

LEBANON MUNICIPAL AIRPORT COMMISSION
MINUTES OF REGULAR MEETING
Thursday, January 13, 2022
Lebanon Municipal Airport, 200 Aviation Way

Commissioners Present

Jeff Baines John Gentry
Deborah Baugh Greg Hemontolor
Fred Burton Mike Russell
T.O. Cragwall William Westmoreland

Others Present

R.T. Baldwin Angela Fantom
Heather Bay Amy Franck
Ron Dillard Michael Franck
Miles Dillon Carl Groves
Darren Duckworth

1) CALL TO ORDER – Chairman William Westmoreland called the meeting to order at 4:02 p.m.

2) APPROVAL OF MINUTES

- **12/2/21 Regular Meeting** – A motion was made and seconded to approve the minutes of the 12/2/21 regular Airport Commission meeting. Motion carried.
- **12/17/21 Special Called Meeting** – A motion was made and seconded to approve the minutes of the 12/17/21 special called Airport Commission meeting. Motion carried.

3) COMMUNICATIONS FROM CITIZENS – Chairman Westmoreland advised any citizen wishing to address the commission to please limit their comments to three minutes. No one addressed the commission.

At this time, **Old Business Item C., Hangar Inspections**, was addressed.

Chairman Westmoreland referred to his memo to the commission dated 1/4/22; the memo included all letters sent to t-hangar lessees and additional notes as per responses received. Chairman Westmoreland reviewed each letter and provided any lessee or representative in attendance an opportunity to address the commission:

I. Hangar Queens

- A-9, Lawhon – The 11/24/21 letter advises that on 10/29/21, it was determined that the plane remained in a non-flying condition as discovered and noted at the 10/11/19 inspection. The letter further states that in keeping with the executed lease, the City will require the hangar to be vacated at the end of the lease term, 12/31/21. Direct Flight Solutions’ Heather Bay confirmed that Mr. Lawhon’s aircraft has vacated the hangar and Mr. Jim Jones, currently #1 on the t-hangar waiting list, has accepted the hangar.
- A-11, Hood – The 11/24/21 letter advises that on 10/29/21, it was determined that the plane remained in a non-flying condition as discovered and noted at the 10/11/19 inspection. The letter further states that in keeping with the executed lease, the City will require the hangar to be vacated at the end of the lease term, 12/31/21. Ms. Bay advised that Mr. Hood’s aircraft has been under DFS maintenance for some time. A new engine and new tires have been installed, but the annual has not been signed off on and the invoice remains open due to awaiting additional parts (on backorder) to arrive for repairs. After a brief discussion, a motion was made and seconded to grant Mr. Hood a 90-day extension to his lease. Motion carried. The consensus was to revisit the item during the 5/5/22 regular commission meeting.
- B-3, Snyder – The 11/24/21 letter advises that on 10/29/21, it was noted that the

aircraft appeared to be in the same non-flying condition as discussed at the 10/11/19 inspection. The letter further states that it is necessary to bring the aircraft into a flying condition no later than 12/31/21; otherwise, the lease shall not be renewed and Mr. Snyder would need to vacate the hangar on or before 12/31/21.

Ms. Bay noted that Wesley Kennedy, who at the November commission meeting advised that he is in an aircraft partnership with Mr. Snyder, has been a mechanic for years and has attempted to complete the maintenance of the aircraft; however, he has been unable to acquire the parts needed to bring the aircraft into compliance. The aircraft is scheduled for an annual inspection by DFS on 3/15/22.

Chairman Westmoreland stated the need for proof of partnership between Mr. Snyder and Mr. Kennedy. Ms. Bay reported that the aircraft is registered to Mr. Snyder.

After a brief discussion, a motion was made and seconded to grant Mr. Snyder a 90-day extension to his lease and revisit the item during the 5/5/22 regular commission meeting. Motion carried.

- E-9, DiLeo – The 11/24/21 letter advises that on 10/29/21, it was noted that the aircraft appeared to be in non-flying condition. As per Mr. DiLeo's request at the 11/4/21 commission meeting, he is expected to have the plane in flying condition by 4/30/22. Commissioner of Public Services Jeff Baines commented that the item will be revisited during the 5/5/22 regular commission meeting.
- E-15 and E-16, Poole – The 11/24 letter advises that on 10/29/21, it was determined that the planes remain in a non-flying condition as discovered and noted at the 10/11/19 inspection. The letter further states that in keeping with the executed leases, the City will require the hangars to be vacated at the end of the lease terms, 12/31/21. Ms. Bay has spoken with Mr. Poole's daughter and business manager who will be sending the commission a letter; the family has recently suffered the loss of multiple loved ones, and it is Mr. Poole's intent to work toward bringing the planes into compliance by the end of April. After a brief discussion, a motion was made and seconded to grant Mr. Poole a 90-day extension to his leases and revisit the items during the 5/5/22 regular commission meeting. Motion carried.
- B-12, Pung – The 11/24/21 letter advises that on 10/29/21, it was noted that the hangar is in violation of Section 18 of the executed lease; violations identified include storage of a pickup truck, SUV, motorcycle, camper, and other household items. The letter further states that it is necessary to bring the hangar into compliance on or before 12/31/21; otherwise, the lease shall not be renewed and Mr. Pung would need to vacate the hangar on or before 12/31/21. Mr. Pung attended the December commission meeting and assured the commission that he would bring the hangar into compliance. Chairman Westmoreland reported that during the recent re-inspection of the hangar, the vehicles were gone, the plane was flying, and the hangar was clean. A motion was made and seconded to remove B-12 from the problem list, as it has been brought into compliance. Motion carried.

- II. **Expired Subleases** – Commissioner T.O. Cragwall reviewed the *T-Hangar Sublease Agreement* approved by the commission last month. The commission voted to include it, along with an introductory note, with t-hangar lease agreements; the sublease agreement must be completed and submitted to the Airport Commission for approval within 15 days of lessee's sale of the aircraft; the sublessee should not occupy the hangar until the sublease agreement is approved by the commission. The document read as follows:

I, _____, having sold my aircraft, stored in T-hangar unit _____, on _____, agree to sublease to _____, whose name is recorded on the Lebanon Airport Commission T-hangar waiting list. Said agreement is in force for up to one year from date of sale of my aircraft,

_____, and is being provided to me because I seek to buy another aircraft. At the end of one year, if I have not purchased a replacement aircraft, I will relinquish lease and vacate hangar.

_____, Lessee

I, _____, agree to sublease T-hangar _____, for up to one year from _____, while _____ attempts to purchase a replacement aircraft and will abide by the T-hangar rules as well as the Lebanon Municipal Airport rules and regulations, copies of both having been provided me.

_____, Name; _____, Address; _____, N#; _____ Make and Model

- A-12, Floyd – The 11/24/21 letter advises that Mr. Floyd’s approved request to sublease has expired and the intent of subleases is to allow the lessee a reasonable time to replace his aircraft. The letter further states that in order to comply with this intent, the commission is recommending Mr. Floyd’s approval to sublease be extended through 4/30/22. The commission would expect Mr. Floyd to attend a future meeting to advise of his plan to purchase a new plane or relinquish his lease.
Note: Mr. Floyd has advised he has a partnership with Mr. Toornburg. He needs to provide a legal partnership document satisfactory to the City.
Comm. Baines confirmed that Mr. Floyd is aware of the needed document. Comm. Baines and Chairman Westmoreland are meeting with City Attorney Andy Wright tomorrow to discuss what is acceptable documentation. Ms. Bay commented that partnerships cannot always be confirmed via the FAA registry.
- B-14, Swift – The 11/24/21 letter advises that Mr. Swift’s approved request to sublease has expired and the intent of subleases is to allow the lessee a reasonable time to replace his aircraft. The letter further states that in order to comply with this intent, the commission is recommending Mr. Swift’s approval to sublease be extended through 4/30/22. The commission would expect Mr. Swift to attend a future meeting to advise of his plan to purchase a new plane or relinquish his lease.
Note: Mr. Swift’s sublease issue has been resolved. (Mr. Swift has advised via email that he has purchased a plane that he will be storing in the hangar.)
- B-17, Albert McCall – The 11/24/21 letter advises that Mr. McCall’s approved request to sublease has expired and the intent of subleases is to allow the lessee a reasonable time to replace his aircraft. The letter further states that in order to comply with this intent, the commission is recommending Mr. McCall’s approval to sublease be extended through 4/30/22. The commission would expect Mr. McCall to attend a future meeting to advise of his plan to purchase a new plane or relinquish his lease.
Note: Mr. McCall has advised he has a partnership with Mr. Overstreet. He needs to provide a legal partnership document satisfactory to the City.
Ms. Bay reported that the aircraft may be going elsewhere.
- E-2, Hudson Bay Holdings, LLC – The 11/24/21 letter advises that Hudson Bay Holdings’ approved request to sublease has expired and the intent of subleases is to allow the lessee a reasonable time to replace his aircraft. The letter further states that in order to comply with this intent, the commission is recommending Hudson Bay Holdings’ approval to sublease be extended through 4/30/22. The commission would expect Hudson Bay Holdings to attend a future meeting to advise of their plan to purchase a new plane or relinquish their lease.
Note: Hudson Bay Holdings has advised they have a partnership with Mr. Decker. They need to provide a legal partnership document satisfactory to the City.
Chairman Westmoreland reported that Hudson Bay Holdings has submitted a request to sublease to Tim Decker Aviation, but Ms. Bay will have full ownership of the aircraft in

the hangar as soon as the deal is closed. Chairman Westmoreland added that the item will be revisited during the 5/5/22 regular commission meeting.

- E-6, Henderson – The 11/24/21 letter advises that Mr. Henderson’s approved request to sublease has expired and the intent of subleases is to allow the lessee a reasonable time to replace his aircraft. The letter further states that in order to comply with this intent, the commission is recommending Mr. Henderson’s approval to sublease be extended through 4/30/22. The commission would expect Mr. Henderson to attend a future meeting to advise of his plan to purchase a new plane or relinquish his lease.

Note: Mr. Henderson has requested via email to extend the sublease through 2022.

The commission voted to allow Mr. Henderson to sublease to Mr. Baugh in September of 2020. Ms. Bay advised that Mr. Henderson has not sold his aircraft; it is being restored at Mr. Henderson’s home, as the lease states that no long-term (greater than 30 days) maintenance, including building or restoration projects, shall be permitted on the leased premises. She added that Mr. Henderson owns multiple planes.

After a brief discussion, a motion was made and seconded to deny Mr. Henderson’s request to extend the sublease through 2022. Motion carried.

- E-14, Poole – The 11/24/21 letter advises that Mr. Poole’s approved request to sublease has expired and the intent of subleases is to allow the lessee a reasonable time to replace his aircraft. The letter further states that in order to comply with this intent, the commission is recommending Mr. Poole’s approval to sublease be extended through 4/30/22. The commission would expect Mr. Poole to attend a future meeting to advise of his plan to purchase a new plane or relinquish his lease.

Note: Mr. Poole has communicated with Ms. Bay and may choose to give up the lease.

Ms. Bay explained that while the commission voted to allow Mr. Poole to sublease to Mr. Hill in September of 2020, the sublease did not last for a year, as Mr. Hill became the lessee for t-hangar E-3 soon after the sublease was approved. Ms. Bay has received a new request to sublease from Mr. Poole but does not have it with her.

After a brief discussion, a motion was made and seconded to amend the sublease policy to reflect that if a lessee sells his aircraft or takes it offsite for long-term (greater than 30 days) maintenance, the lessee is allowed to sublease for up to one year as approved by the Airport Commission. Motion carried.

III. Subleases to be Clarified

- B-1, Stroud – The 12/28/21 letter advises that Mr. Stroud’s approved request to sublease has expired and the intent of subleases is to allow the lessee a reasonable time to replace his aircraft. The letter further states that in order to comply with this intent, the commission is recommending Mr. Stroud’s approval to sublease be extended through 4/30/22. The commission would expect Mr. Stroud to attend a future meeting to advise of his plan to purchase a new plane or relinquish his lease.

Mr. Stroud has submitted a request to sublease to Matt Demaree.

Comm. Cragwall noted that the commission voted to allow Mr. Stroud to sublease to Mr. Dillon in September of 2020.

Ms. Bay confirmed to Commissioner John Gentry that Mr. Stroud plans to acquire another aircraft by 4/30. Mr. Dillon, who is in attendance, can confirm that he has sold his aircraft. Ms. Bay suggested that Mr. Demaree, who flies almost daily and was going to store his aircraft on the ramp, meet with Mr. Stroud to discuss the possibility of safely storing his aircraft in t-hangar B-1 until the end of April.

A motion was made and seconded to approve Mr. Stroud’s request to sublease to Mr. Demaree; the sublease must end by 4/30/22. Motion carried.

- A-3, Lee – The 12/29/21 letter advises that during the recent inspections, it was noted the aircraft identified as belonging to Mr. Lee is not the aircraft in the hangar; the plane

in the hangar is registered to William Beasley, who is not identified or approved to have a plane in the hangar. The letter further states that if Mr. Lee is subleasing the hangar, his lease requires written approval of the Airport Commission, and the intent of subleases is to allow the lessee a reasonable time to replace his aircraft. In order to comply with the intent, Mr. Lee will need to make a request for consideration at the January or February commission meeting; if a request to sublease is not presented and approved, the City would expect the hangar to be vacated by 2/21/22.

Note: The issue has been resolved. (Mr. Lee's request to sublease to Mr. Beasley was approved by the commission last July. Mr. Lee has advised via email that Mr. Beasley's aircraft has vacated the hangar and his plane is now in the hangar.)

- B-8, Maples – The 12/29/21 letter advises that during the recent inspections, it was noted the aircraft identified as belonging to Mr. Maples is not the aircraft in the hangar; the plane in the hangar is registered to Carl Groves, who is not identified or approved to have a plane in the hangar. The letter further states that if Mr. Maples is subleasing the hangar, his lease requires written approval of the Airport Commission, and the intent of subleases is to allow the lessee a reasonable time to replace his aircraft. In order to comply with the intent, Mr. Maples will need to make a request for consideration at the January or February commission meeting; if a request to sublease is not presented and approved, the City would expect the hangar to be vacated by 2/21/22.

Mr. Maples has submitted a request to sublease to Mr. Groves.

Mr. Groves explained to the commission that he has been Mr. Maples' sublessee since some time after June of 2020; he is not in a partnership with Mr. Maples. Mr. Groves owns a business in Lebanon and is #13 on the t-hangar waiting list.

Comm. Cragwall noted that neither he nor Executive Assistant Angela Fantom could find record of the commission approving Mr. Groves as a sublessee.

Chairman Westmoreland thanked Mr. Groves for his honesty. After a brief discussion, a motion was made and seconded to approve Mr. Maples' request to sublease to Mr. Groves through 4/30/22. Motion carried.

- B-15, Piper – The 12/28/21 letter advises that Mr. Piper's approved request to sublease has expired and the intent of subleases is to allow the lessee a reasonable time to replace his aircraft. The letter further states that in order to comply with this intent, the commission is recommending Mr. Piper's approval to sublease be extended through 4/30/22. The commission would expect Mr. Piper to attend a future meeting to advise of his plan to purchase a new plane or relinquish his lease.

Note: The issue has been resolved. (Ms. Bay has spoken with Mr. Piper and his sublessee, Mr. Meleg; the sublease was to expire on 12/31/21 and the Pipers were to place Mrs. Piper's aircraft in the hangar this month.)

- B-20, Dillard – The 12/29/21 letter advises that during the recent inspections, it was noted the aircraft identified as belonging to Mr. Dillard is not the aircraft in the hangar; the plane in the hangar is registered to Paul Marciniac, who is not identified or approved to have a plane in the hangar. The letter further states that if Mr. Dillard is subleasing the hangar, his lease requires written approval of the Airport Commission, and the intent of subleases is to allow the lessee a reasonable time to replace his aircraft. In order to comply with the intent, Mr. Dillard will need to make a request for consideration at the January or February commission meeting; if a request to sublease is not presented and approved, the City would expect the hangar to be vacated by 2/21/22.

Note: No response.

Comm. Baines noted that if Mr. Dillard and Mr. Marciniac are in a partnership, they need to provide a legal partnership document satisfactory to the City.

After a brief discussion, a motion was made and seconded to allow Mr. Dillard to sublease to Mr. Marciniac through 4/30/22. Motion carried.

- B-12, Pung – Comm. Baines reported that the 12/28/21 letter regarding a sublease was sent to Mr. Pung in error and is voided.

IV. Partnerships to be Clarified – Last month, the commission voted to structure a partnership agreement – with specifications and an introductory note – to be included with t-hangar lease agreements.

Comm. Cragwall reviewed the four avenues that he is aware of to establish an aircraft partnership: (1) a partnership that shows on an FAA registration, (2) a corporation showing a partnership in an aircraft, (3) a limited liability company showing a partnership in an aircraft, and (4) a private legal partnership document showing the aircraft make, model, and N-number and the partners' names and signatures.

- A-7, Hogancamp – The 12/29/21 letter advises that during the recent inspections, it was noted the aircraft identified as belonging to Mr. Hogancamp is not the aircraft in the hangar; the plane in the hangar is registered to Ryan Crum, who is not identified or approved to have a plane in the hangar. The letter further states that if Mr. Hogancamp is subleasing the hangar, his lease requires written approval of the Airport Commission, and the intent of subleases is to allow the lessee a reasonable time to replace his aircraft. In order to comply with the intent, Mr. Hogancamp will need to make a request for consideration at the January or February commission meeting; if a request to sublease is not presented and approved, the City would expect the hangar to be vacated by 2/21/22.

Comm. Baines reported that Mr. Hogancamp has submitted his and Mr. Crum's Aircraft Co-Ownership Agreement to be reviewed by City Attorney Andy Wright.

- E-5, Harrison – The 12/29/21 letter advises that during the recent inspections, it was noted the aircraft identified as belonging to Mr. Harrison is not the aircraft in the hangar; the plane in the hangar is registered to Will John Liddell (as Tennessee Millwork, LLC), who is not identified or approved to have a plane in the hangar. The letter further states that if Mr. Harrison is subleasing the hangar, his lease requires written approval of the Airport Commission, and the intent of subleases is to allow the lessee a reasonable time to replace his aircraft. In order to comply with the intent, Mr. Harrison will need to make a request for consideration at the January or February commission meeting; if a request to sublease is not presented and approved, the City would expect the hangar to be vacated by 2/21/22.

Note: Communication has been received from Mr. Harrison. While the lease does reflect the names of both Mr. Harrison and Mr. Liddell, proof of a legal partnership satisfactory to the City is still needed.

- E-11, Burris – The 12/30/21 letter advises that during the recent inspections, it was noted that the t-hangar, which was previously leased to Mr. Mark Harrell, is currently being leased to Mr. Burris. The letter further states that the Airport Commission is responsible to advise and update the Mayor and City Council regarding the operations and facilities at the airport; with this in mind, the commission is needing to determine why the lease was executed in Mr. Burris' name in late 2020. If Mr. Burris and Mr. Harrell were partners, the commission would need some proof in order for Mr. Burris to continue as the lessee.

Ms. Bay reported that the issue is resolved, as Mr. Burris has released the hangar.

- E-12, Hamblen – The 12/29/21 letter advises that during the recent inspections, it was noted the aircraft identified as belonging to Mr. Hamblen is not the aircraft in the hangar; the plane in the hangar is registered to Zack Lewis, who is not identified or approved to have a plane in the hangar. The letter further states that if Mr. Hamblen is

subleasing the hangar, his lease requires written approval of the Airport Commission, and the intent of subleases is to allow the lessee a reasonable time to replace his aircraft. In order to comply with the intent, Mr. Hamblen will need to make a request for consideration at the January or February commission meeting; if a request to sublease is not presented and approved, the City would expect the hangar to be vacated by 2/21/22.

Note: This lease appears to be okay. Need the owner(s) to provide the legal document establishing Carbine Aviation, LLC, and the partners. (Mr. Lewis advised via email that the plane in the hangar is registered to the LLC that he is a registered agent for, and of which Mr. Hamblen is a member.)

- A-6, Cook – The 12/29/21 letter advises that during the recent inspections, it was noted the aircraft identified as belonging to Mr. Cook is not the aircraft in the hangar; the plane in the hangar is registered to Ernest DiGiacomo, who is not identified or approved to have a plane in the hangar. The letter further states that if Mr. Cook is subleasing the hangar, his lease requires written approval of the Airport Commission, and the intent of subleases is to allow the lessee a reasonable time to replace his aircraft. In order to comply with the intent, Mr. Cook will need to make a request for consideration at the January or February commission meeting; if a request to sublease is not presented and approved, the City would expect the hangar to be vacated by 2/21/22.

Note: If this is a partnership, the legal document satisfactory to the City must be provided.

Mr. Cook, who has an aircraft stored in Hangar Row 1, has recently told Comm. Cragwall that he has a partnership with Mr. DiGiacomo for the hangar and not the aircraft stored in it. Comm. Cragwall referred Mr. Cook to Section 18 of the t-hangar lease agreement which states, *“The hangar hereby leased shall be used only for the storage of aircraft owned or leased by Lessee(s) ...”* Mr. Cook expressed to Comm. Cragwall that he does not want to lose the hangar. Comm. Cragwall suggested to the commission that the best path forward might be to allow Mr. DiGiacomo to assume the lease.

Comm. Cragwall noted that Mr. Cook was named as the 2020-2021 lessee, but Mr. DiGiacomo’s name was written in/added to the lease. Comm. Baines questioned whether the commission ever addressed this addition to the lease.

A motion was made and seconded to take the following action after the 2/21 deadline: if Mr. Cook has moved his aircraft into the hangar, remove Mr. DiGiacomo’s name from the lease agreement; or if Mr. Cook has not moved his aircraft into the hangar and Mr. DiGiacomo’s aircraft remains in the hangar, remove Mr. Cook’s name from the lease agreement and allow Mr. DiGiacomo to be the sole lessee only for the term of the lease. Regarding the previously-addressed t-hangar E-6, Commissioner Deborah Baugh was told by current sublessee John Baugh III that his name was on the original lease. She and Commissioner Mike Russell stressed the need to be consistent when taking action. Ms. Fantom advised that she will research the previous leases with both Mr. Henderson and Mr. Cook.

Comm. Russell explained his understanding that Mr. Cook signed the original lease but later allowed Mr. DiGiacomo to store his plane in the hangar. Ms. Bay and Comm. Cragwall agreed that Mr. Cook did store his aircraft in the hangar at one time. Comm. Baines commented that any lease with Mr. Cook that included Mr. DiGiacomo’s name added was signed by the City in error, as he does not recall the commission addressing this revision to the lease.

The previous motion was restated and seconded as follows: to require Mr. Cook (the original lessee) and Mr. DiGiacomo to vacate the hangar by 4/30/22, as the lease is no

longer valid unless Mr. Cook's aircraft is moved into it or unless proper documentation is provided. Motion carried.

4) ENGINEERING REPORT – Special Projects Administrator R.T. Baldwin presented the report:

- A. **REILs/PAPI Lights/Runway Lighting System Phase I** – Transformer shipment date 1/14/22. Regulator scheduled for shipping on 1/28/22.
Ms. Bay and Comm. Cragwall commented that there have been multiple reports of the lighting system working properly now.
- B. **ALP** – Mayor's signature received; plans have been delivered to TDOT Aeronautics for signatures. Waiting on signed ALP from TDOT Aeronautics. No update.
- C. **100LL Self-Serve Fuel Farm** – Atkins is finishing drawings and technical.
Atkins' Darren Duckworth advised that the items will be completed tomorrow.
- D. **M54 RSA Determination** – Atkins is working on runway analysis. Findings should be available mid-February.
- E. **East Apron Pavement Rehab – Preliminary Design** – Received work authorization.
Mr. Baldwin commented that the authorization was received this week. He will obtain signatures and send the document back to Atkins.
- F. **Terminal Parking Lot Expansion** – Project has been staked. Waiting on dry weather.
- G. **East Side Hangar Doors (Volar Lease)** – Move to 10) *Information Only* items.
(During last month's meeting, the commission voted to table the item until the Volar lease comes up for renewal.)
- H. **Row D Construction (Steve DiLeo/Aeronautique, LLC)** – Sewer needs final testing and cleanouts installed.
Comm. Russell stated the need to follow up on the project's status for the March commission meeting.
- I. **West Side Hangar Sites A and B (Robert Craig)** – Continuing construction.
- J. **West Side Hangar Site F (Bruce Thomas)** – No update.
- K. **West Side Hangar Site G (Robert Gaines)** – Continuing interior work.
- L. **West Side Hangar Site D (PNJ Venture Partners) – Air Methods Update** – No update.
PNJ & Air Methods have terminated their agreement. Ms. Bay has advised PNJ, who is receiving multiple inquiries about the project, to let her know when they are ready to market the hangar. PNJ informed Ms. Bay that they are waiting on a third party engineer to proceed with the project.
- M. **Internet Service Overhaul** – Condition of fiber optic has been evaluated. Working with Spectrum on various configurations.
Mr. Baldwin added that the fiber optic was determined to be in good condition. Installation of services should begin soon.

5) OLD BUSINESS

A. T-Hangar Waiting List

1. New Additions – Five new applications were presented to the commission:

- A motion was made and seconded to add Michael Sigillito to the next position on the waiting list (#126, following #125 Brad Dozier). Motion carried.
- A motion was made and seconded to add Mark Lynch to the #127 position on the waiting list. Motion carried.
- A motion was made and seconded to add Gregory McCormack to the #128 position on the waiting list. Motion carried.
- A motion was made and seconded to add William Easterwood to the #129 position on the waiting list. Motion carried.

- A motion was made and seconded to add William Todd Dibenedetto to the #130 position on the waiting list. Motion carried.
2. **Updated List** – An updated list was included in the agenda packet.
- B. **Rows A and B T-Hangar Leases – Update** – Comm. Baines reported that nearly all leases have been returned. He and Ms. Fantom will follow up with those who have not returned their lease (Mr. Liles, Mr. Floyd, and Mr. Rocchietti).
 - C. **Hangar Inspections** – See discussions under **3) Communications from Citizens.**
 1. **Hangar Queens – Committee Update**
 2. **Expired Subleases – Committee Update**
 3. **Subleases – Committee Update**
 4. **Partnerships – Committee Update**
 5. **Re-inspections – 12/20/21 and 1/6/22**
 6. **Other**
 - D. **Sublease Recommendation – FBO to provide quarterly report as to current subleases. Include hangar #, tenant and sublessee. Work with Angela and Jeff.** – Comm. Baines stated the need for a better way to track subleases and presented the draft T-Hangar Sublease Report which lists the hangar #, lessee name, sub-lessee name and tail #, commission approval and expiration dates, and staff comments. FBO and City staff will present the spreadsheet to the commission on a quarterly basis, and City staff will plan to notify the Lessee 45 days in advance of the sublease expiration.
 - E. **Future West Side Development Committee – Chairman Update** – During last month’s meeting, the commission voted to proceed with establishing the committee, as suggested by Chairman Westmoreland. Chairman Westmoreland has since emailed Mayor Rick Bell a list of individuals whom he would like to see serve on the committee. He should have more information by next month’s meeting.
 - F. **Southeast Development – General Discussion** – Comm. Baines advised of the need to decide how to move forward with the development. Comm. Russell reiterated the importance of making sure any development follows FAA guidelines and not committing the entire property to one developer. Chairman Westmoreland and Comm. Cragwall agreed.
 - G. **Other** – Comm. Russell requested that eviction procedures for any lessee not in compliance with his lease agreement be confirmed tomorrow during Comm. Baines and Chairman Westmoreland’s meeting with City Attorney Andy Wright. Comm. Baines advised that he will also ask Mr. Wright what constitutes a legal partnership in an aircraft. At this time, Elite Rotorcraft, LLC’s Michael Franck introduced himself. As recommended by the commission, City Council recently approved Elite Rotorcraft’s requested lease modifications, including allowing Elite to sublease a portion of the former Vanderbilt hangar to the TVA through 12/31/23.

6) NEW BUSINESS

- A. **Private Development Discussion**
 1. **Building Heights**
 2. **Density**
 3. **Lighting**
 4. **Other**

Chairman Westmoreland would like for someone on the commission to meet with City Planning Director Paul Corder to express concerns about private development and its effect on the instrument landing system (ILS) and the airport.

Mr. Baldwin explained that when a site plan is submitted to the City, Engineering staff has a review process including a list of items to check if the property is located in the airport overlay. Mr. Baldwin has contacted TDOT Aeronautics’ Adam Guy regarding possible

additional measures to protect the airport during the development process and can provide more information to the commission.

- B. Planning Commission Items – 1/25/22** – Mr. Baldwin advised that there are no known items located in the airport overlay.
- C. Board of Zoning Appeals Items – 1/24/22** – Mr. Baldwin advised that there are no known items located in the airport overlay.
- D. Gate Code – All Airport Commission Members** – Chairman Westmoreland would like for all members to have a code since they assist with inspections and events on the airfield. Ms. Bay advised any commission member in need of a gate code to stop by the FBO and complete a Gate Access Code Request form.
- E. Other** – Regarding future airport development, Chairman Westmoreland has spoken with Lebanon Fire Chief Chris Dowell who has pursued the airfield for a fire station for many years. Chairman Westmoreland and Comm. Russell expressed their support of having a designated fire truck and crew at the airport. Possible sites – including the east side terminal and hangar, a location adjacent to the fuel farm, and a location between the sinkhole and Hampton Inn – were mentioned.

7) FINANCIAL REPORT – Included in the agenda packet were the Airport Maintenance Expenditures Report dated 1/3/22 and Revenues Report dated 1/5/22.

8) FBO REPORT – Ms. Bay provided a brief report which included information on the following items:

- DFS has reached out to all individuals who were added to the T-Hangar Waiting List prior to 2021, and 19 individuals have confirmed their desire to be removed from the list. Mr. Harold Rushton has accepted t-hangar B-7 (vacated by QED Medical Physics, Inc.), and Mr. Jim Jones has accepted t-hangar A-9 (vacated by Cary Lawhon).
A motion was made and seconded to approve the updated T-Hangar Waiting List. Motion carried.
- On 1/4/22, there was an accident at the airport. Three gentlemen flying in from Kentucky – including a flight instructor and two young adult students who had recently purchased the aircraft – were inbound on 19 and landed on their aircraft’s belly. Ms. Bay is astonished they were able to walk away from the accident. DFS has been in communications with the City, FAA, NTSB, and other agencies. Ms. Bay is unsure how to process billing for repairs, including a mended fence, until the FAA and NTSB conclude their investigations and provide official reports on the accident.
- Fuel sales for the month of December – 5,604.7 gallons of avgas, 11,013 gallons of jet fuel. 2021 was a record year for DFS with 200,000+ gallons of fuel being sold.

9) UPCOMING EVENTS – Comm. Russell informed attendees of the EAA’s Fifth Saturday Breakfast events to be held throughout the year.

10) INFORMATION ONLY ITEMS

- A. PAPI Lights – (1) Temporary repair/parts availability (2) Engineering to survey and verify tree(s) to trim or remove. Make arrangements with property owner to trim or remove. Advise FBO and/or FAA. – No New Info**
- B. Soccer Field Update – Design underway for 5 fields at Sports Complex property on US 231 S.**
- C. Supplemental Signage – Runway Hold Positions Taxiway A1 – No New Info**
- D. Need to receive executed ingress/egress easement from Savage and record. – No New Info**
- E. T-Hangar Rows A and B Insurance Renewals Update**
- F. Row E T-Hangar Leases – Follow up on insurance certificates.**
- G. Sound Abatement Ordinance for Developments Near Airport**

- H. Thorne Dr. Connection – Future Discussion as to When to Implement
- I. Cracker Barrel Lease(s) Reconciliation
- J. West Side Partial Parallel Taxiway – Preliminary Design – Complete

11) ADJOURNMENT – The meeting was adjourned at 6:03 p.m.