



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, January 16, 2025

3:00 PM

City Council Chambers

1. Call to Order

This meeting was called to order on January 16, 2025, in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 3:03 p.m. by Board Member Chris Jarmon.

Members present: Chris Jarmon, Mark Bush, Bruce Mullinix, Mike Ely

Members absent: Bruce Blake

Others present: Phil Robertson, April Gilliland

2. Approval of Minutes

a. November 14, 2024

The minutes of the November 14, 2024, meeting were reviewed. Mark Bush made the motion to approve minutes, and Bruce Mullinix seconded. The motion passed 4 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 November and December 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 December Financial Statement

Chris Jarmon, Board Member and Assistant City Manager/Community Development, went over the December 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 – Additional Lighting (Texas Elite) - Work has been completed

- Community Hangar – Painting (McDowell Construction) – quote included in packet, Board would like to move forward with exterior maintenance if price has not changed.
- Mowing contract has been sent to contractor, attorneys are discussing.
- Taxiway Lighting (B-C Company) – awaiting quotes from contractor

6. New Business

a. Review Upcoming Construction Projects

- Wildlife Fence: mid-to-late February bid opening
 - TxDOT is working with KSA (engineer) to finalize all documents
- Received our Certificate for PAPI Lights from FAA – Forwarded information to the Board & TxDOT on 12/31/24
 - Plan a Flight Check for runway lighting system with FAA= \$5,400 = might be RAMP eligible
- Potential projects for FY28-30 funding cycle
 - Address incompliance issues with westside taxiway
 - Address incompliance issues with community hangars
 - Add taxiway lights for safety
 - More hangars (e.g. executive hangars or community hangars)
 - PAPI Lights
 - Project to install 4-light PAPI on runways 16 and 34
 - Design = FY29
 - Construction = FY30
 - Develop Estimated
 - Runway extension preliminary items
 - Land acquisition
 - Relocate private road
 - Clearing
 - Other smaller potential projects are identified and the worksheet on the OneDrive.

b. Ongoing Discussion Items

1. Communication to stakeholders and tenants – board members believe the best way to communicate is through email. A working contact list is in process and is currently in the shared drive.
2. A work session has been planned for March on updating the airport t-hangar lease agreement – a working copy of the lease is on the share drive for review and to provide input on possible changes.

7. Adjournment

With no further business, the meeting was adjourned at approximately 4:32 p.m.