# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to Seattle TRACON</td>
<td>3</td>
</tr>
<tr>
<td>Seattle TRACON Today</td>
<td>4</td>
</tr>
<tr>
<td>Seattle TRACON Leadership Team</td>
<td>6</td>
</tr>
<tr>
<td>Our Expectations of All Employees</td>
<td>11</td>
</tr>
<tr>
<td>Policies</td>
<td>12</td>
</tr>
<tr>
<td>Local Area Information</td>
<td>14</td>
</tr>
<tr>
<td>Restaurants of Note</td>
<td>17</td>
</tr>
<tr>
<td>Online Resources</td>
<td>20</td>
</tr>
<tr>
<td>Seattle TRACON Directory</td>
<td>24</td>
</tr>
</tbody>
</table>
Welcome to Seattle TRACON

On behalf of everyone here, I am pleased and honored to have this opportunity to welcome you. Here you will have an opportunity to work with an outstanding team of professionals that help make this a great place to work and develop your skills. We are delighted that you will be joining us.

We are very proud of our facility. This is an exciting area to live and work in. We have one of the newest and most unique TRACONs ever built. We are committed to a high standard of excellence and are very proud of the professional air traffic services that we provide within the Western Washington State area.

The pages that follow include some information about the TRACON, management and staff. In this package we are also including information on the local area to help you familiarize yourself with the area.

Once you report to the TRACON you will have ample time to study during the classroom portion of your training program. The training department has put together some information if you wish to familiarize yourself in advance.

All of us want to make your tenure at this TRACON 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 TRACON an exceptional place to work.

Thank you for choosing to join us. I look forward to working with you, and would like to welcome you again to our team!

Sincerely,

Ron Fincher
Seattle District Manager
**Seattle TRACON Today**

The new, state-of-the-art Seattle TRACON was completed in 2004. The TRACON building is approximately 40,000 square feet and houses both Air Traffic and Technical Operations.

The second floor of the building contains the administrative offices for all operations. The new radar room is over 5,000 square feet in size and is equipped with the STARS system, touch screen SAIDS system, and RDVS for operation of the communications equipment.

Seattle TRACON provides service for Seattle-Tacoma International as the primary airport and many other smaller, but busy terminals. Boeing Field, Renton, Gray Army Airfield, McChord Air Force base and Tacoma Narrows are just a few of the other facilities.

Seattle-Tacoma International airport completed an upgrade adding a third runway which opened in November of 2008. The addition of this 8,500 foot runway will add flexibility and a new dimension to the 21st busiest airport in the US.

The TRACON is also equipped with a spacious and fully equipped modern kitchen for individual meal preparation. There is a television break room as well as a quiet room for reading. Additionally, there is a small workout room and men’s and women’s shower facilities in the rest rooms on the first floor. Every effort has been made to provide the personnel assigned here with the means to work and train in a healthy environment.
Seattle District and Seattle TRACON Organizational Chart The following organizational chart depicts the structure of the Seattle District and Seattle TRACON Management Team.
Ron Fincher has been a member of the Seattle TRACON management team for the last 10 years. He started at Seattle TRACON as the Assistant Air Traffic Manager. Ron later served for 9 years as the Operations Manager, and was selected as the Seattle District Manager just over a year ago. While Ron is also the Seattle TRACON Air Traffic Manager, as the District Manager he also oversees six FAA facilities and eight contract towers.

Ron joined the Military in 1975 as an Air Traffic Controller. In 1982 he joined the FAA at Ontario TRACON. At Ontario he was a Certified Professional Controller, a Staff Specialist and a Front Line Manager. Ron moved to Southern California TRACON as a Front Line Manager and Quality through Partnership Coordinator. He subsequently moved to the Seattle area to work in the Evaluations Branch of the FAA.

Ron has held many temporary positions throughout the agency. He has been the Temporary Air Traffic Manager at several facilities including Seattle ATCT, Boeing ATCT and Boise ATCT. Prior to his current appointment as the Seattle District Manager, he completed a detail at Headquarters in the Field Labor Relations and Customer Services Group.

Ron has many hobbies including working out, cycling and various sports. He is an accomplished musician as the drummer in a local band. His band can be heard at various venues around the Western Washington area. He is a proud father and grandfather. He has two children and two grandchildren.
Linda Pellegrini, Acting Air Traffic Manager, Seattle TRACON

Linda joined the FAA in 1987 starting in Baltimore, MD (BWI) where she became a Certified Professional Controller in both the ATCT and TRACON.

In 1995 she left the terminal environment to further her career at Albuquerque Center (ZAB). She received her Air Traffic rating as a Certified Professional Controller and later worked in the Traffic Management Unit as a Traffic Management Coordinator.

Linda joined the Seattle TRACON management team in 2000 as a Front Line Manager. In 2006 she was appointed to the Operations Manager position.

Linda graduated Loyola Marymount University with a Bachelor of Arts degree. She majored in both business and psychology. Linda is married with children and enjoys boating, collecting art, and travel.

Linda maintains an open door policy and invites open communication with all employees. If you have any questions or problems please feel free to contact her at 206 214-4650.
Celebrating twenty-eight years in 2011 with the Federal Aviation Administration, Sheri Kasen is a Support Manager at the Seattle Terminal Radar Approach Control (TRACON) in Burien, WA.

Sheri began her air traffic control career at a control tower in Ogden, Utah in 1983. Throughout her career she has worked at various FAA facilities in Utah, Montana, Wyoming and Washington. In 1991, she was selected as the Air Traffic Manager at Paine Tower in Everett, WA and in 2006 she became the Air Traffic Manager at Boeing Tower. She moved to Seattle TRACON in 2010.

Sheri completed a Bachelor’s of Science degree in Business Administration/Management from the University of South Dakota. Her graduate studies in management were conducted at the University of Montana.

Sheri’s hobbies include fitness walking, reading, and volunteer work with her church.

Sheri is a mother of two college students and resides with her husband and chocolate lab in Edmonds, WA.
Matt was raised in the Seattle area and attended grade school and High School in Burien, WA. He began his FAA career as a Co-Op student at Renton ATCT in 1985. After receiving his Bachelor of Science degree in Flight Technology in 1987, he was assigned to the ATCT/TRACON in Billings, Mt. From Billings, Matt relocated to Portland ATCT in 1990 and then moved back to the Seattle area in 1992 as an Air Traffic Controller and Quality Assurance/Training Specialist at Boeing ATCT. Matt joined the Settle TRACON team in 1996.

In 2003 Matt was assigned to the Seattle TRACON Traffic Management Unit and has been a Front Line Manager at BFI and Seattle TRACON since 2006. Currently Matt is the Acting Support Manager for Quality Assurance and Training.

Matt is married with three children. He and his family enjoy hunting, fishing, camping and travel. He is a Commercial Pilot and Certified Flight Instructor and is very active in the aviation community.
Kevin Nolan, Operations Manager, Seattle TRACON

Kevin Nolan, a Seattle native, began his air traffic controller career in 1983 as a military controller. He has been a certified professional controller at several terminal facilities in three different regions and has also been a Staff Specialist in the Terminal option.

In 2003 Kevin returned to the Seattle area. His initial assignment, back in his home state, was as a Procedures Specialist in the Northwest Mountain Air Traffic Division. Since then he has held a number of different positions before becoming part of the Seattle TRACON Leadership Team. The positions Kevin has held include Front Line Manager at Seattle Center, Airspace and Procedures Manager in the Operations Support Group, and Manager of the Operational Evaluations Team. He joined Seattle TRACON Team in January 2011 as the Acting Support Manager for Quality Control and Training, and is currently the acting Operations Manager.

Kevin is happily married with a passion for salmon fishing. He and his wife also enjoy exercising and wine tasting.
Our Expectations of All Employees

Seattle TRACON leadership team expects all employees to:

- Come to work and 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 Air Traffic 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 at the TRACON you are expected to be here at 0700. Since you do not currently have a proxy card to access the TRACON you will have to call 4600 when you reach the TRACON gate. We will open the gate for you so you may park in the TRACON parking lot. You will be greeted by one of the TRACON staff and escorted into the building. Please be sure to bring all necessary paperwork and ID for your in-processing, including photo ID and your Social Security card.

Hours of Duty

The TRACON is a 24-hour facility; however, during your initial training phase you will be working the administrative work schedule of Monday through Friday within the TRACON core hours (0600-1800). While you are on the administrative work schedule you will be working 8 ½ hours per day with a ½ hour break for lunch. After your initial reporting time of 0700, you will be working from 0600-1430 for the duration of your training program.

Once you have finished your initial training and start on-the-job-training in the TRACON you will be assigned varying shifts. In the TRACON you are subject to immediate recall so you will be assigned 8 hour days.

Parking

There are two parking areas located inside the perimeter fence. One parking lot is located in the front of the building on the north side and one is located in the rear of the building on the south side. Only FAA Employees and Contractors may park inside the perimeter fence. All visitors must park outside in the visitor parking area.

All vehicles parked inside the perimeter fence must be parked nose in and display the TRACON parking sticker on the windshield. You will be issued a parking sticker on your first day at the TRACON. There is no parking allowed in the loading dock area.
Security

Access controls are established in the TRACON to protect employees and areas that are critical to the continued operation of the TRACON. You are responsible to adhere to and enforce the TRACON access control policy. You must ensure that the access gates are properly closed prior to departing the immediate area. Each driver or pedestrian entering through the gates shall swipe their badge at the control box.

- **Building Access**
  Access to the TRACON is limited to authorized personnel only. Exterior perimeter doors and interior doors to the TRACON are to be closed and locked at all times except when in immediate use.

- **FAA ID Cards**
  All employees are responsible for wearing proper ID while in or around the facility. All employees have the responsibility to challenge unfamiliar persons on TRACON premises who are not displaying proper ID. You are responsible to report any suspicious persons, acts or strange objects observed on the premises immediately to any Management Official. Identification badges are **not** to be copied under any circumstances. This includes occasions when traveling. For example, a hotel clerk might request to make a copy of your ID for their records.

- **Guests and Visitors**
  The TRACON Air Traffic Manager or designee shall approve all visitors. All visitors will be required to show picture identification. Children may visit the TRACON, but must be age 10 or above and in the company of an adult. Hand carried items such as large bags, backpacks and suitcases will not be allowed into the TRACON. All visitors must be citizens of the United States of America unless approved by Headquarters.

**Cell Phones**
The Cell Phone coverage in the building is limited because of internal electronic interference. Cell Phones are **not** permitted inside the TRACON Operations area or in any of the maintenance areas due to possible interference with equipment.
Local Area Information

Seattle Area

Seattle is the perfect location for a balanced lifestyle. Nestled between the Cascade and Olympic Mountain ranges along the Puget Sound, Seattle is a vibrant and sophisticated city. With a city core of culture, economy, and entertainment, Seattle is also surrounded by over 100 distinct neighborhoods, each possessing a unique identity and character.

Seattle offers urban recreation at your fingertips including golf, kayaking and canoeing, fishing and clamming, hiking, urban parks and rose gardens. A short drive out of the city leads to skiing, snowboarding, river rafting, hiking and some of the most scenic parks around.

The Puget Sound region is a commercial center and a major hub for trans-Pacific and European trade. Some of the world’s most successful and innovative companies are based here, including Boeing Commercial Airplanes, Microsoft, Starbucks, Amazon.com, Costco, Paccar, Weyerhaeuser, Nordstrom, Safeco, and many more.

Tacoma Area

Located at the foot of Mount Rainier and along the shores of Commencement Bay in Washington state Tacoma is recognized as a livable and progressive international city. With a population of more than 200,000 residents, the city that incorporated in 1884 has grown from its historical roots as a home of sawmills and a bustling port that exported goods around the world to a center for international exports, the arts, and healthy, affordable living.
Tacoma's history and its neighborhoods go back to its earliest settlements. From the time Old Town and New Tacoma united to form the City of Tacoma in 1884, neighborhoods have served as the foundation upon which Tacoma has been built.

Today, with the formation of neighborhood councils, citizens and city government continue to build on that foundation by focusing on the places about which people care the most — their neighborhoods.

Neighborhood Councils are citizen groups based in each of eight neighborhoods which actively participate in shaping the future of Tacoma. The City Council created the councils to broaden citizen input and to give greater representation in city government. The Community Council is composed of the chairs of each Neighborhood Council.

Tacoma, Washington is nestled in the heart of the Pacific Northwest and is the cultural center for the South Puget Sound Region. Tacoma is poised for international trade and shipping. Tacoma is a unique contemporary city that values its history and has a strong historic preservation program. Public Art in Tacoma includes the renowned Chihuly Bridge of Glass with smaller stellar works attracting visitors to all neighborhoods in our City. The performing arts are alive and well in Tacoma. The City is home to classical music groups, theatre, an opera company and the Broadway Center for the Performing Arts presents nationally recognized artists throughout the year. Tacoma is a place of creative synergy and we welcome you to explore our dynamic city.

Are you looking for something to do in Tacoma? There are plenty of opportunities for recreation and entertainment in the Tacoma area. Whether you want to spend a peaceful afternoon in a museum, have lunch at a sidewalk cafe, watch an exciting game of baseball, or take in a concert or exhibition at the Tacoma Dome -- if you're in Tacoma, you've got choices.
Area Geography

From snow-capped mountain peaks to the glistening waters of the Puget Sound, the Seattle area is renowned for its natural beauty. In technical terms, the Greater Seattle primary metropolitan statistical area (PMSA) is comprised of two counties: King and Snohomish. These counties stretch 75 miles on the eastern shore of Puget Sound which leads to the Pacific Ocean.

Seattle is in the center of Western Washington. The city is built on seven hills situated between Puget Sound and freshwater lakes to the east. Seattle's altitude ranges from zero to 500 feet above sea level.

Other cities include Bellevue and Redmond to the east, Everett to the north, and Renton to the south. Tacoma is south in Pierce County, and the state capitol, Olympia, is further south in Thurston County. This entire area is commonly known as the Puget Sound region.

Climate

- Average annual temperature: 51.7°
- Average daily maximum: 59.3°
- Average daily minimum: 44.1°
- Average annual precipitation: 34.46 in.
- Winter average temperature: 41.0°
- Spring average temperature: 49.9°
- Summer average temperature: 63.3°
- Fall average temperature: 52.6°
Restaurants of Note

Cafe Campagne
1600 Post Alley Seattle, WA 98101

A Parisian cafe tucked beneath Champagne Restaurant on Post Alley, Cafe Champagne serves traditional French fare in a cozy, unpretentious setting. Open seven days a week with brunch on Saturday and Sunday until 4:00pm. A wine bar as well, the Cafe pours forty wines by the glass. Named by Zagat Survey Seattle's "Top French Bistro". (Description provided by Opentable.com.)

Dahlia Lounge
2001 4th Ave., Seattle WA 98121

Located in the heart of Downtown Seattle, Dahlia Lounge has been a local favorite for years, serving tender meats from the grill and rotisserie along with the freshest fish. Executive Chef Tom Douglas is responsible for some of the best restaurants in Seattle, and Dahlia Lounge is no exception. The menu includes "Little Tastes from the Sea Bar," featuring Alaskan halibut ceviche with red chilies and cucumber. Main courses include lemon-scallion Dungeness crab cakes and Anderson Valley wood roasted suckling lamb. The only regret patrons might leave with is not being able to try everything from this award-winning Seattle restaurant.

Mama Stortini's
3207 East Main Avenue, Puyallup, WA 98372
Voted Best Italian by King 5 Evening Magazine. Winner of Restaurant Neighborhood Award. (Description provided by Opentable.com.)
2100 Bar & Bistro
2100 Alaskan Way Seattle, WA 98121
Todd English, word-famous chef and restaurateur, is the owner of the Fish Club located right on the Seattle waterfront. Today, Executive Chef Christopher Frothingham executes Todd's vision of providing exciting and sophisticated coastal cuisine. Breakfast, brunch, lunch and dinner are served at the Fish Club. For dinner, "Small Bites" include sippin' mussels and tuna tartare. Seared scallop gnocchi, whole trout meuniere and a generous 16 oz. grilled bone-in rib eye are a few of the delicious entrees offered at this excellent Seattle waterfront restaurant.

C.I. Shenanigans
3017 Ruston Way, Tacoma, Washington; Tel. 253.752.8811
C.I. Shenanigans sits directly on the Tacoma waterfront and offers delicious steaks and brilliant fresh seafood accompanied by Washington's and California's best wines.

Pacific Grill
1502 Pacific Avenue Tacoma, WA 98402
From the creators of the award-winning The Beach House at Purdy comes Pacific Grill. In the heart of Tacoma's reborn downtown, Pacific Grill is an inviting living room, serving classic steaks, succulent seafood and fresh sushi, all in the inviting warmth of a gracefully restored turn-of-the-century building. (Description provided by Opentable.com.)

Varsity Grill
1114 Broadway, Tacoma, Washington; Tel. 253.627.1229
Varsity Grill is Tacoma's most popular restaurant and sports bar, serving up American bar favorites beneath plasma-screen televisions.
More Restaurants of Note

13 Coins Restaurant
www.13coins.com
(206) 243-9500
180000 International Blvd., SeaTac, WA 98109

Gallianos Cucina
16435 Military Rd S SeaTac, WA 98188-3055
(206) 243-7806

Mick Kelly’s Irish Pub
4735 SW 152nd St., Burien, WA 98166
(206) 246-2473

Sunny Teriyaki
15830 1st Ave S. #103, Burien, WA 98148
(206) 988-6244

Thai’s Corner Cuisine
14816 1st Ave S., Burien, WA 98169
(206) 243-5889

Round Table Pizza
www.roundtablepizza.com
15730 1st Ave S., Burien, WA
(206) 431-8600

Azteca Mexican Restaurant
www.aztecamex.com
133 Southwest 158th Street, Burien
(206) 243-7021

Hey Paison!
www.heypaison.com
641 152nd Ave SW, Burien, WA 98166
(206) 631-8668

Quiznos
www.quiznos.com
15623 1st Ave S., Burien, WA 98148
(206) 204-0993

Sal’s Deli
www.salsdeli.com
15212 6th SW Burien, WA. 98166
(206) 246-7181
Online Resources

Local Area Resources

http://seattle.citysearch.com/
http://seattle.net/
http://www.seattle.com/
http://www.dol.wa.gov

City and Chamber of Commerce

http://www.seattlechamber.com/portal/
http://www.cityoftacoma.org/
http://www.traveltacoma.com/

Housing and Relocating Assistance

http://www.forrent.com
http://www.roommates.com

Local News

http://seattlepi.nwsource.com
http://seattletimes.nwsource.com
http://www.komotv.com
http://www.king5.com
http://www.kirotv.com
### Local Sports Teams

<table>
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<tr>
<td>Baseball</td>
<td>Seattle Mariners</td>
<td><a href="http://seattle.mariners.mlb.com">http://seattle.mariners.mlb.com</a></td>
</tr>
<tr>
<td></td>
<td>Tacoma Rainiers</td>
<td><a href="http://tacoma.rainiers.milb.com">http://tacoma.rainiers.milb.com</a></td>
</tr>
<tr>
<td></td>
<td>Everett Aquasox</td>
<td><a href="http://www.aquasox.com">http://www.aquasox.com</a></td>
</tr>
<tr>
<td>Basketball</td>
<td>Seattle Storm (WNBA)</td>
<td><a href="http://www.wnba.com/storm">http://www.wnba.com/storm</a></td>
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<tr>
<td>Football</td>
<td>Seattle Seahawks</td>
<td><a href="http://www.seahawks.com">http://www.seahawks.com</a></td>
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<td></td>
<td>University of Washington</td>
<td><a href="http://www.gohuskies.com">http://www.gohuskies.com</a></td>
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<td>Soccer</td>
<td>Seattle Sounders</td>
<td><a href="http://seattlesounders.net">http://seattlesounders.net</a></td>
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Photos of the TRACON and Area
**Seattle TRACON Directory**

The following list provides the most commonly used phone numbers within the Seattle TRACON Air Traffic:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acting Air Traffic Manager</td>
<td>Linda Pellegrini</td>
<td>(206) 214-4601</td>
</tr>
<tr>
<td>Management Assistant</td>
<td>Madeline Munson</td>
<td>(206) 214-4606</td>
</tr>
<tr>
<td>Support Manager Quality Assurance</td>
<td>Matt Wallitner</td>
<td>(206) 214-4620</td>
</tr>
<tr>
<td>Quality Assurance</td>
<td>Jon Clark</td>
<td>(206) 214-4638</td>
</tr>
<tr>
<td>Support Specialist</td>
<td>Keith Choy</td>
<td>(206) 214-4645</td>
</tr>
<tr>
<td>Training Specialist</td>
<td>Mel Roberts</td>
<td>(206) 214-4649</td>
</tr>
<tr>
<td>Support Manager Air Space &amp; Procedures</td>
<td>Sheri Kasen</td>
<td>(206) 214-4640</td>
</tr>
<tr>
<td></td>
<td>Ann Brenden</td>
<td>(206) 214-4647</td>
</tr>
<tr>
<td></td>
<td>Jon Clark</td>
<td>(206) 214-4643</td>
</tr>
<tr>
<td></td>
<td>John McKittrick</td>
<td>(206) 214-4666</td>
</tr>
<tr>
<td></td>
<td>Curt Meadows</td>
<td>(206) 214-4643</td>
</tr>
<tr>
<td>Acting Operations Manager</td>
<td>Kevin Nolan</td>
<td>(206) 214-4650</td>
</tr>
<tr>
<td>Administrative Officer</td>
<td>Nancy Tong</td>
<td>(206) 214-4608</td>
</tr>
<tr>
<td>Raytheon Training Manager</td>
<td>Bruce Harpham</td>
<td>(206) 214-4623</td>
</tr>
<tr>
<td>Emergency after hours (TRACON Front Line Manager)</td>
<td></td>
<td>(206) 214-4655 or 4657</td>
</tr>
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