



Federal Aviation  
Administration



# Facility Orientation Guide

## Burbank Tower





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## **Welcome Letter**

**Dear New Employee,**

**Welcome to the Federal Aviation Administration and the Burbank Airport Traffic Control Tower.**

**You'll find that by living in Southern California and working at Burbank Tower you'll have the opportunity to enjoy a wide range of activities in the comfortable climate that Los Angeles has to offer.**

**We welcome you to this facility and know you will feel the same amount of pride that we have. Soon you will be working side-by-side with our outstanding controllers. Through the training process, they will convey their knowledge, skills, and positive attitude to help make you a part of the team.**

**Congratulations on being selected to Burbank Tower. I look forward to working with you, and sincerely welcome you to our team!**

**Sincerely,**

**J. Fernando Morales III  
Burbank Tower Manager**



## A Brief History of BUR

Boeing Aircraft and Transport (BA&T) was a holding company created in 1928 that included Boeing Aircraft and United Air Lines, itself a holding company for a collection of small airlines that continued to operate under their own names. One of these airlines was Pacific Air Transport (PAT), which Boeing had acquired because of PAT's west coast mail contract in January, 1928. BA&T then sought a suitable site for a new airport for PAT, and found one in Burbank. BA&T had the benefit of surveys that the Aeronautics Department of the Los Angeles Chamber of Commerce had conducted starting in 1926 to identify potential airport sites. It took BA&T a year and the cooperation of the City of Burbank to assemble the desired site from different parcels. The 234-acre (0.95 km) site was rife with vines and trees, which had to be removed, and the ground had to be filled and leveled. But these negative features were offset by good drainage, a firm landing surface, steady winds, and good access to ground transport. Construction was completed in just seven months. In an age when few aircraft had brakes and many had a tail skid instead of a wheel, runways were not usually paved; those at Burbank consisted in a five-inch thick mixture of oil and sand. Initially there were no taxi strips, but the designers left room for them. Two of the runways were over 3,600 feet long; a third was 2,900 feet; all were 300 feet wide. These were generous dimensions by the standards of the day, and the site had ample room for later expansion.

Appropriately named **United Airport**, the new facility was dedicated amid much festivity (including an air show) on Memorial Day Weekend (May 30 - June 1), 1930. Burbank's United Airport and its handsome Spanish revival terminal quickly proved to be a state-of-the-art facility and a showy new competitor to the nearby Grand Central Airport in neighboring Glendale, which was at that time considered to be Los Angeles' main air terminal. The new Burbank facility was actually the largest commercial airport in the Los Angeles region until it was eclipsed in 1946 by the Los Angeles Airport in Westchester when that facility (formerly Mines Field, then Los Angeles Municipal Airport) commenced scheduled commercial operations.

The Burbank facility remained named United Airport until 1934, when it was renamed **Union Air Terminal**. The name change came the same year that Federal anti-trust actions caused United Aircraft And Transport Corp. to dissolve, which took



effect September 26, 1934. The Union Air Terminal moniker stuck for six years, until Lockheed bought the airport in 1940.

Lockheed immediately renamed the property the **Lockheed Air Terminal**. Commercial air traffic continued even while Lockheed's extensive aircraft-manufacturing facilities at the airport supplied the war effort and developed numerous military and commercial aircraft in the ensuing war years and into the mid-1960s.

In 1966, the airport was dealt a temporary setback when, at 3:30 p.m. on Sunday, February 13, a fire broke out in a greasy flue in the kitchen of the terminal building's second-floor restaurant, The Sky Room. The blaze, fanned by gusty winds, spread throughout the terminal building and also consumed the attached control tower. Controllers in the tower at the time of the fire were able to escape to safety by descending on an aerial ladder, and air traffic was diverted to nearby Van Nuys Airport and Los Angeles International Airport for several hours. Emergency radio communications with aircraft were conducted by a controller using the radio in a light airplane belonging to Sky Roamers Air Travel, a large flying club whose hangar was just east of the control tower. The fire, contained by firefighters by about 6:30 p.m., caused an estimated \$2 million in damages to the terminal, tower, and electronic equipment in the tower. No injuries were reported.

Surprisingly, Lockheed officials declared that the airport would reopen the next day, and it did—using electronic equipment borrowed from LAX that was set up in a nearby hangar. The hangar also served as the airport's temporary passenger terminal and baggage claim area. The gutted terminal and tower were rebuilt and reopened the following year.

In 1967, Lockheed, aiming at attracting more business, rechristened the facility with the more glamorous-sounding name of Hollywood-Burbank Airport. In 1969 Continental Airlines began service between the Portland and Seattle via San Jose, to Hollywood-Burbank Airport, and Ontario, California.

The facility remained Hollywood-Burbank Airport for over a decade, until 1978, when Lockheed sold the airport to the Burbank-Glendale-Pasadena Airport Authority which assumed operational control. At that time, the airport acquired its fifth name: Burbank-Glendale-Pasadena Airport (1978-2003).

On November 11, 2003, the airport authority voted to change the airport's name to Bob Hope Airport in honor of comedian Bob Hope, a longtime resident of nearby



Toluca Lake, who had died earlier in the year and who had kept his personal airplane at the airfield. The new name was unveiled on December 17, 2003 on the 100th anniversary of the Wright brothers' first flight in 1903, the year that Bob Hope was born.

BUR is also noted by aircraft spotters as being easily accessible for pleasure viewing of commercial aircraft without the common drawback of disturbing business and other airport functions/facilities.

In 2005, the airport celebrated its 75th anniversary. In 2006, it served 5,689,291 travelers on seven major carriers, with more than 70 flights daily.

## **Bob Hope Airport / Burbank Tower Today**

The airport serves the Los Angeles area including Glendale, Pasadena, and the San Fernando Valley. It is also closer to Griffith Park and Hollywood than is Los Angeles International Airport, and is the only airport in the greater Los Angeles area with a direct rail connection to downtown Los Angeles. Non-stop flights from the airport go mostly to destinations within the western United States but service also includes Dallas/Fort Worth & New York City. The airport covers 610 acres (2.5 km) and has two runways. The west end of Runway 8/26 and the north end of Runway 15/33 actually stretch into the City of Los Angeles.

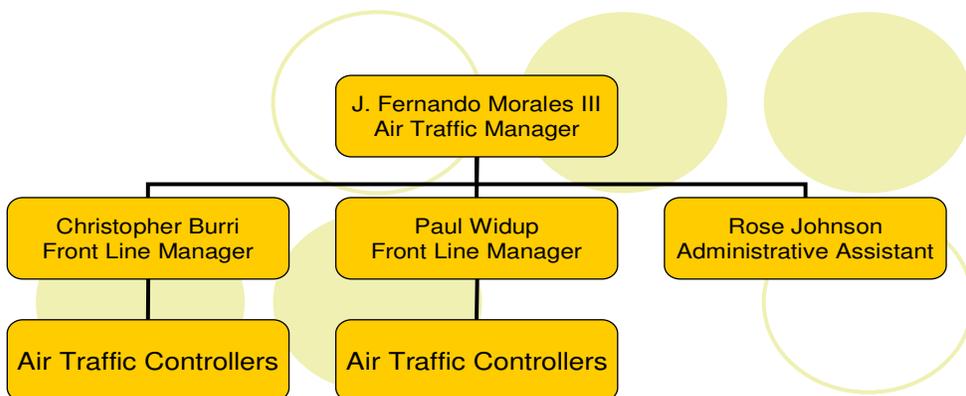
The airport is owned and operated by the Burbank-Glendale-Pasadena Airport Authority, which is controlled by the governments of the three cities in its name.

The tower itself stands proud in the north east corner of the airfield and is home to 24 air traffic control specialists. The control tower is staffed 24 hours a day/365 days a year and provides services to not only commercial air traffic but to the numerous flight schools and media aircraft that frequent the local area. Burbank Tower team mates work together in unison to ensure the safe and expeditious movement of air traffic throughout the San Fernando Valley.

*\* History of BUR provided by Wikipedia.com*



## Burbank Tower Organizational Chart





## **Service Areas**

There are three major geographic service areas within the ATO: Eastern, Central, and Western. A director for En Route and Oceanic Services, System Operations, Technical Operations and Terminal Services work at each service area office.

## **FAA Mission**

To provide the safest, most efficient aerospace system in the world.

## **FAA Vision**

To continuously improve the safety and efficiency of aviation while being responsive to our customers and accountable to the public.



## **Our Expectations of All Employees**

The Burbank Tower leadership team expects all employees to:

- Come to work, be on time
- Be prepared – mentally and physically
- Understand 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 systems, know your equipment
- Use prescribed phraseology/correct facility and equipment names
- Follow rules and procedures
- Be open to feedback – provide honest information
- Be an effective team member



## **Policies**

### **Reporting for Duty**

Employees are expected to report for work at their assigned shift time. If a situation arises that will prevent you from reporting to work on time, call the Front Line Manager at (818) 764-9958.

### **Hours of Duty**

Operational personnel are assigned to work 8 hour shifts unless assigned an administrative day. Employees working an 8 hour shift are subject to immediate recall. Employees working an 8 hour shift may not leave the facility during their shift unless they have obtained management approval. Employees working an administrative shift are assigned an 8.5 hour shift and may leave the facility for their 30 minute unpaid lunch break after obtaining management approval.

### **Parking**

Parking is provided for all employees within the secure compound.

### **Building Access**

Proximity cards are needed to gain access to all facility exterior doors. Cipher locks ensure security to the tower cab as well as other restricted areas.



## Local Area Information

### Burbank Ca.

A predominantly upper-middle class community, Burbank is home to many employees of the motion picture and television studios located in the area. As well as many affluent families from the same industry including but not limited to media empires, tv channels, etc. Furthermore there are some foreign socialites that reside in Burbank and call it their home.

Entertainment has generally replaced the defense industry as the primary employer, who are attracted by the relative safety and security offered by its own police and fire departments, highly rated schools and hospital. Other reasons cited are its small-town feel while located only 10 minutes away by car to the hip clubs and restaurants of Hollywood.



The Intersection of Olive and San Fernando Road in Burbank, CA

The construction of major freeways through and around the city of Burbank starting in the 1950s both divided the city from itself and linked it to the rapidly growing Los Angeles region. Burbank is easily accessible by and can easily access the Southern California freeways via the Golden State Freeway (I-5), which bisects the city from northwest to southeast, and the Ventura Freeway which connects Burbank to the U.S. Route 101 on the south and the nearby Foothill Freeway to the east. The Ventura Freeway was completed in 1960.



Those without cars can use the Metro which operates public transport throughout Los Angeles County, while commuters can easily access the Metrolink and Amtrak for service south into Downtown and Union Station, west to Ventura and north to Palmdale and points beyond. In 2006, Burbank opened its first hydrogen fueling station for automobiles.

Residents enjoy the music of the Burbank Philharmonic Orchestra, the Los Angeles Equestrian Center, the Starlight Bowl, fine restaurants, the city's Downtown Burbank Mall, a burgeoning "Burbank Village" shopping district, and many theatres, parks, and libraries. Visitors to Burbank are attracted to the Warner Bros. Studio VIP tour and close proximity to all other entertainments and attractions that Los Angeles offers.

Today, an estimated 100,000 people work in Burbank every day. The physical imprints of the city's aviation industry remain. In late 2001, the Burbank Empire Center opened with aviation as the theme. The center, built at a cost of \$250 million by Zelman Development Company, sits on Empire Avenue, former site of Lockheed's "Skunk Works", and other Lockheed properties. By 2003, many of the center's retailers and restaurants were among the top national performers in their franchise, if not the top. The Burbank Empire Center now comprises over 11% of Burbank's sales tax revenue, not including nearby Costco, a part of the Empire Center development.



## Online Resources

<http://www.wesclark.com/burbank/>

<http://www.ci.burbank.ca.us/index.htm>

<http://www.burbankwaterandpower.com/>

<http://www.burbank.k12.ca.us/>

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

<http://www.burbankairport.com/>

<http://www.burbank.com/>



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