



**Minutes of the Music City Executive Airport Authority
Administrative Committee**
Meeting held at the Music City Executive Airport
JUN 29, 2020
9:00 AM

1. The Chairman called the meeting to order at 9:05 PM. The Administrative Committee (AC) met in person, following CDC guidelines for wearing mask and social distancing.
2. This is a new committee established by the Music City Executive Airport Authority on 22 Jun 2020. The Chairman of the MCEAA appointed Mr. Doug Brown as the Chairman of the committee. Additional members are Mr. Don Dickerson, and Mr. Dennis Cavin.
3. Roll call as indicated below:

	Present	Zoom	Absent
Brown	X		
Cavin	X		
Dickerson	X		

4. Mr. Drayton, Chairman of the MCEAA attended the meeting as well.
5. Given this was the first meeting of the AC, the meeting was devoted to laying out a strategy for implementing the roles and responsibilities of the AC.
6. The purpose of establishing the AC is to be the day to day link with the Airport Manager, providing guidance, overseeing airport needs, approving and managing an Airport Manager's operating budget, and other tasks to be defined in the Policies and Procedures document when developed. The AC will be a Standing Committee of the MCEAA.
7. Mr. Brown had previously prepared a Power Point document outlining the AC organization, its members and items for discussion. See attached.
8. The following is a set of discussion topics and tasks:
 - a. Determine the rules for communications of the AC to insure we do not violate any rules under the Sunshine Law.
 - b. Post a public notice for all meetings

- c. As a matter of policy, at least one member of the AC must be an elected officer of the MCEAA
- d. New members joining the MCEAA must understand that they will, at some point during their first tenure serve on the AC.
- e. MCEAA By-Laws must be changed to reflect the establishment of the AC, cover roles and responsibilities and any other adjustments that will be required for the MCEAA.
- f. AC will meet with the Airport Manager on a weekly basis and review the previous weeks daily log.
- g. Look at the potential of utilizing a connectivity platform such as ZOOM, to conduct meeting. Will require a legal review by the MCEAA lawyer, and the Sumner County legal team. Currently can follow the guidance issued by Governor Bill Lee while under the Covid-19 pandemic.
- h. Must set the limits of the Airport Managers Credit Card
- i. Established a policy that if you have not served on the AC you cannot become the Chairman of the MCEAA.
- j. We currently have a lien against the Airport for work by a subcontractor on the new sewer line on the property. We need to get to the bottom of the issue. No payments of any kind will be made to anyone until the issue is resolved.
- k. Mr. Kevin McCutcheon has made a proposal that he be allowed to bring on a financial partner for Flight Solutions. He has also expressed a desire to create his own FBO.

9. The next scheduled meeting is 6 July 2020.

10. The meeting was adjourned at _____



Chairman of the AC
Mr. Doug Brown



Member
Mr. Dennis D. Cavin