



Federal Aviation
Administration



Facility Orientation Guide

Montgomery Tower
San Diego, California





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Welcome!

Welcome to Montgomery Tower! We hope that your time here will be personally and professionally rewarding. As a small VFR tower we enjoy an intimate, family atmosphere while at the same time offering the highest levels of service and professionalism to our customers. We also will help prepare those controllers who wish to progress to higher level facilities with the background and training that will help make them successful as they move up in the organization.

Sincerely,

Tom Dray, Air Traffic Manager



Montgomery Field Airport

Montgomery Field is one of the main reliever airports for San Diego. We serve smaller general aviation and air taxi aircraft. There are several flight schools, aircraft and helicopter sales and service organizations and a number of flying clubs located on the airport. A large amount of flight training activity takes place at MYF, both VFR and IFR, fixed wing and helicopter. We also have a number of corporate aircraft based here.

In addition, the San Diego city police and fire departments have their flight operations based here.

The airport is owned and operated by the city of San Diego, and named for John J. Montgomery, who conducted the first controlled flight of a heavier than air craft in the United States in 1883. His early flights were conducted in the Otay Mesa area in southern San Diego County.



Tower Organization

As a small VFR tower, the organizational structure is relatively simple. There is a Front Line Manager who acts a first level supervisor to all the controllers, and one Air Traffic Manager, who has overall responsibility for ATC activities.

Tower Leadership Team

Tom Dray, Air Traffic Manager

Tom began his ATC career here at MYF in 1978. He was promoted to LAX Tower in 1982, and continued his career at Burbank Tower/TRACON and southern California TRACON, where he worked as both a controller and a supervisor. He came back to MYF in January, 2007.

David Adkison, Front Line Manager

Dave began his ATC career in the US Air Force. He joined the FAA in 1983 and has worked as a controller and a supervisor at several facilities in California.



Our Expectations of All Employees

Come to work on time, prepared mentally and physically

Pay attention to business and maintain awareness at all times while in the tower cab

Be cooperative and professional

Use prescribed phraseology

Follow rules and procedures

Treat people with respect and dignity - customers, co-workers, subordinates and superiors

Take initiative

Be accountable

Do not tolerate or engage in any form of harassment or discrimination

Actively participate in training

Know your airspace, equipment and procedures

Understand leave policy and manage your leave appropriately

Be open to feedback – provide honest information



Policies

Days Off

Controllers in training are assigned days off by management. After completion of training, a bidding process takes place that assigns the newly certified controller to the work schedule. Each Fall controllers (other than trainees) bid days off for the following year.

Hours of Duty

Controllers are normally assigned an 8-hour work shift. This includes a paid lunch period. All shifts except the opening shift and the afternoon Controller-in-Charge are flex shifts - you may sign in up to 15 minutes before the nominal start of the shift, and work 8 hours. You are expected to be available for work that entire period. If you go outside of the building you must advise the watch supervisor of your whereabouts.

If you are going to be late for a shift you are expected to advise the facility as soon as possible.

Parking

The parking area is immediately adjacent to the tower building.

Security

The tower is located inside the airport security fence. When going in or out of the entry gate you are expected to wait until the gate closes behind you to ensure that no unauthorized people or vehicles are allowed in the secure area. There is no separate fence around the tower building. The entry doors are locked at all times, and the door to the tower cab is also kept locked at all times.



Building Access

Guests and visitors are welcome at MYF. Normally only US citizens with photo ID may be permitted to visit, but there are provisions for allowing foreign nationals into the facility. Tours are permitted only when someone not working a control position is available to escort them. Telephone requests for tours should normally be referred to the office.

FAA ID Cards

FAA ID cards must be displayed at all times. If you do not have a permanent ID card you will be issued a temporary badge pending receipt of your permanent ID.

Cell Phones

Cell phones and similar portable electronic devices must be completely powered off while in the tower cab.



Local Area Information

San Diego's motto is "America's finest city." We enjoy good weather year round, and there are a number of varied activities available for the entire family. Surfing, diving and other water sports are an integral part of the southern California culture.



Attractions in and near San Diego

Perhaps the best known of the local attractions is the world-renowned San Diego Zoo. The Zoological Society also operates the Wild Animal Park in the northern part of the county. San Diego is also home to Sea World, Legoland, and within easy driving distance of Disneyland, Knotts Berry Farm and a number of well-known Hollywood attractions.

Sporting and Special Events

San Diego is the home to the Padres major league baseball team and the Chargers of the NFL. There is an active arts scene, with music, theater and visual arts. And the climate permits many sports activities, including bicycling, hiking and surfing and other water sports, and in the winter snow sports are available within a few hours' drive.

Educational Opportunities

There are a wide variety of educational institutions in San Diego. Both the California State University and University of California have major campuses here. There are other private colleges, local community colleges and extension campuses for aviation schools.



Montgomery Airport Area

The tower is located on the North side of the airport, away from most other airport activities. Access is from Ponderosa Avenue, which is off Balboa Avenue about 1/2 way between the 15 and 163 freeways.

Contact Information

The mailing address is 4298 Ponderosa Avenue, San Diego, CA, 92123. The administrative phone is 858-277-5601 and the administrative fax is 858-514-8609. Please feel free to call, fax or e-mail us if you have any questions or problems. We look forward to having you join us.





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