



Federal Aviation  
Administration



# Reno ATCT/TRACON Facility Orientation Guide





## TABLE OF CONTENTS

Welcome Letter from RNO Air Traffic Manager	3
Welcome Letter from NATCA Facility Representative	4
Reno Tower/TRACON Today	5
Las Vegas District and Reno Tower/TRACON Organizational Chart	6
Our Expectations of All Employees	7
Policies	8
Reno Tahoe International	9
Attractions Abound in Reno, NV	10
Restaurants and local favorite “hang-outs”	11
Housing and other resources	12



Federal Aviation  
Administration

## Welcome Letter from RNO Air Traffic Manager

Dear New Employee,

Welcome to the Reno Tower/TRACON! Here you will have an opportunity to develop your skills, while working with the outstanding team of professionals that makes RNO a great place to work. Your knowledge, abilities and positive attitude will make you a highly regarded addition to our team. I am hopeful that you will make a positive impact on our future.

All of us want to make the time you spend 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 again welcome you to our team!

Sincerely,

Donald A. Brooks  
Reno ATCT/TRACON  
Air Traffic Manager (Acting)



Federal Aviation  
Administration

## Welcome Letter from NATCA Facility Representative

Dear New Bargaining Unit Employee,

As the locally elected Facility representative for the National Air Traffic Controllers Association (NATCA), and a Controller here at the Reno Tower/TRACON, I look forward to meeting you. I would like to help make your experience here successful, so please feel free call me for any assistance or with any questions.

In my elected capacity, I serve as the exclusive representative between management and each Air Traffic Control Bargaining Unit Employee at the Reno Tower/TRACON. My goal and job is to assist you in making your journey at the Reno ATCT/TRACON a pleasant and rewarding one.

I look forward to working with you as you progress through the training program and become a Certified Professional Controller.

Sincerely,

Richard D. Ferris  
Reno ATCT/TRACON, NATCA Facility Representative  
Contact: 1 (775) 784 5582 Ext. 3013  
<http://www.rferris.natca.net>



## **Reno Tower/TRACON Today**

The Reno Tower/TRACON was completed in 1957. At 68 feet, the tower is relatively small and will be replaced by a 190 foot structure late 2010.

The existing Tower and the TRACON use the ARTSIIE analogue automation system. Both facilities will be upgraded to the digital Common ARTSIIE system when Northern California TRACON assumes responsibility for the Airspace.

The existing cab boasts 400 square feet; and will be replaced by a 600 plus square feet cab when the new tower is commissioned in October of 2010. Both tower cabs provide sweeping vistas of the Sierra Mountains and the Reno/Sparks areas.

The new tower layout and appointments are intended to create a safer, more efficient and controller friendly work environment.

The Reno/Tahoe International Airport (RNO) is the tourist “focal point” of the area. 5 million passengers from across the globe traveled to Reno to experience the variety of attractions and activities in the region

The commercial segment of RNO provides Non-Stop service to: Dallas, Denver, Las Vegas, Los Angeles, Phoenix, Portland, Salt Lake City, San Francisco, San Jose, and Seattle, making Reno easily accessible to a multitude of destinations.

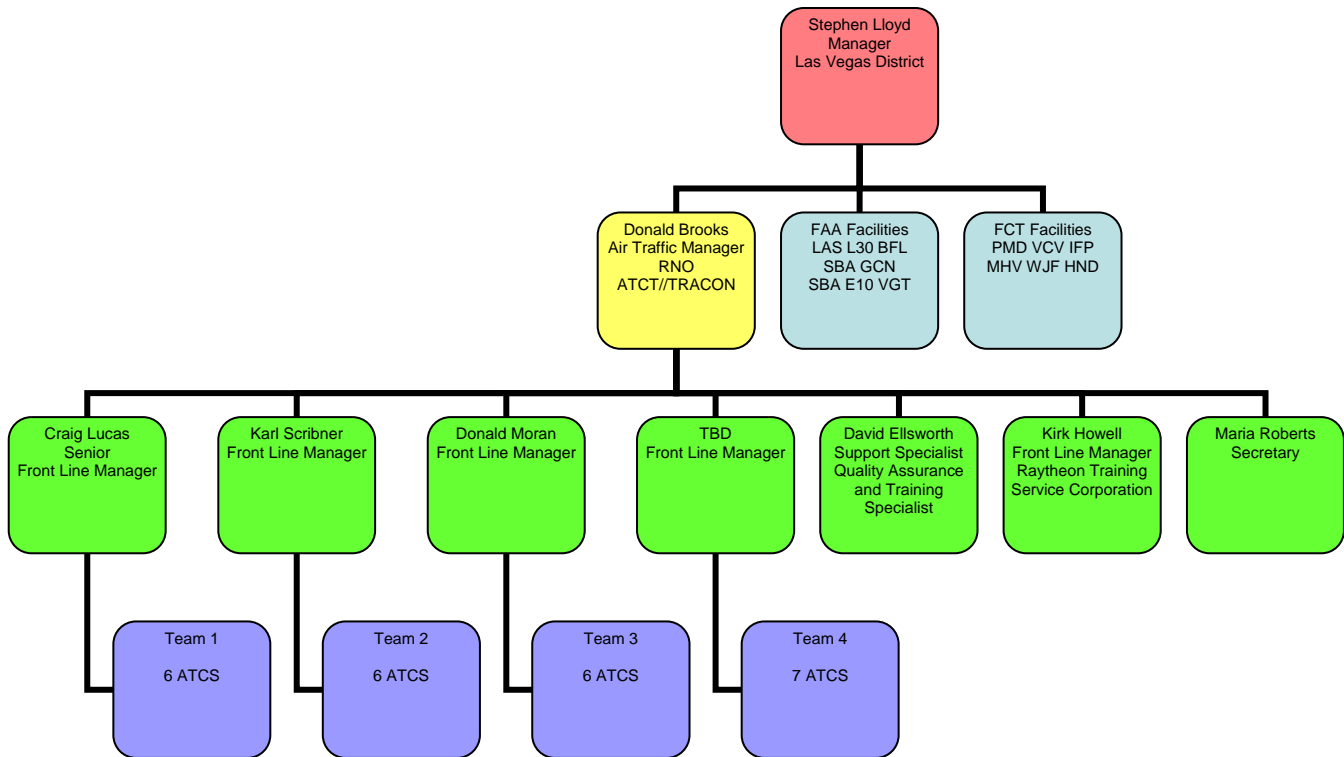
The Reno/Tahoe International Airport serves Air Carrier, Air Taxi, Business Jet, General Aviation and Military customers. This diversity of clientele makes the traffic interesting and challenging.



## Las Vegas District and Reno Tower/TRACON Organizational Chart

Reno Tower/TRACON falls under the jurisdiction of the Las Vegas District. The following organizational chart depicts the structure of the District and the Reno Tower/TRACON Management Team.

Donald Brooks is the Air Traffic Manager and has served in a variety of capacities. The Front Line Managers have experience in facilities from Anchorage to Las Vegas and have a combined 70 years of experience. Authorized staffing is 4 Front Line Managers, and 21-25 controllers.





## Our Expectations of All Employees

Reno 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
- Minimize distractions
- Speak up if you observe an unsafe operation



## **Policies**

### **Reporting for Duty**

Employees are expected to report for work in a condition that allows them to function at their highest level. In the event of an unplanned absence, notification shall be made to the front office (775) 784-5582 ex 3030 for administrative shifts and to the Operational Supervisor in Charge (775) 348-8840 for operational shifts.

### **Hours of Duty**

The control tower is open 24 hours a day. Administrative shifts may vary but are generally from 7:00 am until 3:30 pm.

### **Parking**

Parking is allowed anywhere around the perimeter of the building inside the security fence. The spaces on the South side of the building are normally used by Tech Ops and government vehicles. The gate in the front of the facility is not activated.

### **Security**

Security is every employee's responsibility. You will be briefed on these policies.

### **FAA ID Cards**

Initially, you will have a temporary ID card. These will be replaced with official picture ID cards-which will be used to gain access into the building.

### **Guests and Visitors**

You must coordinate with facility management to bring guests and/or visitors.





## Reno Tahoe International



**TERMINAL**

**RNO ATCT**

**LOCATION OF  
THE NEW RNO  
ATCT**



## Attractions Abound in Reno

Welcome to the **Biggest Little City in the World...Where Life Itself is a Fine Art**



Welcome to beautiful Reno, Nevada: a great place to live and work! Seductively nestled within the foothills of the Sierra Nevada Mountains, Reno anchors the great Lake Tahoe area and the city of Sparks with art, hospitality, natural beauty, and an appreciation for taking life at your own pace.

From the Sierra Mountains, down to Washoe Valley and beyond the Truckee River, Reno is truly a magnificent place to live or visit!

Other areas to visit near Reno are Carson City, Donor Lake, Truckee and Historic Virginia City.



## Restaurants and local favorite “hang-outs”

Palais de Jade  
960 W. Moana lane  
Reno  
775-827-5233

Rapscallion  
1555 S. Wells Ave  
Reno  
775-323-1211

Bully’s Sports Bar & Grille  
1640 Robb Dr  
Reno  
775-747-8600

Wild River Grille  
17 S. Virginia St  
Reno  
775-284-7455

Jungle Vino  
248 W. First St  
Reno  
775-329-4484

Island Buffet – Peppermill  
2707 S. Virginia St  
Reno  
886-821-9996

La Vecchia  
3501 So. Virginia St  
Reno  
775-825-1113

Roxy  
345 N. Virginia St  
Reno  
775-786-5700

Bricks Cuisine  
1695 S. Virginia  
Reno  
775-786-2277

Silver Peak Brewery  
1355 N. Sierra St  
Reno  
775-284-3300

Tonic  
231 W. Second St  
Reno  
775-337-6868

Green Papaya  
4786 Caughlin Pkwy  
Reno  
775-826-8116



## Housing and other resources

In anticipation for your arrival to Reno Tower/TRACON, we have compiled a list of resources that we hope will assist you in your transition. We have included hotels, rental information, and information about some of the surrounding cities where you might choose to live.

The airport is surrounded by the City of Reno/Sparks; and lies right in the heart of Reno. Some of the employees live in the Reno/Sparks area. However, many people commute 45 to 60 minutes to live in an area with more affordable housing. To the north are Stead & Susanville. To the northeast are Sparks, Fernley & Fallon. To the south is Carson City, Virginia City, Minden & Gardnerville. To the west is Truckee, Donner & Tahoe Lake.

The information here focuses on Reno and Sparks. However, you are encouraged to research some of the other surrounding areas-as you consider your living arrangements.

If you have any questions prior to your arrival or after you get to Reno, please do not hesitate to call. The phone number to call during administrative hours (M-F 7:00 – 3:30) is (775) 784-5582. For after hours, the unlisted number (775) 348-8840 will ring in the TRACON and may be answered depending on the availability of personnel.

Have a safe trip and we look forward to meeting you.



## **Reno**

### **Websites about the area:**

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

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

### **Hotels:**        -Remember to ask for government rate

Peppermill Resort & Spa  
2707 South Virginia St  
Reno  
775-826-2121

Holiday Inn Express  
2375 Market St  
Reno  
877-863-4780

Siena Hotel Spa & Casino  
1 South Lake St  
Reno  
775-329-4777

El Dorado Hotel Casino  
345 North Virginia St  
Reno  
775-786-5700

Atlantis  
3800 South Virginia St  
Reno  
775-825-4700

Hyatt Place Reno Airport  
1790 East Plumb Lane  
Reno  
775-826-2500

Grand Sierra Resort  
2500 E East Second St  
Reno  
775-789-2000

Courtyard by Marriott  
6855 South Virginia St  
Reno  
775-851-8300



## **Sparks**

### **Websites about the area:**

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

**Hotels:** -Remember to ask for government rate.

John Ascugas Nugget  
1100 Nugget Ave  
Sparks  
775-356-3300

Holiday Inn  
55 East Nugget Ave  
Sparks  
877-863-4780

Western Village Inn  
815 Nicols Blvd  
Sparks  
775-331-1069



## **Reno**

### **Websites for Homes/Apartments:**

<http://www.apartmentguide.com>

<http://www.rentals.com>

<http://www.rentalhouses.com>

<http://www.move.com>

## **Sparks**

### **Websites for Homes/Apartments:**

<http://www.apartmentguide.com>

<http://www.rentals.com>

<http://www.rentalhouses.com>

<http://www.move.com>