

**LEBANON MUNICIPAL AIRPORT COMMISSION  
MINUTES OF SPECIAL CALLED MEETING  
Monday, April 19, 2021**

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

**Commissioners Present**

Deborah Baugh     Mike Russell  
T.O. Cragwall     Paul Stumb  
John Gentry     William Westmoreland  
Ralph Mallicoat

**Others Present**

R.T. Baldwin     Angela Fantom  
Heather Bay     Sonya Wright  
Beth Ehlert

**1) CALL TO ORDER** – Chairman Ralph Mallicoat called the meeting to order at 12:00 p.m.

**2) ROLL CALL** – Seven of eleven Airport Commissioners were present during the roll call: Deborah Baugh, T.O. Cragwall, John Gentry, Ralph Mallicoat, Mike Russell, Paul Stumb, and William Westmoreland.

**3) IDENTIFY VISITORS/OTHERS PRESENT** – No one was identified.

**4) OLD BUSINESS**

**A. West Side Hangar Site D (PNJ Venture Partners) Lease – Review requested revisions.** – In response to the commission’s comments made during the 4/1/21 regular Airport Commission meeting, a revised lease dated 4/13/21 and redlined by Sonya Wright, PNJ’s attorney, was included in the agenda packet.

Chairman Mallicoat noted that the revised lease includes increasing the rent every five years based on the Consumer Price Index (rather than by a certain percentage) as stated in the model lease. It also clarifies some language regarding taxes.

Chairman Mallicoat requested that any motion to recommend City Council approval of the lease also emphasizes that construction cannot begin until the site plan is formally approved, proper permits are obtained, etc.

Commissioner T.O. Cragwall advised that he has several questions/comments about the revised lease, including the following:

- Under *Section 1. Leased Premises.*, should the next-to-last sentence state, *“Lessee shall have the right and ability to sublease as described more fully in paragraph 18 below.”*? Ms. Wright advised that the lease needs to be cleaned up and paragraph numbers corrected. The lease states that the *Lessee shall not sublease or assign any or all of the leased premises without the recommendation of the Lebanon Municipal Airport Commission and the prior written approval of the Lebanon City Council, said approval not to be reasonably withheld, other than the tenant that has been discussed between the Parties and which needs no further approval.*
- *Section 3. Rent. – B. Upon the execution of the addendum setting forth the date certain from which the Lessee’s forty-year term begins, Lessee shall pay as base rent for the use of the described premises the amount of \$4,440.00 per year for the first five (5) years. Said initial base lease sum is based on the rate of \$0.37 per square foot, with said leased premises being approximately 120 feet by 100 feet and containing 12,000 square feet. –* Comm. Cragwall had asked Special Projects Administrator R.T. Baldwin during a previous meeting to confirm 120 feet was available, as there is a possible secondary fuel farm (a one-unit Jet A tank) location designated south of Hangar Site D. Additionally, will parking be off of the north side next to the lean-to?

Mr. Baldwin reported that he received the Site D site plan for the first time Friday afternoon; it shows a lease area that has been increased to approximately 14,000 square feet. There is parking on the lean-to side, but everything has been pushed to the south roughly twenty feet. Mr. Baldwin has not dug into the plan to see if it meets all City criteria, but he explained that he does think it will work in relation to the future fuel farm location and access to it.

- Proposed Elevations (A4.1) shows an insulated overhead door on the building's south side. If the door is to be used for delivery vehicles, Comm. Cragwall believes it is bound to present a problem with the fuel tank location.

Commissioner Mike Russell and Chairman Mallicoat agreed that there are still too many unknowns about the project. Mr. Baldwin spoke to the architect this morning; the proposed hangar is 11,992 square feet and the proposed living quarters are 2,012 square feet. Mr. Baldwin pointed out that a building larger than 12,000 square feet has different requirements related to fire sprinkler systems, firewalls, etc.

A motion was made and seconded to table the item until these issues are resolved and adjourn the meeting.

Executive Assistant Angela Fantom advised Commissioner John Gentry that she will send a clean version of the revised lease as well as the proposed building elevations to the commission. As requested by Ms. Bay, Comm. Cragwall explained in further detail his concerns about the proposed overhead door on the building's south side and the future fuel tank location. He does not want to get into the position where the Site D lease and plans are approved and find out that a fuel farm cannot be installed as designated and agreed upon by the City and the Lowerys. Mr. Baldwin emphasized that even though he was emailed the site plan, it has not been officially/formally submitted for the City's review process.

Comm. Cragwall suggested locating the overhead door on the south side further to the west or on the west end, as doing so could negate the difficulties it currently presents.

Ms. Bay asked Ms. Wright to relay this information back to PNJ Venture Partners and advise them that the proposed lease does not state the proper square footage for the lease area. Chairman Mallicoat explained that the total footprint measurements – hangar space, living quarters, etc. – must be stated in the lease.

Motion to table the item until these issues are resolved and adjourn the meeting carried.

**5) ADJOURNMENT** – The meeting was adjourned at 12:26 p.m.