Table of Contents

Welcome Letter 3
Tucson Tower 4
Tucson Tower Staff and Management Team 5
Tucson Tower Manager 6
Our Expectations of All Employees 7
Policies 8
The 162nd ANG 9
Local Area Information 10
Area Schools 12
Sporting and Special Events 13
Online Resources 14
Tucson Tower and Airport Map 16
Photos of the Airport 17
Tucson Tower Directory 18
Dear New Employee,

Welcome to Tucson Airport Traffic Control Tower! You have an opportunity to work with an outstanding team of professionals. This is a great place to work as you progress through your career with the Federal Aviation Administration. Your knowledge, skills and positive attitude will help establish you as a highly valued employee and addition to our team. You’ll be provided with many opportunities to help influence the future of the facility.

All of us want to make your tenure at this facility as enjoyable and rewarding as possible. Please feel free to ask questions and express your thoughts. Our aim is to create a professional 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 welcome you to our team!

Sincerely,

James M. Kemper
Air Traffic Manager
Tucson Tower

In 1919 Tucson became the home of the first municipal airport in the country. Tucson Tower was completed in 1958, making it the 2nd oldest tower still in use by the FAA. It stands at 123 feet tall. It is a landmark with Tucson spelled out in 10 foot high neon letters on two sides of the tower, and it has been seen in numerous movies. Construction is almost completed for a new, state of the art tower that is more than twice the height of the current tower.
Tucson Tower Staff and Management Team

Air Traffic Manager – James Kemper

Front Line Supervisors – Troy Brown
   - Cathy Leopard
   - Henry Munoz

Support Specialist - Charlotte York

Management & Program Assistant – Suzanne Cipra
Tucson Tower Manager

James Kemper, Air Traffic Manager, Tucson Tower

James Kemper began his FAA career in January 1987. After successful completion of the Air Traffic Screen at the Mike Monroney Aeronautical Center in Oklahoma City, he was assigned to Goodyear Air Traffic Control Tower. Located 18 miles west of downtown Phoenix, Jim worked at Goodyear from May 1987 until March 1989 when he transferred to Tucson ATCT and TRACON. The tower and TRACON were combined facilities when Jim arrived, but soon became two separate facilities.

In February 1990, Jim chose Tucson TRACON to gain experience working in a radar environment. Over the next sixteen years, Jim held several positions at the TRACON. As well as being a certified professional controller and OJT instructor, Jim served as a Staff Specialist for Training and Quality Assurance as well as a Front Line Manager.

In August 2006, Jim returned to Tucson ATCT where he served as a Front Line manager for the next year.

In July 2007, Jim was selected as a Front Line Manager at Phoenix TRACON. During his time in Phoenix, Jim served as Arizona District SUPCOM Chair representing the 26 Front Line Managers in Arizona.

In November 2009, Jim returned to Tucson Tower as the Air Traffic Manager.

During his time as a Certified Professional Controller and Instructor, Jim had the privilege of providing OJT to over 50 controllers and Front Line Managers.
Our Expectations of All Employees

Tucson Air Traffic Control Tower Management 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, procedures and equipment
- Use prescribed phraseology
- Follow rules and procedures
- Be open to feedback – provide honest information
- Be an effective team member
- Ask for help when you need it
- Be realistic, don’t be afraid to admit your mistakes, we are all human
- And most important – Have Fun!
Policies

Reporting for Duty

You should report for duty on your first day at 7:00 a.m. You can expect to be assigned to an eight and one half hour administrative shift for your first few weeks at the facility.

Parking

FAA employee parking is located west of the control tower along the Tucson Executive Terminal ramp fence. Additional parking is located in the lot northwest of the tower near the National Weather Service Doppler antenna. All areas are clearly marked “FAA Parking Only”. You will need to obtain a parking sticker from the administrative office. Avoid parking in areas marked “TAA” as you will be ticketed.

Building Access

A TAA access card and security code is required to enter the building. On your first day, use the phone located next to the entrance door to contact the FAA office. You will receive instructions on how to get to the office. You will be given a security code for the elevator, and a door key, upon checking into the facility.

Guests and Visitors

Approval for guests must be granted by the ATM at least 24 hours in advance. After obtaining approval, the employee must advise the administrative office of the upcoming visit, ensure that the visitors are signed in and the employee must escort their visitors at all times.

Cell Phones

Cell phones must be in the off position while in the operational area. They may be used during break periods.

Smoking Area

Smoking is permitted only in the designated smoking areas outside of the tower.
The 162nd ANG

The 162nd Fighter Wing of the Arizona Air National Guard calls Tucson International Airport Home. Dating back to 1956, the 162nd has progressed from flying the Korean War era North America F86 Sabre to the state of the art F16 Fighting Falcon.

The largest Air National Guard unit in the country, the 162nd Fighter Wing provides pilot training for pilots of the United States and many of her allies.

Typically flying 60 to 70 flights a day, it is not uncommon to see 8 to 10 F16’s in the pattern.

This type of flying is not only challenging for the pilots, but also for the controllers. Many of the pilots are new to the F16 and speak English as a second language. Add that to the mix of general aviation and air carrier traffic, and it makes working at Tucson Tower both demanding and rewarding.
Local Area Information

Tucson History

The official birth date of Tucson, also known as “The Old Pueblo” is August 20th, 1775, when Hugo O’Coner established the Tucson Presidio. Tucson became part of the United States with the Gadsden Purchase of 1854 and served as the Territorial Capital of Arizona from 1867 until 1877. Today, Pima County has a population of over 1,000,000, with over 500,000 in the city of Tucson, and it continues to grow at one of the fastest rates in the country.

Time Zone

The State of Arizona is located in the Mountain Standard Time Zone (-7 UTC). Arizona does not make an adjustment for Daylight Saving Time, and during the months of April through October, Arizona time mirrors Pacific Daylight Time.

Climate

Typically 10 to 15 degrees cooler than Phoenix, the Tucson summers are much easier to tolerate for those people not yet acclimated to the desert southwest. The much overused phrase, “But it’s a dry heat,” is actually accurate, for most of the year at least. The dry air allows for rapid evaporation which makes your body feel cooler and makes evaporative coolers effective. The exception is during the wet season, or monsoon as it is called here, when the humidity rises and the evaporative effects diminish. This typically occurs from mid-July into September.

The vision of Arizona that most people have is of a hot, dry, desert landscape, unfit for all but the heartiest of creatures. For a large portion of the state this is true. But once you come here you find out that the Arizona landscape is as diverse as the people that live here. The heat of the desert summer and the cool of pine tree covered mountains are only a short drive from each other.
Ski Valley located on Mount Lemmon, just 45 miles from downtown Tucson, provides winter sports opportunities, and the nearby community of Summerhaven provides welcome relief from the heat of the valley floor. Nearly destroyed by a devastating forest fire in 2003, Summerhaven has experienced a rebirth and offers many tourist opportunities including lodging, dining, shopping, camping and hiking. For more information log onto www.emol.org/tour/mtlemmon

55 miles southwest of Tucson is the largest collection of optical telescopes in the world. Kitt Peak National Observatory, Visitor Center and Museum offers guided tours and nightly observing programs for those interested in astronomy. The normally clear and dry skies over the Sonoran Desert provide a unique opportunity to view the cosmos. The gift shop and picnic area provide a pleasant way to spend a day away from the city.

For over 50 years, the Sonoran Desert Museum has enchanted millions of visitors with exhibits of live animals in astonishingly natural settings. A world renowned zoo, natural history museum and botanical garden all in one place, it provides many educational opportunities for the young and old alike. Within the museum grounds you will see over 300 animal species and 1200 types of plants. There are nearly 2 miles of walking paths covering the twenty one acres of beautiful desert.

Construction of the San Xavier Mission began in 1783 by Jesuit Missionary Eusebio Francisco Kino. Over 200 years old, it still serves as a functioning parish church. It is not known why one tower was never completed, but some say that is was to avoid taxes imposed by the Spanish government on completed structures in the new world.
The Pima Air and Space Museum provides a unique opportunity to observe the history of aviation and rocketry from its infancy to the present. There are over 275 US, NATO, AXIS and USSR military and civilian aircraft on display including a Lockheed SR-71 Blackbird, Boeing B-52, Douglas C-47 and MiG-21.

Adjacent to the Pima Air and Space Museum is the “Bone Yard” located on Davis-Monthan Air Force Base. Here hundreds of aircraft are parked awaiting destruction or refurbishment. The dry desert air serves to protect the aircraft from the corrosive effects of moisture until their future is determined.

The Titan Missile Museum located a few miles south of Tucson just off Interstate 19, gives visitors a view of a real Cold War Era missile silo. The only publicly accessible Titan II Missile site in the nation, the museum offers tours into what was one of several missile sites in the Tucson area used during the cold war.

Old Tucson Studios located near the Sonoran Desert Museum gives visitor a glimpse of the Tucson most people think of when they hear the name. Movie classics such as “Rio Bravo”, starring John Wayne and Dean Martin, and “Gunfight at the OK Corral” were filmed here as well as more modern western films such as, “The Three Amigos” with Steve Martin, and “Tombstone” with Kevin Costner.

Area Schools

Several award winning school districts provide excellent education programs for students K-12. Pima Community College and the University of Arizona provide programs in a number of fields.
Sporting and Special Events

Phoenix, less than two hours driving time from Tucson, offers nearly any professional sporting activity not available here. The Arizona Cardinals of the NFL, the Phoenix Suns of the NBA, the Phoenix Coyotes of the NHL, and the Arizona Diamondbacks of MLB should satisfy everyone’s sports cravings year-round. The Phoenix area is the spring training site of many Major League Baseball teams as well.

The University of Arizona located in Tucson, offers college sports fans consistently good men’s basketball and baseball viewing, and the women’s softball team is a perennial powerhouse.

For the golfer, Tucson offers numerous courses to enjoy year-round. Hosting a number of PGA and LPGA events annually, there is never an off season; though you need to hit the links early during the summer months to avoid the daytime heat.

Tucson hosts the largest perimeter cycling event in the United States. The ride called "El Tour de Tucson" happens in November on the Saturday before Thanksgiving. El Tour de Tucson has as many as 10,000 participants from all over the world each year.

For two weeks every winter, the world meets in Tucson as it becomes a bustling international marketplace of buyers and sellers at the Tucson Gem, Mineral & Fossil Showcase.

The "Gem Show" is much more than a single event at one location. Rather, there are thousands of participants and attendees at more than 40 sites around town. Dozens of shows take place at the same time in giant white tents, at hotels and resorts and at exhibit halls.
Online Resources

Local Area Resources

www.tucsonaz.gov

www.visittucson.org

Chamber of Commerce

www.tucsonchamber.org

Housing and Relocating Assistance


Local News

www.tucsoncitizen.com

www.azstarnet.com

www.kold.com

www.kvoa.com

www.kgun9.com

Colleges and Universities

www.pima.edu

www.arizona.edu
Tucson Area School Districts


Recreation

[www.tucsonaz.gov/parksandrec](http://www.tucsonaz.gov/parksandrec)

[www.forestry.fed.us](http://www.forestry.fed.us)

[www.azgfd.gov](http://www.azgfd.gov)

[www.pr.state.az.us](http://www.pr.state.az.us)

[www.blm.gov/az](http://www.blm.gov/az)

Utility Companies

Electric: Tucson Electric Power, [www.tucsonelectric.com](http://www.tucsonelectric.com)
Trico Electric Cooperative, [www.trico.coop](http://www.trico.coop)

Gas: Southwest Gas, [www.swgas.com](http://www.swgas.com)

Water: City of Tucson, [www.tucsonaz.gov](http://www.tucsonaz.gov)
City of Marana, [www.marana.com](http://www.marana.com)

Cable Television: Comcast, [www.comcast.com](http://www.comcast.com)
Cox Communications, [www.cox.net](http://www.cox.net)
Tucson Tower and Airport Map
Photos of the Airport
Tucson Tower Directory

The following list provides the most commonly used phone numbers within the Tucson Tower facility:

The main phone number for the facility is: 520-670-5810
And the frequently called extensions are:

222 – Air Traffic Manager, Jim Kemper
221 – Management & Program Assistant, Suzanne Cipra
223 – Support Specialist, Charlotte York
220 – Front Line Manager, Troy Brown
225 – Front Line Manager, Cathy Leopard
226 – Front Line Manager, Henry Munoz
230 – Tower Cab

Facility Fax Number

520-806-4099