Minutes of the Music City Executive Airport Authority
Administrative Committee
Meeting held at the Music City Executive Airport
AUG 3, 2020
9:00 AM

1. The Chairman called the meeting to order at 09:01.

2. Roll call as indicated below. The meeting was held via Zoom in concert with the increased cases of Covid-19 in Sumner County:

	Present	Zoom	Absent
Brown		X	
Cavin	X		
Dickerson		X	

3. Mr. Jeff Dunham, Airport Manager, also attended.

4. Mr. Dickerson made a motion to approve the 27 Jul 2020 minutes given the change on time. Mr. Cavin seconded the motion. The Administrative Committee approved the minutes unanimously.

5. The Committee reviewed the agenda for the meeting. Copy attached.

6. The Committee reviewed the Airport Managers log and report.

    i. Reviewed the Airport Managers log. No discussion was required.
    ii. Airport Manager as several meetings this week.

7. Mr. Cavin made a motion to approve the Airport Managers Expense Report. Mr. Dickerson seconded the motion. The AC approved the motion unanimously.

8. The Committee again discussed the Fuel Storage Facilities document and where to put it in the Rules and Regulations. The AC agreed to insert between Section D and the start of Chapter 3.

9. The Committee agreed to remove para 7, Chapter, section C, para 7. Mr. Brown will update the Rules and Regulations and will present the revised document to the MCEAA at the 24 August monthly meeting.

10. Mr. Cavin will contact Mr. Drayton about updating the Rules and Regulations to establish a new base document.

11. The AC asked the Airport Manager to capture a list of all documents that need to be updated to reference the new name of the airport and the auithority.

12. Mr. Cavin agreed to put together a proposed operating budget for review at the 10 Aug 2020 AC meeting.

13. The AC made a recommendation to update the MCEAA photo with the current Authority. Many have transitioned off the Authority and we need an updated photo.

14. AC will put together the Budget/Revenue comparison from 2018/2019 to be presented to the MCEAA at the 24 Aug Authority meeting.

15. AC discussed setting up a contact roster to be exercised in the absence of the Airport Manager.

16. Mr. Brown discussed how we capture the list of individuals who are interested in building hangars at MCEA and the best way to ensure that all persons on the list are still interested in obtaining a hangar at MCEA.

17. The Airport Manager raise the potential of the MCEAA to purchase a fire truck and donating it to the City, who would then apply for a grant to replace aging equipment and place it at MCEA. Mr. Dickerson question the process to make this transaction work for both MCEA and the GFD. Mr. Dunham agreed to contact other airports to see how they provided on site fire protection.

18. The next scheduled meeting is at 9:00, 10 August 2020.

19. Mr. Cavin made a motion to adjourn the meeting. Mr. Dickerson seconded the motion. The committee approved the motion unanimously.

20. The meeting was adjourned at 10:00 AM.

Chairman
Mr. Doug Brown

Member
Mr. Dennis D. Cavin