

**LEBANON MUNICIPAL AIRPORT COMMISSION
MINUTES OF REGULAR MEETING
Thursday, February 10, 2022
Lebanon Municipal Airport, 200 Aviation Way**

Commissioners Present

Jeff Baines Mike Russell
T.O. Cragwall William Westmoreland
John Gentry (via phone)

Others Present

R.T. Baldwin Angela Fantom John Sevier
John Baugh III Myron Lasater Gary Soloway
Heather Bay Bobby McCrary Bruce Thomas
Ernie DiGiacomo Donny Meadows

1) CALL TO ORDER – In Chairman Westmoreland’s absence, Commissioner T.O. Cragwall called the meeting to order at 4:07 p.m. He advised that without a quorum, the commission cannot take any action during the meeting but can discuss agenda items.

2) APPROVAL OF MINUTES – 1/13/22 Regular Meeting – No action was taken due to the absence of a quorum.

3) COMMUNICATIONS FROM CITIZENS

- Mr. Bruce Thomas briefly addressed the commission, as he has recently submitted a T-Hangar Application on behalf of the Commemorative Air Force Music City Wing (CAF). No action on **Old Business Item A. (T-Hangar Waiting List)** was taken due to the absence of a quorum.
- Mr. Ernie DiGiacomo addressed the commission regarding **Old Business Item B. (Hangar Inspections)**. The 2/1/22 letter to t-hangar A-6 lessee Chris Cook requests legal documentation supporting the name(s) of the owner and/or partner(s) owning the aircraft in the hangar. The original approval for the lease is in Chris Cook’s name. The letter further advises that the Airport Commission expects the issue to be resolved in the near future; otherwise, the hangar must be vacated by 4/30/22.

Mr. DiGiacomo clarified that he is not subleasing the hangar from Mr. Cook. He and Mr. Cook have been partners on a personal level since 2013. They share a joint bank account and went in as partners on the hangar – but not in an aircraft – in 2014 when the first lease was signed (Commissioner of Public Services Jeff Baines later noted that the original lease only included Mr. Cook’s information and signature; Mr. Cook’s name was on the t-hangar waiting list at that time). Past leases have included Mr. DiGiacomo’s aircraft n-number and insurance documentation and have been signed by both Mr. Cook and Mr. DiGiacomo. They would like to maintain the arrangement if possible.

Comm. Cragwall thanked Mr. DiGiacomo for coming before the commission. He stated the need to further review the situation, as it has never been the commission’s intent to allow lease partnerships without a partnership in an aircraft. Comm. Baines commented that the lease for the hangar expired 12/31/21 and the item is in the hands of City Attorney Andy Wright.

Commissioner Mike Russell expressed his frustrations about the large number of individuals (130) on the t-hangar waiting list while there are multiple hangars that have been storing non-flying aircraft for several years. He believes Mr. Cook’s name should not be on the lease, as his aircraft is on Corporate Row.

- Meadows Building Systems’ Donny Meadows, who has been a part of the community since 1988, addressed the commission by presenting a Hangar and Crew Quarter Proposal; the proposal includes a 1,456-square-foot modular building/crew quarters and a 10,000-square-foot fixed-wing hangar/maintenance for Air Methods Corporation as well as a 10,000-square-foot fixed or rotary-wing hangar for a tenant to be determined. Mr. Meadows would like to

submit a formal proposal during next month's meeting after he receives the commission's feedback regarding possible sites. He would like to fly the airport with a drone to obtain measurements and is interested in the site north of the terminal if he can receive assistance with site preparation and utilities.

Mr. Meadows informed Comm. Cragwall that he is absolutely interested in developing the airport's east side that recently became available. He would like to sit down with the commission to discuss a master plan. Mr. Meadows explained that he has no experience with t-hangars, but he has hangars in Tennessee, Florida, North Carolina, and Mississippi.

Possible sites and their timelines were briefly discussed. Comm. Baines, Comm. Cragwall, and Chairman Westmoreland will set a work session date to further discuss Mr. Meadows' proposal. Direct Flight Solutions' Heather Bay informed Mr. Meadows that he may fly a drone as long as it stays below 400 feet.

- Mr. Bobby McCrary, who has a corporate hangar at the airport, advised the commission of talk he has heard about t-hangar lessees subleasing their hangars for a profit. Comm. Cragwall responded that such talk is what drove the commission to take action regarding **Old Business Item B. (Hangar Inspections)**. Comm. Russell added that it has been the commission's intent to allow subleasing to an individual on the t-hangar waiting list for up to one year from date of sale of the lessee's aircraft to provide the lessee time to buy another aircraft. Ms. Bay suggested adding a note to the *T-Hangar Sublease Agreement* that was approved by the commission last December; the note could state that subleasing a t-hangar for a profit is not allowed.

Mr. McCrary inquired about the Lebanon Fire Department's longtime interest in the airfield for a fire station, as it was briefly mentioned during last month's commission meeting.

Comm. Baines advised that the interest is just talk at the moment. Comm. Russell reiterated his support of having a designated fire truck and crew at the airport.

- In response to Mr. Myron Lasater's comment about a t-hangar lessee who received a hangar inspection letter from Chairman Westmoreland, Comm. Cragwall noted that inspection letters invite the recipient to attend any upcoming Airport Commission meeting if there are any questions or comments; in times past, the commission has extended deadlines for those unable to meet them. Executive Assistant Angela Fantom confirmed that all letters were sent via email and certified mail.
- Mr. John Baugh III, who has been subleasing t-hangar E-6 from lessee Blake Henderson and wanted to request additional time for the sublease, briefly addressed the commission about the hangar shortage that he explained is a chronic problem across Tennessee. He agreed that there are clear cases where the lessee should give up the hangar. Mr. Baugh expressed his support of airport growth and, particularly, more t-hangars/public spaces at the airport. He stated the need for **Row D Construction (Steve DiLeo/Aeronautique, LLC)** to be completed. Comm. Cragwall agreed that a mixture of t-hangars and large hangars is needed; the mixture continues to be the desire for the airport's east side. Ms. Bay noted Mr. Russ Lannom's interest in developing Row F; Mr. Lannom has attended multiple commission meetings in the past.
- Mr. Bruce Thomas inquired about adding a taxiway exit off the main runway to alleviate congestion. After a brief discussion about the Airport Layout Plan (ALP), the designed but unfunded partial parallel taxiway, and federal restrictions, Comm. Baines advised that staff can look into possible options.

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** – Constant current regulator on 2/1/2022. Stansell Electric should begin installation within the next 7-10 days.

Mr. Baldwin reported that installation should take place Monday and testing will follow.

Ms. Bay explained to Mr. Gary Soloway that the current lighting intensity is per State Aeronautics specifications and the hope is to increase intensity in the near future.

- 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** – Site plan sheet was provided and briefly reviewed.
- D. **M54 RSA Determination** – Atkins is working on runway analysis. Findings should be available mid-February.
- E. **East Apron Pavement Rehab – Preliminary Design** – Atkins has started design analysis.
- F. **Terminal Parking Lot Expansion** – Project has been staked, waiting on dry weather.
- G. **Row D Construction (Steve DiLeo/Aeronautique, LLC)** – Sewer needs repairs, cleanouts installed, and final testing. Paving is still needed on the north side of Row D hangars. Mr. Baldwin explained that Mr. DiLeo is installing cleanouts.
- H. **West Side Hangar Sites A and B (Robert Craig)** – Continuing construction. Mr. Craig was here this week.
- I. **West Side Hangar Site F (Bruce Thomas)** – Punch list items.
- J. **West Side Hangar Site G (Robert Gaines)** – Waiting on certificate of occupancy from building inspection department. Mr. Baldwin reported that a certificate of occupancy has been issued.
- K. **West Side Hangar Site D (PNJ Venture Partners)** – No update.
- L. **Internet Service Overhaul** – Spectrum has finished design and is ordering equipment. Mr. Baldwin noted that some parts are on backorder.

5) OLD BUSINESS

A. T-Hangar Waiting List

1. **New Additions** – Five new applications were presented to the commission, but no action was taken due to the absence of a quorum:

- Music City Wing of Commemorative Air Force
- Kevin Brisco
- Robert “Jason” Wike
- Louis Carmona
- Blake Henderson

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

B. Hangar Inspections – Update Communications/New Letters

– Letters sent since the January commission meeting were included in the agenda packet.

- A-11, Hood – The 1/28/22 letter requests an update as to the status of repairs at the 5/5/22 Airport Commission meeting.
- B-3, Snyder – The 1/28/22 letter requests an update as to the status of repairs at the 5/5/22 Airport Commission meeting.
- E-9, DiLeo – The 1/28/22 letter requests an update as to the status of repairs at the 5/5/22 Airport Commission meeting.
- E-15 and E-16, Poole – The 1/28/22 letter requests an update as to the status of repairs at the 5/5/22 Airport Commission meeting.
- A-12, Floyd – The 1/28/22 letter states that the City is in receipt of Mr. Floyd’s Aircraft Lease Agreement dated 1/1/22 with Van Toornburg. The document is under review by City Attorney Andy Wright, and the City will advise upon final review of the document. The hangar lease requires a partnership include ownership by all partners.

- B-17, McCall – The 1/28/22 letter states that the City has been advised that Mr. McCall has sold his plane. There have also been communications regarding either a sublease or partnership with Mr. Paul Overstreet. Any sublease expires 4/30/22. If there is a partnership in place, the City needs a legal document for it. The document will be reviewed by the City Attorney to determine compliance with the executed hangar lease. Comm. Baines read aloud an email received from Mr. McCall earlier in the afternoon. The message advises that N924DD is no longer using the hangar; it was moved several weeks ago. Mr. McCall currently has an interest in two planes – one King Air which he keeps in the main hangar and a Maule M5-235C, N56391, which he normally keeps at this house. Mr. McCall advises that he is fine paying to keep the hangar for occasional use for N56391 or terminating his lease and letting someone else have it, if preferred. After a brief discussion, Comm. Baines advised that he will contact Mr. McCall for clarification before next month’s meeting.
- E-2, Hudson Bay Holdings, LLC – The 2/2/22 letter states that per discussion at the 1/13/22 Airport Commission meeting, the understanding is Hudson Bay will soon have ownership of or in the aircraft currently in the hangar. If this does not work out, the hangar would be vacated by 4/30/22.
- E-6, Henderson – The 2/1/22 letter advises that during the 1/13/22 regular Airport Commission meeting, discussion was held on several requests regarding hangar subleases. The commission determined all hangars need to be in compliance with the current lease on or before 4/30/22. At this time, Mr. Henderson is expected to purchase a new plane or relinquish his lease by 4/30/22.
Mr. Henderson replied via email that he is completing restoration of his aircraft, O-58 Aeronca N46513, and will be bringing it to the hangar this April. He will update his aircraft information with DFS accordingly.
- E-14, Poole – The 2/1/22 letter advises that during the 1/13/22 regular Airport Commission meeting, discussion was held on several requests regarding hangar subleases. The commission determined all hangars need to be in compliance with the current lease on or before 4/30/22. At this time, the commission would reiterate the requirement that the aircraft identified in the lease as belonging to Mr. Poole is the plane currently in the hangar and asked Mr. Poole to verify.
- B-1, Stroud – The 2/1/22 letter advises that during the 1/13/22 regular Airport Commission meeting, Mr. Stroud’s request to sublease to Matt Demaree was considered and approved through 4/30/22. The commission determined all hangars need to be in compliance with the current lease on or before 4/30/22. At this time, Mr. Stroud is expected to purchase a new plane or relinquish his lease by 4/30/22.
- B-8, Maples – The 2/1/22 letter advises that during the 1/13/22 regular Airport Commission meeting, Mr. Maples’ request to sublease to Carl Groves was considered and approved through 4/30/22. The commission determined all hangars need to be in compliance with the current lease on or before 4/30/22. At this time, Mr. Maples is expected to purchase a new plane or relinquish his lease by 4/30/22.
- B-20, Dillard – The 2/1/22 letter advises that during the 1/13/22 regular Airport Commission meeting, discussion was held on several requests regarding hangar subleases. The commission determined all hangars need to be in compliance with the current lease on or before 4/30/22. At this time, Mr. Dillard is expected to purchase a new plane or relinquish his lease by 4/30/22.
- A-7, Hogancamp – The 2/1/22 letter advises that the Airport Commission requested City Attorney Andy Wright review the Co-Ownership Agreement for the Beechcraft Bonanza G35 as submitted around 1/13/22. Upon Mr. Wright’s review, the City will advise as to

whether this document is considered to be satisfactory and in compliance with the lease.

- E-5, Harrison – The 2/1/22 letter reminds Mr. Harrison that the City needs legal documentation supporting the names of the partners owning the aircraft in the hangar.
- E-12, Hamblen – The 2/1/22 letter states that the City is in receipt of Mr. Hamblen’s “partnership agreement.” The agreement has been forwarded to the City Attorney to review and advise that the document is acceptable to the City.
Comm. Cragwall noted that Carbine Aviation, LLC, names both Mr. Hamblen and Mr. Lewis.

- A-6, Cook – The 2/1/22 letter requests legal documentation supporting the name(s) of the owner and/or partner(s) owning the aircraft in the hangar. The original approval for the lease is in Mr. Cook’s name. The letter further advises that the Airport Commission expects the issue to be resolved in the near future; otherwise, the hangar must be vacated by 4/30/22.

See additional discussion under **Communications from Citizens**.

- A-14, Westmoreland – Chairman Westmoreland, whose approved request to sublease had expired but has been extended through 4/30/22, stated that he is looking for an aircraft.

C. Future West Side Development Committee – Chairman Update – Defer to March Meeting
– (During the December 2021 meeting, the commission voted to proceed with establishing the committee, as suggested by Chairman Westmoreland.)

Chairman Westmoreland will have more information by next month’s meeting.

D. Southeast Development – General Discussion – Develop “Scope” and Issue Request for Proposals (RFP) – The recently-terminated Development and Operating Agreement with Aeronautique, LLC, for the South East Side Development was included in the agenda packet.

Comm. Baines asked how the commission would like to modify the agreement for future use. Mr. Baldwin presented Mr. DiLeo’s approved concept to the commission.

Chairman Westmoreland would like to see one phase completed at a time. He does not want to give the whole development to one individual. Comm. Russell agreed, citing an FAA Advisory Circular.

Chairman Westmoreland would also like to see the developers’ cost schedules and project timelines. He stated the need for the commission to set rules and establish expectations as well as consequences with bite if those expectations are not met.

Mr. Baldwin noted that the commission also needs to consider how development and infrastructure improvements can be broken down into individual phases, similar to subdivision phases.

Chairman Westmoreland asked commissioners to think about what they want in the agreement and be prepared to act on the item during next month’s meeting. He also asked Mr. Baldwin to further examine possible development phases.

After a brief discussion, Comm. Baines advised that he will draft an RFP that can be modified by the commission.

E. Private Development Discussion – Discuss or Defer to March Meeting

- 1. Building Heights**
- 2. Density**
- 3. Lighting**
- 4. Other**

The following email from Mr. Baldwin was included in the agenda packet. Mr. Baldwin encouraged commissioners to read through the information if they have time, as the commission needs to look at moving forward regarding development around the airfield:

Below is a combination of several email from TDOT Aeronautics (Evan Lester & Adam Guy) and pertains to Item E, under old business of the 02/03/2022 LAC Meeting. I have attached the section from current Lebanon Zoning Ordinance pertaining to the airport overlay district for reference.

RT,

I always like to try to give specific information as much as possible; however, for Airport Noise have them digest this official site:

https://www.faa.gov/airports/environmental/airport_noise/ Everything that you need to know about noise compatibility is found here. Typically, air carrier airports like BNA are required to complete a 14 CFR Part 150 Regulation: Airport Noise Compatibility Study in the Master Plan process. There are certain requirements needed for this to be funded with AIP monies at a GA airport like M54, these are outlined in [FAA ORDER 5100-38D-CHG1 AIP Handbook](#).

As far as development near airports goes, see the email from 2020 attached. That holds valuable information; you are likely to find the topic you are looking for. It describes the 7460-1 process, which is a form to be filled out if it meets the criteria represented here:

https://www.faa.gov/documentLibrary/media/Form/FAA_Form_7460-1_042023.pdf

Additionally, when new development is proposed near an airport, a section 163 review may be required, per a recent FAA Memorandum.

In regards to lighting that may impact airport operations, the developer should not only submit a 7460 for the construction of the development, but she/he should also complete and submit a glare/glint analysis that analyzes any flashing lights or lights being developed around the airport to ensure no aircraft operations are negatively affected by them. The glare/glint analysis should be submitted through a separate 7460.

Attached is a copy of the UCY Glare Analysis that was completed.

I have also provided a link to the FAA Solar Guide below. I hope you find Chapter 3 resourceful for your efforts.

[FAA Technical Guidance for Evaluating Selected Solar Technologies on Airports, November 2010 \(updated April 2018\)](#)

I am struggling to put my hands on a video, but here is a good ACRP document and this FAA link (https://www.faa.gov/airports/environmental/land_use/) as it relates to your question (land use compatibility). You may be remembering a PowerPoint from Amanda Hill that was put on at the TAA conference in 2018, this is also attached. She specifically spoke about what do if a company is planning a cell tower around your airport.

F. Other – None.

6) NEW BUSINESS

A. Planning Commission Items – 2/22/22 – Mr. Baldwin informed the commission of two items located in the airport overlay:

1. A site plan for West Adams Lots, an 11-unit infill residential development on about 0.71 acres at 330 Hobbs Ave. and 443 & 445 W. Adams St. zoned R2
2. A rezoning request for about 12.2 acres of the Proposed Rezoning of S. Hartmann Property project at an unaddressed property on Leeville Pike in the South Hartmann Overlay from RR to CN – Mr. Baldwin advised that the property is located at the northwest corner of Leeville Pike and S. Hartmann Dr.

B. Board of Zoning Appeals Items – 2/28/22 – Mr. Baldwin advised that there are no known items located in the airport overlay.

C. TN Airports Conference – Monday, 3/28 through Wednesday, 3/30 in Murfreesboro – Early Bird Registration Ends 2/17/22 – Comm. Cragwall would like to see the commission

continue to be represented well. Ms. Fantom will register Chairman Westmoreland, Commissioner John Gentry, Mr. Baldwin, Comm. Cragwall, and Comm. Russell to attend.

- D. Volar Lease (Expires 5/31/22) – Commission Recommendations** – The current corporate lease agreement with VOLAR, LLC, for the original (east side) terminal, adjacent hangar, and 40' of apron north of the buildings was included in the agenda packet. The lease states that it may be extended by 24 months subject to successful negotiations and the mutual agreement of both parties.

Comm. Baines advised Comm. Cragwall that he has had no discussions with Volar's William Presler at this time. After a brief discussion about previous plans to increase the current monthly rental rate (\$2,500) and recent repairs made to the hangar doors, Comm. Baines stated the need for guidance before acting on the item.

- E. FBO Agreement (Expires 9/30/22)** – The current fixed base operator lease agreement and amendment with Direct Flight Solutions, LLC, were included in the agenda packet.
- 1. Discuss City Process** – Comm. Baines advised that a Request for Qualifications (RFQ) must be issued/advertised, submittals must be evaluated, and a recommendation must be made to City Council.
 - 2. Commission Suggestions for Agreement to be Discussed at March Meeting** – Comm. Baines requested that all commissioners review the agreement and make suggestions to be discussed during next month's meeting, as he would like to issue the RFQ in March.
Comm. Russell commented that he knows of at least two individuals in addition to DFS who are interested in the airport's fixed base operation.
A work session was scheduled for 10 a.m. Friday, 2/25, to discuss items including the Volar and FBO lease agreements.

- F. Other** – None.

7) FINANCIAL REPORT – Included in the agenda packet was the Airport Maintenance Expenditures Report dated 2/1/22.

8) FBO REPORT – No report was presented, as Ms. Bay had to leave the meeting early. Comm. Baines stated the need for her to email the report to the commission.

9) UPCOMING EVENTS – Comm. Russell reported that the EAA will be meeting at 6 p.m. tonight in Hangar 2.

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 5:59 p.m.