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Welcome Letter

Dear New Employee,

Welcome to Griffiss TRACON! Here you will have an opportunity to work with an outstanding team of professionals that help make us 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,

Ed Snyder
Manager, Griffiss TRACON
Griffiss TRACON Past and Present

Griffiss Terminal Radar Approach Control (TRACON) was initially an Air Force Non-Radar approach control facility serving both Griffiss Air Force Base (RME) and the Oneida County Airport (UCA). Because of issues related to military controllers serving a civilian airport, the Civil Aeronautics Administration (CAA) was asked to assume control of the facility. The CAA’s Griffiss Approach Control was commissioned on October 1, 1957, occupying the same space within a former Air Force hanger that is still occupies.

The CAA opened a VFR Tower at UCA a month later and controllers from RME would staff both the approach control and the ATCT at UCA, while Air Force personnel staffed the VFR Tower on the air force base.
When the Strategic Air Command (SAC) assumed control of Griffiss Air Force Base, and with the arrival of B-52 aircraft and their cold-war alert status, the Air Force requested that radar be installed at Griffiss. We became a Radar Approach Control (RAPCON) with the commissioning of our radar on March 14, 1959, making us one of the nation's oldest radar approach control facilities and the first in upstate New York to have radar. The radar was upgraded in April 1979 when Griffiss became the first facility in the Eastern Region to receive the then newly developed ARTS II system.

Our facility provided radar services to several military units including B-52, KC-35, F-106, T-33, T-37 and T-38 aircraft. During our years we also provided support to the Air Forces' Research Lab and its various test aircraft; SR-71 and U-2 operations during several crisis in the Middle East; as well as military relief operations following Hurricane Andrew.

When the Air Force mission ended in 1996, we continued to provide support to the UCA airport and the continued operations here at Griffiss, as the former Air Force Base became a Mission Essential Airfield in support of the Army's Fort Drum located to our north. With the improvements at Fort Drum's Sack Airfield, the Army left two years later and we continued to support UCA and RME as a public use airport. Oneida County relocated the Oneida County Airport to the former Griffiss Airfield in January 2007, and today we support IFR operations and provide Terminal Radar Services to the current Griffiss International Airport and several small public and private use airports within our airspace.

While controllers from this facility staffed both the RAPCON and the VFR Tower at UCA, our staffing reached its high point of 42 controllers in 1960. The facilities were separated on January 1, 1967. Today, through improved equipment and with the reduction of complexity, we are staffed with 11 controllers, providing services 24 hours a day, seven days a week.
Independence District

Griffiss TRACON is part of the Independence District. Michael Wagner, manager of Philadelphia ATCT (PHL), is the District Manager. This is a list of the other facilities in our district.

- Allentown, PA (ABE)
- Atlantic City, NJ (ACY)
- Binghamton, NY (BGM)
- Elmira, NY (ELM)
- Philadelphia (Northeast), PA (PNE)
- Reading, PA (RDG)
- Syracuse, NY (Syr)
- Wilkes-Barre, PA (AVP)
- Wilmington, DE (ILG)

Griffiss Management

The management team at Griffiss TRACON is comprised of a manager and supervisor (Front Line Manager) and training specialist.

Air Traffic Manager
Edward Snyder

Front Line Manager (Operations)
Gary White

Certified Professional Controllers

Training & Development
Ronald Gurney
Contract Instructor

Brief biographies of Ed, Gary, and Ron are shown below.
Edward Snyder, Air Traffic Manager, Griffiss TRACON

Ed has been the facility manager of Griffiss TRACON since May 2007. Despite his plan to get away from the cold winters in the northeast, he decided that the opportunity to become a manager outweighed the desire to shed his winter coat.

Ed is a 1976 graduate of Indiana University with a degree in Business Administration. He started his career with the FAA on August 3, 1982 on the first anniversary of Ronald Reagan’s historic decision to fire striking air traffic controllers. He worked for several years working as a controller and acting supervisor at Essex County Airport in Caldwell, New Jersey before becoming manager of Williamsport Tower in Pennsylvania. After that facility was contracted out in 1996 he chose to take a position as support specialist in Flight Service rather that move his family. With his 2 sons both off to college he took a job as support specialist at Allentown Tower in 2005.

Ed enjoys traveling and has visited every state in the U.S. except Hawaii. He is on the road on many of his days off visiting family and friends. He resides in the town of Rome with his wife, Lisane, and their 3 cats, Cleo, Lizzy, and Winston.

Gary White, Front Line Manager, Griffiss TRACON
Gary began his Air Traffic Control career in the USAF in 1982 serving four years at England Air Force Base, Louisiana. Mr. White was a controller in a VFR Tower serving the 23rd Tactical Fighter Wing with three squadrons of A-10 Warthogs and numerous military transient aircraft from nearby training bases.

Gary entered the FAA in 1986 after separating from the USAF and was initially assigned to Boston ARTCC. Mr. White was transferred to Utica Tower in August 1987 due to a hardship.

In 1995 Mr. White was promoted to Griffiss RAPCON and was an approach controller for eight years. He was then promoted to Supervisor in 2003 after six months detail as a temporary supervisor.

During his entire FAA career Mr. White was enlisted in the US Air Force Reserves as a controller at McGuire Air Force Base in New Jersey. Senior Master Sergeant White recently retired from the Reserves in October 2008 after twenty-six years serving in the military.

His is active in a local Motorcycle Club for military and ex-military personnel. He likes to hike in the Adirondack Mountains and enjoys downhill skiing and golfing. Additionally, Gary’s hobbies include coin collecting.

He is married to Amy with two adult children who recently moved out and is enjoying the empty-nest syndrome with his wife of twenty-six years.

**Training Specialist**
Ron Gurney
Training and Development Specialist
Raytheon Technical Services Corporation

Ron began his air traffic control career in the United States Air Force, serving four years and one-half years at Griffiss Air Force Base. He was an assistant Crew Chief in the military VFR Tower and also conducted Precision Radar Approaches in the joint-use Air Force-FAA RAPCON.

In 1979, he began his FAA career working in Flight Service Stations at Glens Falls, NY and Utica NY. He transferred to the VFR Tower located at the former Oneida County Airport (UCA) in late 1981 and served as a Local Controller until 1992 when he transferred to the FAA’s Griffiss RAPCON, this time as a civilian radar approach controller. In 1996, he became the facility's Program Specialist, responsible for Quality Assurance, Airspace and Procedures and the Training Program.

In July 2001, he became acting Air Traffic Manager of Griffiss RAPCON, a position made permanent in early 2002. Ron served as ATM until his retirement in November 2005, completing over 33 years of federal service.

In March 2008, Ron returned to Griffiss RAPCON/TRACON as a contract employee serving as the Training and Development Specialist, Ron now oversees the Training Program, conducts classroom, proficiency, and supplemental training. Ron enjoys instructing, and also serves as an instructor for a major tax preparation company during the fall months.
Brad Chen, CPC Griffiss TRACON

Steve Davidson, CPC Griffiss TRACON

Frank Geremski, CPC Griffiss TRACON
Jason Jacob, DEV Griffiss TRACON

Mike Kryszczuk, CPC Griffiss TRACON
Justin McAvoy, CPC Griffiss TRACON

Patrick O’Brien, CPC Griffiss TRACON
Gordon Potter, CPC Griffiss TRACON (Picture not taken in Rome!)

Dave Reynolds, CPC Griffiss TRACON
Rickey Rutherford, CPC Griffiss TRACON

Tom Smith, CPC Griffiss TRACON
Our Expectations of All Employees

Griffiss TRACON 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
Informatio

Information and Policies

The section below presents information and policies for Griffiss TRACON:

**Reporting for Duty and Hours of Duty**

Duty ours for new employees will be from 0800 to 1630 Monday through Friday with a half hour lunch break. Call the facility manager to determine the appropriate reporting date. When classroom training is complete you will be given an operational 8-hour schedule with a paid meal break. When assigned an 8-hour schedule employees are subject to recall and therefore not allowed to leave the building.

**Facility Address**

592 Hangar Road Suite 201, Rome, NY, 13441

**Driving Directions**

**From Syracuse Airport**, take access road to I-81 S to NYS Thruway I-90 East to Exit 33. After tollbooth, bear right onto Rt. 365 towards Rome. After approx 9 miles, the road splits; stay on Rt. 365 (to the right). Stay on this road until the 3rd exit (the name of the road changes to Rt. 49 as Rt. 365 exits at the 2nd exit). This 3rd exit is Rt. 825 North, Griffiss Business & Technology Park. Take Rt 825 N to the traffic circle; exit circle at first right Ellsworth Road. Take Ellsworth to stop sign, turn left onto Otis St., Take Otis St. straight into the parking lot. Enter the terminal building and go through first door to right and up the stairs to the second floor. Push the security buzzer for access.

**From Albany**, take NYS Thruway I-90 to Exit 31. Follow signs to Rt. 49 west toward Rome. Ext onto Rt. 825 North toward Griffiss Business & Technology Park. Take Rt 825 N to the traffic circle; exit circle at first right Ellsworth Road. Take Ellsworth to stop sign, turn left onto Otis St., Take Otis St. straight into the parking lot. Enter the terminal building and go through first door to right and up the stairs to the second floor. Push the security buzzer for access.
Telephone Numbers

Administrative                     (315) 337-3190
                                      (315) 336-2622
Operations (recorded)          (315) 336-2536
Operations (un-recorded)     (315) 337-4708

FAA ID Cards

Your FAA identification card must be displayed at all times in FAA facilities. The card is to be worn above waist level on your outside layer of clothing so it is easily visible.

Guests and Visitors

Guests and visitors may visit the facility with prior permission of the manager or front line manager. Care should be taken to not cause a distraction in the operating quarters.

Cell Phones

National policy is that cell phones are not allowed in the operations area. Your cell phone may be on but must be left in your locker or mailbox.
Some Local Motels

Wingate
90 Dart Circle
Rome, NY 13441 US
Phone: 315-334-4244
Wingate By Wyndham Rome

Quality Inn of Rome
200 S. James St.
Rome, NY 13440
315-336-4300
www.qualityinnrome.com

The Beeches
Turin Rd.
Rome, NY 13440
315-336-1775
A Few of the Local Restaurants

**Savoy Restaurant**
255 East Dominick St
Rome, NY, 13440
**Phone:** 315-339-3166


A family owned restaurant established in 1908. Serves great Italian Food. Price is higher than average for the area but worth it for those special occasions.

**China House**

The best Chinese restaurant in town. Be sure to try the spicy wonton appetizer.

503 North James St.
Rome, NY, 13440
**Phone:** 315-339-8888

**Coalyard Charlies**

An American restaurant in a building that originally served as a general store and boarding house on the Erie canal more than 150 years ago.

100 Depeyster St.
Rome, NY, 13440
**Phone:** 315-336-9940

[www.coalyardcharlies.com](http://www.coalyardcharlies.com)
Franklin Hotel

A neighborhood Italian Restaurant. Not fancy, but great food for the price. Cash only and you may have to wait to be seated on Friday or Saturday evening.

301 South James Street
Rome, NY
Phone: 315-336-9974

Teddy’s

Nice Italian restaurant in a strip mall location. Known to have the best Chicken Riggies in the area.

851 Black River Boulevard North
Rome, NY
Phone: 315-336-7839
Online Resources

Local Area Resources

http://www.romenewyork.com/index.asp

History

http://www.strategic-air-command.com/bases/Griffis_AFB.htm

Chamber of Commerce

http://www.romechamber.com/

Housing and Relocating Assistance

http://www.uticaromerealtor.com/search/FormMul.php

Local News

http://romesentinel.com/

Rome School District

http://www.romeceansd.org/education/district/district.php?sectionid=1