

LEBANON MUNICIPAL AIRPORT COMMISSION (AC)

MINUTES OF REGULAR MEETING

Thursday, August 3, 2023 – Lebanon Municipal Airport, 200 Aviation Way

Commissioners Present

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

Others Present

R.T. Baldwin Darren Duckworth
Heather Bay Angela Fantom
Kevin Brisco Myron Lasater
Stephen Chambers Tony Oliva
Mark Churchman

1) CALL TO ORDER – Chairman William Westmoreland called the meeting to order at 4:05 p.m.

2) APPROVAL OF MINUTES – 7/6/23 Regular Meeting – A motion was made and seconded to approve the 7/6/23 regular meeting minutes. Motion carried.

3) COMMUNICATIONS FROM CITIZENS

A. Everest Balloon, LLC (EB) – EB’s Mark Churchman briefly addressed the AC. As requested, he will show the balloon after the meeting. EB has to do a few things with the FAA’s Flight Standards District Office (FSDO) to get their end of it complete. Part of the issue has just been Mr. Churchman getting here; he just now moved here and EB hasn’t been quite ready. Mr. Churchman has not been dealing with that end of it. It is his understanding that EB’s Douglas Hase was informed their proposed operation was disqualified by the FAA FSDO for now; but once their ducks are in a row, their letter of procedure can be reinstated. EB is okay to fly to 18,000 feet. They have a transponder to put in for that. The ADS-B is just a little way down the road, and the crew has to get trained.

Mr. Churchman advised Commissioner John Gentry that EB is okay with taking off at the fairgrounds as previously discussed with and approved by the Wilson Co. Ag Center Director. For the foreseeable future, they do not need to take off at the airport; but they would like to be able to do so down the road. EB is not quite ready to do the higher-altitude, Class A stuff, anyway, and will come back to the AC when they are. Mr. Churchman left the meeting.

In response to Airport Manager/Direct Flight Solutions’ Heather Bay’s question, Vice Chairman T.O. Cragwall referred to the following statements included in the 7/6/23 AC meeting minutes: *Comm. Stumb pointed out that the City is not denying EB’s right to use the airport; EB simply needs to comply with the airport’s published policies. Mr. Chambers advised that there is nothing to deny because EB has not yet submitted the required information.*

The consensus was that nothing has changed since the 7/6 AC meeting.

Vice Chairman Cragwall noted that the proposed operation is out of the City’s court, anyway, as it is currently denied by the FAA until necessary corrections are made. Commissioner Mike Russell added that Mr. Churchman has yet to mention anything about complying with the Airport Minimum Standards and Rules and Regulations (AMSRR).

Ms. Bay reiterated that she has explained to the FAA, TDOT Aeronautics, and AOPA that EB has not been denied access to the airfield but has been informed they must meet the AMSRR for commercial operations. The FAA local FSDO investigator has reported the following to Ms. Bay: *Due to the Privacy Act I am unable to share the disapproval form since it contains personal pilot information. I can inform you via email that he was disapproved in the Nashville area to conduct the Everest balloon operation. I will see if there is any other correspondence I can share with*

you. We met virtually with two other balloon specialists out of the Albuquerque FSDO. There was a list of things that need to be reviewed and inspected before he could conduct the operation. He has not been seen or heard from since we had that conversation. As of earlier today, neither the FAA nor Ms. Bay has received the required information from EB.

The AC consensus was that the item is dead until EB receives FAA FSDO clearance and produces documents required in the AMSRR.

4) COMMUNICATION FROM CHAIRMAN

A. Airport Managerial Oversight Committee (AMOC) Report

1. Skydiving Meeting – Included in the agenda packet was Skydive Nashville’s (SN’s) amended proposal sent to Ms. Bay on 7/17/23. AMOC Chairman Gentry reported that SN representatives attended the July AMOC meeting; they are moving along but are not yet ready to begin their operation. SN is requesting to take off from the airport carrying two tandem pairs. They have been directed elsewhere (eastward) for landing of the skydivers so as not to affect the airport.

Vice Chairman Cragwall stressed that landing sites in or near the pattern are not wanted. AMOC Chairman Gentry replied that it’s never been SN’s intent to land on airport property. As suggested by the AMOC, they have been coordinating with the Wilson Co. Ag Center Director about possibly landing at the fairgrounds. The jump altitude will be no higher than 10,000 feet.

Chairman Westmoreland, Comm. Russell, and Vice Chairman Cragwall expressed their concerns about SN landing at the fairgrounds, as flight school students can be carried right over the top of the property.

AMOC Chairman Gentry noted that a NOTAM is required for the operation and the fairgrounds is just one option SN is exploring. He is not for or against the proposed operation. The proposal states that SN is looking for a soft opening from October through November 2023. They will come to the AC before the soft opening.

Vice Chairman Cragwall reiterated the need to describe the minimum number of miles landings must be from the airport.

B. Chairman Comments

1. ACIP (Airport Capital Improvement Plan) Meeting – Chairman Westmoreland reported that TDOT Aeronautics’ ACIP meeting was a very positive one, as they are doing a lot for the City and funding is set up in all the right places. We are still looking at a year delay for the **lighting project**, as trees must be cleared before the PAPIs are set (Special Projects Administrator R.T. Baldwin is working on this; see **Engineering Report Item B.**). Several things were discussed during the meeting, including maybe extending an apron to utilize space for aircraft parking.

Mr. Baldwin noted that a lot of the discussion was about federal Bipartisan Infrastructure Law (BIL) funding; the airport is receiving \$292,000 annually for five years. Since these funds can be used on infrastructure (unlike other grants), we are targeting the **Southeast and Northwest areas** (see **Engineering Report Item I.**).

Chairman Westmoreland added that Southeast Development infrastructure bids will probably be accepted in March or April and the project will be awarded by June 2024.

Vice Chairman Cragwall inquired about the runway extension to the north. Mr. Baldwin advised that TDOT Aeronautics is driving the runway length analysis project, and Ms. Bay added that the project has a request deadline date of 12/13/24, a PSR date of 1/2025, and a grant by date of 2/2025.

Chairman Westmoreland advised Comm. Russell that the Southeast Development infrastructure project will get the proposed T-Hangar Row F and triplex hangar pad ready

– a pond, water and sewer, and roads will be included in the project. Chairman Westmoreland and Mr. Baldwin explained that negotiations with Franklin Mountain Group’s Kevin Brisco will take place to determine his contribution to the infrastructure project, lease details and rates, etc. (Mr. Brisco submitted a proposal to construct Row F and a triplex hangar in April of last year.)

Chairman Westmoreland reported that during today’s pre-construction meeting for the **East Apron Pavement Rehab (Engineering Report Item E.)** he learned that the entire airport will be shut down for the project for approximately two weeks beginning 8/14/23. The good news is TDOT Aeronautics has approved going on and milling and paving the entire taxiway; Mr. Baldwin added that this will save us 10 to 15 years on having to redo the taxiway and only requires a 10% match from the City. Ms. Bay informed Vice Chairman Cragwall that she is drafting an airport closure notice to send to airport users.

Chairman Westmoreland reported that the **grass runway length** will be dropping from 1801 to 1477 feet (see **Engineering Report Item D.**) and a NOTAM must be issued. TDOT Aeronautics’ Adam Guy has advised that they are counting the grass on the other side of the taxiway as usable space for the grass strip. That space will be lost; however, space will be gained on the opposite end of the runway once the Castle Heights gate and driveway are moved in a year or two.

Vice Chairman Cragwall inquired about the status of the **Castle Heights Ave. property** acquisition (see **Old Business Item B.**). Assistant City Attorney Stephen Chambers replied that City Attorney Andy Wright had a conversation with the property owner’s attorney the other day, and they are about \$20,000 apart (\$140,000 vs. \$160,000). Mr. Wright is in discussions with Commissioner of Public Services Jeff Baines as to how to proceed. Vice Chairman Cragwall also inquired about Atkins’ Darren Duckworth’s 6/14/23 letter included under **Engineering Report Item D. (M54 RSA Determination)**. The letter states that *any operations on Runway 4-22 by aircraft with approach speeds 50 knots or over would need to be subject to pilots’ discretion, given the pilots’ understanding of the performance of their aircraft, environmental conditions, and the published runway data.* Chairman Westmoreland advised him that this was not discussed with Mr. Guy.

5) UPCOMING EVENTS – Ms. Bay informed the AC of a Sattler Foundation event to be held Saturday, 8/12. MTSU has acquired a grant to offer DC-3 rides to Sattler Foundation students.

At this time, Mr. Brisco arrived at the meeting. Chairman Westmoreland informed him that the City has received funding to install infrastructure (pond, water, sewer, etc.) for the Southeast Development (see **Engineering Report Item I.**). Goodwyn Mills Cawood’s Tony Oliva advised that the goal is to have bids in hand by the end of February 2024, before the funding request deadline in March. The PSR date is 4/12, and the grant by date is July 2024. Estimated infrastructure project completion is in October or November 2024.

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 – Replacement lights ordered 2/15/23. As of 4/10/23, parts will be shipped on 8/14/23.

Confirmation was received today – the parts will ship on 8/14.

B. Replace Taxiway Lighting & Runway 1/19 PAPIs – Progress has been made with tree clearing and property access letters. Coordinating with West Tree Service and property owners for additional tree removal in the next few weeks.

See discussions under **Communication from Chairman Item B.** and **FBO Report.**

- 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** – Waiting for FAA’s acceptance of the certification for finalization of the RSA (Runway Safety Area) determination.

Included with the Engineering Report were the following documents provided by Atkins’ Darren Duckworth:

- A 6/14/23 letter from Mr. Duckworth concerning the length of Runway 4-22 at Lebanon Municipal Airport (M54)
- A 5/31/23 Determination of Minimum Runway Length for Runway 4-22 at M54 and Analysis of Existing TDOT Aeronautics Division Criteria for General Aviation Airport Inspection and Licensing
- An RSA Inventory for Runway 4-22 at M54

Item was previously discussed under **Communication from Chairman Item B.**

- E. **East Apron Pavement Rehab** – Construction start date of 8/7/23. 5½ week construction schedule. Preconstruction meeting 8/3/2023.

During the pre-construction meeting, Chairman Westmoreland reminded Vulcan to be sure to clean up all debris from the project.

Item was previously discussed under **Communication from Chairman Item B.**

- F. **Terminal Parking Lot Expansion** – Vulcan is paving week of 8/3/23.

Vulcan was here this afternoon and will begin paving the parking lots for the terminal and Air Methods tomorrow at 6:30 a.m., weather permitting.

- G. **Row D Construction (Steve DiLeo/Aeronautique, LLC)** – Paving is complete.

Mr. Baldwin advised Vice Chairman Cragwall that he has not yet received the \$41,000± paving invoice to forward to Mr. DiLeo. Comm. Russell asked when the hangar situation will get under control, as a pile of dirt and a dump truck remain at the end of Row D and something must be done before the Southeast infrastructure project begins. Mr. Baldwin has twice advised Building Inspection staff to check with him before issuing Mr. DiLeo a certificate of occupancy for the Row D project.

- H. **West Side Hangar Site D (PNJ Venture Partners)** – Construction continues.

- I. **Northwest Terminal Apron and Southeast Area Site Grading/Drainage/Utility Plan/Funding** – Meeting with TDOT and GMC on 7/10/23. Project included in ACIP. BIL funding for project available.

Item was previously discussed under **Communication from Chairman Item B.** and following **Upcoming Events.**

- J. **Air Methods Crew Quarters/Storm Shelter** – Temporary certificate of occupancy issued on 4/10/23. Waiting on drawing submittal for tornado shelter. [In April, the AC voted to amend the lease area to approve the above-ground Safe Shed shelter presented/to be located on the north side of the crew quarters 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.]

7) OLD BUSINESS

A. T-Hangar Waiting List

1. **New Additions** – There were no new applications to present.
2. **Updated List** – No list was included in the agenda packet.
3. **Communications Out to All Tenants Regarding Deposit Required** – As recommended by the AC, the Council-approved T-Hangar Wait List Procedure/General Guidelines states the following:

The Wait List in use before August 1, 2023 shall be discarded and a new Wait List shall be drafted. Those on the pre-August 1, 2023 Wait List shall be contacted and given the opportunity to maintain their name and priority on the list if they meet the requirements of this policy by September 1, 2023. If they do not, they shall be removed from the list and required to reapply for placement on the list.

Current T-Hangar Wait List individuals who wish to maintain their name and priority on the new wait list must submit a new Hangar Waiting List Application, a copy of their aircraft's latest annual maintenance inspection (if applicable), and a \$250 application deposit (cash or check made payable to the City) by Friday, 9/1/23. Per the new procedure, anyone who would like to have their name removed from the new wait list prior to a hangar offer will have their deposit, minus a \$50 administrative fee, returned to them.

As requested by Ms. Bay, Comm. Baines has written a notice for her to distribute to individuals on the wait list. Executive Assistant Angela Fantom advised that she can re-send the notice to Ms. Bay.

- B. Property Purchase – 816 Castle Heights Ave.** – Item was previously discussed under **Communication from Chairman Item B.** Comm. Baines indicated that the City should file suit for condemnation of the parcel. [In August 2022, City Council approved the purchase of the vacant parcel adjacent to 816 Castle Heights Ave. to relocate the airport entrance road. Comm. Baines is authorized to negotiate with the property owner, Stewart Knowles, for the vacant parcel; in the circumstance the negotiation for the parcel is unsuccessful, City Attorney Andy Wright is authorized to file suit for the condemnation of the parcel. Council approved a \$125,000 budget amendment for the purchase. On 3/2/23, Mr. Knowles rejected the City's offer to purchase the property for \$125,000 (the price he paid for it), and his attorney made a counteroffer of \$175,000. The City recently made a counteroffer of \$140,000, but it has been declined.]
- C. FAA Airspace Update** – Chairman Westmoreland reiterated the need to keep the item on the agenda. Comm. Gentry commented that he attended the 8/1 Nashville Instrument Meteorological Conditions (IMC) Club meeting during which Nashville International Airport's (BNA's) new Class C airspace was discussed. Ms. Bay advised that the FAA's reconfiguration of the airspace is to go into effect on 8/10. It is Comm. Russell's understanding that the effective date is the date the new charts are published; he has heard that could be anytime between mid-August to the end of September.
See additional discussion under **FBO Report.**
Commissioner Paul Stumb inquired about the status of the Nashville Airport Authority; he wondered if the new, larger board appointed by Governor Lee has replaced the old board yet. Ms. Bay commented that most of the old board members are on the new board.
- D. Other** – None.

8) NEW BUSINESS

- A. Planning Commission Items – 8/22/23** – Mr. Baldwin presented five items located in the airport overlay:
- A request by Tridon Development for preliminary plat approval for JAW Capital, Tridon Development & Streams Edge Properties, a 4-lot subdivision on about 14.25 acres at unaddressed properties on South Hartmann Drive (Tax Map 81 Parcels 111.02 & 122.07) zoned CG & RR in the South Hartmann Overlay in Ward 3
The plat includes a proposed right-of-way. There is no building information at this time, but Comm. Baines advised that a site plan should be submitted in a few months.

- A request by Noyaa, Inc. for site plan approval for Country Inn & Suites by Radisson, a nonresidential development on about 3.37 acres at an unaddressed property on South Hartmann Drive (Tax Map 68A Group F Parcel 1.05) zoned CG in the South Hartmann Overlay in Ward 5
This property is located close to W. Main St.
- A request by Lifestyle Communities for site plan approval for LC Lebanon, a 590-unit mixed-use development on about 50.86 acres at 1850 Franklin Road (Tax Map 80 Parcel 48) zoned CN in the South Hartmann Overlay in Ward 3
Comm. Baines noted that the AC saw the preliminary plan a couple of years ago. This is the first set of real construction plans.
- A request by West Hartmann Group for South Hartmann Overlay amendment approval for about 2 acres at 100 & 102 Hartmann Commerce Drive (Tax Map 81 Parcels 87.1 & 87.11) from ASOM to AS-IC in Ward 3
This should not affect the airport.
- A request by Trigate-Suncrest Blue Hickory for rezoning approval for about 2.73 acres at an unaddressed property on Hickory Ridge Road (Tax Map 68 Parcel 10.01) from RR to RS9 in Ward 4
Comm. Baines advised Comm. Gentry that the requested zoning district is for single-family homes. The preliminary plan has been presented to the AC.

Mr. Baldwin reminded the AC that he looks at building heights and other airport-related items when reviewing Planning Commission items located in the airport overlay.

- B. Board of Zoning Appeals Items – 8/28/23** – There were no known items located in the airport overlay.
- C. Other** – None.

9) FINANCIAL REPORT – There were no comments on the 7/24/23 Financial Report included in the agenda packet.

10) FBO REPORT – Ms. Bay presented the following report to the committee:

- Operations report – presented during July AMOC meeting.
- Zero incidents
- Safety concerns
 - Wildlife on the field – Claws and Paws has been called.
 - Holes in the perimeter fence. Need rock. Work order has been submitted.
 - Segmented circle due painting. Work order has been submitted.
- Received TDOT Aeronautics inspection, report, and airfield license.
- A lot of scheduled maintenance has been completed.
- Red Stars have been provided the event permit packet for their event in October.
- Fly-in breakfast for July was canceled.
- Sattler camp began with the Wilson Co. school systems on 8/1.
- TDOTA
 - **CIP meeting** (see discussion under **Communication from Chairman Item B.**)
 - TDOTA and FAA grant forum
 - East ramp, **tree removal communications (Engineering Report Item B.)** – TDOT Aeronautics is pleased with the City's proactive efforts to remove trees obstructing the 20:1 runway approach surface. Affected property owners have been advised that any financial burden in tree removal is the City's responsibility, and the City is offering replacement trees compatible with the local airspace. Mr. Baldwin explained that the list

of compatible trees was derived from Middle TN Electric's list and West Tree Service's input. Ms. Bay advised of one property owner who does not want his trees removed.

- Stansell Electric was here yesterday for repair work. There's a 30-day NOTAM on the northwest end REILs. A new board has been ordered.
- Public outreach regarding **Old Business Item C. FAA Airspace Update** has begun. Once an official/FAA-sealed drawing of the reconfigured airspace is received, Ms. Bay will make efforts to notify all on the airfield and publish it online.
- Air Methods Crew Quarters – Meadows Building Systems' Donny Meadows has apologized for the lack of mowing in the area. He wanted the AC and the City to know it is not the impression he wants to give. As soon as his contractor mows his property on the bypass, he will send the contractor to mow the airport property and bill Air Methods accordingly. Air Methods has had difficulties obtaining a mowing contractor.

11) INFORMATION ONLY ITEMS

A. Need to receive executed ingress/egress easement from Savage and record. – No New Info

12) ADJOURNMENT – The meeting was adjourned at 5:06 p.m.