



Liberty Airport Advisory Board Meeting

~ Agenda ~

1829 Sam Houston
Liberty, TX 77575
www.cityofliberty.org

936-336-3684

Wednesday, August 21, 2024

12:00 PM

City Council Chambers

Order of Business

1. Call to Order

2. Approval of Minutes

a. July 31, 2024

3. Public Comments

Public Comments shall not exceed three (3) minutes per speaker. Items arising during the public comment portion of the meeting shall be placed on a future agenda for action or the item referred to the Assistant City Manager/Economic Development and Staff for study or conclusion.

4. Presentations/ Reports

- a. Review July Operations Report
- b. Review July Financial Statement

5. Old Business

- a. Review Maintenance, Software and Other Projects
- b. Review Upcoming Construction Plans

6. New Business

- a. Discuss planning and coordinating a "Fly-In" event

7. Adjournment

CERTIFICATION

I certify that the attached Notice of Meeting was posted on the bulletin board and in the Message Centers located on the east and west sides of the City Hall Administration Building, located at 1829 Sam Houston on the 16th day of August, 2024 by 5:00 p.m. This notice will remain so posted continuously for at least 72 hours preceding the scheduled time of said meeting in accordance with Chapter 551 of the Texas Government Code.

April Gilliland

April Gilliland, City Secretary

In compliance with the Americans with Disabilities Act, the City of Liberty will provide reasonable accommodation for persons attending and/or participating in this Board Meeting. To better serve you, requests must be made at least 24 hours prior to the meeting. Contact the City at (936) 336-3684 or by Fax at (936) 336-9846. The building is wheelchair accessible.



The City of Liberty

Airport Advisory Board

City Council Chambers

~ Minutes ~

1829 Sam Houston
Liberty, TX 77575
www.cityofliberty.org

April Gilliland
City Secretary
936-336-3684

Wednesday, July 31, 2024

12:00 PM

City Council Chambers

1. Call to Order

This meeting was called to order on July 31, 2024 in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 12:01 p.m. by Board Member Chris Jarmon.

Members present: Bruce Mullinix, Chris Jarmon, Mark Bush, Micheal Ely (late). Members absent: Bruce Blake.

Others Present: Phil Robertson and April Gilliland

2. Approval of Minutes – None

No Minutes to approve.

3. Public Comments

There were no public comments.

4. Presentations/ Reports

a. Review June Operations Report

Chris Jarmon, Board Member and Assistant City Manager/Community Development, passed out the Vir Tower airport operations tracking report for the month of June. This report summarizes the take-offs and landings at the airport that will be used for future development of the runway and improvements at the airport.

5. Old Business

a. Review Maintenance, Software and Other Projects

Board Members reviewed and discussed Maintenance Projects and Other Items as follows:

Completed Projects:

1. Replaced rotating beacon (January 2024)
2. Converted runway lights to LEDs (January 2024)
3. Vir Tower - Operations Tracking Software (Started February 2024)

Board Member Chris Jarmon mentioned that the new Airport Planner, Cat Gomes, conducted a site visit on 6/25/24.

Runway Approaches - Board Member Mark Bush updated the board on the approach project. The airport has two (2) approaches, only for runway 16 and these approaches are not valid for night-time use. The airport currently has a request to update the existing instrument approach

for runway 16 to remove the nighttime limitations and to add LPV minimums. The second request was to create a brand-new approach from the south for runway 34. The last correspondence from the FAA informed Liberty that both requests have been combined into one project with a complete date of 2026/2027. Mark is going to reach out to the FAA to request a staggered delivery dates to have the approach for runway 16 completed by the end of 2024.

6. New Business

a. Review Fee Schedule

Board members reviewed the following fees:

1. Fuel Rates
2. Hangar Rates
3. Ground Lease Rates

The City Council would like to increase the revenues for the airport and that would include increasing the fees charged at the Airport. The board will be putting together a presentation for the Council to look at realistic fees in today's market, related by current amenities, recommendations on improving airport utilization to improve revenue stream.

b. Review Upcoming Construction Plans

Board members reviewed the following upcoming projects:

The Wildlife Fence Construction is programmed for Fiscal Year 2025 and is fully funded. This project will completely surround the runway with an eight (8) foot fence with 3 strands of barbed wire to keep wildlife off the runway.

The Airport Layout Plan with Narrative is programmed for Fiscal Year 2026 and is not funded at this time. This is funded by a grant from TxDOT aviation with 90/10 funding. The City will make a commitment to 10% funding in the fiscal year 2024-2025 budget.

The T-Hangar Construction project is fully funded based on estimates for construction and Ms. Gomes is working on getting the project programmed into TxDOT Aviation CIP database. Once the project is programmed, it will go out for construction bids.

7. Adjournment

With no further business, the meeting was adjourned at 1:49 p.m. by Board member Chris Jarmon.

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Airport Advisory Board Agenda Item Form

Meeting Date: August 21, 2024

Agenda Wording: Review Maintenance, Software and Other Projects

Department: Community Development

Subject: Review Maintenance, Software and Other Projects

Background: Board Members to review and discuss the following topics:

1. Update on mowing at the airport
2. Update on approaches and night eval (Mark Bush)
3. Update on fee schedule recommendations

Funding Source:

Staff Recommendation:

CITY OF LIBERTY

Airport Advisory Board Agenda Item Form

Meeting Date: August 21, 2024

Agenda Wording: Review Upcoming Construction Plans

Department: Community Development

Subject: Review Upcoming Construction Plans

Background: Board Members to review the following construction projects

Wildlife Fencing

- Programmed in TxDOT draft CIP = FY25
- City's local match is funded

Airport Layout Plan (ALP) w/ Narrative

- Programmed in TxDOT draft CIP = FY26
- City's local match is unfunded
- Funding requested in LCDC's FY25 budget

T-Hangar Construction

- Programmed in TxDOT draft CIP = FY26
- City's local match is funded

Funding Source:

Staff Recommendation:

CITY OF LIBERTY

Airport Advisory Board Agenda Item Form

Meeting Date: August 21, 2024

Agenda Wording: Discuss planning and coordinating a "Fly-In" event.

Department: Community Development

Subject: Fly-In

Background: Board members to consider potential dates for a fly-in

Funding Source:

Staff Recommendation: