



Federal Aviation
Administration



Facility Orientation Guide

Asheville Tower

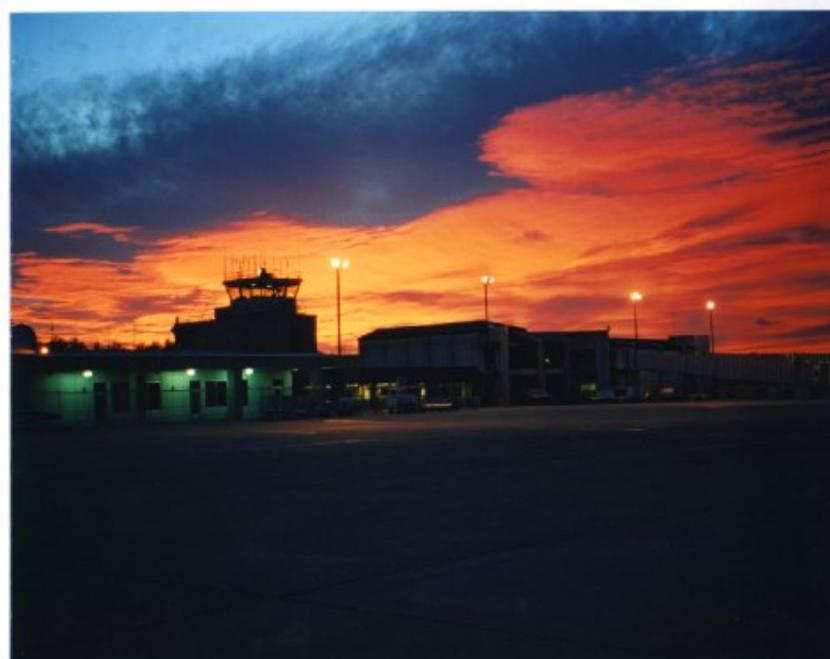




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Welcome Letter

Dear New Employee,

Welcome to Asheville Tower! Here you will have an opportunity to work with an outstanding team of professionals that help make the Asheville Air Traffic Control Tower a great place to work and develop your skills. Your knowledge, abilities and positive attitude made you a highly regarded addition to our team, and I am certain that you will make a positive impact on our future.

All of us want to make your tenure at this facility as enjoyable and rewarding as possible. Please feel free to ask any questions and express your thoughts and ideas to the staff and senior leadership. Our aim is to create an informal atmosphere and involve everyone in the process of making our facility an exceptional place to work.

I look forward to working with you, and would like to welcome you again to our team!

Sincerely,

A blue ink handwritten signature consisting of several overlapping loops and curves.

Grey Pelkey
Air Traffic Manager, AVL ATCT



Asheville Tower Today

Background

The Asheville, North Carolina airport is located 15 miles from downtown at an elevation of 2,165 feet on a plateau divided by the French Broad River. The area is surrounded by mountains, with elevations above 5000 feet. Asheville is the largest city in Western North Carolina and is the regional center for manufacturing, transportation, health care, banking and professional services. The airport is a vital element in the economy and transportation needs of the area.

The airport is served by commuter and air carrier operators, military, and general aviation aircraft. The control tower is located on top of the airport terminal building, the TRACON and administrative support space is located on the second floor of the main building, below the tower facility. The space is leased from the Asheville Airport Authority. The building and tower structure was constructed in 1960 to facilitate visual flight rules, low activity, control tower operation.

There are two places downstairs in the lobby that make food to order, Subway and Buckhead grill.





Airport Development

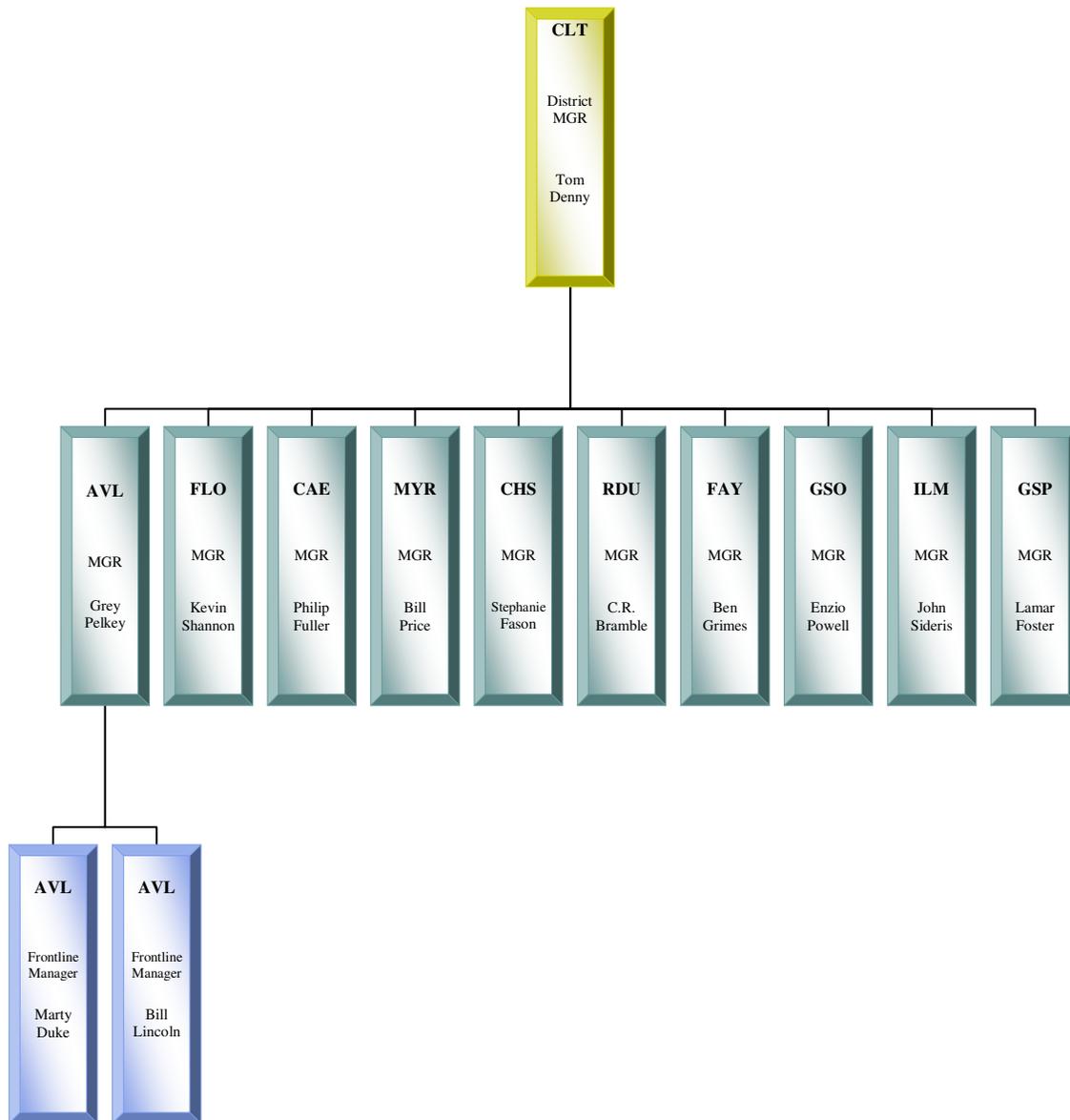
Asheville Regional Airport has a single 8,001 foot runway configuration with a full parallel taxiway. It is classified as a “C-III” airport, which means that it is designed to accommodate aircraft with approach speeds between 121 knots and 141 knots, and with wingspans of 49 to 78 feet. Aircraft in this category include an Airbus A-320-100 and a Canadair Regional Jet (CRJ-200). Other existing features at this airport includes:

- A full Category I Instrument Landing System for Runway 16/34.
- A 163-acre terminal area, with air carrier facilities occupying 50 acres, general aviation areas, navigational aids, and maintenance facilities occupying the remaining property.
- Topographic constraints limit the airport air carrier development and activity on the south side of the airport, while Airport Rescue and Firefighting (ARFF), cargo, and general aviation developments bound the air carrier parking apron’s northern side.
- The terminal building is a typical linear layout with the two significant primary functions, ticketing and baggage claim, having the ability to expand independently as demand dictates.
- The Fixed Based Operator (FBO), Odessa Aviation, is located on the east side of the runway, north of the air carrier terminal, and utilizes approximately 5,000 square feet of office building space. The FBO provides an extensive range of services; among them are fuel, air charter, pilot services and flight instruction.



Charlotte District and Asheville Tower Organizational Chart

The following organizational chart depicts the structure of the Carolina District and Asheville Tower Management Team.





Asheville Tower Leadership Team

Grey Pelkey, James M. Duke (Marty), and William (Bill) Lincoln head the Asheville Tower Leadership Team. Below are biographies that outline the career paths of these individuals and briefly describe their personal interests and hobbies.

Grey Pelkey, Air Traffic Manager, Asheville Tower

His employment track record includes serving as an air traffic controller in the USAF, serving at McGuire AFB. NJ, Osan Korea, and Cannon N.M.

Grey joined the FAA in 1988 as an air traffic controller in Charleston SC (CHS). While at CHS Grey was an air traffic controller for 10 years, and a staff specialist for 5 years following that. Seeing that an opportunity to live in Asheville was available, Grey bid on and subsequently served as a Front Line Manager at AVL for 5 years. He has been the Air Traffic Manager now for 1 year.



Grey was born in Biloxi Mississippi, the son of a USAF NAVAID maintenance NCO (CMSGT). Throughout his school years he lived in Mississippi, Japan, New York, Virginia, Kaiserslautern Germany, and finally Sumter SC where his father retired. He describes his personality as both outgoing and optimistic. Grey is an avid hunter and fisherman and enjoys riding his Harley.

Grey's goals for the facility are to have Asheville ATCT remain error free and to continually strive to improve. Apathy and complacency are not welcome at AVL ATCT. Grey's vision is to have AVL ATCT be a professional and pleasant place to work.



James M. Duke (Marty), Front Line Manager, Asheville Tower

James (Marty) started his air traffic experience while serving in the U.S. Navy from 1976 to 1982. He then joined the FAA in 1983, starting first at Ft. Worth Center, and then transferring to Memphis Center. In 1985, he had the opportunity to transfer to the Gulfport, MS (GPT) facility. In 2003 he moved to Ft. Myers, FL (RSW), and from there onto Orlando, FL. (MCO) in 2006. He has been at the Asheville (AVL) facility since the beginning of 2008, serving as the Front Line Manager.



Marty's career has included the following positions: temporary staff specialist and temporary supervisor at the Gulfport facility; NATCA Representative at the Fort Myers International facility. He has been a pilot logging over 7400 total hours,(beginning his flying experiences at the age of 14), and has flown 64 different types of aircraft. Aviation has always been an important part of his families experience, both parents were pilots, he and his wife and two children were in the air show business for 23 years, traveling throughout the country to participate in various air shows and assisting with aviation education programs to children through the Young Eagles Program. Mr. Duke has been able to provide positive aviation experiences to over 750 Young Eagles and Civil Air Patrol Cadets as president of the local EAA Chapter (Experimental Aircraft Association). He also was an active member of other aviation organizations including: CAF (Confederate Air Force); Torch of Freedom Air Group; Valiant Air Command; EAA; War Birds of America; and the International Aerobic Club.

Currently Marty is an active member of numerous motorcycle organizations such as the local Harley Chapter and the Patriot Guard Chapter to name a few. He also enjoys special times with his three beautiful granddaughters and opportunities to cook his Cajun delights.



William Lincoln (Bill), Front Line Manager, Asheville Tower

Bill joined the FAA in 1989 as an air traffic controller. His first facility was Montgomery Approach Control in Montgomery, Alabama. He has worked in both the Terminal and En-route options, and he also flew helicopters as an officer in the U.S. Army.

Bill's career includes working as a controller at Jacksonville Approach Control, Jacksonville Air Route Traffic Control Center, and Birmingham Approach Control. He has a Bachelors of Science in Professional Aeronautics from Embry-Riddle University.

Bill describes himself a friendly and outgoing individual. He is kept busy by his wife and three daughters which are all of teenage years. During any free time he enjoys getting out and going for rides on his motorcycle .





Our Expectations of Employees

The Asheville Tower leadership team expects all employees to:

- Come to work on time
- Be prepared – mentally and physically
- Understand our leave policy and manage your leave appropriately
- Be cooperative and professional
- Treat people with respect and dignity
- Take initiative
- Be accountable
- Lead by example – be a good role model
- Do not tolerate or engage in any form of harassment or discrimination
- Actively participate in training
- Know your airspace and equipment
- Use prescribed phraseology
- Follow rules and procedures
- Be open to feedback – provide honest information
- Be an effective team member



Policies

The section below presents a sampling of policies and procedures for Asheville Tower:

Reporting for Duty

All new students should report to work at 7:30 am on their first day.

Hours of Duty

Asheville is a 16 ½ -hour facility and thus has multiple shift-start times. When participating in classroom activities employees will be working 8½-hour days. Once employee's transition to operational training in the Tower or TRACON they will work 8-hour days.

Parking

On your first day, you may park in either long or short term parking. We will have your card validated. Please bring your automobile information (License Plate # / Make and Models of each you may park at the airport) with you so that we can obtain a permanent parking pass for you. Employees of Asheville ATCT park in either the upper or lower lot. A placard and entrance key will be issued to you by the AVL Airport.

Security

All AVL ATCT employees are required to wear their FAA ID badge while inside the facility itself. The badge must be clearly worn and displayed in accordance with regulations. Employees are expected to report any unidentified, unknown, or suspicious persons observed on AVL ATCT premises.

FAA ID Cards

FAA ID cards are to be displayed at all times while on the facility premises.



Guests and Visitors

Guests and visitors are welcome and encouraged. The approval process and log in procedures are located in our local directives and will be a part of your initial classroom.

Cell Phones

Cell phones may be used in the facility, however they are to be in the “off” position in the operating quarters.

Two pages should appear here containing the airport diagram and approach map. They have been redacted for posting on the web. They will be available to you in the facility guide you will be provided.



Online Resources

Local Area Resources / Chamber of Commerce

<http://www.ashevillechamber.org/>

Asheville Schools

<http://www.asheville.k12.nc.us/default.aspx>

Hendersonville Schools

<http://www.henderson.k12.nc.us/>

Local Sports Teams

Baseball: Asheville Tourists

<http://asheville.tourists.milb.com/index.jsp?sid=t573>

Football: Carolina Panthers

<http://www.panthers.com/home/>





Asheville Tower Directory

The following list provides the most commonly used phone numbers within the Asheville Tower facility:

>> Secretary	(828) 684-0421
>> Facility Main Number	(828) 684-0421
>> Facility Night & Weekend (TRACON/TOWER)	(828) 684-7259
>> Manager's Office	(828) 684-0421
>> Front Line Manager's Office	(828) 684-7259
>> Facility Fax	(828) 687-9742



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**WELCOME TO ASHEVILLE! If you need anything at call,
please call the facility at (828) 684-0421. The Approach
Control Number is (828) 684-7259.**