



Federal Aviation
Administration



Facility Orientation Guide

Spokane Tower and TRACON





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Welcome Letter

Dear New Employee,

Welcome to Spokane! We are excited for you to join our outstanding air traffic control team, and look forward to the ideas and contributions that you will bring to us. Here in Spokane, you will have the opportunity to increase your skills while surrounded by talented, professional controllers and staff. Your knowledge, positive attitude, and hard-working spirit will be welcomed with open arms, and we hope to learn as much from you as you will from us!

All of us want to make your tenure here in Spokane as enjoyable and rewarding as possible. Please feel free to ask any questions and express your thoughts and ideas to any of the staff, controllers, or your training team. Our aim is to create a comfortable and enjoyable atmosphere, and involve everyone in the process of making our facility a marvelous place to work.

I look forward to working with you, and would like to welcome you again to our team!

Sincerely,

Barbara French

Spokane Tower/TRACON Manager



Spokane Tower and TRACON Today

In 2007, we completed our modern new tower. Ascending to a breathtaking 272 feet, nearly 200 feet taller than the old tower, our tower is the tallest in the entire Northwest. Typically, we staff one local controller and one ground controller, who also performs the duties of flight data and clearance delivery.

Spokane Tower airspace extends in a five NM mile radius around the airport and up to 3,500 feet. This airspace is sometimes cut into by Fairchild AFB (SKA), which resides just to the southwest of Spokane International Airport (GEG).

Spokane's TRACON resides at ground level of our new control facility. The TRACON houses the radar room, equipment rooms, and an Enhanced Target Generator (ETG) lab. In addition to working Spokane's airspace, we also control Missoula, Montana's (MSO) airspace. We generally utilize one Supervisor, and three controllers; one works the Missoula airspace, while the other two split Spokane into East and West sectors.

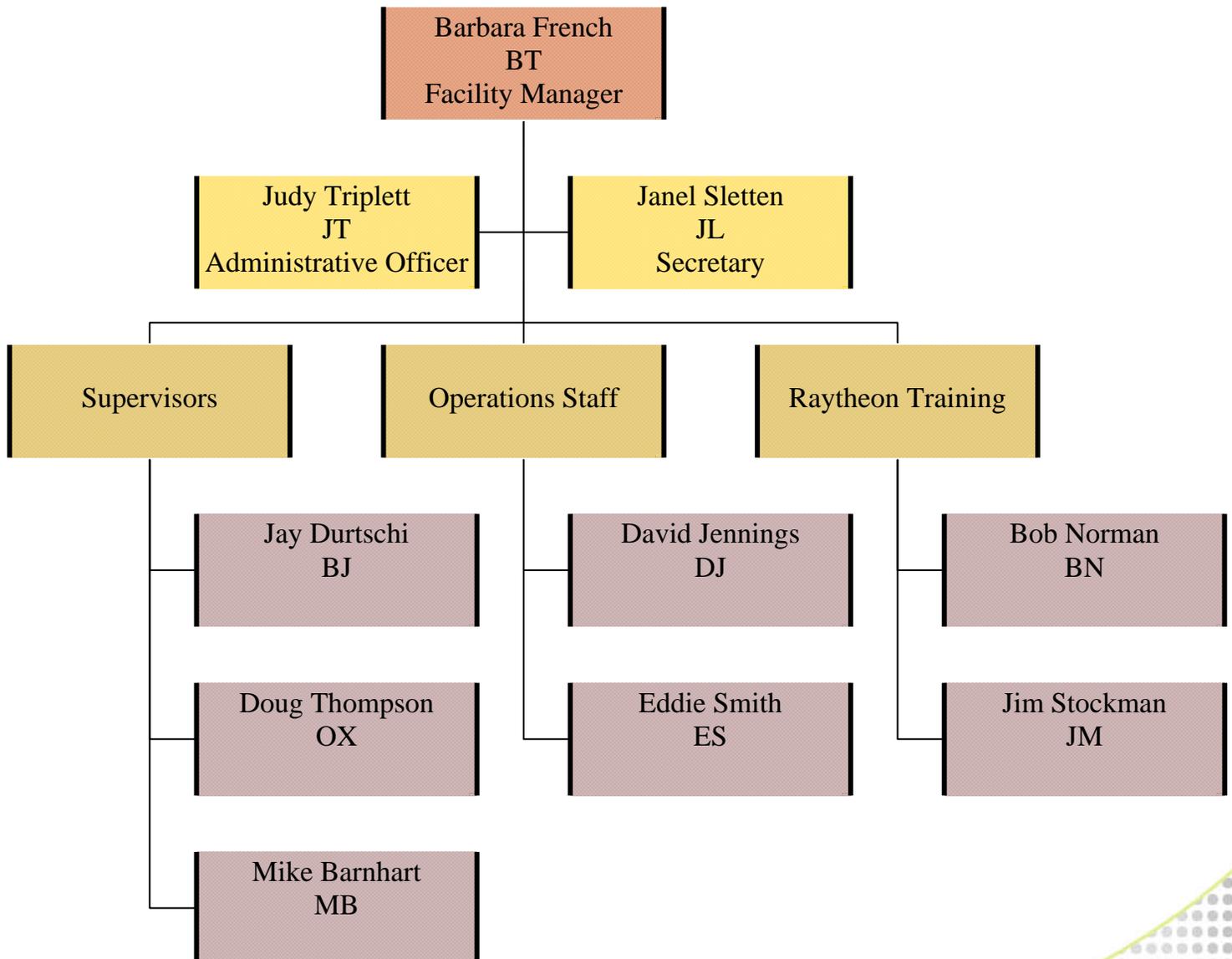
Spokane Approach airspace extends approximately 35 miles around GEG, from surface to 12,000 feet, and is divided into West and East sectors by our main runway, 3/21. We are bordered on the southwest by Grant County Approach, above and to the west by Seattle Center Sector 18, and above and to the east by Seattle Center sector 8. Spokane Approach includes various local airports in the Spokane area, the largest being Fairchild AFB (SKA), Spokane Felts Field (SFF), Deer Park (DEW), and Coeur D'Alene (COE).

Currently, Spokane International Airport is undergoing construction to improve the runway and taxiway lighting, flatten out Runway 3/21, and extend Runway 3/21 to 12,000 feet long. In recent years, Terminal C has been enlarged to make space for the increasing traffic here at GEG. Furthermore, plans exist for creation of an additional runway with a length of 13,000 feet, enabling us to accommodate more traffic and larger aircraft.



Spokane Tower and TRACON Organizational Chart

The following organizational chart depicts the structure of the Spokane Tower and TRACON Management Team.





Our Expectations of All Employees

Spokane Tower and 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



Policies

Reporting for Duty

On your first day, report between 7:00 a.m. and 7:30 a.m. to the Spokane ATCT, located at 8314 W Electric Ave. The entrance gate is located on the west side of the facility. At the gate, call in and identify yourself. When the gate opens, pull forward, and wait for it to close before parking. After parking, enter the main doors on the front of the facility.

Hours of Duty

During classroom training, you will work 8 ½ hour days, from Monday through Friday. Your exact schedule will be set by the Raytheon training contractors. When you begin OJT, you will join a team and begin working the same hours as your team. Here at Spokane, we employ a schedule consisting of two swing shifts, then three day shifts, followed by two days off.

Parking

We have two parking lots, one located on the west side of the facility and one on the east. The entrance gate is located by the west parking lot, which offers easier access to the administrative offices, while the east lot is closer to the control tower.

Building Access

You will receive both an identification badge (discussed further below) and an access card, which is required to enter the parking lot, the facility, and various rooms such as the tower cab and radar room. In the event of a forgotten access card, there are temporary spares available at the supervisor's desk in the radar room.

FAA ID Cards

You will be required to display your FAA ID badge at all times while in the facility. These are to be worn on the front of your person, between the neck and the waist. In



the event of a forgotten FAA ID badge, there are temporary Employee badges available at the front desk.

Guests and Visitors

Prearranged visits may be approved by management.

Cell Phones

Cell phone usage is permitted in the facility, but must be powered off when in the TRACON radar room or the tower cab.



Local Area Information

Spokane Profile

What makes a region a destination? Everyone has their own opinion. But when a place like the Spokane Region has it all, it's tough not to sing its praises. Blessed with a unique combination of outrageous outdoors and amazing attractions, incredible arts and delectable dining, and a historic past living seamlessly with a vibrant future, it's easy to see why Spokane is "Near nature. Near perfect."

Few places in the U.S. can lay claim to the vast amount of activities that the Spokane Region brings to the table. What's more, in Spokane it's all just a short drive away. From thrilling whitewater or downhill adventures, to inspiring art and powerful Broadway performances, the Spokane Region offers enough activities to pack any vacation calendar.

Exciting outdoors doesn't even begin to describe what the Spokane Region offers the recreation enthusiast. The Cascade and Rocky Mountains offer a haven for powder hounds in the winter and hikers and bikers in the summer. Seventy-six lakes and rivers offer countless opportunities for raging whitewater, classic kayaking, swimming and fantastic fishing. Prefer playing for par? Step up to the tee at one of 33 courses where challenging play pairs with unrivaled beauty creating an unforgettable golfing experience.



Amazed by the arts? Show some love to your artistic side with a trip to the Spokane Region. Broadway performances, intriguing art galleries, world-class museums and powerful stage performances are waiting to be discovered. Just have to shop? Satisfy your shopping sensation in sparkling new malls, unique boutiques, world-renowned department stores and eclectic antique galleries.



Spokane Sports

Many successful teams call Spokane their home. The Spokane Indians, a minor league Single-A affiliate of the Texas Rangers, play throughout the summer at Avista Stadium. Winners of the 2008 Memorial Cup, awarded to the best junior hockey team in North America, the Spokane Chiefs play here all winter long. We also have the arena football team Spokane Shock, winners of two league championships in just four years of existence. The collegiate Gonzaga Bulldogs, who have made it to the NCAA men's basketball tournament eleven consecutive years, also call Spokane home. Whatever your sport of choice, Spokane has it!



Dining in Spokane

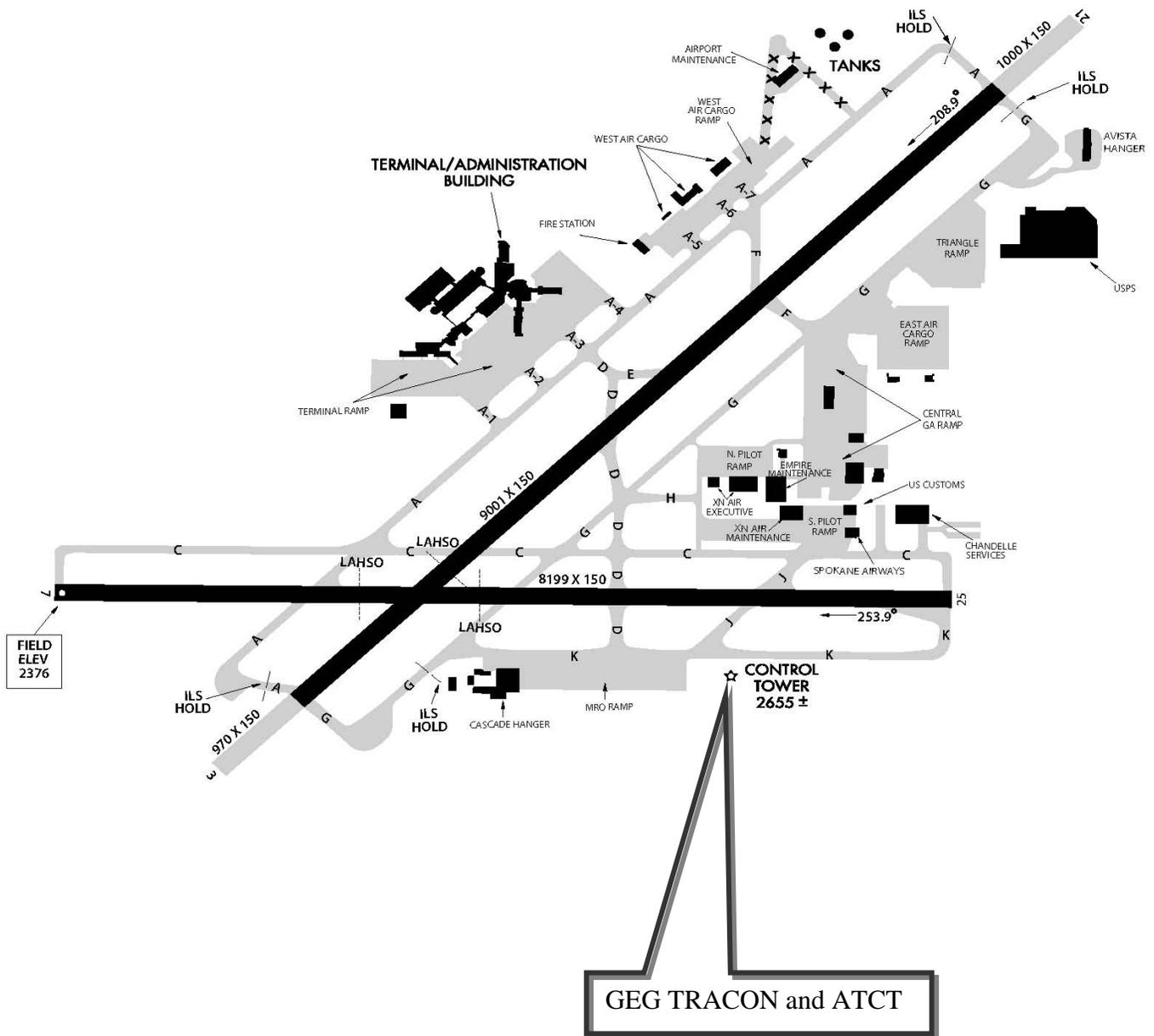
The dining scene in Spokane is something to savor with bakeries, bistros and world-class restaurants, plus award-winning wineries serving up vintage Bordeaux-style blends and local breweries pouring frothy pints. Whether you're envisioning a vegan meal, an aged steak or delighting in something decadent, your perfect meal is waiting. Sample fresh seasonal menus offering local organic products prepared with a distinctly Northwest flair. Tantalize your taste buds with dishes from local legends, intimate cafés or premier dining destinations. Who knows... you may find your new favorite meal right here in Spokane!

Other Attractions

Spokane is home to the INB Performing Arts center, where world-class musicals, plays, and concerts are exhibited year-round. In 2010, Spokane will host the U. S. Figure Skating Championships, which doubles as the trials to perform in the Olympics. Each June, tens of thousands of athletes hit the streets for the world's largest 3 on 3 basketball tournament, Hoopfest. Furthermore, Spokane also hosts the Lilac Bloomsday road race, a 7 ½ mile run through the beautiful scenery of Spokane, which is the world's largest road race.



Spokane Tower and Airport Area Map





Photos of the Airport

Below is a selection of photos of runways, facilities and a main airport terminal of Spokane Airport.



Spokane Airport Aerial View



Spokane Airport Newly Renovated Terminal



Spokane Tower Directory

The following list provides the most commonly used phone numbers within the Spokane Tower and TRACON facility:

| | |
|---------------------|----------------|
| >> Front Desk | (509) 742-2500 |
| >> Manager's Office | (509) 742-2501 |
| >> Training Office | (509) 742-2510 |
| >> Tower Cab | (509) 742-2526 |
| >> TRACON | (509) 742-2529 |



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