



Federal Aviation
Administration



Facility Orientation Guide

Wilkes – Barre Air Traffic Control Tower





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Welcome Letter

Dear New Employee,

Welcome to Wilkes-Barre Tower! Here you will have an opportunity to work with an outstanding team of professionals who 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, once again, welcome you to our team!

Sincerely,

A handwritten signature in black ink that reads "Michael Dennis".

Michael Dennis

Air Traffic Manager
Wilkes-Barre Tower



Wilkes-Barre Tower Today

The Wilkes-Barre Tower was constructed in 1952. The tower and TRACON are part of the original terminal building at the airport and will soon be replaced by a new, state of the art facility. Construction of this new facility is due to begin in the summer of 2009 with completion expected in early 2011. The new facility will feature an 11,500 SF base building and TRACON with a 108 ft high, seven level control tower.

Wilkes-Barre International Airport has recently completed a major renovation project which includes resurfacing runway 04/22 and adding an Engineered Materials Arresting System (EMAS) at both ends of this runway. Wilkes-Barre has also celebrated the opening of a new Terminal Building, the rebuilding of all roads and infrastructure at the airport and the addition of a multi-level parking facility.

We are also in the process of completing the installation of a new ASR-11 RADAR system, replacing an aging ASR-8 system. This will serve to enhance the RADAR coverage of our airspace and provide us with rock solid technology far into the future.

Today, our facility consists of the facility manager, three Front Line Managers, fourteen Certified Professional Controllers and eleven developmental controllers. We're very fortunate to have a staff support specialist and a full time contract training specialist who work together to accomplish all quality assurance and training needs. We also have a dedicated training support assistant and a facility secretary to accomplish the administrative details needed for an efficient operation.

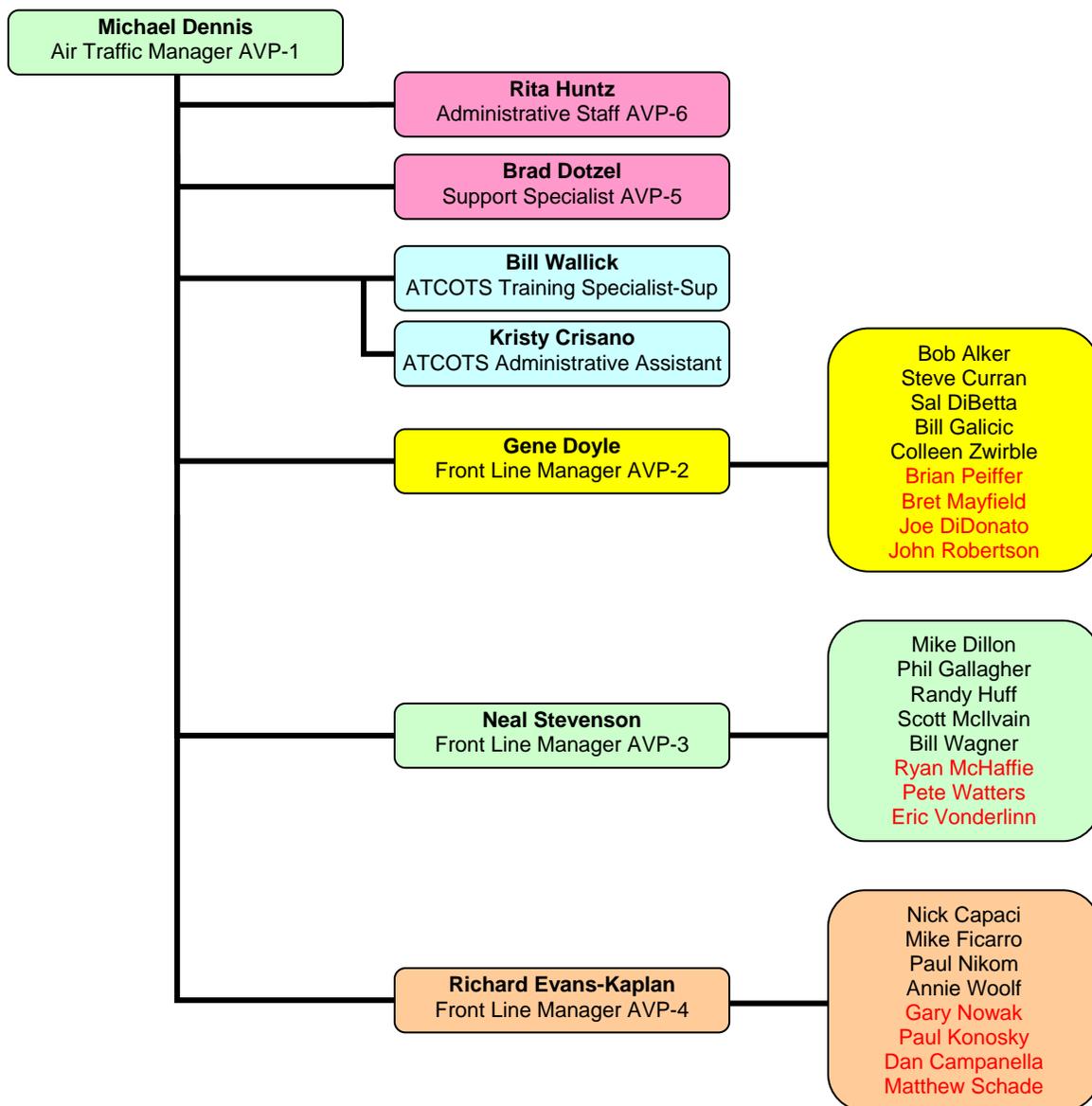
Wilkes-Barre airspace is surrounded by three adjacent approach controls; Binghamton, NY to the north, Harrisburg, PA to the southwest and Allentown, PA to the south. The New York TRACON borders us to the east while eight sectors of both Boston ARTCC and New York ARTCC neighbor above us.

The Wilkes-Barre International Airport is served by US Airways Express, United Express, Delta Connection, Continental Connection and Northwest Air. First Flight Aviation provides numerous jet aircraft for charter service as well as housing the Tech Aviation Flight School. Life Flight Aviation is based on the field providing emergency helicopter service to the local area.



Wilkes-Barre Tower Organizational Chart

The following organizational chart depicts the structure of the Wilkes-Barre Tower Management Team.





Wilkes-Barre Tower Leadership Team



Michael Dennis
Air Traffic Manager
Wilkes-Barre Tower

Michael Dennis joined the FAA in June of 1982 as an air traffic controller in Teterboro, NJ. Mike has held various air traffic controller and staff positions at Teterboro, NJ, Binghamton, NY and Wilkes-Barre, PA over the past twenty six years. He worked as a controller at Teterboro, a Quality Assurance and Training Specialist, Automation Specialist, Operations Supervisor and acting Manager at Binghamton and as an Automation Specialist, Front Line Manager and Air Traffic Manager at Wilkes-Barre.

Mike is a native of the Wilkes-Barre area and he describes his personality as both outgoing and optimistic. He is a long-time camper and outdoor enthusiast and enjoys the parks and outdoor activities so abundant in the Wilkes-Barre area. Michael is a long time member of the Boy Scouts of America and for the past twelve years has been an Assistant Scoutmaster for a local scout troop. He is the father of six children, one of whom has recently earned the rank of Eagle Scout.



Gene Doyle
Front Line Manager
Wilkes-Barre Tower

Gene Doyle joined the FAA in 1987 as an air traffic controller at the New York TRACON. He completed his training at N90 in 1988 and transferred to Wilkes-Barre Tower in December of that year. He has played a part in many activities at Wilkes-Barre during his tenure there, including participating in several of the annual armed forces' air shows held at AVP during the past twenty years. He also spent time as a temporary staff specialist and a temporary supervisor before being promoted to front line manager in November of 2007.

Gene was born in New Jersey, but has made Northeastern PA his home since moving here while still in high school. He has spent many years coaching in area youth sports programs including little league, junior basketball, and recreational soccer. He and his wife, Barbara, are the parents of two sons and two daughters.



Neal Stevenson
Front Line Manager
Wilkes-Barre Tower

Neal joined the FAA in August of 1986 as an Air Traffic Controller. Prior to that, Neal was an Air Traffic Controller in the U.S. Navy, both ashore and at sea. Neal's FAA career started at Wilkes-Barre Tower as a controller and he became a Front Line Manager in 2005. He also maintains a Private Pilot's license.

Neal was born in Anchorage, AL where his father was stationed with the U.S. Air Force. He returned to his grand-parent's farm when his father retired from the military. Neal enjoys shotgun shooting sports and hunting. He is the president of the Factoryville Sportsmen's Club, one of the largest independent clubs in the northeastern United States. Neal is married and has a son in high school.



Rich Evans-Kaplan
Front Line Manager
Wilkes-Barre Tower

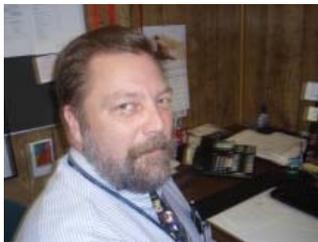
Rich joined the FAA in 1999 and has worked at Palm Springs, CA and Wilkes-Barre, PA. He started flying in 1986 and currently holds a commercial instrument rating plus is a thoroughly trained aerobatic pilot both in and out of clouds. He served in the Israeli military from 1989 - 1997 in both conscript service and reserves.

He was born and raised in Philadelphia, has learned many foreign languages and has resided in Israel, Canada and the US. Rich is a member of the Wyoming Valley Pilots Association, and enjoys flying in his Cessna 172. He is married with one son, and has been and still is a foster parent to many other children.



Brad Dotzel
Staff Support Specialist
Wilkes-Barre Tower

Brad started his Air Traffic career in the US Navy in 1979. He joined the FAA in June of 1986 as an Air Traffic Controller at Salt Lake ARTCC and then Grant County Airport, Moses Lake, WA. Brad's FAA career moved from coast to coast when he joined the ranks at Wilkes-Barre Tower in 2003 as a controller. Since 2005, Brad has been the Staff Support Specialist at Wilkes-Barre Tower.



Bill Wallick
ATCOTS Training Specialist
Wilkes-Barre Tower

Bill's Air Traffic career started in the U.S Navy in 1970. After his discharge from the service he joined the FAA as an ATCS in Charleston, WV moving on to Pittsburgh Tower then to the FAA Academy as an RTF Instructor. Bill came to Wilkes-Barre in 1989 as an ATC Supervisor retiring in 2003. He returned to the facility in 2007 as a Contract Training Specialist.



Kristy Crisano
ATCOTS Support Assistant
Wilkes-Barre Tower

Kristy arrived at Wilkes-Barre in April of 2008 as an ATCOTS Administrative Assistant. She was born and raised in the Wilkes-Barre area and her interests include outdoor activities and art. Kristy also enjoys spending time with family and friends.

Rita Huntz
Secretary
Wilkes-Barre Tower

Ms. Huntz is a long time member of the facility staff. She has been the cornerstone of our facility for many years and takes pride in her attention to details. Prior to joining the FAA, Rita retired from a career in the fine arts and music. She enjoys gardening and swimming and is quite a sports enthusiast.



Our Expectations of All Employees

Wilkes-Barre Tower leadership team expects all employees to:

Come to work, be on time

Be prepared – mentally and physically

Understand leave policies 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 and correct facility and equipment names

Follow rules and procedures

Be open to feedback – provide honest information

Be an effective team member



Wilkes-Barre Tower Policies

Reporting for Duty

All employees must check the posted watch schedule to ensure you report for work at the correct time. Both operational and training assignments are annotated on the facility watch schedule. If you have any questions pertaining to shift assignments, please ask a Front Line Manager for clarification.

Hours of Duty

Wilkes-Barre Tower is a 24 hour facility providing quality approach control and tower services around the clock. Operational core shifts are 0545-1345, 1330-2130 and 2200-0600 with alternate shifts filling in the gaps.

Employee Parking

Employees have a choice of two gated, secure parking areas within very close proximity to our building entrance. The areas are under constant closed circuit surveillance.

Security

All secure area entrances are through a swipe card and PIN and Airport Police patrol all public areas. All public areas are under constant closed circuit surveillance. While on airport property and in secured areas, employees must display their airport ID badge.



Building Access

We are currently the sole occupants of a vacated airport terminal building. All entrances are through a swipe card and PIN. Presently, there is only one main building entrance on the southwest side of the building.

FAA and Local ID Cards

All employees must display the appropriate FAA and Local identification badges while on the premises. Also, your airport ID badge is used to gain access to all secured areas and parking areas.

Guests and Visitors

Due to national security policies, guests and visitors must be screened and escorted throughout the facility. We can accommodate small groups and tours on an individual basis. We also cooperate with local schools and colleges to promote job shadowing and job orientation career days.

Cell Phones

Cellular phones are **prohibited** in the operational areas of the Tower and TRACON due to possible interference with radio and electronic equipment and distractions to the operation. They must be placed in the silent mode or turned off while in the operational areas.

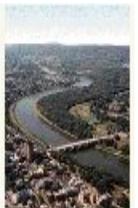


Local Area Information

Wilkes-Barre Profile

Greater Wilkes-Barre ...

The Susquehanna River quietly cuts a path through beautiful mountains, winding into broad valley of the Greater Wilkes-Barre area. Home of the county seat, it is filled with more than 300,000 people, an international airport, five colleges and universities, and serves as the center of business and industry for Northeastern Pennsylvania.



The Greater Wilkes-Barre area is home to year-round festivals and events, the state's first slots casino and live harness racing at the Mohegan Sun at Pocono Downs, a 14-screen theater and shops at Northampton & Main, countless shops and restaurants.

Founded in 1770, we helped fuel the Industrial Revolution with the rich veins of coal running beneath the soil. In the late 1800s, the Greater Wilkes-Barre area was among the most affluent in the country. More than a century later, the area grew as a center for fun and excitement with the opening of the Wachovia Arena at Casey Plaza, home to Pittsburgh's farm team, the Wilkes-Barre/Scranton Penguins, arena football and countless performing acts.



We are less than 30 minutes from the home of the Yankees minor league team, more than dozen ski areas in the Poconos, and limitless outdoor recreation, including white-water sports, hiking, rock climbing and fishing.

To learn more about all there is to do and see in the Greater Wilkes-Barre Area, visit the About Wilkes-Barre Section.

The Greater Wilkes-Barre Chamber of Business and Industry and its affiliates are community, economic development and business service organizations charged with the mission of collaborating with community and regional partners to create quality employment and business opportunities and improve the area's quality of life through strategic planning, programs and investments in our community.



The organization works on a wide range of projects - from business recruitment and job creation programs to Downtown revitalization, entrepreneurial and workforce development, riverfront, greenways initiatives, and more.

Complementing those initiatives is the work of the Chamber of Business and Industry's three main subsidiaries - the Greater Wilkes-Barre Chamber of Commerce, the Greater Wilkes-Barre Development Corporation and the Greater Wilkes-Barre Industrial Fund - and its affiliate, the Diamond City Partnership.



Scranton Profile

Scranton THE ELECTRIC CITY PENNSYLVANIA

Pennsylvania's Progressive City

scrantonpa.gov

CHRISTOPHER A. DOHERTY
Mayor of Scranton

City Departments Development & Projects City Codes Events Contact Links Home

LOOKING FOR A FUTURE IN YOUR BUSINESS?
THE FUTURE IS HERE IN SCRANTON, PENNSYLVANIA.

Welcome to Scranton
Streaming Video

LISTEN

- www.mayortv.com
- Mayor Doherty and "The Office" Studio 360

READ

- Firefighter Contract Dispute Scranton Times
- Tree Houses Grow Up Nat. Geo. Traveler
- www.keystoneedge.com PA Information
- Scranton Revitalization Download
- Scranton stages a comeback Wall Street Journal
- Mayor awarded for community service PLCM News Release
- 2 Page Spread New York Times
- Scranton and "The Office" Washington Post
- Office Visit Albany Times Union
- Downtown Realtor Hot Spot Scranton Times

MULTIMEDIA

- Nay Aug Light Show Video
- Issues of Today Download
- A Great Place to Raise Kids Download
- Stunt Mayor Video Video
- Keep the Pride Alive Spot Video
- 2008 State of address Video

Money
RETIRE RICH

Money ranks Scranton as one of the 10 fastest growing real estate markets in the Country.



Sporting and Special Events

The Wilkes-Barre area plays host to several exciting events and activities throughout the year.

NASCAR's Pocono 500 and Pennsylvania 500

These major two events are a must-see stop on the NASCAR circuit. See them at the Pocono International Raceway at Long Pond, PA. Each race generates a tremendous increase in light jet traffic taking advantage of the close proximity of the race track and our airport.

Giant's Despair Hillclimb

The Giants Despair Hillclimb is the oldest hillclimb in the United States, established in 1906 in Wilkes-Barre, Pennsylvania. Race drivers across the nation gather annually on East Northampton Street, the real name of the road that winds its way through a one mile section of Pennsylvania's steep mountains.

Steamtown Marathon

The Steamtown Marathon is an annual marathon in northeastern Pennsylvania. It was founded by Bill King in 1996. The course is certified by USA Track and Field and has been ranked as one of the fastest qualifying courses for the Boston Marathon.

Northeast Pennsylvania Classic at Elmhurst Country Club

This stop on the Nationwide Tour benefits many local charities through its \$525,000.00 purse. Elmhurst Country Club is the new host. Look for this event in late August.



Restaurants of Note

[TGI Fridays](#)

TGI Friday's is serving up good times and food you'll crave. C'mon down with friends and family and enjoy everything from happy hour favorites to main courses.

[Cork Bar and Restaurant](#)

Featuring Italian-American cuisine, fine wine, and more in a casual bistro atmosphere located in Wilkes-Barre's trendy North End.

[Smokey Bones](#)

Combining authentic American cuisine and a cozy, mountain lodge atmosphere.

[Hottle's Restaurant](#)

Large selection of craft brewed beers, extensive wine list. Early bird specials and daily lunch & dinner specials.

[Isabella Restaurant](#)

We offer an eclectic dining experience, sure to please any palette. Our seasonally changing menu encompasses many styles of cuisine with offerings from comfort food to cosmopolitan fare.

[Cooper's Waterfront](#)

Again Coopers was voted Best Overall Restaurant, Best Seafood and Best Beer Menu in the [Electric City](#). Best overall Restaurant and Best Seafood in the [Diamond City](#), and Best Restaurant and Best Seafood in the Weekender Readers Choice Poll.

[Carmen's at the Radisson](#)

Located in the Grand Lobby of the Radisson Lackawanna Station Hotel, Carmen's Restaurant is an award winning restaurant and is critically renowned for atmosphere, service and cuisine. Carmen's offers innovative continental selections such as fresh seafood, complimented daily by our Executive Chef's signature dishes. An extensive wine list will be available to accent your meal.



Online Resources

Local Area Government

[Wilkes-Barre Government](#)

[Scranton Government](#)

Community Volunteering

[United Way](#)

Chamber of Commerce

[Wilkes-Barre Chamber of Commerce](#)

[Scranton Chamber of Commerce](#)

Housing and Relocation Assistance

[Wilkes-Barre Real Estate](#)

[Scranton Real Estate](#)

Local News

TV News Stations

[PA Homepage](#)

[WNEP TV](#)

Newspapers

[Times Leader](#)

[Scranton Times](#)

Wilkes-Barre Schools

[Wilkes-Barre Area K-12 Schools](#)

[Scranton Area K-12 Schools](#)

[Wilkes-Barre Area Colleges &
Universities](#)

[Scranton Area Colleges & Universities](#)

Local Sports Teams

[Scranton/Wilkes-Barre Yankees](#)

[Wilkes-Barre Pioneers](#)

[Wilkes-Barre/Scranton Penguins](#)

Golfing, Skiing & Parks

[Wilkes-Barre Area Golf Courses](#)

[Scranton Area Golf Courses](#)

[Pocono Area Skiing](#)

[State Parks](#)

Entertainment Venues

[F M Kirby Center](#)

[Scranton Cultural Center](#)

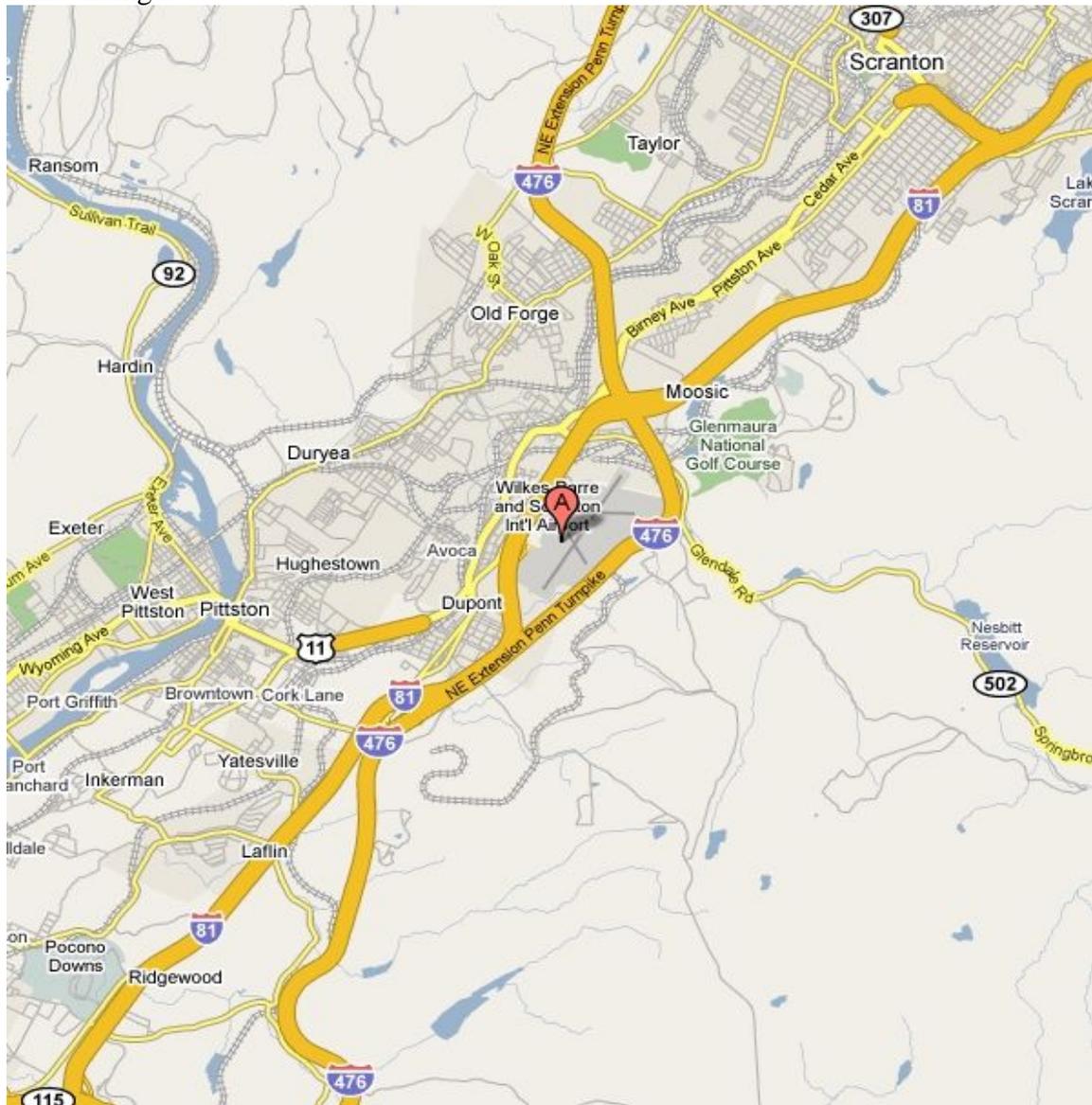
[Toyota Pavilion](#)

[Wachovia Arena](#)



Wilkes-Barre Tower Airport Area Map

The map below locates the Wilkes-Barre/Scranton Airport within its immediate surroundings.





Federal Aviation
Administration

Wilkes-Barre/Scranton Airport Photos





Wilkes-Barre Tower Directory

The following list provides the most commonly used phone numbers within the Wilkes-Barre Tower facility:

Front Desk	(570) 457-6881
Facility [recorded]	(570) 451-0267
Facility Night & Weekend	(570) 451-0267
Manager's Office	(570) 451-3190
Emergency Contact Number	(570) 451-0267
Training Department	(570) 457-9421
Facility Fax	(570) 451-0953