

## **CITY COUNCIL MEMORANDUM**

### **AGENDA ITEM**

### **ADOPTION OF MASTER PLAN AND APPROVAL OF AIRPORT LAYOUT PLAN FOR SKYLARK FIELD**

### **ORIGINATING DEPARTMENT**

### **AVIATION**

### **BACKGROUND INFORMATION**

On November 26, 2013, Council approved a Project Participation Agreement with TxDOT Aviation Division to provide for the development of a new master plan for Skylark Field. The last master plan included what was then known as Killeen Municipal Airport and was adopted by Council on October 29, 2002. That master plan was an airport system master plan which included proposed development that was to become Killeen-Fort Hood Regional Airport.

### **DISCUSSION/CONCLUSION**

In February, 2014, TxDOT issued a request for qualifications (RFQ) for qualified airport planning firms to perform a master plan for Skylark Field. A selection team composed of TxDOT, City Planning and Development Staff, and Killeen Aviation Department Staff reviewed qualifications of companies submitting qualifications and conducted interviews of finalists. Garver, LLC was selected to perform the necessary professional services. On August 8, 2014, TxDOT Aviation Division executed a contract with Garver, LLC to perform the master plan.

For oversight of the master plan, two committees were established to provide guidance and direction to the consultant. The Executive Committee was comprised of the Executive Director of Aviation, other City staff (including City Planning and Development), and TxDOT Aviation; the Project Steering Committee included airport users, aviation business operators, airport tenants, Central Texas College, the Killeen Chamber of Commerce, and the Harker Heights Chamber of Commerce.

Components of the master planning process included a SWOT (strength, weakness, opportunities, and threat) analysis, an inventory of existing airport facilities, activity forecasting, consideration of current FAA design standards, review of development alternatives, a public meeting, a financial review, development of a new airport layout plan, development of a capital improvement plan, and numerous other elements.

While the master plan includes a development schedule, this schedule assumes the demand for the particular improvement exists at the time the development would occur and that funding is available to finance the capital improvement. One of the most important products of the master plan is that it identifies the locations where specific types of development should occur to maximize the use of the limited space available for airport development.

## **FISCAL IMPACT**

Adoption of the master plan and approval of the airport layout plan serves as a roadmap for future airport development, and it does not obligate the City for any immediate or future expenditures. The plan may be adjusted as aviation needs (demand) change or upon the availability of airport development funds.

## **RECOMMENDATION**

City Council adopt the master plan for Skylark Field and authorize the City Manager to approve the Skylark Field Airport Layout Plan on behalf of the City upon its completion of review and approval by the Federal Aviation Administration and TxDOT Aviation Division.