

LEBANON MUNICIPAL AIRPORT COMMISSION
MINUTES OF REGULAR MEETING
Thursday, March 4, 2021

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

Commissioners Present

Jeff Baines	J.D. Lowery
Deborah Baugh	Ralph Mallicoat
Fred Burton	Mike Russell
T.O. Cragwall	Paul Stumb
John Gentry	William Westmoreland

Others Present

R.T. Baldwin	Angela Fantom
Heather Bay	Joseph Howes
Steve DiLeo	Gary Soloway
Darren Duckworth	

1) CALL TO ORDER – Chairman Ralph Mallicoat called the meeting to order at 4:00 p.m.

2) ROLL CALL – Six of eleven Airport Commissioners were present during the roll call: Jeff Baines, T.O. Cragwall, John Gentry, Ralph Mallicoat, Mike Russell, and William Westmoreland.

3) IDENTIFY VISITORS/OTHERS PRESENT – Gary Soloway identified himself.

4) APPROVAL OF MINUTES – 2/4/21 Regular Meeting Minutes – Commissioner T.O. Cragwall requested that in the future, meeting minutes be distributed for review at least a day before the meeting if possible. A motion was made and seconded to approve the minutes. Motion carried.

5) COMMUNICATIONS FROM CITIZENS – Mr. Soloway addressed the commission as follows:

- The lights over Dayton Freight, a new facility at 1191 S. Hartmann Dr., are so bright that pilots can hardly see the rotating beacon. Commissioner William Westmoreland agreed. Commissioner of Public Services Jeff Baines will work with Chairman Mallicoat to send Dayton Freight a letter advising of the problem and providing a solution.
- Mr. Soloway remains concerned about the “wild west” safety culture at the airport and the lack of effort to get it in line. He referred to the minutes of meetings late last year when his concerns were brought forth to the commission and discussed but have since been dropped. Commissioner John Gentry wondered if there is a need to hire a safety officer for the airport. Mr. Soloway stressed the need for someone to take the bull by the horns and address safety issues before a catastrophic event occurs. For example, Mr. Soloway is concerned when MTSU performs spirals down on the runway for forced landings when there are four pilots in the traffic pattern. The response that nothing can be done since the airport is non-towered is not right, as pilots must fit into the normal traffic flow. Commissioner Mike Russell provided additional examples of airport users not checking the AWOS or paying attention to the traffic flow. He agreed that the lack of a strong culture of safety consciousness is pervasive across all flight schools. Chairman Mallicoat commented that the FAA can get involved if there are illegal activities or violations. Mr. Soloway noted that at one time the commission discussed meeting with the chief pilot of each flight school, but no such meetings have taken place and no effort has been made to address safety concerns. Comm. Cragwall recalled that these safety issues first came up over a year ago and the Lebanon Flying Club (LFC) discussed having safety meetings involving all airport users. However, soon after, the COVID-19 pandemic struck and meeting plans were shelved. He believes the LFC as well as EAA Chapter 863 would like to be involved in holding safety meetings rather than

involving the FAA. Comm. Russell added that the topic will be discussed during next Thursday's EAA chapter meeting.

Mr. Soloway closed by saying that addressing safety issues starts with the Airport Commission.

- **Old Business Item J. – West Side Hangar Site D (PNJ Venture Partners) Lease – Waiting on lease execution.** – Mr. Soloway is curious to know who PNJ Venture Partners are and how the lease was approved by City Council when, to his knowledge, it was never presented to the Airport Commission.

6) 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** – Waiting on written warranties, final testing report, and final repairs from contractor. No update.
- B. West Side Partial Parallel Taxiway – Preliminary Design** – Preliminary design completed 2/6/20. Review of final deliverables 4/28/20. No update.
- C. ALP (Airport Layout Plan)** – Mayor's signature received; plans have been delivered to TDOT Aeronautics for signatures. Waiting on signed ALP from TDOT Aeronautics. No update.
- D. East Side Taxilane Improvements – Construction** – Utilities have been relocated, storm sewer installed, base stone in place. Paving company to reopen mid-February.
FAA Construction Form 7460-1 Status – West Side Hangar Site C – Application submitted to FAA 10/22/19. Finally received FAA approval on 12/26/2020.
- E. 100LL Self-Serve Fuel Farm – Design/Location Discussion** – Continuing evaluation of site location.
- F. Terminal Parking Lot Expansion** – Field surveying complete. Developing grading plan, have preliminary layout. Need cost estimate.

Comm. Russell asked about the situation with the broken wig-wag light on A1, noting that an order was placed long ago. Mr. Baldwin emailed the vendor earlier this week, has not received a reply, and will follow up once again. Comm. Russell advised that that taxiway intersection with the runway is the most critical one on the airport.

Comm. Baines informed Councilor Fred Burton that Garage Supervisor Darrell Edwards is searching for a replacement avgas fuel truck and has found two trucks with costs ranging between \$100,000 and \$150,000. As soon as further details are obtained, they can be reviewed with Chairman Mallicoat and Ms. Heather Bay, and Comm. Baines can recommend that Mayor Rick Bell declare the truck purchase an emergency.

7) OLD BUSINESS

A. T-Hangar Waiting List

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

- A motion was made and seconded to add Jeffrey Garris (application dated 9/11/20) to the #123 position on the waiting list (following #122 Steve Bankston). Motion carried.
- A motion was made and seconded to add Oliver Owens (application dated 2/10/21) to the #124 position on the waiting list. Motion carried.
- A motion was made and seconded to add Karl Rogers (application dated 2/11/21) to the #125 position on the waiting list. Motion carried.
- James Bruce's application dated 2/13/21 was incomplete and not approved.
- Rasoul and Laura Mokhtari's application dated 2/13/21 was incomplete and not approved.
- A motion was made and seconded to add Barrett Thompson (application dated 2/23/21) to the #126 position on the waiting list. Motion carried.

- A motion was made and seconded to add Barrett Thompson (application dated 2/23/21) to the #127 position on the waiting list. Motion carried.

2. Updated List – An updated list was not provided for the meeting.

B. Row D Construction and C. Southeast Hangar Development (Steve DiLeo/Aeronautique, LLC)

1. Staff Update and 2. Owner Update – Mr. DiLeo reported that another Row D door has been installed and a third door is currently being fabricated and should be up next week. He hopes to start showing hangars for sale in two to three months.

Mr. DiLeo noted that a big milestone took place earlier today when he received the City's site plan approval letter for the Southeast Hangar Development phases 1 and 2. A pre-construction meeting is scheduled for tomorrow afternoon, and grading can commence afterwards. Mr. DiLeo advised Comm. Russell that the 15 t-hangars should be constructed and ready for occupancy and the triplex under construction in six to nine months.

Mr. DiLeo informed Comm. Westmoreland that during phase 1, the future road will stop behind the triplex and remain a construction entrance. He plans on putting the road at grade but not placing any crusher run until the future Thorne Dr. connection is ironed out.

In response to Comm. Cragwall's comment that it was his understanding that the Thorne Dr. connection would not be made any time soon, Comm. Baines stated the need to place the item on the agenda and decide on when it should be completed; such decision should be made in the next two to three months. Comm. Baines really feels like the connection should be made sooner vs. later when the development has progressed and traffic is heavier.

Comm. Cragwall recalled that the commission had previously recommended that the road running down the fence row be the primary road for the time being and asked if that recommendation was being shelved. Comm. Baines replied not necessarily but reiterated that he believes the Thorne Dr. connection should be made sooner vs. later. Mr. Baldwin confirmed to Ms. Bay that the sanitary sewer extension is taking place on Thorne Ct. where the existing pump station is located.

Ms. Bay agreed that the future Thorne Dr. connection should be discussed in the very near future, noting that it runs parallel with the recent turf runway discussion.

- D. West Side Hangar Sites A and B (Robert Craig/ArmourSales)** – Ms. Bay reported that Steve Robinson with Phoenix Commercial Builders is beginning to speak with City Building Plans Examiner Tyler McDaniel regarding how to move forward with the project. She is unsure of the litigation status.
- E. West Side Hangar Site F (Bruce Thomas/AV8RS) – Excavation started.** – Mr. Baldwin advised that concrete has been poured, utilities have been installed, steel is about 90% up, and masonry should start next week.
- F. West Side Hangar Site C (Corey Gerulis/S&C Management) – Update building codes issue.** – Comm. Baines reported that last night, the City Board of Adjustments and Appeals heard Mr. Gerulis' request for a waiver regarding the floor drains that are required in the hangar but were not installed. The request was denied.
- G. West Side Hangar Site G (Robert Gaines) – Excavation started.** – Mr. Baldwin commented that the project is moving along; utilities and the oil-water separator have been installed.
- H. Proposed Ordinance to Amend Airport Overlay District to Require Sound Abatement for Certain Developments – Researching other airports.** – Chairman Mallicoat noted that in the past, meetings with developers of properties near the airport have gone well.
- I. Cracker Barrel Lease(s) Reconciliation – Update** – Chairman Mallicoat reported that City Attorney Andy Wright is working with Cracker Barrel attorneys. While the commission would like to increase the rental rate, the current lease does not expire until 9/1/29.

Comm. Baines added that he recently received and responded to an email from Tonya Matthews, Cracker Barrel's attorney. He stated the need for Mr. Wright and Ms. Matthews to meet and discuss the matter.

J. West Side Hangar Site D (PNJ Venture Partners) Lease – Waiting on lease execution. – The lease received final approval by City Council on 2/16/21.

Ms. Bay advised attendees that PNJ Venture Partners, LLC (Patrick James, Anthony Natale, and Jad Harb) were introduced and presented their lease request during the January Airport Commission meeting. PNJ expressed their desire to develop a 100'x130' hangar and reported that a long-term tenant, a fixed-wing aircraft provider for Vanderbilt Health, has been secured. While the ALP shows the hangar site as 100'x100', Mr. Baldwin advised that he believes there are opportunities to develop a larger hangar. During the January meeting, the commission recommended approval of entering into a lease agreement with PNJ for West Side Lot D. Comm. Baines pointed out that the Council-approved lease is the standard lease that was also approved for West Side lessees Corey Gerulis, Bruce Thomas, etc. He apologized for any miscommunication.

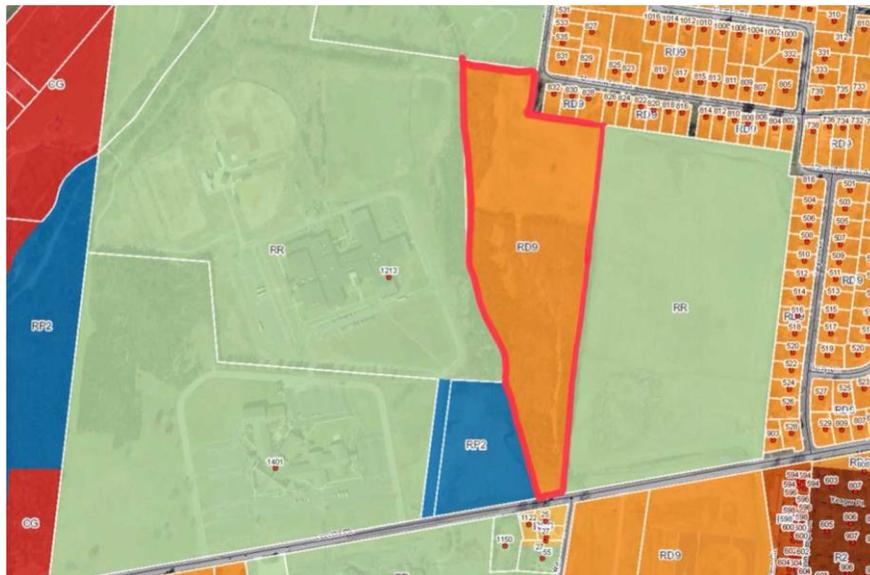
It was Comm. Cragwall's understanding that PNJ would come back to the commission with completed plans for the development. Comm. Russell expressed that the commission should have had a chance to review the plans before City Council approval of the lease agreement. Comm. Baines apologized again and will ask PNJ to present their site plan, which must be approved by the City, to the commission.

K. Citizen Noise Concern – Regarding the concern received by City officials on 1/29/21, Ms. Bay is following up with Mr. McDowell to let him know that the FAA has published Runway 19 as the "calm wind" runway; this might alter the amount of traffic flying over Mr. McDowell's residence off S. Hartmann Dr.

L. Other – None.

8) NEW BUSINESS

A. Planning Commission Items – 3/23/21 – The following information was included in the agenda packet:



- Dawson Lane Partners – 18.5 acres, north side of Leeville Pike, adjacent to airport property. Property was removed from the Hartmann Drive Overlay October/November 2020. Currently shown as SFAD (Single Family Attached & Detached Housing) on the Future Land Use Plan. Requesting amendment to the Future Land Use Plan to HDR (High Density Residential). Currently zoned RD9 (Medium Density Residential) – potential for 132 units. Requesting rezoning for RM6 (High Density Residential) – potential for 320 units.

Chairman Mallicoat reminded the commission of Dawson Lane Partners' August 2020 request to rezone 23.5 acres off Leeville Pike from RP2 (Medium Density Residential/Professional Office) and RD9 (Medium Density Residential) to RM6 (High Density Residential). As recommended by the Airport Commission in September, a memo was provided to the Planning Commission; the memo recommended approval of a Specific Plan (SP) zoning for a townhome (maximum height two stories) development with a maximum of 130 units; standard lighting near airports should be installed to avoid any confusion for pilots; and buildings should be properly insulated for noise. During the October meeting, Comm. Baines reported that Dawson Lane Partners has withdrawn its RM6 rezoning request and will come back to the commission with an SP rezoning request.

A motion was made and seconded to recommend approval of a Specific Plan (SP) zoning for a townhome (maximum height two stories) development with a maximum of 130 units; standard lighting near airports should be installed to avoid any confusion for pilots; and buildings should be properly insulated for noise.

There was a brief discussion about the location of the property. Comm. Russell advised that it butts up to the runway safety zone. Mr. Baldwin noted that Dawson Lane Partners also owns the five acres to the west shown as RP2 (Medium Density Residential/Professional Office); it is not included in the rezoning request.

Motion to recommend approval of an SP zoning, etc., carried.

- B. Board of Zoning Appeals Items – 3/22/21 – No discussion.**
- C. Other – None.**

9) FINANCIAL REPORT – Included in the agenda packet were the Airport Maintenance Expenditures Report dated 3/1/21 and the Airport Operations Fund Balance Sheet dated 3/3/21. Comm. Baines advised that City Council recently approved budget amendments to cover maintenance and other expenses and thanked Councilors Burton and Joey Carmack for their support. He added that next fiscal year's budget will require more maintenance funds due to the airport's growth.

10) FBO REPORT – Ms. Bay provided a brief report which included information on the following items:

- Ms. Bay is working with City Grant Coordinator Anthony Tate who has been diligently looking for airport funding options that might be outside the normal box. They are applying for a \$23,000 grant for operational expenses in response to COVID-19.
- The avgas fuel truck remains down/semi-operational; for the fifth week, a NOTAM is advising pilots of the delay in service. Class Bravo Air has had to make accommodations for their operations. The truck has been worked on as much as possible. As discussed during last month's meeting, a leased truck from Shell Aviation is on its way. The truck will not be operational as soon as it is received, as it (and any out-of-state fuel truck) must go through the State approval process.
- Regarding Mr. DiLeo's sewer installation project, Mr. DiLeo will provide Ms. Bay access to the temporary Thorne Ct. gate tomorrow.
- Ms. Bay had asked that West Side Request – Lot 4 (John Seviere) be included on the agenda; Chairman Mallicoat replied that it was not included by mistake. Mr. Seviere has a letter of intent and is willing to put down earnest money if needed.

Regarding the previous request for Lot 4, Comm. Baines reported that a certified letter will be mailed to Mr. Rudd tomorrow; the letter requests that he advise Comm. Baines' office by 3/26 whether he is still interested in developing Lot 4 or the Airport Commission will consider other requests to develop the lot.

Ms. Bay will explain to Mr. Seviere that he is in line for the lot.

- Regarding the tree at the north end of the runway, Mr. Baldwin advised Ms. Bay that he and Comm. Baines discussed issuing a Request For Proposals (RFP) for tree removal service. He also stated the need to contact the property owner about the tree.

- Fuel sales for the month of February – 2038.6 gallons of avgas, 5282 gallons of jet fuel. The decrease in avgas fuel sales and flowage fee to the City reflect the current avgas truck situation. Ms. Bay will be referring to the current FBO contract to review how to proceed.

11) UPCOMING EVENTS

- Comm. Russell reported that the EAA chapter will be hosting an EAA Tri-Motor Tour Stop for one week beginning 5/17. Further details will be provided as they are confirmed.

At this time, Comm. Russell stated the need to be thinking about Foreign Object Debris (FOD) management, especially now with all the construction taking place at the airport. He explained that a new propeller was recently damaged after less than 1.5 hours of flying. He asked if it would be possible to have a City sweeper service the property more frequently. Ms. Bay added that a work order has been submitted for the service. Comm. Baines and Mr. Baldwin will follow up on the request for more frequent service.

12) 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 – Mayor plans to meet with Sports and Recreation Complex Committee.**
- 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. T-Hangar Rows A and B Insurance Renewals Update – No New Info**
- F. Row E T-Hangar Leases – Follow up on insurance certificates. – Comm. Baines stated the need to determine the status of certificates received and how to proceed with lessees who have not provided the required documents.**
- G. West Side Request – Lot 4 (Chris Rudd and Todd Wilson) – In Communications Regarding Lease, Fees, Etc. – See discussion under *FBO Report*.**
- H. T-Hangar Lease Terms – Consider extending terms to four-plus years at June 2021 meeting.**

13) ADJOURNMENT – The meeting was adjourned at 5:17 p.m.