

Written Request Approval Policy

The Music City Executive Airport Authority hereby requires that any request to the Airport Manager that:

- Falls outside the normal operations of the airport,
- Directly impacts the normal operations of the airport
- Request for a permit or approval required in the airport rules and regulations
- Any request for a variance to the rules and regulations
- Temporary parking of aircraft
- Use airport owned utilities

These requests shall be formally written and submitted via email to the Airport Manager at jeff.dunham@flyxnx.com for approval. The Airport manager may request any additional information needed to review the request including but not limited to insurance coverage, license and qualifications.

Once a written request has been reviewed by the Airport Manager, or designated airport representative. The request may be approved, denied or approved with conditions. The final decision will be emailed to the applicant.

When submitting a request, please provide the following information:

- Define the area on the airport property and the work, task, permit or variance that is requested
- Specify who is involved (individuals/companies/contractors).
- Day or dates and estimated duration of the request.
- For construction or an operation on the property provide a scope of the work
- Name and contact information of the individual or representative making the request.

*Policy has been adopted to the Airport Rules and Regulations as of 2/17/2025 as approved by the Airport Authority.

