

**LEBANON MUNICIPAL AIRPORT COMMISSION  
MINUTES OF REGULAR MEETING  
Wednesday, August 3, 2022  
Lebanon Municipal Airport, 200 Aviation Way**

**Commissioners Present**

Jeff Baines	Greg Hemontolor
Deborah Baugh	J.D. Lowery
Fred Burton	Mike Russell
T.O. Cragwall	William Westmoreland
John Gentry	(via phone)

**Others Present**

R.T. Baldwin	Angela Fantom
Heather Bay	Amy Franck
Rick Bell	Myron Lasater
Darren Duckworth	Gary Soloway

**1) CALL TO ORDER** – Vice Chairman T.O. Cragwall called the meeting to order at 4:02 p.m.

**2) APPROVAL OF MINUTES – 7/7/22 Regular Meeting** – A motion was made and seconded to approve the 7/7/22 regular meeting minutes. Motion carried.

**4) COMMUNICATIONS FROM MAYOR AND ECONOMIC DEVELOPMENT DIRECTOR** – Vice Chairman Cragwall welcomed Mayor Rick Bell to the meeting and thanked him for heading up the City’s visit to TDOT Aeronautics and his efforts to help the grass runway retain its runway designation (see **Engineering Report Item D. M54 RSA Determination**).

Mayor Bell replied that while he, Commissioner of Public Services Jeff Baines, FBO Direct Flight Solutions’ Heather Bay, and Atkins’ Darren Duckworth spoke during the City’s meeting with TDOT Aeronautics staff, it was Vice Chairman Cragwall’s stories that put the City’s presentation over the top. Since the meeting, Mayor Bell has received a letter from TDOT Aeronautics Director Jay Norris advising that runway 4/22 shall remain classified as a runway based on the FAA’s advisory circular; the letter also indicated that Vice Chairman Cragwall’s history of the airport and the runway’s contribution to flight safety were taken to heart.

Mayor Bell then addressed the commission regarding two items:

- Thanks to City Council, including Councilor Fred Burton, the \$14.4 million± bid for Phase 1 of the Sports Complex project on Hwy. 231 S. has been approved. Council approved setting aside \$15.8 million for Phase 1, which includes five soccer fields (one of which will be turf), lighting, a one-mile-long walking trail, a playground, a concession stand, and a maintenance building. The financial plan for the project is solid and does not include a tax increase. Mayor Bell, Comm. Baines, and Recreation Director William Porter have been working on the project for a long time. Other phases are planned for other sports, but they wanted to construct soccer fields first. Construction will start soon (groundbreaking is anticipated in August or September), and the goal is to have soccer activities moved from airport property to the complex by Spring 2024. Mayor Bell is really excited about the project and knows the commission is, too. Comm. Baines advised the commission to start thinking about how the airport property can be used once the soccer fields have been removed.
- Mayor Bell often gets asked when the City will get a good sit-down restaurant, like a steakhouse. When he first became mayor, a gentleman approached him about bringing such a restaurant to Lebanon. Mayor Bell has visited the privately-owned Marshall Steakhouse based in Holly Springs, Mississippi; its owner wants to bring the successful restaurant to the Nashville area and identified Lebanon as his desired location long before Mayor Bell took office as mayor. Mayor Bell is addressing the commission because the owner has picked a potential 20-acre site on

airport property south of I-40; he is not interested in any other property, as he wants I-40 exposure. It's still very early in the development process – the project has only been discussed internally and no site plan has been provided. Any revenues that come off the potential restaurant would go to the airport; based on the existing restaurant, estimated sales taxes are \$250,000/year and would go to the airport.

Special Projects Administrator R.T. Baldwin provided a map showing the potential site as well as the Airport Layout Plan (ALP). Comm. Baines noted that the area is outside the airport's key safety zones but there are still some development restrictions related to the airport.

Vice Chairman Cragwall recalled a few years ago when the potential project was presented to the commission; the owner was amenable to the commission's request to scale back the proposed 20 acres of airport property to be used for the site so as not to interfere with any potential future expansion and reclassification of the airport. While the project includes RV parking, Mayor Bell does not believe 20 acres will be needed for the site.

Mayor Bell expressed that if the project moves forward, he would love to have the commission's support. Comm. Baines has advised him that the project would have many hoops to go through with TDOT Aeronautics and the FAA. Mayor Bell confirmed to Commissioner John Gentry that the airport property would be leased, never sold, to the restaurant owner.

Comm. Baines has requested a detailed site plan to show to TDOT Aeronautics. He and Mayor Bell asked commission members to provide any thoughts or concerns about the project.

Commissioner J.D. Lowery commented that a growing airport has a growing economy around it and the two need to coexist. If the restaurant is built right and appropriately, it and the airport can benefit each other. Mayor Bell has advised the owner that the plan has to meet the airport's rules and City codes.

Vice Chairman Cragwall noted that this project is on the agenda under **New Business Item C. Development of Airport Property – South of I-40**. Both he and Chairman William Westmoreland expressed their support of the project.

Vice Chairman Cragwall again thanked Mayor Bell for coming to the meeting. Mayor Bell advised that he will keep the commission updated on the potential project as well as the Sports Complex project. He thanked the commission and noted that the soccer fields will be the first City fields built for youth since 2001.

### **3) COMMUNICATIONS FROM CITIZENS – None.**

**5) 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** – Final testing & minor repairs needed.

Mr. Baldwin is awaiting a schedule from Stansell Electric. Comm. Lowery is meeting with Stansell next week and is happy to facilitate an answer.

**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. No update.

**D. M54 RSA Determination** – Information has been reviewed. Documentation is ready to submit to TDOT Aeronautics and is ready for FAA's determination.

Comm. Baines and Vice Chairman Cragwall recently met with Mr. Duckworth. Comm. Baines confirmed that the revised information is ready for submittal to TDOT Aeronautics.

**E. East Apron Pavement Rehab** – No bids received. Working with TDOT Aeronautics & Atkins to develop revised schedule for rebidding.

Mr. Baldwin reported that Sessions Paving, Vulcan Materials, and AMI Construction attended the pre-bid meeting; they advised they did not bid on the project due to their busy schedules, the special paving mix required, and the broken-up paving schedule to keep the airport open.

Comm Lowery suggested having a constructability review with certain contractors to provide their non-binding comments on the project and its constructability.

Mr. Duckworth explained the three contractors' issues with the project – a combination of the scheduling being at the end of the paving season and the project's chopped-up nature in an effort to avoid shutting down the entire airport. The revised schedule will probably include closure of the east side for as much as a week at a time to make the project more worthwhile for the supplier and the contractor.

Mr. Duckworth noted TDOT Aeronautics' January grant application submittal deadline; he anticipates advertising for bids in late November/early December in order for the contractor to be ready to proceed the first day of spring.

In response to Comm. Lowery's suggestion to have a constructability review, Mr. Duckworth agreed that a formal meeting with the contractors might not be a bad idea.

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

**G. Row D Construction (Steve DiLeo/Aeronautique, LLC) – No update.**

Comm. Baines reminded the commission that in June, it approved Mr. DiLeo's request to remain in t-hangar E-9 through July, as he planned to have a temporary occupancy permit for Row D Unit 6 to move his plane into before the end of July. A temporary permit has been issued for a unit, but Mr. DiLeo's plane has not been ready to be moved into it. He has advised both Comm. Baines and Ms. Bay that it should be moved into the unit by tomorrow evening. Mr. DiLeo also advised Ms. Bay that he is working diligently on Row D.

Commissioner Mike Russell would like to see a mandate for Mr. DiLeo to complete the taxiway between Rows D and E, as its current condition is impacting other aircraft in Row E.

Comm. Lowery agreed that the most economical time for Mr. DiLeo to complete the taxiway project is when equipment is mobilized for the East Apron Pavement Rehab project.

Comm. Baines added that the City's street paving project is another piggyback option for Mr. DiLeo.

**H. West Side Hangar Sites A and B (Robert Craig) – Certificate of occupancy issued.**

Mr. Baldwin commented that the item can be removed from the agenda next month.

**I. West Side Hangar Site D (PNJ Venture Partners) – No update.**

This afternoon, Mr. Baldwin received information from the project surveyor for review.

Regarding **Old Business Item F. PNJ Lease – Approval Status**, Comm. Baines reported that Council has approved the proposed modification to the agreement as recommended by the commission during last month's meeting. The document is ready for signatures.

**J. Internet Service Overhaul – Waiting on additional access points & switches to finalize upgrades.**

**K. Northwest Terminal Apron Expansion Conceptual Design – Atkins developing plan.**

Mr. Duckworth presented a rough layout started to check tie-ins on the existing north edge of the terminal apron. He briefly reviewed items including grading, finished floor elevations for the hangars, drainage, tie-down spaces, and sanitary sewer. Mr. Duckworth advised that the layout is at least a blueprint for the first interested developer and the **Air Methods Crew Quarters**; it could also assist with a TDOT Aeronautics grant application for a site preparation project funded at 95%.

Mr. Duckworth explained to Comm. Gentry that a few of the proposed 100'x100' hangars had to be reduced in size due to separation requirements, etc.

- L. **Air Methods Crew Quarters** – Waiting on lease to be signed. Exterior building specifications sent to Meadows Homes.

## 6) 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 James Pieri to the #141 position on the waiting list (following #140 Richard Dach) subject to conditions at the time of the lease becoming available. Motion carried.

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

B. **Hangar Inspections** – Included in the agenda packet was a City T-Hangar Tenant/Lease Info – Rows A, B, and E spreadsheet dated 7/20/22. The spreadsheet listed lease information as well as the N# in the hangar and additional comments for 13 t-hangars.

Vice Chairman Cragwall explained that after hearing a rumor about there being several sublease arrangements not approved by the commission, a quick inspection was conducted about two weeks ago. Comm. Baines noted that such inspections can take place per the City lease agreements.

Vice Chairman Cragwall began reviewing the 13 t-hangars listed on the spreadsheet.

Comm. Lowery pointed out the many items on the agenda and made a motion to refer the list to City Attorney Andy Wright, noting the lessees are in violation of their lease and to take appropriate action. Motion seconded.

Regarding E-7, Comm. Gentry recalled Ms. Bay advising that lessee Matthew Maisano had recently purchased the two aircraft found in the hangar.

Regarding B-14, Comm. Baines reported that he has received a lease from lessee Sam Swift and William Beasley, whose plane was found in the hangar. He will send the lease to Mr. Wright for review.

Regarding B-1, Ms. Bay advised that the RV7A in the hangar was purchased by Matt Demaree, who has an approved aircraft lease agreement with lessee Sean Stroud for N966JR (registered to Southeast Anesthesia). Mr. Demaree is now aware that if N966JR is out for maintenance, the hangar cannot be used for the RV. That aircraft has been removed from the hangar.

Vice Chairman Cragwall advised that a sublease request needs to be submitted by E-17 lessee Bruce Thomas and sublessee Commemorative Air Force.

Vice Chairman Cragwall reiterated that the most upsetting findings from the recent inspections were the vehicles in lessee Larry Pung's B-12 hangar; Mr. Pung had previously addressed the commission about the unauthorized items in his hangar and removed them.

C. **Southeast Development – Committee Report** – Vice Chairman Cragwall reminded the commission that there were initially two proposals submitted for the RFP but one proposer dropped out. Communication with Franklin Mountain Group's Kevin Brisco has occurred, and Mr. Brisco is drawing up plans for the project.

Comm. Lowery commented that the majority of the commission's woes with third party developers of the airport has been their lack of capital. As discussed during previous meetings, he hopes the contract with the selected entity requires a performance bond, letter of credit or a callable capital ability to complete the project should the developer falter in the process.

Comm. Baines advised that the proposed development agreement will be presented to the commission for a recommendation to City Council.

D. **FBO Proposals – Committee Recommendation** – The agenda packet included a draft FBO agreement that had been revised by Direct Flight Solutions' attorney last Monday.

Vice Chairman Cragwall reported that the committee has had a series of meetings and negotiations with DFS; about an hour ago, the committee and DFS were able to come together to develop a final document.

A motion was made and seconded to recommend City Council approval of the final document. Motion carried.

Vice Chairman Cragwall noted that if necessary, the document can be amended between first and second reading by Council.

- E. Runway 4/22 RSA Determination** – See discussion under **Communications from Mayor and Economic Development Director and Engineering Report Item D. M54 RSA Determination.**
- F. PNJ Lease – Approval Status** – See discussion under **Engineering Report Item I. West Side Hangar Site D (PNJ Venture Partners).**
- G. Lease Language for New Row E Term and Future A and B Leases**
  - 1. Own vs Lease Option**
  - 2. Partnerships**
  - 3. Sublease Policy**
  - 4. Dry Lease**
  - 5. Penalty for Non-Compliance**
  - 6. Notes – Requirement for owner’s plane to be in the hangar per the approved lease. If lessee needs to make a change, a written request required to submit to FBO. FBO to forward to City. Present at next AC meeting.**

The items above were briefly reviewed and discussed. Comm. Russell advised Comm. Lowery that some of the current t-hangar activities go against the original intent of the t-hangar leases with the City. Comm. Gentry pointed out the 141 individuals on the t-hangar waiting list; if a lessee is not going to utilize the hangar for his or her plane, the hangar should be leased to someone who will.

Comm. Lowery volunteered to head a committee to review the t-hangar leases and come back to the commission with recommended changes including setting sublease standards and providing answers to frequently asked questions as to what meets the intent of the leases. Commissioner Greg Hemontolor and Ms. Bay volunteered to serve on the committee; Comm. Baines will serve as well.

Vice Chairman Cragwall would like for the committee to discuss limiting the number of hangars to be leased by one individual and defining the conducting of business in a t-hangar. Comm. Baines will provide the committee a copy of the current Row E lease. Comm. Russell noted that these leases expire at the end of the year. Comm. Baines stated the need to make a recommendation to City Council regarding the leases during the October commission meeting.

- H. Other** – None.

## **7) NEW BUSINESS**

- A. Planning Commission Items – 8/23/22** – Mr. Baldwin advised of the following items located in the airport overlay:
  - 1. Request by Lebanon Ventures, LLC for preliminary plat approval for One Lebanon Place Phase 1, a 91-lot subdivision on about 10.19 acres at 1 Outlet Village Boulevard (Tax Map 81 Parcel 95) zoned CN in the South Hartmann Overlay in Ward 3
  - 2. Request by Pulte Group for site plan approval for Barton Village – Amenity Center, a nonresidential development on about 24.1 acres at an unaddressed property on Bartons Creek Road (Tax Map 92 Parcel 88.14) zoned RS6 in Ward 3

3. Request by Lynotte Moore for rezoning approval for about 1.51 acres of the Wilson County Road Commission project at 106 Oak Street (Tax Map 68B Group C Parcel 10) from RD9 to IP in Ward 5

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

**C. Development of Airport Property – South of I-40** – See discussion under **Communications from Mayor and Economic Development Director**.

Vice Chairman Cragwall stated the need to control the number of acres in the potential lease to the steakhouse. Comm. Baines will present the site plan to the commission once it is received. He advised Comm. Gentry that the City's general fund contributed \$60,000 to this fiscal year's airport budget.

**D. T-Hangar Tenant Compliance Concerns for Hangars A, B and E**

1. **Plane N-Number, Make and Model #**

2. **Plane Owner(s) (Include Partnership) or Lease Info**

3. **Lessee Email Address**

4. **Lessee Phone Number**

5. **See Attached DRAFT** – A draft memo to t-hangar tenants from Comm. Baines was included in the agenda packet. The memo requests that tenants provide the information above in an effort to verify compliance with all executed lease agreements; the information is requested to be emailed to Executive Assistant Angela Fantom by Monday, 8/22/22.

Vice Chairman Cragwall suggested holding off on sending the memo to tenants until after Comm. Lowery's committee meets, as changes to the memo may be recommended.

**E. Property Purchase – 816 Castle Heights Ave.** – Vice Chairman Cragwall gave credit to Ms. Bay for noticing and advising of the "For Sale" sign just recently put up on the vacant tract adjacent to the airport entrance off Castle Heights Ave. The property was owned by the Johnsons who were friends to the airport and are now deceased.

Vice Chairman Cragwall emphasized the need to acquire the property to relocate the airport egress currently posing a problem for the grass runway.

Comm. Baines and Vice Chairman Cragwall were almost immediately able to meet with Realtors Larry Hubbard, who has the property listed, and Taylor Vandever, who represents potential buyer and builder Stewart Knowles.

Last night, on the first of two readings, City Council approved the purchase of the parcel to relocate the entrance road; in the circumstance negotiations for the parcel are unsuccessful, the City Attorney would be authorized to file suit for condemnation of the parcel. Comm. Baines requested a recommendation from the commission before second reading takes place.

At this time, Mr. Vandever has said that Mr. Knowles still intends to purchase the property. Comm. Baines advised the commission that a standard house cannot be built on the property. Vice Chairman Cragwall and Comm. Baines informed Mr. Vandever that there would be building restrictions on the property.

Vice Chairman Cragwall added that TDOT Aeronautics safety funds may be available for the purchase.

A motion was made and seconded to recommend proceeding with the attempt to purchase the property. Motion carried.

**F. Other** – None.

**8) FINANCIAL REPORT** – There was no discussion about the Airport Maintenance Expenditures Report dated 8/1/22 included in the agenda packet.

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

- The Ninety-Nines non-profit organization has requested to use the terminal building as a cards pickup location for its upcoming Poker Run event. Should not impact airport operations.
- Recent TDOT Aeronautics meeting with all airport managers. Funding options, including the new federal bill, were presented. New Aeronautics Director (Jay Norris) and staff and new BlackCat Grant Management System introduced.
- Extra people on the airfield for the upcoming Wilson Co./TN State Fair. Will be base for Homeland Security and Vanderbilt LifeFlight.
- Fire Marshal inspections taking place for corporate hangars and terminal building.
- Wildlife trapper continues to work the airfield.
- Acquired second mower with City Street Dept. City hasn't kept outside fence mowed. Working to get caught up. City and FBO equipment issues. Comm. Baines noted that the department is short-staffed (8/16 positions vacant) during its busiest time of the year.
- All but two fire extinguishers replaced.
- Fuel sales for the month of July – 7,633 gallons of avgas, 11,725 gallons of jet fuel.
- No update on statewide paving project other than scope tweaked again. Will take place sometime after 8/29. Won't be a full paving project but a fill, seal and stripe project at this time.

**10) UPCOMING EVENTS**

- CAF Music City Wing is hosting a WWII C-47 Friday, 8/26 through Sunday, 8/28.

**11) 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**
- 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**

**12) ADJOURNMENT** – The meeting was adjourned at 5:51 p.m.