



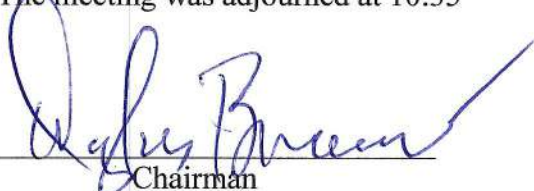
**Minutes of the Music City Executive Airport Authority**  
**Administrative Committee**  
 Meeting held at the Music City Executive Airport  
 JUL 6, 2020  
 9:00 AM

1. The Chairman called the meeting to order at 0905.
2. Roll call as indicated below:

	Present	Zoom	Absent
Brown	X		
Cavin	X		
Dickerson	X		

3. The Committee reviewed the agenda the Chairman had prepared for the meeting. Copy attached.
4. The Committee reviewed updated task list from the Monday 29 Jun AC meeting.
5. The Committee reviewed the Power Point that was presented at the 29 Jun AC meeting
  - a. The Committee agreed on the name Music City Executive Airport Authority, Administrative Committee(AC) as the AC's official title
  - b. The Committee concurred in that Mr. Doug Brown's title will be Chairman and the other two individuals will be called members.
  - c. The organizational structure was confirmed.
  - d. The Committee agreed to focus on page 4, Considerations as the Administrative Committee Is Developed.
  - e. AC agreed to review Lessons Learned, things gone right, things gone wrong at the Jul 13 meeting.
  - f. AC also agreed to review and establish an Airport Managers Operating Budget at 20 Jul
    - i. Discussed establishing a future budget utilizing existing years expenses (2019/2020) with a 15% buffer.

- ii. Mr. Cavin agreed to contact the Springfield Airport Authority's Chairman to determine if they have a published Airport Managers Operating Budget.
  - g. AC agreed to add a review of the Airport Managers job description at the Jul 20 meeting.
  - h. Mr. Cavin agree to determine what the Lebanon and Springfield Airport Managers compensation is.
6. The AC established tentative meeting duration at 1 ½ hours. An in-person meeting is desired method of holding AC meetings. Meetings will take place on Monday's from 9-10:30. On MCEAA meeting dates, the AC will meet at 4PM prior to Authority Meeting
7. The AC decided to discuss structure at the Jul 27 meeting and also review a draft outline of the AC authorities.
8. The AC reviewed the draft Aviation Fueling Rules and Regulations which will be incorporated into the existing MCEAA Rules and Regulations.
9. Following our internal AC meeting the AC met with Jeff Dunham, the Music City Executive Airport Manager
- I. Discuss improved lighting around Fuel Farm that was damaged during a storm. There are two or three lights on hangers that need repair. He said he could rent a lift from Sunshine Rentals for around \$150. The Administrative Committee Approved this expenditure.
  - II. Jeff is maintaining a weekly log of all activities and discussions. He will provide the weekly log to the AC by close of business each Friday. The AC will review and discuss at the weekly meetings on Monday's.
  - III. Jeff needs copies of Mar, Apr, May, minutes to maintain in our books and to post to the website. Mr. Cavin will provide from his files.
  - IV. Jeff requested to be absent 28 – 31 Jul for a family vacation that had previously been planned. The AC approved the absence.
10. The next scheduled meeting is July 13, 2020.
11. The meeting was adjourned at 10:35



Chairman  
Mr. Doug Brown



Member  
Mr. Dennis D. Cavin