



Meeting of the MNAA Management, Audit & Compliance (“Management”) Committee

October 11, 2023



Call to Order

October 11, 2023

Approval of Minutes

Meeting of the MNAA Management, Audit & Compliance (“Management”) Committee
September 13, 2023

Public Comment

Tennessee Code Annotated, Title 8, Chapter 44, Part 1

MNAA Policy ID: 33-007, Public Comment Policy, effective July 13, 2023

No Public Comment Requests Received by Monday, October 9, 2023 @ 9 pm

Chair's Report

Jimmy Granbery

Management Committee Chair

Items for Approval

October 11, 2023

Information Items

October 11, 2023

- FAA DBE/ACDBE Mini-Compliance Review

Information Item

Davita Taylor, CPPO, C.M., MCA
VP, Procurement & Business Diversity

- FAA staff evaluated MNAA for compliance with specific elements of ACDBE/DBE requirements and determined the compliance status, as of the time of the review.
- The mini compliance review focused on the following areas:
 - ACDBE/DBE Program Plan
 - Bid/RFQ/RFP and contract/subcontract language
 - Monitoring of prompt payment
 - Commercially Useful Function (CUF) reviews
- FAA found that BNA performed well monitoring of prompt payment, certification, outreach efforts, general support for ACDBE firm.

FAA DBE/ACDBE Mini- Compliance Review

- Review: May 23 – 25, 2023
- Report: September 22, 2023

- October 30, 2023
 - Update and sign DBE Policy
 - Add Bidder’s List to BDD website
- November 3, 2023
 - Update and sign ACDBE Policy Statement
- November 17, 2023
 - Submit DBE goal methodology for FFY23 – FFY25
- December 15, 2023
 - Develop/update procedures for reviewing prime and subcontracts and prime and sub-concessionaire agreements
 - Ensure required clauses are in all prime contract and subcontractor agreements and prime and sub-concessionaire agreements
 - Update procedures for Commercially Useful Function/onsite monitoring and documentation for ACDBE/DBE projects

Areas for Corrective Action

Executive Session

October 11, 2023



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Meeting Adjourned