



# 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, January 8, 2026

3:00 PM

City Council Chambers

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## Business Order

### 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 referred to the City Staff for study or conclusion.

### 3. Approval of Minutes

- a. November 6, 2025

### 4. Reports / Updates

- a. Airport Manager Report
  - o Projects
  - o TxDOT
    - Grants
    - Site Visit
  - o Audit and Fuel Sales
  - o Virtual Tower Update
- b. Information on the OneDrive

### 5. Regular Session

- a. Communication Options
- b. Mowing Equipment Storage
- c. Hangar Waiting List Form (Vetting and Approval)
- d. Gate Access Rules and Signage
- e. Courtesy Car Access and Rules
- e. Reviewing the Lease Agreement and Community Hangar
  - o 9e
  - o Fees
    - Community Hangar fess, Rules, and Space
    - Service Fees
    - Commercial Tenants
- f. Vision Statement

### 6. Adjournment

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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 22nd day of December 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, November 6, 2025

3:00 PM

City Council Chambers

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### 1. Call to Order

This meeting was called to order on November 6, 2025, in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 3:00 p.m. by Board Member / Airport Manager Mark Bush.

Members present: Bruce Blake, Mark Bush, Michael Ely, Bruce Mullinix, and Ed Seymour  
Others present: April Gilliland

### 2. Public Comments

There were no public comments.

### 3. Approval of Minutes

#### a. October 9, 2025

The minutes of the October 9, 2025, meeting were reviewed. Board Member Ely made the motion to approve minutes, and Board Member Blake seconded. The motion passed 5 to 0.

### 4. Reports / Updates

#### a. Airport Manager Report

##### o FAA Projects

##### • Aerial Survey

The notice to proceed has been issued by TxDOT Aviation.

##### o TxDOT

##### • FAA National Based Aircraft Inventory Program

Per the TxDOT data base, we have 40 based aircraft located at the airport, this includes life flight helicopters.

##### • General update from monthly meeting

Need to work with TxDOT to prioritize grant funding for the second entrance to the ramp, generators, security cameras and fuel tank repairs.

##### o Fuel Tanks

Single point fueling is working. Need to work on obsolete filter housing.

##### o SOP's and Certificates

Mark is working on SOP's and certificates for the airport.

- Mowing Equipment Storage  
Working with public works to install a building between the community hangars for storing mowing equipment.
- Virtual Tower Update  
Mark has access to virtual tower and is working on the monthly details.

- b. Documentation on OneDrive  
Documentation is located on the OneDrive for board to review.

## 5. Regular Session

- a. Vision Statement  
Board Members to review the vision statement on the OneDrive and note if any changes need to be made.
- b. Fees  
Board Member Ely proposed that a future community hangar development plan and service fee plan be developed to help with the growth of the airport.
  - Community Hangar
  - Service
- c. Communication Options  
Item was not discussed
- d. Terminal Building Functionality
- e. Reviewing the Lease Agreement and Community Hangar  
Need to develop rules for tenant for the hangars.
  - 9e
  - Rules for the Community Hangar

## 6. Adjournment

With no further business, the meeting was adjourned at approximately 4:46 p.m.