

March 29, 2022

Flight Standards District Office
2780 Airport Drive
Suite 300
Columbus, OH 43219

To Whom It May Concern:

Enclosed is the application for certificate of waiver for the 2022 Coshocton Hot Air Balloon Festival scheduled for June 9, 10, 11, & 12.

We request that the waiver be in effect the first 4 hours after sunrise and the last 3 hours before sunset each day beginning on Friday evening, June 10, until Sunday morning, June 12. We will only need the waiver to be in effect during those times as the balloons do not fly in the middle of the day. On June 9th, only 3 balloons will be launching for a Media Flight so no waiver is requested for that date.

A NOTAM will be requested from Leidos Flight Service Office at least 24 hours prior to the first scheduled flight. Richard Downing Airport, the small local airport, will be aware of the presence of balloons in the area. The pilots' names and all documentation will be available Friday evening, June 10 between 15:30 and 17:30 EDT at the Coshocton County Fairgrounds. If a monitor will be in attendance, it would be best for them to arrive by no later than 15:15 EDT. We will be flying from the same location and in the same area as previous years and there is a map on file at the Columbus FSDO. A map will be available to the FAA monitor on site.

If you require any additional information, please feel free to call me on my cell phone at 740-502-0677. Thank you in advance for your assistance. We look forward to seeing you at this year's event!

Sincerely,

Patricia Cramer

	Sunrise	Sunset
June 10		20:56 EDT (00:56 UTC 6/11/22)
June 11	05:57 EDT (09:57 UTC)	20:57 EDT (00:57 UTC 6/12/22)
June 12	05:57 EDT (09:57 UTC)	



Coshocton Hot Air Balloon Festival

Operations Manual

June 9 - 12, 2022
Coshocton, OH

BALLOON COMPETITION MANUAL

This manual has been prepared as part of the application for the issuance of a Certificate of Waiver with attachments and special provisions for a Manned Free Balloon Competition on June 9, 10, 11, 12, 2022 at the Coshocton Hot Air Balloon Festival held at the Coshocton County Fairgrounds.

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Section I.

PURPOSE:

This manual is submitted as a part of an application for a waiver of Title 14 of the Code of the Federal Regulations (14 CFR) part 91, sections 91.119(b) and 91.119 (c), by the Coshocton Hot Air Balloon Festival Committee for the Coshocton Hot Air Balloon Festival. Specifically, the waiver will allow officially registered balloons to operate from the surface to **10,000' MSL** and over a congested area at an altitude of no less than 500 feet above the highest obstacle within a 500-foot radius of the balloon en-route to a target within a 10 nautical mile radius of the designated launch field or goal. It will also allow for officially registered balloons to operate at 75 feet AGL over spectators and to set goals and/or targets at a minimum distance of 200 feet from physical barriers provided for spectator control. The waiver will also allow officially registered balloons to descend to the surface over non-congested areas including declared targets, provided that the operation is conducted without hazard to persons or property on the surface. No waiver is requested nor is a waiver required by 14 CFR for any mass ascensions or pilot choice launches.

Section II.

RESPONSIBILITIES AND PROCEDURES

DUTIES OF PERSONNEL

- 1) Balloonmeister – Allen Yost
 - a. Conduct Master Briefing – review event rules, policies, sponsor management, FAA waiver
 - b. Create task sheet with location of targets, number and color of markers, launch period, scoring period.
 - c. Conduct Pre-Flight Briefing – reviews task(s), makes fly/no fly decision
- 2) FAA Liaison - Patricia Cramer
 - a. Prepare FAA Waiver and provide documents requested
 - b. Assist with pilot registration
- 3) Weather Officer – James Cusick
 - a. Contact Lockheed Martin for a Pilot Weather Briefing.
 - b. Use web sites dedicated to the sport of hot air ballooning to prepare weather briefing information for pilots.
 - c. Give pre-flight briefing – weather synopsis, current wind conditions on the surface and at winds aloft, temperature and dew point, cloud layers and ceilings, probabilities of precipitation, any pertinent SIGMETS, PIREPS, NOTAMs, weather advisories and TFRs

Weather Assistance - Richard Downing Airport,

4) Safety Officer – Michael Emich

- a. Assist Balloonmeister with Pre-Flight planning – review task, examine proposed flight path for potential launch and landing sites.
- b. Monitor weather and report observations to the Balloonmeister.
- c. In the event of an emergency, proceed to the scene and assist as needed.

REGISTRATION AND AIRWORTHINESS DETERMINATION

Balloons flown at the event must have current certificates of registration and airworthiness, or in place of the latter, an equivalent document from the Federal Aviation Administration. All competitive pilots are required to register in the afternoon of June 10, 2022. At this registration, they will be required to show an Annual or 100-hour inspection endorsement and an Aircraft Registration. Chapter 3 of the competition rules cover procedures for balloons damaged or otherwise made unairworthy during the event. Throughout the event the Safety Officer or his designees; and appropriate FAA personnel will be consulted as necessary.

PILOT

Each pilot must hold the appropriate pilot certificate (Private or Commercial) with Lighter-Than-Air Category and Free Balloon Class Rating. Each pilot must show evidence of current Flight Review (14 CFR part 61, section 61.56) and must also show evidence of currency per section 61.57.

PILOT BRIEFING PROCEDURES

All pilots are required to sign a statement indicating that they have read and understand the provisions of the waiver and the official Coshocton Hot Air Balloon Festival Competition Rules prior to any competitive flight.

Before each flight all pilots must attend the flight briefing. Chapter 8 of the competition rules provides details of all briefings.

LETTER OF AGREEMENT/STATEMENT OF RESPONSIBILITY

Each pilot has signed a Letter of Agreement and Statement of Responsibility acknowledging their responsibilities under the F.A.R.s as related to the Coshocton Hot Air Balloon Festival.

EVENT FLIGHT CREWMEMBER(S)

Only pilot and event flight crewmember(s), as described in the organized manned balloon competition manual, may be carried onboard any balloon operating under the waiver issued to the event organizer.

- a) Only the number of Event flight crewmember(s) (passengers) specified by the respective balloon flight manual may be carried in each balloon during the flight. Event flight crewmember(s) should be kept to a minimum for competitive events.
- b) All event flight crewmember(s) must have received appropriate training concerning their duties relative to the event and must attend the event pilot and flight crewmember(s) briefing before each event. These crewmember(s) must sign a statement that they have been briefed and that they are designated event flight crewmember(s) for the specific event for which the waiver was granted.
- c) The PIC of each balloon is responsible for obtaining the signed statements on a form furnished by the event organizer. The PIC will maintain this form during the event and return it to the event organizer and make it available to the FAA upon request.
- d) Balloon event flight crewmember(s) are differentiated from ground support launch and recovery crewmember(s).

EVENT DOCUMENTATION

All relevant registration files, task data sheets, pilot registration information, etc. will be maintained by the organizer at least 60 days after the event and will be made available to the FAA monitor upon request. Competition maps and task sheets will be made available to the FAA monitor at the time of the pilot briefing.

SECTION III. GROUND OPERATIONS

CLEAR AREAS

Clear Areas are established at each target site. These areas are kept clear of spectators and are usually fenced. Scoring Officials will police any area to keep unauthorized persons out. In the Minimum Altitude Diagram, this is referred to as the "Target Area".

SPECTATOR AREAS

The primary competitive spectator area is located at the main launch site, **Coshocton County Fairgrounds**. Crowd control is initiated by physical barriers around the launch site and target areas controlled by the Scoring Officials. Official and balloon recovery vehicles are parked in restricted areas. Traffic is controlled by the Coshocton County Sheriff's Department as required. Use of existing and temporary barriers secure spectators from the briefing area and headquarters and from potential low level flight areas surrounding goals/targets.

Competitive goals/targets set outside the primary launch area in remote areas attract few, if any, spectators beyond those involved in race operations (officials and crews). Scoring/measuring officials control these areas as determined by the conditions, and will isolate the area surrounding the goal/target from any unauthorized personnel.

CROWD CONTROL REQUIREMENTS

Crowd control will be provided by the Coshocton County Sheriff's Department, REACT, and/or officials of the balloon event under the direction of the Balloonmeister and/or Safety Officer.

LANDOWNER RELATIONS/NOTIFICATION

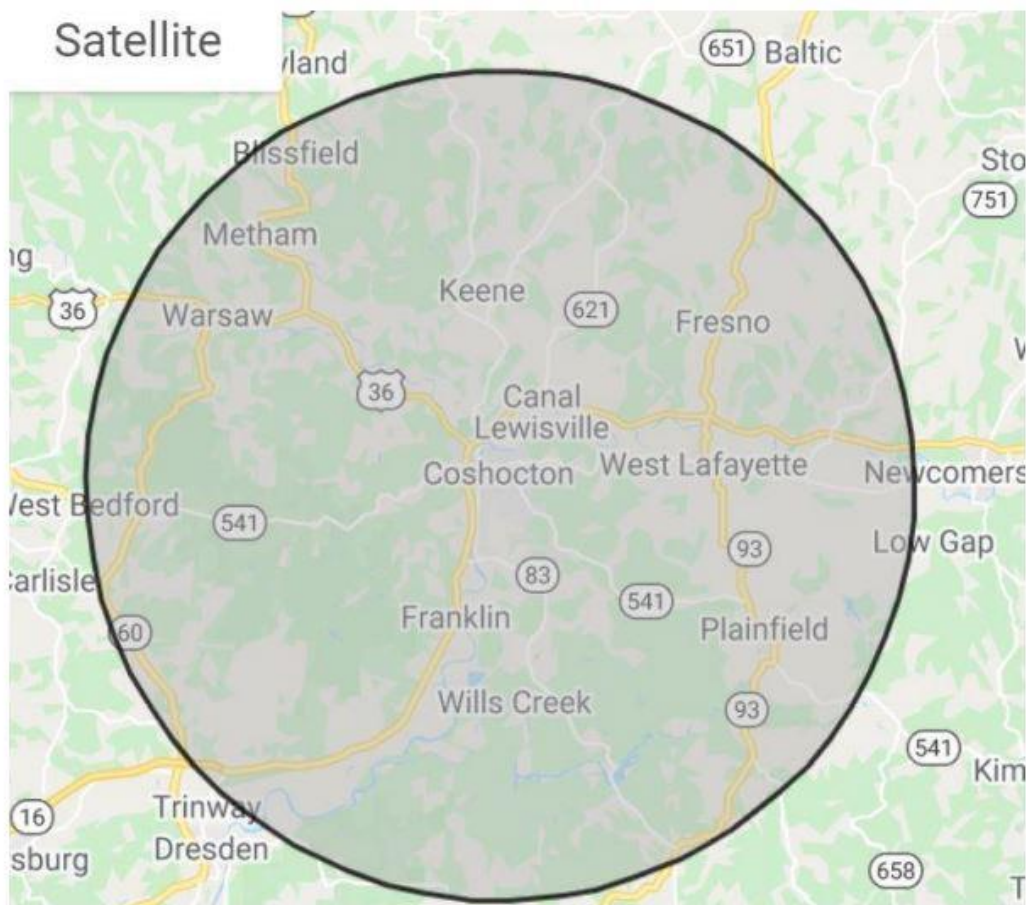
Positive landowner relations are vital to the continuance of balloon events. There is an ongoing effort by all involved persons to maintain good landowner relations for the event. Additionally, as per Rule 9.2.2 pilots must obtain permission for launch from private property; and per Rule 10.5 minimize disturbing landowners. Landowners may request that their property be indicated on the competition map as a Prohibited Zone as per Rule 7.3.

SECTION IV. FLIGHT OPERATIONS

AREA OF OPERATION

The operations will occur in a 10 nautical mile radius of the launch field located at Coshocton County Fairgrounds as indicated on the official competition map. Final landings may occur beyond these boundaries, but no pilot-choice take-offs or mass ascensions will exceed these boundaries. Headquarters for the event operations will be located at the Coshocton County Fairgrounds.

10 NM from Common Launch Point

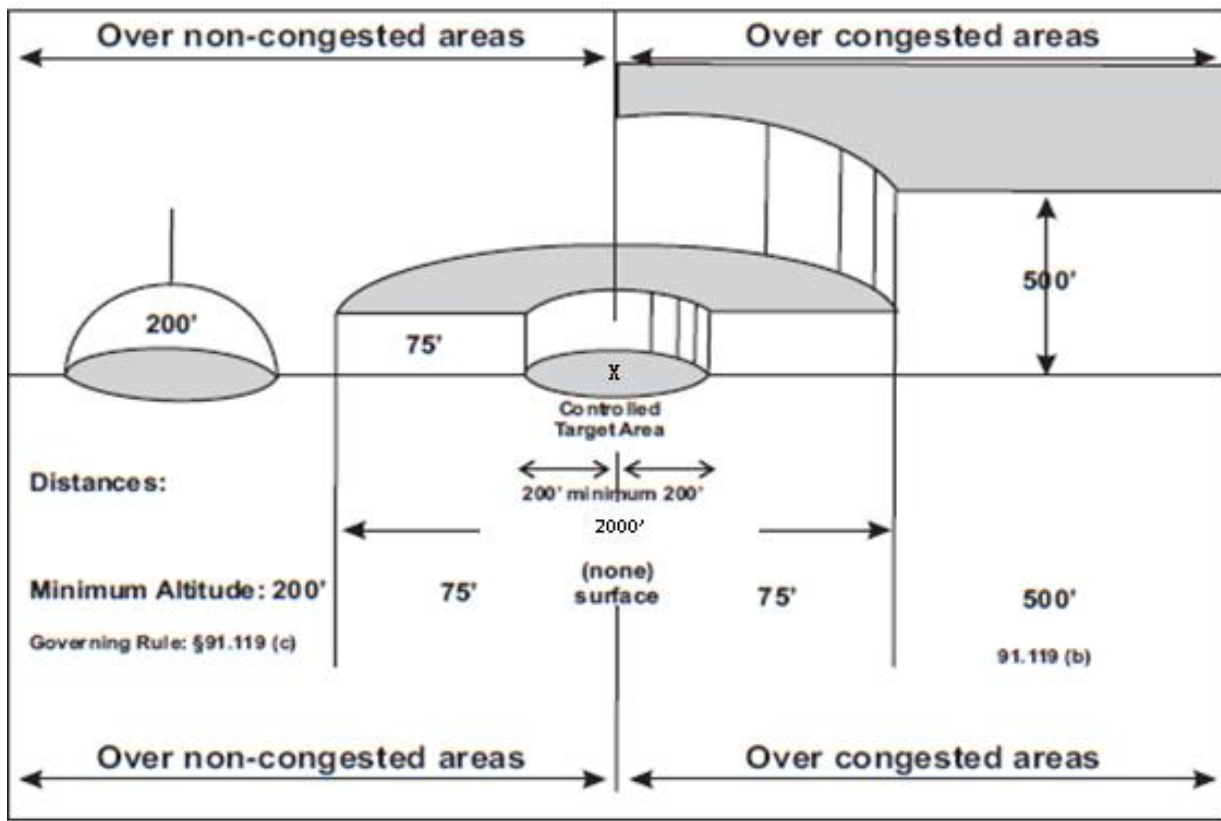


TYPES OF OPERATIONS

The event will consist of single and multiple tasks as called by the Director after consulting with other approved competition officials, as appropriate, considering the conditions at hand and forecast to develop during the anticipated flight times. The tasks will include all those listed in Chapter 15 of the competition rule book.

MINIMUM ALTITUDE DIAGRAM

Minimum Altitude Diagram



ALTITUDES

The waiver provides that registered balloons will be allowed to make approaches to targets and/or goals within the designated areas. Balloons making these approaches will be permitted to fly at altitudes as follows:

- Over congested areas, and other than during take-off and landing operations, at altitudes of not less than 500 feet above the highest obstacle within a 500-foot horizontal radius of the balloon
- Within 2000 feet of a target or goal site, allow flight above, but not less than 75 feet above, any open-air assembly of persons

(designated spectator area) under the direct control of the event organizer. The balloon must have attained a state of altitude equilibrium at this 75-foot minimum altitude and shall not descend while passing over spectator areas

- c) To allow flight over open water or sparsely populated areas (non-congested areas), no closer than 200 feet horizontally to any person, vessel, vehicle, or structure. Balloons may descend to the surface over non-congested areas but must remain at least 200 feet from occupied buildings and spectators not in the immediate vicinity of the event locations
- d) No balloon shall descend faster than 300 feet per minute while below 200 above ground level
- e) At any altitude within controlled target area or corridor cleared of spectators

In order to provide the highest possible level of safety for spectators, the scoring officials will cause scoring/measuring officials to be positioned among the spectators to allow crowds to be shifted as necessary and to provide warning regarding any markers that may be dropped in the spectator areas. Announcements over the public address systems will also advise the spectators of the possibilities of both low flying balloons over the area and of markers being dropped in this area.

WEATHER REQUIREMENTS

No Operations can be conducted under a waiver except while in VFR conditions during the time from published sunrise to sunset, as specified in section 91.155. Maximum demonstrated surface winds will be ten (10) knots per hour or less.

The decision for flight is the sole responsibility of the Pilot and the decision of whether to hold a task is the sole responsibility of the Director after consultation with appropriate safety officials.

EMERGENCY SERVICE REQUIREMENTS

On site emergency services may include fire equipment provided by Three Rivers Volunteer Fire Department and ambulance by Coshocton County EMS. The Coshocton City Fire Department is located approximately 0.5 miles from the fairgrounds and will provide backup services as needed. The Coshocton County EMS headquarters is approximately 1 mile away. Emergency equipment will enter and exit the launch field through the 8th Street gate and the access lane across the race track. 911 will be the contact number for all emergency personnel.



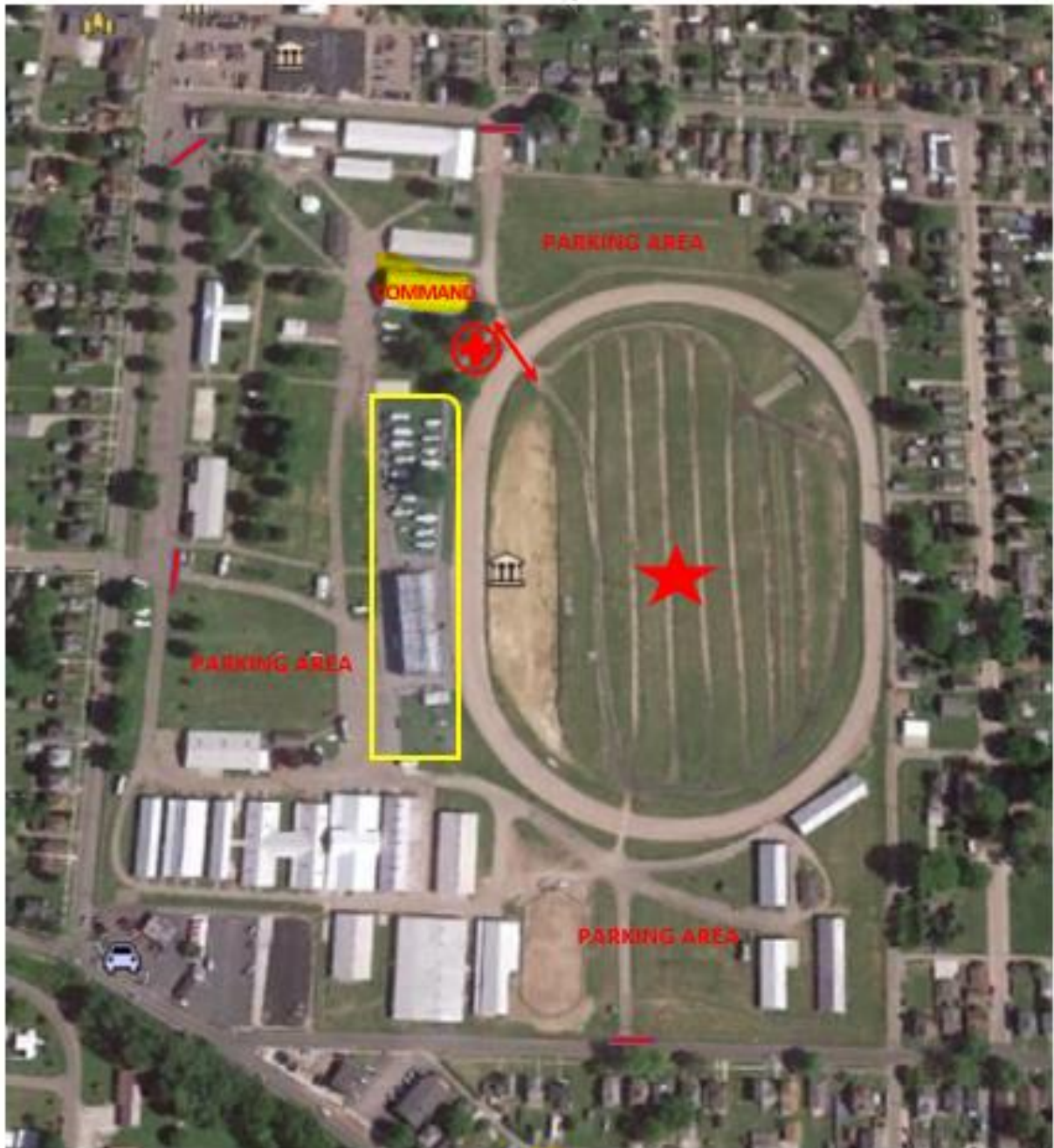
COMMUNICATIONS REQUIREMENTS







Primarily by required pilot briefing, however, supplementary information is also given using a mobile texting service, Remind, and on the public address system. Pilots will be asked to register their cell phone number and that of their crew chief with the Remind texting system. While the primary use of the number is for Emergency Recall, it may also be used to make contact to resolve flight or scoring issues, follow up on missing markers, and propane refueling status. Most pilots carry either FM, CB or aircraft radios and some communication is possible by radio.

AIR TRAFFIC COORDINATION

A NOTAM will be requested from Lockheed Martin Flight Service Office advising of air traffic of numerous balloons in the Coshocton County area at varying altitudes through June 10 to June 12, 2022 during the four hours immediately after sunrise and three hours prior to sunset.

COSHOCTON COUNTY FAIRGROUNDS
707 KENILWORTH AVE
COSHOCTON, OH 43812



-  LAUNCH AREA
-  EMS/FIRE STAGING AREA
-  INGRESS/EGRESS FOR EMERGENCY SERVICES
-  COMMAND CENTER/BRIEFING ROOM
-  SPECTATOR AREA
-  TRAFFIC GATES

SCHEDULE OF FLIGHT ACTIVITIES

Thursday Evening	18:30	Media Flight – 3 Balloons
June 9		NO WAIVER REQUESTED
Friday Evening	15:30 – 17:30	Pilot Registration – Fairgrounds
June 10	17:45	MANDATORY Pilot Briefing
	18:30	Fun Flight with Sponsor
	21:15 – 21:45	Night Glow
Saturday Morning	05:45	Pilot Briefing (Coffee & sweet rolls)
June 11	06:15	1st Competitive Flight
Saturday Evening	18:00	Pilot Briefing
June 11	18:30	2nd Competitive Flight
Sunday Morning	05:45	Pilot Briefing (Coffee & sweet rolls)
June 12	06:15	3rd Competitive Flight