



Federal Aviation  
Administration



# Facility Orientation Guide

## Merrill Field ATCT

1950 East 5<sup>th</sup> Avenue  
Anchorage, AK 99501



*Photo by Matt Quaid*



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***Welcome!***

You are now a part of the Merrill Tower team! Your commitment toward achieving this success is commendable. A career as a Certified Professional Controller is challenging and rewarding. The Certified Professional Controller's first priority is to ensure safety of the flying public – an incredible responsibility.

You will be in an exciting training phase when you report to the Merrill Field Air Traffic Control Tower. Your training will consist of classroom, simulation and, ultimately, training by a Merrill Certified Professional Controller providing you On-The-Job training. We'd like to tell you a little bit about your new facility. We have: 1 Air Traffic Manager, 1 Front Line Manager, 12 Certified Professional Controllers, 2 developmentals, and 1 secretary.

Your new facility is located at 1950 East 5<sup>th</sup> Avenue, Anchorage, AK 99501. Your reporting date is \_\_\_\_\_. We are on the North side of Merrill Field and operate as a level 7 facility. The Merrill Tower team is extremely proud to welcome you to the team!

***We look forward to your success in our training program.***

Sincerely,

Scotty Auton  
Merrill Tower Air Traffic Manager



### *Merrill Tower*

Merrill Field is the busiest general aviation airport in Alaska. It began in 1930 as “Aviation Field” and was Alaska’s first true airport. There are over 900 aircraft located on the field. Merrill Field has two paved runways along with one gravel runway.

The new, state-of-the-art, Merrill Tower was completed in 1999 and is nearly three times as tall as its predecessor. The tower is open 365 days a year, including holidays from May 1 to August 31, 7am to midnight and Sept.1 to April 30 from 7am to 10pm.



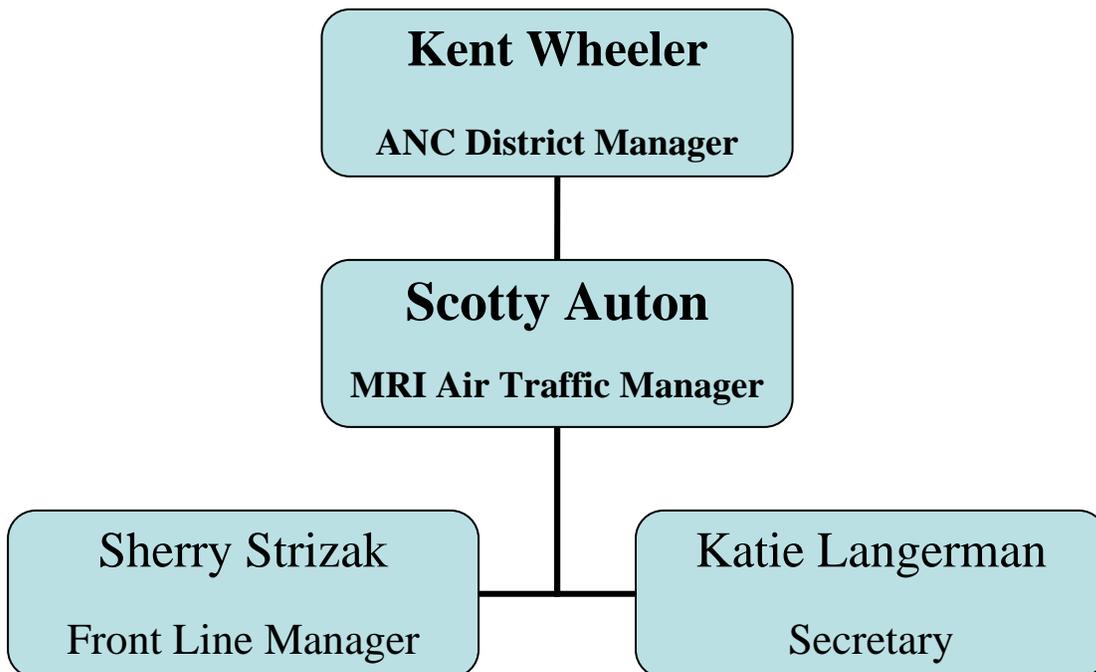
*In this photo: The new Merrill Tower (upper left) stands tall above what was Merrill Field’s first Air Traffic Control Tower (bottom right).*

Merrill airspace is in a congested area with Anchorage, Lake Hood, Elmendorf AFB and the Chugach Mountains surrounding it. The controllers are constantly coordinating with the other towers as well as managing traffic. We are a Municipal General Aviation Airport that supports 4 flight schools, and various FAR Part 135 operators.

With the tower cab floor in excess of 100 feet high, we have views of downtown Anchorage, the Cook Inlet, the Chugach Mountain Range, the Alaska Mountain Range and on clear days, we can see North America’s tallest mountain, Mount McKinley.



## Merrill Tower Organizational Chart





### *Our Expectations of All Employees*

Merrill Tower leadership team expects all employees to:

- ∂ Enjoy your time at Merrill Tower
- ∂ Always be prepared – mentally and physically
- ∂ You are responsible to manage your leave
- ∂ Treat each other with respect
- ∂ Take initiative
- ∂ Lead by example – be a good role model
- ∂ Do not tolerate or engage in any form of harassment or discrimination
- ∂ Be proactive about your training program
- ∂ Know your airspace and systems, know your equipment
- ∂ Follow rules and procedures
- ∂ Be open to feedback – provide honest information
- ∂ Be an effective team member
- ∂ Be on time, your co-workers depend on you



*Photo by Matt Quaid*



## *Policies*

### **Reporting for Duty**

All new employees are expected to report to work at Merrill Tower on the first business day following completion of the academy or the last day assigned to a prior facility (for transfer employees) at 8:00 a.m. local time unless otherwise coordinated with and/or directed by management.

### **Dress Code:**

You are expected to report to work in clothing that reflects your position as a professional. The mode of attire for the workplace is business casual. For further details or questions, please contact your Manager.

### **Hours of Operation**

Merrill ATCT operates 365 days a year including holidays, but it is not a 24-hour facility: Hours of operations from September 1<sup>st</sup> through April 30<sup>th</sup> are 7:00 a.m. to 10:00 p.m. and hours of operation from May 1<sup>st</sup> through August 31<sup>st</sup> are 7:00 a.m. to 12:00 a.m. Certified Operational personnel are assigned to work Compressed work schedule and are subject to immediate recall. Personnel may not leave the facility, during their shift, unless they obtain management approval. Operation personnel are subject to shift work assignment throughout operational hours.

### **Parking/Building Access**

Parking is available in a gated lot surrounding the tower. You will be issued a proximity card your first day which may be used to access the gate and outside doors.

### **Security/FAA ID Cards**

Security is everyone's responsibility. All personnel must display their FAA Identification so that it is clearly visible between their waist and neck. All suspicious activity must be reported to management immediately. If you lose your FAA ID or if it is stolen, you must report it as soon as possible to the secretary.



## **Guests and Visitors**

Employees may have family members visit the facility after obtaining approval from management. They must be US Citizens and have a valid Government issued picture ID. After obtaining approval, the employee must escort their guest at all times.

## **Cell Phones**

Cell phones may be brought to work. You may not enter any operational work areas with your cell phone unless it is turned completely off.

## **Mail Boxes and Lockers**

Mailboxes are located in the hallway near the break room on the first floor and are used for delivery of official notices and memorandums. Personal mail and personal package deliveries are not permitted at the tower. Lockers are assigned upon arrival and are located on the 1<sup>st</sup> and 8<sup>th</sup> floor.

## **Medical Services**

There are no on-site medical facilities at MRI. First aid kits are located in the tower cab and in the hallway closet. In an emergency, medical services can be summoned by calling 9-911. Employees are required to schedule their annual Physical through our Regional office at no cost to the employee.

## **Food Services**

There is a refrigerator, microwave, sink and a range top oven located in the break room on the first floor for your convenience. There is also a 5<sup>th</sup> floor lounge, and an 8<sup>th</sup> floor snack bar.



## *Local Area Information*

### *Anchorage, Alaska*

Anchorage is a unique destination located in one of the world's most spectacular settings – Alaska.

Anchorage is the home to more than half of the population of Alaska.

Recognized as a four-time All-American City, Anchorage is a modern city surrounded by spectacular wilderness and the beautiful Chugach Mountains.



At first mention, Alaska may stir up visions of igloos and polar bears, but Anchorage is nothing like that. Much warmer than you may think, Anchorage in the summer can expect an average temperature around 68 degrees which is ideal for in the area's outstanding recreational activities.

Most of all, Anchorage is a gateway to adventure. Within a 3-hour radius, you can flight see over Mt. McKinley, fish a wilderness river for Alaskan Salmon, visit grizzly bears via air taxi, see calving glaciers and enormous whales on a day cruise, hike to a glacier, climb a mountaintop or drive some of the world's most spectacular highways.



### *Attractions Abound in Anchorage*

The main attraction here in Anchorage is the views. Over a half-million acres of some of the most accessible hiking, skiing, camping, wildlife viewing, snow machining, rafting, and climbing in Alaska lays at Anchorage's edge. The mountainous backdrop to Anchorage reminds us that, although we live in an urban setting, the wilderness is right outside our back door.

Originally, Anchorage was a railroad-construction camp. In 1957, oil was discovered in Alaska. Seven years later, in 1964, the Good Friday earthquake changed the landscape, shaking solid ground into a liquid state with devastating results. A stroll through the museums and historic buildings gives a rich glimpse into this fascinating past.

In 2002, Anchorage received the honor of being one of ten cities nationwide to be named an "All-American City." This is the fourth time Anchorage has received the merit. The first time Anchorage was named an "All-American City" was in 1956, again in 1965 and also in 1984. Most residents agree that the city continues to be a place of matchless beauty, outstanding cultural opportunities and an emerging art community, with superior schools and infinite recreational activities.

Local area attractions include the Alaska Botanical Gardens, Anchorage Museum, Anchorage Market and Festival, 4<sup>th</sup> Avenue Market Place, Resolution Point/ Captain Cook Monument, the Oscar Anderson House, Ship Creek Salmon Viewing, the Alaska Railroad, the Russian Orthodox Museum, Alaska Center for the Performing Arts, the Alaska Zoo, Musk-Ox Farm, Lake Hood Float Plane Base, and numerous parks and trails.



Alaska is home to the Iditarod, also known as the “Last Great Race.” The Iditarod covers 1,150 miles of the most treacherous and most beautiful terrain in the world. Musherers and their dogs cover this terrain in 10 to 17 days. People come from all over the world every year to compete in the event.



Sports are also a big part of the community.

- Alaska Aces is Alaska’s one and only Semi-Pro hockey team. Go Aces!
- The Alaska Wild football team was the first professional football team in the state of Alaska, which began in 2007
- The Alaska Baseball League, a premier summer collegiate baseball league, contains players from major colleges throughout the world. Within Anchorage, we have two teams: Anchorage Bucs and the Glacier Pilots
- The University of Alaska Seawolves have a variety of sports teams that are competitive with Universities around the nation





### *Online Resources*

#### *Local Area Resources*

Municipality of Anchorage: [www.muni.org](http://www.muni.org)  
Chamber of Commerce: [www.anchoragechamber.org](http://www.anchoragechamber.org)

#### *Housing and Relocating Assistance*

Anchorage Neighborhood Housing Services, Inc: [www.akanhs.org](http://www.akanhs.org)  
National Search Site – Move.com: [www.move.com/apartments/anchorage\\_alaska](http://www.move.com/apartments/anchorage_alaska)  
Anchorage Daily News Classifieds: [www.adn.com/classified/real\\_estate](http://www.adn.com/classified/real_estate)

#### *Cellular Phone Service Providers*

##### *National Companies:*

AT&T: [www.wireless.att.com/home](http://www.wireless.att.com/home)  
Sprint PCS: [www.Sprint.com/index.html](http://www.Sprint.com/index.html)  
Nextel: [www.sprint.com/index.html?brand=Nextel](http://www.sprint.com/index.html?brand=Nextel)  
Verizon: [www.verizonwireless.com/b2c/index.html](http://www.verizonwireless.com/b2c/index.html)

##### *Alaskan Companies:*

ACS: [www.acsalaska.com/cultures/en-us/default.htm](http://www.acsalaska.com/cultures/en-us/default.htm)  
Alaska DigiTel: [www.alaskadigitel.com](http://www.alaskadigitel.com)  
GCI: [www.gci.com](http://www.gci.com)  
MTA: [www.mtasolutions.com](http://www.mtasolutions.com)

#### *Local Television/News*

NBC: [www.ktuu.com](http://www.ktuu.com)  
CBS: [www.ktva.com](http://www.ktva.com)  
NBC/CW: [www.aksuperstation.com](http://www.aksuperstation.com)  
PBS: [www.kakm.org](http://www.kakm.org)



### *Anchorage Schools*

Anchorage Public Schools: [www.asdk12.org](http://www.asdk12.org)

Private School Directory: [www.50states.com/alaska/anchorage\\_private\\_schools.htm](http://www.50states.com/alaska/anchorage_private_schools.htm)

### *Local Sports Teams*

Baseball: Anchorage Bucs (Alaska Baseball League): [www.anchoragebucs.com](http://www.anchoragebucs.com)

Baseball: Anchorage Glacier Pilots: [www.glacierpilots.com](http://www.glacierpilots.com)

Football: Alaska Wild (Intense Football League): [www.goakwild.com](http://www.goakwild.com)

Hockey: Anchorage Aces (East Coast Hockey League): [www.alaskaaces.com](http://www.alaskaaces.com)

University of Alaska-Seawolves: [www.uaa.alaska.com](http://www.uaa.alaska.com)

### *Sports Leagues*

Anchorage Sports Association: [www.anchoragesports.com](http://www.anchoragesports.com)

Softball League: [www.alaskasoftball.com](http://www.alaskasoftball.com)

Flag Football League: [www.flagfootball.org/Alaska.htm](http://www.flagfootball.org/Alaska.htm)

### *Recreational Activities and Sports Links*

Anchorage Parks & Recreation: [www.muni.org/parks/sports.cfm](http://www.muni.org/parks/sports.cfm)

Anchorage Museum at Rasmussen Center: [www.anchoragemuseum.org](http://www.anchoragemuseum.org)

Anchorage Zoo: [www.alaskazoo.org](http://www.alaskazoo.org)

Alaska Native Heritage Center: [www.alaskanative.net](http://www.alaskanative.net)

Alaska Botanical Gardens: [www.alaskabg.org](http://www.alaskabg.org)

Alaska Museum of Natural History: [www.alaskamuseum.org](http://www.alaskamuseum.org)

Alaska Aviation Heritage Museum: [www.alaskaairmuseum.org](http://www.alaskaairmuseum.org)

H2Oasis Indoor Water Park: [www.h2oasiswaterpark.com](http://www.h2oasiswaterpark.com)

Alaska Hiking Trails: [www.alaskatravel.com/alaska-adventure/alaska-0hiking.html](http://www.alaskatravel.com/alaska-adventure/alaska-0hiking.html)

Alaska Center for the Performing Arts (PAC): [www.alaskapac.org](http://www.alaskapac.org)

### *Local Colleges and Universities*

University of Alaska – Anchorage: [www.uaa.alaska.edu](http://www.uaa.alaska.edu)

Wayland Baptist University: [www.wbu.edu/anchorage](http://www.wbu.edu/anchorage)

Alaska Pacific University: [www.alaskapacific.edu](http://www.alaskapacific.edu)

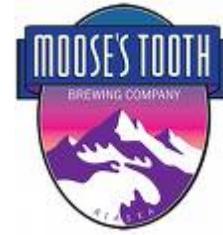
Charter College: [www.chartercollege.edu](http://www.chartercollege.edu)



### *Restaurants of Note*

#### *Moose's Tooth*

3300 Old Seward Highway  
Anchorage, AK 99503-4129  
Phone: (907) 258-2537  
Handcrafted gourmet pizzas & brew their own beer & soda.



#### *Glacier Brewhouse*

737 W. 5<sup>th</sup> Ave  
Anchorage, AK 99501  
Phone: (907) 274-2739  
Alaska's first choice for fresh Alaska seafood, rotisserie  
grilled meats, pizzas, handcrafted ales, classic cocktails.  
Voted best BrewPub '96 to '98.



#### *Simon and Seafort's*

420 L St., Ste. 202  
Anchorage, AK 99501  
Phone: (907) 274-3502  
World-class view and the finest Alaskan Seafood.



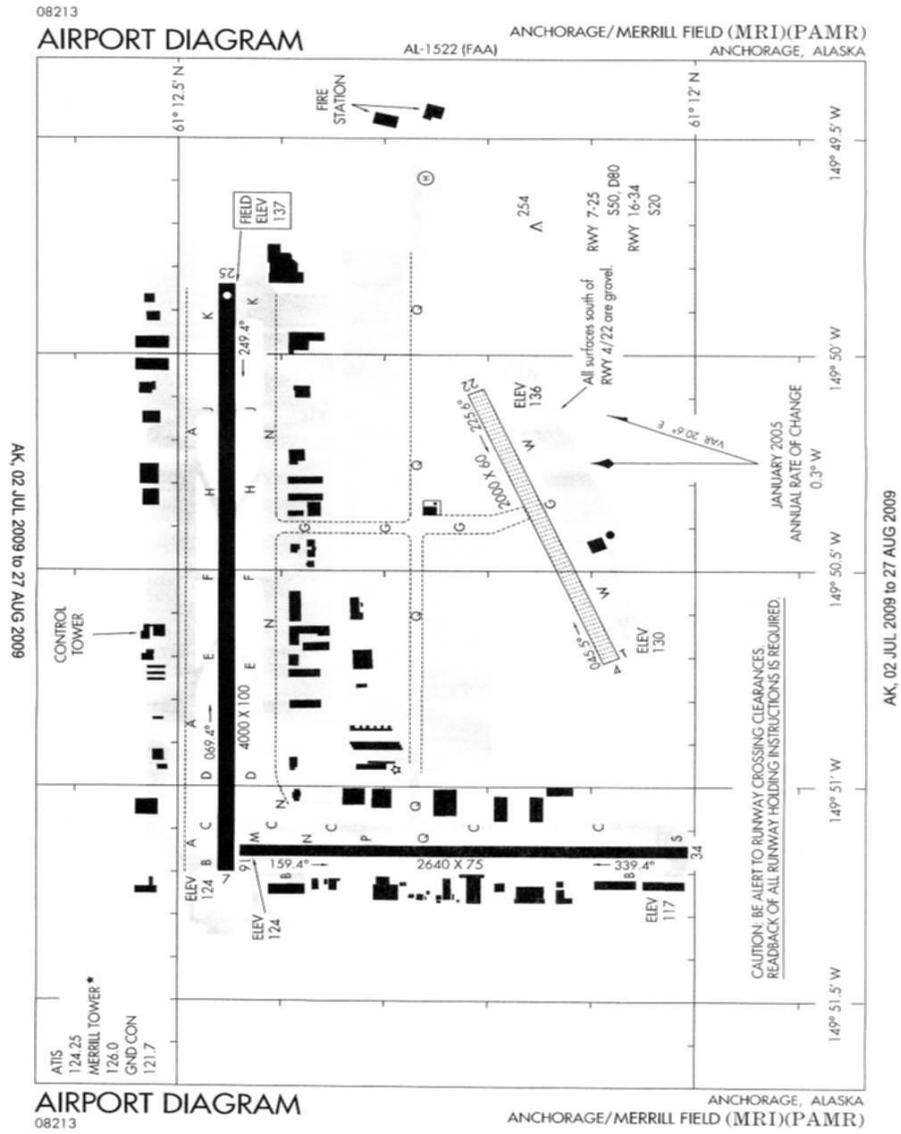
#### *Gwennie's Old Alaska Restaurant*

8001 Old Seward Highway  
Anchorage, AK 99503  
Phone: (907) 243-2090  
A historic family restaurant that offers all-day breakfast,  
enormous sandwiches and dinners.





### Merrill Tower Airport Diagram





### *Photos of the Airport*

Below is a selection of photos of runways, facilities and a main airport terminal of Merrill Tower taken by one of our Certified Professional Controllers, Matt Quaid.





### *Merrill Tower Directory*

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

>> Front Desk	(907) 271-2989
>> Tower Cab	(907) 271-3121
>> Manager's Office	(907) 271-2698
>> Training Department	(907) 271-1344
>> Facility Fax	(907) 271-3134
>> Emergency Contact Number	911



*Photo by Matt Quaid*



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