

LETTER OF AGREEMENT

EFFECTIVE: July 24, 2022

SUBJECT: Balloon Flight Operations/Procedures in Akron-Canton, OH Class C Airspace

1. PURPOSE AND SCOPE: To establish notification procedures between representatives of balloon festivals and balloon operators, Akron-Canton (CAK) Airport Traffic Control Tower (ATCT), and Cleveland Hopkins (CLE) Approach Control to authorize deviations, subject to certain conditions, from 14 CFR §§ 91.130, 91.215, and 91.225, for balloon operators seeking to operate in CAK Class C airspace.

2. CANCELLATION: This Letter of Agreement (LOA or Agreement) will expire August 1, 2023. The FAA may renew the LOA prior to its termination.

3. PARTIES TO THIS AGREEMENT: The FAA will require each balloon operator seeking to operate under the procedures and conditions herein to sign this Agreement unless the signatory is a balloon festival or association/society representative. A balloon festival or association/society representative may sign this Agreement on behalf of those operators participating in the festival or behalf of its members if:

- a. The balloon festival representative submits to CAK ATCT and CLE Approach the names of those participating operators prior to the festival.
- b. The balloon association/society submits to CAK ATCT and CLE Approach the names of its members who have requested in writing to operate under this Agreement along with their written attestation that they are knowledgeable and will adhere to the notification procedures and deviation conditions herein.

4. RESPONSIBILITIES: Any person who is party to this Agreement is responsible for ensuring that they or, in the case of a balloon festival or association/society representative, their participants or members as identified pursuant to Section 3, are knowledgeable and adhere to the notification procedures and deviation conditions contained herein.

NOTE: Regardless of the deviations authorized by this LOA, a balloon festival representative is still responsible for contacting Flight Standards to obtain any necessary waivers of the sections listed in § 91.905 prior to the event.

5. PROCEDURES & CONDITIONS:

- a. Notification Procedures:

(1) If ten (10) or more balloon operators intend to operate as a group at any one time, a representative of the balloon festival or balloon operator(s) that is a party to this Agreement must contact CAK ATCT via phone at (330) 492-3830 no later than one hour prior to commencement of operation for coordination purposes and provide CAK ATCT with the following information:

- (a) A list of all participating aircraft and operators;
- (b) Each balloons registration (N) number; and,
- (c) Each operator's:
 - 1) Name and
 - 2) Airman's Certificate Number.
- (d) Expected launch time and location
- (e) Designated "flight lead balloon" whose operator will ensure that participating balloons comply with this Agreement. The flight lead balloon will notify ATCT immediately of any distress, emergency, or LOA non-compliance issues.
- (f) Expected duration of operations
- (g) Expected altitudes of operations
- (h) Expected drift or float directions

(2) The representative must keep the information required under 5.a.(1)(a)-(h) current and must email any updates to the following email addresses:

kyle.e.thomas@faa.gov (CAK ATCT)

jim.branch@faa.gov (CLE Approach)

johnny.soto@faa.gov (CLE Approach)

b. 14 CFR § 91.130: Pursuant to its authority to authorize deviations under 14 CFR § 91.130(a) and (e), CAK ATCT and CLE Approach authorizes balloon operators that are party to this Agreement as well as operators identified in Section 3. by a balloon festival or association/society representative that is party to this Agreement to operate in CAK Class C airspace without establishing communication prior to entering the airspace as required by § 91.130(c) unless any part of the flight occurs in Section A. In that case, the balloon operator must monitor CAK ATCT on 134.75 MHz and be prepared to respond to communication. (See Attachment 2).

c. 14 CFR § 91.225: Pursuant to its authority to authorize deviations under 14 CFR § 91.225(b) and (g)(2), CAK ATCT and CLE Approach authorizes balloon operators that are party to this Agreement as well as operators identified in Section 3. by a balloon festival or association/society representative that is party to this Agreement to operate in CAK Class C airspace without ADS-B Out equipment.

NOTE: Any operator who is not party to this Agreement or not identified in Section 3. by a balloon festival or association/society representative who is party to this Agreement must

comply with § 91.225. An operator may seek a deviation under § 91.225(g)(2) by contacting COS ATCT via phone at: (719) 380-6725 at least one hour prior to the start of the operation.

d. 14 CFR § 91.215: Pursuant to its authority to authorize deviations under 14 CFR § 91.215(b) and (d)(3), CAK ATCT and CLE Approach authorizes balloon operators that are party to this Agreement as well as operators identified in Section 3. by a balloon festival or association/society representative that is party to this Agreement to operate in CAK Class C airspace without ATC Transponder and Altitude Reporting equipment.

***NOTE:** Any operator who is not party to this Agreement or not identified in Section 3. by a balloon festival or association/society representative who is party to this Agreement must comply with § 91.215. An operator may seek a deviation under § 91.215(d)(3) by contacting ATCT via phone at: (719) 380-6725 at least one hour prior to the start of the operation.*

6. ATTACHMENTS:

- a. Attachment 1: Akron-Canton Regional Airport Class C Airspace
- b. Attachment 2: Radio Monitoring Requirements

Kyle Thomas
Air Traffic Manager
Akron-Canton (CAK) ATCT

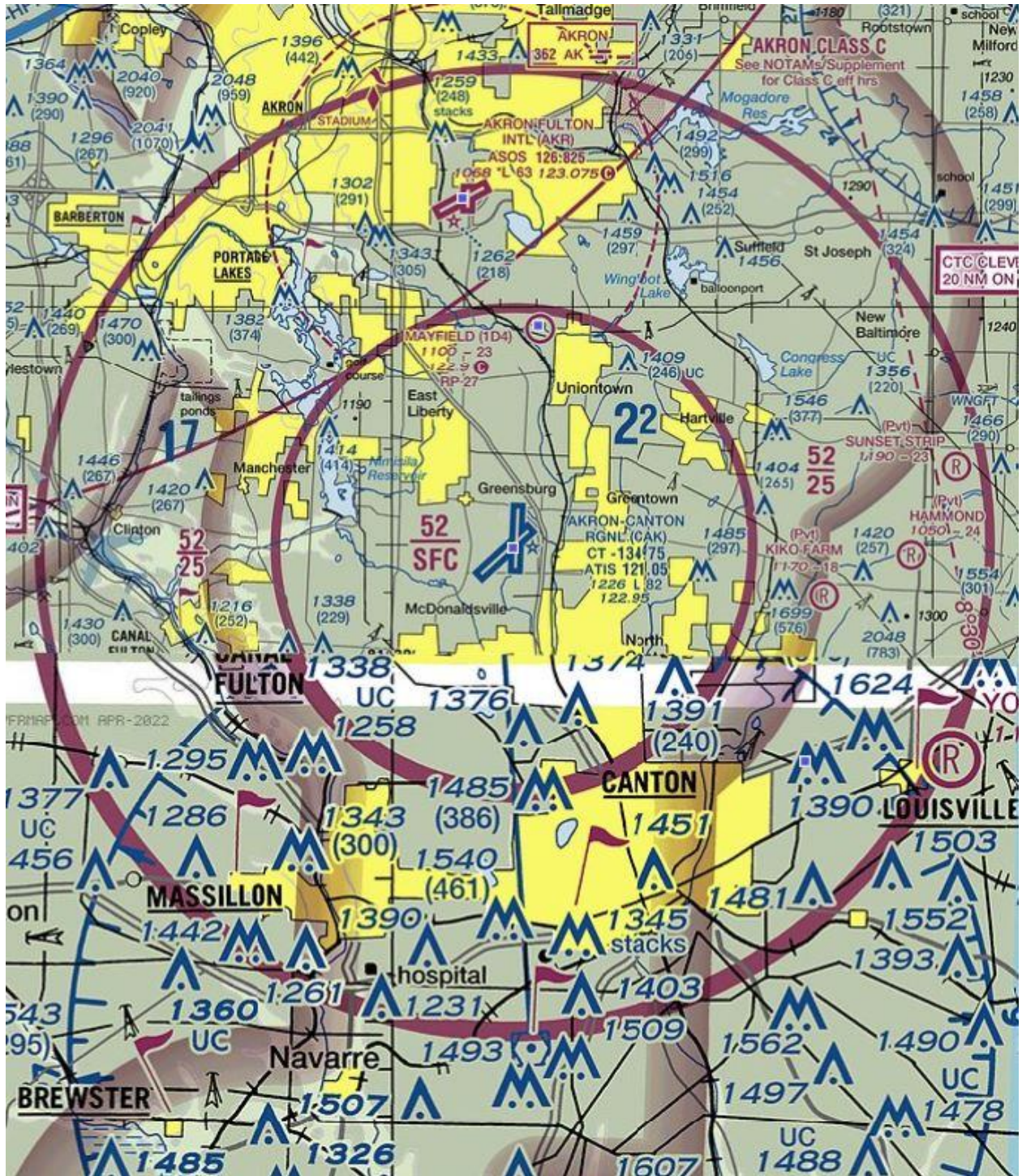
Jim Branch
Air Traffic Manager
Cleveland Hopkins (CLE) ATCT

Paul Suttle
North Ohio Balloon Pilots Association
Pro Football Hall of Fame Balloon Classic

Leroy G. Moore
Office Manager
Flight Standards Division Office, FAA

ATTACHMENT 1

Akron-Canton Regional Class C Airspace



ATTACHMENT 2

Radio Monitoring Requirements

