



Federal Aviation  
Administration



# Facility Orientation Guide

## Nantucket Air Traffic Control Tower





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## Welcome Letter

Dear New Employee,

Welcome to Nantucket Air Traffic Control Tower! 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,

Patrick Topham  
Air Traffic Manager



## Nantucket Tower-Then and Now

Nantucket Memorial Airport dates back to the 1930's. Two local islanders, Leslie Holm and David Raub, leveled the fields on Leslie Holms' farm and used it as an airfield.

As the interest in aviation grew, the two founded Nobadeer Flying Service, a charter and flight instruction company. Soon a small airport grew and many locals interested in aviation, learned how to fly.

The Town of Nantucket purchased the airfield in 1941. Records indicate that the purchase price was \$7,600. Later, as aviation became more popular, the need for basic amenities such as runways, taxiways, lights, parking ramps, and a control tower became evident. The Town of Nantucket applied and was awarded a grant by the Civil Aeronautics Administration for \$274,000 to construct a more functioning airport.

It wasn't until World War II, when the U.S. Navy took over the airport and used it as an auxiliary base. Due to the proximity of the airport to the ocean and the smaller surrounding islands, the airfield was used for target practice and bombing runs.

After World War II ended, the airport was returned back to the Town of Nantucket. In 1946, the airfield was renamed Nantucket Memorial Airport as a dedication to all who served in the armed forces during the war.

In the 1950's, the Town of Nantucket made strides to improve the airports functionality by making improvements to the existing runways. They also built a terminal, hangers, maintenance garage, and an air traffic control tower.



## Nantucket Tower-Then and Now (continued)





## Nantucket Tower- Then and Now (continued)

Today, Nantucket Memorial Airport is one of the busiest in New England and occasionally logs more take-offs and landings in a summer day than Boston's Logan airport. This is due in part to the large number of private/corporate planes used by wealthy summer inhabitants as well as the 9-seat Cessna 402's serviced by 3 commercial air taxis. In the summer months, the high demand from the New York/Washington D.C. area is serviced by four (4) seasonal carriers. The Terminal is currently in an expansion phase mandated by the Department of Homeland Security, with an expected completion date of May 2009.

In the year 2000, annual airport operations, as reported by the Tower, reached a high of 170,367. Four years of declining traffic followed the softening economy in the aftermath of September 11, 2001. In 2006, the operations had recovered to a total of 161,685. 2007 operations were off 7.1% from 2006

Air taxi operations by Cessna 402 operators Cape Air, Island Airlines, and Nantucket Airlines reached a peak of 88,882 annual operations in 2000. After a 25% post 9/11 decline, operations for 2004, 2005, and 2006 showed a return to positive growth year over year.

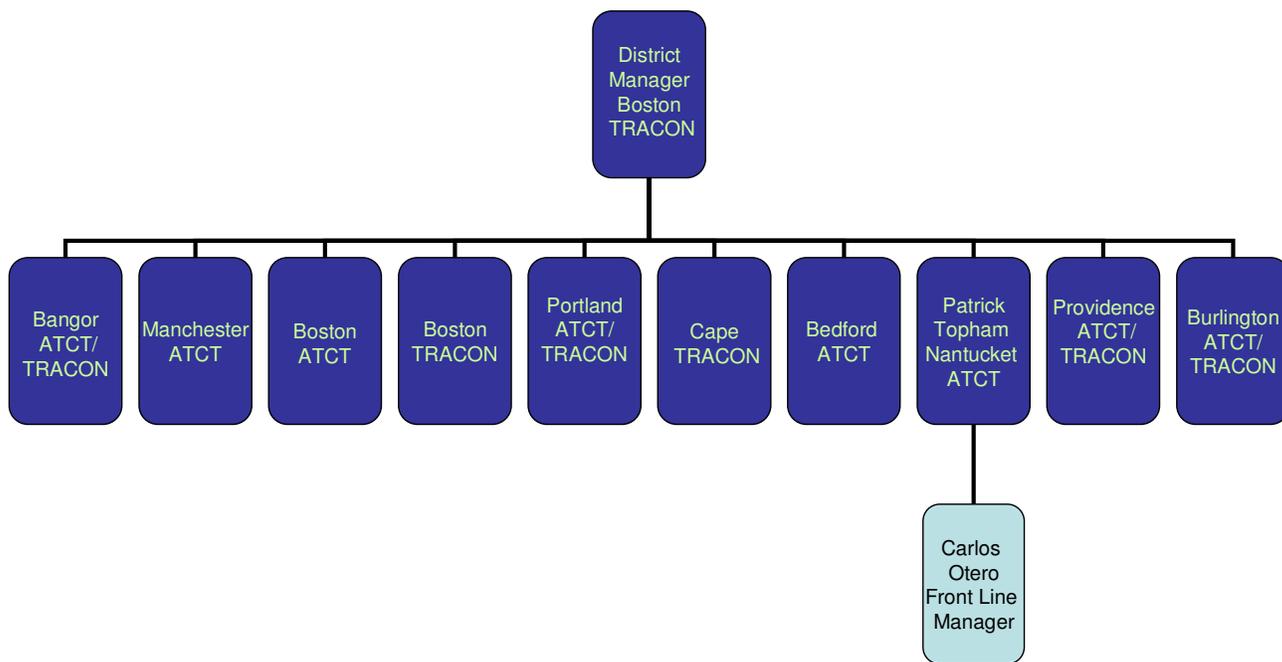
2007 enplanements increased 3.23% over 2006. Enplanements for 2008 finished 7.3% below 2007.



Courtesy of [nantucketmemorialairport.com](http://nantucketmemorialairport.com), [nha.org](http://nha.org), and the Nantucket Memorial Airport



## Nantucket ATCT Organizational Chart





## Our Expectations of All Employees

The Nantucket 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

All employees are expected to arrive to work on time. When, for whatever reason, you are going to be late for your assigned shift, you must notify the facility as soon as possible.

### Hours of Duty

The watch schedule at Nantucket Tower is based on permanent regular days off (RDO's). An employee's workweek generally begins with an evening shift and ends with a morning shift. During training, RDO's are assigned to provide the most effective learning experience. When full performance level is reached, an employee will bid on available RDO's, based on seniority.

### Parking

Parking placards are obtained through the Administrative Assistant . There are designated parking spaces for FAA employees located near the terminal.

### Security

Employees are required to display their FAA ID card at all times. An electronic proximity card will be provided to gain entry to the Tower. Upon arrival, all employees are briefed on facility security and emergency evacuation procedures.



## **Policies (continued)**

### **FAA ID Cards**

FAA ID cards must be displayed below your neck and above your waist. The Administrative Assistant will process your FAA ID card

### **Guests and Visitors**

All guests and visitors must have approval prior to arrival at the facility.

### **Cell Phones**

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



## Local Area Information

Nantucket Island is located 30 miles off the south coast of Cape Cod. The island is 14 miles in length and 3 ½ miles wide.

Nantucket Island is rich in history and was added to the National Register of Historic Places on December 13, 1966.

In 1602, Bartholomew Gosnold, first sighted the Island and was eventually settled in 1659. In the late 1600's whaling became the predominant industry and was one of the major whaling ports in North America.

With the decline of the whaling industry in the late 1800's, Nantucket became an area for tourism. Not much has changed since the early whaling days and the Historical District Commission sees that much of the quaint New England charm is maintained through growth and development.

Nantucket Island has some of the most beautiful beaches in the world. During the summer months, locals enjoy the many outdoor activities the island's natural beauty has to offer, i.e. surfing, walking the moors, cycling or roller blading down the many bike paths the Town has built.





## Local Area Information (continued)



Nantucket offers a distinct way of life, like no other. Many year-round residents love the contrast between the quiet and sometimes, unguarded off- season to its crazy hustle bustle high-season counter part.

### Nantucket Island Fun Facts:

- Over 40% of the island is under conservation.
- Nantucket is the fastest growing county in the Commonwealth.
- Nantucket is an island, county, and a town. It is the only place in the United States with the same name for all three government divisions.
- Nantucket is approximately 10% cooler that

the mainland in the summer and 10% warmer in the winter due to its proximity to the Gulf Stream

- Cars were not permitted on Nantucket until the railroad was gone, 1918.
- During the Whaling era, Nantucket grew to a population of 10,000 and was the third largest city in Massachusetts, behind Boston and Salem.
- “Widows’ Walks” that adorn many downtown homes were used to spot incoming whale ships returning from voyage.
- Nantucket has over 800 houses still standing that were built before the Civil War.



## Local Area Information (continued)

There are many fine dining establishments, scattered amongst the island and some of the most unique of shopping experiences in New England. The island is home to many artisans, potters, and craftsmen who create and sell their wares locally. Most, but not all, can be found on Main Street.



Nantucket's tourist season officially begins at the end of April with Daffodil Weekend. Throughout the early spring and well into the fall, there is always some sort of celebration occurring, whether it is the Nantucket Film Festival in June or Christmas Stroll in December.

For the sports enthusiast, there are several community organizations one can join year-round. Nantucket has an ice hockey rink, baseball fields, sailing clubs, and a swimming pool. Also, there are several sites around the island catering to various indoor/outdoor activities, such as yoga, pilates, etc. Nantucket also has a lot to offer the outdoor enthusiast. Everything from hunting and fishing, to surfing and SCUBA diving



Courtesy of Nantucketchamber.org



## Restaurants of Note

### *Year Round Restaurants:*

**A.K. Diamonds**- 16 Macy Lane, 508-228-3154  
[www.akdiamonds.com](http://www.akdiamonds.com)

**The Brotherhood of Thieves**- 23 Broad Street, 508-228-2551

**Even Keel Café**- 40 Main Street, 508-228-1979  
[info@evenkeel.com](mailto:info@evenkeel.com)

**Faregrounds Restaurant**-27 Fairgrounds Rd, 508-228-4095

**Kitty Murtagh's**- 4 West Creek Road, 508-325-0781  
[kittysnantucket@gmail.com](mailto:kittysnantucket@gmail.com)

**The Rose and Crown Pub**- 23 South Water Street, 508-228-2595  
[rscrwn@nantucket.net](mailto:rscrwn@nantucket.net)

### *Seasonal Restaurants:*

**American Seasons**- 80 Centre Street, 508-228-7111

**Cap'n Tobey's Chowder House**- 20 Straight Wharf, 508-228-0836

**Cambridge Street Victuals**- 12 Cambridge Street, 508-228-7109  
[trish@cambridgestreetnantucket.net](mailto:trish@cambridgestreetnantucket.net)

**The Ropewalk**- 1 Straight Wharf, 508-228-8886  
[club.car@verizon.net](mailto:club.car@verizon.net)



## Online Resources

### *Local Area Resources*

[www.nantucket-ma.gov](http://www.nantucket-ma.gov)  
[www.nantucket.net](http://www.nantucket.net)

### *Chamber of Commerce*

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

### *Local News*

[www.ack.net](http://www.ack.net)  
[www.nantucketindependent.com](http://www.nantucketindependent.com)

### *Nantucket County Information*

[www.nantucket-ma.gov](http://www.nantucket-ma.gov)



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**This page has been redacted for posting on the web.  
It will be available in the guide you receive from your facility.**



## Nantucket Tower Directory

Air Traffic Manager	508-228-0831
Administrative Assistant	508-228-0831
Tech Ops Office	508-228-1785
Tower Cab	508-228-0464



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