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 ~

Thursday, October 3, 2024	**3:00 PM**	**City Council Chambers**

1. Call to Order

   This meeting was called to order on October 3, 2024 in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 3:05 p.m. by Board Member Chris Jarmon.

   Members present: Chris Jarmon, Mark Bush, Mike Ely, Bruce Blake
   Members absent: Bruce Mullinix
   Others present: Phil Robertson, April Gilliland, Madi Key

2. Approval of Minutes

   a. August 21, 2024

   The minutes of the August 21, 2024, meeting were reviewed. Mark Bush made the motion to approve minutes, and Mike Ely seconded. The motion passed 4 to 0.

3. Public Comments

   Mark Bush stated that a Thank You card was received from Council Member Debbie Dugger if any of the board members want to read it.

4. Presentations/ Reports

   a. Review August & September Operations Report

   Chris Jarmon, Board Member and Assistant City Manager/Community Development, emailed the full reports to the board members and asked the board to let him know if they had any changes or concerns regarding the reports.

   b. Review September Financial Statement

   Chris Jarmon, Board Member and Assistant City Manager/Community Development, went over the September 2024 Financial Statement enclosed in the agenda packet. This report summarizes revenues and expenditures for the Liberty Municipal Airport. Mark Bush asked the status of the Capital Projects payments and about the RAMP Grant reimbursement for maintenance.

5. Old Business

   a. Review Maintenance, Software and Other Projects

   Board Members reviewed and discussed the following topics:

1. Community Hangar - Richard Godfrey has been working on the doors of the community hangar since September 3
2. 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.

Community Hangar Doors have been worked on by Richard Godfrey since September 3 and are almost completed. The rent for the community hangar could be raised once it is in compliance.

Chris Jarmon advised the board that the TxDot Aviation Ramp Grant for FY 2025 has been approved for maintenance reimbursement for up to $100,000.

6. New Business

a. Discuss Budget & Airport Fees

The budget for Fiscal Year 2024 – 2025 has been approved by City Council. It includes money reserved for the Masterplan and the wildlife fencing projects. The new budget also includes the $100,000 in RAMP Grant reimbursement

b. Discuss Texas Transportation Commission

The next scheduled meeting for the Texas Transportation Commission (TTC) is on October 31, 2024. The TTC will consider funding the wildlife fencing project. If approved, the wildlife fence project will have the proposed timeline:

- November 2024 – Project advertised
- December 2024 – Bid Opening
- March 2025 – Construction Start

TxDOT will manage the project once it is started.

c. Discuss Items Requested by Board Member Mark Bush

1. Setting up a regular recurrent meetings schedule – the board agreed to meet the first Thursday of each month at 3:00 pm in the council chambers.

2. Communication with stakeholders and tenants – a mailing list of email addresses needs to be created to get information out to tenants and people interested in the airport. This way communication can be seamless and prompt. May need to create a list serve group and maybe a “friends of the airport” group similar to what the library has created.

3. Social media and tools – the board wanted to know if a Facebook page could be created. If a Facebook page is created the city would oversee the page. The board could create a group account to communicate with each other. Further discussion would be needed after more research to see what all options are available.

4. Orientation to the share drive – Mark Bush has created a share drive for the advisory board to use and will send access to the board members after the meeting. Mark explained that the share drive contains all the documents they have created for presentations and discussions over the past 2 months.

5. Fly-In planning – Ideas have been downloaded to the share drive. Need to know what activities to include: Food Trucks, face painting, aerobatic planes, etc. Do we want to include AOPA? What is the budget for the Fly-in and what areas of the airport can and cannot be used. Set the date for the fly-in next meeting. Would like to get service groups involved, such as Lions club, rotary and churches. Board to take lead on organizing Fly-in. Keep the first Fly-in simple.

d. Discuss Items Requested by Board Member Bruce Mullinix

1. Review of Lease Agreements – The current lease agreement provided to lessees needs to be reviewed for potential amendments.

   The items below were identified by the board as potential improvements to the current lease agreement.

   - Developing a method to update the contract once a year for the purpose of updating contract language as environments and regulations change and the ability to update contact information.

   - Reviewed a potential amendment to address non-airworthy/inactive/retired aircraft being stored in hangars.

   - Addressing the need to add fire extinguisher to hangars.

   - Review and possible updates for a key deposit, around the issue of keys not being returned.

7. Adjournment

   With no further business the meeting was adjourned at approximately 4:24 p.m.