

LEBANON MUNICIPAL AIRPORT COMMISSION
MINUTES OF REGULAR MEETING
Thursday, August 5, 2021
Lebanon Municipal Airport, 200 Aviation Way

Commissioners Present

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

Others Present

R.T. Baldwin	Sandra Gaskins
Heather Bay	Corey Gerulis
Steve DiLeo	Chandler Inions
Miles Dillon	Brandi Sevieri
Darren Duckworth	John Sevieri
Angela Fantom	Bruce Thomas

1) CALL TO ORDER – Chairman Ralph Mallicoat called the meeting to order at 4:00 p.m., noting that a quorum was present.

2) APPROVAL OF MINUTES

- A. 7/1/21 Regular Meeting** – A motion was made and seconded to approve the minutes. Motion carried.
- B. 7/29/21 Special Called Meeting** – A motion was made and seconded to approve the minutes. Motion carried.

3) COMMUNICATIONS FROM CITIZENS – Chairman Mallicoat advised that any communications should last no longer than approximately three minutes.

- T-hangar lessee Bruce Thomas inquired about **Old Business Item E. T-Hangar Lease Terms and Rates**. Mr. Thomas has heard different versions of recent discussions regarding a possible increase in rental rates, and he would like to see general aviation survive in Lebanon.

Chairman Mallicoat replied that the recommendation made by the commission last month will be revisited later during the meeting as requested by City Council.

4) 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 – Discussion.

Mr. Baldwin reported that the system is not working properly and the one-year warranty period has expired. Earlier today, he spoke to Atkins' Darren Duckworth who advised of the need to contact an electrician to determine the problem. The equipment might be faulty and still under warranty.

DFS Senior Airport Operations Supervisor Miles Dillon commented that he will provide more information as part of the FBO Report.

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 – 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 – As-builts complete, closeout letter sent to TDOT Aeronautics.

Mr. Baldwin noted that the item will likely be removed from next month's meeting agenda.

E. 100LL Self-Serve Fuel Farm – Design/Location Discussion – Continuing evaluation of site location.

After months of commission discussions regarding several possible locations for the fuel farm, TDOT Aeronautics staff has recommended that the farm be generally constructed as shown on the ALP, by the Cracker Barrel hangar. The design grant expires in January. Mr. Duckworth noted that the ALP was submitted in 2016, well before the taxiway widening. The fuel farm would be moved to the far western portion of the grassy area. While this location would result in the loss of about three tie-down parking positions, it would have the least impact on the airfield.

After a brief discussion brought forth by Commissioner Mike Russell about possible orientations of the fuel farm and their effect on fuel access and additional tie-downs, a motion was made and seconded to proceed with design of the fuel farm to be located at the originally-proposed site, by the Cracker Barrel hangar. Commissioner of Public Services Jeff Baines noted that funds are not currently available for fuel farm construction. Motion carried.

F. M54 RSA Determination – Work authorization executed on 7/2/21.

Mr. Baldwin is to provide survey information for the project, funded by a State grant, to Atkins.

G. East Apron Pavement Rehab- Preliminary Design – Funding request of \$34,700 submitted to TDOT Aeronautics on 6/25/2021. Anticipate grant award mid to late August 2021.

Mr. Duckworth explained that given the project timeline, it would be difficult to perform construction this paving season.

H. Terminal Parking Lot Expansion – Approximately \$85k. William Westmoreland has volunteered to donate time and equipment to construct the parking lot. Finalizing grading plan. Schedule meeting with Westmoreland to determine materials cost.

Mr. Baldwin and Commissioner William Westmoreland met this afternoon to discuss the grading plan and layout which adds about 39 parking spaces at the terminal. Comm. Westmoreland hopes to work the project into his schedule no later than October.

I. East Side Hangar Doors (Volar Lease) – Adam Akins Overhead Door made modifications to roller system for better manual operation and are evaluating options for installation of motor system.

J. Row D Construction (Steve DiLeo/Aeronautique, LLC)

1. **Staff Update** – Lift station tie-in complete.

2. **Owner Update** – Mr. DiLeo reported that moving from manhole 1 to manhole 2, he has encountered more rock. He has had a drilling rig on site for two days now, and it will stay until the rock is out. Mr. DiLeo hopes the drilling is complete within a week to ten days so the sewer can be hooked up to Row D and the site can be restored.

K. Southeast Hangar Development (Steve DiLeo/Aeronautique, LLC)

1. **Staff Update** – No change. Mr. Baldwin assumed that the project is still on hold.

2. **Owner Update** – No update was provided.

L. West Side Hangar Sites A and B (Robert Craig) – Steel installation in progress.

Mr. Baldwin has been in recent contact with the contractors for the ongoing west side hangar projects.

M. West Side Hangar Site F (Bruce Thomas) – Interior work in progress.

N. West Side Hangar Site G (Robert Gaines) – Door installation and trim work in progress.

O. West Side Hangar Site D (PNJ Venture Partners) – Rough grading complete, foundation permit issued.

5) OLD BUSINESS

A. West Side Hangar Site C – Sale from Corey Gerulis to Abe and Sandra Gaskins – During last month's meeting, the commission recommended approval of the sale.

Ms. Gaskins briefly addressed the commission. Rather than assuming Mr. Gerulis' 2019 lease with the City, she requested a new agreement effective 9/15/21. The Gaskins would have

the option to extend the agreement for an additional ten years at the end of the initial 40-year term.

A motion was made and seconded to recommend City Council approval of the requested lease agreement. Motion carried.

B. T-Hangar Waiting List

1. New Additions – One new application was presented to the commission:

- A motion was made and seconded to add Matthew Bradley (application dated 7/16/21) to the #138 position on the waiting list (following #137 John Tunstall). Motion carried.

2. Updated List – An updated list was included in the agenda packet.

C. West Side Request – Lot 4 (John Sevieri) – A drawing showing the proposed hangar site was included in the agenda packet.

Mr. Sevieri introduced his wife and business partner, Ms. Brandi Sevieri.

Chairman Mallicoat advised Mr. Sevieri that his request has not yet been presented for City Council approval. (During the June meeting, the commission recommended entering into a lease agreement with Mr. Sevieri with the agreement including a rental rate of \$0.40 per square foot; the motion also stated that Mr. Sevieri is to provide a project completion plan once materials are provided. Per action taken during the April commission meeting, the approval is subject to plans submittal and formal presentation to the commission.)

Chairman Mallicoat stated the need for the commission to review specifications including what Mr. Sevieri proposes to build, how big it is going to be, what parking is required, and building elevations that are similar in appearance to those of existing airport hangars. Mr. Sevieri noted that he has received the airport's development guidelines, standards, and procedures.

Mr. Sevieri confirmed to Ms. Heather Bay that for the June commission meeting, he submitted a general conceptual design provided by a steel building supplier. He advised that he will hire an engineering firm to provide the specs requested by the commission.

Ms. Bay recalled that there have been questions regarding Mr. Sevieri's plans for parking.

Mr. Baldwin will email Mr. Sevieri the original design of the maintenance hangar, as it shows the intent to connect the maintenance hangar and Lot 4 parking. Mr. Baldwin can also provide survey information for the site.

Mr. Sevieri thanked attendees for their time.

D. Cracker Barrel Lease(s) Reconciliation – Comm. Baines reported that the revised hangar and fuel facilities leases – with changes suggested by Chairman Mallicoat and Commissioner J.D. Lowery and recommended by the commission last month – have been sent back to Cracker Barrel's attorney, Tonya Matthews. Comm. Baines is awaiting a response.

(Recommended changes included continuing the revised lease through 8/31/29, providing Cracker Barrel an option to request a lease extension 90-180 days prior to lease expiration, and omitting 5. *RENT (b)* which lists the proposed rental rates for the three proposed ten-year renewal/extension options.)

E. T-Hangar Lease Terms and Rates – During last month's meeting, the commission recommended City Council approval of a two-year lease and a 10% rental rate increase for t-hangar Rows A and B. Chairman Mallicoat advised that during a Council work session, councilors discussed the recommendation and thought that the rate increase should be larger. As a result, they asked the commission to revisit the item tonight, and the following information was included in the agenda packet:

Row	CURRENT T-HANGAR LEASES		PROPOSED T-HANGAR LEASES		
	Term (2 Years)	Monthly Rental Rate	Term (2 Years)	Monthly Rental Rate Year 1 (~25% Increase)	Monthly Rental Rate Year 2 (~15% Increase)
A	2020-2021	\$200	2022-2023	\$250	\$287
B	2020-2021	\$245	2022-2023	\$300	\$352
E	2021-2022	\$360	2023-2024	Review July 2022.	

Chairman Mallicoat noted that he, Comm. Baines, Mr. Baldwin, and Ms. Bay met and came up with the proposed rates but the commission can make a different recommendation.

Ms. Bay distributed copies of a document comparing hangar sizes, quantities, door types, interior lights and electrical, and rates of area airports including Smyrna, Murfreesboro, Springfield, Sumner County, and Shelbyville. TDOT Aeronautics has requested that rates be drastically raised at all airfields to make up for the loss to the TDOT budget. Smyrna and John Tune have tripled their rates in the past 12 months, and Sumner Co. has approved a 25% increase to their current rates in December.

Councilor Joey Carmack advised of a comment made during the work session about the City's general fund paying for the purchase of the Tuckers Gap Rd. property for the airport. Chairman Mallicoat stated the need to increase the rental rates in a fair and good way for all parties. Commissioners T.O. Cragwall and Deborah Baugh expressed that general aviation tenants are ordinary folks who volunteer for airfield/community events and cannot afford such an increase in rental rates.

Comm. J.D. Lowery noted that the airport's rental rates are certainly below the market. If past increases had been more reflective of the market, such giant increases would not be proposed now.

Ms. Bay explained that the proposed 15% increase came from a TDOT Aeronautics study which found that the price of inflation for maintaining a hangar on the airfield is 15% annually. She emphasized that the City only receives \$15,000 each year from TDOT Aeronautics for airport maintenance. Aeronautics would like for all airports to charge \$21.33 per day for each hangar, a rate that Ms. Bay believes would be detrimental to the airport. Aeronautics has advised all airports that they must start building money on their airfield for their airfield, as Aeronautics funding for projects is null and void.

Comm. Cragwall acknowledged that for a long time it has been the commission's goal for the airport to become self-supporting; however, he believes the proposed increase in rental rates seems to be an exaggerated amount. Chairman Mallicoat agreed that the airport needs to catch up to the market but does not believe the adjustment should be made all at once.

Commissioner Paul Stumb suggested a compromise – a two-year lease with a 15% rental rate increase in year 1 and a 15% increase in year 2 for t-hangar Rows A and B (total increase of 32.25% over two years).

Comm. Baines pointed out that such an increase would only be revenue neutral. He cannot support the recommendation, as it would still require the airport to rely on the general fund for money.

Comm. Lowery stated the need for a plan to get above revenue neutral. He pointed out that while the commission has the responsibility to provide guidance and make recommendations to City Council, decisions are ultimately made by Council. Comm. Lowery recognized that the commission is in an uncomfortable and undesirable position where finances and the philosophy and character of the airfield are somewhat at odds.

After additional discussion, a motion was made and seconded to recommend City Council approval of a two-year lease with a 15% rental rate increase in year 1 and a 15% increase in year 2 for t-hangar Rows A and B.

Roll call vote:

Ralph Mallicoat	yes
Jeff Baines	no
Deborah Baugh	no
Fred Burton	yes
Joey Carmack	no
T.O. Cragwall	yes
John Gentry	yes
J.D. Lowery	yes
Mike Russell	yes
Paul Stumb	yes
William Westmoreland	yes

Motion carried.

- F. Purchase of Property – 506 Tuckers Gap Rd.** – During last month’s meeting, the commission recommended City Council approval of the purchase up to \$300,000 or the appraised value, if greater.

Chairman Mallicoat reported that Council has approved the purchase at \$318,000; the house is to be rented until it is appropriate to be moved. He explained that the property appraised at \$305,000, and the seller wanted \$330,000 but accepted the City’s offer of \$318,000. Chairman Mallicoat noted that the seller requested \$5,000 in earnest money. Comm. Baines hopes to close in two weeks. He advised Comm. Stumb that there is a potential renter for the home already. Comm. Baines reiterated that the City’s general fund paid for the property purchase. He and Mr. Baldwin advised Comm. Cragwall that the purchase and rental income should not interfere with FAA rules.

- G. Other** – None.

6) NEW BUSINESS

- A. Planning Commission Items – 8/24/21** – Mr. Baldwin presented four items located in the airport overlay:

1. Request by Dawson Lane Partners for site plan approval for Leeville Pike Townhomes, a development of 101 units on about 18.5 acres at unaddressed property on Leeville Pike. (Tax Map 68 Parcel 13.02) zoned RD9 in Ward 4 (PN 595269) – After a brief discussion, Mr. Duckworth advised Comm. Cragwall that the ALP does not require acquisition of the property on the west side for a runway extension across Leeville Pike.
2. Request by Phil Near LLC for rezoning approval for about 1.6 acres at an unaddressed property on Interstate Drive (Tax Map 81 Parcel 122.04) from RR to CG in Ward 3 (PN 595220)
3. Request by Suncrest Real Estate & Development for a South Hartmann Gateway Overlay Amendment for about 44.18 acres at 1668 Hickory Ridge Road an unaddressed property on South Hartmann Drive (Tax Map 68 Parcels 7.00 & 10.01) from WU-TCMx to WU-MxH in Ward 4
4. Request by Suncrest Real Estate & Development for rezoning approval for about 124.5 acres at unaddressed properties on South Hartmann Dr (Tax Map 81 Parcel 122.02) from CN, CO & RM6 to SP in Ward 3 (PN 595161) – Mr. Baldwin noted that this item is for Barton Village, a proposed development that was presented to the Airport Commission earlier this year.

- B. Board of Zoning Appeals Items – 8/23/21** – Mr. Baldwin reported that there are no items located in the airport overlay.

C. Virtower Presentation – Les Goldsmith – Chairman Mallicoat advised that Mr. Goldsmith will be emailing the video presentation to commission members. Ms. Bay informed Comm. Stumb that the Virtower system is utilized by Murfreesboro and Tullahoma airports.

D. Other – None.

7) FINANCIAL REPORT – Included in the agenda packet were the Airport Maintenance Expenditures Report dated 8/2/21.

8) FBO REPORT – Mr. Dillon distributed and presented the following report:

1) Airfield Issues:

— Runway lights:

Not bright enough, received multiple complaints by pilot's about lights being dim.

New LED Bulbs life span expectancy not accurate. Half to one quarter illumination length. Already replaced over 100 bulbs.

East side @01 REIL inop

West side @19 REIL intermittent

Short on replacement bulbs

What does Darren/City recommend??

— DFS crew trying to keep up with weed control at AWOS, fuel farm, tie downs, general ramp, since the city mowers do not.

— Construction crews continually needing to be reminded, corrected and educated on airfield safety requirements.

East side project leaving construction gate open during the day and after hours.

What does the City Recommend?

— Sign to prohibit unauthorized runway crossing at gates.

— Multiple airfield safety concerns addressed individually.

— David Kough email (HB)

2) Accomplishments:

— Great turnout with the EAA breakfast.

— New line tech in training, Carl Hudson.

— Construction progress inching along.

— Fuel Sales continue to follow good weather.

3) Looking Forward:

— Hangars/ construction to be finished.

— Wilson County Fair

— Flight School continue to go

— Full time line techs on board

— Fuel sales continue to set records.

— Sam Lud graduates college!

- Mr. Duckworth explained the need to have a qualified electrician test the runway lights and determine if the problem is related to design or installation. The equipment might be faulty and still under warranty. Comm. Baines and Mr. Baldwin will work with Mr. Duckworth on the matter.
- Mr. Dillon commended DFS staff for handling airfield safety concerns daily.
- Former t-hangar lessee David Kough has requested, via an email to Ms. Bay, access to an investigation on him. Earlier this year, Ms. Bay had planned on presenting information related to Mr. Kough to the commission, but Mr. Kough left the airfield before the presentation was made. Ms. Bay confirmed to Comm. Stumb that Mr. Kough's access to the field has been removed. Comm. Baines commented that the t-hangar lessee took care of his issue with his sublessee. Chairman Mallicoat added that Mr. Kough was present during the April 2021 Airport Commission (Zoom) meeting but did not choose to speak during Communications from Citizens.
- Fuel sales for the month of July – 7,321.9 gallons of avgas, 15,084 gallons of jet fuel. Ms. Bay advised Comm. Stumb that airport fuel sales are not published but could be obtained by looking at aviation fuel tax collections.
- Mr. Dillon asked attendees to keep Mr. Gary Soloway in their thoughts as he is ill.

- In response to Ms. Bay's inquiry about West Side Hangar Site D (PNJ Venture Partners), Mr. Baldwin advised that construction started without approved plans, but no action is needed. Mr. Baldwin talked to the contractor today.

9) UPCOMING EVENTS – None.

10) 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 – Design underway for 5 fields at Sports Complex property on US 231 S.
- 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.
- G. Sound Abatement Ordinance for Developments Near Airport
- H. Thorne Dr. Connection – Future Discussion as to When to Implement

11) ADJOURNMENT – The meeting was adjourned at 5:18 p.m.