



# Liberty Airport Advisory Board Meeting

~ Agenda ~

1829 Sam Houston  
Liberty, TX 77575  
[www.cityofliberty.org](http://www.cityofliberty.org)

936-336-3684

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Thursday, November 6, 2025

3:00 PM

City Council Chambers

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## Business Order

1. Call to Order
2. Public Comments
3. Approval of Minutes
  - a. October 9, 2025
4. Reports / Updates
  - a. Airport Manager Report
    - FAA Projects
      - Aerial Survey
    - TxDOT
      - FAA National Based Aircraft Inventory Program
      - General update from monthly meeting
    - Fuel Tanks
    - SOP's and Certificates
    - Mowing Equipment Storage
    - Virtual Tower Update
  - b. Documentation on OneDrive
5. Regular Session
  - a. Vision Statement
  - b. Fees
    - Community Hangar
    - Service
  - c. Communication Options
  - d. Terminal Building Functionality
  - e. Reviewing the Lease Agreement and Community Hangar
    - 9e
    - Rules for the Community Hangar
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 30th day of October 2025. This notice will remain so posted continuously for at least three (3) business days preceding the scheduled day of said meeting in accordance with Chapter 551 of the Texas Government Code.***

*April Gilliland*

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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

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Liberty, TX 77575  
[www.cityofliberty.org](http://www.cityofliberty.org)

April Gilliland  
City Secretary  
936-336-3684

~ Minutes ~

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Thursday, October 9, 2025

3:00 PM

City Council Chambers

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### 1. Call to Order

This meeting was called to order on October 9, 2025, in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 3:02 p.m. by Board Member Mark Bush.

Members present: Mark Bush, Mike Ely, Bruce Blake and Bryan Kendrick  
Others present: April Gilliland

### 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. September 4, 2025

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

### 4. Reports/Updates

#### a. FAA Projects: Life Flight instrument approach

Life Flight instrument approach is not needed. With the addition of LPV Approach scheduled for December of 2026 which is adequate for a helicopter instrument approach.

#### b. TxDOT Projects: Path forward for T-Hangars

The airport Advisory Board is still in the process of discovery, The board is currently determining proper direction for the T-hangars, for example if the T-hangars should be TxDOT as Agent or Sponsor Agent which will determine the direction of project.

#### c. Fuel Tanks: Certificates

Need to work with Eagle Pump & Meters, Inc. to obtain certificates.

#### d. Mowing Services: Update on leveraging city resources and purchasing equipment

Waiting for the delivery of new equipment.

#### d. Budget Updates: Cambridge fund and major capital project understanding

New budget started October 1, 2025.

- f. External information on OneDrive

Several documents are located on the OneDrive for board to review.

## 5. Regular Session

- a. Vision Statement

The revised vision statement is located on the OneDrive for the advisory board to review and suggest changes if needed.

- b. Review Prioritizing Grant Programs

- i. Review Letter of Interest for terminal building

Terminal building may not qualify for CIP grant money as revenue generating projects do not qualify.  
Might be able to use NPE and/or IIJA funds for terminal building  
May be able to use FEMA grant if Terminal Building is designated secondary EOC.

- c. Mowing Equipment Storage

Need to look at where to place on airport property, need before equipment is delivered.

- d. Fees

- i. Community Hangar Fees
  - ii. Service Fees

Need to review current fees.

- e. Reviewing the Lease Agreement and Community Hangar

- i. Section 9e
  - ii. Rules for Community Hangar
  - iii. Space Allocation

Need to review for further changes.

## 6. Adjournment

With no further business the meeting was adjourned at approximately 4:27 p.m.