

**LEBANON MUNICIPAL AIRPORT COMMISSION
MINUTES OF REGULAR MEETING
Thursday, April 7, 2022
Lebanon Municipal Airport, 200 Aviation Way**

Commissioners Present

Jeff Baines John Gentry
Fred Burton Greg Hemontolor
Joey Carmack Mike Russell
T.O. Cragwall

Others Present

Paul Abercrombie Connie Dodson
R.T. Baldwin Darren Duckworth
John Baugh III Angela Fantom
Heather Bay Donny Meadows
Ron Dillard Gary Soloway

1) CALL TO ORDER – In Chairman William Westmoreland’s absence, Commissioner T.O. Cragwall called the meeting to order at 4:02 p.m.

2) APPROVAL OF MINUTES – 3/3/22 Regular Meeting – A motion was made and seconded to approve the minutes of the 3/3/22 regular meeting. Motion carried.

3) COMMUNICATIONS FROM CITIZENS – Comm. Cragwall requested that each citizen’s comments be limited to three minutes.

- Mr. Gary Soloway addressed the commission as follows:
 1. He again requested his copy of the executed lease renewal for t-hangar B-2.
 2. Regarding *Old Business Item G. (FBO Proposals – Due 5/12/22)*, Mr. Soloway questioned how the proposals can be due 5/12 when a due date was never voted on during an Airport Commission meeting. He suspects the date was voted on during the 3/8 work session.

Comm. Cragwall advised that the commission discussed the item but took no action on it during the work session; the commission takes no action during work sessions. Mr. Soloway asked that the commission adhere to the TN Open Meetings Act. He believes the work session was a closed meeting that was not published in the newspaper.

Comm. Cragwall informed Mr. Soloway that work sessions are open to the public. Commissioner of Public Services Jeff Baines advised that the work session notice was published in the newspaper, which is not legally required; the public notice was posted outside City Hall, which meets legal requirements. FBO/Direct Flight Solutions’ Heather Bay added that the notice was also posted at the terminal.

Mr. Soloway commented that he has always gone to the City website’s Agenda Center for meeting notices and the work session notice was not posted there.
- Mr. John Baugh III addressed the commission regarding the 2/1/22 letter to t-hangar E-6 lessee Blake Henderson which states that all hangars need to be in compliance with the current lease on or before 4/30/22; Mr. Henderson is expected to purchase a new plane or relinquish his lease by 4/30/22.

Mr. Baugh thanked Mr. Soloway for reading his letter to the commission last month. He explained that he and Mr. Henderson have been partners on aircraft and aircraft parts for over 30 years and are both serious individuals on the airport. Mr. Baugh feels their relationship has been mischaracterized as a sublease, something it has never been. Mr. Baugh had encouraged Mr. Henderson to move here from Lafayette, and Mr. Baugh paid the difference on the lease

when it went into effect in December 2015. They both intended to sign the lease, but only Mr. Henderson signed it.

Mr. Baugh advised that he and Mr. Henderson would like to keep the seaplane in the hangar; it is being re-registered under Nashville Seaplane Company, a company in which they are both officers. Mr. Baugh has recently switched to a local attorney, RMA's Byron Gill, who is familiar with the airport and the commission. Mr. Baugh expressed that he and Mr. Henderson are trying to make everyone happy and are not trying to pull anything over anyone. He requested more time to obtain the necessary paperwork from Mr. Gill.

A motion was made and seconded to delay action on the item until the May meeting. Motion carried.

- Mr. Ron Dillard (t-hangar B-20 lessee) addressed the commission regarding the 2/1/22 letter to him which states that all hangars need to be in compliance with the current lease on or before 4/30/22; Mr. Dillard is expected to purchase a new plane or relinquish his lease by 4/30/22. Mr. Dillard provides tailwheel training at the airport; he currently rents space (month-to-month) for his plane in Corporate Hangar 5 which should be sold in the near future, as the hangar owner is completing construction of a new hangar in Gallatin. When Mr. Dillard first learned of the owner's plans about two years ago, he was at the top of the t-hangar waiting list and elected to take B-20 expecting that he would soon need it. Due to delays with the new hangar construction, Mr. Dillard is still waiting to determine if he will be able to continue to rent space from whoever purchases Corporate Hangar 5 (multiple people are interested in it) or if he will need to move his aircraft to B-20. Mr. Dillard requested until the end of May to determine how the situation with Corporate Hangar 5 will shake out.

Mr. Dillard advised that he subleased B-20 to prevent it from sitting; he did not make any money on subleasing the hangar. The last person he subleased to, Paul Marciniak, has moved his aircraft out of the hangar. If permitted to stay in Hangar 5, Mr. Dillard will relinquish his lease for B-20.

After a brief discussion, a motion was made and seconded to allow Mr. Dillard to remain in place until the end of May/the June regular commission meeting; Mr. Dillard should have his plane in B-20 or relinquish the lease by 5/31/22. Motion carried.

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

A. REILs/PAPI Lights/Runway Lighting System Phase I – Replaced the CCR systems photo eye and tested the system for proper operation.

- Verified cans meet FAA requirements for spacing and distance from edge of runway.
- Tested & verified grounding system at cans meets the minimum 25 Ohm requirement.
- Verified lights are at the correct elevation of 14" using a 10" stem + the height of the fixture. Replaced damaged stems.
- Verified that the cans and cables tested matched design drawing specifications.
- Pumped out water from windsock section, cleaned wiring and replaced the 200watt transformer feeding the windsock.

There have been issues since the system was replaced, and Stansell Electric checked out the items listed above. The system is now working, and Mr. Baldwin continues to communicate with Stansell.

Regarding the wig-wag light that has been down and awaiting parts for a year or longer, Ms. Bay advised Commissioner Mike Russell that it will be completely replaced.

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** – Design complete, waiting on funding opportunities for construction.
 Atkins’ Darren Duckworth informed Commissioner John Gentry that the estimated cost from about two months ago was just under \$300,000.
 Comm. Cragwall noted that the project is on the 2023-24 fiscal year list. Mr. Baldwin commented that it is at the bottom of the list for grants.
- D. M54 RSA Determination** – Analysis complete, information to be sent to TDOT Aeronautics and FAA by the end of next week.
 Upon Comm. Cragwall’s request, Mr. Duckworth explained that the FAA has a requirement on cross slopes for turf runways; the requirement just became active last Wednesday. The cross slope should be crowned; and from the center crown elevation, it should have a 2% slope on either side of that crown for a 40-foot width left and a 40-foot width right of center. Beyond those two 40-foot offsets, the next 20 feet should be a 5% slope away from the center line. After that, you can grade a ditch or a swale to drain off any water as needed. Mr. Duckworth advised that what the airport has drains fine; it is not a drainage problem, but it does not match the required cross section. The RSA inventory to be submitted will state these facts, and we will have to see where TDOT Aeronautics’ and the FAA’s judgment on the matter falls.
 Mr. Duckworth informed Comm. Gentry that if the airport is required to bring the runway up to standard, he suspects it would not be an unfunded mandate and the runway would be allowed to operate until funding is received.
- E. East Apron Pavement Rehab – Preliminary Design** – Preliminary design submitted on 3/25/22 for TDOT PSR. Preliminary plans review 4/7/22. Anticipate final design grant in 3-4 weeks.
 Estimated construction timeframe is September-October. Incorrect signage will be removed on the turf runway. The plan is to install correct signage next year with the Phase II lighting system project.
- F. Terminal Parking Lot Expansion** – Waiting on contractor.
 Chairman Westmoreland hopes to get to the project in the next week or so.
- G. Row D Construction (Steve DiLeo/Aeronautique, LLC)** – Waiting on revisions of sanitary sewer as-builts. Waiting on paving. Certificate of Occupancy will not be issued until items are addressed.
 Comm. Russell asked about Mr. DiLeo’s unused construction equipment stored on site, noting that the Southeast Development RFPs are due next week.
 After a brief discussion, a motion was made and seconded to request that all of Mr. DiLeo’s equipment be removed within 14 days from today. Motion carried.
- H. West Side Hangar Sites A and B (Robert Craig)** – Continuing construction.
- I. West Side Hangar Site F (Bruce Thomas)** – Punch list items.
- J. West Side Hangar Site G (Robert Gaines)** – Certificate of occupancy issued.
- K. West Side Hangar Site D (PNJ Venture Partners)** – No update.
- L. Internet Service Overhaul** – Waiting on backordered equipment to complete project.
 No delivery timeframe has been provided.

5) OLD BUSINESS

A. T-Hangar Waiting List

1. New Additions

– Three applications were presented to the commission:

- A motion was made and seconded to add Steve Perkins to the #138 position on the waiting list (following #137 Paul Dorris). Motion carried.

- A motion was made and seconded to add Tanya Leahy to the #139 position on the waiting list. Motion carried.
- A motion was made and seconded to add James Reynolds to the #140 position on the waiting list. Motion carried.

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

B. Volar Lease Update – As recommended by the commission last month, City Council has approved a three-year lease extension with Volar. The lease needs to be signed by Volar/Mr. Presler.

C. Hangar Inspections – Update Communications/New Letters – 4/30/22 Deadline – Comm. Cragwall advised the commission to be prepared to act during next month’s meeting. Comm. Baines will try to provide a summary for the meeting. Overall, good progress has been made.

Ms. Bay commented that some lessees who received a letter and responded are awaiting an answer as to their status. She has referred them to Comm. Baines and encouraged them to attend a commission meeting.

Comm. Baines noted that there is at least one legal document pending in City Attorney Andy Wright’s office. Comm. Cragwall informed Comm. Russell that he believes Mr. Wright will review the item(s) and advise by the May commission meeting.

Regarding Mr. Soloway’s and others’ requests for a copy of their executed lease, Comm. Baines apologized to those in compliance with their agreement but noted several leases are being held for signatures as they are not in compliance.

D. Southeast Development – Request for Proposals (RFP) for Private Development of T-Hangars – 3 developers met on site for tour 3/24 or 3/25. Proposals due 4/14/22. – Comm. Baines reported that there have been three or four inquiries. He confirmed to Ms. Bay that the scheduled onsite tour was not mandatory.

During the site tour, Mr. Baldwin presented the approved construction drawings and two options – 17 t-hangars (Row F) and Row F plus a triplex hangar – and advised the interested parties that this is their opportunity to propose what they want to do.

Comm. Baines noted that comments are already being received about utilities, grading, and restrooms. Either the developer or the City must pay for the work, and any City funding must be approved by City Council. The City reserves the right to reject any and/or all proposals.

E. West Side Development – Review Proposal from Consultant for Grading, Drainage, Utility Plan, etc. Will require budget amendment. – Mr. Baldwin and Comm. Baines have reviewed the scope of services and sent it back to Atkins. Mr. Baldwin met with Mr. Duckworth yesterday, and they revised the document a little. A budget number – probably between \$40,000 and \$50,000 – for the plan will be available tomorrow, and a funding request will be submitted to City Council.

Mr. Baldwin presented a rendition which Comm. Cragwall commented considerably improves the layout from what was previously discussed. Mr. Baldwin explained how he changed the conceptual layout, including how he moved two hangars to match the back of the terminal building to allow more room for aircraft and reduce traffic congestion.

Ms. Bay advised that on the east row where there is one aircraft shown, Class Bravo Air currently has six aircraft on that back row. The ramp is quite full often.

Mr. Baldwin brought forth a discussion about possible development to the north; it looks like six 100'x100' hangars are possible. Mr. Baldwin explained that a lot of grade work would be required. He confirmed to Comm. Russell that the taxiway shown on the north end of the area matches the one on the east side.

Commissioner Greg Hemontolor asked if a berm would be installed along the property to the north that backs up to Tuckers Gap Rd. Comm. Baines advised that at some point in time, it would be smart to get ahead of the curve and establish a berm before hangars are constructed.

Mr. Duckworth has looked at the grades and explained that hundreds of thousands of cubic yards of material would have to be blasted out of the area to the north to build hangars. He questioned how the hangars would be accessed from the land side without tying into Tuckers Gap Rd. The only other option would be to connect to the road by the terminal and run some sort of separate route to get vehicles to the hangars, which is problematic because it mixes automobiles with aircraft.

Mr. Baldwin agreed that there are definitely issues to work out regarding potential development further to the north.

At this time, Mr. Baldwin pointed out that the quorum had been lost, as Councilor Joey Carmack and Comm. Gentry had left the meeting. As a result, no action could be taken on the item. Comm. Baines advised that Mr. Baldwin can submit a budget amendment request by tomorrow's deadline for the next City Council meeting; the request can always be rejected.

- F. **Air Methods Crew Quarters** – During the March meeting, the commission voted to consider looking at space outside the fence for a modular building for Vanderbilt LifeFlight/Air Methods. Meadows Building Systems' Donny Meadows provided the area needed for the crew quarters, and Mr. Baldwin developed two conceptual layouts for the building on the west side near the terminal building.

The first layout matches the back of the proposed 100'x100' hangar and shows future parking:



the commission are comfortable that it all works together. The further south the building is, the better off the airport is.

Mr. Meadows commented that he will work with whatever needs to be done. He would like to get started on the project as soon as possible, as Air Methods is ready to commit tonight. He advised Mr. Baldwin that he will do compaction testing.

Comm. Baines stated the need to hold a special-called meeting to consider the proposed westside location to move forward with developing a lease agreement. A special-called meeting was scheduled for 4 p.m. Wednesday, 4/13/22.

- G. FBO Proposals – Due 5/12/22** – Comm. Baines apologized to Mr. Soloway and everyone – he in no way intended to do anything wrong, as he thought the consensus was to proceed with the RFP which has now been posted on the City’s website and advertised in yesterday’s edition of the *Wilson Post*. The RFP includes a general FBO lease as well as a maintenance hangar lease. Comm. Baines advised that the due date can be delayed but reminded the commission that the current FBO agreement expires 9/30/22.

At this time, the rules were suspended to allow Mr. Soloway to speak. He asked if the RFP had been advertised anywhere online, such as Barnstormers or Trade-A-Plane.

Comm. Baines replied that the RFP has been locally advertised. He will be glad to advertise it wherever wanted.

- H. Other** – Comm. Cragwall noted that during last month’s meeting, the commission voted to table a sublease request until today’s meeting. The request was by t-hangar E-11 lessee Brian Thompson to sublease to Paul Marciniak. The request was not dated and did not list the date of sale of Mr. Thompson’s aircraft.

Comm. Cragwall pointed out that the lease agreement submitted by Mr. Thompson lists Mr. Marciniak’s N-number; Mr. Thompson did not have an aircraft when he accepted the hangar.

Comm. Cragwall commented that this is a perfect example of what the commission has been trying to stop. He stated the need to start examining agreements with a microscope.

Comm. Baines expressed his concern that Mr. Thompson signed a lease with an N-number listed that is not his. He and Comm. Russell agreed that this cannot be allowed.

Comm. Russell proposed that the item be added to the special-called meeting agenda.

6) NEW BUSINESS

- A. Planning Commission Items – 4/26/22** – Mr. Baldwin advised of two items located in the airport overlay:

1. Request by Transportation Services, Inc. for site plan approval for the McCartney Property Development, a non-residential development on about 6.4 acres at an unaddressed property on Maddox Simpson Parkway zoned IP
2. Request by The Capital Corporation for site plan approval for HCA South Hartmann, a non-residential development on about 7.89 acres at 125 Willard Hagan Drive zoned CG in the South Hartmann Overlay

Comm. Russell heard and expressed his displeasure about City Council approving two significant items unanimously after the Planning Commission’s negative recommendations on the items.

- B. Board of Zoning Appeals Items – 4/25/22** – Mr. Baldwin advised that there are no known items located in the airport overlay.

- C. Sublease Form Revision** – The following form (with revisions highlighted) was distributed to the commission:

CITY OF LEBANON, LEBANON AIRPORT COMMISSION
T- HANGAR SUBLEASE APPLICATION

- Application to be completed by current Lessee and submitted to FBO (email address).
- FBO forwards to Airport Commission Chairman and Angela Fantom at Commissioner of Public Services Office for placement on the Airport Commission agenda for consideration.

_____ date

I, _____, having sold my aircraft or having my aircraft down for maintenance, stored in T-Hangar unit _____, on _____, agree to sublease to _____, whose name is recorded on the Lebanon Airport Commission T-hangar waiting list. Any other reasonable request will be considered on a case-by-case basis. Sublease rate shall not exceed the current City-approved lease rate. Said agreement is in force allowed for up to one year from date of sale of my aircraft, N# _____, and is being provided to me because I seek to buy another aircraft. At the end of one year the sublease period, if I have not purchased a replacement aircraft, I will relinquish the lease and vacate the hangar.

_____ lessee signature

I, _____, agree to sublease T-hangar _____, for up to one year from _____, while _____ attempts to purchase a replacement aircraft from (date) _____ to (date) _____ 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. I understand that I must vacate the hangar when lessee purchases a new aircraft or no later than one year from date of sale of his aircraft the sublease term ends.

_____ sub-lessee signature, N# _____

_____ address

_____ make and model

Airport Commission Decision: _____

Sublease Approved Through (Date): _____

Date: _____

Comm. Baines advised that the item can be added to the special-called meeting agenda.

D. TN Airports Conference – Chairman Report – Comm. Cragwall thanked all who attended; the airport was well represented as usual. He provided a brief report on the following items:

- Public-private partnerships – have been kind of a sore point over the years but will see an expansion of what is allowed.
- Virtower – the State has been so impressed by it and a few other similar companies that it has set up 95/5 funding to provide airport operations tracking for all airports. Year 1 is funded and can apply for Year 2 funding. Tracking information would be shared with the State.
- Jay Norris is the Interim Director of Aeronautics. Former director, Michelle Frazier, has moved to a new position at TDOT.
- Funding increase – Ms. Bay clarified that the \$12,000,350 increase was at the State (not Federal) level due to Governor Lee’s modified budget.

Ms. Bay has a questionnaire for all who attended the conference. She will be glad to turn in suggestions for next year’s event. Comm. Cragwall would like to see the drawings take place during the daytime meetings for the camaraderie.

E. Other – None.

7) FINANCIAL REPORT – Included in the agenda packet were the Airport Maintenance Expenditures Report dated 4/1/22 and the Airport Revenues Report dated 4/5/22.

8) FBO REPORT – Ms. Bay provided a brief report including the following items:

- No incidents to report, but an aircraft on the ramp has not moved. Individual was ferrying an aircraft and landed here after making a belly landing at another airfield. Must reapply for registration and ferry permit. The aircraft has a federal tag on it and has been grounded by the FAA.
- Lots of activity on airport soccer fields. Practice started a couple of weeks ago. A safety briefing with the new board is scheduled for tomorrow. Need to meet every year prior to starting the season.
- Fuel sales for the month of March – 7547.5 gallons of avgas, 17,503 gallons of jet (record). No supply chain issues.

9) UPCOMING EVENTS – Comm. Russell commented that the Sattler Foundation’s recent BBQ lunch was a roaring success.

- EAA 863 5th Saturday Breakfast – 4/30/22
- The Ninety-Nines aviation organization is requesting to have a plane wash fundraiser in front of the terminal/using the City’s water sometime in May. The consensus was to allow the event.
- The Commemorative Air Force will be conducting a trial run prior to its open house. Both events are sometime in April.

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 at 60% completion for 5 fields at Sports Complex property on US 231 S. Anticipate City Council work session in March or April.**
- 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. **Sound Abatement Ordinance for Developments Near Airport**
- F. **Thorne Dr. Connection – Future Discussion as to When to Implement**
- G. **Cracker Barrel Lease(s) Reconciliation**
- H. **West Side Partial Parallel Taxiway – Preliminary Design – Complete**

11) ADJOURNMENT – The meeting was adjourned at 5:54 p.m.