

**MINUTES
LEBANON MUNICIPAL AIRPORT COMMISSION (AC)
SPECIAL CALLED MEETING**

Thursday, February 12, 2026 – Lebanon Municipal Airport, 200 Aviation Way

<u>AC Members Present</u>		<u>Others Present</u>	
R.T. BALDWIN	WILLIAM WESTMORELAND	HEATHER BAY	JERRY WARREN
DEBORAH BAUGH		TROY BUTTREY	
T.O. CRAGWALL		STEPHEN CHAMBERS	
GREG HEMONTOLOR		DARREN DUCKWORTH	
PHIL MOREHEAD		GARY SOLOWAY	
PAUL STUMB		KELLY TARPLEY	

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

2) ROLL CALL – A quorum was present for the roll call.

3) APPROVAL OF AGENDA – A motion was made and seconded to approve the agenda, with an amendment to request to add to the agenda T-Hangar B-15 – Request by Lessee Gary Piper to Sublease to (Ryan Baillie) (#54)

4) APPROVAL OF MINUTES – 1/8/26 Regular Meeting – A motion was made and seconded to approve the 1/8/26 minutes. Motion carried unanimously.

5) COMMUNICATIONS FROM CITIZENS-

- Jerry Warren spoke on behalf of Palmer Finger to request a 40-year lease, with a 10-year renewal option, for Lot 4. The lease was previously associated with Gary McNabb; however, that request has been withdrawn, and Mr. Palmer will assume the lease pending Commission approval.

Mr. Warren, engineer for the building project, presented plans for the proposed use of Lot 4. An exhibit of the proposed hangar was provided. A confirmation survey has been scheduled to verify the layout for utilities, fire marshal requirements, and spacing. It has been recommended that a two-hour firewall be installed on one side to meet code requirements. The project architect indicated this would not present an issue, and the matter will be presented to City Council to confirm acceptance of the two-hour wall requirement.

Mr. Palmer has submitted a Letter of Intent expressing his intention to proceed with construction. A motion was made to accept Mr. Palmer’s Letter of Intent and withdraw Mr. Gary McNabb’s previous Letter of Intent. The motion was seconded and approved unanimously.

- Gary Soloway addressed the AC regarding Fuel Farm grant opportunities. He reported that on January 12, the FAA approved a draft proposal related to the transition to unleaded aviation gasoline, which is currently open for public comment through March 15.

Mr. Soloway stated that he believes it would be in the best interest of the Lebanon Municipal Airport Commission to explore potential grant opportunities associated with the “Big Beautiful Bill” to develop a fuel farm at the airport. He presented a slide outlining information related to early adoption of unleaded aviation fuel and noted that becoming an early adopter could be beneficial to the Airport Commission.

He further explained that three types of fuel are anticipated to be available, which may be blended as part of the transition process. Currently, Tennessee has only one location in Jasper, Tennessee, offering this fuel. Mr. Soloway indicated that establishing a fuel farm could be a strong investment opportunity for the Lebanon Municipal Airport.

- DFS representative Heather Bay added that the FAA is expected to offer incentives related to fuel farm investments; however, action will need to be taken promptly before those incentives expire. She informed the Airport Commission that unleaded aviation fuel is in high demand on the airfield, noting that several individuals are currently transporting their own unleaded fuel to the airport.

Ms. Bay emphasized that moving forward quickly would be important to take advantage of available funding opportunities.

- Mr. T.O.Cragwall asked how the Commission could begin the process. Ms. Bay responded that the next step would be to contact TDOT aeronautics to initiate discussions.
- Chairman William Westmoreland advised that this discussion be tabled at this time for further consideration at a later meeting. Due to timely quorum for today's meeting.

6) COMMUNICATIONS FROM CHAIRMAN -

A. Airport Managerial Oversight Committee (AMOC) – Chairman John Gentry was not present for today's meeting. Greg Hementolor provided an update on the January 20th AMOC meeting, noting that routine discussions included hangar rental rates, the introduction of new Finance Director Lindsey Wolfenbarger, and preparations for the upcoming snowstorm, including maintaining clear runways. Public Works Asst Director RT Baldwin reiterated it was a routine meeting discussion mostly focused on snow removal.

B. Chairman Comments – Chairman William Westmoreland did not have any comments at this time.

7) UPCOMING EVENTS – TN Aviation Association conference is February 23rd -25th located at the embassy suites in Murfreesboro TN.

8) ENGINEERING REPORT – Commissioner Baldwin presented the report included in the agenda packet:

A. REILS/PAPI Lights/Runway Lighting System Phase I – REILS are operational.

B. Replace Taxiway Lighting & Runway 1/19 PAPIs- New boards were installed to replace the original faulty boards, which affected not only this airport but several surrounding airports as well. New software was also installed, and the taxiway lights are now operating properly.

C. 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.

*At this time, Chairman Westmoreland suggested pausing the engineer's report due to Mr. Phil Morehead needing to leave the meeting early, which would result in the loss of a quorum for the remainder of the afternoon. Moving the meeting forward to Old Business section A. T-hangar waiting list new additions.

D. M54 Runway Safety Area Determination – Still waiting on FAA information.

E. Northwest Terminal Apron and Southeast Area Site Grading/Drainage/Utility Plan/Funding- Coordination with MTE is ongoing regarding the electrical layout plan, and additional information is still pending. Mr. Chambers and I are also continuing to finalize remaining details with Kevin Briskow. Construction is anticipated to begin this summer

F. Runway 1/19 Rehab and Strengthening Preliminary Study – Still working on the design trying to incorporate some drains to alleviate run off issues. I have provided survey information on that.

G. Castle Heights Entrance Relocation – Developing fencing plan and gate relocation plan. Still waiting on estimates from fencing contractors.

9) OLD BUSINESS

A. T-Hangar Wait List

1. **1. New Additions** – Three new applicants was presented for approval. A motion was made and seconded to add Cody Payne #54, Ryan Baillie#55, Matthew Robertson#56

2. Updated T-Hangar Waiting List – Provided in the agenda packet.

B. Development of Airport Financial Plan and Economic Impact Assessment by R.A. Wiedemann & Associates, Inc. Aviation Consultants – Mr. Baldwin has been in contact with Randall and states he has the preliminary report on that. Mr. Baldwin is asking Randall for more details on rates and runway length information to see how it will impact in the future.

10)NEW BUSINESS-

A. Planning Commission Items – 2/24/26

B. Board of Zoning Appeals Items – 2/23/26

T-Hangar Lease Renewals for Rows A and B –Prior to approval of new subleases.

- Mr. Baldwin requested clarification on how subleases should be handled moving forward. He noted that several leases date back to 2007 and, although subleases continue to be renewed, some hangars do not currently house aircraft. Some of these sub-lease 10 years plus without having aircraft. Mr. Baldwin suggested either eliminating subleases entirely or revising the lease language to establish consistent requirements, such as requiring proof within 90 days that an aircraft is being obtained, with a maximum allowance of six months.
- Phil Morehead stated that the language should be revised to create a clear standard rather than addressing requests on a case-by-case basis. He suggested a one-year lease term, with sublease holders given six months to provide proof that an aircraft is forthcoming or the request would be denied.
- Heather Bay noted that some individuals on the waiting list decline lease opportunities due to not yet having an aircraft and asked whether the next person on the waiting list could be contacted in those cases.
- Mr. Morehead responded that the same standard should apply to all applicants; once a lease becomes available, the individual would have six months to show proof of an aircraft or forfeit the opportunity.
- Mr. Chambers referenced the current lease language in Section 21, which states that a hangar shall not be subleased or assigned without written approval of the Lebanon Airport Commission (LAC), and that the City may make a unilateral decision regarding subleases on a case-by-case basis. The section further states that storage of any aircraft not belonging to the leaseholder may be considered a sublease assignment, and unauthorized storage would constitute a breach of the lease agreement.
- Mr. Paul Stumb stated that while the Commission does not want hangars sitting empty without aircraft, subleases can sometimes be necessary, particularly when leaseholders are waiting on aircraft under construction or undergoing extended overhaul.
- Mr. Cragwall noted concerns that some subleases are being charged at rates higher than the City's lease rate, resulting in profit from airport hangars.
- Deborah Baugh supported allowing six months for proof that an aircraft will be placed in the hangar and expressed support for eliminating long-term subleases.
- Mr. Stumb reiterated that subleases may still be necessary in certain situations, such as lengthy aircraft maintenance periods. The following subleases were approved for 6 months.
 - A. Request by Lessee Gary Piper Hangar B15 to sublease Ryan Baillie (54 on Wait List)-Approved**
 - B. T-Hangar A-12 – Request by Lessee John Floyd to Sublease to Van Toornburg (#5 on Wait List)-Approved**
 - C. Request by Lessee Sean Stroud to Sublease to Richard Moscardell (#10 on Wait List)- Approved**

President of Cumberland University Paul Stumb made a motion to approve the sublease request for a maximum period of six months. The motion was second and carried unanimously.

11) FINANCIAL REPORT - No discussion was held regarding City Finance due to the loss of a quorum.

12) FBO REPORT -No discussion was held regarding City Finance due to the loss of a quorum.

13) INFORMATION ONLY ITEMS A. Need to receive executed ingress/egress easement from Savage and record.
– No New Info

Discussion - At this time in the meeting Mr.Cragwall inquired with DFS Heather Bay about a letter for the airport conference and whether we should submit our own letter. Mrs.Bay responds that it would be a good idea at this time. Ms. Bay Explains TDOT aeronautics used to speak on behalf of aeronautics but now the senate is hearing from our state leaders' needs directly. Mr.Cragwall wants to make sure this letter is to go to our elected officials and we are on top of it so we can create funding.

14) ADJOURNMENT – The meeting was adjourned at 4:55p.m.