

CITY OF ROSEBURG  
MEMORANDUM



4.13.2021

**DATE:** April 13, 2021  
**TO:** Airport Commission  
**FROM:** Nicole Messenger, P.E., City Manager  
**SUBJECT:** Meeting Cancellation

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With concurrence from Commission Chair Sheila Cox, the Airport Commission meeting scheduled for April 15, 2021, has been **CANCELLED**.

Below is a brief update of airport related activities:

**Special Procedure Pilot Meeting**

Staff is in the process of coordinating a meeting with the FAA and Airport Users to discuss the proposed Special Procedure(s).

**Airport Parking Lot Project**

- Storm lines and catch basin were installed last week.
- Grading for the sidewalk in front of the FBO is complete and concrete forms went up yesterday, and should be poured today.
- Irrigation lines are currently being installed.
- Grading of the ADA access path from the FBO to Aviation Dr. began today; anticipate pouring the path adjacent to aviation later this week.
- Contractor plans to remove and replace the concrete driveway approach next week.

The next regular meeting is scheduled for June 17, 2021.