

# GUIDEBOOK

## FOR AIRPORT MASTER PLANNING 2019-2020



### PURPOSE AND OVERVIEW

The FDOT Aviation Office developed the FDOT Guidebook for Airport Master Planning (Guidebook) for use by airport sponsors, operators, and consultants at general aviation (GA) and commercial service airports throughout the state to assist in developing effective and attainable master plans. These plans are comprehensive analyses that illustrate an airport's development plans to meet the future aviation demand requirements in a safe and cost-effective manner.

The airport sponsor is ultimately responsible for approving the Airport Master Plan based on the contents of the plan and accuracy of the data. FAA and FDOT conditionally approve Airport Layout Plans based on federal and state standards and the FDOT Guidebook for Airport Master Planning.

### MASTER PLAN APPROVALS

Airport master plans are comprehensive documents that require airport sponsors to coordinate with the FAA and FDOT as well as other stakeholders. In addition to being reviewed by the FAA and FDOT, the elements of a master plan are evaluated at the local level for consistency with the local comprehensive plan. This process ensures compatibility with federal, state, and local efforts.

Master Plans are an integral component of airport development and funding. Through coordination with the FAA and FDOT, the airport sponsor can ensure their master plan is developed in accordance with Federal and state law and provides for the needs and opportunities of their airport, both now and in the future.

### MASTER PLAN PROCESS

Though each master planning effort will be different, the general process that is followed will be similar. Of importance in the process are the Pre-Planning and Scoping components which ultimately set the stage for a successful master plan. While format and scope may vary, most master plans include the following elements:

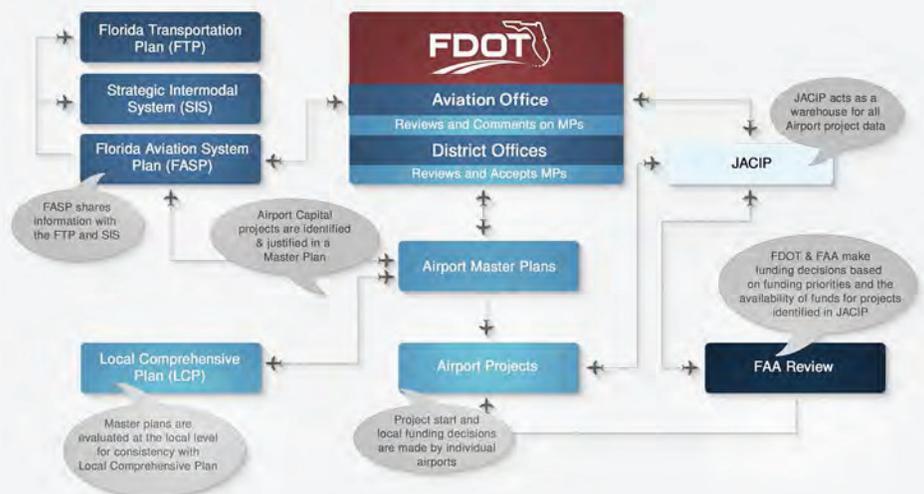
#### MASTER PLAN

The master plan document serves as the narrative that justifies and supports the recommendations depicted in the Airport Layout Plan (ALP).

#### AIRPORT LAYOUT PLANS

A set of drawings that illustrate the existing airport facilities, including FAA and FDOT design standards, and proposed developments. The ALP drawing set is approved by the FAA and FDOT and is used to determine funding eligibility.

### FLORIDA AIRPORTS PLANNING PROCESS



#### CAPITAL IMPROVEMENT PLAN

A table displaying the estimated costs, schedule, and other pertinent information for the capital development projects identified in the master plan, including preservation projects.

# MASTER PLAN WORKFLOW



<b>STAKEHOLDERS</b>	<b>FDOT</b>
<b>FAA</b>	<b>AIRPORT SPONSOR</b>

## PUBLIC INVOLVEMENT

Public involvement allows for a greater understanding of the opportunities and constraints of the airport and support by stakeholders. Therefore, FAA and FDOT guidance recommends the creation of a Public Involvement Program (PIP) that is appropriate based on the complexity of the project and the need to address local factors. At a minimum, there should be one advisory meeting and one public outreach meeting, but it is recommended that efforts be expanded to include other activities such as advisory committees, workshops, public hearings, websites, social media, newsletters, or surveys.

## RECOMMENDED DEVELOPMENT PLAN

The master plan process provides an analysis of what additional facilities are required beyond the existing airport infrastructure to accommodate forecasted aviation demand while meeting federal, state, and local regulations. This includes FAA and FDOT design standards, impacts from emerging trends, environmental conditions, and stakeholder input.

As there is typically more than one solution available, alternatives should be evaluated to arrive at the most appropriate recommendation that meets the current and future needs of all airport users as well as keeping within the strategic vision of the airport sponsor. The outcome of this evaluation is a Recommended Development Plan, which is illustrated on the ALP and the associated costs and schedule estimated in the CIP.

## FINANCIAL FEASIBILITY

The financial feasibility analysis identifies funding sources and provides a plan for funding projects in the short-, medium-, and long-term time frames. Funding sources may include the FAA, FDOT, private funds, municipal bonds, airport concession and lease revenues, or other sources. It is important to ensure that the CIP is realistic as it demonstrates an ability to fund the local share of projects. The CIP is then input into the FAA's System of Airport Reporting (SOAR) as well as the Joint Automated Capital Improvement Program (JACIP), which is utilized to assist the FAA and FDOT in future funding decisions.



**To obtain a copy of the complete guidebook visit:**  
[www.fdot.gov/aviation/flpub.shtm](http://www.fdot.gov/aviation/flpub.shtm)