



Federal Aviation
Administration



Facility Orientation Guide

Burlington Airport Control Tower /
Terminal Radar Approach Control





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Welcome Letter

Dear New Employee,

Welcome to Burlington Tower! Here you will have an opportunity to work with a team of professionals that help make us a great place to work and develop your skills.

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 leadership. Our aim is to create an informal atmosphere and involve everyone in the process of making our facility an exceptional place to work.

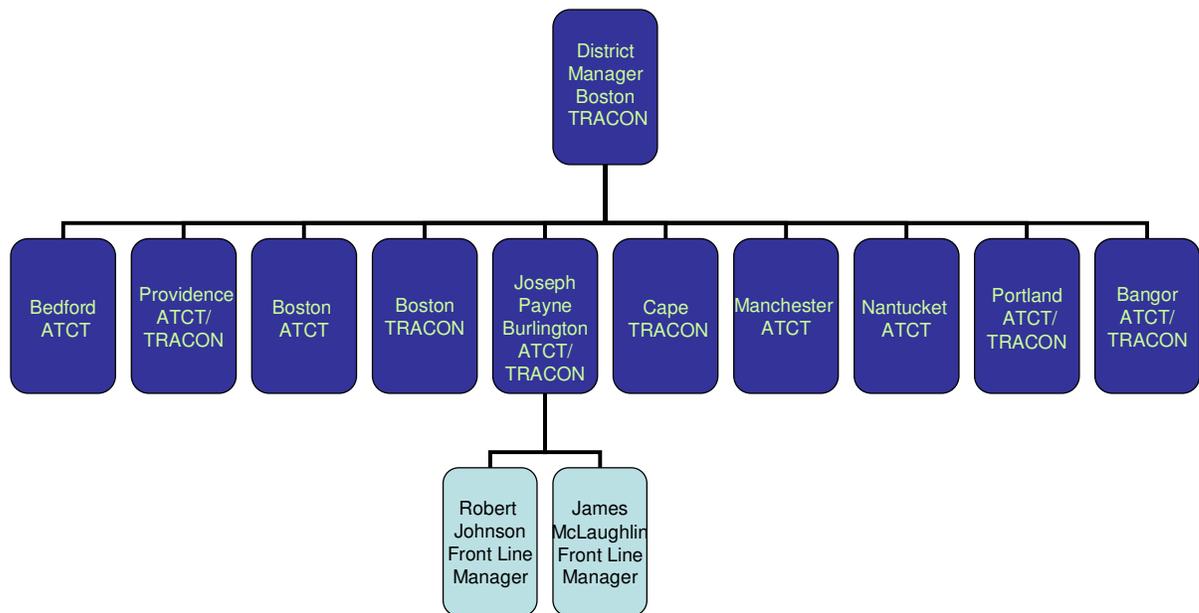
I look forward to working with you, and would like to welcome you again to our team!

Sincerely,

Joe Payne
Burlington Tower Manager



Burlington ATCT/TRACON Organizational Chart





Burlington Tower Leadership Team

Joe Payne, Air Traffic Manager, Burlington Tower

Joe began his career with the FAA in 1982 at the Westchester County ATCT (HPN) in White Plains, NY. Joe has also worked at Wilkes-Barre ATCT (AVP) as a Controller, Staff Specialist and Frontline Manager and Savannah ATCT (SAV) as a Frontline Manager before coming to Burlington as the Air Traffic Manager.

Locally, Joe enjoys running, biking, hiking, and kayaking. He also enjoys traveling, though the destination is usually Pennsylvania to visit family and friends.

Joe's goals for the facility are to have BTV ATCT remain error free and to improve air traffic safety and efficiency. Joe's vision is to have BTV ATCT be a professional and pleasant place to work.

James McLaughlin, Frontline Manager, Burlington Tower

Jim is a native Vermonter who returned to the state after beginning his FAA career at New York Center.

Jim splits his spare time between his family and the Vermont Army National Guard where he is a Lt. Colonel.



Burlington Tower Leadership Team (continued)

Robert Johnson, Frontline Manager, Burlington Tower

Bob is a native of Connecticut, who, after a stint at Boston Center, came to Burlington Flight Service Station and eventually transferred to the Tower.

Bob resides in St Alban's where he volunteers for local government committees.

Bob also enjoys playing hockey and flag football.



Our Expectations of Employees

The Burlington 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 responses
- Be an effective team member



Policies

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

Reporting for Duty

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

Hours of Duty

Burlington is a 19 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 across the street from the tower building. As you face the tower the administrative offices are located in the base building to your right. You request entry at the gate by pushing the AI Phone button and identifying yourself when asked.

Security

All BTV ATCT employees are required to wear their FAA ID badge while inside the facility. 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 BTVATCT premises.

Policies (continued)



Guests and Visitors

Guests and visitors are encouraged but must be approved by the leadership team in advance. All photography inside the facility must be approved in advance by the Air Traffic Manager.

Cell Phones

Cell phone use is allowed in the building but cell phones must be turned off in the operational areas.



Local Area Information

Burlington Profile

Burlington is the largest city in the U.S. state of Vermont and the county seat of Chittenden County. The urbanized area consists of the cities of Burlington, South Burlington, and Winooski; the towns of Colchester, Essex, and Williston; and the village of Essex Junction.

As of 2000, the metropolitan area contained the three northwestern Vermont counties of Chittenden, Franklin, and Grand Isle, with an estimated 2006 population of 206,007, approximately one third of Vermont's total population.

The city is situated on the eastern shore of Lake Champlain, north of Shelburne Bay. It was built on a strip of land extending about 6 mi south from the mouth of the Winooski River along the lake shore and rises from the water's edge to a height of 300 ft.

In 2006, Burlington was rated the ninth-best city to live in. The criteria were health, quality of life, and fitness. In 2007, it was rated 11th out of 100, for auto safety. The criteria were observing speed limits, accident infrequency, and seatbelt use. In 2008 it was ranked second out of 100 for "greenest driving." Criteria included gasoline consumption, and air quality.

In 2008, the U.S. Centers for Disease Control and Prevention reported that Burlington is tops among U.S. metropolitan areas by having the largest proportion of people – 92 percent – who say they are in good or great health. The report went on to rate it best in exercise and lowest in obesity, diabetes, and other measures of ill health. Burlington is a college town, home to The University of Vermont (UVM), Burlington College, and to Champlain College, as well as a Community College of Vermont campus. Saint Michael's College is located in nearby Colchester.



Local Area Information (continued)

Burlington Attractions

Burlington has the largest public library in Vermont, the Carnegie Building of the Fletcher Free Library. Unlike most libraries in Vermont, it is publicly owned. The building was originally endowed by Andrew Carnegie. It is on the National Register of Historic Places.

The Burlington waterfront along the shore of Lake Champlain has bench swings and paths for walking and biking. It provides a place to view the Adirondacks. ECHO Lake Aquarium and Science Center, housed in Vermont's first Leadership in Energy and Environmental Design Certified Green Building, is located at the waterfront and harbors over 70 species of fish, amphibians, invertebrates, and reptiles.

Dragon boat races to benefit charity have been held in Lake Champlain in August since 2006.

There has been an annual First Night community celebration of the arts on New Year's Eve since 1982. Burlington was the fourth city to embrace this concept. And, of course, there is skiing. Smuggler's Notch, Stowe and Bolton Valley are all within an hour drive, while Jay Peak, Mad River Glen and Sugarbush will take you a little more time.



Area Sports

Vermont Lake Monsters	Baseball	Minor league baseball; Class A (Short Season)	Centennial Field
Vermont Frost Heaves (shared with Barre)	Basketball Premier Basketball League	Memorial Auditorium Barre Auditorium	
University of Vermont Catamounts	Multiple sports Most notably Men's Hockey and Men's and Women's Basketball	NCAA Division I America East Conference/Hockey East	Patrick Gym, Centennial Field, Gutterson Field house

Burlington is home to the Vermont Lake Monsters, a Class A minor league baseball team. Formerly the Vermont Expos baseball club of the [New York – Penn League](#), it plays on the campus of UVM at Centennial Field.

Burlington is also home to a professional basketball franchise, the Vermont Frost Heaves, for half of their season. The team, which is part of the American Basketball Association (ABA), splits their season home games between Burlington and Barre. The Frost Heaves play their Burlington games at the Memorial Auditorium, on South Union Street, at the corner of Main.

There is also a rugby union team in Burlington, the Burlington RFC. The Vermont City Marathon has drawn thousands of competitors annually.

*Area Sports courtesy of www.wikipedia.org



Websites of Interest

www.employees.faa.gov

www.burlingtonfreepress.com (housing)

www.7dvt.com (housing)

www.localmotion.org/trails (recreation)

www.burlington.craigslist.org (housing)

www.vtfcu.com (banking)

www.vtsports.com (recreation)

www.vermonter.com (general)

www.vermont.org/relocating/services.html

www.ci.burlington.vt.us (general)

www.134thfightersquadronassoc.com (aviation)

www.linkvermont.com (general)



This page has been redacted for posting on the Web. Please refer to the guide you received from your facility.



Burlington Tower Directory

Administrative Department Barb Savage	802-657-4400
Air Traffic Manager Joe Payne	802-657-4403
Radar Room	802-657-4401
Control Tower	802-657-4402



Local Pictures



BTV Airport from Camel's Hump.



Local Pictures (continued)



Early Spring on the Church Street Marketplace



Burlington and Lake Champlain



Local Pictures (continued)



Burlington Bike Path at Mallet's Bay.

*photos courtesy of www.vermont.org, www.ci.burlington.vt.us, and www.wikipedia.org