

LEBANON MUNICIPAL AIRPORT COMMISSION
MINUTES OF REGULAR MEETING
Thursday, February 2, 2023
Lebanon Municipal Airport, 200 Aviation Way

Commissioners Present

Jeff Baines Greg Hemontolor
Deborah Baugh Mike Russell
T.O Cragwall William Westmoreland
John Gentry

Others Present

R.T. Baldwin Myron Lasater
Heather Bay Phil Morehead
Angela Fantom

- 1) CALL TO ORDER** – Chairman William Westmoreland called the meeting to order at 4:00 p.m.
- 2) APPROVAL OF MINUTES – 1/5/23 Regular Meeting** – A motion was made and seconded to approve the 1/5/23 regular meeting minutes. Motion carried.
- 3) COMMUNICATIONS FROM CITIZENS** – Chairman Westmoreland asked citizens to limit any communications to three minutes. There were no communications from citizens.
- 4) COMMUNICATION FROM CHAIRMAN** – Chairman Westmoreland stated the need to move through the agenda quickly, as there is a City Council work session at 5:30 p.m.
Chairman Westmoreland introduced Phil Morehead, the new Ward 6 City Councilor.
- A. Airport Managerial Oversight Committee Report** – AMOC Chairman John Gentry provided a brief report on the 1/23/23 committee meeting. The AMOC is trying to address safety issues and any FBO concerns needing the City’s attention. Lighting and fuel truck issues were discussed during the committee meeting. The next AMOC meeting will be held in March.
 - B. Chairman Comments** – Chairman Westmoreland requested commission action regarding the need for a replacement fuel truck. Last December, Special Projects Administrator R.T. Baldwin obtained a \$128,500 quote for a truck; however, the quote did not include costs for additional safety equipment. After a brief discussion, a motion was made and seconded to recommend City Council approval of the purchase of a jet A fuel truck with total cost not to exceed \$150,000. Motion carried.
- 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** – Met with Atkins and Stansell Electric on 1/9/23. Stansell Electric is developing cost estimate for light replacement of all Hughey Phillips products with ADP Safegate products.
The original contractor, Appalachian Foothills Contracting, installed Hughey Phillips products. Even though the items are on the FAA’s list of approved products, the brand has historically been horrible here and elsewhere. Stansell Electric’s original bid included the installation of ADP Safegate products.
 - B. Replace Taxiway Lighting & Runway 1/19 PAPIs** – Waiting on grant execution. Received final approach survey data. Developing letter for property owners to initiate tree removal.
The City has 15 months to remove the trees as required by the FAA. Replacement trees, approved by Middle TN Electric, can be offered to the owners. Since quite a few

property owners are affected, Commissioner of Public Services Jeff Baines would like to have a public meeting to explain the need to remove their trees.

- C. **ALP** – Mayor’s signature received; plans have been delivered to TDOT Aeronautics for signatures. Waiting on signed ALP from TDOT Aeronautics. No update.
- D. **M54 RSA Determination** – Received email on 1/27/23 from TDOT Aeronautics. Still waiting on determination.
- E. **East Apron Pavement Rehab** – Have grant approval. Waiting for final execution. Anticipate construction in early May 2023.
- F. **Terminal Parking Lot Expansion** – Obtaining estimates for paving. Grading is complete. The City’s annual paving contractor has provided a quote, and Mr. Baldwin has reached out to two other contractors for quotes. As discussed during the January AMOC meeting, the quotes also include paving in front of Row D (see next item).
- G. **Row D Construction (Steve DiLeo/Aeronautique, LLC)** – Obtaining estimates for paving. Commissioner Mike Russell noted that paving in front of Row D will address the taxiway safety issue between Rows D and E. Chairman Westmoreland advised that if Mr. DiLeo does not reimburse the City for the paving, he should not receive a certificate of occupancy once the Row D hangars are complete.
Mr. Baldwin is also obtaining paving quotes for City property on the east end of Row D where Mr. DiLeo put stone down for a parking lot.
- H. **West Side Hangar Site D (PNJ Venture Partners)** – Still working on plumbing. Mr. Baldwin recently spoke to the contractor who has replaced the original plumbing contractor.
- I. **Northwest Terminal Apron and Southeast Area Site Grading/Drainage/Utility Plan/Funding** – Waiting on grant execution. No update.
- J. **Air Methods Crew Quarters** – Utilities are being installed this week.

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 Michael Todd to the #135 position on the waiting list (following #134 Douglas Lawrence). Motion carried.

2. **Updated List** – An updated list was included in the agenda packet. FBO/Direct Flight Solutions’ Heather Bay noted that a couple of names may need to be removed from the list.

- B. **Hangar Inspections – B-12** – The letter to Mr. Pung from Comm. Baines, dated and sent 1/4/23, was included in the agenda packet and advised the following: *The Lebanon Airport Commission recommended and Lebanon City Council has approved the termination of your B-12 lease. YOU ARE HEREBY NOTIFIED THAT, under the terms of the lease agreement dated December 7, 2021, your use of Hangar B-12, has been terminated due to the continued storage of non-aviation items in violation of Section 18 of the lease. YOUR TENANCY WILL BE TERMINATED ON JANUARY 15, 2023. You have thirty (30) days to vacate the premises. If you have not vacated the premises by February 15, 2023, legal action may be initiated against you, and all costs and reasonable attorney's fees will be sought pursuant to Section 13 of the Lease. Please advise once the hangar has been vacated.*

In response to the eviction letter, Mr. Pung emailed Comm. Baines and others asking for the actions of the commission and City Council to be reconsidered. Comm. Baines advised Mr. Pung that he may address the commission and/or City Council during upcoming meetings. Ms. Bay reported that Mr. Pung has vacated the hangar and she is contacting individuals next on the waiting list about the vacant hangars.

- C. Southeast Development – Meeting with Kevin Brisco 2/14/23.** – During the January Airport Commission meeting, the commission voted to ask Mr. Brisco to either come to the table for contract negotiations or withdraw his proposal. Since then, Mr. Brisco has reached out to Comm. Baines and Mr. Baldwin who will be meeting with him on 2/14. An update will be provided during next month’s meeting. Chairman Westmoreland also plans to attend the meeting with Mr. Brisco.
- D. Property Purchase – 816 Castle Heights Ave. – Official Subcommittee Report** – As mentioned during last month’s meeting, the subcommittee – comprised of Vice Chairman T.O. Cragwall and Commissioners Deborah Baugh and J.D. Lowery – met with property owner Stewart Knowles on 12/20/22. During that meeting, the subcommittee unanimously approved asking the City to go ahead and pursue purchasing the land as approved by City Council.
- Mr. Knowles was invited to attend today’s commission meeting.
- A motion was made and seconded to recommend the City proceed with acquiring the entire property as previously recommended by the commission and approved by City Council.
- Motion carried.
- E. Class Bravo Air Leases** – During last month’s meeting, the commission recommending the following for the Rooms 210 and 212 leases: raising the rental rate 7.5% annually; having the City repaint the rooms and clean the carpets; having CBA pay for a licensed TN contractor to go through the proper channels and install the requested partition and soundproofing; and striking the last 4 requests by Mr. Presler. Comm. Baines had noted that the recommendation goes to Mayor Rick Bell who may delay the item for a month to allow negotiations with Mr. Presler.
- Since the January commission meeting, Comm. Baines has talked to Mr. Presler and believes his request for a *place for a “pre-heat cart” and jump starter with 100v* has been worked out with Ms. Bay. Regarding Mr. Presler’s request for representation on the Airport Commission, Comm. Baines reminded him that Mayor Bell appoints commission members. Mr. Presler has advised that he finds the recommended rental rates for the five-year lease agreements acceptable. The leases will be placed on an upcoming City Council agenda for consideration.
- F. Consultant Selection Process – Final two selected. Interviews to be scheduled.** – Mr. Baldwin reported that Barge Design Solutions and Goodwyn Mills Cawood were selected for interviews tentatively scheduled for Tuesday morning, 2/21/23.
- G. West Side Lot 4 Update – JBS Aviation/John Sevieri – Lease executed 3/3/22.** – Sections 3A and 3B of the lease agreement were included in the agenda packet and state the following:
- 3. Rent. A.** *Lessee shall begin construction process promptly after the date the Lebanon City Council approves this agreement. As a good faith bond, Lessee shall pay One thousand dollars (\$1,000.00) for the first 12 months OR until the certificate of occupancy is issued. Once construction is complete and a certificate of occupancy issued, but no later than twelve (12) months from the date of this agreement, an addendum to this agreement shall be executed by the parties to reflect the date certain from which the Lessee's five (5) year lease term begins.*
- B.** *Upon the execution of the addendum setting forth the date certain from which the Lessee's five (5) year term begins, Lessee shall pay as base rent for the use of the described premises the amount of **Seven Thousand One Dollars and Twenty Cents (\$7,001.20)** per year for the first five (5) years. Said initial base lease sum is based on the rate of forty cents (**\$0.40**) per square foot, with said leased premises **Seventeen Thousand Five Hundred Three (17,503) square feet.***

Comm. Baines reported that he recently sent an email reminding Mr. Sevieri that a five-year lease needs to be executed to commence 3/3/23 and the annual rent of \$7,001.20 would be due. Mr. Sevieri replied that he intends to continue with the lease.

- H. Outback Steakhouse Sign Relocation** – During last month’s meeting, the commission voted to table the relocation request until more information is obtained.

Chairman Westmoreland has discussed the request further with Mr. Baldwin and Comm. Baines, and the proposed sign location actually helps the airport – it is off the centerline, and the sign will be lower than the existing sign.

Mr. Baldwin added that the request was also discussed during the January AMOC meeting. He reminded the commission that the FAA made a determination that the sign can be 85 feet at the proposed location; this means it would be 48 feet below the 20:1 approach slope for the turf runway. According to the City’s Sign Ordinance, interstate signs must be a minimum of 75 feet from the ground to the bottom of the sign; therefore, the sign cannot be dropped to 60 feet as suggested by the commission. The proposed sign is now 83 feet tall to the top of the sign. Mr. Baldwin advised that the proposed sign is located way off the centerline and is better for the airport than the existing sign.

A motion was made and seconded to approve the proposed sign and relocation. Motion carried.

- I. Other** – None.

7) NEW BUSINESS

- A. Planning Commission Items – 2/28/23** – Mr. Baldwin advised of two items located in the airport overlay:

1. One Lebanon Place Phase 1 Preliminary Plat – Revision, a 91-lot subdivision on about 9.7 acres at 1 Outlet Village Boulevard – Comm. Baines and Councilor Morehead commented that the plan includes a mix of businesses and multi-family homes.
2. Request by Tony and Pamela Adams for rezoning approval for about 3.49 acres at 1930 W Old Murfreesboro Road from RR to RM6

- B. Board of Zoning Appeals Items – 2/27/23** – Mr. Baldwin advised that there are no known items located in the airport overlay.

- C. Lead Fuel Review/Discussion** – Last month, Mr. Bill McDowell addressed the commission about possible lead contamination coming from the airport. The consensus was for Ms. Bay to obtain more information to validate the study presented by Mr. McDowell. 100-octane unleaded fuel (G100UL) was also discussed, as the FAA recently approved the fuel for the piston aircraft fleet.

Ms. Bay referenced an FAA study and is in discussions with TDOT’s Aeronautics Director regarding potential funding opportunities to transition to the new fuel.

- D. Other** – None.

8) FINANCIAL REPORT – There was no discussion about the following items included in the agenda packet:

- Airport Operations Fund Report dated 1/23/23
- Cracker Barrel’s invoice for the annual rent fee on gross fuel pumping at their jet fuel facilities – Total fuel purchased for 2022 (including taxes and fees paid) of \$235,868.27 multiplied by 5% fee rate gives a total rental fee on gross fuel pumping of \$11,793.41. Total gallons was 60,735.

9) FBO REPORT – Ms. Bay provided a brief report on the following item:

- Quarterly T-Hangar Report – The new FBO lease agreement requires an FBO report including tail numbers; documentation confirming aircraft insurance, current annual inspections, and proof of aircraft ownership; and lease compliance.

Ms. Bay provided a report, noting that it has been and continues to be a work in progress. All Row E leases for 2023 have now been received. The report does not include sublease information at this time. Ms. Bay commented that a lot of the insurance and annual information in the report is already expiring. She will request updated information from lessees by the end of the month; if the information is not received, Comm. Baines advised that lessees will be sent a letter written by the City Attorney's Office.

Ms. Bay clarified that the tail numbers listed on the report are the tail numbers obtained from the leases. Also, the note regarding t-hangar E-6 is not accurate, as the registration has been pending all along.

10) UPCOMING EVENTS – No upcoming events were discussed.

11) INFORMATION ONLY ITEMS

- A. **Cracker Barrel Lease(s) Reconciliation** – CB has contacted us and info sent to CB attorney 1/30/23.
- B. **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
- C. **Soccer Field Update** – Under Construction
- D. **Supplemental Signage** – Runway Hold Positions Taxiway A1 – No New Info
- E. **Need to receive executed ingress/egress easement from Savage and record.** – No New Info
- F. **Sound Abatement Ordinance for Developments Near Airport**
- G. **Thorne Dr. Connection** – Future Discussion as to When to Implement
- H. **West Side Partial Parallel Taxiway** – Preliminary Design – Complete

12) ADJOURNMENT – The meeting was adjourned at 4:33 p.m.