



**Minutes of the Music City Executive Airport Authority
Administrative Committee**

Meeting held at the Music City Executive Airport
JUL 14, 2020
9:00 AM


1. The Chairman called the meeting to order at 09:00.
2. Roll call as indicated below:


	Present	Zoom	Absent
Brown	X		
Cavin	X		
Dickerson	X		

3. Mr. Drayton, Chairman of the MCEAA attended the meeting in person.
4. Mr. Jeff Dunham, Airport Manager, also attended the meeting
5. The Chairman, thanked the committee for their efforts to support the functioning of the MCEAA AC.
6. Mr. Dickerson made a motion to approve the 6 Jul 2020 minutes. Mr. Cavin seconded the motion. The Administrative Committee approved the minutes unanimously.
7. The Committee reviewed the agenda the Chairman had prepared for the meeting. Copy attached.
 - I. The Chairman asked Mr. Drayton to go over the history and background for the fuel flowage process and procedures. Current process allows an individual private person to fill a 5-gallon tank as long as they pay the fuel flowage fee. The committee is reviewing a new process that will affect those individuals who run a commercial operation on the airport property and wish to store and pump their own fuel.
 - II. The Committee asked the airport manager to establish a record keeping process for all those that use mogas at MCEA.

- III. The Committee asked the airport manager to draft a letter to those that use mogas for review at the 21 Jul 2020 AC meeting.
 - IV. The Committee will present the proposed fuel storage revision to the Minimum Standards at the full MCEAA meeting 27 Jul 2020.
 - V. The Committee will review the current Section 8 – Commercial Aeronautical Service Providers in the Minimum Standards against the draft that was prepared by the previous airport manager and make a recommendation to the MCEAA.
8. The Committee conducted a discussion on how the airport manager functioned with previous airport manager.
- I. Things Gone Right
 - 1. The Engineering Company contact, and relationship will remain with the Chairman of MCEAA.
 - 2. Establishing the AC is a very positive step.
 - 3. Having more people from the AA coming to the airport more often is a big plus in establishing a solid relationship.
 - II. Things Gone Wrong
 - 1. Often the Chairman MCEAA would have a discussion on an item and frequently the former airport manager would do something else.
 - 2. Having an AC providing guidance to the airport manager will involve three individuals knowing the specifics of the agreed upon actions.
 - 3. Open communications between all parties is essential. Full transparency will provide the facts of all decisions. Listen, Listen, Open Communications.
 - 4. Previous manager was overly aggressive.
9. The airport manager presented three proposals to lease a new copier to replace the current office copier which does not work properly. The committee approved the lease of an HP copier from RJ Young at a rate of \$21.00 per month and a \$25.00 maintenance fee. The contract allows for a fixed number of B&W printings per month and a fixed per copy charge for color printing.
10. The airport manager reviewed his log and made requests for an additional American flag to have on hand in case of the current one becomes damaged. The AC approved the purchase.
11. The airport manager requested to purchase a new iPad Pro for day to day operations. The AC approved the purchase.
12. Mr. Brown made a motion that we seek three bids for Charlie Row roof repair. Mr. Dickerson seconded the motion. The AC approved the motion unanimously.
13. The Mr. Brown asked to move the 20 Jul meeting to 21 Jul based on a conflict he has. All members are available and the meeting was so moved.

- 7/14/20
14. Mr. Dickerson made a motion to adjourn the meeting. Mr. Cavin seconded the motion. The AC approved the motion unanimously.
 15. The next scheduled meeting is July 21, 2020.
 16. The meeting was adjourned at 11:05.


Chairman
Mr. Doug Brown


Member
Mr. Dennis D. Cavin