

# **BALLOON FIESTA PARK COMMISSION**

**March 12, 2013**

## **Meeting Minutes**

### **Meeting called into order at 6:05pm**

Members Present: Bill Nordin, Steve Wentworth, Sandy Cohen, Dave Downey, Justin Garcia, Mark Haley, Mark Johnston, Frank Mezzancello, and Dr. Steve Komadina

Members Absent: Rick Treadwell, Gov. Victor Montoya, Barbara Baca, and Elise Rogers

Others Present: Paul Smith, Susan Rice, Jeff Willis, David Flores, Greg Rullman, Billy Gallegos, Buzz Averill, and Daphany Martin

### **1. CHANGES AND ADDITIONS TO THE AGENDA**

### **2. REVIEW / APPROVAL OF THE FEBRUARY MINUTES**

- a. Mr. Mezzancello motioned to approve minutes with Mr. Wentworth, Mr. Smith, and Mr. Cohen's changes, Mr. Garcia 2<sup>nd</sup>, motion passed unanimously.

### **3. PUBLIC COMMENT**

### **4. EVENTS & PRESENTATIONS-Event Calendar**

### **5. Past Events**

AAAA Launch on February 23, as well as

Step it Up Albuquerque!, March 2, 2013, kick off for the Mayor's new get fit initiative fitness program.

Since last meeting there were 8 party rentals for the Fiesta in the Green, and 5 Rocket launches on the Park. Mr. Nordin asked how the weddings are doing at the facility. Ms. Rice said all have been pleased, and are currently enjoying the new sound system which is broken into 4 zones which can be used for music, or used for people speaking. Everyone loves the price, and the views of the facility. Facility is booked through June for Friday and Saturdays. Mr. Nordin and other Commissioners briefly mentioned that the low rental prices should be looked at next year to make sure the prices were comparable and competitive with other venues.

### **6. Future Events**

Ms. Rice confirmed the **NM Youth Rugby Tournament** to be held this weekend. Reviewed Future events from the Event Calendar, as well as gave brief details to each of the events.

**F3J Sail Plane Contest**– Mr. Averill spoke to the commission. He would like to set up an annual contest, and hopes it would grow in numbers each year. This event is FAI type contest which is international. Mr. Nordin asked what is involved with the contest, and Mr. Averill explained in detail how the contest is done. Mr. Nordin asked if the remainder of park should be closed for the event, and Mr. Averill was clear that there would be no imminent

danger as the flyers are well trained to avoid dangers. Mr. Averill pointed out that his club, Albuquerque Soaring Association provides the Balloon Park a blanket of insurance in the amount of 2.5million dollars. All contestants will be members in which provides extra insurance coverage. Mr. Wentworth asked if they were non-profit, Mr. Johnston confirmed yes they are non profit.

Mr. Wentworth Motioned to approve, Mr. Johnston 2nd, motioned passed unanimously.

**Fight With Flight for Cancer Awareness Balloon Rally and Care Show–** Event to be June 21-22, 2013. Mr. Vogel approached Ms. Rice regarding his event to benefit the Cancer Society. There is a Balloon rally, and car show in this event. Meeting was held to discuss pros and con's of this event. Rental on field is based on non-profit rates because proceeds are not all going to the cancer society. Mr. Vogel would like to make this a yearly event. Ms. Rice felt there is good intention but Vogel may be underestimating the cost as to what may be brought in, Mr. Smith agreed with Ms. Rice's analysis. Mr. Smith does not feel that there will be the participation of balloonists in the amount that Mr. Vogel anticipates. Mr. Smith said the goal and mission of the Balloon Fiesta is to encourage ballooning, and they will help with logistics with Mr. Vogel the best they can. Mr. Wentworth stated that we do not have enough information. Mr. Nordin brought up having Mr. Vogel next meeting to give more information as requested. Discussion had on various fees, profit margins etc. Monies collected for entry show for balloons go directly to Cancer society that is why Ms Rice did not charge the event fee for the grass, but did charge the non profit rate for the car show. Mr. Wentworth extended an invitation to Mr. Vogel to attend next months meeting to discuss further. Mr. Komadina expressed concern that the delay may lose others that may want to rent the park during that time.

Mr. Komadina motioned to have Mr. Vogel come next month, Mr. Garcia 2<sup>nd</sup>, passed unanimously.

**Bernalillo Sherriff's Dept. Helicopter Training–** March 26-28, 2013 Training for Bernalillo Sheriff's pilots that will aide in fire fighting in the area. They would like to use the north fields. The Bernalillo Captain assured there will be no damage to the grass. They would like to use the park between the hours of 11:00am- 3pm; Ms. Rice would like to close the park during this time. Discussion had on the amount of water to be dumped, and truly if there is possibility of damage. Mr. Nordin pointed out that there is no revenue for this as we would be shutting down the park during this time. Mr. Wentworth asked where the water is coming from. Mr. Downey imagines water is coming from river, as there are laws of carrying full buckets of water over homes. Mr. Downey believes there will be damage, curious on flight path. Mr. Smith asked if they could come demonstrate and answer questions. Mr. Willis with AMAFCA concerned about water going into the north channel. The fields have recently been fertilized, and run off into the channels could take back to the Rio Grande. Mr. Wentworth feels there are hundreds of areas where they could practice, and voiced his concern and that he doesn't support even with a demonstration as there are other areas they could use for training. Mr. Wentworth motioned to deny. Mr. Mezzancello 2<sup>nd</sup> – the motion passed unanimously. Mr. Garcia voiced he would like to see

demonstration. Mr. Wentworth recommended that the Bernalillo Sheriff's Dept. should come to a meeting and be ready to answer questions by the commission. Mr. Smith asked if everyone really has a problem with a demonstration, without a demonstration it is not known if indeed does, or does not cause damage as the Captain states. Bill Nordin said a demonstration can be done. No vote was taken and the topic of discussion changed.

**Rock-N-Glow 5K**– July 13, 2013, 5K race, similar to other color runs, a charity race to benefit United Way of Central NM. Race will be from 8pm-9pm and after race party to 9-10:30pm. They are aware of all the permits needed. There will have a beer garden, and a stage set up. They are anticipating up to 4,000 people. The way this event does the color is they provide to the participants ahead of time. Participants arrive painted and will glow, so no paint. Color is iridescent vs. fluorescent. Mr. Nordin asked if there were any thoughts, and Mr. Johnston asked if we will have a problem getting the park ready after 4th of July for the event. Ms Rice didn't feel it would be an issue as the park is cleaned up quickly. Mr. Wentworth and Ms. Rice discussed fee's and rates being charged to this event. Mr. Wentworth has no problem with this as long as we have adequate staff for cleanup, and staff is present to the end of the event.

Mr. Wentworth motioned to approve, Mr. Garcia 2nd, motion passed unanimously.

**Setca-Aplooza**– June 01, 2013 8a.m. to approximately 3-4pm. Pet adoption, similar to doggie dash, along with several events revolving dogs such as agility training, dog food sponsors, dog education as well as a few vendors. They would clean up after the dogs. Discussion in regards to multiple events scheduled around the same time frame. Ms Rice will re-evaluate and make sure there are no conflicts. Mr. Wentworth asked if they could attend the meeting next month to present before the board. Mr. Komadina said he believes the staff could make the decision, as waiting until next month could delay their event.

Mr. Komadina motioned to approve, Frank 2nd, passed unanimously.

**Warrior Dash, by Red Frog Events**– (Hand Outs Provided) The Warrior Dash has been existent for over 5 years, 30 events a year, and are expecting over 5,000 entrants. They would like to hold the event on Saturday, 4/27 but will need up to 4 days prior to event to set-up. AMAFCA has approved, but Mr. Willis is still needing further information from the event organizers. Park Maintenance has reviewed this event. Ms. Rice reviewed detailed segments of the event as to what will be placed in the park, is trying to avoid shutting the Golf area. If she has to shut the Golf Area there would be additional charges to the event. Mr. Rice said Park Management will verify where electrical and water lines located to make sure that they are not damaged in anyway. Mr. Wentworth said the lines should be at least 3 feet deep, Mr. Nordin asked how deep they are drilling holes. Ms. Rice confirmed they are digging 4ft for items they need stabilization for safety. She confirmed that there will be no mud pit, or trenches in park, will have an above ground mud pit in sand. Ms. Rice reviewed some of the obstacles that the event is going to have at the park. Mr. Wentworth asked about the sandpit, and asked if they will be putting a plastic liner on sand with their own dirt & water mix that will

not pollute the area. Ms. Rice stated she believe that to be correct, it is her understanding, and re-emphasized they are taking precautions. Ms. Rice believes this event is very organized, and has had extensive conversations on issues that they will leave park in same condition. Ms. Rice has been provided with several letters of recommendations. Ms. Rice in her own professional opinion finds this event to be well organized. Ms. Rice spoke with Misty Miller at Founders Ranch, where the event was held last year in Edgewood, and was scheduled for this year. Ms. Miller explained to Ms. Rice they would be happy to host this event again, but the County cannot handle the traffic going in and coming out. They had expected 5,000 over 10,000 showed up last year!! Ms. Miller said the event organizers ran the event efficiently and no damage was left from the event, and was very pleased on how they approached things, and how it was run. Ms. Rice does not think traffic to be an issue for Balloon Fiesta Park. Ms. Rice believes this would help put Balloon Fiesta on the map and open the park to a new variety of events, and being open minded to new events, which this would bring good media coverage. Ms. Rice requested approval of the commission to approve this event. Mr. Cohen confirmed that the Balloon Museum tries to think outside the box to bring a variety of events. Ms. Rice is charging the Discussion on various fees and charges. Mr. Nordin brought up that this event is a week and a half before world cup, the park would be displacing 6,000 people for the 4 days that the event is taking place. He asked if there was a way that they could use the park during this time of setup. Discussion had on how to work together for the soccer players to utilize the park during the setup phase of the event. Ms. Rice said there is room for negotiation, possibly approve with 2 days half panels open for public use. Ms. Rice said she will come back to them to see if she could get as much open play time as she can. Discussion had on ways to accommodate both event and soccer players. Mr. Nordin said if their security has an issue with kids not running on obstacles, he is sure Duke City would be willing to put a guard each night to keep kids off. Let Soccer and the Warrior Dash and the City sit down and work together to discuss options. Mr. Wentworth voiced his concern that Ms. Rice does not have the authority to approve the large event and would like to discuss this during policy or procedures agenda item. Ms. Rice confirmed her request to the board. Mr. Wentworth pointed out that Ms. Rice had sent out an email informing people she had approved the event before presenting it to the Commission. Mr. Wentworth also asked about beer, and food and music being served. Ms. Rice confirmed people will be coming in waves every 30 minutes. Mr. Nordin suggest that this should be given the go ahead with the idea to sit down, and work out the details of the usage of the park. Mr. Nordin expressed this would be nice for the park to have something like this. Overall in the city Balloon Fiesta Park is a big place to have 10,000 people running around. Mr. Wentworth stated he was concerned about signs for traffic control, and alcohol and believes this is a recipe for a lot of problems, and hopes that people are professional enough to handle the event. Mr. Downey knows 2 of his people that say nothing but good things about the event. Mr. Garcia said he attended the event last year, and was awesome. Ms. Rice said her affirmation from Misty sealed her approval for the event.

Frank motioned to approve, Mr. Komadina 2nd, only one opposed, Mr. Wentworth. Mr. Wentworth believes it didn't go through the proper

process, and a lot more questions should have been answered - he hopes all goes well.

## **7. Park Policies & Park Funding Priorities**

4 Commission members and staff came last week to review Park Policies & Park Funding Priorities.

### **Resulting changes:**

**D1-** Policy on Balloon Fiesta Park Commission Assessment of Events through on-Site Observations- Mr. Johnston motioned to approve, Mr. Garcia 2<sup>nd</sup>, passed unanimously.

**D2-** Policy on Application for Use of Balloon Fiesta and Procedures for Review of Applications- Mr. Nordin made mention that Ms. Rice has the discretion on smaller events, but unique and large events should be brought to the Commission. Mr. Nordin motion to approve, Mr. Wentworth brought up application review process procedure regarding previous vote the board voted on back at meeting July 2012 regarding an expedited event process. He believes it needs to be included in the Park Policies and Procedures. Mr. Wentworth read the following from the July 2012 minutes: "There was discussion regarding event requests that need quick action/decision before the next Commission meeting. Ms. Zuschlag suggested an event subcommittee be formed. Mr. Nordin suggested that rather than appointing a subcommittee; the President should contact (phone/email) all the Commission asking for at least four members to quickly meet with staff to make a decision. Mr. Komadina made a motion that an Emergency Committee be formed per Mr. Nordin's recommendation and in the event an Emergency Committee cannot be formed that staff be given the authority to make the decision; Mr. Wentworth seconded; motion passed." Mr. Wentworth felt this should have its own category on the Policies and Procedures. He pointed out that this item had been discussed at a previous meeting on Policies and Procedures and had been left out of the information sent to the Commission by the City staff. Discussion on where this information should be placed in the Park Policies & Park Funding Priorities. Mr. Wentworth word smithed the following "For expedited Events the Chairman or Vice Chair will ask for four commission members to quickly meet with staff to make a decision about the event, if the group cannot make a decision or meet, Parks and Rec staff will be given the authority to make the decision approving or denying the event." Mr. Nordin stated he didn't agree with the last part of the statement regarding Parks & Recreation staff given the authority to make decision. Mr. Nordin felt if they could not reach four people to meet, it would just have to wait until the following month. Mr. Wentworth said he was stating what was voted on in the July minutes. Mr. Nordin said he will accept that. Mr. Wentworth went on to say if for some reason everyone gone, and a meeting could not be held, didn't want to negate the possibility of an event. Mr. Nordin reiterated what Mr. Wentworth said "The chairman or vice chairman shall contact by phone or email all the commissioners asking for at least four members to meet quickly with staff to make a decision in the event the emergency cannot be formed the staff is given the authority to make the decision on the event." Mr. Wentworth offered this section to be placed in D1, with subcategory E, and motioned to amend the motion to approve, Mr. Mezzancello 2<sup>nd</sup>, motioned to approve with amended, passed unanimously.

**D3-** Policy on Park Use Regarding Application- Change: Regular Application Fee \$35, Large Group application is \$100, and if pushed through and expedited there

would be an additional \$100 fee. It was also decided application does not work for everything, especially inside the building. Ms. Rice is going to come up with an application specific to the building rental. Mr. Nordin would like to approve basic application for section D3 at this time. Mr. Komadina motioned to approve, Mr. Mezzancello 2<sup>nd</sup> passed unanimously. Mr. Willis asked to put a check box to notify AMAFCA regarding events to use the western edge of the park. Mr. Willis showed in detail AMAFCA's property lines. He needs to be notified of events for licensing and liability. Mr. Wentworth asked for a map of AMAFCA's property lines to be sent to commission, and Mr. Willis agreed to provide map to the commission.

**D4-** Is basically a map with panels with dates that need to be removed. Mr. Mezzancello motioned to approve, Mr. Wentworth 2<sup>nd</sup>, passed unanimously. Ms. Rice inquired that there are two maps, and asked if we are favoring one. Mr. Wentworth said both maps would be needed. Mr. Nordin motioned to amend that both maps be included, passed unanimously Mr. Wentworth questioned the hours on the map. Mr. Nordin said hours have not changed.

**D5-** Information about the Park- Phone numbers, update Horizon to C&S. City Bank and City Corp no longer, add Presbyterian in replacement of City Corp. Mr. Mezzancello pointed out hour discrepancy on the Golf training Center, and Ms. Rice said she would correct. Phone numbers to be updated and corrected, as well as Horizon to C&S Equities.

Mr. Komadina moved, Frank 2nd. Mr. Nordin requested to make one more change of removing a line that is listed twice on Page 3 area E "This area is used for vending IBF; (line was in there 2twice.) Passed unanimously

**D6-** Event Coordination Meeting Checklist-Add AMAFCA as a stakeholder. Mr. Komadina motioned to approve, Mr. Mezzancello 2nd passed unanimously.

**D7-** Park Usage Fee Schedule- Mr. Nordin believes this does need to be looked at again in more detail. In approving the different amendments and getting everything in, he would like to approve D7 as it is. We are currently booked until next year. The fee schedule would be adjusted for 2014 at a later date.

Mr. Mezzancello motioned to approve as is, Mr. Wentworth 2nd, passed unanimously.

**D8-** Rules and Regulations Concerning Park Activities at Balloon Fiesta Park- Mr. Nordin referred to a policy that was approved a year ago, as most of the information in D8 is covered in D9. He would like to shorten D8 to what was approved last year which is "Policy and Gate Keys." Handout provided with the verbiage of the policy that was passed. Mr. Wentworth commented that he believes the policy was done 5-6 months ago. Either way both agree it was approved. Mr. Nordin would like to substitute the handout information as D8.

Motion to approve by Mr. Garcia, Mr. Mezzancello 2nd, passed unanimously.

**D9-** Rules and Regulations Concerning Park-Mr. Johnston has provided Ms. Rice with verbiage he would like changed in regard to mobile airplanes in an email which will be inserted in D9 replacing 21. Mr. Wentworth mentioned that Item 25 could be crossed out as it has already covered in regarding card keys. Item #22 discussion on whether Park to allow skate boards. Mr. Nordin asked if they wanted to add something to notate regarding skateboards, or leave out. Mr. Wentworth commented if left out, they are not allowed. Mr. Nordin referenced adding the phrase" fees for

stakes in the ground may be an additional charge up to 2,000 dollars in order to eliminate following page as this item was the only thing on that page.

Mr. Wentworth made a motion to approve Mr. Johnston's changes in replacing 21, eliminating 25 as it is covered, bathrooms, and Mr. Nordin's request to include phrase in order to eliminate additional page. Mr. Mezzancello 2nd passed unanimously.

## **8. MASTER PLAN UPDATE**

Mr. Flores informed the board of the following: The vacations were approved, but the Plat and the Master Development Plan, MDP, was deferred until 3/27.

Master Development Plan has been deferred so that the plat actions will catch up. Various hydrology questions between AMAFCA and the City required further review, but Consensus Planning anticipates approval on 3/27. Phase 7, the design contract was signed by Consensus Planning, full execution of contract a week away. Once scheduled Mr. Flores will provide a copy to everyone on the board. Mr. Flores would like at least 2 members of the commission who would be willing to sit on committee. The committee will be looking at the needs for events that are anticipating using this facility, as well as discuss what the building is not going to be. Mr. Nordin asked if Mr. Smith was included in the group. Mr. Flores said yes Mr. Smith has been discussed. Further discussion on who was invited. Mr. Flores said they were inviting a few from each group to be efficient. Mr. Wentworth said the entire commission should be invited, if your not inviting them, you are excluding them. Mr. Nordin said group is invited; only a few will show. Mr. Mezzancello stressed that if everyone not invited, the possibility of people to complain the way things happened. So leaving it open could be beneficial. Mr. Flores said he will invite the entire group as requested.

Mr. Wentworth asked Mr. Flores about various fees on the contract, and how far they go in the construction of the building. Mr. Flores confirmed the contract was sent to the group and the contract was set to level of site plan for building permit. It will allow the City to establish the program for the structure for the area, and once narrowed down what is set to build. DRB and EPC will be contracted for the rest of the work to be done. Discussion over the amount of the contract, and how much has been expended, and what is remaining on the contract. Mr. Flores said the project is estimated at 4.2 million dollars. As project moves forward we will know more of what the project entails. Mr. Flores said construction is going out for competitive bid, in hopes to get the best value for our dollar. will get the best prices for the project. Once taken to EPC site permit, then Mr. Flores can start design process. Mr. Wentworth asked if that will be another 10% to prepare plans and engineering for a building permit, Mr. Flores agreed. Mr. Flores does not want to design, wait, redesign, its best to address all at once. He stated that there are precautions to not over spend. Mr. Wentworth commented that he feels a lot of money being spent, and is excessive. Mr. Flores will provide figures again to the board, he believes the building is estimated at 4.2 million, to include the building and the area around t. Mr. Komadina had hoped this project had been done in phases. Mr. Wentworth stated he agreed that it was discussed and feels the design team should be brought to the table and he doesn't feel project will be off the ground for years. Mr. Flores said that everything goes through the EPC. The amounts that are being spent are reasonable as the building will not be stick built. Mr. Flores, does not want to underestimate the project. The aim of

Parks & Recreation is to produce a good, and outstanding facility. Mr. Nordin said until next design meeting we really don't know what is being designed to build, just going in circles. asked when next meeting, Mr. Flores said a few weeks.

## **9. PRIORITY PLAN UPDATE**

### **10. REPORTS / UPDATES**

**Department of Municipal Development-** Two left turning lanes update- Mr. Entee reported the following: I met with our Traffic Engineering folks and described Mr. Garcia's suggestion for the 'free operating left turn signal' or automatic split phase' for the intersection signals. Our engineers are not aware of such a device or operation. They indicated they would be more than happy to sit and visit with Mr. Garcia if he has any more or more specific information regarding same.

Also, as an outflow of that meeting the engineers and staff have visited the site yet again to ascertain what can be done with the signalization. It has been verified that the "closed loop sensors" that are and have been in operation at the intersection are functioning correctly. While on site they confirmed that the sensor "phases" have been tweaked to allow the maximum available time for the south-to-east movement when there is no demand at the southern entry to the intersection.

The city's DMD and specifically Traffic Engineering division certainly understand the concerns of the commission but at this point don't believe there is much more to be done on this issue. Again, we are more than happy to meet with Mr. Garcia if he would like.

### **11. Albuquerque International Balloon Fiesta**

#### **12. Anderson Abruzzo Albuquerque International Balloon Museum**

**Past Events-** Exterior retainer wall that has been blocking the tribute area has been removed, and another will soon be repositioned.

Upcoming- Orientation Theatre, trying to open by Balloon Fiesta.

**Events-** Met with architectural team, orientation. Mark Roland has left messages for Mr. Cohen about doing a sculpture of Sid Cutter. Mr. Cohen asked the commission if they knew of this. Mr. Mezzancello stated Council approved monies for this memorial. Mr. Komadina provided the name of Steve Taylor and a contact number for Mr. Cohen to refer the individual regarding the tribute.

### **13. Environmental Health Department**

It was reported that there was another break in and theft of copper in the Old Los Angeles Landfill property. PNM has come up with new ways to keep people out with bars that block transformers. \$12,000 has been paid out to prevent further break ins. Mr. Gallegos informed Mr. Smith may want to look at security on their transformers, as Environmental Health is looking into installing cameras at their facility due to over 3 recent burglaries. Mr. Nordin asked if need to bring in more dirt. Mr. Gallegos commented that they have not done a survey, but will be doing that soon, and is probably looking at bringing the same amount of 25 cu. yards as last year. 25 cu. yds. Is a dump truck load – this amount is wrong and should be corrected.

**14. Parks & Recreation****15. Telecommunications tower Update****16. Digital Sign update****17. Income since last meeting**

\$9220.00 BFP  
 \$3265.00 Fiesta on the Green  
 \$12485.00 Total

**18. Funding Update / GO Bond**

The 2013 General Obligation Bond was heard at City Council 3/4. A Floor Substitute titled: Approving the Programming of Funds and Projects for The 2013-2022 Decade Plan for Capital Improvements Including the 2013 Two-Year Capital Budget (Winter, by request). This action included language for including a **Sid Cutter Memorial for \$175,000, and \$1.5 Million for Balloon Fiesta Park**. This action was approved by the City Council.

**19. Signage for park****20. Gate key email list cleanup****21. OLD BUSINESS**

Annual Report – continue discussion  
 RFI - RFP – On hold  
 How to recognize past Board / Commission members

**22. NEW BUSINESS**

NEXT COMMISSION MEETING – April 9, 2013

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Parks and Recreation Department staff liaison at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Committee liaison at Parks and Recreation Department at (505) 768-5300 (Phone/Relay) if a summary or other type of accessible format is needed.