

# FAA

## To file NOTAM:

### 1. File Initial NOTAM Prior to Launch

- Call – 877 487 6867
- Be prepared to discuss the following information:
  1. **Organization:** NSE-MHS - Sponsored by the Idaho Space Grant and University of Idaho
  2. **Primary and secondary field contact cell phone numbers:** Pat Blount (208) 310-3045
  3. **Balloon Identification:** A blue box with blue and red strips. MHS identification located on two sides of box.
  4. **Estimated Date/Time of Launch:** launch date @ 0730-0830 am
  5. **Location of Launch (town name and Lat/Long in deg:min:sec format):** Wilcox, WA (subject to revisal) 46.81099, -117.49740
  6. **Nearest Airport/Nav Aid Bearing and Distance:** ex for Baker City Airport, BKE – 29 miles – 096 degrees
  7. **Cruising Altitude:** 90,000 ft est (burst)
  8. **Forecast Trajectory:** get information from Prediction Web Site
  9. **Estimated Time to Cruising Altitude:** ~90 min
  10. **Length/Diameter of Balloon:** variable ~5-10 ft
  11. **Length of Suspension Device:** 25 ft
  12. **Weight of Payload:** ~8 lb + rigging
  13. **Length of Trailing Antenna:** none
  14. **Duration of Flight:** ~120 min or 2 hours
  15. **Estimated Time of Impact:** 0930-1030 am
  16. **Estimated Location of Impact (town name and Lat/Long in deg:min:sec format):** Plaza, WA (47.28823, -117.42872)
- Record the NOTAM Contact call sign. Ex VE

### 2. During Launch

- While filling a NOTAM, ask what their preference is for being updated during the day of the launch.
- If they would like to be updated: Call - 1 (206)658-6608 - Seattle flight service NOTAM office or ask for instruction of who to call. Be ready with the following information:
  - **Balloon Position (Lat/Long in deg:min:sec format):**

- **Current Balloon Position:**
- **Current Altitude:**
- **Expected Trajectory:**
- **Expected Time and Location of impact (Lat/Long in deg:min:sec format):**

*Note: Should the balloon fall out of tracking for a period of time greater than two hours, contact the nearest FAA ATC office with information on the last known position.*

*Note: Contact the FAA ATC office when the payload has landed.*

**Record the following when talking with FAA:**

***Name of contact:***

***Contact direct #:***

***Date and time:***

***Complete by:***