

**LEBANON MUNICIPAL AIRPORT COMMISSION  
MINUTES OF REGULAR MEETING  
Thursday, June 2, 2022  
Lebanon Municipal Airport, 200 Aviation Way**

**Commissioners Present**

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

**Others Present**

R.T. Baldwin           Paul Marciniak  
Heather Bay            Anthony Natale  
Darren Duckworth

**1) CALL TO ORDER** – In Chairman William Westmoreland’s absence, Commissioner T.O. Cragwall called the meeting to order at 4:00 p.m. He asked attendees to keep both Chairman Westmoreland and Executive Assistant Angela Fantom in their thoughts, as neither are feeling well.

**2) APPROVAL OF MINUTES**

- A. 4/13/22 Special-Called Meeting** – The minutes were not yet available for review and will be considered for approval during next month’s meeting.
- B. 5/5/22 Regular Meeting** – The minutes were not yet available for review and will be considered for approval during next month’s meeting.

Comm. Cragwall noted that he did not attend last month’s meeting due to the death of his daughter, so he may need assistance addressing some agenda items.

**3) COMMUNICATIONS FROM CITIZENS** – Comm. Cragwall asked that any citizens wishing to address the commission please limit their comments to about three minutes, if possible.

- Anthony Natale, representing PNJ Venture Partners, LLC, briefly addressed the commission regarding **Engineering Report Item I. West Side Hangar Site D (PNJ Venture Partners)**. Mr. Natale wanted to convey some of the challenges PNJ has seen on the project and ask for input. When PNJ entered into the lease agreement with the City in July of last year, Vanderbilt LifeFlight was the planned tenant. However, PNJ ended up having a number of design and communication issues. Mr. Natale apologized for any challenges or frustrations PNJ has caused the commission. He is from Mt. Juliet and – as a businessman and investor on the project – it has been embarrassing and unfortunate watching the project from afar. He is a huge believer in Lebanon and owns properties in both the city and Wilson County. With the commission’s blessing, Mr. Natale wants to move forward as sole owner of the project. He has a local builder that he would like to move forward with; the hangar which will no longer be a Category IV building but will be the same size as originally proposed. Mr. Natale explained to Commissioner John Gentry that while the plumbing rough-in was complete and the foundation had started for the project, he and others realized that correct material was not used. The old material has been removed, as Mr. Natale wants to make sure he builds a strong structure correctly. He does not want to take any shortcuts and wants to build a hangar that can accommodate large or small planes. Mr. Natale estimated that the project will be complete by the end of the year. Mr. Natale advised Comm. Cragwall that he has been talking to FBO/Direct Flight Solutions’ Heather Bay about a potential tenant for the hangar. He intends on using some of the space for his personal aircraft, a Cirrus SR22.

Ms. Bay reminded the commission that Mayor Rick Bell and Economic Development Director Sarah Haston initially brought Mr. Natale and his partners to the airport, as they had expressed their interest in investing in the City. Mr. Natale acquired his instrument through John Tune Airport.

Mr. Natale explained to Comm. Gentry that since he lives in the County and is emotionally attached to this project, he asked his PNJ partners – who are lifelong friends and partners in other projects – if he could buy them out and make them whole on the project; and that is what he has done. He advised that he can keep the LLC in place for the project and dissolve the partners on the operating agreement.

Mr. Natale confirmed that he can provide project updates to the commission on at least a quarterly basis. He would like to provide monthly updates.

For safety reasons, Ms. Bay requested that Mr. Natale provide the names of the subcontractors for the project. She noted that the Dept. of Homeland Security as well as the TN Dept. of Labor often requests this information. Ms. Bay commented that the City may want to hold a pre-construction meeting since project participants may have changed.

A motion was made and seconded to accept PNJ's apologies and move forward with the project with PNJ with Mr. Natale as sole owner and with stipulations to provide the City the subcontractor names as requested by Ms. Bay and a letter confirming who the owner(s) of PNJ. Motion carried. Mr. Natale thanked the commission.

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

**A. REILs/PAPI Lights/Runway Lighting System Phase I** – Waiting on additional parts for stem replacement.

Repairs were completed for the lighting system. Still waiting on final testing. Also waiting on Stansell Electric to repair a few other items not related to the lighting system.

**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.

**D. M54 RSA Determination** – Revisions have been submitted to TDOT Aeronautics, waiting on comments.

Atkins' Darren Duckworth presented a detailed report on the RSA (runway safety area) inventory Atkins is performing for the airport's turf runway, 4/22; the inventory is required by TDOT Aeronautics. The runway dimensions are 1801 ft. x 150 ft. Beyond the edge of that 1801 ft., a 240-ft. long x 120-ft. wide extended RSA is required.

Atkins has found three things that do not meet standards for what the RSA is supposed to look like:

1. At the Runway 22 end, there is a road in the extended RSA that needs to be removed;
2. At the Runway 4 end, there is a taxiway in the extended RSA that needs to be removed;
3. All along the course of the runway, the side slopes have gradients that do not meet the transverse gradient standards that the FAA calls for.

These deficiencies will be reported to the FAA for their determination based on this inventory. Mr. Duckworth advised that it is practicable to improve the RSA so that it will meet standards. He explained that the proposed RSA improvement alternative includes the following:

1. A 330-foot shortening of the Runway 04 threshold. This reduction will alleviate longitudinal grade issues of the extended 04 RSA as well as the existing taxiway crossing

through the 04 RSA. The resulting runway length of 1,471-feet could cause operational restrictions to airport users. A runway length analysis should be completed prior to shortening of the runway.

2. Although the existing transverse grade of the Runway 04/22 RSA is flatter than standard, the airport has noted no drainage issues or ponding of the runway surface. A feasibility study is recommended to determine the financial feasibility of re-grading the 04/22 RSA to meet the standards set forth in AC 150/5300-13B.
3. An airport service road currently cuts through the extended 22 RSA. A re-alignment of this service road outside of the 22 RSA is recommended and shown on the 2018 draft airport layout plan. These recommended enhancements are estimated to occur in fiscal year 2026.

Comm. Cragwall stated the need to point out that the turf runway is in better shape than it has ever been.

Mr. Duckworth advised Comm. Gentry that the service road cutting through the extended 22 RSA is the Castle Heights gate road that provides the only access to the former Vanderbilt hangar and the Cracker Barrel hangar. Relocation of the road will require obtaining a portion of an adjacent parcel of property. Another option involves providing an access from Thorne Dr.

Comm. Cragwall asked about the road serving the soccer fields. Mr. Duckworth replied that the road is not in the RSA. Ultimately, the ALP proposes its relocation because it is in the ROFA (runway object free area).

Comm. Gentry noted that the taxiway in the extended RSA has been in its current location for over 20 years. Mr. Duckworth responded that it is not uncommon for the FAA to change criteria. Comm. Cragwall commented that it is the State, not the FAA, that has taken action regarding the turf runway.

Mr. Duckworth explained how the shortening of the Runway 4 threshold would result in a runway length of 1,477 feet. There was some discussion about how the STOLport (for short take-offs and landings) designation is determined.

Comm. Cragwall commented that the turf runway is much needed, as it is the only one left in Middle TN and no one realizes how much it is used for practice. Downgrading the runway to a STOL would be a horrible loss.

Comm. Gentry questioned if the taxiway could be relocated. Mr. Duckworth advised that the end answer is probably no, as doing so would keep the airport from ever being able to clear approaches enough to get below  $\frac{3}{4}$  mile visibility minimums. There is currently a separation that if enough trees could be cleared, the airport could potentially get an upgraded approach to Runway 1/19 which Mr. Duckworth believes could have a much greater economic benefit to the City than however many extra feet of turf runway.

In response to Comm. Gentry's suggestion to keep the taxiway/have two taxiway routes next to each other but have only one operational at a time, Mr. Duckworth advised that he does not know that the FAA would allow the airport to claim the one that is closer doesn't really exist for the purposes of evaluating the approaches.

Commissioner Mike Russell does not think there is a chance of the airport ever having to worry about getting down to  $\frac{3}{4}$  mile visibility on instrument approaches due to the runway length issue for larger planes.

Mr. Duckworth confirmed that last Tuesday's meeting with the State was canceled; a meeting with TDOT Aeronautics and City representatives is scheduled for 6/16. Both Comm. Cragwall and Commissioner of Public Services Jeff Baines commented that they are proud of Mayor Bell for standing up for the turf runway; he does not want it disturbed.

Mr. Duckworth reviewed another component Atkins was asked to analyze – regarding the

ALP, the State wanted to ensure the threshold sighting surface for Runway 4 was analyzed to ensure elevation clearance over Runway 1/19. He explained that Atkins checked the item based on the new location and it is fine.

Regarding the meeting at TDOT Aeronautics on 6/16, Mr. Duckworth advised that City representatives planning to attend include himself, Mayor Bell, Comm. Baines, Mr. Baldwin, and Ms. Bay; and Aeronautics representatives include Assistant Director John-Paul (J.P.) Saalwaechter, Transportation Project Specialist Senior Adam Guy, and Transportation Program Supervisor (Planning) Evan Lester. In addition to presenting what has been presented, the plan is to suggest amending State law to allow a public entity to be able to have a shorter runway still licensed as a runway instead of a STOLport with some sort of additional provisions for safety – a requirement for radio use on a turf runway, etc. If/when the FAA does issue a determination that a shift of the Runway 4 threshold is needed, there should be some path where the airport can continue to have the turf runway as a runway, not a STOLport.

Comm. Gentry recommended requesting a waiver to keep the turf runway in operation, noting how long it has been in operation and the lack of accidents that have taken place on it. Mr. Duckworth commented that the FAA does not say 1300 feet plus 100 feet on each end is a STOLport and 1800 feet plus 100 feet on each end is a runway – that is a State rule that was made and last amended in 1987. The rule has no connection to or correlation with the FAA.

Comm. Baines added that there are two turf runways in TN, and the other is privately owned. Mr. Duckworth's point is State laws can be changed. Requesting a waiver would be an alternative.

Mr. Duckworth noted that there are insurance implications if the runway is designated a STOLport.

Comm. Baines welcomed any ideas prior to the meeting on the 16<sup>th</sup>. He believes the cleanest way to address the matter is to change the State law.

Mr. Duckworth advised Comm. Gentry that it generally takes the FAA six to ten months to provide their determination.

Ms. Bay pointed out that there are two businesses on the airfield that utilize the turf runway exclusively for safety and educating their students on how to land in emergency situations and the radio requirement is a perfect example of a safety measure that could be implemented into the airport's daily operations to make the runway the safest runway possible no matter what its length is.

Comm. Gentry commented that the State will ask how many incidents and accidents have occurred on the turf runway over the last 20 years. Comm. Baines and others advised there is no record of any such incidents or accidents.

- E. East Apron Pavement Rehab – Preliminary Design** – Grant amendment before TDOT PSR on 4/15/2022. Expect grant offer next week. Bid project in mid-June, bid opening mid-July, construction in September.

Mr. Duckworth is currently finalizing plans and specs for the project.

- F. Terminal Parking Lot Expansion** – Waiting on contractor.

- 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.

Ms. Bay advised Comm. Russell that there is a dump truck on site.

Comm. Baines reported that Building Inspection staff has inspected a Row D unit but did not issue a temporary Certificate of Occupancy. See additional discussion under **Old Business**

**Item B. Hangar Inspections.**

- H. **West Side Hangar Sites A and B (Robert Craig)** – Estimated completion of 5 weeks. Mr. Baldwin recently spoke with the contractor who is trying to wrap up the project. The interior buildout is finished and electrical/mechanical work is complete. Doors should be installed next week.
- I. **West Side Hangar Site D (PNJ Venture Partners)** – No update. Item was previously discussed under **Communications from Citizens**.
- J. **Internet Service Overhaul** – Waiting on access points. Canceled existing AT&T accounts – over \$500 a month savings (so far) by consolidating services with Spectrum. Equipment has finally been delivered. Scheduled installation of additional items is 6/5/22.
- K. **Northwest Design Plan** – Atkins has the work authorization for the North Terminal Apron Expansion Conceptual Design and is awaiting survey information from Mr. Baldwin.

## 5) OLD BUSINESS

### A. T-Hangar Waiting List

1. **New Additions** – One new application was presented to the commission:

- A motion was made and seconded to add Marshall Davidson to the #141 position on the waiting list (following #140 James Reynolds). Motion carried.

2. **Updated List** – There was no updated list. Ms. Bay has a couple of calls out on the next available hangar. More information should be presented next month.

### B. Hangar Inspections – B-1 & E-9 update. E-5 (City Attorney).

- **B-1 (Stroud)** – Comm. Baines reported that an Aircraft Lease Agreement that Mr. Wright approved through the current term for Mr. Floyd (A-12) and Mr. Toornburg has been executed and submitted by Mr. Stroud and Mr. Demaree since last month's meeting.
- **E-9 (DiLeo)** – Comm. Baines distributed copies of his memo to Chairman Westmoreland dated today. The memo advises that Mr. DiLeo requests to remain in t-hangar E-9 through July. At that time, the hangar will be vacated and released back to the City. He plans to have a temporary occupancy permit (TOP) for Row D Unit 6 to move his plane into before the end of July. Comm. Baines requested the City's Building Inspection staff make inspection. Framing is underway and it is anticipated that the TOP can be issued sometime prior to 7/31/22. The commission needs to act on Mr. DiLeo's request.

Comm. Baines asked Ms. Bay if Mr. DiLeo is in good standing paying his rent for the t-hangar. Ms. Bay advised that payment has not been received for the months of May and June. Comm. Gentry questioned if Mr. DiLeo is in good standing paying his annual rent for Row D (City Accounting collects this payment).

Comm. Baines commented that Building Inspection inspected Row D Unit 6 yesterday but could not issue a TOP due to issues including exposed wiring that can be addressed soon. He advised Comm. Russell that Mr. DiLeo can legally *store* an aircraft in the unit with a TOP. Upon Mr. DiLeo's request for a one-year TOP, Comm. Baines advised that 90 days is the maximum time period issued for a TOP.

Comm. Baines informed Comm. Gentry that Mr. DiLeo's idea is to complete and sell Row D Units 1 and 2. He is unable to sell the units without a Certificate of Occupancy.

Comm. Russell noted Mr. Baldwin's comment that a Certificate of Occupancy will not be issued until issues related to sanitary sewer as-builts and paving are addressed.

Comm. Russell expressed his frustration with the amount of time it is taking Mr. DiLeo to complete the Row D project. He then made a motion to deny Mr. DiLeo's request to remain in t-hangar E-9 through July. Motion died for lack of a second. A motion was made and seconded to approve Mr. DiLeo's request. Commissioner Greg Hemontolor believes this should be the last extension given to Mr. DiLeo. All then voted aye except for Comm. Russell who voted nay. Motion carried.

- **E-5 (Ron Harrison)** – Comm. Baines looked back through files with Comm. Cragwall. They are still waiting on legal confirmation that Mr. Harrison's partnership with Will Liddell is acceptable. Leave the item on the agenda.

Comm. Baines recognized Comm. Russell's frustration with all the hangar inspection findings but emphasized that the commission has made a lot of progress with them.

**C. T-Hangar E-11 Request (See Attached Dry Lease) – Waiting legal opinion on two leases. –**

Comm. Baines sent a memo to City Attorney Andy Wright on 5/12; the memo asks Mr. Wright to review the dry lease agreements between Mr. Brian Thompson (E-11) and Mr. Paul Marciniak and between Mr. Maples (B-8) and Mr. Groves and advise if they meet the intent of the executed leases with the City. Comm. Baines also provided Mr. Wright Section 20 of the executed leases with the City.

Comm. Baines has not received a response from Mr. Wright, but today he received a different lease agreement between Mr. Thompson and Mr. Marciniak; the lease agreement is an Aircraft Lease Agreement – that Mr. Wright approved through the current term for Mr. Floyd (A-12) and Mr. Toornburg.

A motion was made and seconded to suspend the rules and allow Mr. Marciniak to speak. Motion carried.

In response to Comm. Cragwall's question, Mr. Marciniak advised that nothing has changed with his and Mr. Thompson's arrangement other than they are submitting an Aircraft Lease Agreement that has been approved (through the current term) by Mr. Wright. The same agreement was recently submitted by Mr. Stroud (B-1) and Matt Demaree.

Comm. Baines noted that Row E leases expire at the end of the year.

After a brief discussion, a motion was made and seconded to approve the Aircraft Lease Agreement between Mr. Thompson and Mr. Marciniak through the current Row E lease term, as it has been approved by City Attorney Andy Wright through the current term. Motion carried.

**D. Southeast Development – Two proposals received. Under review by subcommittee. Next meeting 6/3. –** Comm. Baines provided Commissioners Cragwall, Russell, and Gentry information to review prior to tomorrow morning's subcommittee meeting.

**E. Air Methods Crew Quarters Lease Agreement – Second reading by City Council 6/7. –** Last month, the commission recommended City Council approval of the draft Lease Agreement dated 4/29/22 with a lease rate of \$0.40 per square foot. The draft agreement's term was five years with an option to extend an additional five years at the end of the initial term. Comm. Baines has since discussed the recommended lease with Meadows Building Systems' Donny Meadows who has provided his lease agreement with other locations. These leases have a term of five years with four possible five-year extensions, and they also have an escalation clause.

A motion was made and seconded to recommend City Council approval of Mr. Meadows' proposed term and escalation clause. Motion carried.

**F. FBO Proposals – One received. Subcommittee to begin review. –** Comm. Baines reported that the subcommittee is to meet Tuesday morning and open/review the proposal. Comm. Gentry would like to serve on the subcommittee.

**G. Runway 4/22 RSA Determination** – See discussion under **Engineering Report Item D. M54 RSA Determination.**

**H. Other** – None.

## **6) NEW BUSINESS**

**A. Planning Commission Items – 6/28/22** – Mr. Baldwin advised the commission of one item located in the airport overlay:

1. Request by Goodwill Industries of Middle TN for site plan approval for Goodwill Industries, a non-residential development on about 3.48 acres at 1414 W Main Street (Tax Map 68A Group A Parcels 3 & 4) zoned CG in Ward 5.  
Mr. Baldwin commented that this is the old Wilson Co. Livestock Market property. Comm. Baines added that the plan is for a one-story building.

**B. Board of Zoning Appeals Items – 6/27/22** – Mr. Baldwin advised that there are no known items located in the airport overlay.

**C. Other** – None.

**7) FINANCIAL REPORT** – A report was not available for the meeting.

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

- Annual inspection by TDOT Aeronautics (including a top executive) recently completed. Spent a lot of time inspecting the turf runway. Received airport license the following day. Aeronautics statements regarding cones on the turf runway and issues with taxiway lights are being discussed with Mr. Baldwin. Work orders had already been submitted for the lights and were provided to Aeronautics inspectors. Stansell Electric to come back and troubleshoot. Aeronautics provided positive comments verbally following the inspection.
- Fuel sales for the month of May – 8,844.7 gallons of avgas, 20,125 gallons of jet fuel (an FBO and airfield record).

## **9) UPCOMING EVENTS**

- Sattler Foundation Summer Camps begin Monday, 6/6/22.
- EAA National Young Eagle Day and Fly Young Eagles – Saturday, 6/11
- NASCAR races at Nashville Superspeedway – Friday, 6/24 through Sunday, 6/26. Comm. Russell has been coordinating for the flyby on Friday night. Ms. Bay has eight in-bound reservations for the weekend.
- Ms. Bay has received a request from the Red Star Pilots Association to return in October.

## **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 – Bid opening 6/7/22.** – Comm. Baines reported that the bid opening has been moved to 6/21/22. A few big contractors are interested in the project,
- 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 – CB has requested we address (May 2022).**
- H. West Side Partial Parallel Taxiway – Preliminary Design – Complete**
- I. Review Row E Lease Terms in July 2022**

1. Define Ownership
2. Discuss Ownership and/or Lease in Section 20

**11) ADJOURNMENT** – The meeting was adjourned at approximately 5:35 p.m.