



Federal Aviation  
Administration



## Facility Orientation Guide

# West Palm Beach ATCT/TRACON





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**AIR TRAFFIC CONTROL TOWER  
PALM BEACH INTERNATIONAL AIRPORT  
WEST PALM BEACH, FL 33406**

***Welcome!*** You are now a part of the Palm Beach team. Your commitment toward achieving this success is commendable. A career as a Certified Professional Controller is challenging and rewarding. The Certified Professional Controller's first priority is to ensure safety of the flying public - an awesome responsibility.

You will be in an exciting training phase when you report to the Palm Beach Air Traffic Control Tower. Your training will consist of classroom, simulation and, ultimately, training by a Palm Beach Certified Professional Controller providing you On-The-Job training. We'd like to tell you a little bit about your new facility, we have: 1 Air Traffic Manager, 33 Certified Professional Controllers, 11 developments, 4 Front Line Managers, 1 Operations Manager, 2 Support Specialists, and 1 Secretary. We work closely with our Technical Operations employees, who support the building and equipment. Our Technical Operations Manager is Mr. Michael O' Connor.

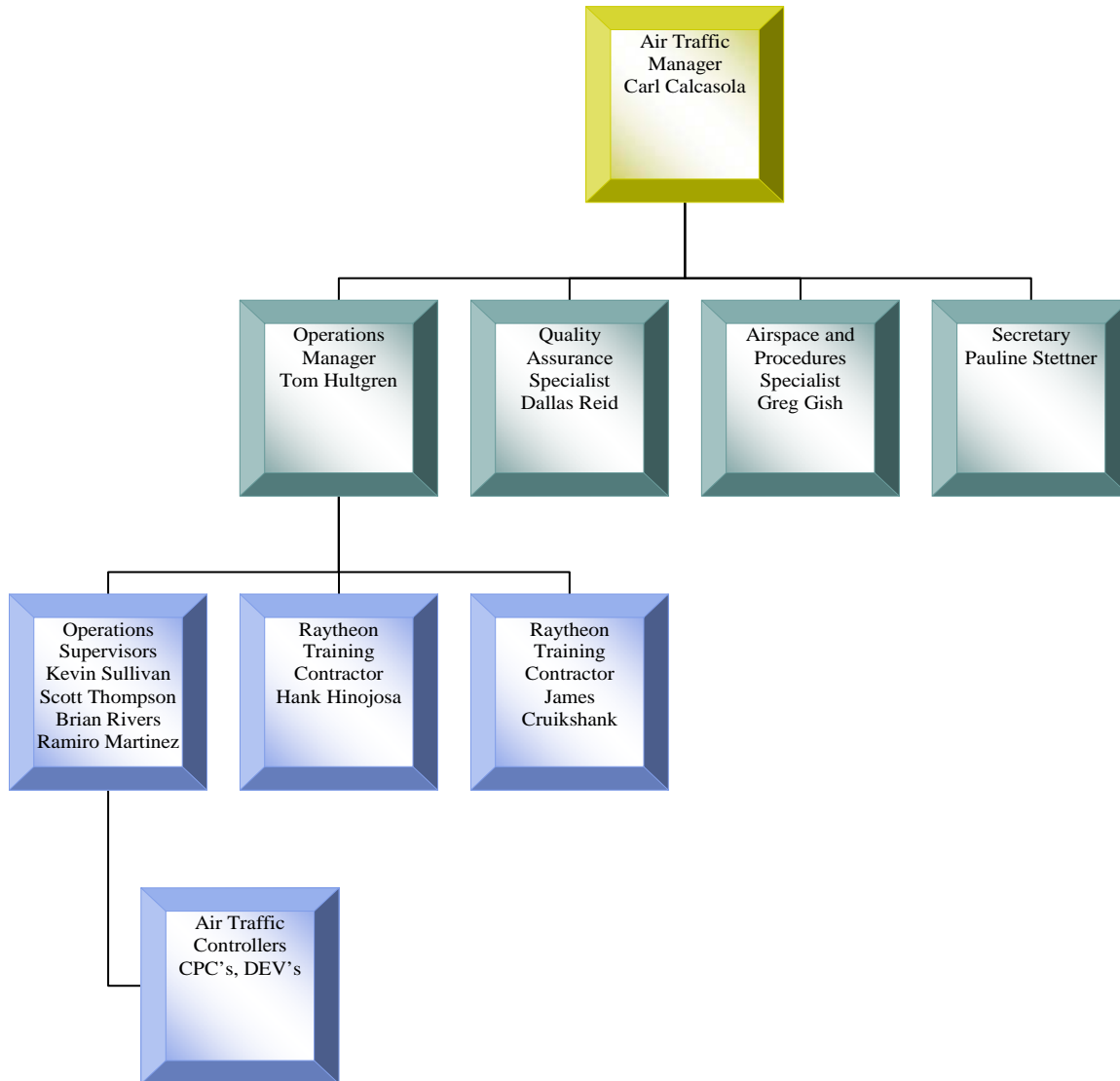
Your new facility is located at 3901 Southern Boulevard, West Palm Beach, FL 33406. We are on the Palm Beach International Airport property on the south side of the airport. Parking is provided in front of the tower. The Palm Beach team is extremely proud to provide the highest level of safety and quality customer service. Our goals are: Achieving Operational Excellence, Enhancing Financial Discipline, Increasing Capacity Where Needed, and Ensuring a Viable Future.

***We look forward to your success in our training program.***

Carlo Calcasola  
ATM-Palm Beach ATCT  
56 1-683- 1867  
56 1-478-8980 fax



# AIR TRAFFIC ORGANIZATIONAL CHART







*West Palm Beach ATC/TRACON Management Team*

**Carlo Calcasola**  
Air Traffic Manager

**Tom Hultgren**  
Operations Manager

**Douglas “Scott” Thompson**  
Front Line Manager

**Ramiro Martinez**  
Front Line Manager

**Kevin Sullivan**  
Front Line Manager

**Brian Rivers**  
Front Line Manager

**Karen Breen**  
Front Line Manager



## *Our Expectations of All Employees*

- ✓ Come to work on time
- ✓ Always be prepared – mentally and physically
- ✓ You are responsible to manage your leave
- ✓ Treat each other with respect and dignity
- ✓ Take initiative
- ✓ Be responsible for your actions
- ✓ Be a good role model
- ✓ Do not tolerate or engage in any form of harassment or discrimination
- ✓ Be prepared to train every day
- ✓ Use prescribed phraseology/correct facility and equipment names
- ✓ Follow all rules and procedures
- ✓ Be open to feedback – provide honest information
- ✓ Be an effective team member
- ✓ Enjoy your time at Palm Beach Air Traffic Control Tower/TRACON



## *West Palm Beach ATC/TRAON Phone Listing*

Dial 561-683-1867-Between 7:30am-4:30pm Monday/Friday

Carlo Calcasola	Air Traffic Manager	Ext 122
Pauline Stettner	Secretary	Ext 123
Tom Hultgren	Operations Manager	Ext 134
Dallas Reid	Quality Assurance Spec	Ext 124
Gregory Gish	Airspace/Procedures	Ext 121
“Scott” Thompson	Front Line Manager	Ext 132/136
Ramiro Martinez	Front Line Manager	Ext 132/136
Kevin Sullivan	Front Line Manager	Ext 132/136
Brian Rivers	Front Line Manager	Ext 132/136
Karen Breen	Front Line Manager	Ext 132/136
“Hank” Hinojosa	Training Contractor	Ext 131
Jay Cruikshank	Training Contractor	Ext 127

After Hours	561-684-2446	Ext 125
Fax	561-478-8980	



## *Facility Policies*

### **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 Front Line Manager at 561-684-2446. The facility parking lot is located on the west side of the tower. Please ensure you allow enough time to report for work on time.

### **HOURS OF DUTY**

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. Employees working an 8 hour shift may not leave the facility, during their shift, unless they have obtained management approval. Employees working an 8.5 hour shift may leave the facility for their 30 minute unpaid lunch break after obtaining management approval.

### **PARKING**

Parking is permitted in the facility parking lot. You are not allowed to park any vehicle in the lot while not on duty.

### **BUILDING ACCESS**

Proximity cards are used to gain entry to all doors. If your proximity card is lost or damaged please inform the secretary and a replacement will be issued.

### **SECURITY**

Your proximity card will allow you access to the facility. Your ID must be worn while in the facility. All visitors must be approved by the facility Manager and they must sign the visitor log book.

### **FAA ID CARDS**

FAA photo ID cards must be worn and visible at all times when on PBI ATCT property. Report a lost/stolen ID to the secretary.





## **GUESTS**

Employees may have family members visit the facility after obtaining approval from management. Please escort these family members while in the facility.

## **CELL PHONES**

Cell phones must be in the off position while in the operation. Personal reading material and electronic devices are not permitted in operational areas.

## **MAIL BOXES AND LOCKERS**

Mail boxes are located in the hallway going towards the break room and are used for delivery of official FAA notices and memorandums.

## **CRU-ART and READ & INITIAL BINDERS**

Upon reporting for duty, employees are to sign on the CRU-ART computer located in the TRACON, and review the read and initial binders.

## **WEB SCHEDULE**

The schedule is accessible at <http://www.webschedules.faa.gov>

### **All Leave Requests**

Annual and Sick leave requests must be made directly with a Front Line Manager, or through Web schedules.

## **MEDICAL SERVICES FOR EMPLOYEES**

There are no on-site medical facilities at PBI ATCT. First aid kits are located in the TRACON and tower cab. In an emergency, medical services can be summoned by calling 9-911. Annual physicals are performed off-site. PBI ATCT uses Dr. Greer in West Palm Beach to perform physicals. The Operations Manager schedules employees for their physical in their birthday month.

## **MAIL**

Personal mail and package deliveries are not permitted at the tower.

## **SMOKING**

There is a smoking area located on the patio off of the break room. The door to this area is to remain locked at all times. Smoking is only permitted in this area.



## **FOOD SERVICES**

There are two refrigerators, two microwaves, and a range top oven located in the break room for your convenience.



## *Facts About West Palm Beach*

West Palm Beach is located in South East Florida and is the county seat for Palm Beach County. We have about 1.3 million residents and serve as one of the premier travel destinations in the U.S. Palm Beach International Airport is a modern facility located approximately 8 minutes from downtown and has a number of carriers including Delta, US Air, Southwest, and Continental. It has excellent parking and quick access to Interstate 95. The average year-round temperature is 72. December's average is 67, and we can get as high as 82 in July and August. Our rainy season occurs during the summer. For maps or other information, contact either the Convention Visitor's Bureau or the Chamber of Commerce at 561-833-3711 or [www.palmbeachfl.com](http://www.palmbeachfl.com). Our newspaper, the Palm Beach Post, also has an outstanding website at [www.pbpost.com](http://www.pbpost.com) listing local events, attractions, and accommodations.



## *Sporting Events and Activities in West Palm Beach*

Palm Beach County is well known for its coastal and intercostals waterways. The beauty of Palm beach is best experienced from a boat, jet ski, or other watercraft.

### **Boating:**

From Jupiter to Boca Raton, the Intercostals are lined with million-dollar mansions and towering condos, spacious parks and busy marinas, laid-back restaurants and trendy boutiques. The best way to view the intercostals waterway is by boat, jet ski, or other watercraft. Don't own a boat? How about renting from one of the local watersports rental businesses. Peanut Island is a local attraction that caters to the weekend pleasure boater. The close proximity to the gulfstream makes Palm Beach a favorite destination for fisherman looking to be guaranteed a great catch. Check out the Palm Beach County Convention and Visitors Bureau online @ [www.palmbeachfl.com](http://www.palmbeachfl.com) for more info on watersports in the area.

Palm Beach County and South Florida are full of equestrian events and activities – from World Class Dressage and Show Jumping to Trail Riding.

### **Horse Shows:**

If you're visiting Palm Beach county during the first weekend in December, or in January through March, you have a terrific opportunity to see some of the top equestrians in the country compete. First is the National Horse Show from November 29 through December 3, 2006. The show, founded in 1883, moved from Madison Square Garden 5



years ago. It attracts the nation's top horses and riders in show jumping and dressage. (Palm Beach Polo Equestrian Club in Wellington. 14440 Pierson Road, Wellington FL 33414, (561)793-5867. Admission is \$10 / \$15 Sunday.)

The Winter Equestrian Festival (Jan 31 – April 7, 2007) features international hunter, jumper and dressage competitions at the highest level. With over \$3 million in prize money, it attracts top U.S. and international riders and more than 4,000 horses – the largest equestrian sporting event in the world. (Palm Beach Polo Equestrian Club in Wellington. 14440 Pierson Road, Wellington FL 33414, (561)793-5867. Competition Wednesday – Sunday. Admission is free on Wednesdays, up to \$15 on Sundays.)

### **Polo:**

The first four months of the year also bring polo to Palm Beach. Palm Beach Polo features World-Class, High-Goal polo from January through April (International Polo Club Palm Beach in Wellington, 3667 120th Avenue South, Wellington, FL 33414, (561) 204-5687. Tickets start at \$10.) You can also catch a few chukkers at Royal Palm Polo in Boca Raton. (18000 Jog Road, Boca Raton, Florida 33496, (561) 994-1876.)

### **Trail Riding:**

Those who'd like to do a trail ride or a beach ride can check out Wandering Trails Riding Academy. They supply the horses and guide Beach Rides for \$75 and Trail Rides starting at \$25. (Palm Beach Gardens, (561) 622-8130.)

Other equestrian events for spectators, outside Palm Beach County, but in the greater South Florida area, include





**Thoroughbred Racing:**

Calder Race Course, Miami (60 miles from WPB -- 21001 N.W. 27th Avenue, Miami, Florida 33056, (305) 625-1311.)

Gulfstream Park in Hallandale (55 miles from WPB -- 901 S Federal Hwy Hallandale Beach, FL 33009, (954) 454-7000.)

Harness Racing: Pompano Park Race Track – Pompano Beach. (38 miles from WPB -- 1800 SW 3rd Street, Pompano Beach, FL 33069, (954) 972-2000.)



## Online Resources

FAA Employee site: <https://employees.faa.gov>

Employee express: [www.employeeexpress.gov](http://www.employeeexpress.gov)

Thrift Savings Plan: [www.tsp.gov](http://www.tsp.gov)

E-learning: [elms.dot.gov](http://elms.dot.gov)

MOST miscellaneous Florida state/government new resident information: <http://www.myflorida.com/>

Palm Beach County Visitor Information:  
<http://www.palmbeachfl.com>

Palm Beach International Airport Information:  
<http://www.pbia.org>

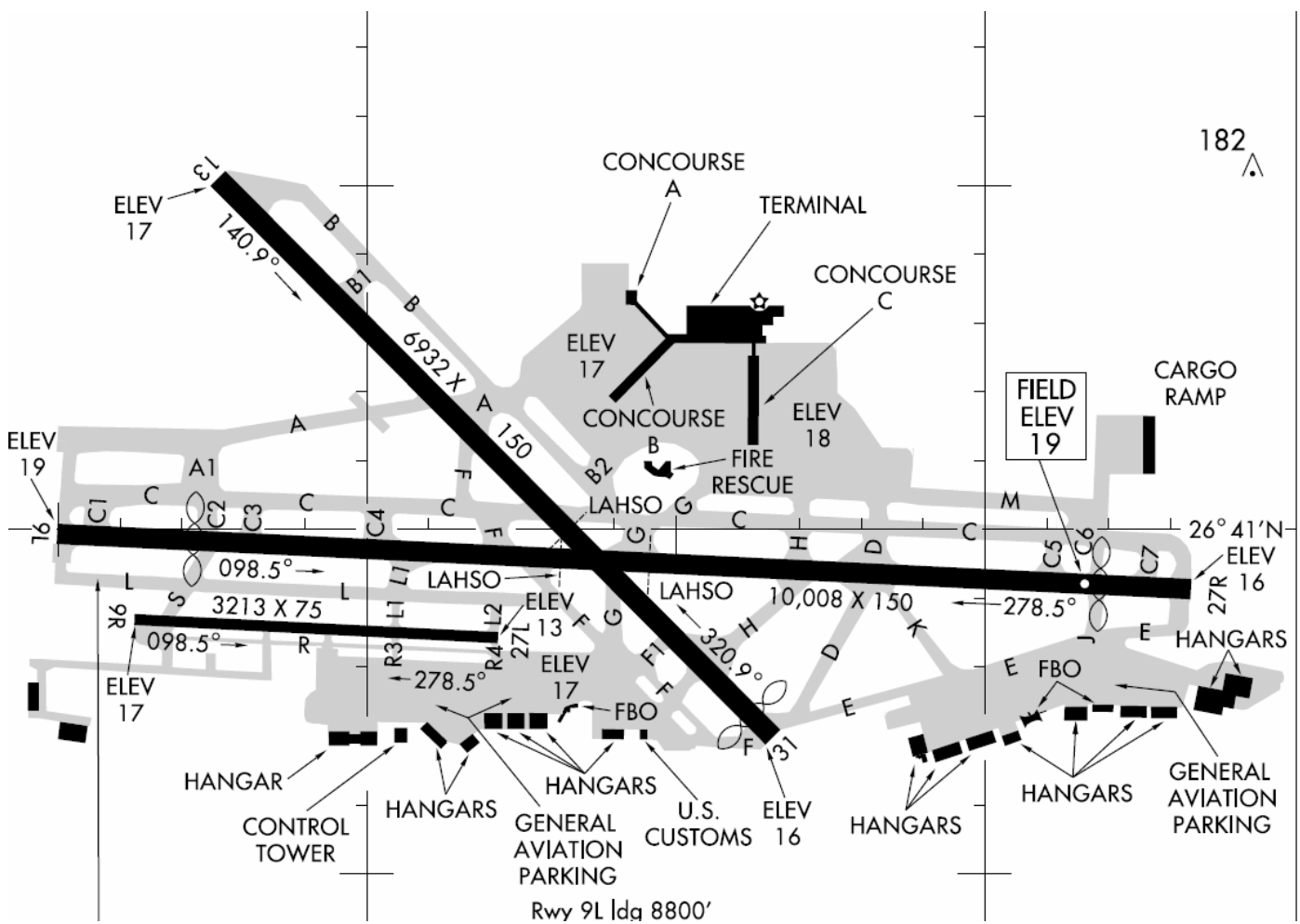
Palm Beach County Local News:  
<http://www.palmbeachpost.com>

Downtown West Palm Beach/Clematis Street:  
<http://www.westpalmbeach.com/clematis/index.html>

City of West Palm Beach: <http://www.cityofwpb.com/>

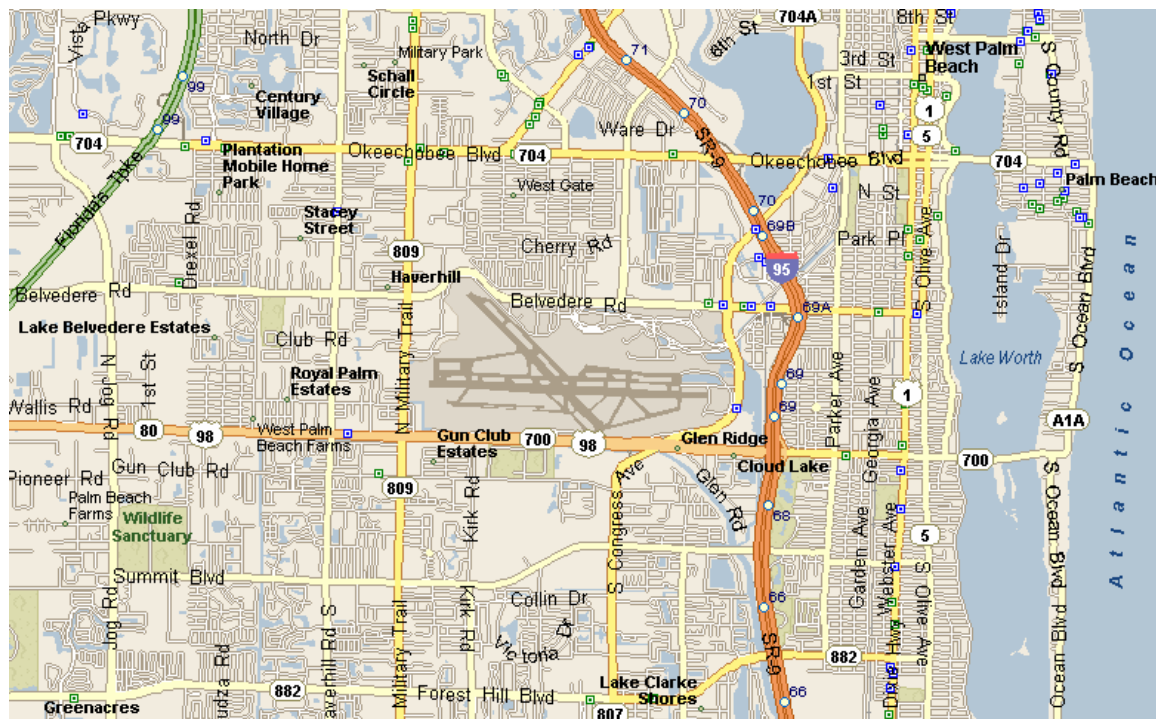
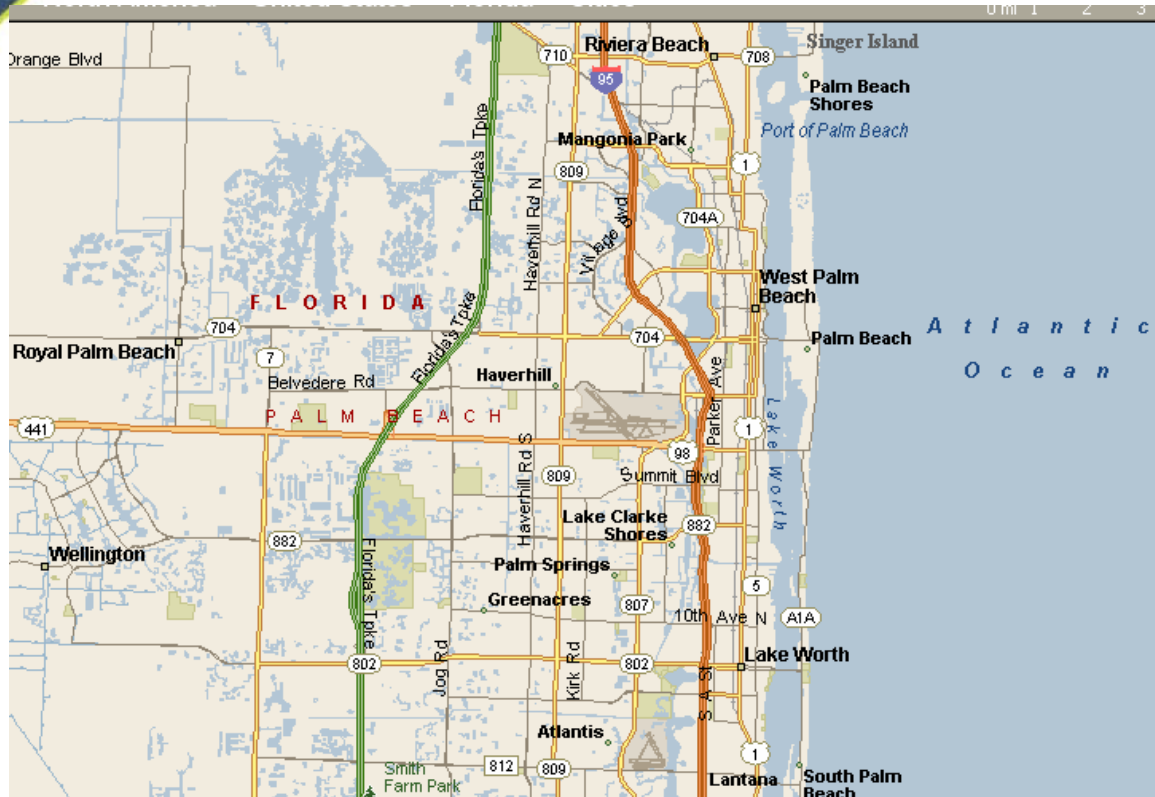


# Airport Diagram





## Local Area Maps





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