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**BROWNWOOD REGIONAL AIRPORT**  
**TxDOT SOLICITATION No.: RFQ-25ALBWOOD-00076**

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**Texas Department of Transportation  
Aviation Division  
Request for Qualifications (RFQ) for Professional  
Services**

The City of Brownwood through its agent, the Texas Department of Transportation (TxDOT), intends to engage a qualified firm for services. This solicitation is subject to 49 U.S.C. §47107(a)(17) and will be administered in the same manner as a solicitation conducted under Chapter 2254, Subchapter A, of the Texas Government Code. TxDOT Aviation Division will solicit and receive qualification statements for professional services as described below:

Airport Sponsor: City of Brownwood; TxDOT CSJ/Project No.: 25ALBWOOD. The TxDOT Project Manager is Catriona Gomes.

Scope: Prepare an Airport Layout Plan (ALP) w/ Narrative to include an 18B Obstruction Survey consistent with the latest version of the FAA Master Plan Advisory Circular, including Standard Operating Procedures 2.0, 3.0, and 8.0.

The Agent, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all respondents that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The proposed contract is subject to 49 CFR Part 26 concerning the participation of Disadvantaged Business Enterprises (DBE).

The DBE goal is set at **0%**.

To assist in your qualification statement preparation, the criteria and most recent Airport Layout Drawings are available online at <http://www.dot.state.tx.us/avn/avninfo/notice/consult/index.html> by selecting "Brownwood Regional Airport."

### **Response Procedure:**

The successful firm will be selected on the basis of a Response. A prime provider may only submit one Response. If a prime provider submits more than one Response, that prime provider will be deemed non-responsive. The Response must contain the required information, and should address the recommended information, as listed below. Response submissions will be scored accordingly. If the Response is non-compliant with any of the following requirements, the Response may be deemed non-responsive.

1. Qualifications Statement (QS) – The QS shall contain no more than **nine 8.5x11-inch single-sided pages.**
  - a. QS Format:
    - i. Readability – The submitter has latitude in formatting the QS for visual effectiveness. Graphics, tables, photos, and other visual aids are permitted within the nine allotted pages, except that Quick Response (QR) codes or other external link(s) are not permitted. There is no specific font, font size, color, or other formatting requirements, although a font size smaller than 10 is not recommended. Selection committee members may consider legibility and readability when scoring. Unreadable text will not be considered and may cause the QS to be deemed non-responsive. **It is the submitter's responsibility to provide a legible, readable document.**
  - b. QS Content - It is recommended the QS include:
    - i. The RFQ number, airport name, name of firm, firm address, email address, telephone number and contact information for key personnel. The response shall also identify each proposed project team member, each proposed member's time commitment to this project as a percentage of their total work week, and whether the proposed member is an employee of the responding firm or a sub-contractor to that firm.
  - c. QS Content – For scoring purposes, the QS **must** include:
    - i. Information showing the firm's project understanding and technical approach, including similar project-related experience of the project manager and each task leader responsible for a major work category. For each project referenced, identify either the project manager's or the task leader's specific role(s) and work contributed.
    - ii. In addition to individual project-related experience of the project manager and task leaders required under (ii), list no more than ten relevant projects performed by the responding firm within the last 10 years. This

- shall include project start date, airport name, location, phone number, and airport contact person's name, title, and phone number. It shall also include the original project completion time estimate vs. the actual completion time for the cited project, as well as a brief narrative description of the project and whether or not your firm served as the prime or the sub on each project cited.
- iii. Proposed Project Schedule: Indicate the number of **weeks** (not months) necessary to complete the project in accordance with "Proposed Project Schedule" information below.

Respondent **must** include on the first page of its Response a written certification that the responding Company, or any of its holding companies or subsidiaries, is not:

- (a) Listed in Section 889 of the 2019 National Defense Authorization Act;
- (b) Listed in Section 1260H of the 2021 National Defense Authorization Act; or
- (c) Owned by the government of a country on the U.S. Department of Commerce's foreign adversaries list under 15 C.F.R Section 791.4; or
- (d) Controlled by any governing or regulatory body located in a country on the U.S. Department of Commerce's foreign adversaries list under 15 C.F.R Section 791.4.

The Response must be submitted in eGrants following the Submission Procedures at the end of this notice.

### **Proposed Project Schedule**

Based on the published project scope and your technical approach, indicate below the number of **weeks** (not months) necessary for each phase and total time to complete the project. Some of the basic responsibilities within each planning phase are included for reference. Do not include review time. Assume, however, that your work will require some revision after review, and that the time required to address these comments should be included within your schedule. If time is required for specialized studies, indicate the additional time.

**NOTE:** This proposed schedule may set the basis for the contract deadlines in the professional services agreement if your firm is selected. A draft contract will be sent out to the selected firm to begin the fee proposal/negotiations phase.

**Kick-Off; Establish Goals and Strategic Plan**

- Conduct target market and SWOT analysis; establish objectives
- Strategic vision – Airport vision, mission, and value statements
- Create public outreach program with digital component

**Phase I: Airport Role and Planning Standards**

- Update aviation demand forecasts – based aircraft and operations
- Determine current and future critical design aircraft
- Airfield design and landside hangar/business market assessment

**Phase II: Airport Facility and Land Use Alternatives**

- Evaluate highest and best uses of airport property
- Develop airside and landside facility requirements/alternatives
- RSA Evaluations

**Phase III: Development Plan, CIP, ALP, HHZ, Etc.**

- Recommend concept plan and CIP for short- and long-term periods
- Height/hazard and land use compatibility
- Update Airport Layout Plan (ALP), Final Documents, and Meetings

**EVALUATION CRITERIA FOR AIRPORT PLANNING QUALIFICATIONS**

**1. Capability to perform all of the services required for this project and professional qualifications of key personnel assigned to this project relevant to the work to be performed. (25 points)**

Does the consultant have the necessary resources to perform all of the services required (e.g.: planning, surveying, CAD, etc.)? Who are the professionals that will be working on this project on a daily basis and how do their qualifications and experience with general aviation airport planning projects compare with other respondents?

**2. Recent experience, within the last ten years, in the development of airport plans comparable to the proposed project. (25 points)**

Does the consultant have direct experience developing general aviation airport plans similar to those proposed for this location?

**3. Ability to meet the schedules and deadlines of this project and reputation for competence, timeliness, and quality of performance and work product. (25 points)**

Does the proposed planning and engineering team have sufficient time to devote to this project in order to meet the schedule submitted in the qualifications? Is the proposed schedule realistic? Does the consultant consistently meet contractual timetables? Has the work performed for other airports been satisfactory?

**4. Proposed Technical Approach and Schedule to Accomplish the Project. (25 points)**

Does the consultant show specific understanding and familiarity with the particular requirements of this project and how to address them? Is the consultant familiar with relevant planning and engineering? Is the schedule appropriate to accomplish the project?

**Submission Procedure**

The Response must be received in the TxDOT Aviation eGrants system no later than **December 30, 2025, 2:00 PM. (CST).**

Firms that wish to submit a response to this solicitation must be a user in the TxDOT Aviation eGrants system no later than one business day before the solicitation due date. To request access to eGrants, please complete the Contact Us web form located at <http://txdot.gov/government/funding/egrants-2016/aviation.html>

The consultant selection committee will be composed of local government representatives. The final selection by the committee will generally be made following the completion of review of responses. The committee will review all submissions responses and rate and rank each. The evaluation criteria for airport planning projects can be found at <http://www.txdot.gov/inside-txdot/division/aviation/projects.html> under Information for Consultants. All firms will be notified, and the top-rated firm will be contacted to begin fee negotiations. The selection committee does, however, reserve the right to conduct interviews for the top-rated firms if the committee deems it necessary. If interviews are conducted, selection will be made following interviews.

Please contact TxDOT Aviation for any technical or procedural questions at (800)68-PILOT (74568). For procedural questions, please contact Brandy Schwettmann, Contract Specialist. For technical questions please contact Catriona Gomes, Project Manager.

For questions regarding responding to this solicitation in eGrants, please contact the TxDOT Aviation help desk at 1-800-687-4568 or [avn-egrantshelp@txdot.gov](mailto:avn-egrantshelp@txdot.gov)

Respondents are responsible for checking the TxDOT Aviation website regularly for any changes to the RFQ documents, such as Addenda. Here is a link to the TxDOT Aviation website for your convenience. <http://www.txdot.gov/inside-txdot/division/aviation/projects.html>.

# Instructions for Responding to an RFQ Solicitation

## Aviation Division

Grants Workflow:	RFQ Response		
eGrants Role:	Subgrantee Administrator (SA) Subgrantee Staff (SS)		
eGrants link	<a href="https://apps2.dot.state.tx.us/apps/egrants2/logout2.aspx">https://apps2.dot.state.tx.us/apps/egrants2/logout2.aspx</a>		
eGrants help:	eGrants help desk Monday – Friday 8AM – 4PM CD/ST (excluding state/federal holidays) <a href="mailto:avn-egrantshelp@txdot.gov">avn-egrantshelp@txdot.gov</a> or 1-800-687-4568		
STEP	ROLE	ACTIONS	NOTES
01	SA	Go to View Opportunities. a. Select <b><u>Apply Now</u></b> to the opportunity b. The RFQ Response Menu is opened	Very important to click on the name of the document and not the organization name  Make a note of the opportunity due date to ensure you respond in time
02	SA/SS	Click on View, Edit and Complete Forms a. Select RFQ Applicant Form b. Confirm Project information and address c. Upload RFQ Response. <b><u>PLEASE MAKE SURE YOU SELECT THE CORRECT PDF FILE BEFORE CHANGING STATUS.*</u></b> d. Hit Save	You should print the proposal document to a PDF so that it becomes un-editable.
03	SA	When you are ready to submit your response, click on Save and submit to CS review <b><u>YOU ARE DONE</u></b>	You will get an email saying the response was successfully submitted; the status must be changed to <b>RFQ Response in CS Review</b> by the due date and time posted in the solicitation.
04	SA/SS	<b><u>WAIT</u></b> UNTIL A SELECTION NOTIFICATION IS SENT TO YOU	
05	SS/SA	<b><u>AFTER SELECTION NOTIFICATION IS RECEIVED.</u></b> Log in to view status of response. Once the scores are verified, TxDOT will move the response to an interview, selected or not selected status of which you can log in to see the status of your response.	The selection notification will refer users to eGrants to view the status of their response. User may also view the TxDOT website for selection information.

\*If the responder posts the incorrect file.

- If status has been changed and the due date for the response has not expired, contact the help desk to ask for the status to be administratively changed back to Response in Process.
- If the incorrect file was posted, the incorrect file may be deleted, and the correct one posted as long as the status has not been changed to Response in CS Review. Respondent will need to check the “delete” box and hit save. The page refreshes. Then post the correct file, save, and change the status.

**If you are not set up in eGrants and wish to respond to a posted solicitation, you may contact the aviation help desk for assistance by using the webform available at [eGrants Help Desk Form](#)**

**Some organizations will have many user members. Each organization should determine which user member will submit the completed RFQ response in eGrants. After the opportunity is selected for the organization, it will no longer appear on any other user’s home page unless the initiating user cancels the response.**

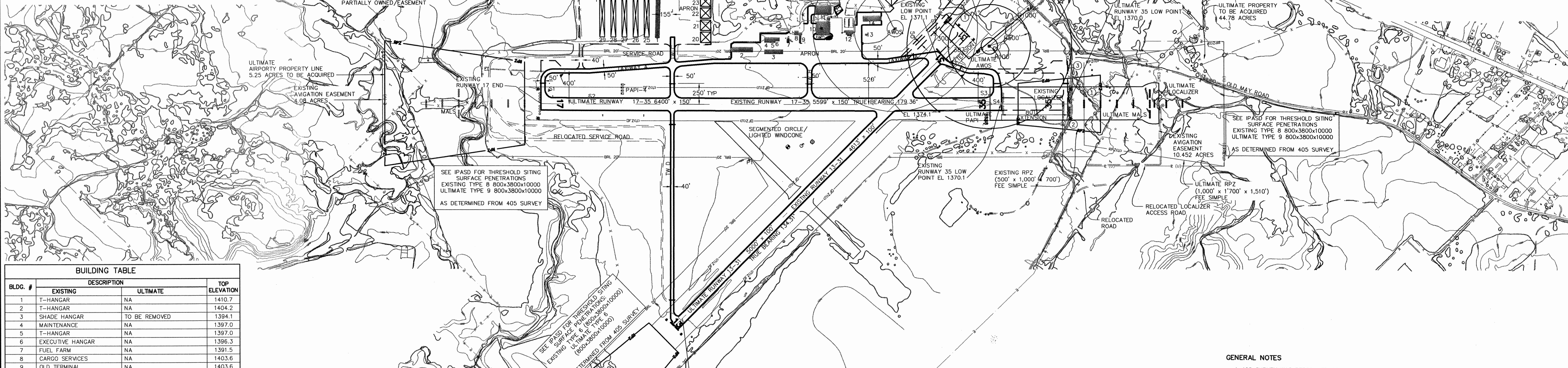
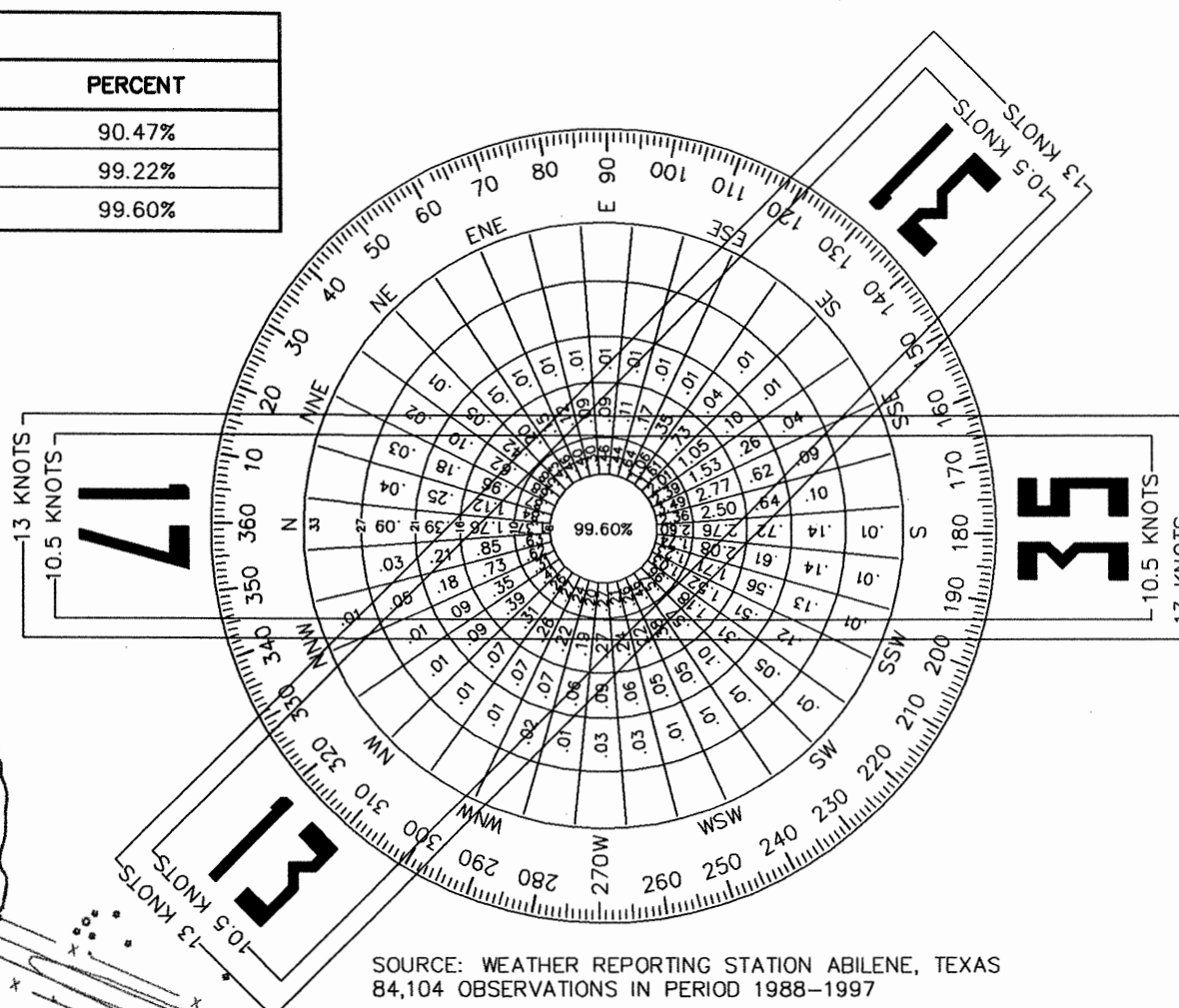


AIRPORT DATA TABLE		
	EXISTING	ULTIMATE
AIRPORT ELEVATION (MSL)	1386.6'	1386.6'
AIRPORT NAVIGATION AIDS	GPS, VOR (17) LOCALIZER (17) GPS (35) VOR/DME (35)	GPS, VOR (17) LOCALIZER (17) GPS (35) VOR/DME (35)
MEAN MAX TEMP (Hottest Month °F)	97°	97°
AIRPORT REFERENCE CODE (ARC)	B-II	C-II
TAXIWAY MARKING	CENTERLINE	CENTERLINE
TAXIWAY LIGHTING	NONE	MITL
WIND COVERAGE (%)	98.96%	98.96%
AIRPORT REFERENCE POINT COORDINATES	31° 47' 37.00" 98° 57' 23.40"	31° 47' 34.26" 98° 57' 22.32"
DATUM COORDINATE SYSTEMS - HORIZONTAL DATUM: NAD 83 STATE PLANE TEXAS FIPS 4203 SURVEY FEET; VERTICAL DATUM: NAVD88, DO NOT APPLY CORRECTION FACTOR		
A 405 SURVEY WAS COMPLETED AS PART OF THIS ALP.		
EXISTING COORDINATES AND ELEVATIONS SUPPLIED BY GEODETIX, INC.		
ULTIMATE COORDINATES CALCULATED AND VERIFIED BY GE083A, 25 OCTOBER 2006.		
CAUTION ZONE LIGHTS ARE PRESENT AT BROWNWOOD REGIONAL AIRPORT.		
OBJECTS PENETRATE DEPARTURE SURFACES BY LESS THAN 35'. PENETRATIONS DETERMINED FROM SURVEY DATA.		

RUNWAY END COORDINATES AND ELEVATIONS			
	LATITUDE	LONGITUDE	ELEVATION
EXISTING END OF RWY 17	31°48'06.79"	98°57'18.28"	1384.3
EXISTING END OF RWY 35	31°47'11.39"	98°57'17.56"	1370.1
EXISTING END OF RWY 13	31°47'50.44"	98°57'49.15"	1380.1
EXISTING END OF RWY 31	31°47'18.56"	98°57'10.93"	1372.1
ULTIMATE END OF RWY 35	31°47'03.47"	98°57'16.82"	1370.0
ULTIMATE END OF RWY 31	31°47'15.87"	98°57'07.71"	1372.5
EXISTING COORDINATES AND ELEVATIONS SUPPLIED GEODETIX, INC.			
ULTIMATE COORDINATES CALCULATED AND VERIFIED BY GE083A, 25 OCTOBER 2006.			

EXISTING OBSTACLE FREE ZONE PENETRATIONS TABLE		
NO.	DESCRIPTION	REMEDATION
1	TREES	REMOVE AS NECESSARY
2	FENCING	REMOVE
3	ROAD	CLOSE AND RELOCATE

WIND COVERAGE		
RUNWAY	CROSSWIND COMPONENT	PERCENT
Runway 13-31	13 KNOTS	90.47%
Runway 17-35	16 KNOTS	99.22%
Combined		99.60%



BUILDING TABLE			
BLDG. #	EXISTING	ULTIMATE	TOP ELEVATION
1	T-HANGAR	NA	1410.7
2	T-HANGAR	NA	1404.2
3	SHADE HANGAR	TO BE REMOVED	1394.1
4	MAINTENANCE	NA	1397.0
5	T-HANGAR	NA	1397.0
6	EXECUTIVE HANGAR	NA	1396.3
7	FUEL FARM	NA	1391.5
8	CARGO SERVICES	NA	1403.6
9	OLD TERMINAL	NA	1403.6
10	FBO HANGAR	NA	1409.5
11	CONVENTIONAL HANGAR	NA	1405.6
12	TERMINAL BUILDING	NA	1397.5
13	UTILITY BOX	NA	1385.6
14	T-HANGAR	NA	1392.8
15	ROTATING BEACON	NA	1440.7
16	NA	CONVENTIONAL HANGAR	1402.3
17	NA	CONVENTIONAL HANGAR	1401.9
18	NA	CONVENTIONAL HANGAR	1403.0
19	NA	CONVENTIONAL HANGAR	1403.5
20	NA	CONVENTIONAL HANGAR	1417.2
21	NA	CONVENTIONAL HANGAR	1407.0
22	NA	CONVENTIONAL HANGAR	1409.0
23	NA	CONVENTIONAL HANGAR	1410.0
24	NA	CONVENTIONAL HANGAR	1411.0
25	NA	T-HANGAR	1409.0
26	NA	T-HANGAR	1407.0
27	NA	T-HANGAR	1407.0
28	NA	T-HANGAR	1407.0
29	NA	T-HANGAR	1405.0
30	NA	CONVENTIONAL HANGAR	1409.0
31	NA	CONVENTIONAL HANGAR	1408.0
32	NA	CONVENTIONAL HANGAR	1407.0
33	NA	CONVENTIONAL HANGAR	1406.0
34	NA	CONVENTIONAL HANGAR	1405.0
35	NA	CONVENTIONAL HANGAR	1404.0
36	NA	CONVENTIONAL HANGAR	1403.0
37	NA	CONVENTIONAL HANGAR	1403.0
38	NA	CONVENTIONAL HANGAR	1403.0
39	NA	CONVENTIONAL HANGAR	1403.0
40	NA	CONVENTIONAL HANGAR	1401.0
41	NA	CONVENTIONAL HANGAR	1401.0
42	NA	CONVENTIONAL HANGAR	1401.0
43	NA	CONVENTIONAL HANGAR	1401.0
44	NA	CONVENTIONAL HANGAR	1401.0
45	NA	CONVENTIONAL HANGAR	1401.0
46	NA	CONVENTIONAL HANGAR	1401.0
47	NA	CONVENTIONAL HANGAR	1401.0
48	NA	CONVENTIONAL HANGAR	1401.0
49	NA	CONVENTIONAL HANGAR	1401.0
ULTIMATE ELEVATIONS WILL VARY DUE TO FINAL ENGINEERED GRADING AND DRAINAGE PLAN			

SURVEY MONUMENT COORDINATES			
ID	PERMANENT IDENTIFIER	LATITUDE	LONGITUDE
S1	AB6406	31°48'05.79"	98°57'16.24"
S2	AB6403	31°48'00.98"	98°57'17.31"
S3	AB6405	31°47'12.89"	98°57'15.55"
S4	AB6404	31°47'11.40"	98°57'16.68"
P1	AB2836	31°47'41.57"	98°57'25.32"
DATA OBTAINED FROM NATIONAL GEODETIC SURVEY, <a href="http://www.ngs.noaa.gov/cgi-bin/ds_radius.pl">http://www.ngs.noaa.gov/cgi-bin/ds_radius.pl</a>			

LEGEND		
	EXISTING	ULTIMATE
RUNWAY/TAXIWAY OUTLINE		
BUILDINGS/FACILITIES		
AIRPORT PROPERTY LINE		
AIRPORT PROPERTY LINE with FENCE		
AIRPORT REFERENCE POINT (ARP)		
WIND CONE AND SEGMENTED CIRCLE		
THRESHOLD LIGHTS		
C&G BEACON		
FENCE LINE		
TELEPHONE/POWER POLE LINE		
NONDIRECTIONAL BEACON (NOB)		
RWY END IDENTIFIER LIGHTS (REILS)		
VGSI		
BUILDING RESTRICTION LINE (BRL)		
GROUND CONTOURS		
SIGNIFICANT OBJECT LOCATION		
TREES/BRUSH		
AWOS		
HOLD POSITION AND SIGN		
SURVEY MARKERS		

RUNWAY DATA TABLE							
	RW 17-35				RW 13-31		
	EXISTING	ULTIMATE	EXISTING	ULTIMATE	EXISTING	ULTIMATE	EXISTING
RUNWAY LENGTH & WIDTH (ft.)	5599' x 150'	6400' x 150'	4613' x 100'	5000' x 100'	4613' x 100'	5000' x 100'	4613' x 100'
PAVEMENT DESIGN STRENGTH (lbs.)	30,000 (SW)	60,000 (SW)	25,000 (SW)	30,000 (SW)	25,000 (SW)	30,000 (SW)	25,000 (SW)
RUNWAY LIGHTING	MIRL	MIRL	MIRL	MIRL	MIRL	MIRL	MIRL
PERCENT EFFECTIVE GRADE	0.26%	0.30%	0.17%	0.13%	0.17%	0.13%	0.17%
PERCENT WIND COVERAGE	99.74%	99.74%	98.96%	98.96%	98.96%	98.96%	98.96%
MAXIMUM ELEVATION ABOVE MSL	1386.6'	1386.6'	1379.2'	1379.2'	1379.2'	1379.2'	1379.2'
RW SURFACE TYPE	ASPHALT	ASPHALT	ASPHALT	ASPHALT	ASPHALT	ASPHALT	ASPHALT
RSA - LENGTH BEYOND RW END	300'	1000'	300'	300'	300'	300'	300'
RSA - WIDTH	150'	500'	150'	150'	150'	150'	150'
OFA - LENGTH BEYOND RW END	300'	1000'	300'	300'	300'	300'	300'
OFA WIDTH	500'	800'	500'	500'	500'	500'	500'
OFZ - LENGTH BEYOND RW END	200'	200'	200'	200'	200'	200'	200'
OFZ WIDTH	400'	400'	400'	400'	400'	400'	400'
RUNWAY END	17	35	17	35	13	31	13
RUNWAY MARKING	PIR	PIR	PIR	PIR	V	V	NPI
FAR PART 77 APPROACH CATEGORY	D	C	D	D	BV	BV	C
APPROACH TYPE	GPS LPV	GPS LPV	GPS LPV	GPS LPV	V	V	GPS LNAY
APPROACH SLOPE	50:1	50:1	50:1	50:1	20:1	20:1	34:1
RUNWAY VISUAL AIDS	PAPI-4 MALS	NONE	PAPI-4 MALS REILS	PAPI-4 MALS REILS	NONE	NONE	REILS
APPROACH VISIBILITY MINIMA	3/4 MILE	1 MILE	3/4 MILE	3/4 MILE	VISUAL	VISUAL	1 MILE
TOUCHDOWN ZONE ELEVATION	1386.6	1385.6'	1386.6	1378.8'	1382.1'	1377.5'	1382.1'
TAKE-OFF RUN AVAILABLE (TORA)	5599'	5599'	6400'	6400'	4613'	4613'	5000'
TAKE-OFF DISTANCE AVAILABLE (TODA)	5599'	5599'	6400'	6400'	4613'	4613'	5000'
ACCELERATE STOP DISTANCE AVAILABLE (ASDA)	5599'	5599'	6400'	6400'	4613'	4613'	5000'
LANDING DISTANCE AVAILABLE (LDA)	5599'	5599'	6400'	6400'	4613'	4613'	5000'

GENERAL NOTES

A 405 SURVEY WAS PERFORMED AS PART OF THIS ALP ON APRIL 28-30, 2004 BY GEODETIX, INC., SAN ANTONIO, TX.

ALL HORIZONTAL DATUM NAD 83 STATE PLANE, TEXAS CENTRAL FIPS 4203 SURVEY FEET; VERTICAL DATUM NAVD 88. DO NOT APPLY CORRECTION FACTOR.

THE EXISTING HEIGHT HAZARD ZONING ORDINANCE FOR THIS AIRPORT WAS ADOPTED ON DECEMBER 30, 1968. RUNWAY 17-35, 5598' x 150' ZONED 5600' OTHER THAN UTILITY. RUNWAY 12-30, 4600' x 100' ZONED 4600'.

EXISTING AND ULTIMATE THRESHOLD SITING SURFACE PENETRATIONS SHOWN ON INNER PORTION OF APPROACH SURFACE DRAWINGS.

TEXAS DEPARTMENT OF TRANSPORTATION AVIATION DIVISION		AIRPORT SPONSOR	
ALP APPROVED ACCORDING TO FAA AC 150/5300-13 CH 10 PLUS THE REQUIREMENTS OF A FAVORABLE ENVIRONMENTAL FINDING PRIOR TO THE START OF ANY LAND ACQUISITION OR CONSTRUCTION AND AN FAA FORM 7460-1 SUBMITTED PRIOR TO ANY CONSTRUCTION ON AIRPORT PROPERTY		CURRENT AND FUTURE DEVELOPMENT DEPICTED ON THIS ALP IS APPROVED AND SUPPORTED BY AIRPORT	
COPYRIGHT 2006 TXDOT AVIATION DIVISION, ALL RIGHTS RESERVED			
DAVID FULTON, DIRECTOR, AVIATION DIVISION		P. TAYLOR, AIRPORT SPONSOR REPRESENTATIVE	
PREPARED BY: 237 N.W. Blue Parkway Suite 100 Lee's Summit, Mo. 64063 (816) 524-3500, Fax (2575) Coffman Phoenix Office, 4835 E. Cactus Road Suite 235 Scottsdale, Az. 85254 (602) 993-6999, Fax (7196)		P. Taylor March 2007 D. Hopkins March 2007 M. Dmyterko March 2007	
		CHECKED BY: DATE	

AIRPORT LAYOUT DRAWING  
BROWNWOOD REGIONAL AIRPORT  
BROWNWOOD, TEXAS

