

LEBANON MUNICIPAL AIRPORT COMMISSION
MINUTES OF REGULAR MEETING
Thursday, April 6, 2023 – Lebanon Municipal Airport, 200 Aviation Way

Commissioners Present

Jeff Baines J.D. Lowery
Deborah Baugh Mike Russell
Joey Carmack Paul Stumb
T.O. Cragwall William Westmoreland
Greg Hemontolor

Others Present

Heather Bay Gregory Jannaman
Stephen Chambers Tony Oliva
Angela Fantom Gary Soloway

1) CALL TO ORDER – Chairman William Westmoreland called the meeting to order at 4:01 p.m.

2) APPROVAL OF MINUTES – 3/9/23 Special-Called Meeting – A motion was made and seconded to approve the 3/9/23 special-called meeting minutes. Motion carried.

3) COMMUNICATIONS FROM CITIZENS – Chairman Westmoreland requested that citizens limit their communications to three minutes.

- Mr. Gary Soloway inquired about the upcoming **East Apron Pavement Rehab project (Engineering Report Item F.)**; City Council recently approved bids, awarded a contract, and approved the grant contract with TDOT. There is an EAA meeting next week, and Mr. Soloway needs more information on the project.
Regarding **Old Business Item I. (FAA Airspace Rules – Responses Submitted)**, Mr. Soloway reported that 24 of the 25 comments submitted to the FAA were pertaining to Lebanon Municipal Airport; some were duplicates. Mr. Soloway thanked those who responded, and Chairman Westmoreland thanked Mr. Soloway for bringing the item to the commission’s attention and serving on the subcommittee.
- Mr. Gregory Jannaman briefly addressed the commission regarding his t-hangar waiting list application. He was advised that his application was approved by the commission during the 3/9 special-called meeting.

4) COMMUNICATION FROM CHAIRMAN

- A. Airport Managerial Oversight Committee Report** – In AMOC Chairman John Gentry’s absence, AMOC member Greg Hemontolor provided a brief report on the 3/20 committee meeting. As appointed by Chairman Westmoreland last month, the AMOC discussed developing criteria for the West Side Lot 4 lease and a possible airport “impact” fee. Comm. Hemontolor was tasked with researching area fees and rates, and they will be presented under **Old Business Item F. (West Side Lot 4 – Application Fee and Lease Rate)**.
- B. Chairman Comments** – Chairman Westmoreland congratulated FBO/Direct Flight Solutions’ Heather Bay on being named TDOT Aeronautics’ Airport Manager of the Year during last month’s TN Airports Conference.

5) ENGINEERING REPORT – In Special Projects Administrator R.T. Baldwin’s absence, Commissioner of Public Services Jeff Baines report included in the agenda packet:

- A. REILs/PAPI Lights/Runway Lighting System Phase I** – Replacement lights ordered 2/15/2023. Anticipate 7-9 week delivery. Still on target for end of April installation.

Earlier today, Stansell Electric's vendor visited and informed Ms. Bay that the lights are on backorder until June. The vendor is looking to see if something in comparable quality is available. As suggested by Comm. Baines, Ms. Bay will inquire whether Sourcewell, a cooperative purchasing organization from which the City is authorized to purchase, can help expedite delivery of the lights.

- B. Replace Taxiway Lighting & Runway 1/19 PAPIs** – Spoke with TDOT on 4/4/2023 regarding construction funding and scheduling.

Ms. Bay explained that a funding request is scheduled to be presented to the TN Aeronautics Commission (TAC) in a few weeks; however, per the recent conversation with TDOT Aeronautics staff, an extensive \$90,000+ study is required to certify the PAPIs since Atkins' study/technology is too advanced. The study will delay the project if the funding request is submitted as planned.

Chairman Westmoreland added that TDOT Aeronautics' Adam Guy has advised that the City must continue to move forward with tree removal for the PAPIs.

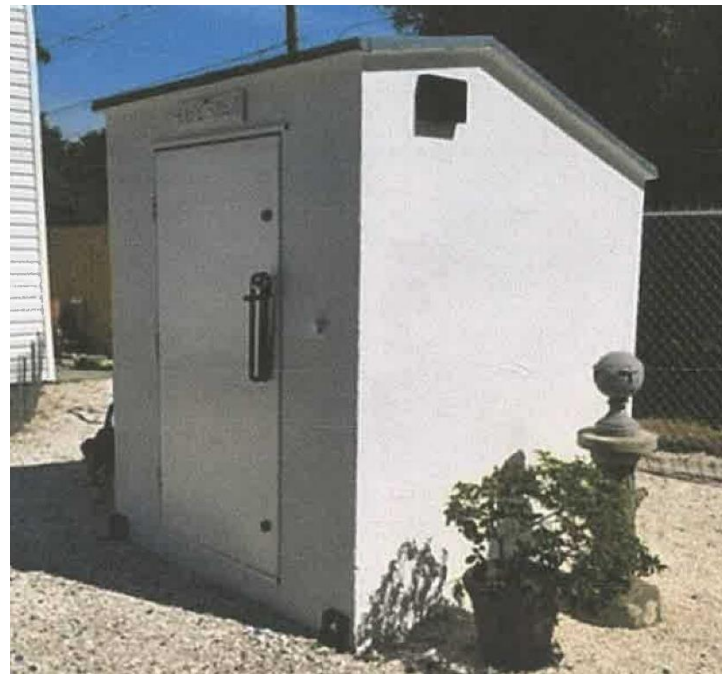
After a brief discussion, a motion was made and seconded to divide the lighting project/grant request into phases by moving forward with the taxiway and wig-wag portion and not the PAPI portion. Motion carried.

- C. ALP** – Mayor's signature received; plans have been delivered to TDOT Aeronautics for signatures. Waiting on signed ALP from TDOT Aeronautics. No update.
- D. M54 RSA Determination** – Received email on 1/27/2023 from TDOT Aeronautics, still waiting on determination. No update.
- E. East Apron Pavement Rehab** – Scheduled for construction in May. Vulcan is the contractor. In response to Mr. Soloway's earlier comments, Comm. Baines asked Mr. Soloway to email him and Mr. Baldwin for more information.
- F. Terminal Parking Lot Expansion** – Met with Vulcan, waiting on estimate.
- G. Row D Construction (Steve DiLeo/Aeronautique, LLC)** – Met with Vulcan, waiting on estimate.
Comm. Baines confirmed that there are documented communications advising Mr. DiLeo that he will be billed for paving the area in front of Row D.
- H. West Side Hangar Site D (PNJ Venture Partners)** – Concrete pad is in place.
- I. Northwest Terminal Apron and Southeast Area Site Grading/Drainage/Utility Plan/Funding** – Anticipate grant funding mid-May, depending on FAA fund disbursement.
- J. Air Methods Crew Quarters** – Waiting on sprinkler system approval and final inspections. The following information was distributed to the commission:

This Safe Shed Shelter Includes:

- ✓ Steel-reinforced seamless concrete walls, roof, and floor (see how it's built)
- ✓ 6" floor and 4" walls and roof
- ✓ 3/16" thick steel door with 3 locking points
- * ✓ Stucco exterior with a choice of 90 paint colors
- ✓ 11,000 lbs. (5.5 T) with 6' 4" interior headroom
- ✓ 1 LED motion sensing automatic interior light
- ✓ Quickly installs on bare ground or gravel pad - no expensive concrete pad needed!
- ✓ Meets all FEMA 361/320 and ICC 500 requirements to provide "near absolute" protection during EF5 tornadoes (250 mph winds)
- ✓ Delivery & Anchors priced separately - please request a Custom Quote for a no-obligation

* Square footage? $6 \times 6 = 36 \text{ sqft}$



Lessee Donny Meadows/Meadows Building Systems, LLC had previously told Chairman Westmoreland, Comm. Baines, and Mr. Baldwin that an in-ground shelter for Air Methods/Vanderbilt would be installed; it was not included on the site plan. The proposed above-ground shelter does not match the terminal building and would be located on the north side of the crew quarters, outside of the lease area.

Comm. Baines advised that the proposed location is not an issue and the lease can be amended to increase the lease area and yearly base rent amount.

After a brief discussion, a motion was made and seconded to amend the lease area to approve the above-ground Safe Shed shelter presented subject to the shelter meeting the aesthetic veneer of the terminal building and including vegetation (four feet or higher) on the north and east sides. Motion carried.

6) OLD BUSINESS

A. T-Hangar Waiting List

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

- A motion was made and seconded to add Jeffrey Beeler to the #132 position on the waiting list (following #131 John/Steve Stires). Motion carried.
- No action was taken on Matt Lejcar's application; he did not qualify for consideration since he listed the same individual as both his aviation and financial references.

2. Updated List – An updated list was included in the agenda packet.

B. Southeast Development – Waiting on Draft Development Agreement – During the January meeting, the commission voted to ask Franklin Mountain Group's Kevin Brisco to either come to the table for contract negotiations or withdraw his proposal. Comm. Baines and Mr. Baldwin met with Mr. Brisco last month and told him they would like to see a draft development agreement by the May commission meeting (Mr. Brisco has a copy of the original agreement with Mr. DiLeo). The project is not feasible until sitework is done (see **Engineering Report Item I. Northwest Terminal Apron and Southeast Area Site Grading/Drainage/Utility Plan/Funding**). Mr. Brisco understands there will be a penalty of some kind if he starts but is unable to complete the project.

- C. Property Purchase – 816 Castle Heights Ave.** – During the February meeting, the commission recommended that the City proceed with acquiring the entire property as previously recommended by the commission and approved by City Council. Comm. Baines followed up with property owner Stewart Knowles who advised on 3/2 that he does not accept the City’s offer to purchase the property for \$125,000. Since then, Comm. Baines has received an email from Mr. Knowles’s attorney; the email included an appraisal report valuing the property at \$165,000 and a counteroffer of \$175,000 which includes additional losses and costs. Mayor Rick Bell, City Attorney Andy Wright, and Comm. Baines met today to discuss the matter. Any City offer over \$125,000 will require a budget amendment and Council approval.
- Comm. Baines suggested making an offer between \$135,000 and \$140,000. He reiterated his disappointment to be in this position, as Mr. Knowles, his agent, and the seller’s agent were fully aware of the City’s plans to purchase the property before they closed on it.
- D. Class Bravo Air Leases** – As recommended by the commission, the leases for terminal building rooms 210 and 212 have been approved by City Council and went into effect on 4/1. Mr. Presler has yet to return signed leases. He has informed Comm. Baines that he would like to meet with him.
- E. Consultant Selection Complete – Goodwyn Mills Cawood (GMC), LLC** – Last month, the commission recommended Council approval of a three-year professional services agreement that allows two one-year extensions upon agreement of both parties. Comm. Baines reported that the agreement with GMC is almost finalized. GMC will take on all new projects and some existing projects. A couple of existing projects are staying with the previous consultant, Atkins.
- F. West Side Lot 4 – Application Fee and Lease Rate** – Last month, in response to John Sevier’s withdrawal of his request to lease Lot 4 (the airport’s prime/pad-ready lot intended for a major corporation), Chairman Westmoreland appointed the AMOC to discuss developing criteria for the Lot 4 lease and a possible airport “impact” fee. Chairman Westmoreland suggested a base rental rate of \$0.80 per square foot per year. Comm. Hemontolor presented detailed findings from a 2019 TDOT Aeronautics study; the TN Aviation System Plan (TASP) includes an inventory of airport facilities and amenities, rates and charges, personnel, and tenant information for TN’s 78 system airports. Comm. Hemontolor also presented information on Lebanon commercial property lease rates and list prices/sale prices and Lebanon residential property lease rates. Ms. Bay commented that TDOT Aeronautics is in the process of updating the 2019 study. Comm. Hemontolor noted that the suggested base annual rental rate of \$0.80 per square foot is in the ballpark with rates from the study. He reminded the commission that AMOC Chairman Gentry had suggested a one-time, upfront fee of \$10,000. Commissioner J.D. Lowery advised that “impact” fee is probably not the best term since the City is trying to recoup the cost of getting the site pad-ready. After a brief discussion, a motion was made and seconded to recommend City Council approval of a base rental rate of \$0.80 per square foot per year and a one-time site fee of \$15,000 for West Side Lot 4. Motion carried. Chairman Westmoreland thanked Comm. Hemontolor for his research and presentation.
- G. Fuel Truck Purchases** – Last month, the commission recommended Council approval of purchasing two replacement trucks, including a down payment this fiscal year and the remainder next fiscal year. City Councilor Joey Carmack reported that a budget amendment for the purchase of two replacement fuel trucks was approved by Council on 4/4. Comm. Baines added that the trucks will have to be bid out.

- H. **TN Airports Conference – 3/14-15/23 in Franklin – No discussion.**
- I. **FAA Airspace Rules – Responses Submitted –** The following letter to the FAA from Mayor Bell was included in the agenda packet:



RICK BELL
Mayor

CITY OF LEBANON

Office of the Mayor
200 North Castle Heights Avenue
Lebanon, Tennessee 37087
Rick.Bell@lebanontn.org
615-443-2839

Debbie Jessen
Mayoral Assistant

Tonya Jones
Administrative Assistant III

March 16, 2023

U.S. Department of Transportation
Docket Operations
1200 New Jersey Avenue SE
West Building Ground Floor
Room W12-140
Washington, DC 20590

Reference: FAA Docket No. FAA-2022-1678; Airspace Docket No. 22-AWA-4

I am commenting on the above referenced Notice for Proposed Rule Making for airspace modifications in Nashville, Tennessee.

By extending the Class C airspace to 15 miles from the BNA Airport and setting a floor of the airspace at 2400 feet, the FAA would be creating a safety hazard of serious concern to the Lebanon Municipal Airport (M54)."

Today, Lebanon Municipal Airport (M54) already has traffic issues. We are the homebase of four Falcons, a Hawker 800XP, several turbo props and one Air Ambulance Service Pilatus PC-12. Additionally, M54 has eight new corporate hangars that are projected to be completed by the end of 2023, a jet complex, and a t-hangar row in development. Once completed, M54 will offer over one hundred hangars, over 270 based aircraft, and countless transient operators. Three flight schools call M54 home. Many other flight schools use Lebanon for training. Airline Pilot Training (ATP) and Middle Tennessee State University (MTSU) are heavy users of M54. Lebanon is a busy place. Our current air traffic rate, projected air traffic growth, and the proposed airspace is cause for alarm.

The proposed airspace would force pilots, who would normally focus their attention outside the cockpit to "see and avoid" other traffic in the airport vicinity, to instead be focused internally on their GPS to avoid an airspace incursion. This, in turn, will set them up for near-miss situations (or worse) due to inattention to the outside while operating in a confined space when in a north configuration. It would also cause unintended incursions into the Nashville airspace for those not focused internally on their GPS – particularly, the numerous high-performance/jet aircraft that routinely utilize M54. While one alternative could be to contact BNA Approach, this would prove to be impractical and create additional workload on BNA controllers for such short duration of services. BNA Approach has long been and continues to be understaffed. As their traffic volume increases, this will become more of an issue.

An alternative solution to the new FAA proposed airspace is requested.

An option would be to raise the floor on the eastern shelf to 2600 in an area defined by a 5-nautical mile radius from the Lebanon Airport.

A second option would be to "notch" the full height of the Class C in that area defined by the same radius in the interest of chart simplification.

Both alternatives will give pilots more space to maneuver for a safe flight. We are open to discussions with the FAA to find a safe solution.

Sincerely,

Rick Bell
Mayor

Chairman Westmoreland commented that the FAA has confirmed receipt of the letter. There have been no new developments in response to the comments submitted to the FAA.

- J. **Other – None.**

7) NEW BUSINESS

- A. **Planning Commission Items – 4/25/23 –** Comm. Baines briefly advised of a couple of items located in the airport overlay: Barton Village is proposing to expand its residential development further south, and Chick-fil-A is proposing to expand its drive-thru.

B. Board of Zoning Appeals Items – 4/24/23 – Comm. Baines advised that there are no major items located in the airport overlay.

C. Other – None.

8) FINANCIAL REPORT – There were no comments on the 3/20/23 Financial Report included in the agenda packet.

9) FBO REPORT – Quarterly Hangar Compliance Report and Airport Commission Discussion – The new FBO lease agreement requires an FBO report including tail numbers; documentation confirming aircraft insurance, current annual inspections, and proof of aircraft ownership; and lease compliance.

Ms. Bay provided a color-coded City T-Hangar Tenant Report for the quarter; the report included the following information on the 52 t-hangars in Rows A, B, and E:

- T-Hangar
- Tail Number
- Name on Lease
- Name on Registration
- Insurance Date
- City Additional Insured
- Annualized Date
- Lease/Notarized
- Sublease Approved

Ms. Bay advised that the report should include additional information regarding internal communication, additional comments, and whether the insurance has been approved or denied by the City’s Legal Office. She noted that the report is a revolving document on a monthly basis and welcomed suggestions for the work in progress.

Ms. Bay is not showing anyone with an approved sublease at this time. Vice Chairman T.O. Cragwall requested a column providing an explanation when the lessee name and aircraft registration name do not match.

After a brief discussion, a motion was made and seconded to give lessees not in compliance with their lease 60 days to get in compliance. Motion carried.

Current lease language vs. draft lease language was discussed. Assistant City Attorney Stephen Chambers advised that the draft lease he is working on is 21 pages and includes a lot of FAA rules. As suggested by Ms. Bay, he will review the current insurance requirements with the City Risk Manager and look into the possibility of including two provisions in the draft lease, one for commercial lessees and one for individual lessees.

Additional items reported on by Ms. Bay included the following:

- Tandem Skydiving (Rob Wallace, Darin Quaile, and Christian Sheehan) has submitted a two-page business proposal which was forwarded to Chairman Westmoreland and Comm. Baines. The business is seeking to allow takeoff and landing at the airport. Landing sites will be located about ten miles from the airport. The office and guest relations facilities could be located onsite or at an offsite location. Rob, Darin, and Christian are veteran skydivers with a collective 56 years’ experience and over 50,000 skydives in more than 30 different airfields across the US and around the world. Airport Minimum Standards and Rules and Regulation state that Airport Commission approval is needed for the proposed skydiving business. There were questions regarding the drop zone and airport parking and space availability. Ms. Bay advised that there will be more communications in the future.
- Ms. Bay received a text and email today from someone who is interested in using the airport for hot air balloon takeoffs. The individual has been sent the Airport Minimum Standards and Rules and Regulations and advised of the need to meet with the commission. Ms. Bay has a conference call with the individual scheduled for tomorrow.
- A football coach has inquired about turning the soccer field into a football field. The City has already advised the interested group that this is not an option.
- Cracker Barrel hangar roof repairs are taking place.

- City Street Department employees are mowing the airport property while airport mowing positions remain unfilled.
- Fuel sales for the month of March – 6,754.1 gallons of avgas, 16,599 gallons of jet fuel.
- New owners of jet discussed during previous meetings have applied for registration and a ferry permit to relocate. They and the FAA communicate with Ms. Bay on a regular basis.

10) UPCOMING EVENTS

- The striping portion of the TDOT Aeronautics sealing project is tentatively scheduled for 4/11 through 4/14. Ms. Bay will send out an email to airport users and place NOTAMS for the closures.
- When Pigs Fly BBQ Class and Lunch – Saturday, 4/15
- EAA Fly-In Breakfast – Saturday, 4/29
- Ford Tri-Motor Tour – Thursday, 5/4 through Sunday, 5/7
- Tentative East Side Pavement Rehab Project – May
- Sattler Aerospace Camp – 6/5 through 6/10 and 6/12 through 6/17
- Tentative Taxiway Lighting Project – June through September
- Commemorative Air Force Day – To Be Determined
- EAA Fly-In Breakfast – Saturday, 7/29
- EAA Youth Meetings – 3rd Sunday in July, September, and November

11) INFORMATION ONLY ITEMS

- A. Cracker Barrel Lease(s) Reconciliation – In Process**
- B. 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**
- C. Soccer Field Update – Under Construction**
- D. Supplemental Signage – Runway Hold Positions Taxiway A1 – No New Info**
- E. Need to receive executed ingress/egress easement from Savage and record. – No New Info**
- F. Sound Abatement Ordinance for Developments Near Airport**
- G. Thorne Dr. Connection – Future Discussion as to When to Implement**
- H. West Side Partial Parallel Taxiway – Preliminary Design – Complete**

12) ADJOURNMENT – The meeting was adjourned at 5:37 p.m.