



Liberty Airport Advisory Board Meeting

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

~ Agenda ~

936-336-3684

Thursday, October 3, 2024

3:00 PM

City Council Chambers

Order of Business

1. Call to Order

2. Approval of Minutes

a. August 21, 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 August & September Operations Report

b. Review September Financial Statement

5. Old Business

a. Review Maintenance, Software and Other Projects

6. New Business

a. Discuss Budget & Airport Fees

b. Discuss Texas Transportation Commission

c. Discuss Items Requested by Board Member Mark Bush

d. Discuss Items Requested by Board Member Bruce Mullinix

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 30th day of September, 2024 by 3:00 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

**Council Chambers
1829 Sam Houston, Liberty, TX 77575**

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

April Gilliland
City Secretary
936-336-3684

~ Minutes ~

Wednesday, August 21, 2024

12:00 PM

City Council Chambers

1. Call to Order

This meeting was called to order on August 21, 2024 in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 12:01 p.m. by Board Member Chris Jarmon.

Members present: Chris Jarmon, Mark Bush, Bruce Mullinix

Members absent: Michael Ely, Bruce Blake

Others present: Phil Robertson, April Gilliland

2. Approval of Minutes

a. July 31, 2024

The minutes of the July 31, 2024, meeting were reviewed. Mark Bush made the motion to approve minutes, and Bruce Mullinix seconded. The motion passed 3 to 0.

3. Public Comments

There were no public comments.

4. Presentations/ Reports

a. Review July Operations Report

Chris Jarmon, Board Member and Assistant City Manager/Community Development, passed out the virtower airport operations tracking report for the month of July. 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.

b. Review July Financial Statement

Chris Jarmon, Board Member and Assistant City Manager/Community Development, passed out the July 31, 2024, Financial Statement to discuss with the Board. This report summarizes revenues and expenditures for the Liberty Municipal Airport.

5. Old Business

a. Review Maintenance, Software and Other Projects

Board Members reviewed and discussed the following topics:

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

Board Member Chris Jarmon received an update from Chad Wallace on mowing. The hay has been cut.

Runway Approaches - Board Member Mark Bush updated the instrument approach request, which has run into two challenges. Currently, the airport does not have a night evaluation certificate. The night evaluation needs to be completed before the nighttime limitation is lifted. Chris has requested scheduling and cost information from TxDOT to complete the night evaluation. Airport Planner Cat Gomes from TxDOT had a meeting on the 20th with the FAA to fully understand what's required for the night evaluation. Chris will get an update from Cat over the next few days and share it with the airport advisory board.

Our second challenge is regarding a MAGVAR is no longer in compliance of three degrees or less, which means all our navigation documentation must be updated before the nighttime limitation is removed. The board has requested the FAA to move forward, and FAA has a target date in early 2026 for completion.

Board Members Bruce Mullinix and Mark Bush presented a draft analysis regarding hangar fees, tie-down fees and fuel pricing in response to the request to review the city master fee schedule for the airport. The findings will be concluded over the next few weeks and a recommendation will be presented to the City Council at the September budget meeting.

b. Review Upcoming Construction Plans

Board Members reviewed 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

6. New Business

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

Board members discussed when to schedule a fly-in. Need to settle on a date first, then get organizers and involvement to plan for fall of 2025. Need to set funds aside to help with fly-in. Possible items that will be needed - Port-O-lets, list of food trucks, possible car show, and a list of safety requirements. Maybe want to check with neighboring airports on how to organize.

7. Adjournment

With no further business the meeting was adjourned at approximately 12:51 p.m.

CITY OF LIBERTY

Airport Advisory Board Agenda Item Form

Meeting Date: October 3, 2024

Agenda Wording: Review August & September Operations Report

Department: Community Development

Subject:

Background:

Funding Source:

Staff Recommendation:

CITY OF LIBERTY

Airport Advisory Board Agenda Item Form

Meeting Date: October 3, 2024

Agenda Wording: Review September Financial Statement

Department: Community Development

Subject:

Background:

Funding Source:

Staff Recommendation:

C I T Y O F L I B E R T Y
FINANCIAL STATEMENT
AS OF: SEPTEMBER 30TH, 2024

28 -AIRPORT FUND
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
ALL REVENUE	<u>406,400.00</u>	<u>27,022.61</u>	<u>0.00</u>	<u>529,130.20</u>	<u>0.00</u> (<u>122,730.20</u>)	<u>130.20</u>	
*** TOTAL REVENUES ***	406,400.00	27,022.61	0.00	529,130.20	0.00 (122,730.20)	130.20	
	=====	=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>							
AIRPORT	<u>406,400.00</u>	<u>24,871.03</u>	<u>0.00</u>	<u>389,519.78</u>	<u>0.00</u>	<u>16,880.22</u>	<u>95.85</u>
*** TOTAL EXPENDITURES ***	406,400.00	24,871.03	0.00	389,519.78	0.00	16,880.22	95.85
	=====	=====	=====	=====	=====	=====	=====
** REVENUE OVER (UNDER) EXPENDITURES **	0.00	2,151.58	0.00	139,610.42	0.00 (139,610.42)	0.00	
	=====	=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: SEPTEMBER 30TH, 2024

28 -AIRPORT FUND

REVENUES

		CURRENT	CURRENT	PRIOR YEAR	Y-T-D	TOTAL	BUDGET	% OF
		BUDGET	PERIOD	PO ADJUST.	ACTUAL	ENCUMBRANCE	BALANCE	BUDGET
ALL REVENUE								

328-0102	HANGAR RENT	67,000.00	7,350.77	0.00	91,855.28	0.00 (	24,855.28)	137.10
328-0115	MISC REVENUE AIRPORT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
328-0129	AIRPORT SALE OF FUEL	248,000.00	13,353.84	0.00	294,911.59	0.00 (	46,911.59)	118.92
328-0152	GROUND LEASE - AIRPORT	1,400.00	6,318.00	0.00	28,782.00	0.00 (	27,382.00)	55.86
328-0173	GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
328-0174	GRANT CARES ACT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
328-0175	AIRPORT AWOS GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
328-0176	AIRPORT RAMP GRANT REVENUE	50,000.00	0.00	0.00	73,581.33	0.00 (	23,581.33)	147.16
328-0177	TRANSFER FROM OTHER FUNDS	40,000.00	0.00	0.00	40,000.00	0.00	0.00	100.00
328-0178	T-HANGAR RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
328-0179	INSURANCE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
328-103	HOUSE RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
328-2011	FEMA GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
328-2807	INTEREST INCOME	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
***	TOTAL REVENUES ***	406,400.00	27,022.61	0.00	529,130.20	0.00 (	122,730.20)	130.20
		=====	=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: SEPTEMBER 30TH, 2024

28 -AIRPORT FUND

AIRPORT

DEPARTMENTAL EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
0-OPERATING SERVICES							

428-001 SALARIES SUPERVISION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
428-004 SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
428-005 WORKMANS COMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
428-006 TMRS REQUIREMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
428-007 INSURANCE EMPLOYEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
428-008 SALARY ADJUSTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
428-011 MANAGER'S CONTRACT	<u>18,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>16,500.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>91.67</u>
TOTAL 0-OPERATING SERVICES	18,000.00	0.00	0.00	16,500.00	0.00	1,500.00	91.67
1-OPERATING SUPPLIES							

428-112 POSTAGE	100.00	6.90	0.00	110.70	0.00 (	10.70)	110.70
428-113 NON CAPITAL ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
428-125 MATERIALS & SUPPLIES	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>172.07</u>	<u>0.00</u>	<u>827.93</u>	<u>17.21</u>
TOTAL 1-OPERATING SUPPLIES	1,100.00	6.90	0.00	282.77	0.00	817.23	25.71
2-MAINTENANCE / REPAIR							

428-224 AVIATION FUEL	223,600.00	19,711.99	0.00	235,747.80	0.00 (	12,147.80)	105.43
428-226 MAINTENANCE EQUIPMENT	5,000.00	0.00	0.00	305.00	0.00	4,695.00	6.10
428-227 MAINTENANCE MOTOR VEHICLE	500.00	0.00	0.00	14.50	0.00	485.50	2.90
428-228 GAS-OIL-TIRES	750.00	0.00	0.00	20.70	0.00	729.30	2.76
428-229 MAINTENANCE AWOS	6,400.00	0.00	0.00	6,180.00	0.00	220.00	96.56
428-235 MAINTENANCE PROPERTY	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
428-236 MOWING	24,000.00	4,000.00	0.00	24,000.00	0.00	0.00	100.00
428-237 MAINTENANCE HVAC	<u>600.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>600.00</u>	<u>0.00</u>
TOTAL 2-MAINTENANCE / REPAIR	263,350.00	23,711.99	0.00	266,268.00	0.00 (	2,918.00)	101.11
3-CHARGES & SERVICES							

428-308 DUES & MEMBERSHIPS	400.00	0.00	0.00	316.00	0.00	84.00	79.00
428-310 INSURANCE GENERAL	8,500.00	0.00	0.00	8,859.66	0.00 (	359.66)	104.23
428-312 MAINTENANCE BUILDING	3,000.00	0.00	0.00	2,510.00	0.00	490.00	83.67
428-313 PROFESSIONAL DEVELOPMENT	500.00	0.00	0.00	550.68	0.00 (	50.68)	110.14
428-314 TRAVEL	500.00	0.00	0.00	0.00	0.00	500.00	0.00
428-315 TELEPHONE	1,200.00	43.88	0.00	456.90	0.00	743.10	38.08
428-316 UTILITIES	9,700.00	1,108.26	0.00	13,169.32	0.00 (	3,469.32)	135.77
428-321 ENGINEERING SERVICES	10,000.00	0.00	0.00	10,780.00	0.00 (	780.00)	107.80
428-328 PHYSICALS/TESTING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
428-334 RAMP GRANT	50,000.00	0.00	0.00	34,099.96	0.00	15,900.04	68.20

C I T Y O F L I B E R T Y
FINANCIAL STATEMENT
AS OF: SEPTEMBER 30TH, 2024

28 -AIRPORT FUND
AIRPORT
DEPARTMENTAL EXPENDITURES

		CURRENT	CURRENT	PRIOR YEAR	Y-T-D	TOTAL	BUDGET	% OF
		BUDGET	PERIOD	PO ADJUST.	ACTUAL	ENCUMBRANCE	BALANCE	BUDGET
428-335	CIP GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
428-360	CAPITAL OUTLAY	40,000.00	0.00	0.00	35,552.74	0.00	4,447.26	88.88
428-361	CAPITAL OUTLAY GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
428-362	CREDIT CARD FEES PAYABLE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>23.75</u>	<u>0.00</u>	(<u>23.75</u>)	<u>0.00</u>
TOTAL 3-CHARGES & SERVICES		123,800.00	1,152.14	0.00	106,319.01	0.00	17,480.99	85.88
4-OTHER								

428-404	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
428-409	FIRE ALARM/EXTINGUISHERS	150.00	0.00	0.00	150.00	0.00	0.00	100.00
428-410	PAYMENT DUE TO FIXED ASSET	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL 4-OTHER		150.00	0.00	0.00	150.00	0.00	0.00	100.00
7-TRANSFERS								

428-721	TRANSFER TO LCDC	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL 7-TRANSFERS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL AIRPORT								
		406,400.00	24,871.03	0.00	389,519.78	0.00	16,880.22	95.85
		=====	=====	=====	=====	=====	=====	=====
*** TOTAL EXPENDITURES ***								
		406,400.00	24,871.03	0.00	389,519.78	0.00	16,880.22	95.85
		=====	=====	=====	=====	=====	=====	=====
*** END OF REPORT ***								

CITY OF LIBERTY

Airport Advisory Board Agenda Item Form

Meeting Date: October 3, 2024

Agenda Wording: Review Maintenance, Software and Other Projects

Department: Community Development

Subject:

Background:

- Community Hangar - Richard Godfrey has been working on the doors of the community hangar since September 3
- RAMP Grant - City Council approved the airport's FY25 routine area maintenance grant (RAMP) with TxDOT on September 24. The grant provides for 90% reimbursement on allowable maintenance expenses at the airport, up to \$100,000.

Funding Source:

Staff Recommendation:

CITY OF LIBERTY

Airport Advisory Board Agenda Item Form

Meeting Date: October 3, 2024

Agenda Wording: Discuss Budget & Airport Fees

Department: Community Development

Subject:

Background:

- City Council approved the airport FY25 budget on September 24, 2024. The City Council did not raise fees for t-hangar or ground lease rates. The budget includes funding for the airport layout plan with narrative.
- The Liberty Community Development Corporation (LCDC) provided funding for the local match for the wildlife fence project.

Funding Source:

Staff Recommendation:

CITY OF LIBERTY
BUDGET PRESENTATION
AS OF: SEPTEMBER 30TH, 2024

28 -AIRPORT FUND
BUDGET SUMMARY

ACCT#	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 ACTUAL	2023-2024 BUDGET	2024-2025 APPROVED
<u>REVENUE SUMMARY</u>					
	ALL REVENUES	391,426.44	519,491.12	406,400.00	569,800.00
	TOTAL REVENUES	391,426.44	519,491.12	406,400.00	569,800.00
<u>EXPENDITURE SUMMARY</u>					
	AIRPORT	401,687.51	387,475.90	406,400.00	569,800.00
	TOTAL EXPENDITURES	401,687.51	387,475.90	406,400.00	569,800.00
	REVENUES OVER/(UNDER) EXPENDITURES	(10,261.07)	132,015.22	0.00	0.00

28 -AIRPORT FUND

		2022-2023	2023-2024	2023-2024	2024-2025
REVENUES		ACTUAL	ACTUAL	BUDGET	APPROVED
28-328-0102	HANGAR RENT	68,055.00	91,855.28	67,000.00	67,000.00
28-328-0129	AIRPORT SALE OF FUEL	312,432.00	285,272.51	248,000.00	350,000.00
28-328-0152	GROUND LEASE - AIRPORT	1,404.00	28,782.00	1,400.00	2,800.00
28-328-0176	AIRPORT RAMP GRANT REVENUE	23,335.44	73,581.33	50,000.00	100,000.00
28-328-0177	TRANSFER FROM OTHER FUNDS	{ 18,000.00}	40,000.00	40,000.00	50,000.00
28-328-103	HOUSE RENTAL	4,200.00	0.00	0.00	0.00

TOTAL REVENUES	391,426.44	519,491.12	406,400.00	569,800.00
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328-0152 GROUND LEASE - AIRPORT PERMANENT NOTES:
 MCGUIRE
 SJOLANDER

328-0176 AIRPORT RAMP GRANT REVEPERMANENT NOTES:
 RAMP GRANT

328-0177 TRANSFER FROM OTHER FUNPERMANENT NOTES:
 AIRPORT MASTER PLAN \$50,000

CITY OF LIBERTY
BUDGET PRESENTATION
AS OF: SEPTEMBER 30TH, 2024

28 -AIRPORT FUND

EXPENDITURES	2022-2023 ACTUAL	2023-2024 ACTUAL	2023-2024 BUDGET	2024-2025 APPROVED
AIRPORT				
=====				
0-OPERATING SERVICES				
28-428-011 MANAGER'S CONTRACT	18,000.00	16,500.00	18,000.00	18,000.00
TOTAL 0-OPERATING SERVICES	18,000.00	16,500.00	18,000.00	18,000.00
428-011 MANAGER'S CONTRACT	PERMANENT NOTES: \$1,500 PER MONTH			
1-OPERATING SUPPLIES				
28-428-112 POSTAGE	24.93	110.70	100.00	100.00
28-428-125 MATERIALS & SUPPLIES	4,819.67	172.07	1,000.00	1,000.00
TOTAL 1-OPERATING SUPPLIES	4,844.60	282.77	1,100.00	1,100.00
2-MAINTENANCE / REPAIR				
28-428-224 AVIATION FUEL	263,997.98	235,747.80	223,600.00	300,000.00
28-428-226 MAINTENANCE EQUIPMENT	760.00	305.00	5,000.00	5,000.00
28-428-227 MAINTENANCE MOTOR VEHICLE	14.50	14.50	500.00	500.00
28-428-228 GAS-OIL-TIRES	15.00	20.70	750.00	750.00
28-428-229 MAINTENANCE AWOS	6,180.00	6,180.00	6,400.00	6,400.00
28-428-235 MAINTENANCE PROPERTY	28,090.00	0.00	2,500.00	2,500.00
28-428-236 MOWING	0.00	22,000.00	24,000.00	24,000.00
28-428-237 MAINTENANCE HVAC	0.00	0.00	600.00	600.00
TOTAL 2-MAINTENANCE / REPAIR	299,057.48	264,268.00	263,350.00	339,750.00
428-226 MAINTENANCE EQUIPMENT	PERMANENT NOTES: TECHNICAL SUPPORT ON CARD READER FUEL FARM PARTS BEACON TOWER PARTS			
428-229 MAINTENANCE AWOS	PERMANENT NOTES: Annual maintenance expense for AWOS			
428-236 MOWING	PERMANENT NOTES: \$2,000 per month			
3-CHARGES & SERVICES				
28-428-308 DUES & MEMBERSHIPS	310.00	316.00	400.00	400.00
28-428-310 INSURANCE GENERAL	8,712.18	8,859.66	8,500.00	8,500.00
28-428-312 MAINTENANCE BUILDING	4,127.41	2,510.00	3,000.00	3,000.00
28-428-313 PROFESSIONAL DEVELOPMENT	350.00	550.68	500.00	500.00
28-428-314 TRAVEL	0.00	0.00	500.00	500.00
28-428-315 TELEPHONE	1,690.80	413.02	1,200.00	550.00
28-428-316 UTILITIES	14,392.94	13,169.32	9,700.00	9,700.00
28-428-321 ENGINEERING SERVICES	14,170.40	10,780.00	10,000.00	0.00
28-428-334 RAMP GRANT	35,884.20	34,099.96	50,000.00	100,000.00
28-428-360 CAPITAL OUTLAY	0.00	35,552.74	40,000.00	50,000.00

28 -AIRPORT FUND

EXPENDITURES	2022-2023 ACTUAL	2023-2024 ACTUAL	2023-2024 BUDGET	2024-2025 APPROVED
28-428-362 CREDIT CARD FEES PAYABLE	17.50	23.75	0.00	0.00
TOTAL 3-CHARGES & SERVICES	79,655.43	106,275.13	123,800.00	173,150.00
428-313 PROFESSIONAL DEVELOPMENT PERMANENT NOTES: TXDOT AVIATION HOTEL & MEALS				
428-360 CAPITAL OUTLAY PERMANENT NOTES: AIRPORT MASTER PLAN \$50,000				
4-OTHER				
28-428-404 CONTINGENCY	0.00	0.00	0.00	37,650.00
28-428-409 FIRE ALARM/EXTINGUISHERS	130.00	150.00	150.00	150.00
TOTAL 4-OTHER	130.00	150.00	150.00	37,800.00
7-TRANSFERS				
TOTAL AIRPORT	401,687.51	387,475.90	406,400.00	569,800.00
TOTAL EXPENDITURES	401,687.51	387,475.90	406,400.00	569,800.00
REVENUES OVER/(UNDER) EXPENDITURES	(10,261.07)	132,015.22	0.00	0.00

CITY OF LIBERTY

Airport Advisory Board Agenda Item Form

Meeting Date: October 3, 2024

Agenda Wording: Discuss Texas Transportation Commission

Department: Community Development

Subject:

Background:

- The Texas Transportation Commission's next meeting is scheduled to be held on October 31, 2024. The TTC will consider funding Liberty's wildlife fencing project. If approved, the wildlife fence will have the following proposed timeline:
 - November 2024 - Project is advertised
 - December 2024 - Bid Opening
 - March 2025 - Construction Start
- The TTC's agenda can be found here:
<https://www.txdot.gov/about/leadership/texas-transportation-commission/meeting-dates-agendas.html>

Funding Source:

Staff Recommendation:

CITY OF LIBERTY

Airport Advisory Board Agenda Item Form

Meeting Date: October 3, 2024

Agenda Wording: Discuss Items Requested by Board Member Mark Bush

Department: Community Development

Subject:

Background:

1. Setting up a regular recurrent meetings schedule
2. Communication to stakeholders and tenants
3. Social media and tools
4. Orientation to the share drive
5. Fly-In planning

Funding Source:

Staff Recommendation:

CITY OF LIBERTY

Airport Advisory Board Agenda Item Form

Meeting Date: October 3, 2024

Agenda Wording: Discuss Items Requested by Board Member Bruce Mullinix

Department: Community Development

Subject:

Background:

1. Review of Lease Agreements

Funding Source:

Staff Recommendation: