



The City of Liberty Airport Advisory Board

**City Council Chambers
1829 Sam Houston St., Liberty, Texas
77575**

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Liberty, TX 77575
www.cityofliberty.org

April Gilliland
City Secretary
936-336-3684

~ Minutes ~

Thursday, November 14, 2024

3:00 PM

City Council Chambers

1. Call to Order

This meeting was called to order on November 14, 2024, in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 3:01 p.m. by Board Member Chris Jarmon.

Members present: Chris Jarmon, Mark Bush, Bruce Mullinix

Members absent: Mike Ely, Bruce Blake

Others present: Phil Robertson, April Gilliland

2. Approval of Minutes

a. October 3, 2024

The minutes of the October 3, 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

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.

No Comments were made.

4. Presentations/ Reports

a. Review October Operations Report

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

b. Review October Financial Statement

Chris Jarmon, Board Member and Assistant City Manager/Community Development, went over the October 2024 Financial Statement that was handed out to board members. This report summarizes revenues and expenditures for the Liberty Municipal Airport.

5. Old Business

a. Review Maintenance Projects

The advisory board went over the following projects:

- Community Hangar – Door (Richard Godfrey) - Work has been completed
- Community Hangar – New Lighting (Texas Elite)
- Community Hangar – Painting
- Herbicide Spraying - checking with Liberty Pest Control for quote

- Weed Eating/Mowing - Paul Thibodeaux has been mowing and needs to keep the clippings of the runway & taxiway. The whole airport vicinity needs to be cut.

b. Review Other Projects

The advisory board went over the following projects:

1. Wildlife Fence – Approved by the Texas Transportation Commission on 10/31/2024. Liberty paid our local match (\$145,000) to TxDOT on 11/01/2024.
2. Fees - Hangar rates were not increased.
3. Website - The names of board members have been added to the website (<https://www.cityofliberty.org/municipal-airport>)

6. New Business

a. Review Fuel Prices

The current fuel prices are: 100LL = \$4.15 and Jet A = \$3.35. The fuel prices are listed on AirNav: <https://www.airnav.com/fuel/local.html>.

b. New Items for Current or Upcoming Projects

1. The Airport Board reviewed the project to update the ALP that is programmed for FY26. Local match for the ALP project in the amount of \$50,000 was approved by LCDC in their FY25 budget.
2. MAGVAR update to navigation maps is schedule to be issued by the FAA January of 2026
3. Improvements to runway 16 approach, targeting completion to include these improvements with January 2026 of MAGVAR mapping updates. Critical path is scheduling a Flight Check/Night Evaluation.
4. Remediation of compliance issues, for example airport lighting before Flight Check.
5. Adding a new Instrument approach for runway 34, without impacting improvements actives to runway 16 approach.

c. Discussion and possible action on updating the airport lease agreement

At the October 3rd meeting, board member Bruce Mullinix requested that the airport lease agreement be reviewed. The board has been working to revise the lease agreement and board member Mark Bush has shared that lease agreement with the board via his shared drive. The staff reviewed the draft document and decided that further discussions need to be had before a final version is voted on.

If approved by the board, these changes will need to be reviewed by the City Attorney and approved by the City Council.

d. Ongoing Discussion of Board-Driven Items

The advisory board went over the following:

1. The share drive created by Mark Bush is operational and includes documentation regarding the Airport.
2. Need to create a way to communicate with all stakeholders and tenants.
3. Social Media - Facebook page - Who would create and be in charge of maintenance and updates?

7. Adjournment

With no further business, the meeting was adjourned at approximately 4:26 p.m.