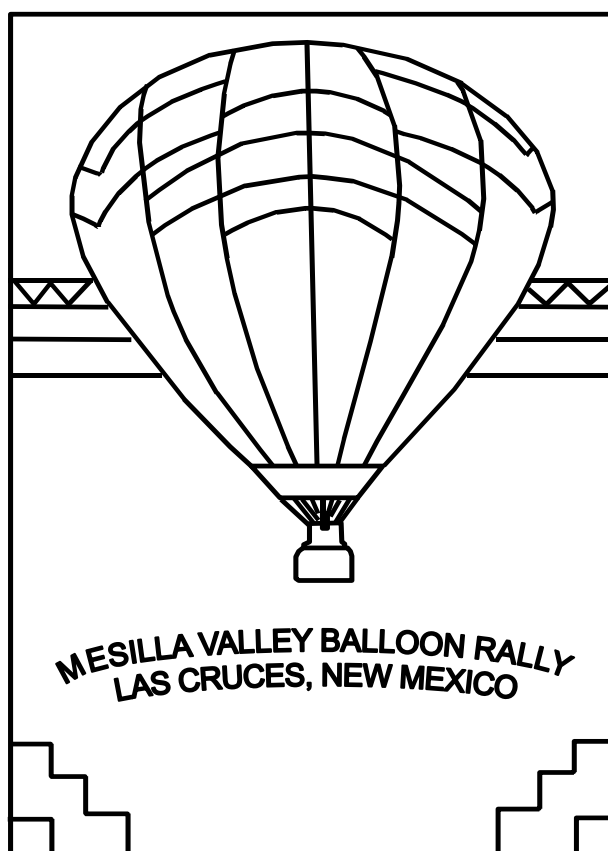


☼ 2012 ☼

MESILLA VALLEY BALLOON RALLY
**OPERATIONS/PILOT
MANUAL**



Prepared by
MVBR Planning Committee

TABLE OF CONTENTS

	PAGE
I. INTRODUCTION	1
A. Mission	
B. Definitions and Acronyms	
II. MVBR ORGANIZATION AND RESPONSIBILITIES	2
A. ORGANIZATION	2
MVBR Planning Committee	
B. RESPONSIBILITIES	3
1. Balloonmeister	
2. Assistant Balloonmeister	
3. Safety Officer	
4. Propane Officer	
5. Weather and Airspace Officer	
6. Field Logistics Officers	
7. Launch Officer	
8. Volunteer Coordinator	
9. Field Activities Coordinator	
10. Pilot Coordinator	
11. Sponsor Coordinator	
12. Sales	
13. Vendor Coordinator	
14. Scoring Officers	
15. On-Field Media	
16. EMS Coordinator	
17. Launch Directors (Penguins)	
III. AREA OF OPERATION	6
A. Launch Field	
B. Propane and Ancillary Facilities	
C. Parking and Field Ingress/Egress	
D. Balloon Chase	
IV. PARTICIPATION REQUIREMENTS	7
A. Pilots	
B. Balloon Crew Members	
C. Aircraft	8
V. FLIGHT OPERATIONS.....	9
A. Authority and Responsibility	
B. General Requirements	
C. Weather	
D. Air Traffic Notification	
E. Communications.....	10
F. Pilot Briefing	
G. Launch Procedures	11
H. Flying and Chase Conditions	
I. Landowner Relations.....	12

J. Prohibited Zones (PZs, Red Zones, Etc.).....	13
K. Caution Areas	14
VI. FIELD OPERATIONS	15
A. Spectator Access and Crowd Control	
B. PROPANE PROCEDURES	
VII. MVBR EVENTS	17
A. Launch Assignments	
B. Saturday Extra Events	
C. Competition	
VIII. EMERGENCY PREPAREDNESS -PHONE NUMBERS	19
A. Emergency Phone Numbers	
B. Additional Phone Numbers	
IX. APPENDICES	21
APPENDIX A - MAPS	
1. Launch Field Map	
2. Immediate Vicinity Map	
3. Extended Area Map	
APPENDIX B - PILOT EVENT AGENDA	
APPENDIX C - PILOT CONDITIONS OF ENTRY	

I. INTRODUCTION

A. Mission

The MESILLA VALLEY BALLOON RALLY (MVBR) has been created to provide a fun and safe event for ballooning in the Mesilla Valley area. The rally has been organized to encourage community involvement and to generate a positive impact on the community. The primary goal of the MVBR has been to ensure that it will be a fun and SAFE event. To ensure safety, the MVBR shall not allow rides for hire, bungee jumping, or other activities that may be considered unsafe or unusual to be conducted during this event.

The purpose of this Manual shall be to describe the organization and to explain in general the balloon flight operations to be conducted as activities of the MVBR

B. Definitions and Acronyms

Unless otherwise specified, the following definitions and acronyms shall apply to this document:

MVBR	Mesilla Valley Balloon Rally
MVBR Organization	The term MVBR Organization refers to the Mesilla Valley Balloon Rally, Inc. committee
ABQ	Albuquerque
ATC	air traffic control
EMS	emergency medical service
CNTE	convergent navigational trajectory event
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulations
FSDO	Flight Standards District Office
LTA	lighter than air
MC	Master of Ceremonies
NMSU	New Mexico State University
NOTAM	Notice to Airmen
NNE	north-northeast
NNW	north-northwest
Penguin	Launch Director
PZ	prohibited zone
RV	recreational vehicle
SSW	south-southwest
SWIG	Southwest Irrigated Cotton Growers
TBD	to be determined
U.S.	United States
VFR	visual flight rules
VIP	very important person (people)
VOR	very high frequency omni range
WNW	west-northwest

II. MVBR ORGANIZATION and RESPONSIBILITIES

A. Organization

The 2012 Mesilla Valley Balloon Rally (MVBR) is organized by the *Mesilla Valley Balloon Rally Planning Committee*.

The MVBR committee is responsible for the implementation and coordination of the activities that comprise the Mesilla Valley Balloon Rally. This includes: securing insurance, organization of all rally events, procuring budget through sponsorships, management of budget, acquiring all necessary permits and permissions, ensuring that all pilots and balloons meet current licensing and airworthiness requirements, and taking necessary steps to ensure the safety of all participants, including pilots, crew, sponsors, vendors, volunteers, spectators, and the public.

2012 MVBR Planning Committee

John Kemp	President
Beth Parten	Procurements
Larry Shannon	City / County Coordinator
Joan Smith	Vendors
Lance Smith	Secretary & Web site
Janette Stone	Pilot Coordinator
Vernon Wilson	Treasurer
Jeff Woolwine	Field and Penguins

B. MVBR Committee Responsibilities

Chair and Co-Chair

Shall coordinate the activities of the MVBR Committee and shall preside over Committee meetings. The Chairperson shall work in close harmony with the City of Las Cruces and the MVBR Field Officials to insure that the goals of the MVBR and the community are met. The Chairperson and Co-chair also shall direct and assist Committee members where needed.

Secretary

Shall maintain all regular and special meeting notes.

Treasurer

Shall work with the Chair and MVBR Committee to develop an annual budget for the MVBR, shall be responsible for appropriate handling of all rally related funds, and shall maintain records to that effect.

Other Committee Members

Shall be assigned responsibilities accordingly toward the implementation and coordination of the activities that comprise the Mesilla Valley Balloon Rally

C. Logistics Responsibilities

The completion of the Logistics responsibilities shall be coordinated by the MVBR Planning Committee

1. Balloonmeister

Shall direct all flight operations. The Balloonmeister shall be an experienced aeronaut. The Balloonmeister shall select field officials and shall direct their activities. The Balloonmeister shall be authorized to act on behalf of the holder of Federal Aviation Administration (FAA) Certificates of Waiver or Authorization (if such a waiver/authorization is needed) The Balloonmeister shall coordinate with FAA representatives regarding MVBR flight operations. The Balloonmeister shall coordinate with the Safety Officer and Field Officers regarding provisions for security and safety launch grid design and set up, and communications among field officials and balloon pilots. The Balloonmeister shall direct all pilot briefings and shall establish special flight rules as may become necessary for safety, including field closure in case of unfavorable flying conditions. The Balloonmeister shall serve as landowner-relations liaison. In all matters regarding balloon operations including—but not necessarily limited to—layout, inflation, flight, and refueling, the decisions of the MVBR Balloonmeister are final. The Balloonmeister, in conjunction with the Safety Officer, Launch Officer, and Weather and Airspace Officer (if such Officers are appointed) will conduct **pilot briefings** prior to all flying events.

2. Assistant Balloonmeister

The Assistant Balloonmeister, if one is appointed, shall assist the Balloonmeister in all of the above endeavors and shall act as Balloonmeister in the Balloonmeister's absence.

3. Safety Officer

Shall identify necessary safety requirements and activities. The Safety Officer shall develop and provide safety plans to the Balloonmeister and shall coordinate implementation of the safety plans with the Balloonmeister, FAA representatives, Launch Officer, Field Officers, Propane Officer, Emergency Medical Service (EMS) Coordinator, and Weather Officer. The Safety Officer shall establish procedures and manage assignments for maintaining crowd control.

4. Propane Officer

Shall coordinate refueling services for participating balloons. The Propane Officer shall establish refueling procedures and facilities. The Propane Officer shall coordinate with the Safety Officer, City Fire Officials, and the propane supplier regarding fuel deliveries and safety procedures during refueling.

5. Weather and Airspace Officer

Shall obtain weather information necessary for flight operations and shall disseminate same to pilots via preflight briefings and event flight crewmember briefings. The Weather and Airspace Officer shall maintain continuous weather watch to apprise the Balloonmeister and pilots of weather changes that may affect flight operations. The Weather and Airspace Officer shall coordinate flight operations with affected Air Traffic Control facilities and other affected airspace users. The Weather and Airspace Officer shall prepare applications for Certificate of Waiver or Authorization as needed and shall coordinate same with the Federal Aviation Administration

6. Field Logistics Officers

Shall organize, direct, and control activities associated with layout and construction of the balloon field and associated facilities. The Field Officers shall coordinate the provision of utilities, shelter, and communications for all MVBR operations. The Field Officers shall coordinate with the Safety Officer regarding provisions for security, traffic control, medical services, and fire protection. The Field Officers shall coordinate with the Balloonmeister regarding balloon operations and ancillary activities such as launch grid design, propane facilities, and communications. Field Officers shall assist the Safety Officer, Volunteer Coordinator, and Launch Officers in crowd control as appropriate.

7. Launch Officer

Shall select Launch Directors and train them in the areas of launch techniques, safety, and crowd control. The Launch Officer shall establish launch procedures for all foreseeable wind conditions for each type of flight operation. The Launch Officer shall assign Launch Director field positions and responsibilities. The Launch Officer shall brief and debrief Launch Directors regarding all flight operations. The Launch Officer shall direct launch operations in concert with the Balloonmeister. The Launch Officer shall maintain radio communication with Launch Directors, the Balloonmeister, and the Safety Officer throughout launch operations. The Launch Officer and designated Launch Directors shall assist the Safety Officer in crowd control

8. Volunteer Coordinator

Shall coordinate volunteer personnel for a variety of purposes as needed to assist with the preparations, operation of, and tear down the MVBR. This includes such activities as; launch field preparation, crowd and traffic control, coordination of parking officials, VIP tent activities, stage activities, rally tear down duties.

9. Field Activities Coordinator

Shall coordinate field activities as needed, such as: competition scoring, tether rides, on-field entertainment, stage personnel, such as the rally announcer (MC). The Field Activities Coordinator shall provide and manage the distribution parking passes to rally committee, sponsors, pilots, and VIPs, etc., and coordinate special parking needs. The Field Activities Coordinator shall also help to coordinate on-field social events and the training and coordination of volunteer balloon crew. Shall work in conjunction with the Volunteer Coordinator and other rally officers and coordinators as appropriate.

10. Pilot Coordinator

Shall coordinate the pilot registration, and help to facilitate interaction between pilots, sponsors, crew volunteers, and committee on the field

11. Sponsor Coordinator

Shall coordinate the needs of the Sponsors during rally activities.

12. Sales

Shall coordinate and conduct sales of procurement items during the social and field events. Shall manage all monies associated with sales.

13. Vendor Coordinator

Shall coordinate the food and souvenir vendors on the launch field.

14. Scoring Officers (There will be no competitions this year)

Shall work with the Field Activities Coordinator to set up and officiate balloon competitions. Shall be responsible for recording competition scores and will assist the Balloonmeister in determining final scores.

15. On Field Media Coordinator

Shall coordinate and facilitate media needs during the rally

16. Emergency Medical Service (EMS) Coordinator

Shall establish and provide Emergency Care Service on the Field during rally events

17. Launch Directors (Penguins)

Launch Directors shall be responsible for coordinating the safe, orderly, and expeditious movement of balloon traffic from the launch field during the launch phase of each flight operation. Their specific duties include (but are not limited to):

- Verifying the correct position of a balloon on the launch field.
- Maintaining communications with the Launch Officer.
- Indicating overhead traffic to pilots prior to and during ascension.
- Observing balloon readiness and granting launch clearance in coordination with the Launch Officer and considering overhead traffic.
- Promoting safety by observing questionable balloon airworthiness and reporting those observations to MVBR officials.
- Notifying pilots and MVBR officials of potential safety problems, such as inflator fans, propane venting, etc.
- Launch Directors shall be responsible for crowd control, including activities such as clearing spectators from the downwind area prior to launching each balloon
- Assisting in other activities as needed

III. AREA OF OPERATIONS

A. Launch Field

The area of operations for the Mesilla Valley Balloon Rally will be the property owned by the City of Las Cruces known as Tomlin (aka Brown) Farms located 7.5 nautical miles northeast (54-degrees magnetic) from the Las Cruces, New Mexico Airport (KLRU). The launch site is within an area bounded by El Camino Real to the west, the easterly extension of Armstrong Road to the north, and Bud Way Lane to the south. To the west and east of these boundaries are residential areas. To the north and south of these boundaries there are farmlands. Trees and power lines pose a hazard to flight in certain directions. Pilots will be apprised of these obstacles. All Go/No Go launch decisions made by MVBR officials shall be made with due consideration of all the above-mentioned obstacles. There are no aviation facilities in the vicinity of the MVBR that require ATC communications or procedures. The field elevation is approximately 3,920 feet mean sea level. The field shall be arranged in a grid consisting of rectangular balloon launch sites each of which will measure 90-100 × 90-100 feet.

B. Propane and Ancillary Facilities

The propane fueling station shall be located at the far southeast end of the main launch field .The propane area will have controlled access and provisions for safe isolation from parking and other facilities. Ancillary facilities for concessions, entertainment, emergency services, and other supporting activities shall be located at either the west end or the south end of the field. **See additional information on propane procedures in Section VI-B of this Manual**

C. Parking and Field Ingress/Egress

The pilot, chase crew, and VIP parking shall be located northwest of the launch field just off of El Camino Real. The main field entrance for the public shall be at the southwest side of the field just off of El Camino Real. **Pilot entrance will be at the north end of the field at the intersection of Armstrong Rd and El Camino Real.** See map in **Appendix A** of this manual.

D. Balloon Chase

Balloon chase to the North of the launch site (towards Doña Ana Village) out to about 5 miles is generally good, with good access, within the area west of I 25 and east of the Rio Grande. Chase to the south (towards Old Mesilla/5miles) is good to about 10 miles to the edge of the Stahmann Farms pecan groves. The gates into Stahmann Farms can be opened for chase crews for balloon takedown, but pilots are advised that they should avoid passenger swaps on Stahmann property. Pilots and crews must contact the Stahmann farms office number if they require a gate be opened. Chase to the west of the launch site across the river (3miles) and towards Picacho Country Club is good to approximately 5 miles; after that the roads become scarce and landing sites contain numerous balloon-eating plants. Chase to the east towards the Organ Mountains is good for approximately 4-5 miles along Hwy 70 to Holman Rd. Pilots are advised of the White Sands Missile Range restricted air space, which is located adjacent to the Organ Mountains and San Andres Mountains to the east of the launch site. This information is repeated in Section V-H of this manual.

IV. PARTICIPATION REQUIREMENTS

A. Pilots

Each pilot participating shall possess a currently valid Private or Commercial Pilot Certificate with lighter than air (LTA) free balloon with airborne heater (or equivalent for non-U.S. pilots).

Each pilot participating shall be required to provide proof of current Pilot Certificate compliance during the registration process.

Each pilot participating shall be required to provide a written certificate of compliance with standard insurance requirements in the amount of \$500,000 bodily injury, \$100,000 minimum property damage, and \$100,000 minimum passenger liability for each and every passenger, through a company with a Best rating of at least B+ or better.

All participating pilots must be registered with the Mesilla Valley Balloon Rally (MVBR), and must have signed and submitted the Conditions of Entry form (**Appendix C**) as part of their registration.

All participating pilots must attend a pilot briefing at registration and a briefing before each rally sanctioned event, including morning flights, Saturday afternoon flight, and Saturday evening glow.

Balloon owners and operators (pilots) individually shall be responsible for damage or injury to persons and property, including other balloons

All pilots will make a best effort to fly two (2) SPONSOR REPRESENTATIVES during the course of the rally as a condition of participation. Pilots are advised that the banners flown on the baskets are part of the sponsor package and should be presented to your sponsor at the end of the rally.

Pilots are advised of the PILOT WAIVER ACKNOWLEDGEMENT, attached at the end of this manual. The *Pilot Waiver Acknowledgement* **MUST** be signed by any crew member prior to participation in any MVBR flying event to certify that appropriate **crew member training** has been received as regards specific crew responsibility for each event. Crew training should include review of this manual with special attention to Section V- G thru K, Section VII-C -2, and Section VI-A.

B. Balloon Crew Members

All participating members of balloon crews shall have received an appropriate crew briefing on the performance of their duties and responsibilities for each event.

C. Aircraft

All participating balloons shall be registered with the MVBR and shall meet the airworthiness and documentation requirements of FAR Parts 91.7, 91.203, 91.715 and 43. Certification may be any category, including experimental, provided all of the foregoing requirements are met. Balloons of foreign registry shall possess currently valid airworthiness certificates from the country of registration. Each person who applies for registration for a balloon shall be required to provide a written certificate with the foregoing. With regard to airworthiness requirements, particularly respecting envelope damage, to eliminate discrimination between different criteria that may exist between countries that register and certify balloons, the criteria applicable to all balloons participating in the MVBR will not in any case exceed that of the balloon manufacturer. However, where there are differences between standards of certification in different countries, the standard recognized by the U.S. Federal Aviation Administration (FAA) shall apply.

V. FLIGHT OPERATIONS

A. Authority and Responsibility

With respect to flight operations in the MVBR, all decisions of the MVBR Balloonmeister are final, except as follows:

1. If launch operations are conducted, each pilot-in-command still retains the responsibility and authority for the decision as to whether to fly or not and for conduct of the flight per FAR 91.3a. In addition, each pilot-in-command is responsible for the conduct and actions of his/her ground crew at all times and places during participation in MVBR events.

All flights are in accordance with the FAA approved Certificate of Waiver and all Attachments, which are included as **Appendix D** of this manual. (**note: There is no Waiver this year**)

B. General Requirements

Each balloon is to be operated in accordance with its Manufacturer's Operating Handbook (Flight Manual). Balloon owners and operators (pilots) individually are responsible for damage or injury to persons and property, including other balloons.

Inflator fans shall be equipped with appropriate safety covers. Venting of raw propane on the field is expressly prohibited.

No balloon shall be launched from the field or any other MVBR site without authorization of the MVBR Balloonmeister. All launches from the MVBR field shall be under direction of a Launch Director. Except in the case of an emergency, or at the discretion of the Balloonmeister, no balloon shall be allowed to land on the MVBR launch area.

The MVBR Balloonmeister or Safety Officer reserve the right to refuse participation to any person, pilot, or crewmember whose conduct is judged to be counter to the best interests of the MVBR or the safe and peaceful enjoyment thereof. Any pilot or crewmember found to be so judged shall be asked to remove themselves and their balloon from the field. The MVBR Officials shall entertain appeal of any such judgment and request for reinstatement.

C. Weather

Weather for all launch operations shall be a minimum of a 3,000 feet ceiling and 3 miles of visibility. Surface winds shall not exceed 7 knots (approx 9 miles per hour) and/or wind velocities in the first 500 feet above ground level shall not exceed 15 knots. In all cases, pilots shall observe the operating limitations published in the Operations Manual for that particular balloon. Weather information shall be provided to pilots at the pilot briefing.

D. Air Traffic Notification

The Weather and Airspace officers shall notify the Albuquerque Flight Service Station 72 hours in writing and 48 hours by telephone in advance of the MVBR if a FAA waiver for the event is in place. The Weather and Airspace officers shall request a NOTAM for high-density balloon traffic in the Las Cruces area for the weekend of **January 14 and 15, 2012**. The Weather and Airspace officers also shall notify the Las Cruces Municipal Airport prior to the weekend and inform them of the types of events scheduled.

E. Communications

Communications with the pilots during each launch will be via Launch Directors and the Public Address system (if one is used)

Additional communications shall be established by radio and/or telephone as appropriate during rally operations. Communication facilities shall include two-way, multiple channel, and VHF-FM Business Band radio. The channels to be used shall be isolated for exclusive use for specific purposes and to prevent interference among user activities. One channel shall be assigned as launch control communications between the Launch Official and the Launch Directors. A second channel shall be utilized by MVBR Officials. A third channel shall be utilized for vehicular traffic control. Other channels shall be assigned for additional purposes as needed. Principal officials shall carry portable cellular telephones – phone numbers are listed on page. **Note that it is both illegal and potentially hazardous to use cellular phones while in air flight. Crew should plan to communicate with pilots via radios.**

F. Pilot Briefing

Each pilot participating in the MVBR shall be required to attend a general orientation briefing as a condition of registration. During this briefing, the pilot shall be presented with information about the flying area, hazards, Prohibited Zones (PZs), and MVBR rules. All pertinent maps, charts, and aids shall be distributed, and a brief forecast of the expected weather during the rally will be presented. In addition to the general briefing, pilots will be expected to attend a preflight briefing prior to each days' activities.

Presentations at the preflight briefings shall include current weather forecast, potential flight hazards, pertinent NOTAMs, and any other information deemed applicable to that day's flight operations.

All information presented during the Pilot Briefings shall be furnished in good faith for use by each pilot. The pilot remains responsible for all decisions regarding safe operation of his/her aircraft, and appropriate training of crew members.

G. Launch Procedures

The following procedures shall be used for launches from the balloon field

1. Each balloon shall be assigned a specific location on the field and shall be launched from that location in a specified sequence.
2. Only one vehicle per balloon shall be allowed on the field.
3. No balloon may go hot until cleared by a Launch Director

No balloon may launch without clearance from a Launch Director. Each Launch Director shall be in communication with the Launch Officer. If a pilot is unsure of launch status and a Launch Director is not immediately available, a crew person should be dispatched to find one. Unless otherwise advised, pilots shall NOT launch on his/her own volition.

LAUNCH SIGNALS TO BE UTILIZED ARE:

1. THUMBS UP: The balloon is cleared for immediate lift off.
2. THUMBS DOWN: Hold your position, exactly where you are.
3. HAND MOTION, followed by POINT to a spot: Get the balloon buoyant, walk the balloon to the point indicated, and hold.
4. OVERHEAD POINT: The Launch Director is indicating overhead traffic, hold until commanded otherwise.

H. Flying and Chase Conditions

Balloon chase to the North of the launch site (towards Doña Ana Village) out to about 5 miles is generally good, with good access, within the area west of I 25 and east of the Rio Grande. Chase to the south (towards Old Mesilla/5miles) is good to about 10 miles to the edge of the Stahmann Farms pecan groves. The gates into Stahmann Farms can be opened for chase crews for balloon takedown, but pilots are advised that they should avoid passenger swaps on Stahmann property. Pilots and crews must contact the Stahmann farms office number if they require a gate be opened. Chase to the west of the launch site across the river (3miles) and towards Picacho Country Club is good to approximately 5 miles; after that the roads become scarce and landing sites contain numerous balloon-eating plants. Chase to the east towards the Organ Mountains is good for approximately 4-5 miles along Hwy 70 to Holman Rd. Pilots are advised of the White Sands Missile Range restricted air space, which is located adjacent to the Organ Mountains and San Andres Mountains to the east of the launch site.

I. Land Owner Relations

The residents in the area have been made aware of the MVBR through personal contacts, radio and television media, and various news publications. Some residents are actively involved and have been encouraged to maintain contact with the officials and to provide feedback from their neighbors in matters relating to the rally.

The residents of the area are accustomed to hot air balloons; however, an event of the magnitude of the MVBR occurs only once a year. Accordingly, to establish cordial working relations with the residents to insure the rally will continue participants are reminded that the same consideration is to be accorded the local residents as the participant would demand if the situation were reversed. With that in mind, the following guidelines are applicable:

1. Courtesy brings dividends. Please make every effort to act in a professional and civil manner to all land owners, pilots, sponsors, spectators, rally officials, vendors, volunteers, crew members, law enforcement officers, and the public.
2. If at all possible, select a landing site that will cause the least possible inconvenience for both the landowner and your chase crew. Be especially mindful of crops and animals.
3. Obtain permission BEFORE bringing your chase vehicle onto private property, and then bring only ONE vehicle.
4. Do not cut or otherwise damage fences, and leave gates as you found them; if they were closed, close them behind you regardless of which way you are going, animals can escape in no time. If the gate was open, leave it open—with a closed gate “the cows may never come home.”
5. When on another's property, the only thing you may take are photographs, and some may object to those. The only thing you may leave is footprints (as few as possible). DO NOT LITTER!
6. If damage should occur, calmly and courteously exchange necessary information with the property owner and report the facts to an MVBR official upon your return to the field.
7. When chasing off-road or driving on private property, treat the environment you are driving on as if it were your envelope.
8. Obey all traffic regulations, especially those regarding drinking and driving.
9. Make chase vehicles more visible by operating all exterior lights (including headlights) and by displaying appropriate chase flags.
10. Expect a large number of spectators chasing balloons but not necessarily associated with your chase crew. This can be a problem as spectators chasing will not be aware of PZs and landowner relations. In the past, one of our biggest problems with landowners was not from the pilot or chase crew, but from spectators chasing the balloons. It is the pilot's and chase crew's responsibility to “tactfully” manage the spectators, not only at launch, but at landing areas as well.

J. Prohibited Zones (PZs, Red Zones, Etc.)

The following are considered to be prohibited or sensitive areas for low altitude flying and/or landing of hot air balloons in the area of the MVBR. An expanded or modified list may be distributed at the pilot briefings

Major Prohibited Zones are:

- *New PZ- Bosque Bird Sanctuary off of Paseo del Norte, west side of river. For reference, it is due west of the town of Mesilla plaza.*
- At Union Ave and South Main is a major horse farm. The PZ is adjacent to Mesilla Park and is located about one mile south of the Holiday Inn.
- A PZ continues to exist at Union Ave and Hwy. 28, on the southwest corner diagonal from the cotton gin.
- Two (2) miles SSW of the Amador and Valley (old) launch site on the north edge of Old Mesilla along Glass Road.
- Farm fields in the area of the Mesilla Bridge located approximately 2 miles west of Old Mesilla are property-owner sensitive to hot air balloons. River levee landings in this area are ok
- Just south of Picacho Country Club, between Picacho Hills and Interstate 10, is a horse area.
- Landing on a river levee is generally okay except for the occasionally locked gates across the levee roads as noted on the map. These will require circling around to approach balloons from the north or south, depending upon which side of the gate the balloon is on. There is no levee road on the west side of the river between Calle Del Norte and Mesilla Dam to the south, only 4-wheel-drive trails.

K. Caution Areas

1. The White Sands Missile Range located to the east of Las Cruces is a restricted airspace. Pilots should refer to sectional maps for delineations.
2. The USDA Jornada Experimental Range is immediately to the west of the San Andres Mountains. This is not restricted airspace EXCEPT for the expanded buffer zone for the White Sands Missile Range on the east end (aka west slope of the San Andres Mountains). The contact number for the Jornada Experimental Range is 575-646-9400 (Eddie Garcia).
3. The Stahmann Farms Pecan Groves are located approximately 10 miles south of the launch site and run south on both sides of the river for approximately 6 miles. The gates can be opened to chase crews for balloon takedown by calling Stahmann security. The contact number for Stahmann Farms is 575-526-2453 *extension 200 (Office), extension 102 (Store)*.

VI. FIELD OPERATIONS

A. Spectator Access and Crowd Control

Spectator access and crowd control shall be provided by restricting the routes available to the public for entering the MVBR launch site and by controlled parking of vehicles under the direction of the parking officials. This control shall be provided by a designated nonprofit organization, augmented by volunteer officials of the MVBR. The traffic plan shall include a specific, restricted route to and from the field for rapid access by balloon crews and emergency vehicles. In addition, parking of emergency vehicles, official vehicles, and chase vehicles shall be segregated from that of the general public.

Spectators shall have free and unrestricted access to the launch field to allow close observation of inflation and launch procedures. Each pilot and crew shall be responsible for providing individual launch-site crowd control during inflation and launch. Launch Directors shall assist in crowd control during actual balloon launches and in the event of an emergency.

B. Propane Procedures

MVBR fueling facilities shall consist of fueling stations located at the far southeast corner of the launch field. Physical barriers and policing shall be provided to maintain a clear area approximately 100 feet - 150 feet in which access shall be limited. Also within that area, occupancy shall be limited to only those personnel necessary to the refueling operation. A Las Cruces City or Dona Ana County Fire Department pumper truck will be stationed in the refueling area during refueling operations.

The propane station will be active as published in the schedule of events and/or at other times as may be announced by the MVBR Officials. There shall be no refueling outside of the prescribed times unless by special arrangement with the propane officer.

1. Propane shall be available from 0900 hours to 1130 hours on both days and 1730 hours to 2030 hours on Saturday.
2. Refueling of cylinders shall be limited to only those containers approved for use in hot air balloons and normally contained in the gondola as part of the fuel system. Extra fuel tanks shall not be fueled, even if they were used for the flight. Only tanks that fit the preceding description and are in the gondola at the time of fueling will be filled.
3. No smoking shall be allowed anywhere within 1,500 feet of the refueling area.
4. Strikers shall not be allowed in the gondola in the refueling area.
5. Nylon jackets or nylon outer clothing may not be worn in the refueling area.
6. All flags shall be stowed while in the refueling area.
7. All engines, radios, and other electrical/electronic devices shall be turned off while refueling.

8. In RV-type vehicles, all sources of ignition—i.e. pilot lights, etc.—shall be turned off.
9. Persons appearing to be intoxicated shall not be allowed in the area.
10. Only experienced personnel shall perform refueling. No more than two people per vehicle shall be allowed in the refueling area.
11. No person shall be allowed in the basket/gondola during refueling.
12. Pickups and trailers shall have the tailgate lowered and enclosed vehicles shall have all doors fully opened during refueling.
13. Gondola covers shall be opened to allow propane to vent during refueling.
14. All instructions from the propane officials shall be followed while in the propane area.

All pilots shall check in at the refueling station, or, with the Propane Officer after each flight, whether you fly or not ,

This check-in is required, even if the pilot did not launch or does not require propane, to assure the safe completion of all official flights for all participants, and to ensure all registered participants are accounted for.

This includes both of the morning flights for all pilots, and the Saturday afternoon flight and Glow for those who have signed up for these events.

Failure to check in may result in expulsion from future MVBR events.

Refueling of cylinders shall be limited to ONLY those containers approved for hot air balloons and normally contained in the gondola as part of the fuel system. EXTRA FUEL TANKS WILL NOT BY FUELED, even if used as part of your flight. Only those tanks in the gondola at the time of fueling will be filled.

VII. MVBR EVENTS

A. Launch Assignments

Grid and wave assignments will be available at Pilot Registration/Social on the Friday night of the rally, and may be posted on the rally web site, www.mvbr.com.

B. Saturday Extra Events

The Saturday afternoon flight will begin with the Pilot briefing on the field at 1430 hours. The Saturday evening BALLOON GLOW will begin with the Pilot briefing on the field at 1715 hours.

C. Competition (none will be conducted for 2012 because of lack of waiver)

The MVBR Balloonmeister will determine if a competition will be conducted, and the type of competition to be conducted before competition begins. The competitive event will be one or more of the following:

Hare and Hound

One balloon, the hare balloon, shall launch from a central launch area. After a delay of from five to fifteen minutes, the remaining balloons on the field, the hound balloons, shall launch and attempt to pursue the hare balloon. The hare balloon shall select an open, unobstructed area for a landing and place a target there. The hound balloons shall then attempt to fly as close to the target (a cloth "X") as possible and drop a scoring device. Winners shall be selected based on the shortest distances from the marker to the target.

Convergent Navigational Trajectory Event (CNTE)

Balloons will be required to launch at least one (1) statute mile from the center of the launch field (the target area). Pilots will select a launch area, consistent with the rules, that will allow them to best maneuver over a target to be located on the field after all of the Hare and Hound balloons have been launched. (Please select your launch area with good landowner relations in mind). Observers will be in the area to note violations.

Judge Declared Goal

The MVBR competitors will launch from the launch field for the Judge Declared Goal competition. The goal will be to reach a target located in a clear area at least one mile from the center of the launch field. The target location will be marked on a map located near the briefing stage and will be described at the pilot briefing prior to the launch. The target area will be secured by scoring officials. The target will be open for competition at the time of the initial launch from the launch field. Balloons will attempt to maneuver to the target and drop a marker on the X, as described above.

The Rules of Competition are:

1. Pilots may make intermediate landings to exchange passengers prior to throwing their scoring device, but may not move their balloon by any other means for the purpose of improving scoring advantage. Balloons shall not make ground contact within 500 feet of the target.
2. Only pilots and trained event flight crewmembers will be in the balloon during the actual throwing of the scoring device. The number of event flight crewmembers will be kept to a minimum. Crewmembers will sign a statement – **PILOT WAIVER ACKNOWLEDGMENT** (at the end of this manual) that they have been briefed and that they are designated event flight crewmembers for the purpose of the specific event
3. The maximum altitude from which you may throw a scoring device is 200 feet above ground level.
4. Scoring devices (markers) will be measured at their final resting place. Any marker that lands at the center of the X will receive a score of 0. All other markers will be scored in feet plus inches from the center of the X up to 200 feet from the center of the X. **Any marker that lands outside of this 200 foot radius, or any marker that is not thrown** (e.g., pilot decides not to participate), **will automatically be given a score of 200**. This score will be added to any score achieved on the previous or subsequent day of the rally competition.
5. Cash prizes may be awarded to the scorers with the lowest cumulative scores. . In the event of a tie score, a drawing will be held to determine the winner.

VIII. EMERGENCY PREPAREDNESS

A. Emergency. A staffed paramedic vehicle and fire truck will be posted on the field at a designated, centrally located spot. In the event an emergency occurs away from the launch site, contact with appropriate authorities may be made as follows:

Emergency	911
On Field Emergency Medical Service	TBD
El Paso Electric	575-523-7591
Las Cruces and Dona Ana County-POLICE FIRE/ AMBULANCE	575-526-0795 (Central Dispatch)
Stahmann Farms	575-526-2453 extension 200 (Office) extension 102 (Store)
Jornada Experimental Range Headquarters	575-646-9400 (Eddie Garcia)

B. Additional contact numbers

Additional contact information will be distributed at the Pilot Briefing on Friday night of the rally.

IX. APPENDICES

Appendix A	Maps	Pages 21 - 23
Appendix B	TENTATIVE Pilot Agenda of Events	Page 24
Appendix C	Pilot Conditions of Entry	Page 25

APPENDIX A.1 LAUNCH FIELD MAP

To be provided at the briefing

APPENDIX A.2 Mesilla Valley Balloon Rally Immediate Vicinity Map

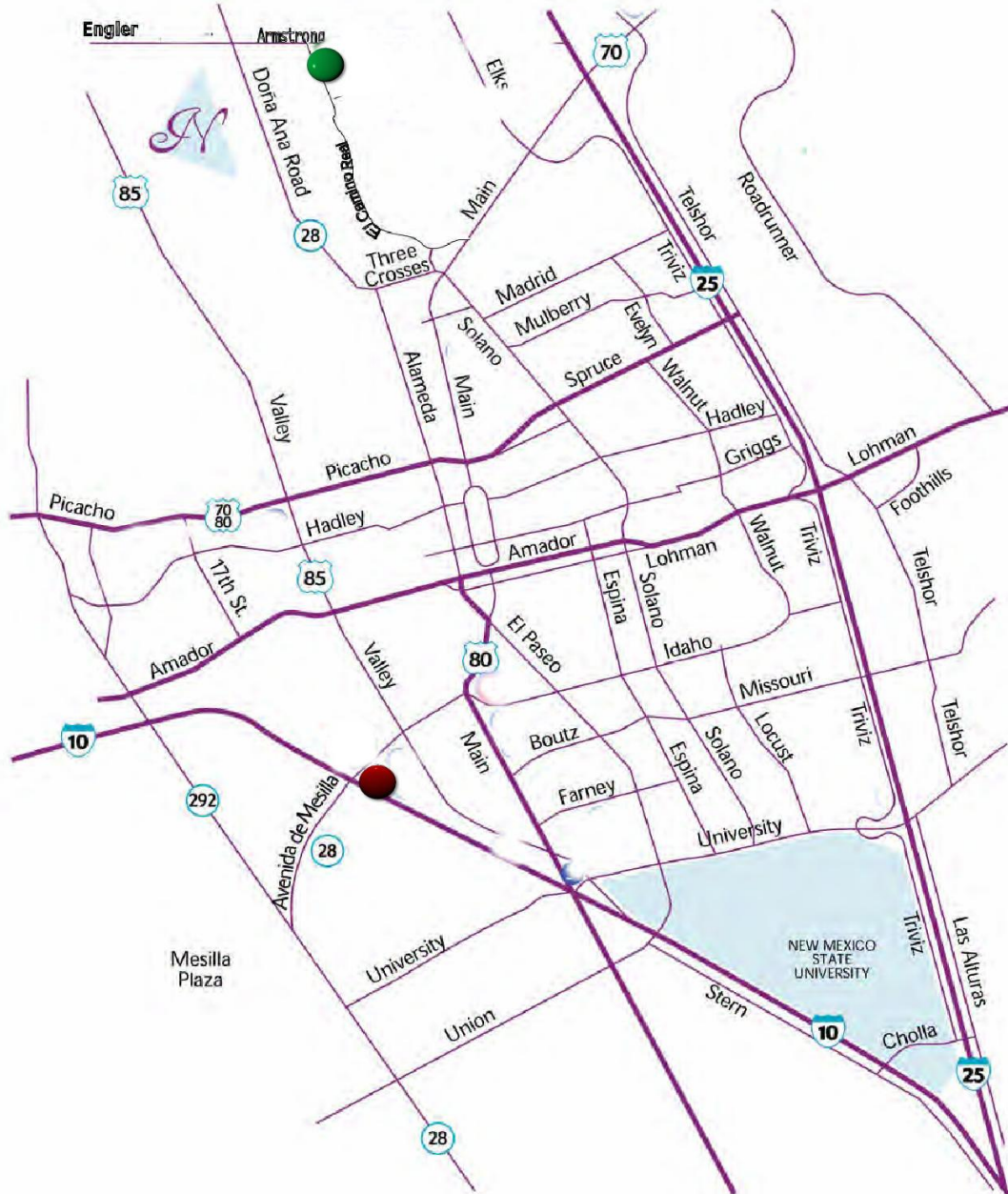


APPENDIX A.3

Launch field – north (green) dot on map

Hampton Inn – south (red) dot on map

Mesilla Valley Balloon Rally Extended Area Map Las Cruces, New Mexico



APPENDIX B
PILOT AGENDA for the 2012 MVBR

Friday, January 14, 2012

Dinner and Social will be at the **Grapevine** , 3900 W Picacho Ave Las Cruces, NM 88005
(575) 680-6394

6:00 - 9:00 p.m.	Sponsor/ Pilot Social (Tickets required*)
6:00 - 9:00 p.m.	Pilot Registration entrance
6:00 & 8:00 p.m.	Pilot Briefings (Must Attend One) room TBD, times subject to change

Saturday, January 15, 2012

Launch Field

Tomlin (Brown) Farm on El Camino Real, Las Cruces, New Mexico, 88005
Las Cruces, NM

6:30 a.m.	Pilot Briefing - Launch Field
7:30 a.m.	Morning Launch Start of first wave, second wave to follow
9:00 - 11:30 a.m.	Propane
2:30 p.m.	Afternoon Flight Pilot Briefing
3:00 p.m.	Afternoon Launch Fun Flight
5:15 p.m.	Evening Glow Pilot Briefing.
5:30 - 8:30 p.m.	Propane
6:00 p.m.	Balloon Glow

Sunday, January 16, 2012

6:30 a.m.	Pilot Briefing - Launch Field
7:30 a.m.	Morning Launch Start of first wave, second wave to follow
9:00 - 11:00 a.m.	Propane
*Tickets will be required for entrance into the Friday night event. Each PILOT will be issued 4 tickets at the registration, one for him/herself and five for crewmembers.	

APPENDIX C

2012 MESILLA VALLEY BALLOON RALLY

PILOT CONDITIONS OF ENTRY

- 1- Pilot agrees to cooperate fully with the event organizers with respect to the public relations aspect of the event. Pilots agrees to all safety regulations, rules and judgments, of the rally organizers.
Tie offs may be required for all events.
- 2- ALL pilots are required to carry minimum liability insurance.
\$500,000 aggregate and \$100,000 per passenger.
- 3- Balloons are required to display basket banners of their assigned Sponsor, No other banner/advertisement can be flown without paying the commercial fee. Pilots will make every effort to give the required flight, for two people of the sponsor's choice, (before anyone else) during the course of the rally.
- 4- Pilots agrees to show proof of insurance, copy of current annual, flight review and one picture of their balloon.
- 5- Pilots must sign in and attend one pilot briefing on Friday night.
January 14, 2012.
- 6- Pilots agree to sign in at propane for all events, even if none is used.
- 7- ALL pilots agree to pay a \$75.00 entry fee. Fee cannot be refunded after December 2010.

Signature

Date