



Federal Aviation  
Administration



# Facility Orientation Guide

## Louisville-Standiford ATCT/TRACON





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## Welcome Letter

Dear New Employee,

Welcome to Louisville Standiford (SDF) Tower/TRACON! 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 make you a highly regarded addition to our team, and I am certain that you will have a positive impact on our future.

Our goal is 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 handwritten signature in black ink, appearing to read "D. Senechal".

David Senechal

Louisville-Standiford Tower/TRACON Manager



## Louisville-Standiford (SDF) Tower/TRACON

The current SDF Tower and Base Building were completed in 1998. We enjoy cutting-edge state of the art facilities and equipment; in fact, this facility has served as the key development site for a number of next-generation technologies, including SafeFlight 21, ARTS IIIIE, and ASDE-3X, and is currently involved in development and integration of ADS-B and Continuous Descent Approaches (CDA).

Our authorized Air Traffic Controller staffing is 48, along with 7 Front Line Managers (FLM's), two Support Specialists, two contract instructors, a facility secretary, an Operations Manager, and the Air Traffic Manager. Technical Operations personnel are also co-located at this facility, providing installation, repair, and maintenance for our facilities and equipment, as well as surrounding installations and facilities.

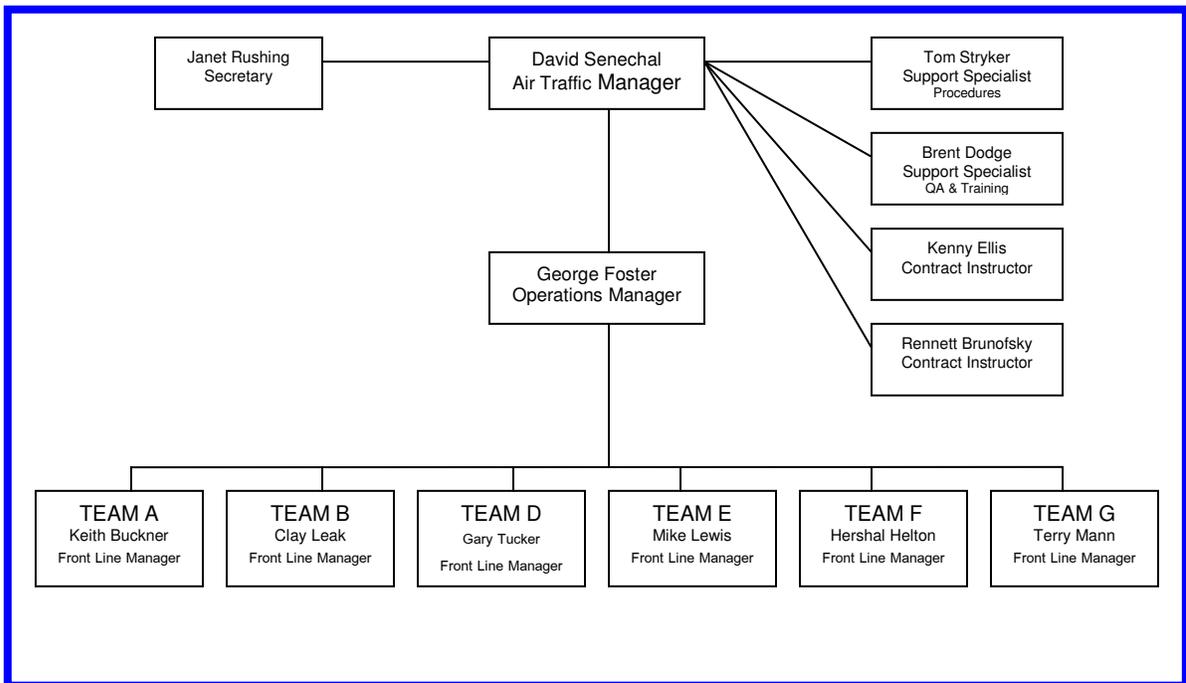
Louisville International Airport is the world hub for UPS Air, making it the nation's second-largest cargo airport. With UPS as the largest user of Louisville International Airport, our Tower and TRACON remain busy throughout a full 24-hour day, with much of our traffic occurring between 10:00 pm and 6:00 am. The airport's current configuration includes a recently-lengthened 12,000 foot runway, enabling non-stop flights to China and the Orient.

In addition to providing service for Louisville International Airport, SDF Tower/TRACON also provides approach control service to Louisville Bowman (LOU), Ft. Knox AAF (FTK), and a number of smaller satellite airports within a 40-50 mile radius.



## Louisville-Standiford Tower/TRACON Organizational Chart

The following organizational chart depicts the structure of the Louisville-Standiford Tower/TRACON Management Team.





## SDF Policies

### **Before you Arrive**

Please contact the facility after you accept your firm employment offer (see phone list on the last page). In addition to saying “hello”, we’ll request some personal information, such as your phone number or email, permanent address, and other personal information needed to ensure that you get entered into our personnel and payroll system. We’ll assign your “operating initials”, and also provide you with preliminary SDF training information that we would like you to be familiar with before you arrive at the facility.

### **Reporting for Duty**

The facility street address is: 755 Grade Lane, Louisville KY 40213. As a new controller, you should report to work at 8:00 am on your first day. Your start time may be adjusted thereafter during your initial classroom training. There is a “call box” at the entrance to the facility parking lots. When you arrive, press the call button. You will be expected, and will receive a prompt greeting and entrance to the facility.

### **Hours of Duty**

During your initial classroom training, you’ll be working Monday-Friday, 8 ½ hour shifts, with ½ hour for lunch. You may leave the facility during this ½ hour lunch break. Once you begin your on-the-job training (OJT), you will work an 8 hour shift, which includes a ½ hour paid lunch break. During your 8 hour shift, you may not leave the facility during your breaks unless you are on some form of approved leave. When you are on a break during your shift, you are expected to return to work promptly at the end of your break, and may be recalled early if needed.

### **Parking**

Two secure parking lots are located immediately adjacent to the facility. Parking permits are not required.



## **Security and Building Access**

FAA ID cards must be worn at all times while in the facility. Facility grounds are surrounded by a secure chain-link fence, with gates at the main and the employee entrances. Access to the gates and facility entry doors is provided by an electronic access card, which will be issued to you on your first day in the facility. Be alert to, and report any instances of, suspicious behavior or activity, or attempts by unauthorized personnel to enter the parking lot or buildings.

## **FAA ID Cards**

FAA ID cards must be worn at all times while in the facility or on FAA grounds. If you are a new employee, you will receive a temporary ID card initially until your permanent ID card is issued. If you lose or forget your permanent ID card, contact the facility secretary or watch supervisor, when you arrive at the facility, for a temporary pass.

## **Guests and Visitors**

Due to enhanced security requirements, guests and visitors are normally limited to immediate family members. Other tours or visits may be allowed with prior management approval.

## **Phone Calls**

Unless an emergency or unusual situation exists, family/friends/businesses should not normally call you on facility telephones. A common-use answering machine is available for routine calls, (502) 375-7435, that will allow you receive messages and to return calls when you're on a break.

## **Cell Phones**

Cell phones must be turned off in the TRACON and Tower Cab, but may be used elsewhere in the facility.

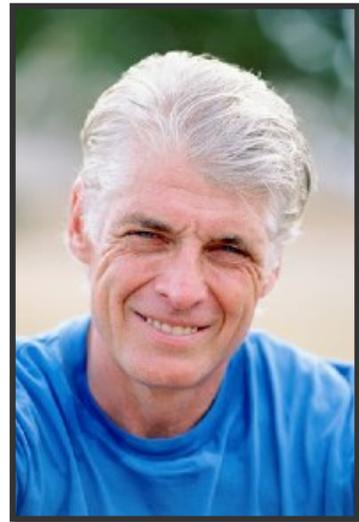


## SDF Tower/TRACON Leadership Team

### **David Senechal, Air Traffic Manager**

David Senechal joined the FAA in 1982 as an air traffic controller at Bismarck, ND. His employment track record includes serving as an Air Traffic Controller, a Supervisor (FLM), and an assistant facility manager at various Radar facilities within the Great Lakes Region. In addition, he served as the Air Traffic Manager at St. Thomas, Virgin Islands, as a Headquarters Evaluation Specialist, and as a Quality Assurance specialist at the Southern Regional Office prior to his arrival at SDF Tower/TRACON.

Dave is married with two college-age children, and is a published author.



### **George Foster, Operations Manager**

George has been employed by the FAA since 1985. After working at a number of facilities, ranging from Cincinnati to Guam, he was assigned to Louisville-Standiford in July of 1999 as an air traffic controller. Since then, he's been promoted to front line manager and currently holds the position of Operations Manager. He's been married for nearly 26 years, and has four wonderful children (all adults) and two precious grandchildren. He likes traveling, seeing new places, jazz (contemporary), bowling, and "N" scale trains.

### **Keith Buckner, Front Line Manager**

Keith Buckner was a Controller & Tower Crew Chief in the U.S. Marine Corps 1978-1980. After a successful 4 year stint as a new car sales rep for General Motors in Arizona, he joined the FAA as an air traffic controller in January 1985. Keith was selected as Louisville Tower's Quality Assurance & Training Specialist in January 1994 & was promoted to his present position of Operations Supervisor/Front-Line-Manager in June 1996. Keith is also certified as a FAA EEO Mediator. Keith is active in his local church, where he serves as an associate minister. In his leisure time, he has been known to "rough up" unsuspecting victims on the chess board from time to time.



**Hershal (Buddy) Helton, Front Line Manager**

Buddy Helton started his Air Traffic Control career in the Marine Corps, followed by a stint with the DOD at Lawson Army Airfield and MCAS Cherry Point. After he began his FAA career, he worked as a controller at Cincinnati, Miami, and Memphis. In Memphis, he was promoted to a Plans and Procedures Specialist, then a Supervisor. His next move was to Raleigh, where he was a Supervisor and a Support Manager, before moving to SDF in 1991. He was the assistant air traffic manager for a number of years, before moving back to the operation as a Front Line Manager.

**Clay Leak, Front Line Manager**

Clay was born in Rockingham, NC. He started his FAA career in 1981 at Opa Locka ATCT in Miami, and transferred to Cincinnati Tower in 1983. He was selected as a staff specialist at Louisville-Standiford ATCT in 1988, and was promoted to his current position as a Front Line Manager in 1990. Clay is married to Sandy and has two children: Lauren is an aircraft dispatcher, and Bill is a new FAA controller stationed at Mobile, AL. Clay is a world-class expert in muscle car restoration.

**Mike Lewis, Front Line Manager**

Mike was hired by the FAA in August of 1989 with no prior ATC experience. After attending the screen in OKC, he was assigned to his hometown of Lexington, KY. He worked at LEX for thirteen years before moving to Louisville International (SDF) as a controller in 2002. In 2006 he became a Front Line Manager at SDF.

**Terry Mann, Front Line Manager**

Terry started his ATC career with the Navy in 1970, and transitioned to the FAA in 1976, with stints in Ely, NV FSS, and SJU, HSV, and MIA Towers. After August 1981, he began working for Pan Am World Airways on Ascension Island, off the coast of Africa, and was also a controller at the Kennedy Space Center Shuttle Landing Strip. He resumed his FAA career in January 1995, with stops in Las Vegas TRACON, Indianapolis Tower, and Orlando Tower, before moving to Louisville in April 2003 as a Front Line Manager. He spends his free time playing golf with his granddaughters and friends.

**Gary Tucker, Front Line Manager**

Gary started his FAA career at Lincoln, NE (LNK) ATCT as a GS-4 Flight Data Processor on June 3, 1991. He subsequently became an Air Traffic Controller and stayed in Lincoln until December of 1998. He transferred to Louisville Standiford ATCT/TRACON (SDF) in December 1998, was then promoted to a Staff Specialist position, and has been a Front Line Manager since September 2008.



## Our Expectations of All Employees

The Louisville-Standiford Tower/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



## Local Area Information



Louisville, KY advertises itself as the 16<sup>th</sup> largest city in the United States. Situated on the Ohio River, Louisville creates a unique blend of the Midwest and the South. It is commonly referred to as either the northernmost Southern city or the southernmost Northern city in the United States. Because it includes counties in Southern Indiana, the Louisville metropolitan area is regularly referred to as Kentuckiana.

Louisville is home to a diverse and vibrant economy. Humana, Papa John's, Ford, General Electric, Kindred, and Kentucky Fried Chicken either have headquarters or strategic operations located in or near Louisville. The strengths of Louisville's economy are its health-related enterprises and logistics endeavors (UPS), but the city also features a strong manufacturing base, an emerging tech hub and a growing services sector.

Louisville is home to several institutions of higher learning. There are three four-year universities: the University of Louisville, Bellarmine University, and Spalding University, and other business or technical schools such as Sullivan University and several other post-secondary schools. Indiana University Southeast is located across the Ohio River in New Albany, Indiana.



In addition to a wide range of cultural amenities, Louisville has emerged as a major center for the health care and medical sciences industries. Louisville has been central to advancements in heart and hand surgery, early artificial heart transplants, as well as cancer treatment. Louisville also serves as the headquarters for two Fortune 500 health-related companies, and is home to 15 hospitals and thousands of quality medical professionals. About 72,000 employees work for the more than 2,000 health-related companies - which include health care providers, medical supply companies, insurers and claims processors.

The West Main District in downtown Louisville features what is locally known as "Museum Row". In this area, the Frazier International History Museum, which opened in 2004, features a collection of arms, armor and related historical artifacts spanning 1,000 years, concentrating on U.S. and UK arms. Also nearby is the Louisville Science Center, which is Kentucky's largest hands-on science center and features interactive exhibits, IMAX films, educational programs and technology networks.

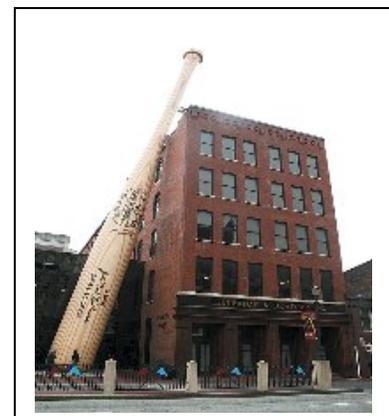
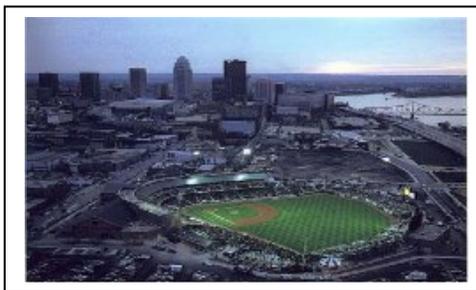


The Muhammad Ali Center opened November 2005 in "Museum Row" and features Louisville native Muhammad Ali's boxing memorabilia, as well as information on the core themes that he has taken to heart: peace, social responsibility, respect and personal growth.

The Speed Art Museum opened in 1927 and is the oldest and largest art museum in the state of Kentucky. Located adjacent to the University of Louisville, the museum features over 12,000 pieces of art in its permanent collection and hosts regular temporary exhibitions.

And, yes, Louisville has a ballet.

## Louisville Attractions





## Sporting and Special Events



Louisville is home to a number of annual cultural events. Perhaps most well-known is the Kentucky Derby, held annually during the first Saturday of May. The Derby is preceded by a two-week long Kentucky Derby Festival, which starts with the annual Thunder Over Louisville, the largest annual fireworks display in the nation. The Kentucky Derby Festival also

features notable events such as the Pegasus Parade, The Great Steamboat Race, Great Balloon Race, a marathon, and about seventy events in total. Esquire magazine has called the Kentucky Derby "the biggest party in the south."

College sports are very popular in the Louisville area, especially college basketball. The Louisville Cardinals rank first nationally in percent to capacity attendance annually, with Freedom Hall averaging better than 100% for 10 straight years. The Louisville market has ranked first in ratings for the NCAA men's basketball tournament every year since 1999. The Louisville Cardinals football team achieved national respect in the 1990s under Coach Howard Schnellenberger when the team overwhelmingly defeated Alabama in the Fiesta Bowl. The program's stock continued to rise as it joined the Big East Conference and won the FedEx Orange Bowl in 2007 under Bobby Petrino. The University of Louisville baseball team advanced to the College World Series in Omaha in 2007, as one of the final eight teams to compete for the national championship.

## Area Restaurants

Whether you're thinking formal or fast, Louisville has over 2,500 restaurants, from Artemisia to Z's Oyster Bar & Steak House, and every letter of the alphabet in between. For a complete listing of every restaurant in Louisville and Southern Indiana, visit <http://www.greaterlouisville.com>, and navigate to the "restaurants" section.

The airport diagram was redacted for posting on the web.  
It will be available in the guide you will receive from your  
facility.



## Louisville International Airport (SDF)

Louisville International Airport (and Bowman Field) comprises the largest employment center in Louisville Metro. Growth at the airports translates into additional jobs, payroll, business expenditures and construction projects, as well as generating additional local and state tax revenues for the region.

Just 10 minutes from downtown, Louisville International Airport now has nonstop service to 23 destinations and convenient connections to cities worldwide. Major passenger carriers include Delta, Comair, Northwest, American, US Air, Continental, and Southwest. The airport accommodated more than 3.8 million passengers in 2007. Louisville International ranks third in North America—and ninth in the world—in the total amount of cargo handled as home of UPS's international air-sorting hub. The airport handled 4.5 billion pounds of cargo, freight and mail in 2007. Louisville International Airport is home to Chautauqua Airlines maintenance complex, capable of holding nine planes, and will also soon be home to Compass Airlines main maintenance complex.

Atlantic Aviation Services is a comprehensive general aviation facility with complete line service. In addition to the comfort and convenience features of a new terminal and corporate hangar, AvPorts has developed an exclusive hand-held fuel management technology to handle quick-turn requirements

In addition to commercial passenger and general aviation activities, Louisville International Airport is home to the Kentucky Air National Guard's 123rd Airlift Wing, which provides worldwide theater airlift for U.S. military and humanitarian operations. The wing is equipped with 12 C-130H model aircraft. Eight squadrons and seven flights carry out the unit's mission by providing administrative and logistical support.



## UPS



### History

In 1981, United Parcel Service (UPS) began a new overnight-delivery business with hub operations at Louisville's airport. UPS built a 35-acre apron for parking additional aircraft and initially employed 135. In succeeding years, UPS's operation continued to grow,

both in terms of cargo, airport operations, and aircraft types, eventually becoming the eighth largest airline in the world, and elevating Louisville International Airport to the third largest air cargo facility in the North America. Following completion of a \$1 billion expansion in 2002, the facility is currently the size of 80 football fields and capable of handling 84 packages a second, or 304,000 per hour.

### Heavy Airfreight Hub

In 2005, UPS chose Louisville for its heavy airfreight hub. A new \$84.5 million, 653,000 square foot heavy freight facility was added to existing operations in Louisville. This new hub began operation in 2006.

### Worldport Expansion

In May 2006, UPS announced an additional \$1 billion expansion that will increase sorting capacity over the next five years and create more than 5,000 additional jobs. The expansion plan calls for the addition of three aircraft load/unload "wings" to the hub followed by the installation of high-speed conveyor and computer control systems. While the configuration has yet to be finalized, work has begun and will be complete by 2010. The plan will increase Worldport by 1.1 million square feet, to 5.1 million square feet - the equivalent of more than 113 football fields.



## Local Area Resources

[www.louisville.com](http://www.louisville.com)

[www.gotolouisville.com](http://www.gotolouisville.com)

[www.louisvilleky.gov](http://www.louisvilleky.gov)

[www.flylouisville.com](http://www.flylouisville.com)

[http://en.wikipedia.org/wiki/Louisville, Kentucky](http://en.wikipedia.org/wiki/Louisville,_Kentucky)

## Chamber of Commerce

[www.greaterlouisville.com](http://www.greaterlouisville.com)

## Housing and Relocating Assistance

[www.louisville.apartments.com](http://www.louisville.apartments.com)

[www.hellolouisville.com](http://www.hellolouisville.com)

## Area Schools

Jefferson County

[www.jefferson.k12.ky.us](http://www.jefferson.k12.ky.us)

Oldham County

[www.oldham.k12.ky.us](http://www.oldham.k12.ky.us)

Bullitt County

[www.bullittschools.org](http://www.bullittschools.org)

Clark County, IN

[www.gcs.k12.in.us/](http://www.gcs.k12.in.us/)

Floyd County, IN

[www.nafcs.k12.in.us](http://www.nafcs.k12.in.us)



## SDF Tower/TRACON Telephone Directory

>> Front Desk	(502) 375-7400
>> Watch Desk (Night/Weekend/Emergency)	(502) 375-7440
>> Training Department	(502) 375-7413
>> Manager's Office	(502) 375-7415
>> Employee Phone/Answering Machine	(502) 375-7435
>> Tech Ops	(502) 375-7360
>> Facility Fax	(502) 375-7464