Airport - working with airport information

This guide explains how to manage airports and airport information. Topics include:

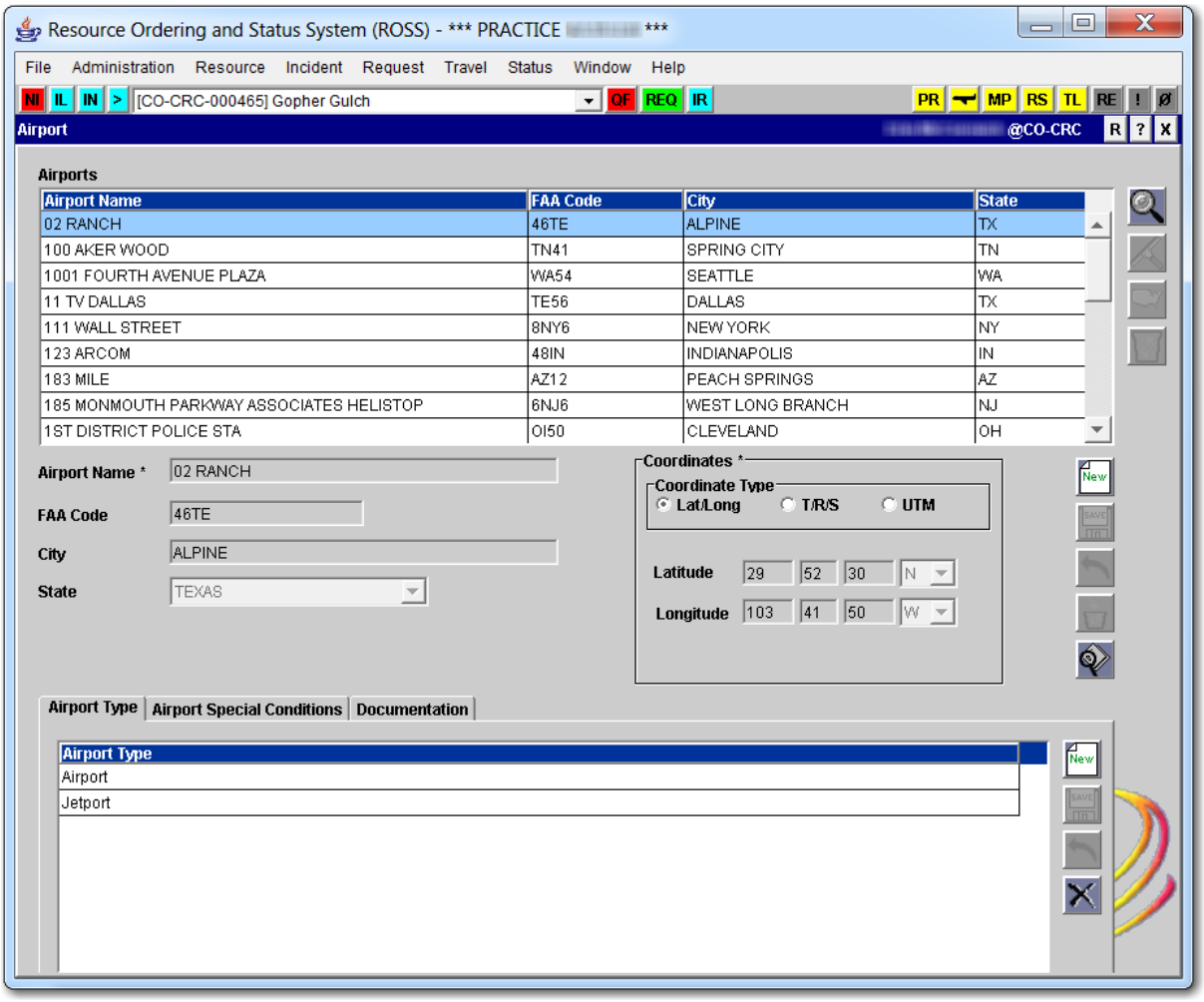
- Working with airports and airport information
- Adding, modifying, and removing/deleting locally defined airports that do not have a current FAA code
- Working with airport types
- Working with airport special conditions
- Working with documentation.

You must be authorized to create or update an airport in ROSS.

To access the Airport screen

- On the **Administration** menu, click **Airport**.

Airport screen



Working with airports and airport information

The Airport screen allows you to search for, add, edit, and delete airport information in the ROSS database. You can also locate FAA and locally defined airports. For locally defined airports that do not have a current FAA code, you can add, modify, and delete airport information from the ROSS database.

FAA airport data is imported directly from the FAA airport database the second Thursday every other month. If you have appropriate authority, you can modify the airport type of an FAA airport.

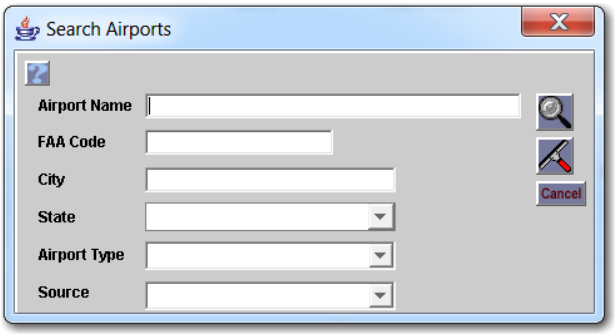
To locate a specific airport in the ROSS database

1 On the **Airport** screen, click **Search Airports**.

2 On the **Search Airports** dialog box, type or select the appropriate information for as many text boxes as possible to narrow your search, and then click the **Search Airports** button.

To search for all FAA airports, click the Source drop-down arrow and select "FAA." To search for all non-FAA airports, click the Source drop-down arrow and select "ROSS."

The following graphic shows the Search Airports dialog box. From here you can complete one or more fields to narrow your search.



Adding, modifying, and removing/deleting locally defined airports that do not have a current FAA code

This section explains how to add, edit, and remove/delete locally defined airports that do not have a current FAA code to the ROSS database.

Before adding a new airport that has a new FAA Code, you must first wait for the bimonthly refresh of the airport list. If urgent, contact the ROSS Helpdesk to create a ticket.The ROSS System Data Administrator can then manually update the airport list.

To add an airport to the ROSS database

1 On the **Airport** screen, click **New**.

2 In the **Airport Name** text box, type the **Airport Name** you want to add.

3 In the **City** text box, type the **Airport City** where this airport is located.

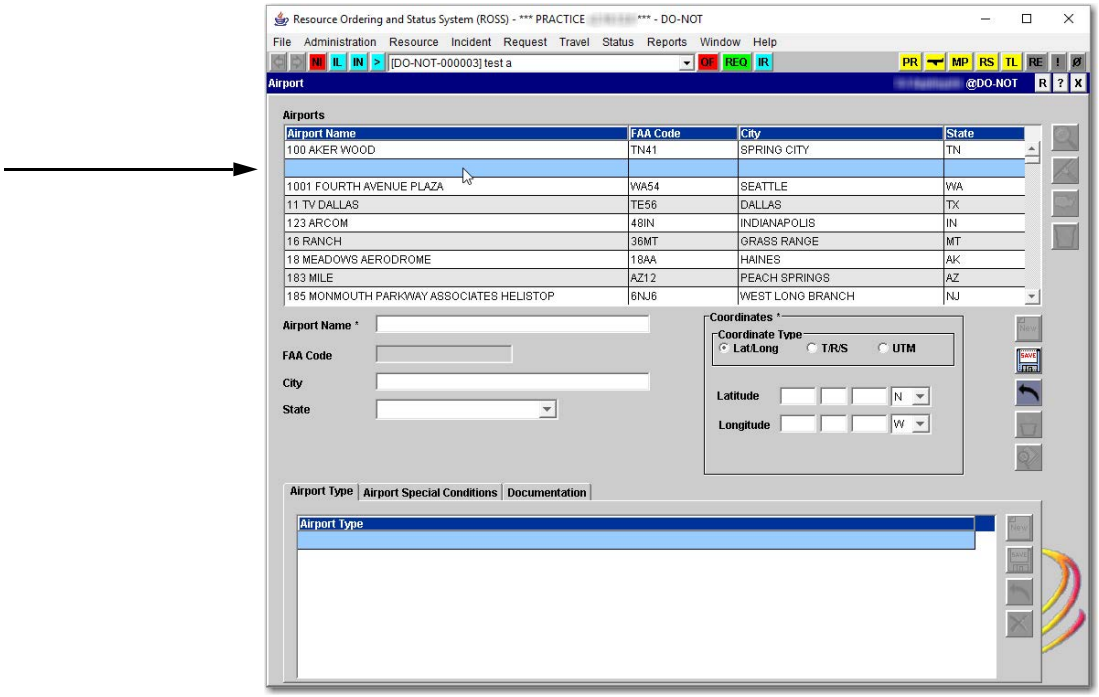
4 In the **State Code** text box, type the **two-letter State Postal Code** where this airport is located.

5 Under **Coordinates**, click the appropriate **Coordinate Type**, then type the appropriate information.

6 When finished, click **Save**.

At this point, you can add airport type and special condition information to this airport.

The following graphic shows the Airport screen after clicking the New button. The arrow points to the next available row in the table. Notice that the FAA Code text box appears dimmed and is unavailable, while the remaining text boxes are available for entry.



To edit a locally defined airport

Except for airport special conditions information, you can only edit information for locally defined airports.

1. On the **Airport** main screen, search for and then click the **Airport** you want to modify.
2. Modify the following fields as needed
   - Airport Name
   - City
   - State
   - Coordinate Type and related fields.
3. When finished, click **Save**.

To view and/or print airport usage

Airport Usage reports include all autodocs generated since the last annual archive.

1 On the **Airport** screen, search for and then click the **Airport Name** of your choice.

2 Click the **View Airport Usage** button.

To view specific information, click the tab of your choice.

3 On the **View Airport Usage** dialog box, click the **Print** button.

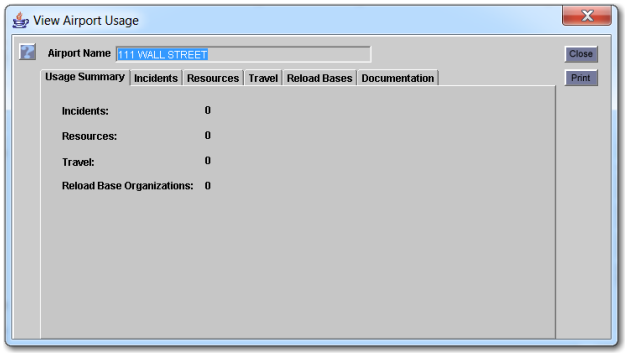
4 In **ROSS Reports**, position your mouse toward the top of the web page, and then click the **Print file** button or press **[Ctrl] + P**.

*You may choose to hover your pointer to display the **PDF floating toolbar**, and then click the **Print** button.*

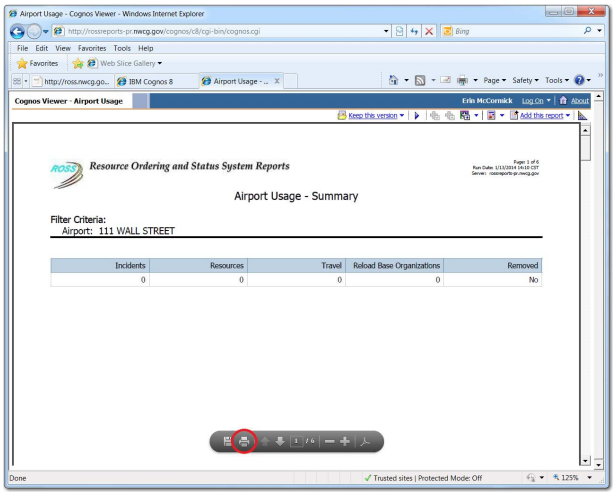
5 On the **Print** dialog box, review the printer settings and then click **OK**.

6 When finished, close your Internet browser.

The following graphic shows the Usage Summary tab on the View Airport Usage dialog box.



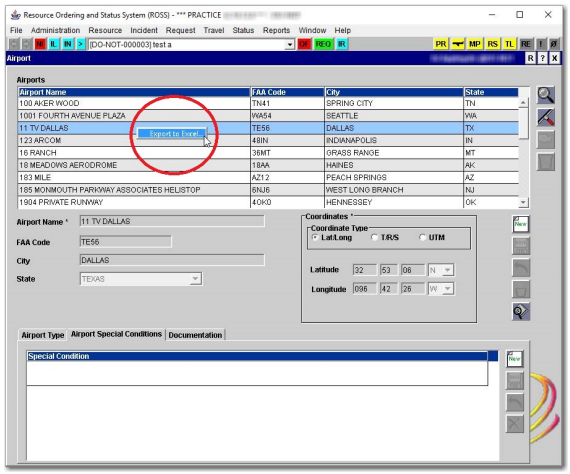
The following graphic shows the first page of a sample Airport Usage - Summary report. The circle shows the Print file button.



To export all Airport data into Excel

1. On the Airport screen, search for and then click on any Airport name.
2. Right-click and click on **Export to Excel** dialog box.
3. Excel will automatically open with all airport data imported into a spreadsheet.

The following graphic shows the Airport screen. The circle shows the Export to Excel button.

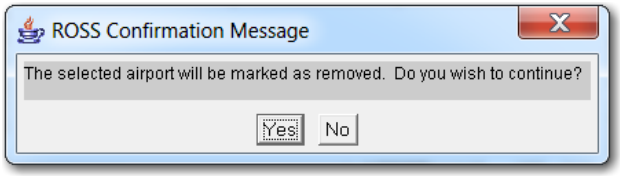


To remove a locally-defined airport from view

The Remove Airport button allows you to prevent others from viewing and using it when designating an airport in ROSS. You cannot remove/delete an FAA-defined airport. You must have the Data Manager role to remove/delete a locally-defined airport from the ROSS database.

1. On the **Airport** main screen, search for and then click the **Airport Name** you want to remove, and then click the **Remove Airport** button.
2. On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

The following graphic shows the ROSS Confirmation Message dialog box that displays when removing an airport.



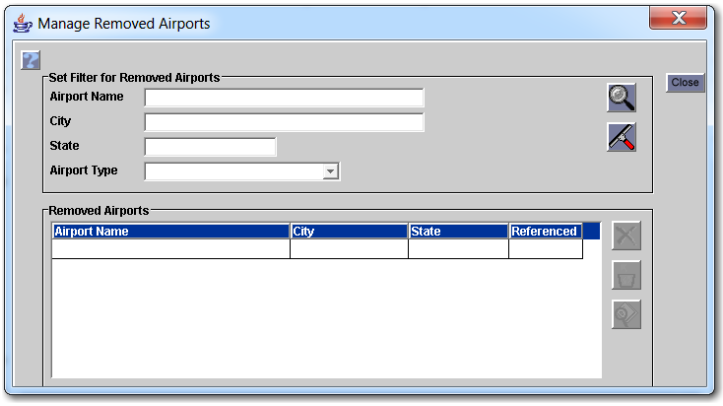
To delete a removed airport from the ROSS database

1. On the **Airport** screen, click the **Manage Removed Airports** button.

2 On the **Manage Removed Airports** dialog box under **Set Filter for Removed Airports**, search for and then click the A**irport Name** you want to delete, and then click **Delete Airport** button.

3 On the **Confirm Deletion** dialog box, click **Yes** to confirm or click **No** to cancel.

The following graphic shows the Manage Removed Airports dialog box.



To restore a removed airport

1 On the **Airport** screen, click the **Manage Removed Airports** button.

2 On the **Manage Removed Airports** dialog box under **Set Filter for Removed Airports**, search for and then click the **Airport Name** you want to restore, and then click the **Restore Airport** button.

3 On the **ROSS Error Message** dialog box, click **Yes** to confirm or click **No** to cancel, and then click **Close** to return to the **Airport** screen.

To view and print airport usage from the Manage Removed Airports dialog box

You can view airport usage information for incidents, resources, travel, retardant bases, and documentation.

1 On the **Manage Removed Airports** dialog box under **Set Filter for Removed Airports**, search for and then click the **Airport Name** of your choice, and then click the **View Airport Usage** button.

To view specific information, click the tab of your choice.

2 On the **View Airport Usage** dialog box, click the **Print** button.

3 In **ROSS Reports**, position your mouse toward the top of the web page, and then click the **Print file** button or pres **[Ctrl] + P**.

*You may choose to hover your pointer to display the **PDF floating toolbar**, and then click the **Print** button.*

4 On the **Print** dialog box, review the printer settings and then click **OK**.

5 When finished, close your Internet browser.

Working with airport types

The Airport Types tab allows you to designate the intended use of the airport, such as a heliport, seaplane base, or charter. New airport types are managed by the National Data Steward at NICC.

Before you can identify an airport as a “reload base” for a local dispatch or GACC on the Organization screen, you must first identify the airport as an airtanker base on the Airport screen.

The Airport Type tab is only available for airports already saved in the ROSS database. Except for the airport type, “Airport,” you can change all other airport types for all other airports.

To specify an airport type

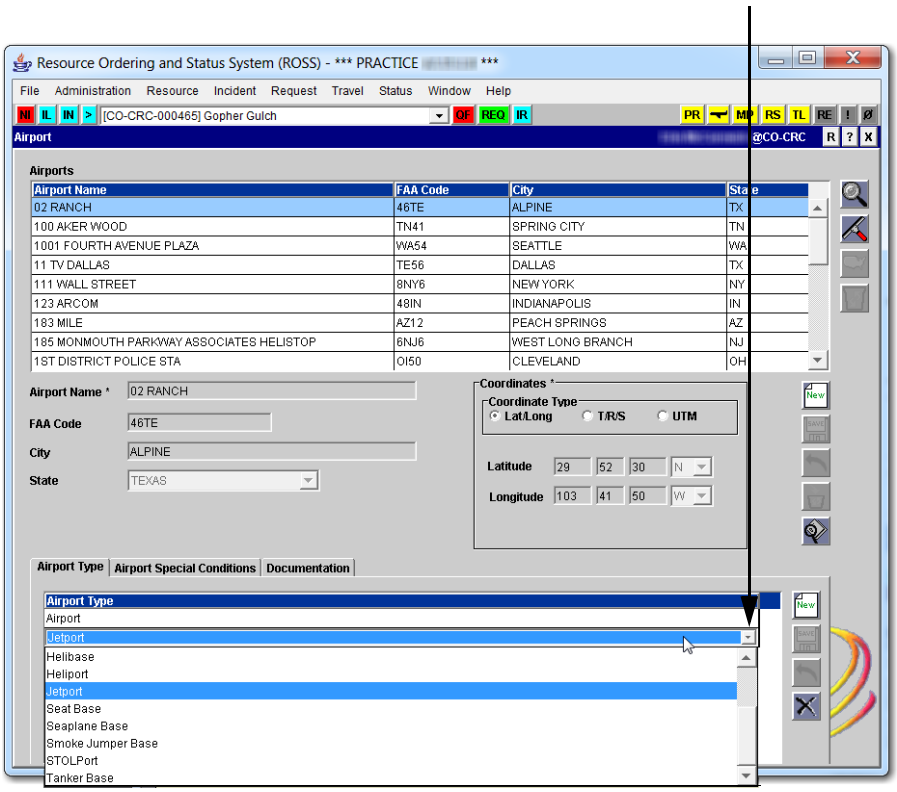
1 On the **Airport** screen, search for and then click the **Airport** of your choice.

2 Click the **Airport Type** tab, and then click the **New** button.

3 On the **blank line** that appears, click the **Airport Type** drop-down arrow, and then select the appropriate **Airport Type**.

4 When finished, click **Save**.

The following graphic shows the Airport screen. The arrow points to the Airport Type drop-down arrow that appears after you click the blank line.



To edit an airport type

1. On the **Airport** main screen, search for and then click the **Airport** of your choice.
2. Click the **Airport Type** tab, and then click the **Airport Type** you want to modify.
3. Click the **Airport Type** drop-down arrow, select the new **Airport Type,** and then click **Save**.

To delete an airport type

1. On the **Airport** main screen, search for and then click the **Airport** of your choice.
2. Click the **Airport Type** tab, click the **Airport Type** you want to delete, and then click **Delete**.
3. On the **Confirm Deletion** dialog box, click **Yes** to delete or **No** to cancel.

Working with airport special conditions

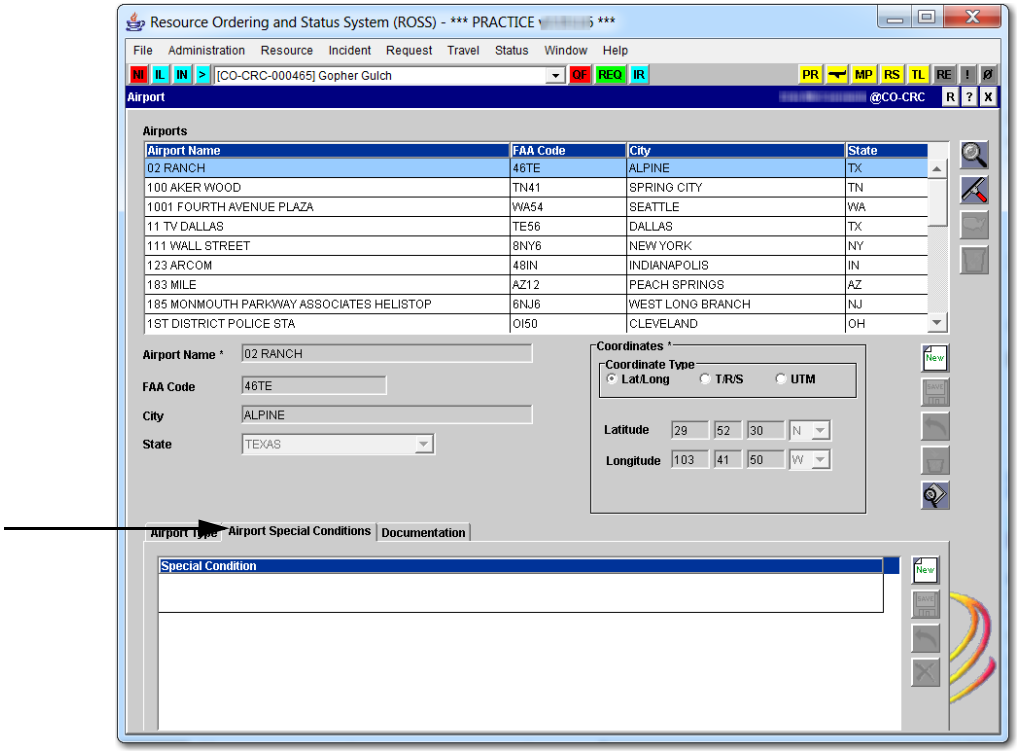
The Airport Special Conditions tab allows you to designate any special conditions that exist for an airport.

The Airport Special Conditions tab is only available for airports that exist in the ROSS database.

To specify airport special conditions

1. On the **Airport** screen, search for and then click the **Airport** of your choice.
2. Click the **Airport Special Conditions** tab, and then click **New**.
3. Click in the new row, type the **Special Condition** for that airport, and then click **Save**.

The following graphic shows the Airport screen. The arrow points to the Airport Special Conditions tab.



To edit airport special conditions

1. On the **Airport** screen, click the **Airport** of your choice.
2. Click the **Airport Special Conditions** tab, and then click in the existing row.
3. Modify the **Special Condition** as appropriate, and then click **Save**.

To delete airport special conditions

1 On the **Airport** main screen, click the **Airport** of your choice.

2 Click the **Airport Special Conditions** tab, and then click **Delete**.

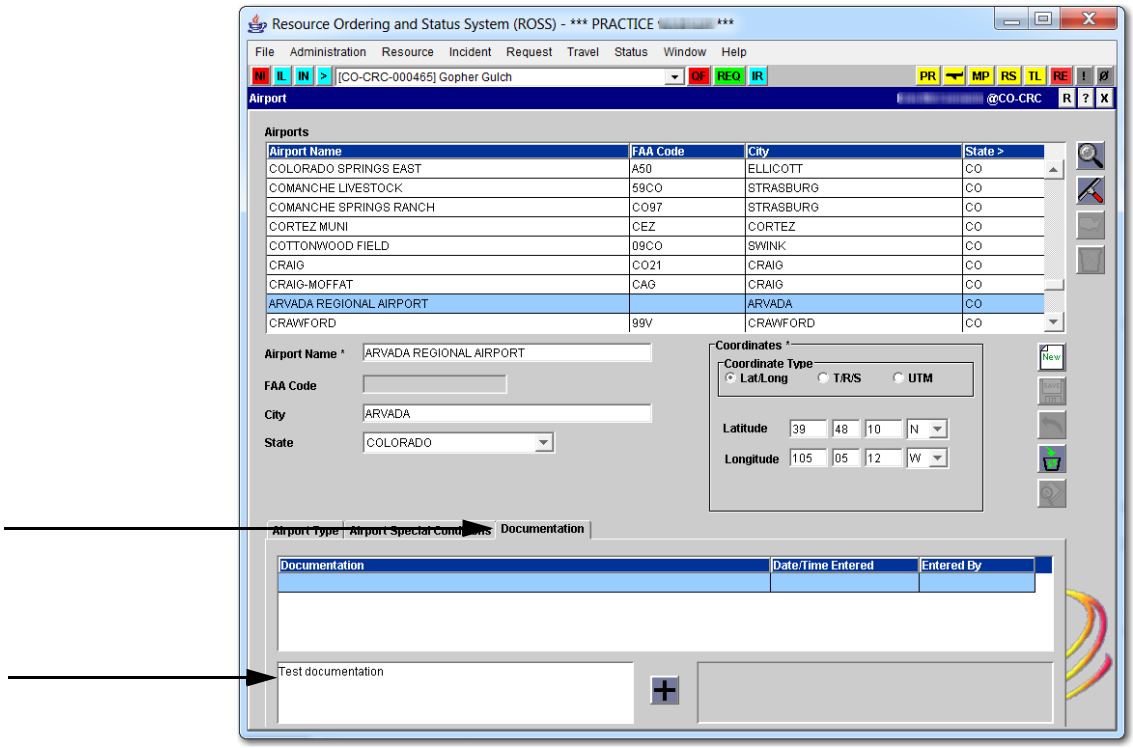
3 On the **Confirm Deletion** dialog box, click **Yes** to confirm or click **No** to cancel.

Working with documentation

The Documentation tab allows you to add documentation about the airport. Documentation is part of the permanent information and is auto-stamped with the time of entry and user logon ID. You can not edit nor delete documentation.

To add documentation to an airport

1 On the **Airport** screen, click the **Documentation** tab.

2 In the lower, left-hand text box, type the **Documentation**, and then click the **Add Documentation** button.

The following graphic shows the Airport screen. The arrows point to the Documentation tab and the location of the text box for entering documentation.