



The City of Liberty

Airport Advisory Board

Council Chambers
1829 Sam Houston, Liberty, TX 77575

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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.