

## INTRODUCTION

This airport layout plan (ALP) update and narrative report serves as an update to the Airport Action Plan that was completed for Portales Municipal Airport (PRZ) in the 2015-2016 timeframe. The purpose of this study is to provide the airport sponsor (City of Portales), the Federal Aviation Administration (FAA), and the New Mexico Department of Transportation (NMDOT) Aviation Division with a clear vision for the future development of Portales Municipal Airport. The study will also include an updated ALP set, which depicts the current and future conditions of the airport. The updates to the ALP set will focus on facility changes that have occurred at the airport since the Airport Action Plan was completed, as well as the developmental direction and progress of planned future projects.

This study was designed to guide future development and provide updated justification for projects that may be eligible to receive funding participation through federal and state airport improvement programs. Coffman Associates, a national airport consulting firm specializing in master planning, ALP updates, and environmental studies, has prepared this study in collaboration with the airport's on-call engineering firm, Molzen Corbin.

This ALP update and narrative report is being prepared in accordance with the FAA requirements, including Advisory Circular (AC) 150/5300-13B, *Airport Design*; AC 150/5070-6B, *Airport Master Plans*; and FAA Office of Airports (ARP) Standard Operating Procedures (SOP) 2.00 and 3.00 ALP Review Checklists.

### STUDY PROCESS

This ALP update and narrative report is prepared in a systematic manner pursuant to the scope of services devised in coordination with the City of Portales and the FAA. This study includes several elements:

- **Study Initiation** – Development of the scope of services, budget, and schedule.
- **Inventory** – Inventory of facility, operational data, and wind data. This step establishes existing airfield facility conditions and capacities.
- **Forecasts** – Aviation demand levels for based aircraft and operations are forecast through to the year 2044, and current and future critical aircraft are determined. The forecasting approach utilizes the FAA's *Terminal Area Forecast* (TAF), Traffic Flow Management System Counts (TFMSC), other aviation data sources, and regional and local socioeconomic and aviation trends. The forecasts will ultimately be submitted to the FAA for review and approval.
- **Facility Requirements** – Determinations will be made for the airport's facility requirements for the existing, short-term (years 1–5), intermediate-term (years 6–10), and long-term (11–20) timeframes based upon both the critical aircraft and updated forecasts.
- **Alternatives** – Airside and landside alternatives are evaluated to accommodate proposed improvements based on forecasts and facility requirements.
- **Development Concept** – Evaluation of the most prudent and feasible recommended development concept for the airport's airside and landside facilities.

- **Financial Management and Development Program** – Development schedules will be prepared for the recommended concept and the potential for federal and state aid for specific projects will be identified. A five-year capital improvement program (CIP) will be prepared to identify the capital funds required to accomplish each proposed stage of improvement for the airport. Potential development beyond the five-year timeframe will also be evaluated as part of the CIP.
- **Airport Layout Plan Drawings** – Airport layout drawings have been developed to depict the recommended development concept. The drawings are developed to meet the requirements of FAA Standard Operating Procedure (SOP) 2.00, *Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs)*, effective date October 1, 2013. The updated ALP set is included as an appendix to this report.
- **Final Drawings and Reports** – Final report documentation will include a technical report in printed and digital formats, full-size/full-color copies of report exhibits, and drawings produced for the study.