3,943				2022	2023	2024	2025
AN EB IAR	2014 5,248 4,564 10,292	2015 5,539 5,055 6,948	<b>2,016</b> 3,941 4,105 6,614	<b>2017</b> 4,566 5,147 5,519	<b>2018</b> 3,396 3,943 5,320				2022	2023	2024	2025
AN EB IAR PR	2014 5,248 4,564 10,292 10,778	5,539 5,055 6,948 7,494	<b>2,016</b> 3,941 4,105 6,614 6,041	<b>2017</b> 4,566 5,147 5,519 6,390	<b>2018</b> 3,396 3,943 5,320 5,019				2022	2023	2024	2025
AN EB IAR IPR	2014 5,248 4,564 10,292 10,778 12,038	5,539 5,055 6,948 7,494 8,565	2,016 3,941 4,105 6,614 6,041 6,663	2017 4,566 5,147 5,519 6,390 6,278	<b>2018</b> 3,396 3,943 5,320				2022	2023	2024	2025
AN EB IAR PR IAY UN	2014 5,248 4,564 10,292 10,778 12,038 11,224	5,539 5,055 6,948 7,494 8,565 7,729	2,016 3,941 4,105 6,614 6,041 6,663 5,847	2017 4,566 5,147 5,519 6,390 6,278 5,000	<b>2018</b> 3,396 3,943 5,320 5,019				2022	2023	2024	2025
AN EB IAR PR IAY JN	2014 5,248 4,564 10,292 10,778 12,038 11,224 11,782	2015 5,539 5,055 6,948 7,494 8,565 7,729 7,890	2,016 3,941 4,105 6,614 6,041 6,663 5,847 6,143	2017 4,566 5,147 5,519 6,390 6,278 5,000 4,426	<b>2018</b> 3,396 3,943 5,320 5,019				2022	2023	2024	2025
AN EB IAR PR IAY UN UL	2014 5,248 4,564 10,292 10,778 12,038 11,224 11,782 11,372	2015 5,539 5,055 6,948 7,494 8,565 7,729 7,890 7,251	2,016 3,941 4,105 6,614 6,041 6,663 5,847 6,143 6,079	2017 4,566 5,147 5,519 6,390 6,278 5,000 4,426 4,247	<b>2018</b> 3,396 3,943 5,320 5,019				2022	2023	2024	2025
AN EB IAR IPR IAY UN UL UG	2014 5,248 4,564 10,292 10,778 12,038 11,224 11,782 11,372 8,995	2015 5,539 5,055 6,948 7,494 8,565 7,729 7,890 7,251 6,465	2,016 3,941 4,105 6,614 6,041 6,663 5,847 6,143 6,079 5,880	2017 4,566 5,147 5,519 6,390 6,278 5,000 4,426 4,247 3,531	<b>2018</b> 3,396 3,943 5,320 5,019				2022	2023	2024	2025
AN EB MAR MPR MAY UN UL UG EP	2014 5,248 4,564 10,292 10,778 12,038 11,224 11,782 11,372 8,995 10,867	2015 5,539 5,055 6,948 7,494 8,565 7,729 7,890 7,251 6,465 6,672	2,016 3,941 4,105 6,614 6,041 6,663 5,847 6,143 6,079 5,880 3,783	2017 4,566 5,147 5,519 6,390 6,278 5,000 4,426 4,247 3,531 4,527	<b>2018</b> 3,396 3,943 5,320 5,019				2022	2023	2024	2025
AN EB IAR IPR IAY UN UL UG EP	2014 5,248 4,564 10,292 10,778 12,038 11,224 11,782 11,372 8,995 10,867 7,934	2015 5,539 5,055 6,948 7,494 8,565 7,729 7,890 7,251 6,465 6,672 5,436	2,016 3,941 4,105 6,614 6,041 6,663 5,847 6,143 6,079 5,880 3,783 4,733	2017 4,566 5,147 5,519 6,390 6,278 5,000 4,426 4,247 3,531 4,527 4,061	<b>2018</b> 3,396 3,943 5,320 5,019				2022	2023	2024	202
AN EB MAR IPR MAY UN UL JUG	2014 5,248 4,564 10,292 10,778 12,038 11,224 11,782 11,372 8,995 10,867	2015 5,539 5,055 6,948 7,494 8,565 7,729 7,890 7,251 6,465 6,672	2,016 3,941 4,105 6,614 6,041 6,663 5,847 6,143 6,079 5,880 3,783	2017 4,566 5,147 5,519 6,390 6,278 5,000 4,426 4,247 3,531 4,527	<b>2018</b> 3,396 3,943 5,320 5,019				2022	2023	2024	202

111,590

TOTALS

64,671

57,885

23,014

78,486

