

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

Thursday, February 26, 2026 – Lebanon Municipal Airport, 200 Aviation Way

AMOC Members Present		Others Present	
R.T. Baldwin	Greg Hemontolor	Heather Bay	Chad Hall
John Gentry	Lindsey Wolfenbarger	Stephen Chambers	Kelly Tarpley
		Connie Dodson	Gary Solloway

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 – 1/20/26 Regular Meeting – A motion was made and seconded to approve the 1/20/26 regular meeting minutes. Motion carried.

IV. CITIZEN COMMENTS – Chad Hall, President/CEO of Take One Film & Video, addressed the Committee regarding the potential use of Lebanon Municipal Airport for the upcoming 2026 National STOL Series – Music City STOL event. The event will take place on October 9th and 10th 2026. Mr. Hall handed out a pamphlet with a guide to the STOL event.

Mr. Hall stated the event is a nonprofit that has been held at Gallatin Airport for the past three years. All event coordination, including promotions, scheduling, traffic direction, and vendor setup, would be managed by his team. The event organizers will provide their own portable restrooms but requested coordination with the City of Lebanon for sanitation pickup services.

Mr. Hall advised the event is expected to generate economic benefits for the city, including increased hotel occupancy, restaurant activity, airport fuel sales, and tourism from out-of-town visitors. The event operates under FAA regulations and Part 91 operations. An estimated 40 competing aircraft and an additional 40–50 visiting aircraft are expected to attend, around 1500 people from all around. The event will also be broadcast live and streamed on YouTube, providing positive publicity for Lebanon Municipal Airport.

- DFS Manager Heather Bay and Assistant Public Works Director R.T. Baldwin, agreed to review the airport calendar and present the matter to the Airport Commission to determine whether the event would be a good fit for Lebanon Municipal Airport.

V. FINANCIAL REPORT - A. Revenues and B. Expenses - City Finance Commissioner Lindsey Wolfenbarger presented the following information, along with detailed revenues and expenditures reports, to attendees:

- Citizen Gary Soloway raised a question regarding line-item budgeting for janitorial services at the airport.
- Director of Finance Lindsey Wolfenbarger stated that, having been in the role for less than a month, she is still reviewing reports, budgets, and line items and will look further into the matter.

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

A. Work Orders-Only one open work order and it is being scheduled out through a contractor the city of Lebanon does an outstanding job of completing work orders in a timely fashion.

B. Hangar leases: The city has sent out all the letters for Row A & B leases and subleases we are waiting for these to come back and be fully executed. RT’s office did send out 6-month sublease

letters and those have come back in agreement. Except for Mr. Liles who has stated he has an aircraft that is eight months out in production. A-11 lease is accepted and in progress.

- Mr. Baldwin mentions we need to start keeping track of the sub-lease as they expire.
- Heather mentioned FAA is still working on releasing charts. The federal shutdown has caused some delays in the release. Her phone number, however, was released resulting in hundreds of phone calls inquiring requests to lease our hangars but at this time we have no vacancies.

C. Events: The Tennessee Aviation Conference held this week was reported as successful and highly educational. Chairman John Gentry discussed several key topics presented at the conference, including strategies for increasing airport revenue, considerations between owning versus constructing hangars, leasing land versus leasing hangars, and opportunities for obtaining state funding for airport projects.

D. Tenants: Heather Bay reported that a tenant who previously requested and received approval for a sublease is not utilizing the approved hangar, as the tenant's aircraft is currently located in a different T-hangar. Ms. Bay requested guidance on how to proceed with this situation.

- City Attorney Stephen Chambers advised that Mr. Baldwin's office should issue a formal letter to the tenant notifying them that they are not in compliance with the lease agreement and outline the actions that will be taken to address the violation.
- Mr. Baldwin and Mr. Chambers will work on two letters to submit to the violation of the sub-leased tenant. Additionally, the AC needs to implement a policy on 6-month sub-leases and reasons for denial to be the same across the board.

VII. OLD BUSINESS – FBO Management Responsibilities –

- A. Communications to Noncompliant Tenants –** Connie Dodson, Operations Manager with Direct Flight Solutions, reported that there are currently four leases we are currently waiting for to be fully executed. Three of these are sub-lease, seven need annual inspections and two are in major repair. Currently only two needs to COI.

VIII. NEW BUSINESS- Chairman Gentry inquired whether an emergency response plan was currently in place, as emergency preparedness was a major topic at the conference. Heather Bay informed the Commission that meetings have been coordinated with Fire and Emergency Management official's county wide following the 2020 tornado to address emergency planning efforts. These meetings have taken place for at least five years now. Safety committee was created in 2006 and grown over the years.

- Connie Dodson would like to have the fire chief come out a couple of times a year and see new aircraft.
- Heather Bay also added homeland security comes out annually for inspections.

IX. NEXT MEETING – The next meeting was scheduled for 3 p.m. Thursday, 03/26/26.

X. ADJOURNMENT – The meeting was adjourned at 4:07p.m.