



Minutes of the Music City Executive Airport Authority
 Meeting held at the Music City Executive Airport
 May 23, 2022 at 5:30 PM

1. The Chairman called the meeting to order at 5:30 PM. The Authority met at MCEA.
2. Roll call as indicated below:

	Present	Zoom	Absent
Mr. Abbott	X		
Mr. Brown	X		
Mr. Cavin	X		
Ms. Casey	X		
Mr. Dickerson	X		
Mr. Drayton	X		
Mr. Harris	X		
Mr. Sheppard	X		
Mr. Taylor			X
Mr. Williams	X		

3. Invocation: Mr. Harris provided the invocation.
4. Approval of Consent Agenda: Mr. Dickerson made a motion that we approve the consent agenda. The motion was seconded by Mr. Cavin.
 Discussion- Mr. Drayton addressed the consent agenda to ensure board understood the approval of the maintenance for aircraft.
 The Authority approved the motion unanimously.
5. Public Recognition:
6. Program Updates:
 - A. Mid Field water project: completed and close to having occupancy certificate
 - B. Wildlife Fence Phase II: Jeff Dunham provided pictures of updates
7. Old Business:
 - A. A&D Engineer Proposal Reviews
 - i. Power Point and proposal for each
 - a. Send with attachments
 - b. Show on screen in conference room

- c. Advise will be voting in June meeting
- d. Funding is secure, received from State

8. New Business:

- a. Appointment of Capitol Improvement Committee
 - 1) Matt Harris will serve as chairman
 - 2) Committee members TBD
 - 3) Duties/scope of the Capitol Improvement Committee (CIC)-working and will be provided
- b. Administrative Committee (AC) (Re-focus)
 - 1) Review duties of the Administrative Committee
 - 1. Don Abbott will serve as next chairman
- c. MCEAA date and time revision
 - 1) 3rd Monday of each month
 - 2) 6:00 PM-time change

Ms. Casey made motion to accept new time, new date for MCEAA to meet, Mr. Cavin seconds, the board votes and approves unanimously.

- d. MCEAA By-Laws
 - 1) Will be revised to include changes referenced/approved in this 25 May meeting
 - 2) Will be voting to accept revisions to the By-Laws in the June meeting
- e. MCEAA Marketing Video: Per AC Chairman Cavin, no hard deadline and somewhat on hold, but still moving along
- f. Approval of the Airport Operating Budget for 2022/2023

Discussion: Chairman of Admin Committee and Mr. Abbott met with the MCEA accountant on April 20, 2022, to draft 2022/2023 MCEA Operating Budget. Factors include assessing the impact of increased fuel sales, Consumer Price Index adjustments, etc. Draft Operating Budget is expected to have a net operating income of \$82,550.00.

Mr. Abbott made a motion to approve the budget, Mr. Harris seconded the motion. Board approved unanimously.

- 9. Closing comments from Board Chairman
 - A. MCEAA officer elections June 20 meeting

- B. My resignation effective 18 July
- C. Encourage a review all material received for this meeting along with the material that will be sent to you regarding the June meeting and be prepared to discuss and vote on multiple issues during the June meeting

10. Closing comments from Board Members:

Mr. Harris appreciates the accommodation of the meeting change. Capital Improvement committee is coming together to ensure focus of projects.

11. Adjournment

A. Mr. Cavin made a motion to adjourn the MCEAA meeting. Mr. Abbott seconded the motion. The Authority approved the motion unanimously. The MCEAA meeting adjourned at 6:14 PM.

- **The next scheduled MCEAA Meeting will be June 20, 2022 at 6:00pm**

Chairman
Mr. Doug Brown

Secretary
Ms. Daisy Casey

- **The next scheduled MCEAA Meeting will be June 20, 2022 at 6:00pm**

C. Douglas Brown

17 June 2022

Chairman

Secretary

Mr. Doug Brown

Ms. Daisy Casey

Daisy Casey

Updated Language to add to Rules and Regulations and Minimum Standards to include the ATA 103 Fuel Quality Control standards.

Minimum Standards:

In the CASP section, under "Fuel Storage Facilities" (Page 12)

"The are storage and handling of fuel in conformance with all Federal, State and County requirements and fire codes pertaining to safe storage and handling of fuel. See NFPA 407 or the National Fire Protection Association, FAR advisory circular 150/5230 as amended and ATA 103 of the Air Transport Association standards for fuel quality control."

In the CASP section, under "Mobile Dispensing Equipment" (Page 13)

"All equipment shall be maintained and operated in accordance with Federal, State and industry requirements, including, without limitations, ATA 103 of the Air Transport Association for fuel quality control, NFPA 407 or the National Fire Protection Association and OSHA guidelines.

Rules and Regulations:

Under Section 8 "Fire Prevention and Aircraft Self-Fueling" Item A "General" number 5 (Page 20), sentence #3.

"Persons may only self-fuel aircraft owned or managed by them provided such operation is conducted in accordance with NFPA 407 and ATA 103 of the Air Transport Association for fuel quality control and these regulations and standards.

Under Sections 8 "Fire Prevention and Aircraft Self-Fueling" Item C "Fuel Servicing Vehicles" number 2 (Page 21)

"Refuelers and their systems shall be maintained and operated in accordance with Environmental Protection Agency (EPA), Federal, State and local codes covering fuel dispensing on Airports and NFPA 407 (latest edition). The application sections of FAA Advisory Circular 150/5230-4a (with revisions) shall also be followed as well as ATA 103 of the Air Transport Association standards for fuel quality control.

Under Section 8 "Fire Prevention and Aircraft Self-Fueling" Item E "Fuel Storage Facilities" (Pages 22 and 23) sentence #2.

"Fuel Storage facilities shall be operated and maintained in accordance with practices recommended by the National Fire Protection Association (NFPA 407), Air Transport Association (ATA 103) standards for fuel quality control and in full compliance with Legal Requirements and shall be approved by all Agencies having jurisdiction.