

JUPITER FLIGHTS OPERATIONS MANUAL

2025

CONNER PRAIRIE MUSEUM

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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 Federal Regulations (14 CFR) part, 91.119(b), and 91.119(c), by Conner Prairie Balloon Event, a balloon race. Specifically, the waiver will allow officially registered balloons to operate at an altitude of no less than 500' feet above the highest obstacle within a 2000 – foot radius of the balloon while enroute to the target over congested areas and within a 25-**nautical** mile radius of the designated launch filed or goal. It will also allow officially registered balloons to operate at an altitude of no less than 200' AGL over non-congested areas and, while in sparsely populated areas, not less than 200' from any person, vessel, vehicle, or structure while within a 25-nautical radius of the designated launch filed or goal. It will allow officially registered balloons to operate at an altitude of 75' feet AGL within 2,000' horizontally of the goal over spectators and to set goals and/or targets at a minimum distance of 200' feet from physical barriers provided for spectator control. All waivers are applicable during published times and scheduled operations within this manual. 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

a) Duties of Personnel

- | | |
|--------------------------------|----------------|
| 1.) Event Director | Zach Horner |
| 2.) Flight Operations Director | Jack R. Semler |
| 3.) FAA Liaison | Jack R. Semler |
| 4.) Weather Officer | Jack R. Semler |
| 4.) Safety Officer | Robert meadows |

b) Registration and Airworthiness Determinations

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.

Chapter 3.5 of the competition rules covers 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.

c) Pilot and Event Flight Crewmembers

Each pilot must hold a pilot certificate (Private or Commercial) with a Lighter-than-Air Category and Free Balloon Class Rating. Each pilot must show evidence of a current Flight Review (14 CFR part 61, FAR 61.56) and must also show evidence of currency per FAR 61.57. Each pilot must possess a minimum of 30 hours PIC in Lighter-than-Air Category Free Balloons. All pilots must register with Conner Prairie Balloon Event to be eligible to participate. A certificate of insurance must be received by the organizer at registration. All pilots must sign a Statement of Responsibility during registration.

Event flight crewmembers carried on board a balloon during the event must have been briefed by the pilot of the balloon and must attend the pilot briefing for that flight. Each event flight crewmember must sign the waiver form supplied by the pilot. Each event flight crewmember must attest that they have attended the applicable pilot briefing(s) and have read and understand the conditions of the waiver. Only 2 event flight crewmembers may be carried in each balloon during the flight and it is the responsibility of the pilot to compute and operate the aircraft within the flight manual's weight and balance limitations.

d) Pilot Crew 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 Conner Prairie Balloon Event Rules prior to and competitive flight.

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

e) Letter of Agreement

Letter of agreement will be issued and signed as required for the specific type of event.

f) Event Documentation

All relevant registration files, task data sheets, pilot registration information etc., will be maintained by the organizer at least 30 days 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

a) Clear Areas for Glow

Clear areas are established for the glow field. These areas are kept clear of spectators and have a physical barrier of a fence. No spectators will be allowed on the field during inflation of the balloons. All balloon crews will use an inflation tie-down to secure the balloon. Once all balloons are inflated, and ground equipment secured, it will be determined by the safety officer, if access to the glow field will be allowed by the spectators (wind and weather conditions will determine this).

b) Spectator Area for Glow

The primary launch site, is also the glow field. Crowd control is initiated by physical barriers around the launch site/glow area and, all balloon recovery vehicles are parked in the restricted areas. Traffic is controlled by local police as required. Use of existing and temporary barriers secure spectators from the launch / glow field.

c) Crowd Control Requirements

Crowd control will be provided by Conner Prairie and a physical fence, and officials of the balloon event under the direction of the Safety Officer.

d) Landowner Relations/Notification

Positive landowner relations are vital to the continuance of sanctioned events. There is an ongoing effort by all involved persons to maintain good landowner relations for the event. Additionally, as per Chapter 9, pilots must obtain permission for landing on private property; and per Chapter 11 minimize disturbing landowners. Landowners may request that their property be indicated on the competition map as a Prohibited Zone (PZ) as per Chapter 7 of the competition rules.

Section IV. Flight Operations

a) Area of Operations

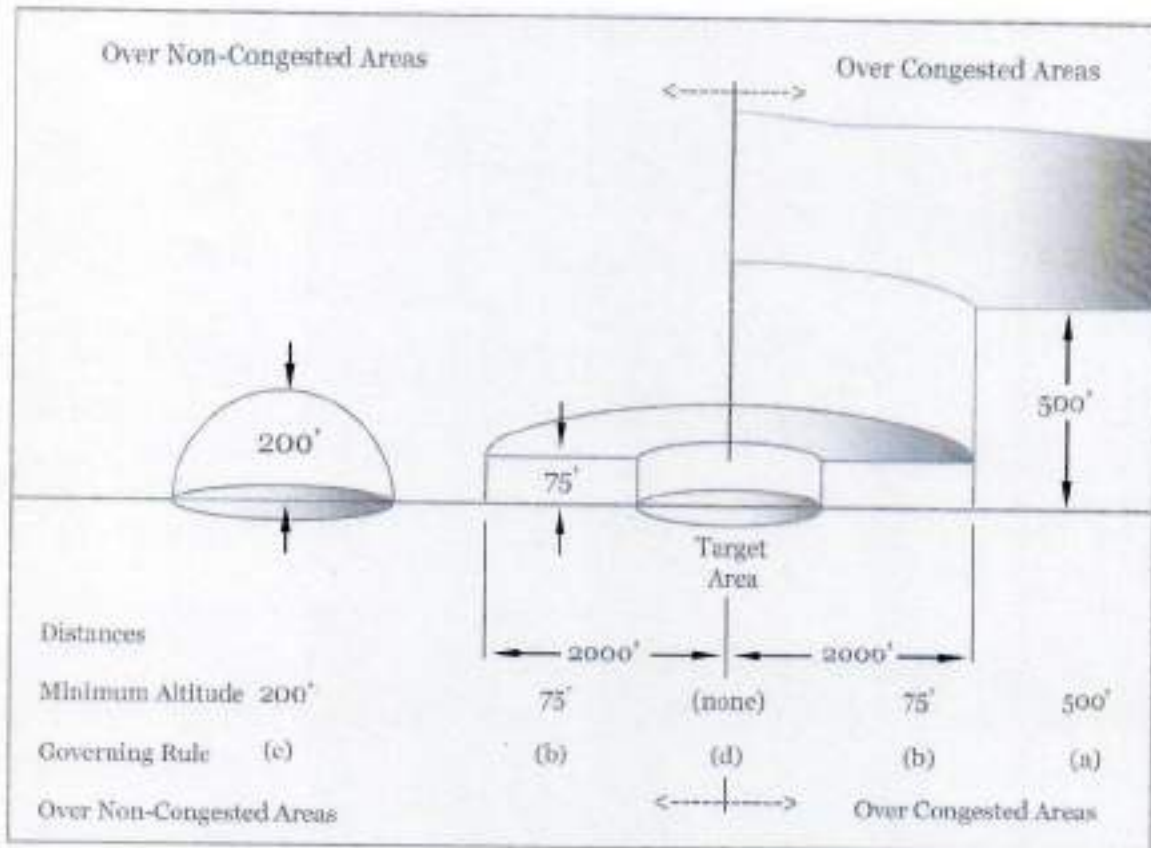
The operations will occur within a 25-mile radius of the "Launch Area" as marked on the competition map provided to each pilot participating in the Conner Prairie Balloon Event. Conner Prairie is located 13400 Allisonville Road, Fishers IN 46038.

b) Types of Operations

The event will consist of single and possibly multiple tasks as determined by the Flight Operations Director after consultation with the Safety Officer and other approved competition officials, as appropriate, considering the conditions at hand and forecast to develop during the anticipated flight times. The tasks possible will include and are limited to:

- 1) **Hare and Hound Race:** A Balloon and pilot selected the night before the flight at the pilot briefing on Thursday September the 5th through random drawing of registered pilots.
The pilot will be the first balloon off the launch field the morning of the dawn race September the 6th or 7th, weather permitting. Hare pilot will fly a minimum of 30 minutes land at a field safe enough to have scoring crew exit his basket and set up a scoring target for hound balloons to fly onto.
- 2) **Judge Declared Goal / Water ship Down:** Flight Operations Director could determine a Judge Declared Goal according to the BFA Completion manual.

Minimum Altitude Diagram



c) Altitudes

The waiver provides that registered balloon will be allowed to make approaches to targets and/or goals within the designated areas. Balloons making these approaches will be permitted to fly over the designated spectator areas at an altitude equilibrium of not less than 75' feet AGL. The balloons must have attained a state of altitude equilibrium at this 75 - foot minimum altitude and not be descending while padding over designated spectator areas. It is felt that this altitude is sufficient to allow for altitude is sufficient for allow for unusual circumstances with an adequate margin of safety for 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 and markers that may be dropped in the spectator areas. Announcements over the public address systems will also advise the spectators of the responsibilities of both low flying balloons over the area and of markers being dropped in this area.

d) Weather Requirements

Flight operations will be conducted during the period from published sunrise to sunset, with the visual flight rules (VFR) and weather conditions as specified in FAR 91.155 or Riverfest planned competition minima weather conditions of 3000' ceiling and 5 miles whichever is more restrictive. Maximum demonstrated surface winds must be 7 knots or less (reported or observed and gusts are controlling).

The decision for flight is the sole responsibility of the pilot and the decision of weather to hold a task is the sole responsibility of the director after consultation with the appropriate safety officials.

e) Communication Requirements

Primarily by required pilot briefings, however, most pilots carry VHF, UHF, or GRMS communication radios and aviation transceivers, and as such will be asked to relay both official and non-official safety information between race officials and other balloon pilots or chase crews as each is able to promote the overall safety of any balloon operations.

f) Air Traffic Coordination

A NOTAM (D) will be requested with Indianapolis FSS advising air traffic of numerous balloons in the Fishers, Indiana area at varying altitudes from 10,000' MSL through the surface during sunrise and 3 hours after. On September the 6th, Coordination will be made with Indianapolis International Airport Operations. Before flight launch, a phone conversation will be made with Flight Operations Director and Indianapolis Approach, on possible direction of flight and coordinate flow and altitude requirements.

All pilots will be required to carry a VHF aircraft radio, and monitor an assigned air traffic frequency assigned at the pilot briefing that morning. The Flight Operations Director will make a phone call on launch, and at the conclusion of flight operations.

NO Balloons will be allowed to land at KIND, Indianapolis International Airport.

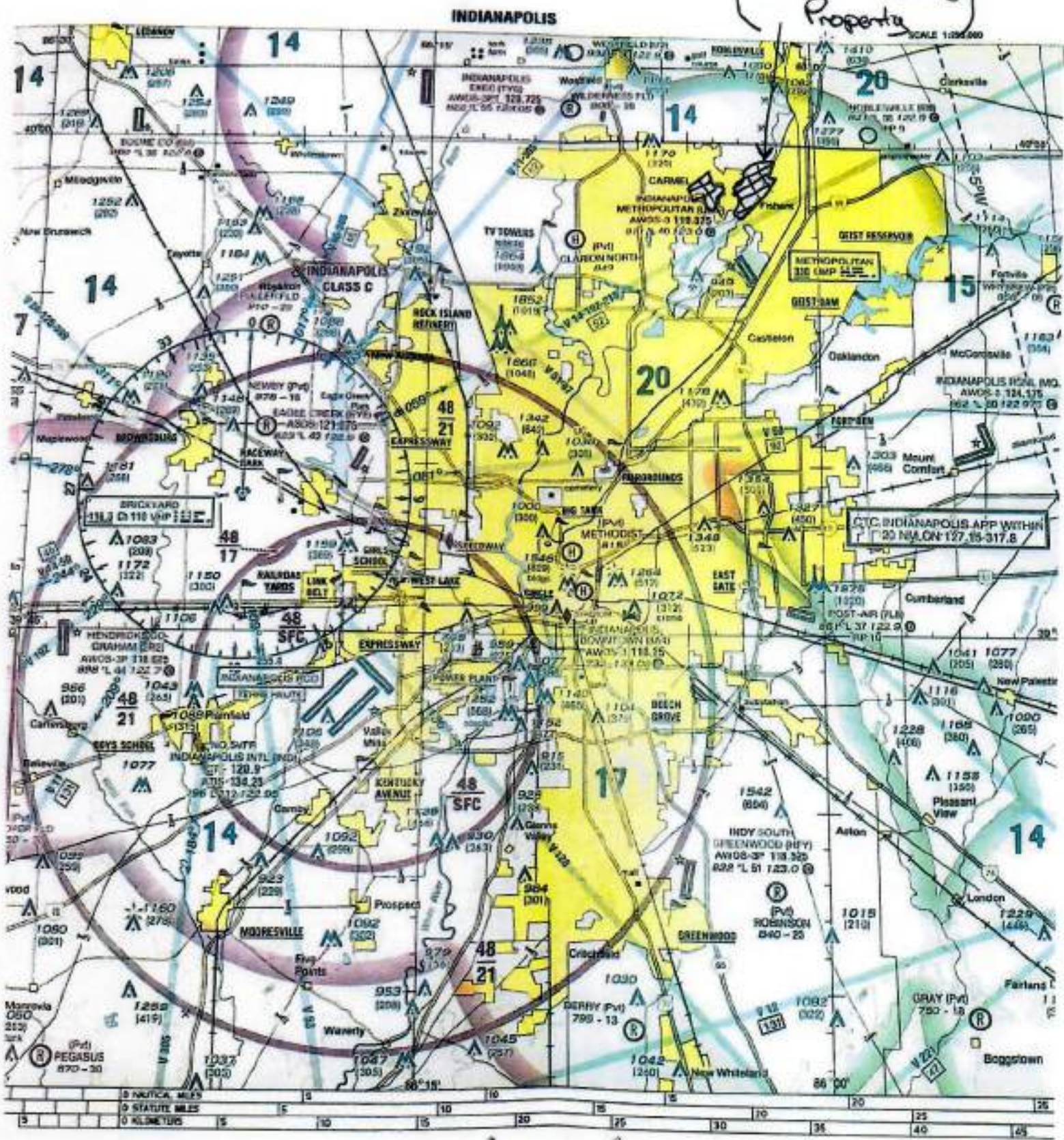
g) Revenue Passengers During Event.

No revenue passengers of any kind will be allowed to be flown during the event.

h) On Board Crew During the Event

Flight crew can be carried during the event, being assigned specific tasks during the event. All duties will be assigned by the pilot in command. Pilot in command will brief

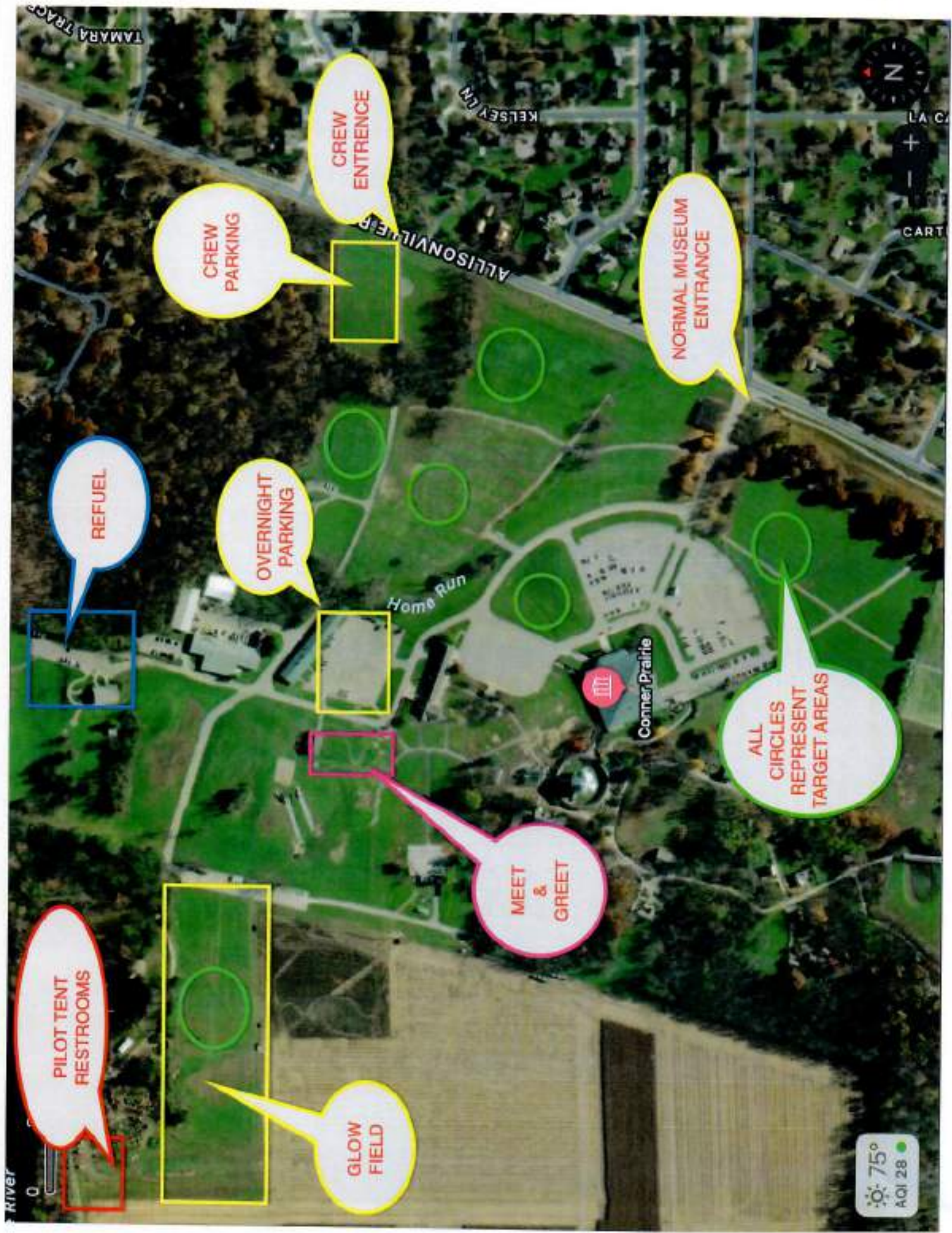
(Conner Frame)
Property



amp) Indy Metro 41 miles South East Fee 123.05

nas) Indy Regional - 122.975

JYQ) Hamilton County Executive 123.05



CREW
ENTRANCE

CREW
PARKING

NORMAL MUSEUM
ENTRANCE

REFUEL

OVERNIGHT
PARKING

MEET
&
GREET

PILOT TENT
RESTROOMS

GLOW
FIELD

ALL
CIRCLES
REPRESENT
TARGET AREAS

75°
AQI 28

LA C
CART

N

TAMARA TRACE

KELSEY LN

ALLISONVILLE P

Home Run

Conner Prairie

River

JUPITER FLIGHTS BALLOON FESTIVAL

EVENT SCHEDULE 2025

FRIDAY SEPTEMBER 5TH

7:16 AM	Sunrise
1:00 PM-3:00 PM	Pilot Registration, Hyatt House Conference Room (<u>FAA present, you must be present</u>)
3:00 PM-3:30 PM	Electronic map help, and "Watch me Fly" review, for pilots if needed.
3:30 PM-4:00 PM	Pilot ROLL-CALL & MASTER Briefing Hyatt House Meeting Room
4:45 PM	Briefing Tent open at Conner Prairie Field, crew meal provided
5:30 PM	WELCOME BRIEFING - roll call pilots and crew chiefs
	Welcome and Intro Jack Semler operations, Chris Smart Competition, Conner Prairie Zach Horner , Weather Jack Semler and local TV station.
5:45 PM	Odd Pilots in position for meet and greet.
6:00 PM-6:45 PM	Band's First Music Set / After band Jim Engel Announces Hare Race
6:00 PM	Task Call Chris Smart, even number balloons evening competition flight
6:00 PM-7:00 PM	Odd Balloon Pilot Meet & Greet at Glow Staging area (bring trading cards)
6:35 PM-7:35 PM	Hare & Hound Even Number Pilots or as tasked called.
7:30 PM	Odd balloon evening glow set up and briefing on field
7:35 PM-8:20PM	Band's Second Set / Jim Engel after, Announces and Runs glow
8:00 PM- 9:30 PM	Odd Pilot Glow (Field will be open to public, weather permitting)
8:20 PM	After band wraps up and balloons stabilize Jim will open field weather permitting.
8:08 PM	Sunset
8:30 PM-10:30 PM	Refuel Open, see Conner Prairie Map for refueling location.

SATURDAY SEPTEMBER 6TH

6:00 AM	Coffee Donuts at Pilot Briefing tent
6:30 AM	Morning Pilot Briefing & roll call, Jack Semler, task call Chris Smart, Weather Jack Semler
7:17 AM	Sunrise
7:18 AM	Fiesta Pilots and Shapes standup at field (away from competition area)
7:30 AM	Fiesta Pilots cleared to launch and clear the field, shapes pilot's discretion.
7:30 AM-9:00AM	All balloon flight competition flight, fly-in to CLA
8:30 AM-10:00 AM	Refueling
4:45 PM	Briefing Tent open at Conner Prairie Field, crew meal provided
5:30 PM	MASTER BRIEFING - roll call pilots and crew chiefs
	Welcome and flight results Jack Semler operations, Chris Smart competition
	Weather Jack Semler and local TV weather.
5:45 PM	Even pilots in position for meet and greet
6:00 PM-6:45 PM	Band's First Set/ After band Jim Engel Announces Hare Race
6:00 PM	Task Call Chris Smart, odd numbered balloons evening competition flight
6:00 PM-7:00 PM	Even Pilot meet and Greet at Glow Staging Area (bring trading cards)
6:35 PM-7:35 PM	Hare & Hound Odd number pilots
7:30 PM	Even balloon evening glow set up and briefing on the field
7:35 PM-8:20 PM	Band's Second Set/ Jim Engel After, Announces and Runs glow
8:00 PM-9:30 PM	Even Pilot Glow (Field will be open to public, weather permitting)
8:20 PM	After band wraps up and balloons stabilize Jim will open field weather permitting
8:07 PM	Sunset
8:30 PM-10:30PM	Refuel Open

SUNDAY SEPTEMBER 7TH

6:15 AM	Coffee Donuts at Pilot Briefing tent
6:30 AM	Morning Pilot Briefing & roll call, Jack Semler, task call Chris Smart, weather Jack Semler
7:18 AM	Sunrise
7:18 AM	Fiesta Pilots and Shapes standup at field (away from competition area)
7:30 AM	Fiesta Pilots cleared to launch and clear the field, shapes pilot's discretion
7:30 AM-9:00AM	All balloon flight competition flight, fly-on task
8:30 AM-10:30 AM	Refuel Open
10:30 AM	Pilot Briefing at Hyatt House awards presentation and award money / show checks.

STATEMENT OF RESPONSIBILITY CONNER PRAIRIE BALLOON EVENT

The Town of Fishers Indiana, in coordination with the event organizers for the Conner Prairie Balloon Event, purposes to have a balloon event on Friday evening September 5th, thought the morning of September 7TH 2025.

The event will be flown in the safest possible manner, in coordination using the Balloon Federation of American event and competing guidelines.

Pilots will adhere to all Federal Aviation Administration rules and regulations, any part of the event requiring a waiver, will be fully briefed at the pilot briefing. A hard copy of the waiver made available to each the pilot's at the briefing.

EVENT DIRECTOR'S

Zach Horner (219)-863-8972

The Event Director will be in overall charge of the balloon operations at this event. He may have an assistant director and technical officials to assist him.

The Event Director is responsible for the good management, smooth, and safe running of the event. He shall make the operational decisions in accordance with the rules of the Event

FLIGHT OPERATIONS DIRECTOR Balloon Meister

Jack Semler (317)-374-3538

The Flight Operations Director will facilitate all pilot and flight briefings; work in conjunction with the safety officer. He will assist the Event Director, with input from the Safety Officer, on all operation and flight operations.

FAA LIASION

Jack Semler (317)-374-3538

To facilitate all questions, and make available all requested documents, to any FAA representative. And keep all documents for a 30 day period after the event.

WEATHER OFFICER

Jack Semler (317)-374-3538

At request of Flight Operations Director, give a detailed weather briefing at the prelaunch pilot briefing. Also document in detail weather at time of flight, for records of the event, and turned into the Flight Operations Director for keeping.

SAFETY OFFICER

Robert Meadow (865)-357-6772

The Safety Officer will advise the Event Director on all matters of Safety and will be in consultation with the Flight Operations Director. The Safety Officer will also coordinate with local police and fire department.

The Safety Officer has full oversight of all refueling operations.

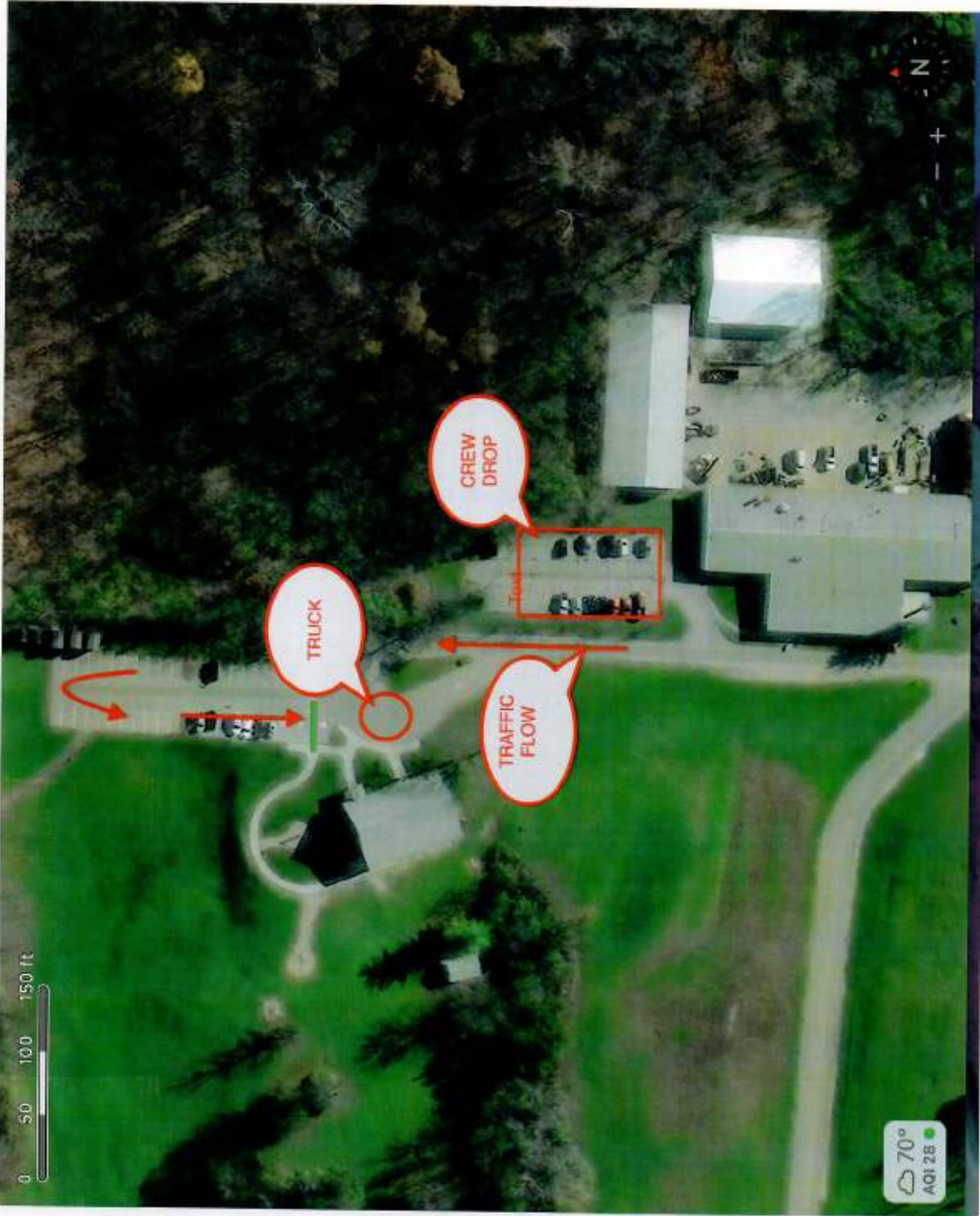
COMPETITION OFFICER

Chris Smart (260)-224-0251

Figure flight direction and tasked to be called for a safe flight. Using all BFA rules and procedures. Also to post all scores at the hotel after each flight.

REFUELING PROCEDURES CONNER PRAIRIE BALLOON EVENT

- 1) Come full, leave full.
- 2) All refueling will be accomplished onsite at Conner Prairie.
- 3) In refueling area only pilot and one crew member, all other crew must wait in staging area.
- 4) Follow Safety officer's direction and give your banner number. We use this for record keeping.
- 5) Please practice safe refueling procedures as prescribed in the BFA manual, the safety officer will be on hand during refueling.



N

CREW
DROP

TRUCK

TRAFFIC
FLOW

0 50 100 150 ft

70°
AQI 28

TELEPHONE

EMERGENCY

FISHERS Police Department911
.....(317)-595-3300
FISHERS Fire Department911
.....(317)-595-3200

EVENT Numbers

Conner Prairie Representative Zach Horner
Cell (219)-863-8972

Flight Officer Jack SemlerCell..... (317)-374-3538

Safety Officer Robert Meadows ...Cell (865)-385-6035

Land Owner Relations Lynn Semler
Cell..... (317)-625-2923

0 125 250 375 ft

PILOT TENT

GLOW FIELD

REFUEL

CREW DROP

MEET & GREET

OVERNIGHT PARKING

79°
AQI 26

