



Liberty Airport Advisory Board Meeting

~ Agenda ~

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

936-336-3684

Thursday, September 4, 2025

3:00 PM

City Council Chambers

Order of Business

1. Call to Order

2. 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 City Staff for study or conclusion.

3. Approval of Minutes

a. August 7, 2025

4. Reports / Updates

- a. FAA Projects
- b. TxDOT Projects
 - Path forward for T-hangars
- c. Fuel Tanks
 - Single Point Fueling
 - Certificates
- d. Mowing Services
 - Update on leveraging city resources and purchasing equipment
- e. Budget Updates
- f. Equipment List
- g. Airport walkthrough update and feedback

5. Regular Session

- a. Vision Statement
- b. Reviewing the Squawk List
- c. Prioritizing Grant Programs Budgets
 - 2025-2026 RAMP and CIP
 - RAMP and CIP Development and Prioritization Projects
 - City Budget Planning Updates 2026
 - Community Hangar Fees
 - Service Fees

6. 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 28th day of August 2025. This notice will remain posted continuously for at least three (3) business days preceding the scheduled date of the 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 Meeting. To better serve you, requests must be made at least 24 hours prior to the meeting. Contact the City at (936) 336-3684. The building is wheelchair accessible.



The City of Liberty

Airport Advisory Board

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

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

April Gilliland
City Secretary
936-336-3684

~ Minutes ~

Thursday, August 7, 2025

3:00 PM

City Council Chambers

1. Call to Order

This meeting was called to order on August 7, 2025, in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 3:00 p.m. by Board Member Mark Bush.

Members present: Mark Bush, Mike Ely, Bruce Mullinix, and Bruce Blake

Others present: April Gilliland, Phil Robertson, Bryan Kendrick and Naomi Herrington

2. 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.

3. Approval of Minutes

a. June 5, 2025

The minutes of the June 5, 2025, meeting were reviewed. Board Member Mullinix made the motion to approve minutes, and Board Member Ely seconded. The motion passed 4 to 0.

4. Regular Session

a. Budget

Close out of 2024-2025 RAMP
City close out of 2025 Budget
City Budget Planning Updates 2026
Community Hangar Fees
Service Fees
CIP 2025-2030 List Development and Prioritization
Ramp 2025-2026

City Manager Bryan Kendrick and Assistant City Manager/CFO Naomi Herrington presented to the airport advisory board the airport budget for the current year close out and the proposed 2025-2026 budget. A potential solution for mowing maintenance was also presented to the advisory board. Different revenue generators for the future were discussed with the board. The board discussion also included a breakdown of the airport budget regarding capital projects and a breakdown over set years. City to furnish a detail budget to the advisory board for review.

b. Long Term Vision Statement

The visions statement is located on the airport board one drive for review.

c. FAA Projects

MAGVAR

Instrument approach improvements through runways 16 and 34

Deletion of VOR A

Night EVAL

No update was given.

d. TxDOT Projects

Wildlife Fence

The Wildlife Fence Project is under construction. The percentage of completion is 34.4%.

18B, 18B Remediation

The 18B Obstruction Survey has been approved by the Texas Department of Transportation. The city has paid the sponsor's share of the design fee.

ALP, Feedback and Validation

The ALP is in the Texas Department of Transportation 2026 CIP.

T-hangars

This project is currently on hold.

e. Fuel Prices

Need to keep fuel prices low, to be competitive with other airports in the area.

f. Mowing Services

A potential solution to mowing was presented in the budget topic as the current mowing contract has been canceled by the vendor. Discussion included the following options:

1. Go out for new bids, for the same combined service, regarding weekly lawn mowing and monthly tractor mowing.
2. Split the services in two separate bid options – one bid for weekly lawn mowing and one bid for the monthly tractor mowing to potentially reduce overall cost and attract new or additional bidders.
3. Use budget funds previously approved for the mowing contract to hire a Full-Time Employee for the airport and repurpose LCDC contributions to purchase zero-turn mower, trimming equipment, tractor and batwing.

A vote was put forth and unanimously approved for hiring a full-time employee with the budget funds previously approved for the mowing contractor to use towards a full-time employee whose responsibilities are to be further discussed.

g. Managing virtual tower and other duties

April has received a login to Virtual Tower and is able to pull reports of the website.

5. Adjournment

With no further business, the meeting was adjourned at 4:16 p.m.