



**Minutes of the Music City Executive Airport Authority
Administrative Committee**
Meeting held at the Music City Executive Airport
JUL 21, 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. Mr. Dickerson made a motion to approve the 14 Jul 2020 minutes. Mr. Cavin seconded the motion. The Administrative Committee approved the minutes unanimously.
6. The Committee reviewed the agenda for the meeting. Copy attached.
7. The Committee again discussed the Fuel Storage Facilities document to be presented to the MCEAA meeting on 27 Jul 2020.
8. Mr. Brown discussed the process for developing an Airport Manager's Operating Budget. We will take the past two years budgets, categorize the expenses, and develop the operating budget for 2020/2021. The Airport Manager will work with you accountant to develop the details.
9. Mr. Cavin reviewed the Airport Managers Job Description. Several items were removed from the SCRA version, and a few items were added. Highlight the changes.
10. Mr. Drayton discussed the contract process with Airport Manager, mowing contract, etc. He recommends that we remove the clause in the By-Laws that designates the Airport

1/21/20
Manager as an agent for the MCEAA. Mr. Dickerson will reword the By-Laws for presentation at the MCEAA.

11. Mr. Dunham discussed the following items in the Airport Managers Report dated 21 Jul 2020.

- I. Weekly log review.
- II. Proposed Airport Managers Expense Report
- III. Proposed Security Camera signage
- IV. Newly developed Airport map depicting all hangers and current owners
- V. Presented the Mogas Self Fueling memo to tenants
- VI. Proposed bid request for repair and painting of C-Row hangers
- VII. Updated Subscription for Office 365/Acobe
- VIII. Downed tree on new animal containment fence
- IX. Proposed contract for replacement office copiera

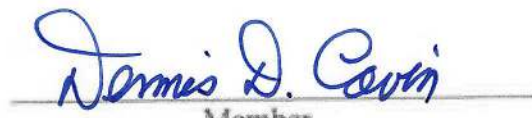
12. Mr. Drayton discussed the current purchasing policy that was approved back in 2015. Mr. Drayton will present a recommendation to the MCEAA at the monthly meeting to remove some language that is not necessary.

13. Mr. Brown discussed how to present our information to the full MCEAA given this is the first time the AC will present actions that have taken place in the past month.

14. The next scheduled meeting is at 4:30, July 27, 2020.

15. The meeting was adjourned at 11:05.


Chairman
Mr. Doug Brown


Member
Mr. Dennis D. Cavin