

LEBANON MUNICIPAL AIRPORT COMMISSION
MINUTES OF REGULAR MEETING
Thursday, August 6, 2020
Town Meeting Hall, City of Lebanon Administration Building

The meeting was conducted electronically to protect public health, safety, and welfare in light of the coronavirus (COVID-19).

Commissioners Present

Jeff Baines John Gentry
Fred Burton Ralph Mallicoat
T.O. Cragwall Paul Stumb

Others Present

R.T. Baldwin Angela Fantom
Heather Bay Dave Schilling
Darren Duckworth

- 1) CALL TO ORDER** – Chairman Ralph Mallicoat called the meeting to order at 4:03 p.m.
- 2) APPROVAL OF MINUTES** – A motion was made and seconded to approve the 7/2/20 regular meeting minutes. Motion carried.
- 3) COMMUNICATIONS FROM CITIZENS** – None.
- 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** – Training of staff occurred 7/30/20. Waiting on written warranties and final testing report from contractor. Several lights damaged due to lightning strike on 7/30/20. Mr. Baldwin noted the need to determine whether the damage is an insurance or a warranty issue.
 - B. West Side Partial Parallel Taxiway – Preliminary Design** – Preliminary design completed 2/6/20. Review of final deliverables 4/28/20. No update. Atkins’ Darren Duckworth commented that it remains to be seen if and when there will be a final design.
 - C. Dickens Property** – House has been removed. Security fence to be installed 8/21/20 across the front of the property. Mr. Baldwin is working on getting a new meter installed for electric and also water service for the shop.
 - D. ALP** – Mayor’s signature received; plans have been delivered to TDOT Aeronautics for signatures. Waiting on signed ALP from TDOT Aeronautics. No update. Mr. Duckworth spoke to TDOT Aeronautics’ Adam Guy prior to the meeting; Mr. Guy is inquiring about the status of the ALP.
 - E. East Side Taxilane Improvements** – Signed grant and City’s portion of funding sent to TDOT. Mr. Baldwin has received the contract for the widening portion back from the contractor. He also has the pump station information ready to send to Conrad Construction, but he has not yet contacted Mr. Brian Conrad as his father and Conrad Construction owner, Mr. Eddie Conrad, passed away last week. Mr. Baldwin advised that the project is ready to proceed as soon as an executed grant is received from TDOT.
 - F. Cracker Barrel Lease Modification** – Received comments and revisions from Cracker Barrel for revised lease agreement. Mr. Baldwin noted that this item ties in with the East Side Taxilane Improvements. He added that the City Legal Department is reviewing Cracker Barrel’s comments and revisions.

G. FAA Construction Form 7460-1 Status

1. West Side Hangar Site C – Application submitted to FAA 10/22/19. No determinization has been made as of 8/5/20.

H. 100LL Self-Serve Fuel Farm – Design – Kickoff meeting 7/1/20.

Mr. Baldwin stated the need to schedule a meeting with Mr. Duckworth to discuss more issues including logistics as far as where the fuel farm is to be located in relation to the Cracker Barrel hangar as well as the overall concept as far as tying in with the east side hangar additions. Chairman Mallicoat reminded the commission that once preliminary design is complete, the project will likely be tabled until next year if construction funds are available then.

There was a brief discussion about possible locations other than by the Cracker Barrel hangar including near the lower/community hangar by the old terminal building and the open asphalt area in the southeast corner (somewhat close to the other fuel farm).

Mr. Duckworth advised that while it is possible to install the fuel farm by the Cracker Barrel hangar without blocking the taxiway to be widened, this location would likely result in the loss of three valuable tie-down spots. He explained why the fuel farm could not be installed in the open asphalt area/parking lot in the southeast corner. Mr. Duckworth advised Commissioner Paul Stumb that it may be difficult but not impossible to move the three tie-downs to the parking lot area.

Chairman Mallicoat noted that he would like to explore all possible locations.

I. Tornado Damage/Repairs – Tornado damage repairs complete and are summarized (by Interstate Restoration) as follows:

1. Terminal Building - Replaced one roof top unit, 3 ton, replace TPO roof with new and all Cap metal repair damage to two other 5 tons, clean and dry water damage to office affected and replaced ceiling tiles. Replace letter on the terminal building. Paint clean replace ceiling tiles, remove sign on old terminal building. Clean and remove all signs of construction.
2. Hangars - Replaced damaged metal on Hangars A, B and E and replaced hangar doors on Hangar E-1 and E-17. Replaced roof on Hangar E, units 1, 2, 16, 17. Repaired HVAC unit, car port, walk-way, and skylights at the Cracker Barrel hangar.
3. Removed trees and debris for the grounds. Repaired or replaced all fence. Repaired and replaced fencing around cemetery on the airport grounds.

Regarding the new east side windsock, Ms. Heather Bay advised Chairman Mallicoat that it was bent beyond repair and must be replaced. The damage has been reported to THW Insurance, and vendors to replace the windsock are being pursued.

J. Terminal Parking Lot Expansion – Field surveying complete. Developing grading plan, layout, and cost estimate.

Mr. Baldwin noted that the goal is to utilize City staff to construct the expansion; this expansion was in the original plan for the terminal building but has not yet been completed due to lack of funding.

5) OLD BUSINESS

A. T-Hangar Waiting List

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

- A motion was made and seconded to add Paul Rogers to the #107 position on the waiting list (following #106 Julia Clare Cornay). Motion carried.
- A motion was made and seconded to add Brian Lane to the #108 position on the waiting list. Motion carried.
- A motion was made and seconded to add Aaron Carter to the #109 position on the waiting list. Motion carried.

- A motion was made and seconded to add John Liddell to the #110 position on the waiting list. Motion carried.

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

B. Row D Construction (Steve DiLeo/Aeronautique, LLC)

1. Staff Update – Mr. Baldwin met with Mr. DiLeo and his engineer yesterday. Mr. DiLeo is working on hangar interiors, and all parties (including the Sewer Department) are on the same page regarding tying into the existing pump station which ties into the Southeast Hangar Development.

2. Owner Update – Mr. DiLeo was not available to provide an update.

3. Lease Update – No discussion.

C. Southeast Hangar Development (Steve DiLeo/Aeronautique, LLC)

1. Staff Update – Mr. Baldwin is reviewing the plans and advised that there are no unusual issues.

2. Owner Update – Mr. DiLeo was not available to provide an update.

D. West Side Hangar Sites A and B (Robert Craig/ArmourSales) – Update – No discussion.

E. West Side Hangar Site F (Bruce Thomas/AV8RS) – Ready to proceed. – Mr. Baldwin reported that a pre-construction meeting was held over a month ago and the developer is ready to break ground for site work.

Ms. Bay added that Mr. Thomas has been meeting with multiple contractors as his previous contractor has been unable to meet the project timeline initially offered.

F. West Side Hangar Site C (Corey Gerulis/S&C Management) – Under construction. – Mr. Baldwin reminded the commission that the Building Inspection Department has some issues with the construction since concrete was poured before building plans were approved.

G. Terminal Building HVAC – Update – Commissioner of Public Services Jeff Baines reported that a good meeting was recently held with Merryman-Farr Mechanical Contractors who were authorized to perform emergency remedial HVAC work at a cost of \$34,270. A lot of progress has been made over the past few weeks, and the contractor continues to identify adjustments to be made and document deficiencies with the original construction. Merryman-Farr is providing dampers as no cost to the City and is looking at a split unit option for the southeast corner of the building.

Mr. Baldwin added that once dampers are installed, balance testing will be performed again. Commissioner Baines reminded the commission that once the system is working correctly and the City pays for the repairs, City Council can determine how to proceed legally.

H. Soccer League Lease Agreement – 2nd Reading 8/18/20 – Chairman Mallicoat commented that the recommended lease extension with Wilson United Soccer League is for two years.

I. General Aviation Row 1 Lot 6 (Wilson Aviation Club, Inc.) Lease Agreement – Request to Extend with Effective Date 4/1/12 – Last month, the commission recommended that the example 2016 lease agreement provided be adapted for Wilson Aviation Club, Inc., giving them a 40-year term and the option to extend an additional 10 years; the agreement would be retroactive, commencing on 1/1/03 and ending on 12/31/42.

Chairman Mallicoat advised that the effective date should be 4/1/12 rather than 1/1/03, as most General Aviation Row 1 lease agreements have the 4/1/12 renewal date.

A motion was made and seconded to recommend an effective date of 4/1/12. Motion carried.

J. Other – None.

6) NEW BUSINESS

A. Planning Commission Items – 8/25/20 – Mr. Baldwin informed the commission of three items located in the airport overlay:

1. A site plan for Bellvue Belcher—Phase II Townhomes on Bellvue Dr. (off Old Murfreesboro Rd. W.)

1. A rezoning request by Dawson Lane Partners for property off Leeville Pike
2. A final plat for resubdivision of the fitness center property located on Maddox-Simpson Pkwy. (looks like an expansion of the building at this time)

Later during the meeting, Mr. Baldwin reported that he looked up the details of the rezoning request by Dawson Lane Partners for property off Leeville Pike and emailed them to the Airport Commission. The 23.5-acre property is located across from the airport and east of Winfree Bryant Middle School. Mr. Baldwin noted that over the past several years there have been several plans for the property.

Mr. Baldwin advised Commissioner T.O. Cragwall that the request is to rezone the property from RP2 (Medium Density Residential/Professional Office) and RD9 (Medium Density Residential) to RM6 (High Density Residential). Commissioner Cragwall expressed concern about the request. Commissioner Baines agreed that one issue is the requested zoning district, RM6, allows higher-density development than the RD9 district.

Mr. Baldwin advised that he believes the property contains a blueline stream and wetlands; meeting State requirements for them can be costly and may play a part as to why the property is undeveloped.

Ms. Bay stated the need to make sure any development would be in compliance with the ALP (Airport Layout Plan) since the property is so close to the GPS RWY 19 approach.

Mr. Baldwin, Commissioner Baines, and Ms. Bay recalled a few years ago when the Airport Commission and City Council voted to grant an easement for the proposed Dawson Ln. extension and alignment with Tuckers Gap Rd. However, they do not believe that the easement was ever finalized.

Commissioner Baines summarized that the commission's main questions/concerns about the rezoning request are:

- How many more units could the developer install with an RM6 zoning compared to the existing zonings?
- Considering the property's proximity to the airport, is the requested rezoning a good or a bad idea?

Commissioner Stumb acknowledged that there are a lot of existing homes close to the airport but agreed that the requested increase in density is certainly something to think about.

Mr. Baldwin confirmed that he will look into the matter and report back to the commission.

Commissioner Baines added that a special called meeting can be held if necessary.

- B. Board of Zoning Appeals Items – 8/24/20** – There were no new items located in the airport overlay.
- C. Purchase of “Back Up” Door Motor for E Row Hangars** – Chairman Mallicoat advised that the cost is approximately \$500.
A motion was made and seconded to obtain pricing for the motor. Motion carried.
- D. Other** – None.

7) FINANCIAL REPORT – Included in the agenda packet were the Airport Maintenance Expenditures Report dated 8/3/20 and the Airport Operations Fund Balance Sheet dated 8/5/20.

Commissioner Baines and Chairman Mallicoat commented that everything looks good one month into the fiscal year.

8) FBO REPORT

- A. State Safety Inspection Report** – Last week, Ms. Bay met with TDOT Aeronautics for the annual inspection, which is one of the steppingstones to acquire an airfield license with the FAA. She presented a slideshow summarizing the inspection findings.

Ms. Bay reported that the inspection addresses many areas, including pavement, safety areas, markings, signs, lighting, nav aids, wildlife issues, fueling, airspace obstructions, hazmat, winter weather preparation, public protection, aircraft rescue and firefighting, airfield construction, and wind indicators.

Ms. Bay pointed out that the inspection was scheduled to take place in March, just three days after the tornado event. The inspection was postponed until just before the inspector's deadline of 8/1/20. The following items in need of attention were noted during the inspection:

- Runway pavement condition where lightning recently struck – City crews helped to temporarily patch the area. Mr. Duckworth helped ensure the immediate repairs were in compliance.
- Weeds growing in small runway cracks.
- Faint runway markings – Ms. Bay hopes a statewide paving project can address the cracks and markings.
- Missing cones on turf runway – The cones were lost during the tornado. Others have a bit of wear and tear, as they are over twelve years old. Five must be replaced. Ten replacements have been ordered at this time.
- Critical area sign within turf area – Needs to be more of a neon/bright yellow. Pursuing the cost to replace the panels. May contact Mr. Baldwin and Mr. Duckworth to make sure the panels are in compliance.
- Weeds touching light fixtures, etc. – City crew has sprayed weed killer and now has a tank for the Gator.
- Turf runway needs to be closed during taxilane project.
- Current project needs low barricades, not just cones.
- Crooked windsock – To be replaced as discussed earlier.
- Segmented circle needs repainting.
- Vault needs fencing – Currently a huge safety hazard. Runway lights on/off switch accessible to the public.
- No evidence of Cracker Barrel fuel farm emergency shutoff valve – Need to work with Cracker Barrel to address.
- Missing REIL – Sent back due to warranty issue. Contractor has been informed replacements have been delivered.
- Preserving air space is most important – No obstructions including cell towers.

Ms. Bay encouraged anyone with further questions to reach out to her. The PowerPoint presentation is available to anyone who would like it.

B. Other – Ms. Bay provided a brief report which included information on the following items:

- Direct Flight Solutions has applied for a partnership with Corporate Aircraft Association (CAA). This partnership would provide corporate aviation fuel discounts in addition to the Shell program discounts the airport already offers. CAA may be contacting Airport Commissioners, as Ms. Bay was required to list them on the application.
- Newsletters are being proofed and should be distributed soon.
- Numerous work orders have been submitted to vendors as well as the City Maintenance Department.
- Fuel sales for the month of July – 7880.6 gallons of avgas, 8350 gallons of jet fuel. Ms. Bay advised Commissioner Mallicoat that airfield activity is still drastically different from activity before March. Corporate and business aviation have just begun to return to the airport. Many local pilots have pursued flight schools on the airfield to further their certifications while being furloughed. Fuel sales are rising as tenants that purchase fuel are back flying.

9) UPCOMING EVENTS – No discussion.

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.**
- B. Soccer Field Update** – Commissioner Baines commented that plans for the new sports complex/soccer fields are currently on hold.
- C. Supplemental Signage – Runway Hold Positions Taxiway A1**
- D. Need to receive executed ingress/egress easement from Savage and record.**
- E. T-Hangar Rows A and B Insurance Renewals Update** – Chairman Mallicoat and Commissioner Baines hope to address the item soon.

11) ADJOURNMENT – The meeting was adjourned at 5:04 p.m.