

REGULAR MEETING OF THE CITY OF HARLINGEN AIRPORT BOARD

Notice is hereby given that the above Board of Directors will hold a Regular Meeting on **TUESDAY, JANUARY 20, 2026, at 6:30 P.M.**, at the Valley International Airport, 3rd Floor, 3002 Heritage Way, Harlingen, Texas.

Airport Board meetings are available to all persons regardless of disability. If you require special assistance, please contact Celina P. Garza at (956) 430-8601 or email celina@flythevalley.com at least 48 hours prior to the meeting.

Please be advised that this is not a meeting of the Harlingen Elective Commission; however, a quorum of the City Commission and Other City Boards may be present.

1. Call the meeting to order.
2. Pledge of Allegiance.
3. Introduction of Guests.
4. Conflict of Interest: Under State Law, a conflict of interest exists if an airport board member, or certain members of that person's family, has a qualifying financial interest in an agenda item. Members with a conflict of interest are not permitted to participate in discussions or vote on agenda items. Are there any known conflicts of interest to disclose at this time"? (*Airport Attorney – Airport Board Chairman in the absence of the Airport Attorney*)
5. Citizen Communication (2 minutes): *At this time, the public is invited to address the Airport Board and speak on any matter. Please note that the Airport Board members may not respond to comments or deliberate on topics addressed.*
6. Reports. Update on operations and activities at VIA:
 - a. Transportation Security Administration (TSA)
 - b. Fixed Base Operator – Gulf Aviation, Inc./Sun Valley Aviation, Inc.
 - c. Airlines – SWA / AA / UA / SY
 - d. Marketing Report (Monthly) – December 2025

7. Consent Agenda: *The following items are of a routine or administrative nature. The Airport Board has been furnished with background material on each item, and/or it has been discussed at a previous meeting. All items will be acted upon by one vote, without being discussed separately unless requested by a board member. Items withdrawn from the Consent Agenda for individual consideration in their normal sequence will be heard after the remainder of the Consent Agenda has been acted upon.*
 - a. Consider and take action to approve Valley International Airport Board's Regular meeting minutes of December 16, 2025.
 - b. Consider and take action to approve the monthly Financial Report for the Period Ending November 2025.
8. Consider and take action to approve the Airport's current Investment Policy.
9. Consider and take action to update Valley International Airport's banking records with PlainsCapital Bank by removing the retired Director of Aviation from all associated accounts and signature cards and adding the Interim Airport Executive Director as the authorized representative.
10. Discussion, deliberation, and potential approval of updated Harlingen Airport Board Bylaws. *(Longoria/Cano)*
11. Discuss the current IT contractor/situation, including the details of the contract and performance, the PA system, and any other relevant information. *(Cano/Peña)*
12. Director's Report.
 - a. Project Updates
 - i. Air Traffic Control Tower Project
 - ii. Airport Master Plan
 - iii. QTA
 - iv. RW 36L and Taxiway A Partial Reconstruction & Taxiway F Reconstruction
 - v. Airfield Lighting Replacement Project
 - vi. PFC Application #9
 - b. Other Updates
 - i. ARFF
 - ii. Staff meetings every Monday morning
 - iii. SWA Stanchion Removal – Jan 26
 - iv. AA – printer and computer issues
 - v. Sun Country / Allegiant

c. Events/Meetings Attended

- i. Auditors – Conducting Yearly Audit (Carr, Riggs & Ingram) Dec 16 - 18
- ii. Chuck Danz, Airport's Airfield Maintenance Superintendent, and Albert Cano, Airport's Assistant Airfield Maintenance Superintendent – Dec 16
- iii. Robert Lopez, Airport's Building Maintenance Supervisor, and Norberto Olivarez, Airport's Building Maintenance Lead – Dec 16
- iv. Sanjuana Garcia, City Internal Auditor – Dec 17
- v. Albert Cano, re: Storm Water Pollution Plan – Dec 17
- vi. City Commission Meeting – Airport Executive Director – Dec 17
- vii. Christmas Carolers – Stuart Place Elementary – Dec 18
- viii. State of the County Luncheon (HACOC) – Dec 18
- ix. HFD – Dec 18
- x. Chairman McShan – Dec 18
- xi. Mayor Sepulveda – Dec 18
- xii. Chairman Pro-Tem Gallaga – signed checks – Dec 23
- xiii. Mr. McShan – Dec 9
- xiv. Closed ½ day (Early Release) Wednesday for Christmas Holiday – Dec 23
- xv. Closed Thursday for Christmas Eve and Friday for Christmas Day – Dec 24 & Dec 25
- xvi. Pablo Lopez, Airport's Chief of Public Safety, and Beau Garvey, Lead Telecommunicator – Dec 26
- xvii. Robert Lopez, Airport's Building Maintenance Supervisor – Dec 29
- xviii. Cynthia Castillo, Airport's Building Custodian – Dec 30
- xix. John Alvarado, VIA IT (Contract) – Dec 30
- xx. Closed ½ day (Early Release) Wednesday for New Year's Eve – Dec 31
- xxi. Closed Thursday for New Year's Eve – Jan 1
- xxii. Sun Valley Aviation re: Reconstruction of Foxtrot – Jan 2
- xxiii. Gulf Aviation re: Reconstruction of Foxtrot – Jan 6
- xxiv. Norma Cardenas, VIA's Ground Handling Supervisor – Jan 6
- xxv. Ruth Gracia, Airport's Building Custodian Supervisor – Jan 6
- xxvi. VIA RWY 36L & TWY F/A - 60% Design Review Meeting with RS&H – Jan 6
- xxvii. HR Airport Attorney Arnold Aguirre – Jan 6
- xxviii. Mr. McShan – Jan 6
- xxix. HRL ATCT via Microsoft Teams RS&H – Jan 7
- xxx. Amadeus, AA, and John Alvarado – re: Printers and Computers – Jan 7
- xxxi. Dolores Ramirez, Airport's Building Custodian – Jan 8
- xxxii. Bill Mayo, Republic Parking – Jan 8



- xxxiii. Presentation by Epic Group LLC – re: SMS System – Jan 9
- xxxiv. Commissioner Morales – Jan 9
- xxxv. Staff Meeting – Airport Supervisors – Jan 12
- xxxvi. Tech (FIDS & Paging) Services via Teams – RS&H – Jan 12
- xxxvii. Mayor, Ass't City Manager, and City's Internal Auditor – Jan 12
- xxxviii. Mr. McShan – Jan 12
- xxxix. State of the State Luncheon (HACOC) – Jan 14
 - xl. Pre-Bid Conference – Airfield Lighting Replacement Project – Jan 14
 - xli. HRL ATCT RS&H – TEAMS meeting – Jan 14
 - xlii. Monthly Meeting: Airport Director and City Manager – Jan 14
 - xliii. Airfield Lighting Discussion RS&H – Teams Meeting – Jan 14
 - xliv. Leon Lopez, III, ICE Air – Jan 14
 - xlvi. State of the State Luncheon – Jan 14
 - xlvi. HRL ATCT RS&H – TEAMS meeting – Jan 14
 - xlvi. Airfield Lighting Replacement Pre-Bid – Jan 14
 - lviii. Update on HRL SMS RS&H – TEAMS meeting – Jan 14
 - xlix. Airport Director / City Manager, monthly meeting – Jan 15
 - I. Joseph Hilliard – TRG Wildlife Plan – Jan 16
 - li. Michael Martinez / Enrique Moya, III – Progreso Port of Entry – Jan 20
- lii. Upcoming Events/Meetings
 - i. HRL ATCT via Microsoft Teams RS&H – Jan 21
 - ii. Harlingen Master Plan – Meade & Hunt – Jan 22
 - iii. Topping Off Celebration – ATCT project - 12Noon – 3 PM – Jan 27
Canceled – The event will be the Grand Opening
 - iv. Bid Opening – Airfield Lighting Replacement Project – Jan 28
 - v. HRL ATCT via Microsoft Teams RS&H – Jan 28
 - vi. FAA District Office – Fort Worth – Jan 29
 - vii. HRL ATCT via Microsoft Teams RS&H – Feb 4
 - viii. HRL ATCT via Microsoft Teams RS&H – Feb 11
- liii. Executive/Closed Session on the following items:
 - i. Executive Session Notice Pursuant to Texas Government Code Sections 551.074, the Board will convene in Executive Session to discuss Personnel – Airport Executive Director Position – to carry current selection into an extended search to conduct due diligence, per the voting by the City Commission at the December 17, 2025 City Commission meeting.
 - ii. Executive Session Notice Pursuant to Texas Government Code Sections 551.074, the Board will convene in Executive Session to discuss Personnel – Personnel Matters.

14. Action related to executive session items: (Airport Board members will reconvene in open session and may take action on any item listed in the Executive Session section of this agenda)

- i. Possible Action
- ii. Possible Action

15. Next meeting date: Tuesday, February 17, 2026.

16. Adjournment.

The Harlingen Airport Board reserves the right to meet in closed Executive Session on any agenda item should the need arise, and if applicable, pursuant to authorization by Title 5, Chapter 551 of the Texas Government Code, if the discussion of any of the above items concerns one of the following:

- 1. Contemplated or pending litigation, or matters where legal advice is requested of its attorney, as outlined in Section 551.071 of the Texas Open Meetings Act.
- 2. The purchase, exchange, lease, or value of real property, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person, as outlined in Section 551.072 of the Texas Open Meetings Act.
- 3. A contract for a prospective gift or donation to the City if the deliberation in an open meeting would have a detrimental effect on the City's position in negotiations with a third person, as outlined in Section 551.073 of the Texas Open Meetings Act.
- 4. Personnel matters involving the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, or to hear a complaint against an officer or employee, as outlined in Section 551.074 of the Texas Open Meetings Act.
- 5. The deployment, or specific occasions for implementing security personnel or devices, as provided in Section 551.076 of the Texas Open Meetings Act.
- 6. Deliberations regarding Economic Development negotiations, as outlined in Section 551.087 of the Texas Open Meetings Act.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the above-named Harlingen Airport Board is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice on the outside bulletin board, at City of Harlingen, City Hall, 118 E. Tyler Avenue, Harlingen, Texas, a place convenient and readily accessible to the general public at all times. The notice was also posted on the airport's website at www.flythevalley.com and remained posted continuously for at least 72 hours preceding the scheduled meeting, starting on **Tuesday, January 13, 2026, at 6:30 p.m.**

Dated this 13th day of January 2026.

Valley International Airport

By: 
Celina P. Garza, CAP
Senior Executive Assistant
Admin/Finance