

**LEBANON MUNICIPAL AIRPORT MANAGERIAL OVERSIGHT COMMITTEE (AMOC)  
MINUTES OF REGULAR MEETING**

**Tuesday , January 20, 2026 – Lebanon Municipal Airport, 200 Aviation Way**

<b><u>AMOC Members Present</u></b>		<b><u>Others Present</u></b>	
R.T. Baldwin	Greg Hemontolor	Heather Bay	Connie Dodson
John Gentry	Lindsey Wolfenbarger	Gary Solloway	Kelly Tarpley
		Lee Clark	

**I. CALL TO ORDER** - AMOC Chairman John Gentry called the meeting to order at 3:00 p.m.

**II. ROLL CALL** – A quorum was present for the roll call.

**III. APPROVAL OF MINUTES – 11/17/25 Regular Meeting** – A motion was made and seconded to approve the 11/17/25 regular meeting minutes. Motion carried.

**IV. CITIZEN COMMENTS** – Resident Gary Solloway commented on concerns regarding upcoming weather predictions and the procedures for maintaining the runways and taxiways.

- Heather Bay of Direct Flight Solutions explained that in prior years, the City of Lebanon Street Department has done an excellent job working around the clock to keep the airport clear of snow using the equipment available. She noted that only plows can be used on runways, as salts, chlorines, and similar chemicals are not permitted. She further explained that the City Of Lebanon must first prioritize clearing streets for Fire, Police, and EMS services to ensure public safety. Ms. Bay also stated that, on certain occasions, Direct Flight Solutions has contracted subcontractors to clear the runways for emergency situations, at a cost exceeding \$30,000. She noted that Lebanon Municipal Airport also houses emergency medical flight helicopters on the premises.
- Chairman John Gentry stated that EMS should be well prepared for these types of situations, given that they are located at a private airport.

**V. FINANCIAL REPORT - A. Revenues and B. Expenses** –City Finance Commissioner Stuart Lawson presented for the last time before his retirement the following information, along with detailed revenues and expenditures reports, to attendees: Mr. Lawson first introduced the City of Lebanon’s new Finance Director, Lindsey Wolfenbarger to the AMOC.

- In response to Chairman John Gentry’s inquiry regarding any additional expenses, Commissioner Lawson stated that, at this time, the contractual services line item has been amended to cover the costs associated with the pay study.



**VI. FBO CEO REPORT – Airport Manager/Direct Flight Solutions’ Heather Bay reported on the following:**

- A. Work Orders**-During the quarterly report, several work orders were issued to the city maintenance department, most of which involved hangar door servicing and lighting repairs.
- B. Hangar leases:** There has been significant movement from leases, with multiple clients transitioning into their own hangars. There has also been notable activity involving the Kangaroo Hangar, Vanderbilt, Metro Aviation, and Air Methods. Operations are managed in-house, including gate maintenance. Air Methods will remain in the MPJ hangar for the time being and have not yet disclosed plans beyond April 31. When this matter is ready for discussion, it will be presented to AC. Metro Aviation officially took full possession of their space on January 1. They recently purchased a new PC-12 aircraft, which is currently undergoing interior retrofitting. In conclusion, all land lease agreements remain unchanged currently.
- C. Events:** This week marked the first discussions regarding BNA airspace conversations. Comments to the FAA will be accepted through the first week of February on air space. Regarding this matter, there will be a statewide call next month for airport managers to hear discussions and feedback from surrounding airports. Nashville’s airspace has expanded to the 109 area, and the infrastructure has already been completed to support this growth. The FAA only modifies airspace annually across the nation, and this adjustment was made to accommodate regional growth. As a result, Lebanon Municipal Airport will also be affected. However, the impact is expected to be positive, within our Class B airspace.
- D. Expansion:** Additionally, several new companies are moving to Lebanon with larger aircraft that the airport cannot currently accommodate due to weight and runway limitations. This matter will be discussed further later.
- E. Tenants:** Connie Dodson, Operations Manager with Direct Flight Solutions, reported that there is currently one aircraft in need of a Certificate of Insurance (COI). She also noted that four additional COIs are nearing expiration. Currently, three aircraft are in annual status, and two tenants have not yet responded, Ms. Connie will be reaching out to them.
- F. Airport lighting:** Ms. Bay noted Rotating beacons and windsock are working properly.

**VII. OLD BUSINESS – FBO Management Responsibilities –**

- A. Communications to Noncompliant Tenants –** Connie Dodson is in contact with two tenants who have not responded. All others are in communication.
- B. Kevin Brisco’s (Airstoco LLC’s) Proposed Lease Agreements for the Southeast Side Development –** Public Works Assistant Director. R.T. Baldwin is still working with Kevin Brisco. Mr. Baldwin has condensed two documents into one so that the ground lease and construction lease are cohesive. They are still refining the verbiage, and additional information will be discussed at a later date. This will include time limits.

**VIII. NEW BUSINESS-**

- A. Public Works Facility** R.T. Baldwin distributed an aerial map identifying the possible land use location for the need of the City’s Public Works Department to have room for growth. He stated that he has been in discussions with Mayor Rick Bell, Public Works Director Lee Clark, and a

consultant regarding how many acres would be required for the proposed expansion and potential space needs. At this time, the discussion was informational only. Building height and final design details have not yet been determined. The proposed site is located outside the RPZ zone and within P 77 airspace limitations, providing guidance on allowable elevations. The project would be phased in between the Fire Hall and Public Works relocation. The site is located on the south side of I40. The land was originally intended for restaurant development; however, the restaurant later withdrew from the project.



## B. Lease / Sublease Verbiage

### DISCUSSION:

- Chairman John Gentry inquired about lease versus sublease terms and associated time-limit verbiage.
- Mr. Baldwin stated that, with assistance from Angela Fantom and a review of leases updated back in 2022, leases are handled on a case-by-case basis, and no specific time limits are currently in place.
- Chairman Gentry expressed that hangar leases should require the tenant to own an aircraft. In sublease situations where the primary lessee is charging a higher rent than what is paid to the airport, he suggested the City should receive a portion maybe 10% of the additional revenue. He also proposed that time limits could be written into leases, potentially up to one year.
- DFS manager Connie Dodson noted that in some cases it can take up to six months to purchase an aircraft after a hangar becomes available. In situations where an aircraft is in production, the process may exceed one year; therefore, tenants may need extended time to retain a hangar.
- Chairman Gentry stated that these circumstances further support handling leases on a case-by-case basis at the Airport Commission's discretion.

- Directors of Finance Stuart Lawson and Lindsey Wolfenbarger stated they believe subleases should be eliminated altogether, noting the Accounting Department does not currently have supporting software to track subleases. They further stated that if a lease is offered, the tenant should have an aircraft and be actively using the hangar; otherwise, there is a waitlist of individuals who have paid and are waiting to utilize hangar space.
- DFS CEO/Airport Manager Heather Bay stated that the E Row leases expire in December, which would provide an appropriate opportunity to implement updated lease agreements. Suggested updates include guidelines, move-out dates for non-responses, due dates, time limits, requirements for the actual storage of an aircraft in the hangar, stipulations regarding sublease profit, and language allowing the Airport Commission to adjust lease contracts on a case-by-case basis.
- Ms. Bay also noted that A and B Row leases have already been implemented under the current structure and referenced a deadline of November for proposed updates.
- AMOC members agreed that all leases should be reviewed and approved by the Airport Commission.

**IX. NEXT MEETING** – The next meeting was scheduled for 3 p.m. Thursday, 02/26/26.

**X. ADJOURNMENT** – The meeting was adjourned at 3:54 p.m.