

LEBANON MUNICIPAL AIRPORT COMMISSION
MINUTES OF REGULAR MEETING
Thursday, May 4, 2023 – Lebanon Municipal Airport, 200 Aviation Way

Commissioners Present

Jeff Baines
Deborah Baugh
Fred Burton
T.O. Cragwall

John Gentry
Greg Hemontolor
Mike Russell
William Westmoreland

Others Present

R.T. Baldwin
Heather Bay
Kevin Brisco
Stephen Chambers

Mark Churchman
Angela Fantom
Gary Soloway

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

2) APPROVAL OF MINUTES – 4/6/23 Regular Meeting – A motion was made and seconded to approve the 4/6/23 regular meeting minutes. Motion carried.

3) COMMUNICATIONS FROM CITIZENS – Chairman Westmoreland requested that citizens limit their communications to three minutes.

A. Commemorative Air Force Music City Wing – A CAF Music City Wing representative informed the commission of the unit’s upcoming events:

- Saturday evening, 5/20/23 in AV8RS hangar – Cornelia Fort documentary private screening. Fort family to attend.
- Weekend of 6/10-11/23 (in Smyrna) – Great TN Air Show. Will be raising awareness of CAF and airport.
- Saturday, 6/24/23 – New SNJ-4 on display to public.
- Two additional 2023 events with the dates to be determined – one in August, and another (the 2nd Annual Hangar Dance) in the fall.

FBO/Direct Flight Solutions’ Heather Bay confirmed to Commissioner Mike Russell that the Red Star Pilots Association’s 2023 Music City Mingle is scheduled to be held at the airport during the first weekend of October.

After a brief discussion, a motion was made and seconded to approve the 5/20 and 6/24 events to be held at the airport. Motion carried. Ms. Bay will provide the CAF unit with the Special Event Permit Policy and Application (see Item 4.A.3.).

B. Other – None.

4) COMMUNICATION FROM CHAIRMAN

A. Airport Managerial Oversight Committee Report – AMOC Chairman John Gentry presented the following items:

1. T-Hangar Waiting List Application – Revised versions of the Hangar Waiting List Application and T-Hangar Wait List Procedure – General Guidelines were distributed to the commission.

The documents were briefly reviewed and discussed. Ms. Bay has been having trouble obtaining responses from waiting list individuals when a hangar becomes available.

A motion was made and seconded to recommend City Council approval of the proposed policy and application with the following amendments:

- The Airport ~~Manager~~ Commission may grant a special exception for allowing an ultralight “vehicle” to be stored in a T-hangar.

- The applicant must pay to the City (cash or check only) a \$250 application *deposit fee*.
- The prospective hangar customer has 10 *business* days to respond when contacted by the airport advising that a hangar is available.
- *If the hangar is declined or no response is received, removal from the wait list shall be at the discretion of the Airport Commission.*
- In the event a hangar becomes available in a group that does not have an interested applicant on the wait list because of its size and/or monthly rental rate amount, the *Airport Manager* may offer the hangar to the next Applicant on the Wait List regardless of the size or monthly rental rate.

Motion carried.

- 2. Ramp Parking** – The Airport Minimum Standards and Rules and Regulations (AMSRR) states the following: *Except in designated areas, automobile parking on the ramp areas in the vicinity of T-hangars is prohibited. Automobiles must be parked inside T-hangars or in front of the terminal building. Automobiles parked on the ramp will be towed away at the owner's expense.*

AMOC Chairman Gentry stated the need to publicize and enforce these rules. Ms. Bay and her staff will continue to use their discretion when addressing violators.

- 3. Event Permit Procedures** – A revised Special Event Permit Policy and Application was distributed to the commission. The AMSRR states that *no special event, including but not limited to air shows, air races, fly-ins, skydiving or other events requiring the general use of the airport, other than normal or routine airport traffic, shall be held unless formal written approval for the event has been granted by the Airport Commission.*

The documents were briefly reviewed and discussed. The proposed policy requires a vehicle parking plan/transportation plan.

A motion was made and seconded to recommend City Council approval of the proposed policy and application. Motion carried.

B. Chairman Comments – None.

5) ENGINEERING REPORT – Special Projects Administrator R.T. Baldwin presented the report included in the agenda packet:

- REILs/PAPI Lights/Runway Lighting System Phase I** – Replacement lights ordered 2/15/23. As of 4/10/23, parts will not be available until June. Anticipate mid-July installation. Testing will follow.
- Replace Taxiway Lighting & Runway 1/19 PAPIs** – Working with TDOT Aeronautics for funding submittals.
Mr. Baldwin reminded the commission that the data collection method used for last fall's approach survey is too advanced for the FAA's computer system. Last week, he submitted a \$94,000 grant application to collect the data using an older method that is compatible with the FAA's system. After the data is submitted to the FAA, a flight check can eventually be performed and the City can submit a grant application for the project.
- ALP** – Mayor's signature received; plans have been delivered to TDOT Aeronautics for signatures. Waiting on signed ALP from TDOT Aeronautics. No update.
- M54 RSA Determination** – No update.
- East Apron Pavement Rehab** – Waiting on submittals from Vulcan, then establish construction schedule.

Atkins has advised of an issue with Vulcan's submittals received today. Construction will likely not take place in May.

- F. **Terminal Parking Lot Expansion** – Waiting on estimate from Vulcan.
Will be part of the East Apron Pavement Rehab project for a better rate. Estimated construction in June.
- G. **Row D Construction (Steve DiLeo/Aeronautique, LLC)** – Waiting on estimate from Vulcan.
Will be part of the East Apron Pavement Rehab project for a better rate. Estimated construction in June.
Commissioner of Public Services Jeff Baines confirmed that he will communicate with Mr. DiLeo once the estimate is received. Mr. DiLeo has not been issued a certificate of occupancy for Row D, as construction is not complete.
- H. **West Side Hangar Site D (PNJ Venture Partners)** – Steel is in place.
- I. **Northwest Terminal Apron and Southeast Area Site Grading/Drainage/Utility Plan/Funding** – Waiting for FAA for BIL funding.
Mr. Baldwin and Ms. Bay attended the general aviation regional meeting today and were advised that it is taking about 280 days to be awarded funds once an application is submitted. The City applied for BIL funding last October. See additional discussion under Item 6.B.
- J. **Air Methods Crew Quarters** – Temporary certificate of occupancy issued on 4/10/23.
Mr. Baldwin is working with Westmoreland Grading regarding final grading and paving. Chairman Westmoreland has advised Meadows Building Systems’ Ronnie Holland of the commission’s action last month to amend the lease area to approve the above-ground Safe Shed shelter presented subject to the shelter meeting the aesthetic veneer of the terminal building and including vegetation (four feet or higher) on the north and east sides. Mr. Holland will provide drawings as requested.

6) OLD BUSINESS

- A. **T-Hangar Waiting List**
 - 1. **New Additions** – Four new applications were presented to the commission:
 - A motion was made and seconded to add **Alexander Kidd** to the #133 position on the waiting list (following #132 Jeffrey Beeler). Motion carried.
 - A motion was made and seconded to add **Benjamin Schuette** to the #134 position on the waiting list. Motion carried.
 - A motion was made and seconded to add **Larry Robinson** to the #135 position on the waiting list. Motion carried.
 - A motion was made and seconded to add **David Claxton** to the #136 position on the waiting list. Motion carried.
 - 2. **Updated List** – An updated list was included in the agenda packet.
- B. **Southeast Development – Update from Kevin Brisco** – Franklin Mountain Group’s Kevin Brisco reminded the commission that the development is contingent on federal funds received for the infrastructure portion of the project (see Item 5.I.). Mr. Brisco and his attorney have improved the development agreement between the City and Mr. DiLeo; they are about 95% through with contract negotiations with City staff. Mr. Brisco remains extremely interested in and ready for the project but has learned to be patient with the government’s pace.
Comm. Baines anticipates getting the draft development agreement to Assistant City Attorney Stephen Chambers and then to the Airport Commission within the next month or so. Mr. Brisco understands there will be a penalty of some kind if he starts but is unable to complete the project.
- C. **Property Purchase – 816 Castle Heights Ave.** – Since last month’s meeting, Comm. Baines has recommended a counteroffer of \$140,000. (On 3/2/23, property owner Stewart Knowles

rejected the City's offer to purchase the property for \$125,000; his attorney made a counteroffer of \$175,000.)

- D. Class Bravo Air Leases** – No new information (Mr. Presler has yet to returned signed leases for terminal building rooms 210 and 212; the leases went into effect on 4/1).
- E. West Side Lot 4 – Application Fee and Lease Rate** – As recommended by the commission last month, City Council has approved on first reading a base rental rate of \$0.80 per square foot per year and a one-time site fee of \$15,000 for West Side Lot 4. The ordinance, which requires a second reading, states that the one-time site fee shall be paid upon execution of the lease agreement.

There was some discussion as to when the \$15,000 fee should be paid.

A motion was made and seconded to recommend City Council approval of also requiring a non-refundable \$1,500 application fee to be credited to the lessee's one-time \$15,000 site fee.

After additional discussion brought forth by Comm. Gentry, the motion was amended to recommend City Council approval of also requiring a \$1,500 application fee; the fee will be refunded to applicants who do not obtain a lease and will be credited to the lessee's one-time \$15,000 site fee. Motion carried.

- F. Fuel Truck Purchases – Out to Bid** – Bids for both replacement trucks were opened yesterday, are being reviewed, and will be submitted for the 5/16 Council meeting agenda.
- G. FAA Airspace Update – Gary Soloway** – Mr. Soloway reported that it appears that the City's efforts to change the FAA's proposed reconfiguration of Nashville International Airport's (BNA's) Class C airspace area have failed. He and a BNA controller who is a friend to the EAA recently flew out of Lebanon (M54), and Mr. Soloway showed the controller what it looks like from 2,400 feet. While the controller was taken aback and said he would talk to the appropriate BNA folks, he advised that the proposed reconfiguration is a done deal and explained how the reconfiguration would reduce the risk of midair collisions and enhance the efficient management of air traffic operations in the Nashville terminal area. The push is for the airspace to be changed in August or at the latest, November. Mr. Soloway believes that the City's suggestion to raise the floor to 2,600 feet was not an issue; however, the City responded too late – after the initial design was proposed, commented on, and revised. Mr. Soloway advised of two options moving forward – his recommendation is to let it be and try to use M54 like everyone always has; BNA air traffic control has suggested changing the traffic pattern on Runway 1 to right-hand traffic, but Mr. Soloway believes this would create a very dangerous situation.

Mr. Soloway reported that BNA is now working on obtaining Class B airspace designation, which could come in two years and would be brutal for M54. He stated the need to start working on the first public comment for the Class B proposal and possibly reaching out to State elected officials on the matter. Mr. Soloway thinks maybe M54 can get its cutouts or raise the ceilings after the Class B proposal is made.

Ms. Bay recommended getting involved prior to the proposal being made. She has been advised to ask the FAA to assess M54's airspace; the City's airport consultant, Goodwyn Mills Cawood (GMC), could assist with the assessment. Ms. Bay also recommended continuing the subscription with the Virtower airport operations tracking system after the one-year subscription funded by the State expires.

Mr. Soloway noted that a meeting regarding the Class C proposal is to be held sometime this month; while some of those who submitted public comments are to be invited to listen, they will not be allowed to speak.

Chairman Westmoreland thanked Mr. Soloway for digging into this issue.

After additional discussion, a motion was made and seconded to ask GMC to look into a study of M54's airspace. Comm. Baines would like for some commission members, as well as Mr. Soloway, to meet with GMC about the matter.

Chairman Westmoreland appointed Mr. Soloway, Comm. Gentry, Comm. Russell, and Commissioner Deborah Baugh to the subcommittee.

Comm. Baines requested that Mr. Soloway draft a summary to send to GMC; the subcommittee, along with Comm. Baines and Mr. Baldwin, can meet with GMC next week. Vice Chairman Cragwall noted three items to study – is there anything that can be said about Class C airspace restrictions? Is there anything to be done now as far as tackling the future Class B proposal? What kind of contact needs to be made with elected officials? Mr. Baldwin advised that he has a meeting with GMC tentatively scheduled for Wednesday of next week to review active and future airport projects, and the subcommittee can meet with GMC then.

Motion to ask GMC to look into a study of M54's airspace carried.

H. Airport Budget Presentation – Chairman Westmoreland – Included in the agenda packet were the proposed capital and operating budgets that Chairman Westmoreland presented to City Council during the 4/26 budget work session. There was no discussion about the item.

I. Other – None.

7) NEW BUSINESS

A. Everest Balloon, LLC Presentation – The following document was included in the agenda packet:



DRAFT CONOPS HOT-AIR BALLOON FLIGHTS TO 17,500' MSL

Everest Balloon LLC ("EB") is a commercial hot-air balloon ride, catering to people wishing to safely experience higher altitude balloon flight. In this case, to reach the elevation of 17,500' MSL (not to exceed 18k).

EB wishes to conduct a single hot-air balloon take-off, before sunrise, from Lebanon Municipal Airport (elevation 588'). Because these sunrise flights are VFR/weather permitting, we expect this will result in 0 to 5 total take-offs per week during the warmer months (May-October). Note: Some of our flights will be standard low-altitude family flights - not to higher altitude.

EB is a straightforward up/down flight profile. We will not spend any significant time at the flight apex. EB will ascend at 600 feet per minute until reaching ~17,500'. As such, the 17k ascent from LMA will take ~28 minutes. Upon reaching 17.5k, EB will immediately descend at 800 fpm until descending to 2000' AGL and slowing with intent to land. As such, descent to 2000 AGL will take ~19 minutes. This flight profile results in a 47-minute flight, excluding the additional time we spend hovering with intent to land.

Our meteorologist and pilot will be able to forecast approximately our entire flight profile from launch to landing based upon long standing [NOAA balloon flight trajectory](#) forecasting methods.

Each EB flight will take-off ~20 minutes prior sunrise and shall be below 2,000 feet AGL with intent to land ~27 minutes after sunrise. EB will not fly any morning whereby the flight is forecast to travel more than 20NM radially (typically to the east) from take-off. EB only flies in VFR conditions at all altitudes.

Hot-air ballooning is the oldest form of flight, with the first flight occurring over 239 years ago on September 19, 1783. Hundreds of hot-air balloonists worldwide have flown above the altitude of 30,000' (9000m) through the 9000-meter badge challenge which is actively promoted by the [FAI](#) and the [Balloon Federation of America](#).

Everest Balloon LLC uses a typical hot-air balloon aircraft ([Ultramagic](#) brand) with operating limitations up to 23,000' (7000m) MSL, and soon to be increased to 33,000' (10,000m).

EB operates in compliance with relevant FARs including 14 CFR § 91.211 - Supplemental oxygen. The EB shall carry all necessary instruments including radios and ADS-B transponder.

Contact:
Douglas Hase, Manager
Everest Balloon LLC
info@everestballoon.com
617-283-5198



Everest Balloon's Chief Pilot, Mark Churchman, provided the following information and answered questions from the commission:

- Everest has a Letter of Procedure from the FAA's Memphis FSDO that will be emailed to Ms. Bay. The letter expires 10/30/23 but can be extended.
- The airport was chosen because it is conveniently located near Nashville and because of its infrastructure.
- The balloon will be generally taking off an hour to 30 minutes before sunrise, out of the traffic pattern in about three minutes, and landing elsewhere. Typically, a flight from the east is a no-go.
- The balloon can launch from wherever is preferred. (Comm. Russell expressed that he is against using the turf runway due to the possibility of it being damaged. He suggested the undeveloped area north of the Row E t-hangars.)
- NOTAMS will be issued for the flights.
- Noise will not be an issue.

After additional discussion, a motion was made and seconded for Chairman Westmoreland to appoint a subcommittee to get into the depths of Everest Balloon's request and to take no action until next month's meeting. Chairman Westmoreland advised that Everest representatives will be invited to the subcommittee meeting. After a brief discussion, motion carried.

Chairman Westmoreland appointed Comm. Russell and Comm. Gentry to the subcommittee, and a meeting will be scheduled within the next two weeks.

- B. T-Hangar Sublease Request – B-1 (Stroud) to Moscardelli (#76 on Waiting List)** – The “t-hangar sublease agreement,” signed by both Mr. Stroud and Mr. Moscardelli and dated 4/10/23, was reviewed with the commission. Mr. Stroud's aircraft (N966JR) is in major wing repair, and he agrees to sublease to Mr. Moscardelli for his aircraft (N24480) for up to one year.

Comm. Russell noted that it could be nine to 15 months before Mr. Stroud's aircraft is flyable.

A motion was made and seconded to approve the sublease request. Comm. Baines noted that the sublease ends 3/31/24 at the latest. Motion carried.

- C. Planning Commission Items – 5/23/23** – Mr. Baldwin advised of one item located in the airport overlay: a request for rezoning approval for about 12.52 acres of the National Indoor RV Centers Phase 2 project from CG to NIRV2SP; the project is at 1642 and unaddressed properties on Old Murfreesboro Rd.

Mr. Baldwin advised that he now reviews any project located in the airport overlay.

- D. Board of Zoning Appeals Items – 5/22/23** – There are no known items located in the airport overlay.
- E. Other** – None.

8) FINANCIAL REPORT – There were no comments on the 4/24/23 Financial Report included in the agenda packet.

9) FBO REPORT – Ms. Bay presented a brief report which included the following items:

- Working on airfield cameras.
- Working on FAA-required Safety Risk Management Plan with TDOT Aeronautics Engineer Chris Starr.
- Fuel sales for the month of April – 5,792 gallons of avgas, 15,864 gallons of jet fuel.

- Due to winds and rain, FBO hours were not extended to 7 p.m. until 5/1. Hours have been published appropriately.
- Working with new marketing firm.
- Comm. Russell inquired about the Southwestern Athletic Conference jet that has been sitting at the airport for months. Ms. Bay was notified last week that the ownership changed again. She tried to reach the owner yesterday but has not received a call back. The FAA is requiring an AD before the jet can take off. The AMSRR does not address this type of situation, and Assistant City Attorney Stephen Chambers is now researching TN statutes regarding abandonment. The owner is no longer paying rent for leaving the jet at the airport. DFS is equipped to perform the AD but has not been asked to do so.

10) UPCOMING EVENTS – Move to Item 4 in June.

- Women In Aviation regular meeting – tentatively scheduled.
- EAA event to fly adults and introduce them to aviation – 5/20/23.

11) INFORMATION ONLY ITEMS

- A. Cracker Barrel Lease(s) Reconciliation – In Process
- 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 5:56 p.m.