

COUNTY COUNCIL OF BEAUFORT COUNTY
ADMINISTRATION BUILDING
BEAUFORT COUNTY GOVERNMENT ROBERT SMALLS COMPLEX
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BEAUFORT, SOUTH CAROLINA 29901-1228
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STEWART H. RODMAN
CHAIRMAN

D. PAUL SOMMERVILLE
VICE CHAIRMAN

COUNCIL MEMBERS

MICHAEL E. COVERT
GERALD DAWSON
BRIAN E. FLEWELLING
YORK GLOVER, SR.
CHRIS HERVOCHON
ALICE G. HOWARD
MARK LAWSON
LAWRENCE P. MCELYNN
JOSEPH F. PASSIMENT, JR.

JOHN L. WEAVER
INTERIM COUNTY ADMINISTRATOR

CONNIE L. SCHROYER
CLERK TO COUNCIL

AGENDA
EXECUTIVE COMMITTEE

Monday, March 25, 2019

3:00 p.m.

Large Meeting Room, Hilton Head Branch Library
11 Beach City Road, Hilton Head Island

Committee Members:

Stu Rodman, Chairman
Brian Flewelling, Vice Chairman
Alice Howard
Lawrence McElynn
Joseph Passiment
Paul Somerville

1. CALL TO ORDER – 3:00 p.m.
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
 - A. February 11, 2019 ([backup](#))
 - B. February 27, 2019 Special Session ([backup](#))
5. CITIZEN COMMENTS (*Comments regarding agenda items only*)
6. CONSIDERATION OF CONTRACT AWARDS - *Jon Rembold, Airports Director; Dave Thomas, Purchasing Director*
 - A. Talbert, Bright and Ellington Work Authorization 19-01 / Land Acquisition and Relocation Consulting Services in the Runway Protection Zone / \$ 70,307 ([backup](#))
 - B. Talbert, Bright and Ellington Work Authorization 19-04 / Engineer and Resident Project Representative for improvements to the Hilton Head Island Airport / \$ 100,000 ([backup](#))
 - C. Talbert, Bright and Ellington Work Authorization 18-09 / Land Acquisition and Relocation Consulting Services for the expansion of the Commercial Service Terminal / \$ 175,289.50 ([backup](#))
 - D. Talbert, Bright and Ellington Work Authorization 19-02 / Consulting Services to prepare and Environmental Assessment / \$ 289,938.18 ([backup](#))



7. DISCUSSION ITEMS

- A. Courtesy Nomination regarding Boards and Commissions ([backup](#))
- B. Strategic Planning Retreat / Priority Assignments to Committees ([backup](#))
- C. Standing Committee Issues ([backup](#))
- D. Agenda Backup Overload

8. CONSIDERATION OF REAPPOINTMENTS AND APPOINTMENTS

- A. Airports Board / (1) vacancy ([backup](#))

9. ADJOURNMENT

**MINUTES
EXECUTIVE COMMITTEE**

February 11, 2019

Executive Conference Room, Administration Building,
Beaufort County Government Robert Smalls Complex,
100 Ribaut Road, Beaufort, South Carolina 29902

The electronic and print media duly notified in
accordance with the State Freedom of Information Act.

Attendance

Present: Chairman Stu Rodman, Vice Chairman Brian Flewelling, Alice Howard, Joseph Passiment and Paul Sommerville

Not Present: Larry McElynn

Ex-officio Michael Covert, Gerald Dawson, Chris Hervochon and York Glover (Non-committee members of Council serve as *ex-officio* members and are entitled to vote.)

Staff: Jim Beckert, Auditor; Tom Keaveny, County Attorney; Jon Rembold, Airports Director; Dave Thomas, Purchasing Director; John Weaver and Interim County Administrator

Call to Order

Chairman Rodman called the meeting to order at 4:00 p.m.

Approval of Agenda

There was no motion to approve the agenda.

Citizen Comments

There were no comments.

ACTION ITEMS

Item: Consideration of Reappointments and Appointments / Airports Board

Motion: It was moved by Mr. Flewelling, seconded by Mrs. Howard that Committee recommend Council reappoint Howard Ackerman, Dan Ahern, James Buckley, Anne Esposito, Leslie Adlam Flory, Brian Turrisi, Harold Wallace, Barry Wilbur and Blakely Williams as members of the Airports Board. The vote: YAYS – Mr. Flewelling, Mrs. Howard, Mr. Passiment, Mr. Rodman and Mr.

Sommerville. Mr. Covert, Mr. Dawson, Mr. Glover and Mr. Hervochon did not vote. The motion passed.

Recommendation: Council reappoint Howard Ackerman, Dan Ahern, James Buckley, Anne Esposito, Leslie Adlam Flory, Brian Turrisi, Harold Wallace, Barry Wilbur and Blakely Williams as members of the Airports Board.

INFORMATION ITEMS

Item: Update / Beaufort County Economic Development Corporation – John O’Toole, Executive Director, Beaufort County Economic Development Corporation

Discussion: Mr. O’Toole gave a PowerPoint presentation highlighting the activities of the Beaufort County Economic Development Corporation. Some of the highlights include:

- Increased marketing on social media and national / international network for site selectors.
- Focus on the workforce pool including exiting military, TCL and USCB graduates.
- Market targets include headquarters, healthcare, insurance and financial services, back-office operations, aerospace, defense, bio/life sciences, light manufacturing, breweries and spirits. The main focus for next year will be back-office operations, aerospace and light manufacturing.
- There have been 75 leads so far this year. Two-thirds of these leads have been homegrown.
- Capital investment year to date is \$24M.
- 243 jobs have been created.

Status: For information only.

Item: Update / Beaufort County Airports – Jon Rembold, Airports Director

Discussion: Mr. Rembold gave an update of the Hilton Head Island Airport projects and activities.

American, United and Delta Airlines are offering selected service to Charlotte, Ronald Reagan, Dulles, Chicago O’Hare, Newark, Atlanta and LaGuardia. Some destinations are seasonal.

Upcoming projects and activities:

- Terminal renovation and expansion including a modular hold room, interior building modifications of terminal and TSA office space
- Commercial ramp expansion
- Campus entrance and public art
- Development opportunity on east side of field
- Increase surface parking
- Increase rental car areas

Marketing opportunities include:

- Cooperative digital campaign in destination markets and connecting markets
- Sponsorships of local events for local exposure
- Vacation planners with Chambers of Commerce and Lowcountry Tourism Commission
- RBC Heritage, PGA tour event
- Local media

Flight paths have changed and will likely change from time to time based on many factors. Information regarding flight paths is available to residents.

There will be congestion at the airport until the terminal project is completed.

Status: For information only.

Item: Discussion Items / Courtesy Nominations, Council's Rules and Procedures and Strategic Planning Retreat

Discussion: Courtesy Nominations will be discussed at the next Executive Committee Meeting. Mr. Weaver will include updates on Council's Rules and Procedures and the Strategic Planning Retreat in his next Administrator's Report.

Adjournment

The meeting adjourned at 5:04 p.m.

Ratified by Committee:

**MINUTES
EXECUTIVE COMMITTEE
SPECIAL SESSION
MALIND BLUFF DEVELOPMENT AGREEMENT**

February 27, 2019

Executive Conference Room, Administration Building,
Beaufort County Government Robert Smalls Complex,
100 Ribaut Road, Beaufort, South Carolina 29902

The electronic and print media duly notified in
accordance with the State Freedom of Information Act.

Attendance

Present: Chairman Stu Rodman, Vice Chairman Brian Flewelling, Alice Howard, Joseph Passiment.

Not Present: Larry McElynn, Paul Sommerville

Staff: Eric Greenway, Director Community Development; Chris Inglese, Assistant County Attorney; Tom Keaveny, County Attorney

Others: Mary Lohr, Attorney

Call to Order

Chairman Rodman called the meeting to order at 10:30 a.m.

Approval of Agenda

There was no motion to approve the agenda.

Citizen Comments

There were no comments.

Executive Session

It was moved by Mrs. Howard, seconded by Mr. Flewelling, that Committee go immediately into executive session to discuss contractual negotiations regarding an amendment to the Malind Bluff / Osprey Point Development Agreement. The vote: YEAS – Mr. Flewelling, Mrs. Howard, Mr. Passiment and Mr. Rodman. The motion passed.

Matters Arising Out of Executive Session

There were no matters arising out of executive session.

Adjournment

The meeting adjourned at 11:55 a.m.

Ratified by Committee:

DRAFT



BEAUFORT COUNTY COUNCIL

Agenda Item Summary

Item Title:

Approval of Talbert, Bright and Ellington Work Authorization 19-01

Council Committee:

Executive

Meeting Date:

March 11, 2019

Committee Presenter (Name and Title):

Jon Rembold, Airports Director

Issues for Consideration:

Approval of Consultant Work Authorization for Land Acquisition and Relocation Assistance

Points to Consider:

TBE will be providing land acquisition services as well as relocation consulting services related to the acquisition of the parcels described in the body of the work authorization. These parcels lie in the Runway Protection Zone, a geographic area the FAA strongly recommends remain clear of gathering places. The services include appraisal, review appraisal, and relocation assistance.

Funding & Liability Factors:

90% via future FAA AIP Grant, 5% through future SCAC grant, and 5% via Hilton Head Airport Capital Projects Fund.

Council Options:

Recommendation:

Approval of Talbert, Bright and Ellington Work Authorization 19-01



COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT

106 Industrial Village Road, Bldg. 2, Post Office Drawer 1228
Beaufort, South Carolina 29901-1228

David L Thomas, Purchasing Director

dthomas@bcgov.net 843.255.2353

TO: Councilman Stewart Rodman, Chairman, Executive Committee

FROM: David L Thomas. CPPO. Purchasing Director

SUBJ: Contract Amendment

Approval of Talbert, Bright and Ellington Work Authorization 19-01

DATE: 03/11/2019

BACKGROUND:

Talbert, Bright and Ellington will be providing land acquisition services as well as relocation consulting services related to the acquisition of the parcels described in the body of the work authorization. These parcels lie in the Runway Protection Zone, a geographic area the FAA strongly recommends remain clear of gathering places. The services include appraisal, review appraisal, and relocation assistance.

The Beaufort County Airports Board finds the above authorization acceptable and in line with the provisions of our Contract for Professional Services. The Board requests Executive Committee approval of the Work Authorization.

VENDOR INFORMATION:

Talbert, Bright & Ellington, Inc., Charlotte, NC

COST:

\$70,307

FUNDING:

90% via future FAA AIP Grant, 5% through future SCAC grant, and 5% via Hilton Head Airport Capital Projects Fund.

Funding approved: By: Date:

FOR ACTION:

Executive Committee meeting occurring March 11, 2019.

RECOMMENDATION:

Beaufort County Executive Committee Approval of WA No. 2119-1901.

Attachment:



cc: John Weaver, Interim County Administrator

Approved: Date:

Check to override approval: ☐ Overridden by:

Override Date:

Alicia Holland, Assistant County Administrator, Finance

Approved: Date:

Approved: Date:

Check to override approval: ☒ Overridden by:

Override Date:

ready for admin: ☒

After Initial Submission, Use the Save and Close Buttons



TO: Beaufort County Executive Committee

FROM: Harold Wallace, Beaufort County Airports Board Chair

SUBJ: Beaufort County Airports Board Recommendations to Executive Committee

DATE: March 4, 2019

BACKGROUND.

On February 21, 2019, the Beaufort County Airports Board reviewed the following items:

- HXD WA 19-04 – TBI Project No. 2119-1904 Temporary Terminal Improvements RPR
- HXD WA 18-09 – TBI Project No. 2119 – 1809 Land Acquisition
- HXD WA 19-01 – TBI Project No. 2119 – 1901 Land Acquisition
- HXD WA 19-01 – TBI Project No. 2119 – 1902 Land Acquisition

The board finds the above authorizations acceptable and in line with the provisions of our Contract for Professional Services. The BCAB forwards the attached documents for Executive Committee to review and approve.

cc: John L. Weaver, Interim County Administrator
Jon Rembold

**HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SOUTH CAROLINA
WORK AUTHORIZATION 19-01
February 12, 2019
PROJECT NO.: TBI NO. 2119-1901**

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

Description of Work Authorized:

Task 1: Land Acquisition – Total acquisition of the parcel outlined in Table 1, in accordance with the Master Contract.

Table 1 Parcel Information Hilton Head Island Airport				
Parcel Number	Property Owner	Acreage		Use
		Current	Proposed Taking	
R510 005 000 0015 0000 Billing Address: Location:	St. James Baptist Church P.O. Box 21883 Hilton Head Island, SC 29925 209 Dillon Road	1.71	1.71	Church

The land acquisition shall include coordination with the client, appraisal, review appraisal, and property plat survey (the property survey will be a standard boundary survey and not an ALTA Land Title Survey). Most of this work will be completed by subconsultants under TBE's direction. TBE shall assist Beaufort County but all offers to the property owner will be made by a representative from the County.

Task 2: Relocation Assistance – Upon notice to proceed and in the case of the tenant occupied property, after contact has been made with the owner, an initial contact meeting will be arranged with the displacee. The relocation agent will coordinate this meeting with the appraiser so that both inspections can be done at the same time. This will allow the relocation agent and appraiser to confirm what items are personal property and will be eligible for moving costs. In the initial contact the following will be discussed:

- Relocation assistance program in general
- Rights under the program
- Moving expense eligibility
- Search expense eligibility

- Re-establishment expense eligibility
- Written Notice (eligibility letter, 90-day notice, 30-day notice)
- Project schedule
- Other pertinent issues

While the appraisal is in process, the relocation agent will perform the necessary work to compute the displacee's moving cost eligibility, either by a moving cost finding or by securing bids. Also, the relocation agent will perform a study of the area to determine possible replacement properties for the displacee and identify agencies that can provide assistance in locating new locations. Once the appraisal has been completed, the relocation agent will review the report, to make sure no items being considered as personal property by the relocation agent, are paid for as real property in the appraisal.

Once an acquisition offer has been tendered to the owner of the property, the relocation agent will tender a relocation eligibility offer to the displacee, along with a 90 day vacate letter. The relocation agent will discuss the eligibility offer and the process for moving forward with relocation. Tentative vacate dates will be established in these meetings.

Once a settlement has been reached on the acquisition, and the owner has been paid, the relocation agent will issue a 30 day vacate notice, which will establish a vacate date and amount of rent to be paid, until the property is vacated.

As the properties are vacated, the relocation agent will work with the displacee to process relocation claims. The relocation agent will inspect the subject properties to confirm they have been vacated and to secure the building. Once the property is vacated and secured the relocation agent will turn a complete file and the keys over to the client.

All relocation activities will be in accordance to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and 49 Code of Federal Regulations Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs.

This scope of services does not include attendance at public meetings. If this service is required, it will be performed as an amendment to this work authorization.

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 Article 6 of the contract. The work shall be performed in accordance with the Master Contract as a lump sum of **\$70,307.00.**

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 2119-1901



MANHOUR ESTIMATE

ST. BAPTIST CHURCH LAND ACQUISITION

HILTON HEAD ISLAND AIRPORT

HILTON HEAD ISLAND, SOUTH CAROLINA

AIP PROJECT NO:

SCDOA PROJECT NO:

CLIENT PROJECT NO:

TBI PROJECT NO: 2119-1901

February 12, 2019

DESCRIPTION	PRIN \$ 218	PM \$ 198	SP \$ 144	E5 \$ 172	E3 \$ 112	E2 \$ 96	E1 \$ 78	T5 \$ 102	T3 \$ 85	AD4 \$ 71	AD3 \$ 66
<i>Project Formulation</i>											
Coordination of Land Acquisition Requirements	0	0	1	0	0	1	0	0	0	0	0
Develop Project Scope and Project Budget	2	0	2	0	0	2	0	0	0	0	0
<i>Project Administration</i>											
Coordinate with Surveyor	0	0	1	0	0	1	0	0	0	0	0
Develop Maps	0	0	1	0	0	1	1	0	0	0	0
Coordinate Appraisal	0	0	2	0	0	2	0	0	0	0	0
Coordinate Review Appraisal	0	0	2	0	0	2	0	0	0	0	0
Coordinate Phase I ESA	0	0	8	0	0	8	0	0	0	0	0
Church Coordination Meetings	60	0	60	0	0	8	0	0	0	0	0
Prepare Just Compensation Summary Sheet	0	0	2	0	0	2	0	0	0	0	0
Assist in Issuing Offer of Purchase	4	0	8	0	0	8	0	0	0	0	0
General Assistance and FAA Coordination	40	0	40	0	0	8	0	0	0	0	0
Complete Project Application	0	0	1	0	0	1	0	0	0	0	0
Project Budget/Schedule Updates	0	0	1	0	0	1	0	0	0	0	0
Assist in Project Close-Out	0	0	1	0	0	1	0	0	0	0	0
MANHOUR TOTAL	106	0	130	0	0	46	1	0	0	0	0

DIRECT LABOR EXPENSES:

CLASSIFICATION		BILL RATE	EST. MHRS	EST. COST
Principal	PRIN	\$ 218	106	\$ 23,108
Project Manager	PM	\$ 198	-	\$ -
Senior Planner	SP	\$ 144	130	\$ 18,720
Engineer V	E5	\$ 172	-	\$ -
Engineer III	E3	\$ 112	-	\$ -
Engineer II	E2	\$ 96	46	\$ 4,416
Engineer I	E1	\$ 78	1	\$ 78
Technician V	T5	\$ 102	-	\$ -
Technician III	T3	\$ 85	-	\$ -
Admin. Assistant IV	AD4	\$ 71	-	\$ -
Admin. Assistant III	AD3	\$ 66	-	\$ -
	Total		283	\$ -
<i>SUBTOTAL</i>				\$ 46,322.00

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 200.00	0.5	\$ 100
Postage	LS	\$ 300.00	0.5	\$ 150
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 300.00	1	\$ 300
Travel	LS	\$ 500.00	8	\$ 4,000
<i>SUBTOTAL</i>				\$ 4,550.00

MANHOURLY ESTIMATE

ST. BAPTIST CHURCH LAND ACQUISITION
HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SOUTH CAROLINA
AIP PROJECT NO:
SCDOA PROJECT NO:
CLIENT PROJECT NO:
TBI PROJECT NO: 2119-1901

February 12, 2019

<u>SUBCONTRACTED SERVICES:</u>	UNIT	UNIT	EST.	EST.
		RATE	UNITS	COST
Appraisal	LS	\$ 1,725	1	\$ 1,725
Review Appraisal	LS	\$ 2,818	1	\$ 2,818
Survey Plat	LS	\$ 2,588	1	\$ 2,588
Phase I ESA	LS	\$ 3,105	1	\$ 3,105
Relocation Assistance	LS	\$ 9,200	1	\$ 9,200
<i>SUBTOTAL</i>				\$ 19,435
TOTAL COST:				\$ 70,307.00



TO: Mr. Harold Wallace, BCAB Chairman

FROM: Jon Rembold, Airports Director

SUBJ: **Approval of Talbert, Bright and Ellington Work Authorization 19-01
Land Acquisition**

DATE: March 4, 2019

BACKGROUND:

TBE will be providing land acquisition services as well as relocation consulting services related to the acquisition of the parcels described in the body of the work authorization. These parcels lie in the Runway Protection Zone, a geographic area the FAA strongly recommends remain clear of gathering places. The services include appraisal, review appraisal, and relocation assistance.

Please refer to the attached Work Authorization for more information.

VENDOR INFORMATION:

Talbert, Bright & Ellington, Inc., Charlotte, NC

COST:

\$70,307.00

FUNDING: 90% via future FAA AIP Grant, 5% through future SCAC grant, and 5% via Hilton Head Airport Capital Projects Fund.

FOR ACTION: Beaufort County Airports Board

RECOMMENDATION: Recommend to Beaufort County Executive Committee Approval of WA 19-01

Encl: Talbert, Bright and Ellington Work Authorization 2119-1901



BEAUFORT COUNTY COUNCIL

Agenda Item Summary

Item Title:

Approval of Talbert, Bright and Ellington Work Authorization 19-04

Council Committee:

Executive

Meeting Date:

March 11, 2019

Committee Presenter (Name and Title):

Jon Rembold, Airports Director

Issues for Consideration:

The purpose of this work authorization is to provide an engineer and resident project representative (RPR) to assist HXD with the installation of the temporary hold room and TSA mobile unit; expansion of the aircraft parking ramp to accommodate the GSE equipment; ramp lighting modifications; modifications to the existing ticketing area; relocation of TSA equipment; and improvements to the bag claim areas, as well as any other improvement projects required to the existing terminal building and aircraft parking apron that may arise in effort to accommodate the commercial service airlines.

Points to Consider:

The existing passenger hold room is inadequate to handle three flights on the ground simultaneously and additional hold room space and restrooms are needed to meet this demand. The existing hold room capacity does not allow for multiple full flights of passengers to pass through TSA screening and wait in the hold area. Local fire codes will be violated without the addition of the modular hold room. The existing hold room does not contain restrooms because the building was completed prior to September 11, 2001, which resulted in changes to airport security. These changes added the TSA screening checkpoint, which effectively isolated the restrooms on the non-secure side of the airport terminal. The proposed modular hold room will provide restroom facilities post-security.

Funding & Liability Factors:

90% via future FAA AIP Grant, 5% through future SCAC grant, and 5% via Hilton Head Airport Capital Projects Fund.

Council Options:

Recommendation:

Approval of Talbert, Bright and Ellington Work Authorization 19-04



**COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT**

106 Industrial Village Road, Bldg. 2, Post Office Drawer 1228
Beaufort, South Carolina 29901-1228

David L Thomas, Purchasing Director
dthomas@bcgov.net 843.255.2353

TO: Councilman Stewart Rodman, Chairman, Executive Committee

FROM: David L Thomas. CPPO. Purchasing Director

SUBJ: Contract Amendment

Approval of Talbert, Bright and Ellington Work Authorization 19-04

DATE: 03/11/2019

BACKGROUND:

The purpose of this work authorization is to provide an engineer and resident project representative (RPR) to assist HXD with the installation of the temporary hold room and TSA mobile unit; expansion of the aircraft parking ramp to accommodate the GSE equipment; ramp lighting modifications; modifications to the existing ticketing area; relocation of TSA equipment; and improvements to the bag claim areas, as well as any other improvement projects required to the existing terminal building and aircraft parking apron that may arise in effort to accommodate the commercial service airlines.

The Beaufort County Airports Board finds the above authorization acceptable and in line with the provisions of our Contract for Professional Services. The Board requests Finance Committee approval of the Work Authorization.

VENDOR INFORMATION:

Talbert, Bright and Ellington, Inc., Charlotte, NC

COST:

\$100,000

FUNDING:

90% via future FAA AIP Grant, 5% through future SCAC grant, and 5% via Hilton Head Airport Capital Projects Fund.

Funding approved: By: Date:

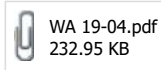
FOR ACTION:

Executive Committee meeting occurring March 11, 2019.

RECOMMENDATION:

Beaufort County Executive Committee recommend to County Council approval of WA No. 2119-1904.

Attachment:



cc: John Weaver, Interim County Administrator

Approved: Date:

Check to override approval: ☐ Overridden by:

Override Date:

Alicia Holland, Assistant County Administrator, Finance

Approved: Date:

Approved: Date:

Check to override approval: ☒ Overridden by:

Override Date:

ready for admin: ☒

After Initial Submission, Use the Save and Close Buttons



TO: Beaufort County Executive Committee

FROM: Harold Wallace, Beaufort County Airports Board Chair

SUBJ: Beaufort County Airports Board Recommendations to Executive Committee

DATE: March 4, 2019

BACKGROUND.

On February 21, 2019, the Beaufort County Airports Board reviewed the following items:

- HXD WA 19-04 – TBI Project No. 2119-1904 Temporary Terminal Improvements RPR
- HXD WA 18-09 – TBI Project No. 2119 – 1809 Land Acquisition
- HXD WA 19-01 – TBI Project No. 2119 – 1901 Land Acquisition
- HXD WA 19-01 – TBI Project No. 2119 – 1902 Land Acquisition

The board finds the above authorizations acceptable and in line with the provisions of our Contract for Professional Services. The BCAB forwards the attached documents for Executive Committee to review and approve.

cc: John L. Weaver, Interim County Administrator
Jon Rembold

HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SOUTH CAROLINA
WORK AUTHORIZATION 19-04
February 15, 2019
PROJECT NO.: TBE NO. 2119-1904

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

Description of Work Authorized: Hilton Head Island Airport has recently completed the runway extension and with that came announcements that United Airlines will be starting service in March 2019 and Delta Air Lines in May 2019. These announcements have placed demands that will exceed the capabilities of certain parts of HXD's existing terminal building. Specifically, the existing passenger hold room is inadequate to handle three flights on the ground simultaneously and additional hold room space and restrooms are needed to meet this demand. The existing hold room capacity does not allow for multiple full flights of passengers to pass through TSA screening and wait in the hold area. Local fire codes will be violated without the addition of the modular hold room. The existing hold room does not contain restrooms because the building was completed prior to September 11, 2001, which resulted in changes to airport security. These changes added the TSA screening checkpoint, which effectively isolated the restrooms on the non-secure side of the airport terminal. The proposed modular hold room will provide restroom facilities post-security.

Another area that needs immediate attention is the aircraft ramp as it relates to ground support equipment (GSE) operations, transit, and parking. This requires the paving of the areas at the outer edges of the existing ramp, the proposed action includes design and construction of asphalt paving that will support the GSE operations needed for operations at HXD. It is important to note that with the potential of three E-175 regional aircraft at the terminal at one time, and with ground boarding of passengers onto the aircraft, there is little room for GSE to safely travel from one side of the terminal to the other. The number of pieces of GSE equipment will triple by May 2019. The amount of area that is currently available to park GSE is limited due to the larger boarding area required for the E-175. The addition of two more airlines and their associated GSE equipment will result in safety concerns related to operating the GSE in such close proximity to either the aircraft safety envelope or the areas where passengers will walk from the gate to the boarding ramps. Adding asphalt to the north and south edges of the ramp areas will allow the airlines to move their GSE equipment around the perimeter of the ramp and to store equipment that is not in use or is seasonal (deicing units).

The purpose of this work authorization is to provide an engineer and resident project representative (RPR) to assist HXD with the installation of the temporary hold room and TSA mobile unit; expansion of the aircraft parking ramp to accommodate the GSE equipment; ramp lighting modifications; modifications to the existing ticketing area; relocation of TSA equipment; and improvements to the bag claim areas, as well as any other improvement

projects required to the existing terminal building and aircraft parking apron that may arise in effort to accommodate the commercial service airlines.

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 Article 6 of the Master Contract. The work shall be performed in accordance with the Master Contract as an hourly, not to exceed in the amount of **\$100,000.00**. Costs will include an RPR hourly rate of \$80.00 per hour, Engineer IV hourly rate of \$133.00 per hour, per diem of \$227.00 per day, and mobilization of the RPR and Engineer IV to and from HXD at \$0.58 per mile.

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

APPROVED: BEAUFORT COUNTY	APPROVED: TALBERT, BRIGHT & ELLINGTON, INC.
_____	_____
_____	Vice President
Title	Title:
_____	_____
Date:	Date:
_____	_____
Witness:	Witness:

Talbert, Bright & Ellington, Inc.

Work Authorization 2119-1904



TO: Mr. Harold Wallace, BCAB Chairman

FROM: Jon Rembold, Airports Director

SUBJ: Approval of Talbert, Bright and Ellington Work Authorization 19-04

DATE: March 4, 2019

BACKGROUND:

The purpose of this work authorization is to provide an engineer and resident project representative (RPR) to assist HXD with the installation of the temporary hold room and TSA mobile unit; expansion of the aircraft parking ramp to accommodate the GSE equipment; ramp lighting modifications; modifications to the existing ticketing area; relocation of TSA equipment; and improvements to the bag claim areas, as well as any other improvement projects required to the existing terminal building and aircraft parking apron that may arise in effort to accommodate the commercial service airlines.

Please refer to the attached Work Authorization for more information.

VENDOR INFORMATION:

Talbert, Bright & Ellington, Inc., Charlotte, NC

COST:

\$100,000.00

FUNDING: 90% via future FAA AIP Grant, 5% through future SCAC grant, and 5% via Hilton Head Airport Capital Projects Fund.

FOR ACTION: Beaufort County Airports Board

RECOMMENDATION: Recommend to Beaufort County Executive Committee Approval of WA 19-04

Encl: Talbert, Bright and Ellington Work Authorization 2119-1904



BEAUFORT COUNTY COUNCIL

Agenda Item Summary

Item Title:

Approval of Talbert, Bright and Ellington Work Authorization 18-09

Council Committee:

Executive

Meeting Date:

March 11, 2019

Committee Presenter (Name and Title):

Jon Rembold, Airports Director

Issues for Consideration:

Approval of Consultant Work Authorization to provide Land Acquisition and Relocation Assistance Services.

Points to Consider:

Hilton Head Island Airport will be expanding the commercial service terminal and the associated aircraft parking ramp in order to accommodate increasing options in air service. In order to provide for the increasing demand for commercial air service and in order to provide for the best customer service experience, land acquisition is necessary. This work authorization provides for the consulting services for that land acquisition.

Funding & Liability Factors:

90% via future FAA AIP Grant, 5% through future SCAC grant, and 5% via Hilton Head Airport Capital Projects Fund.

Council Options:

Recommendation:

Approval of Talbert, Bright and Ellington Work Authorization 18-09



**COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT**

106 Industrial Village Road, Bldg. 2, Post Office Drawer 1228
Beaufort, South Carolina 29901-1228

David L Thomas, Purchasing Director

dthomas@bcgov.net 843.255.2353

TO: Councilman Stewart Rodman, Chairman, Executive Committee

FROM: David L Thomas. CPPO. Purchasing Director

SUBJ: Contract Amendment

Approval of Talbert, Bright and Ellington Work Authorization 18-09 Land Acquisition

DATE: 03/11/2019

BACKGROUND:

Hilton Head Island Airport will be expanding the commercial service terminal and the associated aircraft parking ramp in order to accommodate increasing options in air service. In order to provide for the increasing demand for commercial air service and in order to provide for the best customer service experience, land acquisition is necessary. This work authorization provides for the consulting services for that land acquisition.

The Beaufort County Airports Board finds the above authorization acceptable and in line with the provisions of our Contract for Professional Services. The Board requests Executive Committee approval of the Work Authorization.

VENDOR INFORMATION:

Talbert, Bright & Ellington, Inc., Charlotte, NC

COST:

\$175,289.50

FUNDING:

90% via future FAA AIP Grant, 5% through future SCAC grant, and 5% via Hilton Head Airport Capital Projects Fund.

Funding approved: By: Date:

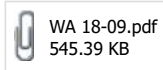
FOR ACTION:

Executive Committee meeting occurring March 11, 2019.

RECOMMENDATION:

Beaufort County Executive Committee recommend to County Council approval of WA 18-09, TBI No. 2119-1809

Attachment:



cc: John Weaver, Interim County Administrator

Approved: Date:

Check to override approval: ☐ Overridden by:

Override Date:

Alicia Holland, Assistant County Administrator, Finance

Approved: Date:

Approved: Date:

Check to override approval: ☒ Overridden by:

Override Date:

ready for admin: ☒

After Initial Submission, Use the Save and Close Buttons



TO: Beaufort County Executive Committee

FROM: Harold Wallace, Beaufort County Airports Board Chair

SUBJ: Beaufort County Airports Board Recommendations to Executive Committee

DATE: March 4, 2019

BACKGROUND.

On February 21, 2019, the Beaufort County Airports Board reviewed the following items:

- HXD WA 19-04 – TBI Project No. 2119-1904 Temporary Terminal Improvements RPR
- HXD WA 18-09 – TBI Project No. 2119 – 1809 Land Acquisition
- HXD WA 19-01 – TBI Project No. 2119 – 1901 Land Acquisition
- HXD WA 19-01 – TBI Project No. 2119 – 1902 Land Acquisition

The board finds the above authorizations acceptable and in line with the provisions of our Contract for Professional Services. The BCAB forwards the attached documents for Executive Committee to review and approve.

cc: John L. Weaver, Interim County Administrator
Jon Rembold

**HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SOUTH CAROLINA
WORK AUTHORIZATION 18-09
February 12, 2019
PROJECT NO.: TBI NO. 2119-1809**

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

Description of Work Authorized:

Task 1: Land Acquisition – Total acquisition of parcels outlined in Table 1 for the expansion of the commercial service terminal area, in accordance with the Master Contract.

Table 1 Parcel Information Hilton Head Island Airport				
Parcel Number	Property Owner	Acreage		Use
		Current	Proposed Taking	
R510 004 000 0325 0000 Billing Address: Location:	Hillbilly Holding Corporation 6 Sylvan Way Parsippany, NJ 07054 36 Hunter Road	2.75	2.75	Commercial improved
R510 004 000 0323 0000 Billing Address: Location:	Fraser Fishburne P.O. Box 21441 Hilton Head Island, SC 29925-1441 32 Hunter Road	1	1	Commercial improved
R510 004 000 0307 0000 Billing Address: Location:	Deveer Gersuk Capital LLC 36 East Ridge Road Albany, NY 12211 30 Hunter Road			Commercial improved
R510 004 000 0306 0000 Billing Address: Location:	28 Hunter Road LLC 8 Huntingwood Retreat Savannah, GA 31411 28 Hunter Road			Commercial improved
R510 004 000 0305 0000 Billing Address: Location:	Kinnard Holdings LLC 26 Hunter Road Hilton Head Island, SC 29926 26 Hunter Road	1.27	1.27	Commercial improved

The land acquisition shall include coordination with the client, appraisal, review appraisal, and property plat survey (the property survey will be a standard boundary survey and not an ALTA Land Title Survey). Condominium properties will be surveyed around entire building and not individual units. Individual parcel owners with deed, tax

address and unit number information will be put on the face of plat. Most of this work will be completed by subconsultants under TBE's direction. TBE shall assist Beaufort County but all offers to the property owner will be made by a representative from the County.

Task 2: Relocation Assistance – Upon notice to proceed and in the case of tenant occupied properties (ten in total), after contact has been made with the owner, an initial contact meeting will be arranged with the displacee. The relocation agent will coordinate this meeting with the appraiser so that both inspections can be done at the same time. This will allow the relocation agent and appraiser to confirm what items are personal property and will be eligible for moving costs. In the initial contact the following will be discussed:

- Relocation assistance program in general
- Rights under the program
- Moving expense eligibility
- Search expense eligibility
- Re-establishment expense eligibility
- Written Notice (eligibility letter, 90-day notice, 30-day notice)
- Project schedule
- Other pertinent issues

While the appraisal is in process, the relocation agent will perform the necessary work to compute the displacee's moving cost eligibility, either by a moving cost finding or by securing bids. Also, the relocation agent will perform a study of the area to determine possible replacement properties for the displacees and identify agencies that can provide assistance in locating new locations. Once the appraisal has been completed, the relocation agent will review the report, to make sure no items being considered as personal property by the relocation agent, are paid for as real property in the appraisal.

Once an acquisition offer has been tendered to the owner of the property, the relocation agent will tender a relocation eligibility offer to the displacee, along with a 90 day vacate letter. The relocation agent will discuss the eligibility offer and the process for moving forward with relocation. Tentative vacate dates will be established in these meetings.

Once a settlement has been reached on the acquisition, and the owner has been paid, the relocation agent will issue a 30 day vacate notice, which will establish a vacate date and amount of rent to be paid, until the property is vacated.

As the properties are vacated, the relocation agent will work with the displacee to process relocation claims. The relocation agent will inspect the subject properties to confirm they have been vacated and to secure the building. Once the property is vacated and secured the relocation agent will turn a complete file and the keys over to the client.

All relocation activities will be in accordance to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and 49 Code of Federal Regulations Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs.

This scope of services will not include the preparation of a Phase I Environmental Site Assessment. This scope of work will be performed as part of the environmental documentation for the expansion of the commercial service terminal area that will ongoing concurrently.

This scope of services does not include attendance at public meetings. If this service is required, it will be performed as an amendment to this work authorization.

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 Article 6 of the contract. The work shall be performed in accordance with the Master Contract as a lump sum of **\$175,289.50**.

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 2119-1809



MANHOUR ESTIMATE

HUNTER ROAD LAND ACQUISITION (FIVE PARCELS)

HILTON HEAD ISLAND AIRPORT

HILTON HEAD ISLAND, SOUTH CAROLINA

AIP PROJECT NO:

SCDOA PROJECT NO:

CLIENT PROJECT NO:

TBI PROJECT NO: 2119-1809

February 12, 2019

DESCRIPTION	PRIN	PM	SP	E5	E3	E2	E1	T5	T3	AD4	AD3
	\$ 218	\$ 198	\$ 144	\$ 172	\$ 112	\$ 96	\$ 78	\$ 102	\$ 85	\$ 71	\$ 66
<i>Project Formulation</i>											
Coordination of Land Acquisition Requirements	0	0	5	0	0	1	0	0	0	0	0
Develop Project Scope and Project Budget	5	0	5	0	0	1	0	0	0	0	0
<i>Project Administration</i>											
Coordinate with Surveyor	0	0	5	0	0	5	0	0	0	0	0
Develop Maps	0	0	5	0	0	5	5	0	0	0	0
Coordinate Appraisal	0	0	10	0	0	10	0	0	0	0	0
Coordinate Review Appraisal	0	0	10	0	0	10	0	0	0	0	0
Coordinate Phase I ESA	0	0	0	0	0	0	0	0	0	0	0
Prepare Just Compensation Summary Sheet	0	0	10	0	0	10	0	0	0	0	0
Assist in Issuing Offer of Purchase	20	0	40	0	0	40	0	0	0	0	0
General Assistance	20	0	40	0	0	0	0	0	0	0	0
Complete Project Application	0	0	5	0	0	5	0	0	0	0	0
Project Budget/Schedule Updates	0	0	5	0	0	5	0	0	0	0	0
Assist in Project Close-Out	0	0	5	0	0	5	0	0	0	0	0
MANHOUR TOTAL	45	0	145	0	0	97	5	0	0	0	0

DIRECT LABOR EXPENSES:

CLASSIFICATION		BILL RATE	EST. MHRS	EST. COST
Principal	PRIN	\$ 218	45	\$ 9,810
Project Manager	PM	\$ 198	-	\$ -
Senior Planner	SP	\$ 144	145	\$ 20,880
Engineer V	E5	\$ 172	-	\$ -
Engineer III	E3	\$ 112	-	\$ -
Engineer II	E2	\$ 96	97	\$ 9,312
Engineer I	E1	\$ 78	5	\$ 390
Technician V	T5	\$ 102	-	\$ -
Technician III	T3	\$ 85	-	\$ -
Admin. Assistant IV	AD4	\$ 71	-	\$ -
Admin. Assistant III	AD3	\$ 66	-	\$ -
				\$ -
		Total	292	
<i>SUBTOTAL</i>				\$ 40,392.00

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 200.00	0.5	\$ 100
Postage	LS	\$ 300.00	0.5	\$ 150
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 300.00	1	\$ 300
Travel	LS	\$ 500.00	5	\$ 2,500
<i>SUBTOTAL</i>				\$ 3,050.00

MANHOUR ESTIMATE

HUNTER ROAD LAND ACQUISITION (FIVE PARCELS)

HILTON HEAD ISLAND AIRPORT

HILTON HEAD ISLAND, SOUTH CAROLINA

AIP PROJECT NO:

SCDOA PROJECT NO:

CLIENT PROJECT NO:

TBI PROJECT NO: 2119-1809

February 12, 2019

<u>SUBCONTRACTED SERVICES:</u>	UNIT	UNIT	EST.	EST.
		RATE	UNITS	COST
Appraisal	LS	\$ 18,055	1	\$ 18,055
Review Appraisal	LS	\$ 13,168	1	\$ 13,168
Survey Plat	LS	\$ 8,625	1	\$ 8,625
Relocation Assistance	LS	\$ 92,000	1	\$ 92,000
<i>SUBTOTAL</i>				\$ 131,848
TOTAL COST:				\$ 175,289.50



TO: Mr. Harold Wallace, BCAB Chairman

FROM: Jon Rembold, Airports Director

SUBJ: **Approval of Talbert, Bright and Ellington Work Authorization 19-04**

DATE: March 4, 2019

BACKGROUND:

Hilton Head Island Airport will be expanding the commercial service terminal and the associated aircraft parking ramp in order to accommodate increasing options in air service. In order to provide for the increasing demand for commercial air service and in order to provide for the best customer service experience, land acquisition is necessary. This work authorization provides for the consulting services for that land acquisition.

Please refer to the attached Work Authorization for more information.

VENDOR INFORMATION:

Talbert, Bright & Ellington, Inc., Charlotte, NC

COST:

\$175,289.50

FUNDING: 90% via future FAA AIP Grant, 5% through future SCAC grant, and 5% via Hilton Head Airport Capital Projects Fund.

FOR ACTION: Beaufort County Airports Board

RECOMMENDATION: Recommend to Beaufort County Executive Committee Approval of WA 18-09

Encl: Talbert, Bright and Ellington Work Authorization 2119-1809



BEAUFORT COUNTY COUNCIL

Agenda Item Summary

Item Title:

Approval of Talbert, Bright and Ellington Work Authorization 19-02

Council Committee:

Executive

Meeting Date:

March 11, 2019

Committee Presenter (Name and Title):

Jon Rembold, Airports Director

Issues for Consideration:

The Hilton Head Island Airport proposes to expand the commercial service terminal and commercial service aircraft parking apron in order to support increasing air service. Part of this effort will include the purchase of five properties to the south of the commercial service terminal area, as well as the relocation of ten businesses, which will be performed under separate contract. This work authorization provides for the consultant services necessary to prepare the required Environmental Assessment for these efforts.

Please refer to the attached Work Authorization for more information.

Points to Consider:

The Environmental Assessment is a required step in the development process with the FAA.

Funding & Liability Factors:

90% via future FAA AIP Grant, 5% through future SCAC grant, and 5% via Hilton Head Airport Capital Projects Fund.

Council Options:

Recommendation:

Approval of Talbert, Bright and Ellington Work Authorization 19-02



COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT

106 Industrial Village Road, Bldg. 2, Post Office Drawer 1228
 Beaufort, South Carolina 29901-1228

David L Thomas, Purchasing Director

dthomas@bcgov.net 843.255.2353

TO: Councilman Stewart Rodman, Chairman, Executive Committee

FROM: David L Thomas. CPPO. Purchasing Director

SUBJ: Contract Amendment

Approval of Talbert, Bright and Ellington Work Authorization 19-02 Land Acquisition

DATE: 03/11/2019

BACKGROUND:

As part of our Contract for Professional Services, Beaufort County (COUNTY) proposes to expand the commercial service terminal and commercial service aircraft parking apron at the Hilton Head Island Airport (HXD). This project will include the purchase of five properties to the south of the commercial service terminal area, as well as the relocation of ten businesses, which will be performed under separate contract.

The Beaufort County Airports Board finds the above authorization acceptable and in line with the provisions of our Contract for Professional Services. The Board requests Executive Committee approval of the Work Authorization.

VENDOR INFORMATION:

Talbert, Bright & Ellington, Inc., Charlotte, NC

COST:

\$289,938.18

FUNDING:

90% via future FAA AIP Grant, 5% through future SCAC grant, and 5% via Hilton Head Airport Capital Projects Fund.

Funding approved: By: Date:

FOR ACTION:

Executive Committee meeting occurring March 11, 2019.

RECOMMENDATION:

Beaufort County Executive Committee recommend to County Council approval of WA 19-02, TBI No. 2119-1902.

Attachment:



cc: John Weaver, Interim County Administrator

Approved: Date:

Check to override approval: ☐ Overridden by:

Override Date:

Alicia Holland, Assistant County Administrator, Finance

Approved: Date:

Approved: Date:

Check to override approval: ☒ Overridden by:

Override Date:

ready for admin: ☒

After Initial Submission, Use the Save and Close Buttons



TO: Beaufort County Executive Committee

FROM: Harold Wallace, Beaufort County Airports Board Chair

SUBJ: Beaufort County Airports Board Recommendations to Executive Committee

DATE: March 4, 2019

BACKGROUND.

On February 21, 2019, the Beaufort County Airports Board reviewed the following items:

- HXD WA 19-04 – TBI Project No. 2119-1904 Temporary Terminal Improvements RPR
- HXD WA 18-09 – TBI Project No. 2119 – 1809 Land Acquisition
- HXD WA 19-01 – TBI Project No. 2119 – 1901 Land Acquisition
- HXD WA 19-01 – TBI Project No. 2119 – 1902 Land Acquisition

The board finds the above authorizations acceptable and in line with the provisions of our Contract for Professional Services. The BCAB forwards the attached documents for Executive Committee to review and approve.

cc: John L. Weaver, Interim County Administrator
Jon Rembold

**HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SOUTH CAROLINA
WORK AUTHORIZATION 19-02
February 12, 2019
PROJECT NO.: TBE NO. 2119-1902**

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

Description of Work Authorized: Beaufort County (COUNTY) proposes to expand the commercial service terminal and commercial service aircraft parking apron at the Hilton Head Island Airport (HXD). This project will include the purchase of five properties to the south of the commercial service terminal area, as well as the relocation of ten businesses, which will be performed under separate contract.

This work authorization presents Talbert, Bright & Ellington, Inc.'s (TBE) scope of services relating to the preparation of an environmental assessment (EA) for the previously described project.

In fulfilling this scope of work, numerous objectives will be achieved including: environmental inventory, evaluation, and analysis; state, federal, and local agency coordination; draft and final environmental documentation; and a public workshop (if deemed necessary). The environmental documentation will be prepared in accordance with the National Environmental Policy Act of 1969 (NEPA), Council on Environmental Quality (CEQ), FAA Order 5050.4B, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Projects* (April 28, 2006), FAA Order 1050.1F – *Environmental Impacts: Policies and Procedures* (July 16, 2015), and *1050.1F Desk Reference* (July 2015). The Federal Aviation Administration (FAA) has agreed to review and approve the documentation.

It is the intent of this environmental assessment (EA) process to review no more than three build alternatives, in addition to the no build alternative. Determination of potential impacts to water quality, the unknown extent of wetlands or jurisdictional waters of the United States, impact on adjacent residential development from noise, and possible controversial development because of adjacent neighborhood, are issues that will be addressed during the preparation of this EA.

The following tasks are required to achieve the aforementioned output.

TASK 1: PROJECT MANAGEMENT

Project goals and objectives will be determined through coordination and consultation with the COUNTY, in order to create a chart of activities and a milestone schedule. These two

items will provide the **COUNTY** and **TBE** with a sequential scheme of events and the anticipated dates to achieve the project goals.

ASSUMPTIONS:

- 1. For budgeting purposes, it was assumed that the project should take 6 months, not including review by resource and regulatory agencies and public review.*
- 2. If additional field work is required by the resource agencies (for example, a Phase II Cultural Resources Survey), the schedule below will be modified under a contract amendment*

Work Item	Time (Days)	Cumulative Time (Days)
Notice to Proceed	0	0
Scoping Meeting	1	1
Field Work	45	46
Document Preparation/In-house Review	60	101
FAA/Client Review	TBD	TBD
Draft Document Finalization	30	131

DELIVERABLES:

- 1. A flow chart of activities and milestone schedule.*
 - 2. Attendance at three (3) meetings, not including the public workshop and public information meetings.*
- A. PUBLIC INFORMATION MEETINGS – Public information meetings will be scheduled at the beginning of the project to inform the public of the purpose of the project and after the noise analysis has been completed. Each meeting will utilize an informal/open house format for a period of two hours to maximize the opportunity for interested citizens to participate. The meeting will be publicized via the Hilton Head Airport web site and media. TBE will provide handouts, display boards, sign-in sheets, and comment forms, as well as a recorder for oral comments.

ASSUMPTIONS:

- 1. Two (2) public information meetings will be conducted*
- 2. Four (4) TBE team members will attend each meeting.*
- 3. Beaufort County will handle meeting logistics (location, advertising for meetings, etc.).*

DELIVERABLES:

- 1. Handouts (200 per meeting for a total of 400), displays (maximum of 8, four (4 per meeting), sign-in sheets (one [1] set per meeting for a total of four [4]), comment forms (200 per meeting for a total of 400).*
- 2. A summary of each meeting, copy of comments received, and transcript of recorded comments.*

TASK 2: STATE, FEDERAL, AND LOCAL AGENCY COORDINATION

Coordination will include ongoing public relation activities to ensure that the agencies are kept informed of the project's progress. Activities to be conducted for this task are as follows:

- A. Continuing research and communication with state, federal, and local environmental agencies.
- B. Preparation of a scoping letter for federal, state, and local agencies advising of the **COUNTY**'s intent to proceed with the preparation of an environmental assessment.

DELIVERABLE:

1. **TBE** will prepare the scoping letter.
2. A scoping meeting with state, federal, and local agencies will not be held.

TASK 3: ENVIRONMENTAL INVENTORY, EVALUATION, AND ANALYSIS

The environmental inventory, evaluation, and analysis will be conducted in accordance with the requirements of the National Environmental Policy Act of 1969 (NEPA), Council on Environmental Quality (CEQ), FAA Order 5050.4B, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Projects* (April 28, 2006), FAA Order 1050.1F – *Environmental Impacts: Policies and Procedures* (July 16, 2015), and *1050.1F Desk Reference* (July 2015).

Prior to initiation of the environmental analysis, **TBE** will notify the **COUNTY** and **FAA** of agency concerns resulting from the project agency early coordination process. The required level of detail for each environmental issue will also be discussed. Existing data will be collected from the appropriate agencies; and, through field and map examination; data will be analyzed, and used to determine the potential impacts of the proposed project. Mitigation measures, including avoidance and minimization options, will be investigated for impacts (unless herein noted otherwise).

- A. **AIR QUALITY** – Coordination with the South Carolina Department of Health and Environmental Control Division of Air Quality (SCDHEC-DAQ) to determine whether an air quality analysis and/or air quality permit shall be required, as well as a request for air quality conformity. Using the Aviation Emissions and Air Quality Handbook and required FAA Aviation Environmental Design Tool (AEDT) 2c, potential air quality impacts due to construction will be analyzed to determine general conformity with de minimis emission levels.

ASSUMPTIONS:

1. Beaufort County is considered an attainment area for National Ambient Air Quality Standards (NAAQS) pollutants.

2. *FAA Emissions and Dispersion Modeling System (EDMS) input and emission levels for the proposed project will not be prepared.*
3. *FAA Aviation Environmental Design Tool (AEDT) 2c will be used to determine potential construction impacts to air quality.*
4. *No monitoring of existing air quality or modeling will be performed as part of this scope of services.*

B. BIOLOGICAL RESOURCES –

1. **Biotic Communities** – A survey of biotic communities that may be affected directly or indirectly by the proposed project will be performed. This survey will be performed in conjunction with Task B.2 – Endangered and Threatened Species of Flora and Fauna. A brief description of the biotic communities will be prepared for inclusion in the environmental document.
2. **Endangered and Threatened Species of Flora and Fauna** – Reference information on threatened, endangered, and other rare species and critical habitats, as listed by the U.S. Fish and Wildlife Service (USFWS) and National Marine Fisheries Service (NMFS), will be reviewed. Utilizing the reference information collected, field investigations will be conducted to identify habitat that may support the listed species. The location of previously sighted species, critical habitat, and habitat suitable for the legally protected species will be identified on an overlay map. A Section 7 (Endangered Species Act) Biological Assessment will be prepared and forwarded to USFWS and NMFS in conjunction with the draft environmental document regardless of species present. Final agency concurrence with the results of the biological assessment and required mitigation measures will be summarized in the final environmental document, as required.

ASSUMPTION:

1. *The site will be visited twice by an experienced biologist, for plant flowering periods.*
2. *The results of the biological assessment will be submitted to the USFWS for concurrence.*
3. *Should it be determined by the USFWS that additional site visits will be necessary; these will be performed under a contract amendment.*

- C. CLIMATE** – In response to Executive Order 13514 Focused on Federal Leadership in Environmental, Energy, and Economic Performance (October 5, 2009), the CEQ developed Federal Greenhouse Gas Accounting and Reporting Guidance (October 6, 2010), which serves as the federal government’s official greenhouse gas (GHG) reporting protocol. GHGs result primarily from combustion of fuels, and there is a direct relationship between fuel combustion and metric tons of carbon dioxide (CO₂). A discussion of potential impacts will be provided.

ASSUMPTION:

1. *No modeling will be performed as part of this scope of services.*

D. COASTAL RESOURCES –

1. **Coastal Zone Management Program** – Because the study area is located in the South Carolina Coastal Zone, coordination will be conducted with the SCDHEC Office of Coastal Resource Management (OCRM) to ensure consistency with the *South Carolina Coastal Management Program*. In particular, potential direct or indirect impacts to the designated critical areas will be identified. Mitigation measures will be investigated and summarized as necessary. During the preparation of the final environmental document, a final mitigation plan will be prepared, if deemed necessary.
2. **Coastal Barriers** – Coastal barriers protected under the Coastal Barrier Resource Act will be identified. In addition, early coordination will be conducted with the review agencies to identify potential impacts and mitigative measures, if necessary.

E. DEPARTMENT OF TRANSPORTATION ACT, SECTION 4(f) – An early inventory will be conducted to determine the presence of Section 4(f) properties (i.e., parks, recreation areas, wildlife and waterfowl refuges, and/or historic and archaeological sites).

F. FARMLAND – Soil data (prime, unique, and statewide important) will be evaluated. Information will be submitted on Form AD-1006, Farmland Conversion Impact Rating, Land Evaluation – Site Assessment, to the NRCS for review and comment. Based on the response from the NRCS, an estimate of direct and indirect impacts will be determined on: (1) number of acres that will be directly displaced; (2) areas where agricultural and timberland operations may be disrupted; and (3) indirect effects, such as those related to changes in land use.

1. **Soils** – A soils map of the site will be prepared. Descriptions of each of the soils indicated and their development limitation will be provided. Information regarding the need for potential fill material and clearing and grading will be determined.

ASSUMPTIONS:

1. *Construction requirements (such as, but not limited to, excavation and fill amounts) will be based on preliminary schematics and preliminary engineering.*
2. *Soils will be identified using U.S. Department of Agriculture Natural Resources Conservation Service (NRCS) mapping*
3. *Geotechnical investigation of existing soil conditions will not be performed.*

G. HAZARDOUS MATERIALS, SOLID WASTE, AND POLLUTION PREVENTION –

1. **Hazardous Materials/Waste Sites** – A Level I Environmental Site Assessment will be conducted to include a thorough review of the history (50-year maximum) of the proposed project to identify environmental concern for contamination or liability from hazardous materials. In addition, a review of published data and a

physical site inspection will be conducted. Documentation of investigation methods used, results obtained (e.g., site overview, site history, regulatory compliance history, site features, and site walkover survey), and a summary of findings and recommendations for further investigation, if necessary, will be provided.

ASSUMPTIONS:

1. *No subsurface investigations will be conducted.*
2. *A Level II - Environmental Site Assessment will not be conducted.*
3. *The Phase I ESA performed for the EA will be used for the purchase of five properties to the south of the commercial service terminal area.*

2. **Solid Waste Impact** – Proposed development, which relates only to airfield development (runways, taxiways, and related items), will not normally include any direct relationship to solid waste collection, control, or disposal other than that associated with the construction itself.

3. **Pollution Prevention** – Agencies are required to comply with applicable pollution control standards, in the prevention, control, and abatement of environmental pollution; and consult with the federal, state, and local agencies concerning the best techniques and methods available for the prevention, control, and abatement of environmental pollution. Pollution prevention strategies should be outlined in the Airport's Stormwater Pollution Prevention Plan and Spill Prevention, Control, and Countermeasures Plan. These strategies will be discussed.

H. **HISTORIC, ARCHITECTURAL, ARCHAEOLOGICAL, AND CULTURAL RESOURCES** – A cultural resources survey, to determine the nature and distribution of historical, archaeological, and architectural resources within the study area, will be conducted. This survey will attempt to identify cultural resources and evaluate identified resources for their potential to meet the criteria of significance of the National Register of Historic Places (NRHP). This investigation will involve thorough background research and limited field investigations that will include, at a minimum, a photo-inventory of structures that are likely to be impacted (physically or aesthetically) and that appear to be at least 50 years old. In addition, sufficient information to complete a Standing Structures Form will be collected for each historic structure. This information will provide the basis for the evaluation of the structure with respect to the criteria of significance of the NRHP.

The cultural resources survey will meet the guidelines set forth by the State Historic Preservation Office (SHPO). The background research is designed to provide a description of the kinds of cultural resources likely to be present in the study area. In addition, this research will outline those aspects of the cultural heritage, evident in the study area, that are significant in the development of the region. This information is necessary to properly evaluate the eligibility of an identified cultural resource for the NRHP. This research will involve the review of historic maps of the region and reports

on file with the SHPO and other cultural resource agencies. Field inspection will be limited; a historic-architectural survey team will examine standing structures within the study area and an archaeological team will perform a cursory overview of the study area in search of prehistoric, archaeological, and paleontological resources. A Phase I Cultural Resources Report will be prepared and forwarded to the SHPO requesting compliance with the National Historic Preservation Act of 1966, as amended.

ASSUMPTIONS:

- 1. FAA will be responsible for correspondence with Indian Tribes regarding the project.*
 - 2. No consultation with the Indian Tribes will be conducted. Should it be determined that consultation is required, this will be prepared as an amendment to this contract.*
 - 3. If the SHPO determines that a Phase II Cultural Resources Survey is necessary, this task will be performed under a contract amendment.*
 - 4. Should it be determined that a Memorandum of Understanding (MOU) is required, this will be prepared during the design phase of the proposed project.*
- I. COMPATIBLE LAND USE – Existing land use within the study area (study area – 0.5 miles around HXD and the proposed project site) will be inventoried by windshield surveys. Land use plans and zoning codes will be collected and reviewed. Land use types, to be identified, will include residential, commercial, industrial, and noise sensitive sites (parks, schools, churches, etc.). In addition, community facilities and existing utilities will be inventoried. Information collected will be reviewed. Evaluation of existing land use and land use planning will include impacts to existing zoning, conformance with adopted comprehensive plans, impacts to neighborhoods, and cumulative impacts.

ASSUMPTION:

- 1. Available land use and zoning data will be provided by the **COUNTY** and Town of Hilton Head Island.*
- J. NATURAL RESOURCES AND ENERGY SUPPLY – In general terms, the potential energy consumption required to implement the project during construction and throughout its life, will be determined. Energy conservation measures will be evaluated, if necessary.
- K. NOISE – The proposed project is not anticipated to have an adverse impact on the surrounding community from noise generated by additional aircraft using HXD. However, a noise analysis will be performed using the Aviation Environmental Design Tool (AEDT) 2c to determine the potential impact of noise on the surrounding community for the existing and proposed conditions. Noise contours will be produced ranging from 65 dB DNL to 80 dB DNL at 5 dB increments and plotted on the Airport Layout Plan or an aerial image of the Airport.

ASSUMPTIONS:

1. *FAA Aviation Environmental Design Tool (AEDT) 2c will be used to determine potential impacts.*
2. *No monitoring of existing noise will be performed as part of this scope of services.*

L. SOCIOECONOMIC IMPACTS, ENVIRONMENTAL JUSTICE, AND CHILDREN'S HEALTH AND SAFETY RISKS –

1. **Socioeconomic Impacts** – The impact of the proposed project on potential relocation of residences and/or businesses, changes in surface transportation patterns, disruption of planned development, and significant changes in the potential employment base will be analyzed. Should potential relocations occur, provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, will be utilized to determine compliance.
2. **Environmental Justice** – Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (February 11, 1994) states that to the greatest extent practicable and permitted by law, each federal agency should make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority and low-income populations. A cursory analysis of population impact will be performed.
5. **Children's Health and Safety Risks** – Executive Order 13045, Protection of Children from Environmental Health Risks and Safety Risks (April 23, 1997), directs federal agencies to identify and assess environmental health risks and safety risks that may disproportionately affect children. Environmental health risks and safety risks include risks to health or to safety that are attributable to products or substances that a child is likely to come in contact with or ingest, such as air, food, drinking water, recreational waters, soil, or products they might use or be exposed to. A cursory qualitative analysis of potential risks will be performed.

ASSUMPTION:

1. *A detailed quantitative risk assessment will be performed under a contract amendment, if deemed necessary.*

M. VISUAL EFFECTS –

1. **Light Emissions** – Consideration of the extent to which any lighting associated with the proposed project will create an annoyance to people in the vicinity of the airport will be determined.
2. **Visual Impacts** – Visual impact will be identified by examining the visual viewshed, which takes into account the entire landscape and is comprised of two

main aspects: views to and views from. If necessary, mitigative measures to avoid adverse visual impacts will be discussed.

N. WATER RESOURCES –

1. **Wetlands** – Jurisdictional wetland areas will be identified and their size, location, type, and function/value estimated, in consultation with the U.S. Army Corps of Engineers (USACE) and other appropriate federal and state agencies. Available reference materials will be reviewed and field investigations will be conducted. Results of the wetland delineation and proposed mitigation plan, if necessary, will be prepared.

ASSUMPTIONS:

1. *A past wetland jurisdictional determination was conducted in 2012 within the boundary of the airport property, but it has expired in accordance with USACXDE requirements and will be reassessed.*
 2. *Surveying of wetland boundaries will be performed by GPS and a jurisdictional determination prepared and submitted to the USACE for verification.*
 3. *Permitting and mitigation are not included in this Work Authorization.*
2. **Floodplain** – A topographic map with the project boundaries (with 1-foot contour intervals) will be prepared indicating major land surface features. In addition, the 100-year floodplain and floodway boundaries will be identified and described (no field work or flagging of floodplain boundaries will be conducted). In accordance with Executive Order 11988, floodplain impacts will be identified such as effects to existing floodplain values, support of incompatible floodplain development, etc.

ASSUMPTIONS:

1. *Topographic mapping used in the preparation of the Master Plan Update will be used.*
 2. *Floodplain boundaries will not be identified in the field*
 3. *Existing FEMA mapping will be used to identify floodplains.*
3. **Water Quality** – The ambient conditions of streams and other water bodies likely to be impacted by the proposed project will be described. Where available from the review agencies, data for surface water and groundwater quantity and quality will be cited. Potential impacts to water quality will be discussed. Mitigation, in the form of retention/detention basins, runoff channels, etc., will be developed in accordance with **COUNTY** requirements and federal, state, and local stormwater and water quality regulations.
 4. **Wild and Scenic Rivers** – Wild and scenic rivers within the study area will be identified and potential impacts discussed. Opportunities for the proposed project to provide public access to recreational and scenic amenities at such waterways will be investigated. Mitigative measures, if necessary, will be investigated.

- O. CUMULATIVE IMPACTS – **TBE** will discuss the secondary and cumulative impacts on a category-by-category basis for those where impacts will be anticipated. This will include land use, water quality, social, economics, wetlands and other topics for which this discussion will be appropriate.

ASSUMPTION:

1. *Indirect and cumulative impact analysis will be performed under a contract amendment, if deemed necessary.*
- P. IRREVERSIBLE AND IRRETRIEVABLE COMMITMENT OF RESOURCES – Discussion of the use of resources will be outlined in this section.
- Q. PERMITS – Environmental permits required for construction of the proposed project will be identified and a brief description of regulatory requirements will be provided for each.

TASK 4: DRAFT ENVIRONMENTAL DOCUMENTATION

TBE will prepare a draft environmental assessment (DEA) in accordance with the requirements of National Environmental Policy Act of 1969 (NEPA), Council on Environmental Quality (CEQ), FAA Order 5050.4B, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Projects* (April 28, 2006), FAA Order 1050.1F – *Environmental Impacts: Policies and Procedures* (July 16, 2015), and *1050.1F Desk Reference* (July 2015), utilizing the technical material previously collected (Task 3). The document will be concise and will include support documents, as necessary. **Four (4)** copies of the preliminary DEA will be distributed for review and comment. Comments will be incorporated and **20** copies of the approved draft document will be prepared for general distribution to the reviewing agencies. The DEA will address the following items:

- A. PURPOSE AND NEED – This section will provide a description of the proposed action that addresses, at a minimum:
1. Project purpose
 2. Proposed action
 3. Relationship of the proposed action to applicable federal, state, and local rules and regulations
 4. Public need for the proposed action
- B. ALTERNATIVES – This section will discuss a maximum of three build alternatives, and a no-build alternative. Each alternative will be addressed to demonstrate that feasible options were adequately considered.

- C. **AFFECTED ENVIRONMENT AND ENVIRONMENTAL CONSEQUENCES** – **TBE** will use the environmental inventory previously conducted to describe the environmental setting in the local, regional, and statewide context. This will serve as the background for preparation of the impact analysis section of the draft document. The impact and mitigation portion of the DEA will identify and describe the primary, secondary, and cumulative environmental impacts on the natural, human, and economic resources. Primary impacts are environmental changes occurring as a result of the proposed action. Secondary impacts are those impacts that extend to the surrounding area from the implementation of the proposed action. Cumulative impacts are normally those occurring over a long period of time that is precipitated directly or indirectly from implementation of the proposed action. Mitigation plans, if required for unavoidable adverse impact will also be discussed.
- D. **PREPARERS** – A list of persons responsible for preparation of the draft document will be included in the document.
- E. **APPENDICES** – Appendices will be included only for analytical information that substantiates an analysis pertinent to the document.

ASSUMPTIONS:

1. *The **COUNTY** and **FAA** will review the preliminary DEA document concurrently and will provide comments to **TBE**.*
2. ***TBE** will assume one (1) concurrent independent review by the **COUNTY** and **FAA** prior to approval of the DEA.*

DELIVERABLES

1. ***Four (4)** copies of the preliminary DEA for review; and,*
2. ***Twenty (20)** copies of approved DEA.*

TASK 5: ADVERTISE, CONDUCT PUBLIC HEARING WORKSHOP, AND EVALUATE COMMENTS

- A. **PUBLIC HEARING WORKSHOP** –
1. The **COUNTY** will arrange for the location of the public hearing workshop.
 2. **TBE** will prepare the notice of opportunity for a public hearing workshop.
 3. **Preparation for the Public Hearing Workshop** – Prepare two (2) sets of color-coded exhibits that identify inventoried resources associated with the proposed action, comment forms, maps and other graphics, and have on hand ten (10) copies of the DEA.

4. **Public Workshop Hearing Attendance** – TBE will attend the public workshop and will provide technical assistance and support to the COUNTY. **TBE** will a recorder for oral comments.
5. Public comments received during the public comment period before, during, and after the public hearing workshop will be reviewed, categorized, and evaluated by the COUNTY and TBE. Appropriate responses will be included in the final document.

ASSUMPTIONS:

1. *The **COUNTY** will select and provide the location for the public hearing workshop.*
2. ***TBE** will provide ten (10) copies of the DEA for the public workshop.*
3. ***TBE** will provide two (2) sets of graphics for identifying the major environmental resources associated with the proposed project.*
4. ***TBE** will prepare the referenced graphics and written materials normally associated with this task and attend the public hearing workshop.*

TASK 6: FINAL ENVIRONMENTAL DOCUMENTATION

TBE will revise the DEA in accordance with the appropriate regulatory guidance referenced in Task 4. **Four (4)** copies each of the preliminary final environmental assessment (FEA) will be distributed for review and comment. Comments will be incorporated and **10** copies of the approved FEA will be prepared for general distribution to those agencies having provided substantive comments into the FEA. The FEA will include but not be limited to addressing the following issues:

- A. Revise project description to reflect changes as a result of circulation of DEA and input received from the public hearing process.
- B. Revise maps and drawings to reflect changes in location, design, and impact.
- C. Attach written comments received following DEA circulation and public information workshop. Address both verbal and written comments received.
- D. List environmental commitments.

ASSUMPTIONS:

1. *The **COUNTY** and **FAA** will review the preliminary FEA concurrently and will provide comments to the **TBE**.*
2. ***TBE** will assume one (1) concurrent independent review prior to approval of the FEA.*
3. ***FAA** will prepare the Finding of No Significant Impact (FONSI).*

DELIVERABLES:

1. ***Four (4)** copies of the preliminary FEA for review; and,*

2. *Ten (10) copies of approved FEA.*

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 Article 6 of the Master Contract. The work shall be performed in accordance with the Master Contract as a lump sum of **\$289,938.18.**

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 2119-1902



MANHOUR ESTIMATE

COMMERCIAL SERVICE TERMINAL ANMD RAMP EXPANSION ENVIRONMENTAL ASSESSMENT

HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SOUTH CAROLINA

AIP PROJECT NO:
SCAC PROJECT NO:
CLIENT PROJECT NO:
TBE PROJECT NO: 2119-1902

February 12, 2019

DESCRIPTION	PRIN \$ 218	PM \$ 198	SP \$ 144	E5 \$ 172	E3 \$ 112	E2 \$ 96	E1 \$ 78	T5 \$ 102	T3 \$ 85	AD4 \$ 71	AD3 \$ 66
<i>PRELIMINARY PROJECT SCOPING</i>											
Develop Project Scope/Contract	4	4	12	0	0	0	0	0	0	0	0
Subconsultant Negotiation and Management	4	4	24	0	0	0	0	0	0	0	0
<i>TASK 1 - PROJECT MANAGEMENT</i>											
Monthly Meeting	20	0	40	0	0	0	0	0	0	0	0
Monthly Status Reports	0	0	16	0	0	0	0	0	0	0	0
Project Management	32	40	60	0	0	0	0	0	0	16	0
Additional Meetings (3)	24	24	24	0	0	0	0	0	0	16	0
Public Information Meeting (2)	16	16	16	0	0	0	0	0	0	16	0
<i>TASK 2 - STATE, FEDERAL, AND LOCAL AGENCY COORDINATION</i>											
Agency Meetings	0	0	16	0	0	0	0	0	0	0	0
Scoping Letter	0	0	4	0	0	0	0	0	0	0	0
Letter of Intent	0	0	4	0	0	0	0	0	0	0	0
<i>TASK 3 - ENVIRONMENTAL INVENTORY, EVALUATION, AND ANALYSIS</i>											
Air Quality	0	0	8	0	0	0	4	0	0	0	0
Biological Resources	0	0	4	0	0	0	2	0	0	0	0
Climate	0	0	4	0	0	0	2	0	0	0	0
Coastal Resources	0	0	8	0	0	0	0	0	0	0	0
Department of Transportation Act: Section 4(f)	0	0	1	0	0	0	0	0	0	0	0
Farmlands	0	0	1	0	0	0	0	0	0	0	0
Hazardous Materials, Solid Waste, and Pollution Prevention	0	0	8	0	0	0	4	4	0	0	0
Historical, Architectural, Archaeological, and Cultural Resources	0	0	8	0	0	0	2	0	0	0	0
Compatible Land Use	0	0	4	0	0	0	2	0	0	0	0
Natural Resources and Energy Supply	0	0	8	0	0	0	4	0	0	0	0
Noise	4	0	134	0	0	0	0	16	0	8	0
Socioeconomic Impacts, Environmental Justice, and Children's Environmental Health and Safety Risks	0	0	8	0	0	0	4	0	0	0	0
Visual Effects	0	0	8	0	0	0	4	0	0	0	0
Water Resources											
Wetlands	0	0	8	0	0	0	4	0	0	0	0
Floodplains	0	0	4	0	0	0	2	0	0	0	0
Water Quality	0	0	4	0	0	0	4	4	0	0	0
Wild and Scenic Rivers	0	0	1	0	0	0	0	0	0	0	0
Cumulative Impacts	0	0	4	0	0	0	2	0	0	0	0
Irreversible and Irretrievable Commitment of Resources	0	0	4	0	0	0	2	0	0	0	0
Permits	0	0	4	0	0	0	2	0	0	0	0
<i>TASK 4 - DRAFT ENVIRONMENTAL DOCUMENTATION</i>											
Purpose and Need	0	0	8	0	0	0	4	0	0	0	0
Alternatives	8	16	32	0	0	0	16	0	0	0	0
Affected Environment	0	0	8	0	0	0	4	0	0	0	0
Environmental Consequences	0	0	20	0	0	0	24	24	0	0	0
Preparers/Appendices	0	0	2	0	0	0	1	0	0	0	0
Comments and Coordination	0	0	4	0	0	0	2	0	0	0	0
Preliminary Draft Environmental Document	8	8	16	0	0	0	16	16	0	0	0
Final Draft Environmental Document	8	8	16	0	0	0	16	16	0	0	2
<i>TASK 5 - ADVERTISE, CONDUCT PUBLIC HEARING, AND EVALUATE COMMENTS</i>											
Prepare Advertisement	0	0	2	0	0	0	1	0	0	0	1
Prepare Public Hearing Exhibits	0	0	8	0	0	0	16	16	0	0	1
Attend Public Hearing	8	8	8	8	0	0	8	0	0	8	0
Prepare Comment Responses	0	0	8	0	0	0	8	8	0	24	0

MANHOOR ESTIMATE

COMMERCIAL SERVICE TERMINAL ANMD RAMP EXPANSION ENVIRONMENTAL ASSESSMENT

HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SOUTH CAROLINA

AIP PROJECT NO:
SCAC PROJECT NO:
CLIENT PROJECT NO:
TBE PROJECT NO: 2119-1902

February 12, 2019

DESCRIPTION	PRIN \$ 218	PM \$ 198	SP \$ 144	E5 \$ 172	E3 \$ 112	E2 \$ 96	E1 \$ 78	T5 \$ 102	T3 \$ 85	AD4 \$ 71	AD3 \$ 66
<i>TASK 6 - FINAL ENVIRONMENTAL DOCUMENTATION</i>											
Revise Draft Environmental Document	0	0	16	0	0	0	16	16	0	0	2
Preliminary Final Environmental Document	8	8	8	0	0	0	0	0	0	0	2
Final Environmental Document	8	8	16	0	0	0	16	16	0	0	0
MANHOOR TOTAL	152	144	621	8	0	0	192	136	0	88	8

DIRECT LABOR EXPENSES:
CLASSIFICATION

		BILL RATE	EST. MHRS	EST. COST
Principal	PRIN	\$ 218	152	\$ 33,136
Project Manager	PM	\$ 198	144	\$ 28,512
Senior Planner	SP	\$ 144	621	\$ 89,424
Engineer V	E5	\$ 172	8	\$ 1,376
Engineer III	E3	\$ 112	-	\$ -
Engineer II	E2	\$ 96	-	\$ -
Engineer I	E1	\$ 78	192	\$ 14,976
Technician V	T5	\$ 102	136	\$ 13,872
Technician III	T3	\$ 85	-	\$ -
Admin. Assistant IV	AD4	\$ 71	88	\$ 6,248
Admin. Assistant III	AD3	\$ 66	8	\$ 528
	Total		1,349	
<i>SUBTOTAL</i>				\$ 188,072.00

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 250.00	2	\$ 500
Postage	LS	\$ 500.00	2	\$ 1,000
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 500.00	2	\$ 1,000
Travel/Per Diem	LS	\$ 3,000.00	2	\$ 6,000
Draft Environmental Document	EA	\$ 250.00	24	\$ 6,000
Final Environmental Document	EA	\$ 250.00	14	\$ 3,500
Presentation Materials	LS	\$ 2,500.00	1	\$ 2,500
<i>SUBTOTAL</i>				\$ 20,500.00

SCOPE OF SUCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Ward Edwards (Wetland Jurisdictional Determination and Threatened and Endangered Species Assessment)	LS	\$ 28,388	1	\$ 28,387.75
Brockington & Associates (Cultural Resources Assessment)	LS	\$ 22,992	1	\$ 22,992.18
S&ME (Phase I Site Assessment)	LS	\$ 6,785	1	\$ 6,785.00
Roy Johnson (Facilitator)	LS	\$ 23,201	1	\$ 23,201.25
<i>SUBTOTAL</i>				\$ 81,366.18
TOTAL COST:				\$ 289,938.18



TO: Mr. Harold Wallace, BCAB Chairman

FROM: Jon Rembold, Airports Director

SUBJ: **Approval of Talbert, Bright and Ellington Work Authorization 19-02**

DATE: March 4, 2019

BACKGROUND:

The Hilton Head Island Airport proposes to expand the commercial service terminal and commercial service aircraft parking apron in order to support increasing air service. Part of this effort will include the purchase of five properties to the south of the commercial service terminal area, as well as the relocation of ten businesses, which will be performed under separate contract. This work authorization provides for the consultant services necessary to prepare the required Environmental Assessment for these efforts.

Please refer to the attached Work Authorization for more information.

VENDOR INFORMATION:

Talbert, Bright & Ellington, Inc., Charlotte, NC

COST:

\$289,938.18

FUNDING: 90% via FAA AIP Grant 37, 5% through SCAC grant 15-013, and 5% via Hilton Head Airport Capital Projects Fund.

FOR ACTION: Beaufort County Airports Board

RECOMMENDATION: Recommend to Beaufort County Executive Committee Approval of WA 19-02

Encl: Talbert, Bright and Ellington Work Authorization 2119-1902

Boards and Commissions Appointment Process

Class I - Courtesy

Definition: Nominations to fill positions that are:

District specific - Council defers, as a courtesy, to the Council member from the District.

Organization specific - Council, by ordinance, has invited organizations to select representative

Fire Districts - Council defers, as a courtesy, to the Council members from the area covered

Process:

Nominations received by Clerk to Council

Noticed on Administrative Consent Agenda as nominated

Lie of the table until the next Council meeting

Council District Specific

11 County Transportation Committee

5 Daufuskie Island Fire District Board (Council District 9)

11 Library Board

11 Rural and Critical Lands Board

7 Sheldon Township Fire District Board (Council District 1)

7 Southern Corridor Beautification Board (Council Districts 5, 6, 7, 8, 9, 10, 11)

51 Total Appointments

Geographic Specific

6 Bluffton Township Fire District Board (Council Districts 5, 6, 7, 8, 9)

5 Burton Fire District Commission (Council Districts 4, 5)

5 Lady's Is/St. Helena Is Fire District Commission (Council Districts 2, 3)

5 Solid Waste Recycling Board (Solid Waste Districts 5, 6, 7, 8, 9)

6 Stormwater Management Utility Board (Storm District 5, 6, 7, 8, 9)

27 Total Appointments

Organization Specific

2 Airports Board

Beaufort Regional Chamber of Commerce

Hilton Head Island Town Council

1 Bluffton Township Fire District Board

Bluffton Town Council

2 Southern Corridor Beautification Board

Bluffton Town Council

Hilton Head Island Town Council

5 Total Appointments

Class II - Regular

Definition: Non-Privileged / all others

Process: Nominations would follow the current practice

Regular / All Others

7 Accommodations Tax (2% State) Board

9 Airports Board

7 Alcohol and Drug Abuse Board

9 Assessment Appeals

1 Beaufort / Jasper Economic Opportunity Authority

3 Beaufort / Jasper Water and Sewer Authority

9 Beaufort Memorial Hospital Board

7 Construction Adjustments and Appeals Board

7 Design Review Board

11 Disabilities and Special Needs Board

7 Historic Preservation Review Board

2 Lowcountry Council of Governments

3 Lowcountry Regional Transportation Authority

7 Parks and Leisure Services Board

9 Planning Commission

1 Stormwater Board

7 Zoning Board of Appeals

106 Total Appointments

Class III - Inactive

Definition: Inactive

1 Coastal Zone Management

5 Forestry Commission

5 Social Services Board

11 Total Appointments

Beaufort County Council Appointment Proposal

11/11/16

		<u>Courtesy Nominations</u>		
	<u>Current Templet</u>	<u>Member Specific</u>	<u>Multi-Member Specific</u>	<u>Organization Specific</u>
<u>Positions:</u>				
Remain the Same	106			
Switch to Courtesy	84			
Inactive	11			
	201			
	<u>Currently:</u> All <u>Proposed:</u> All Others	<div> <div>Library (11)</div> <div>Transportation (11)</div> <div>Rural & Critical (11)</div> <div>S. Corridor (7)</div> <div>Sheldon Fire (7)</div> <div>D.I. Fire (5)</div> </div> <div> <div>Bluffton Fire (6)</div> <div>Burton Fire (5)</div> <div>L.I. Fire (5)</div> <div>Solid Waste (5)</div> <div>Stormwater (6)</div> </div> <div> <div><u>Bluffton TC</u></div> <div>S Corridor (1)</div> <div>Bluffton Fire (1)</div> <div><u>HHI TC</u></div> <div>AAB (1)</div> <div>S Corridor (1)</div> <div><u>Beaufort Chamber</u></div> <div>AAB (1)</div> </div>		
<u>Votes To:</u>				
Appoint	6	(without objection		
Reappoint	8 / 10 / 11	unless denied)		
Deny	6/4/2/1	8 to deny		
Remove	6	8 to override		
<u>Process:</u>				
	1. Committee 2. Nomination 3. Appointment	1. Nomination 2 Appointment (unless denied)		

Notes: 1. Courtesy Nominations vacant for 45 days can be filed by Council using the current templet
 2. Courtest Appointments can be withdrawn by the nomnating Member(s) or Organization.

Beaufort County Council 2019 Priorities
Outcomes

Priority (Committee)	<u>2Q19</u> <u>Job #1 / Budget</u>	<u>3Q19</u> <u>Top Priority</u>	<u>4Q19</u> <u>High Priority</u>
<u>Employee Compensation</u> (Finance)	Analysis & Revised Scale Implementation Plan		
<u>Employee Facilities</u> (Public Facilities)	O & M Plan		R & R Reserve Study
<u>John's List</u> (Executive)	Intergovernmental (\$10M) Camp St Marys (\$3M)	All Other	
<u>Attainable Housing</u> (Community Services)			
<u>Solid Waste</u> (Public Facilities)			
<u>Economic & Tourism Development</u> (Executive)			
<u>Managed Growth</u> (Natural Resources)			
<u>External Communications</u> (Governmental)			

COUNTY COUNCIL OF BEAUFORT COUNTY
ADMINISTRATION BUILDING
BEAUFORT COUNTY GOVERNMENT ROBERT SMALLS COMPLEX
100 RIBAUT ROAD
POST OFFICE DRAWER 1228
BEAUFORT, SOUTH CAROLINA 29901-1228
TELEPHONE: (843) 255-2180
www.bcgov.net

STEWART H. RODMAN
CHAIRMAN

D. PAUL SOMMERVILLE
VICE CHAIRMAN

COUNCIL MEMBERS

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GERALD DAWSON
BRIAN E. FLEWELLING
YORK GLOVER, SR.
CHRIS HERVOCHON
ALICE G. HOWARD
MARK LAWSON
LAWRENCE P. MCELYNN
JOSEPH F. PASSIMENT, JR.

JOHN L. WEAVER
INTERIM COUNTY ADMINISTRATOR

CONNIE L. SCHROYER
CLERK TO COUNCIL

2019 – 2020

2018 COUNCIL / (Management) RETREAT PRIORITIES

EXECUTIVE

ECONOMIC DEVELOPMENT
HISTORICAL TOURISM DEVELOPMENT
USCB / TLC CAMPUS EXPANSIONS
One Stop Business Expansion Shop

FINANCE

BUSINESS LICENSE FEES
IMPACT FEES
COUNTY MANAGER FORM OF GOV'T
FEMA Reimbursement
2017 Financial Report (CAFR)
County Employees:
 Wellness
 Satisfaction Survey
 Compensation Study
 Pension Funding

NATURAL RESOURCES

STORM WATER:
 REGIONAL AUTHORITY
 Management
CDC COMP PLAN LAND USE
RIVERS & CREEKS WATER QUALITY

GOVERNMENTAL

INDIGENT HEALTHCARE
County Roads in Municipalities

PUBLIC FACILITIES

US 278 GATEWAY CORRIDOR:
 SALES TAX REFERENDUM
 IMPROVEMENTS
 Environmental Assessment
LITTER CONTROL
SOLID WASTE PICK-UP & RECYCLE
DAUFUSKIE I. IMPROVEMENTS
County Facilities Assessment & Plan
Residential Homes Build
Ditch Maintenance Policy

COMMUNITY SERVICES

AFFORDABLE HOUSING
PASSIVE PARKS DIRECTION

Resolved
Continuing
Not Addressed



BEAUFORT COUNTY COUNCIL

Agenda Item Summary

Item Title:

Airports Board - Board Appointments

Council Committee:

Executive Committee

Meeting Date:

March 25, 2019

Committee Presenter (Name and Title):

N/A

Issues for Consideration:

(1) vacancy

Points to Consider:

Appointment must be an active pilot and aircraft owner (Lady's Island Airport).

Funding & Liability Factors:

N/A

Council Options:

N/A

Recommendation:

Fill the vacancy.