



Federal Aviation
Administration

Orlando Sanford International Air Traffic Control Tower





TABLE OF CONTENTS

| | |
|---|----|
| Welcome Letter | 3 |
| Orlando Sanford International Airport - Yesterday and Today | 4 |
| North Florida Hub and Sanford Tower Organizational Chart | 8 |
| Sanford Tower Management and Staff | 9 |
| Expectations of All Employees | 10 |
| Sanford Tower Information and Policies | 11 |
| Local Area Information | 13 |
| Online Resources | 16 |
| Area Maps | 18 |
| Photographs of the Airport | 21 |



Welcome Letter

Dear New Employee,

On behalf of the entire Orlando Sanford International Airport Control Tower team and the North Florida District, I'd like to welcome you to our facility, more commonly known as Sanford Tower.

Central Florida is a great place to work and live. Making your home here, you'll enjoy a wide range of activities, attractive housing options, good schools, and the chance to work with exceptional people in an outstanding profession.

Each of us wants to welcome you to our facility and make you feel the same pride we have. Soon, you will be working side by side with our excellent controllers. Through the training process, they will impart their knowledge, skills, and positive attitude to help make you a part of this team. As well, our capable staff is here to assist and guide you.

Congratulations on being assigned to Sanford Tower. I am sure that you will find your career here challenging and rewarding.

James Stark
Sanford ATCT Manager



Orlando Sanford International Airport - Yesterday and Today

Orlando Sanford International Airport is a public commercial air service airport in Sanford, Florida, approximately 20 miles north of Orlando. It was originally constructed as a military installation known as Naval Air Station Sanford.

Due to heavy flight training operations at the airport, it is consistently in the top 30 busiest airports in the world in terms of total flight operations (takeoff and landings). It functions as the Orlando area's secondary commercial airport, but is located farther away from downtown Orlando and the attraction areas of Walt Disney World, Universal Studios Florida and SeaWorld Orlando than the larger, primary airport, Orlando International Airport.

The airport is owned by the Sanford Airport Authority and managed by TBI PLC, which owns and/or operates many other international airports around the world, mainly in Great Britain. Because of that affiliation, Orlando Sanford International Airport is served primarily by British charter carriers. TBI is also the provider of ground handling services for airlines. Sanford is also a focus city, and serves as the east-coast hub for Las Vegas-based Allegiant Air.,

Orlando Sanford International Airport started life as Naval Air Station Sanford in November 1942. The base initially operated PV-1 Venturas, PBO Hudsons and SNB-2 Kansans. Peak wartime complement reached approximately 360 officers and 1400 enlisted men with 150 officers and enlisted WAVES (Women Accepted for Volunteer Emergency Service) during 1943-1945. In 1944, fighter pilot training began using the F4F and FM-1 Wildcat and F6F Hellcat carrier-based aircraft.

Decommissioned in 1946 and placed in a caretaker status, the base was



commissioned again in 1950 as Naval Auxiliary Air Station Sanford in response to the Korean War and the Cold War. Subsequently designated as a full naval air



station and renamed NAS Sanford, substantial upgrades followed in order to turn the air station into a Master Jet Base for the carrier-based Douglas A-3 Skywarrior (at the time, designated A3D) nuclear attack aircraft of Heavy Attack Wing One. In addition to the Skywarrior, other associated land-based training aircraft supporting A3D training, such as the P2V-3W Neptune, were also assigned. The upgrades included construction of additional new hangars, support buildings for the base, wing and squadrons, precision approach radar/ground controlled approach (PAR/GCA), non-directional beacon (NDB) and tactical air navigation (TACAN) navigational aids, a robust storage and distribution system for JP-5 jet fuel (which relied on resupply via a railroad spur into the base), a Navy Dispensary, Navy Exchange complex, base theater, two swimming pools, recreational facilities and separate clubs for officers, chief petty officers and enlisted personnel.

Due to the Skywarrior's nuclear strike mission and the presence of an associated special weapons storage area at NAS Sanford, Marine Corps personnel provided both base and weapons storage area security, leading to the establishment of Marine Corps Barracks Sanford.



On February 6, 1959, NAS Sanford was dedicated as Ramey Field in honor of Lieutenant Commander Robert W. Ramey, USN, who lost his life by electing to guide his crippled plane away from a residential area.

In the early 1960s, the A-3 aircraft began to be replaced by the Mach 2+ North American A-5A Vigilante aircraft.

Congress closed NAS Sanford in 1968, transferring the wing and squadrons to NAS Albany, Georgia. A commemorative NAS Sanford Memorial Park, along with plaques and a retired RA-5C Vigilante aircraft on loan from the National Museum of Naval Aviation were dedicated in May 2003 and are positioned on the main entrance road within the Orlando Sanford International Airport perimeter in memory to NAS Sanford personnel who served their country during World War II, Vietnam and the Cold War. A PV-1 Ventura, also on loan from the National Museum of Naval Aviation, is in the process of being restored at the airport and



Federal Aviation Administration

will join the RA-5C on display. An A-3 Skywarrior has also been requested from the Navy for future restoration and display.

The City of Sanford assumed control of the former NAS Sanford in 1969 and renamed the facility "Sanford Airport", hiring the air station's recently retired Executive Officer, Commander J. S. "Red" Cleveland, USN Ret, as the first Airport Manager. The city concurrently established the Sanford Airport Authority as its policy and oversight body. For the next twenty-five years, the airport was a general aviation facility, supporting numerous locally-based and transient private and corporate aircraft and periodically hosting combined civilian/military air shows and associated static displays. Initially functioning as an uncontrolled airfield, the former Navy control tower was reactivated in the early 1970s as a non-Federal Aviation Administration facility, employing a number of retired enlisted Navy air traffic controllers who had previously served at NAS Sanford.

Additional name changes followed, to include Sanford Regional Airport, Central Florida Regional Airport, Orlando Sanford Regional Airport and the current Orlando Sanford International Airport. Throughout the 1980s and 1990s, many of the former Navy buildings that had been constructed during World War II had reached the end of their useful service life and were demolished, while those constructed by the Navy in the 1950s and 1960s were renovated and improved for civilian use. Additional construction of new buildings and hangars also took place.

In 1992, major portions of the action film *Passenger 57* starring Wesley Snipes, Tom Sizemore, Bruce Payne and Elizabeth Hurley were filmed at the airport, where it represented a small airport in Louisiana. Shortly after filming, a new, temporary control tower was constructed and air traffic control operations were assumed by the FAA. The former Navy control tower and the large former Navy hangar to which it had been attached were then demolished. In 1996, the current control tower was commissioned.

In the mid-1990s, a new passenger terminal capable of accommodating commercial jet airline service was constructed and charter airlines catering to the heavy British tourist demographic that had previously been utilizing Orlando International Airport were offered greatly reduced landing fees if they would use

Orlando Sanford International Airport and many of these carriers subsequently relocated their operations. Scheduled





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Administration

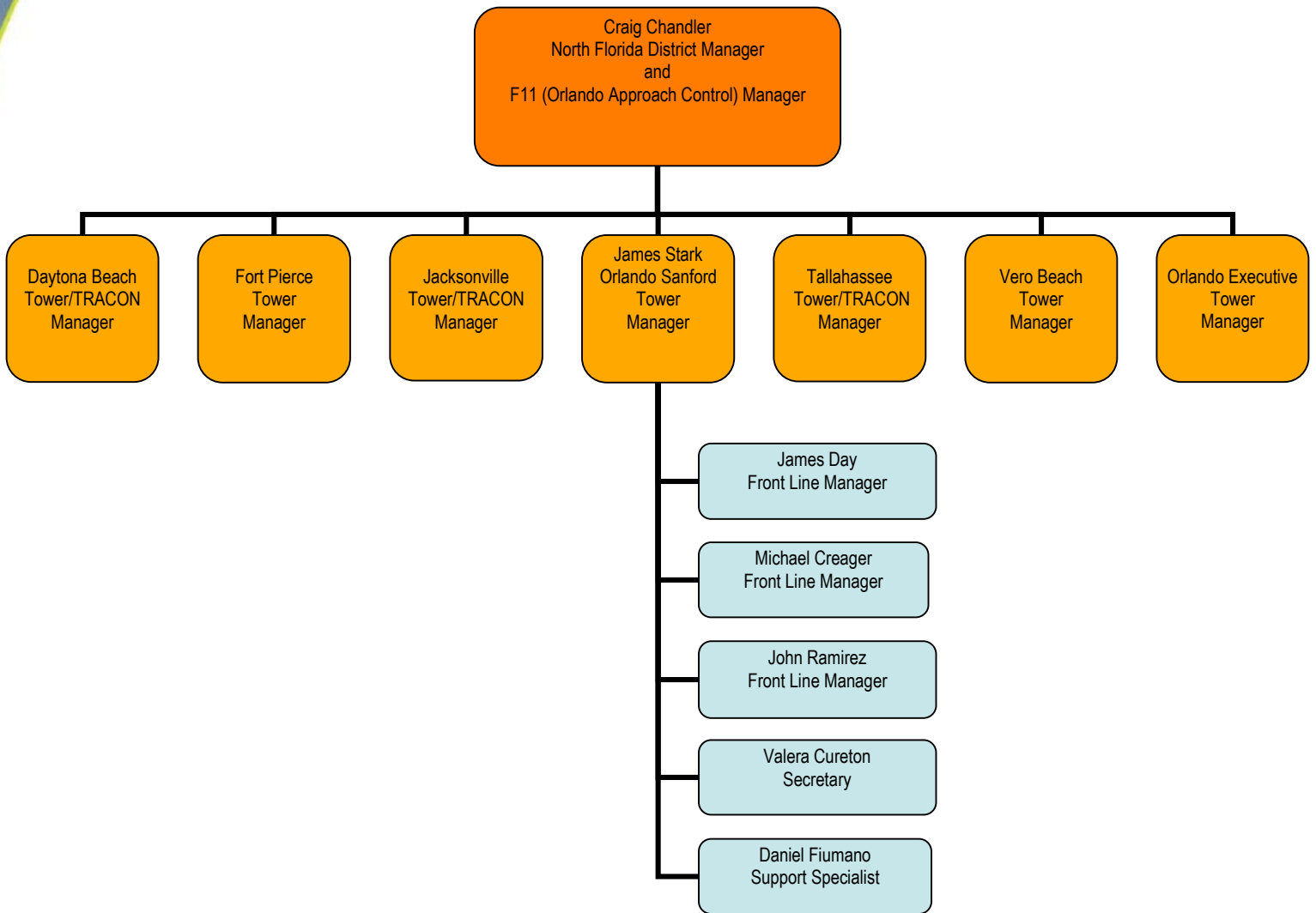
international and domestic air service soon followed, as reflected by current operations by Icelandair and Allegiant Air.

The airport is also home to Delta Connection Academy, a subsidiary of Delta Air Lines, which provides flight training for prospective regional airline pilots. The Seminole County Sheriff's Office also maintains a hangar and support facility at the airport for aviation elements of the agency's Special Operations Division.

The airport covers more than 2,000 acres and has four runways, three of which are aligned in an East-West configuration. The fourth runway runs in a North-South configuration. Two Fixed Base Operators (FBOs), Avion Jet Center and Starport Aviation, operate on the field.



North Florida Hub and Sanford Tower Organizational Chart





Sanford Tower Management and Staff

James Stark is the Air Traffic Manager.

James (Jim) Day is a Front Line Manager.

Michael (Mike) Creager is a Front Line Manager.

John Ramirez is a Front Line Manager.

Valera Cureton is the Secretary.

Daniel Fiumano is the Support Specialist.



Expectations of All Employees

All employees are expected 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



Sanford Tower Information and Policies

Address and Telephone Numbers

Orlando Sanford International ATCT
747 Control Tower Lane
Sanford, FL 32773

| | |
|---------------------------------|--------------|
| Administrative Telephone Number | 407-330-9816 |
| Tower Cab Telephone Number | 407-330-2521 |

Reporting for Duty

Employees are to report for their assigned shift on time. If a situation arises that will prevent you from reporting on time, call the Watch Supervisor at 407-330-2521 or the Air Traffic Manager at 407-330-9816.. Please ensure you allow enough time to report for work on time.

Hours of Duty

The tower is open from 0630L through 2300L daily. Operational personnel are assigned to work 8-hour shifts unless assigned an administrative day. Employees working an 8-hour shift are subject to immediate recall. and may not leave the facility, during their shift, unless they have obtained management approval. Employees working administrative shift are assigned an 8-1/2 hour shift and may leave the facility for their 30 minute unpaid lunch break after obtaining management approval.





Parking

Parking is permitted in the facility parking lot. Employees must display their parking decal. Employees are required to update their vehicle information with the Administrative Staff.

Security and Building Access

Proximity cards are needed to gain access to all facility exterior doors as well as the door to the tower cab and to operate the parking lot gate. These doors and the parking lot gate are normally closed. If they are not operating properly, notify the Watch Supervisor.

FAA ID Cards

FAA photo ID cards must be worn and visible at all times when on SFB ATCT property.

Guests and Visitors

Employees may have family members visit the facility after obtaining approval from management. After obtaining approval, the employee must escort their guests at all times.

Cellular Phones and Other Electronic Devices

Cellular phones must be in the off position while in the tower cab. Personal reading material and electronic devices are not permitted in the tower cab.



Local Area Information

Sanford



Sanford is a quaint city along the St. John's River, located 20 miles north of downtown Orlando. The town offers a wealth of things to see and do - In historic downtown Sanford, get a glimpse of life in Seminole County in the late 1800s at the Sanford Museum, or stop by the Seminole County School Museum, the fourth oldest school in continuous use in Florida. See a show at The Helen Stairs Theatre for the Performing Arts, a beautifully restored historic Vaudeville Theatre that hosts a wide range of performances. Hidden treasures await in the many antique shops, art galleries and specialty boutiques. Or relax and dine while cruising the historic St. Johns River on the Rivership Romance. Sanford has also recently introduced a downtown RiverWalk, a palm-lined promenade that meanders along the shore, perfect for strolls, picnics and taking in the beautiful scenery. The kids will love a trip to the Central Florida Zoological Park, where you can encounter hundreds of mammals, reptiles and birds close-up. Or check out Fun World, a family amusement park featuring go-karts, bumper boats, bumper cars, miniature golf and more. Next to Fun World is Flea World, America's largest flea market with over 1700 dealer booths.

Located west of Sanford along Interstate 4 is the Seminole Town Center, a modern shopping mall with over 120 stores. There are numerous restaurants located both in downtown Sanford, near the Seminole Town Center and in near-by Lake Mary.

Sanford and Seminole County have been the location of many movie productions, including Passenger 57, My Girl, Monster and Rosewood.



Orlando

The city is best known for the many tourist attractions in the area, in particular the nearby Walt Disney World Resort, which is located in Lake Buena Vista about 20 miles southwest of Orlando city limits via Interstate 4. Other notable area attractions include SeaWorld and Universal Orlando Resort. The region sees an estimated 52 million tourists a year. Orlando has the second largest number of hotel rooms in the country, and is one of the busiest American cities for conferences and conventions with the Orange County Convention Center, the country's second largest in square footage. It is also known for its wide array of golf courses, with numerous courses available for any level of golfer.



Approximately 40 miles east of Orlando, you will find the “Space Coast.” Patrick Air Force Base, Cape Canaveral Air Force Station, Kennedy Space Center, and Port Canaveral are within easy driving distance for commuting or day trips. Many high-tech companies have shifted to the Orlando area due to the space and cruise ship industry.

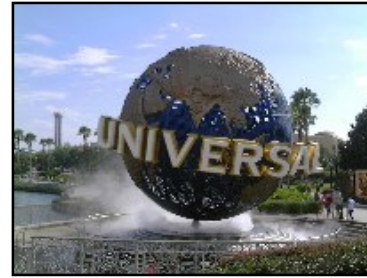
The Orlando area is home to a wide variety of tourist attractions, including the Walt Disney World Resort, Universal Orlando Resort, and SeaWorld Orlando. The Walt Disney World resort is the area's largest attraction with its many facets such as the Magic Kingdom, Epcot, Disney's Hollywood Studios, Disney's Animal Kingdom, Typhoon Lagoon, Blizzard Beach, and Downtown Disney.



SeaWorld Orlando is a large adventure park that features numerous zoological displays and marine animals alongside an amusement park with roller coasters and a water park.



Universal Orlando, like Walt Disney World, is a multi-faceted resort comprising Universal Studios, City Walk, and the Islands of Adventure theme park.



Sporting and Special Events

Orlando boasts professional teams in basketball, arena football, and indoor soccer. Amway Arena is an indoor arena in Orlando, Florida. It is part of the Orlando Centroplex, a sports and entertainment complex located in downtown Orlando.



The arena is home to the Orlando Magic of the NBA, Orlando Predators of the Arena Football League and, the Orlando Sharks of the Major Indoor Soccer League. It also hosts the PlayStation Pro event on the Dew Action Sports Tour and the Ringling Brothers and Barnum and Bailey Circus annually, along with various concerts and other events.





Online Resources

Local Area Resources

www.sanfordfl.gov

www.seminolecountyfl.gov

www.orlandosanfordairport.com

www.cityoforlando.net

www.orangecountyfl.net

Chambers of Commerce

www.sanfordchamber.com

www.orlando.org

Public Schools

www.scps.k12.fl.us

www.ocps.net

www.lake.k12.fl.us

www.brevard.k12.fl.us

www.osceola.k12.fl.us



Local News

www.mysanfordherald.com

www.orlandosentinel.com

www.wftv.com

www.myfoxorlando.com

www.wesh.com

www.local6.com

www.cfnews13.com

Housing and Relocating Assistance

www.realtor.com

www.relocationcentral.com



Directions to the Facility

From the North / NorthEast: I-95 South to I-4 West to SR-417 South. Exit SR417 South at Lake Mary Blvd. Proceed eastbound on Lake Mary Blvd to the airport entrance (Red Cleveland Blvd) and turn left. Proceed toward the passenger terminal and turn right on Control Tower Lane.

From the East: I-95 to Highway 46 Westbound to Lake Mary Blvd (Hwy 415). Turn left and proceed to the airport entrance (Red Cleveland Blvd). Turn right, proceed toward the passenger terminal and turn right on Control Tower Lane.

From the South: SR- 417 North to Lake Mary Blvd exit. Proceed eastbound on Lake Mary Blvd to the airport entrance (Red Cleveland Blvd) and turn left. Proceed toward the passenger terminal and turn right on Control Tower Lane.

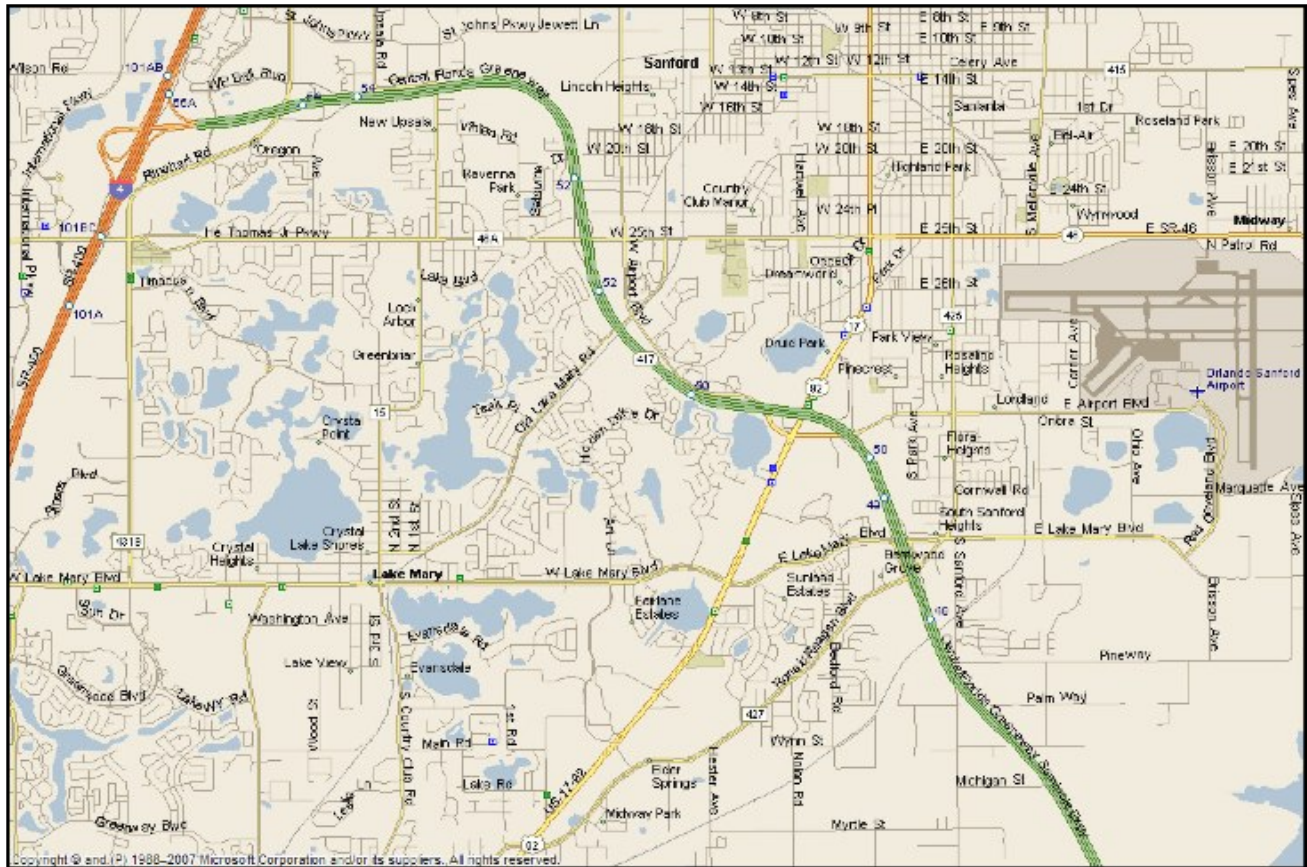
From the SouthWest / West: I-4 East to Lake Mary Blvd exit. Proceed eastbound on Lake Mary Blvd to the airport entrance (Red Cleveland Blvd) and turn left. Proceed toward the passenger terminal and turn right on Control Tower Lane.



Area Maps









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Photographs of the Airport





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