



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.