

**2025 Carson City Frontier Days, Inc.  
25<sup>th</sup> Annual Hot Air Balloon Shootout (HABSO)  
June 6 - June 7, 2025  
Carson City, MI**

**Manned Free Balloon  
COMPETITION  
AND  
OPERATIONS MANUAL**

**PURPOSE:** This manual was prepared and is being submitted by Carson City Frontier Days, Inc. as part of the application for issuance of Certificate of Waiver or Authorization (FAA Form 7711-2), with attachment and special provisions for a manned free balloon competition, June 6-7, 2025, at or near the balloon competition field located in Carson City, MI (hereinafter referred to as Balloon Field).

## TABLE OF CONTENTS

I.	Applicants Organization and Responsibilities
II.	Certification/Airworthy Determinations
III.	Pilot's and Crew Minimum Qualification and Experience
IV.	Areas of Operations
V.	Types of Operations
VI.	Registrations
VII.	Pilot Briefing Procedures
VIII.	Altitudes
IX.	Weather Briefings
X.	Communications Requirements
XI.	Air Traffic Notifications
XII.	Crowd Control
XIII.	Spectator Areas
XIV.	Clear Zones
XV.	Landowner Notification
XVI.	Appropriate Letters of Agreement
XVII.	Requested Waiver Times
XVIII.	Official Rules
XIX.	Official Schedule
XX	Carson City Waiver
XXI	Pilot Roster

## **SECTION I – Organization and Responsibilities**

Carson City Frontier Days, Inc., through its organization will be responsible for safeguarding all persons and property, flight and ground, during this event known as the 19<sup>th</sup> Annual Hot Air Balloon Shootout (HABSO). **Shawn Raya, 659 Inverness, Highland, MI 48357**, will be the Event Director and is responsible for the overall flight operations and safety of this year's event. Any changes from this person will be coordinated in writing with the Grand Rapids Flight Standards District Office (FSDO).

In the event of any incident or accident considered to be a result of an event task deficiency or procedure, flight operations will be canceled until the deficiencies have been corrected and accepted by the Event Director and on-site FAA inspector.

The following is a list of Event Officials and their duties:

### **Event Director – Shawn Raya (248) 762-5843**

The Event Director is responsible for all flight operations at the balloon event. He ensures that all aspects of the flight activities and related activities are properly done. He consults the Balloon Federation of America (BFA) and its Hot Air Competition Division (HACD) rules in conjunction with the Weather Officer and Safety Officer to choose what task(s) to hold. He then briefs the pilots on all applicable information for each flight. After each flight, he oversees the field measures in conjunction with the Scoring Officer for each task. He consults with the Scoring Officer in the assessment of penalties.

### **Safety Officer – Wes Dickerson (248)431-1567**

The primary duty of the Safety Officer is to monitor all flight operations and to make sure that they are conducted at the highest practical level of safety. Any other duties must be secondary to this responsibility. The Safety Officer should normally execute authority by advising the Event Director, or other responsible official, action which he feels should be taken to ensure the safety of flight operations. The Safety Officer has authority and responsibility to cancel flights in cases where flight operations are considered to be unsafe.

### **Weather Officer – Larry Coan (734)765-1443**

The Weather Officer is responsible for obtaining weather information and reporting it to pilots at all flight briefings. The Weather Officer will report to the Event Director and Safety Officer.

### **Scoring Officer and Chief Measurer –Matt Raya**

The Scoring Officer/Chief Measurer oversees all targets measuring teams and reports the results and scores to the Event Director and competitors.

### **Operations Officer – Tami Tasker (989) 506-0010**

Operations Officers coordinate crowd control activities, public announcements, landowner relations and general event operations activities with the Event Director and Safety Officer.

## **SECTION II – Certificate/Airworthiness Determinations**

Registration will be held under the pavilion at the Oak Grove Campground (11255 E Condensery Rd, Carson City, MI 48811) on Friday, June 6, 2025, from 4:30 PM until 5:30 PM. A general briefing will be held for all pilots, crew, officials and flight crew at the Oak Grove Campground on Friday, June 6, 2025, at 6:15 PM.

At the time and place of registration, each pilot must have the following documents for inspection by organization officials:

- A. Pilot Certificate
- B. Pilot flight activity logbook
- C. Aircraft maintenance logbook
- D. Current and appropriate FAA Certificate of Airworthiness
- E. Current and appropriate FAA Certificate of Registration
- F. Current and appropriate FAA approved aircraft flight manual with operating limitations

(All of the above documents may be inspected by an on-site FAA monitor)

Personnel from Carson City Frontier Days, Inc. and/or FAA inspectors may inspect any aircraft at any time during the event to determine aircraft airworthiness and/or pilot qualification. Compliance with Federal Aviation Regulation requirements for currency and airworthiness is the responsibility of the pilot in command (PIC).

Carson City Frontier Days, Inc. will retain the original list of registered aircraft and registered pilots for one (1) year.

Within fourteen (14) days after the closure of the competition, a copy of the registered aircraft and pilots will be furnished to the Grand Rapids Flight Standards District Office (FSDO).

### **SECTION III – Pilot’s and Crew Minimum Qualification and Experience**

Each pilot must hold an appropriate pilot certificate with lighter than air category and free balloon class rating with airborne heater privileges and have a minimum of 50 hours as pilot in command (PIC). Student pilots are prohibited from flying as PIC during this event. In addition, each pilot must show evidence of successful completion of a Flight Review as required by 14 CFR 61.56.

Only designated flight crews may be carried on board an aircraft operating under the Certificate of Waiver. All flight crew must be designated by the PIC and have been given appropriate training in the conduct of their duties. All designated flight crew must sign a statement that they have been briefed and trained in the conduct of their duties for each specific flight. The maximum number of permitted flight crew will be limited to two (2) during all waived activity. As long as the number of event flight crewmembers specified does not exceed the respective balloon flight manual. A copy of the designated flight crew form is attached.

### **SECTION IV- Areas of Operation**

Headquarters for operations will be stationed at the Oak Grove Campground (11255 E Condensery Rd, Carson City, MI 48811) and all flight operations will take place in the vicinity surrounding the Balloon Field within the confines of the Official Competition Map. Final landings may occur beyond these boundaries, but no Individual Launch Points (ILP) or Common Launch Points (CLP) will exceed the limits specified in the Certificate of Waiver. Attached are copies of the Official Competition Map, the applicable portion of the Michigan Aeronautical Chart showing the location of the Balloon Field and Balloon Field diagram.

### **SECTION V- Types of Operations**

Flight events will consist of single and/or multiple tasks as determined by the Event Director after consultation with appropriate organization officials. All task descriptions are explained in Chapter 15 of the 2025 BFA Rules, Regulations, Policies & Procedures. This 60+ page document is posted for all competitors at [www.bfa.net](http://www.bfa.net) and is available upon request.

### **SECTION VI- Registration**

All pilots are required at registration to sign a statement indicating that they have read, understand and will comply with the Certificate of Waiver, Attachment A, the Special Provisions and any listed attachments.

Within fourteen (14) days after the closure of the event, a copy of the pilot's signed statements will be furnished to the Grand Rapids Flight Standards District Office (FSDO).

## **SECTION VII- Pilot Briefing Procedures**

Before each flight operation (tasks), the Event Director and staff will perform a pilot briefing. These briefings will consist of all details affecting flight operations. At each briefing, no pilot may fly until released by the Event Director by answer to roll call or other means whereby the Event Director is satisfied that the pilot has received all pertinent briefing information.

## **SECTION VIII- Altitudes**

Federal Aviation Regulations 91.119(b) and 91.119(c) will be waived for all properly registered pilots and aircraft.

FAR 91.119(b) is waived to allow flight by participating balloons over congested areas of a city, town or settlement or over an open-air assembly of persons at an altitude of 500 feet above the highest obstacle within a horizontal radius of 500 feet of the balloons flying within the confines of the Competition Map.

NOTE: Launching a balloon into or over a congested area or open-air assembly of people shall require the pilot to be in a continuous rate of climb until an altitude of 500 feet is attained above the highest obstacle with a horizontal radius of 500 feet of the balloon.

FAR 91.119(b) is also waived to allow flights over, but no closer than 75 feet, to people in the designated spectator areas which are under the direct control of the Carson City Frontier Days, Inc. Regarding the 75-foot rule, the balloon must have attained a state of equilibrium at this 75-foot minimum altitude and not be descending while crossing over the designated spectator area. Once past the spectator area and over the Clear Zone surrounding the target, the balloon may descend to the ground unless signaled otherwise.

FAR 91.119(c) is waived to allow flight to ground level over open water or sparsely populated areas, but no closer than 200 feet to any person, vessel, vehicle or structure (except people designated as officials).

The maximum altitude for flight operations in this event will be 9,000 feet above ground level (AGL).

Pilots and/or aircraft not registered for this event and who fly within the confines of the competition map will not be given the privilege of the waiver and must comply with Federal Aviation Regulations 91.119(b) and 91.119(c).

## **SECTION IX- Weather Requirements**

Flight operations will be conducted during the period from sunrise to sunset and with Visual Flight Rules (VFR) weather conditions as specified in the Federal Aviation Regulation 91.155.

The maximum wind velocity for launch during the event will be 10 knots. As the wind velocity frequently increases after launch, it is the Pilot in Command's responsibility to determine when a landing should be made. Determination of wind velocity and direction will be taken prior to each pilot briefing.

If the closest weather reporting station to the launch site shows that it is marginal visual flight rules (MVFR) weather or less (MVFR is defined as ceiling 1,000 to 3,000 feet and/or visibility 3 to 5 miles inclusive) an on-site weather observation may be taken if the weather observer is qualified and is acceptable to the Event Director and to the Grand Rapids Flight Standards District Office.

Local weather will be monitored using computer/cell phone internet connections as well as telephone contact with the Lockheed Martin Flight Services. Computer monitoring equipment will be located at the Oak Grove Campground (11255 E Condensery Rd, Carson City, MI 48811). Additionally, helium filled pilot balloons will be available at the field to measure wind velocity and direction.

## **SECTION X- Communication Requirements**

Prior to flight operations, pilots will be briefed and given all updated information appropriate to the task(s) being flown. Flight safety information or cancellation will be given by a public address system (PA) located in the field.

Pilots who carry citizen's band (CB) radios, aircraft radio, UHF, VHF or FM radios may receive information from the events control center on an appropriate frequency. Information may also be disseminated via a local radio station, as identified at the mandatory pilot briefing along with pilot and crew chief mobile phone numbers collected during registration.

A suitable PA system or visual system, which has the capability of communicating with pilots on board in flight, will be available to advise them that the task has been canceled and/or that unsafe conditions exist.

## **SECTION XI – Air Traffic Notification**

The Event Director or appropriate officials will request that a Notice to Airmen (NOTAM) is issued advising air traffic that approximately 20 hot air balloons will be flying in the vicinity of the Balloon Field (Carson City).

The NOTAM must be filed with the Lockheed Martin Flight Services (877-487-6867) at least 48 hours, and no more than 72 hours, prior to the event and must include date, time, place, areas, altitudes and duration of the scheduled flights.

## **SECTION XII – Crowd Control**

State and county police, in addition to officials from the Event Staff and Carson City Frontier Days, Inc. will provide crowd control. Permanent pavement markings will be used to isolate the spectators from the Clear Zone (target areas) and from the pilot briefing area.

If the wind direction or velocity should change significantly, the on-site FAA inspector and/or officials from the Event Staff will consider moving the crowd line if required. This will be accomplished by using the PA system to alert the spectators that for their safety the spectator line must be moved. When necessary, the crowd control line will be moved by personnel from the Event Staff and/or the Carson City Frontier Days, Inc. with the coordination of local law enforcement agencies.

Targets/goal areas away from the Balloon Field will occur in remote rural areas and will attract few, if any, spectators. Any on-hand Event Staff, Carson City Frontier Days, Inc. Staff and ground crew members will control any crowd and prevent spectators from entering landing areas.

## **SECTION XIII – Spectator Areas**

The designated spectator area will be maintained at a minimum of a 100-foot radius away from the designated target area. This 100-foot minimum Clear Zone shall remain sterile except for officially designated Event Staff and any on-site FAA inspector. The spectator area for this event will be located on all sides adjacent to the Balloon Field. Spectator traffic will be controlled by local law enforcement officials and/or personnel from Carson City Frontier Days, Inc. and will be directed to designated parking areas.

If, as pilots approach the target area, there appears to be an unsafe condition existing in the Spectator Area or Clear Zone, it is the PIC's responsibility to avoid or fly that area.

Pilots dropping any marker into the designated spectator area will not achieve a result.

For additional safety for spectators, ground crew members, pilots and the general public, Carson City Frontier Days, Inc. will have an ambulance, paramedic and fire truck on-call due to their close proximity.

#### **SECTION XIV – Clear Zones**

Clear Zones for this event will be at and around the target/launch area located at the Balloon Field. Only Event Staff, Carson City Frontier Days, Inc. Officials and FAA Inspectors will be authorized entry into the designated Clear Zones during flight operations. Event Personnel will enforce this. Minimum altitude in the Clear Zones shall be ground level. The Event Director, with concurrence from the on-site FAA Inspector and/or Safety Officer, may permit spectators on the launch field during launches, tethered flights and/or balloon glows.

#### **SECTION XV – Landowner Notification**

The General Public will be advised of the balloon competition by newspaper, radio, television and/or local posted signs.

Landowners may request that their property be shown on the competition map as Sensitive Areas (SA) or Prohibited Zones (PZ's). The competition map will be updated daily and will be on display at the briefing area. All marked SA's will not allow for any launches or landings while all marked PZ's will require 500- or 1,000-feet minimum altitude AGL.

Pilots must obtain permission for a launch or landing on private property to minimize disturbance to the landowner and possible livestock.

Permission must be obtained prior to entry on private property.

Positive landowner relations are vital to the continuance of the event. There must be an ongoing effort by this organization to maintain good landowner relations in this and other events.

#### **SECTION XVI – Appropriate Letters of Agreement**

(None on file)

Within fourteen (14) days after the closure of the competition, a copy of the registered aircraft and pilots will be furnished to the Grand Rapids FSDO.

Within fourteen (14) days after the closure of the event, a copy of the pilot's signed Certificate of Waiver statements will be furnished to the Grand Rapids FSDO.

## **SECTION XVII – Requested Waiver Times**

<b><u>DATE</u></b>	<b><u>TIMES</u></b>
Friday, June 6, 2025,	6:00 PM - 9:17 PM
Saturday, June 7, 2025,	5:58 AM - 10:00 AM 6:00 PM - 09:18 PM

NOTE: Free or tethered flights will not be permitted prior to official sunrise or after Official sunset. All balloons must remain on the ground during balloon glows.

## **SECTION XVIII – Official Rules**

The Official Rules are the 2025 Balloon Federation of America Rules, Regulations, Policies & Procedures, updated 2020. This 60+ page document is posted at [https://bfa.net/images/HACDivision/rulesandregulations/HACD\\_-\\_Rules\\_2024.pdf](https://bfa.net/images/HACDivision/rulesandregulations/HACD_-_Rules_2024.pdf) and is available upon request.

## SECTION XIX – Official Schedule

# Carson City Frontier Days Schedule 2025

(Schedule is subject to change - this is not the final draft)

### Friday, June 6

<i>All Day</i>	<i>City Wide Yard Sales</i>
6:00 a.m.	Balloon Fly Over (Optional)
11:00 a.m. – 4:00 p.m.	Food Truck Rally in parking lot behind EZMart
4:30 p.m. – 5:30 p.m.	Pilot Registration, Under Pavilion at Campground
5:30 p.m.	Pilot Dinner @ Campground
6:15 p.m.	Pilot Flight Briefing, Campground
5:00 p.m.	Community Picnic @ Haradine Park
6:00 p.m.	Duck Race down Fish Creek
6:00 p.m. – close	American Legion Beer Tent by SAL
6:00 p.m. – 9:00 p.m.	Music by Charlie Rockits in West Park
7:00 p.m. – 8:45 p.m.	Balloon Launch from Fort Frontier Park
7:30 p.m.	5K Glow Run Kids Races @ Haradine Park
8:00 p.m.	5K Glow Run @ Haradine Park
Dusk	"Light Up The Night" Glow @ West Park

### Saturday, June 7

<i>All Day</i>	<i>City Wide Yard Sales</i>
5:30 a.m.	Pilot Flight Briefing, Campground
5:58 a.m. – 10:00 a.m.	Balloon Fly-Over
7:00 a.m. – 9:00 a.m.	Balloon Fly-Over
10:00 a.m. – 11:00 a.m.	Chainsaw Carving Show
10:00 a.m. – 1:00 p.m.	Antique Tractor Show @ West Park
10:00 a.m. – 1:00 p.m.	Car Show @ Haradine Park
10:00 a.m. – 5:00 p.m.	Petting Farm
10:00 a.m. – 5:00 p.m.	Fun Zone – Inflatables
10:00 a.m. – 5:00 p.m.	Marketplace Craft Show (Sherman Street)
11:00 a.m.	Kid Pedal Pull @ West Park (Fort Frontier)
11:00 a.m. – 1:00 p.m.	Picnic Luncheon- United Methodist Church.
11:00 a.m. – 1:00 p.m.	Puzzle Competition
11:00 a.m. – 4:00 p.m.	Escape Room on Sherman Street
11:00 a.m. – 5:00 p.m.	Food Truck Rally
11:30 a.m. - gone	Chicken BBQ @ American Legion Post 380
12:00 – 1:00 p.m.	Chainsaw Carving Show
1:30 p.m.	Grand Parade – Main Street
2:00 p.m. – 5:00 p.m.	Retro Bowling – Free bowling for community
2:00 p.m.	Corn Hole Tournament @ Grove Park
2:00 p.m. - 5:00 p.m.	Ben the LEGO Man
2:30 p.m. - 3:30 p.m.	Chainsaw Carving Show
4:00 p.m. – close	American Legion Beer Tent by SAL
4:00 p.m.	Chainsaw Carving Auction

6:00 p.m. – 9:00 p.m.	Music by Kevin Schaffer in West Park
6:15 p.m.	Pilot Flight Briefing, Campground
7:00 p.m. – 8:45 p.m.	Balloon Launch from Fort Frontier Park
Dusk	"Light Up The Night" Balloon Glow
<i>Dusk</i>	<i>Emergency Vehicle Light Parade</i>
Dark	Frontier Days Fireworks – West Park

**Sunday, June 8**

9:30 a.m.	Pilot Banquet @ CC-C High School
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## Flight Crew Acknowledgement of Responsibility

Please Print:

Pilot Name: \_\_\_\_\_  
*First Middle Last*

### ACKNOWLEDGEMENT OF RESPONSIBILITY AND BRIEFING

Provisions permit crew to be carried during competition but require that the number be kept to a maximum of two (2). Please have all crew sign the Flight Crew Acknowledgement of Responsibility form. Have all your crew sign the enclosed form and maintain this form throughout the weekend. You may be asked to produce this document by an FAA representative. I hereby acknowledge that:

- a) I have received appropriate training concerning my duties relative to the event; **Initials** \_\_\_\_\_
- b) I have attended the pilot and crew member briefing before each event; Initials \_\_\_\_\_
- c) I have been designated Event Flight Crew member for the purpose of this event. **Initials** \_\_\_\_\_

### RELEASE OF ALL CLAIMS

In consideration of the agreement to permit me to be a designated flight crew member, on behalf of myself, my heirs, successors, executors, administrators, and legal representatives (collectively "I") do hereby release and forever discharge the Carson City Frontier Days, Inc., financial sponsors of the balloons, race officials and their respective officers, directors, trustees, agents, members, employees, successors and assigns, and each of them, from any and all claims, demands, damages, actions and causes of action of every name and nature, anticipated or unanticipated, which I may have against any of the aforementioned organizations and persons, which may arise out of or result from or in any manner be connected with the balloon flight or activity in which I participate as a designated flight crew member. Balloon flight or activity includes but is not limited to the preparation, take-off, flight, landing, and boarding, pack-up or travel to or from the take-off or landing areas, including ground transportation thereto.

I certify that I am at least 18 years of age, and that I have no medical or mental condition that prevents me from participating in the Ballooning Activities or from executing this Agreement. Further, I understand and acknowledge that Ballooning Activities are hazardous activities and that there is a possibility that those participating could be injured and/or killed while participating. Finally, I understand that I am being permitted to be a designated crew member only on the condition that I grant a full and complete release of any and all claims that may arise against the organizations and persons designated herein as a result of any injuries (including death) or damages that I may suffer as a result of or arising out of the balloon flight or activities.

This Agreement was entered into in Michigan and shall be enforced and interpreted under Michigan law. Should any clauses in this Agreement be in conflict with state law, then only that clause shall be null and void while the remaining clauses shall remain in full force and effect

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IN WITNESS WHEREOF, I hereunto set my hand at Carson City, Michigan, this \_\_\_\_ day of \_\_\_\_ June, 2025

_____ PRINTED NAME	_____ SIGNATURE	_____ Date
_____ PRINTED NAME	_____ SIGNATURE	_____ Date

## SECTION XXI – Pilot Roster

<b>Pilot Name</b>	<b>Address</b>	<b>Balloon N#</b>	<b>Manufacturer/Year</b>	<b>Last Annual Date</b>
<b>Raya, Shawn (Commercial)</b>	<b>659 Inverness Highland, MI 48357</b>	<b>430SR</b>	<b>Cameron, 2020</b>	<b>04/2024</b>
<b>Coan, Larry (Commercial)</b>	<b>57593 Village Dr. New Hudson, MI 48165</b>	<b>165JD</b>	<b>Cameron, 2007</b>	<b>3/2024</b>
<b>Andrew Gross (private)</b>	<b>4815 Alexander Rd; Pemberville, OH 43450</b>	<b>682CB</b>	<b>Cameron Balloons,2014</b>	<b>03/2024</b>
<b>Steve Mitchell (commercial)</b>	<b>11048 Carriage Hill Dr Chagrine Falls, OH 44023</b>	<b>141CK</b>	<b>Cameron Balloons 2009</b>	<b>3/2024</b>
<b>Brad Hosmer (private)</b>	<b>2630 W Lakewood Lane Oak Creek, WI 53154</b>	<b>12222H</b>	<b>Head AX7-77, 2023</b>	<b>5/2024</b>
<b>Tom Brown (commercial)</b>	<b>11724 Crum Road Plainwell, MI 49080</b>	<b>4014T</b>	<b>Cameron Z-90, 2007</b>	<b>5/2024</b>
<b>Wertman II, Donald (Commercial)</b>	<b>5087 Winewood Lane Commerce Twp, MI 48382</b>	<b>69513</b>	<b>Cameron, 2017</b>	<b>1/28/2025</b>
<b>Chuck Walz (Commercial)</b>	<b>10269 Mt Hope Road</b>	<b>542YB</b>	<b>RVB AX7 2016</b>	<b>1/20/24</b>
<b>Jones, Derrick (Commercial)</b>	<b>4533 Equestrian Drive Hudsonville, MI 49426</b>	<b>542CU</b>	<b>RVB 2019</b>	<b>5/14/24</b>

<b>Stephen Miller (commercial)</b>	<b>13080 Michalek Lane, South Lyon, MI 48178</b>	<b>3286D</b>	<b>Balloon Works, FF8B-15, 1997</b>	<b>5/1/2024</b>
<b>Gauthier, Travis (Private)</b>	<b>2140 Old Ln. Waterford, MI 48327</b>	<b>3011G</b>	<b>Lindstrand, 2020</b>	<b>3/6/2024</b>
<b>Janet Lutkus (commercial)</b>	<b>1780 Forest Drive Medina, OH 44256</b>	<b>485GG</b>	<b>Cameron ZL70, 2016</b>	<b>5/2024</b>
<b>Eric Reeder  (Private)</b>	<b>1111 W State Road  Hastings, MI 49058</b>	<b>9002D</b>	<b>Linstrand, 2018</b>	<b>6/11/24</b>
<b>Tamara Jett  (Private)</b>	<b>451 Circle Pt  Clarkston, MI 48346</b>	<b>313LB</b>	<b>Lindstrand, 2004</b>	<b>4/18/24</b>
<b>James Mitchell  (Commercial)</b>	<b>6623 Cobblefield Dr  Medina OH 44256</b>	<b>7598M</b>	<b>Cameron, 2024</b>	<b>5/2024</b>
<b>Jeff Knapp  (Private)</b>	<b>198 Vantage VW Brooklyn, MI 49230</b>	<b>1326D</b>	<b>Cameron, 2005</b>	<b>5/2024</b>

<b>Lauren Hanson (Private)</b>	<b>7209 Crown Point Circle Portage, Mi 49024</b>	<b>405AB</b>	<b>Adams A55,2021</b>	<b>8/2024</b>
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<b>Jeffrey Faber (commercial)</b>	<b>318 W 32<sup>nd</sup> Street Holland, MI 49423</b>	<b>9088M</b>	<b>Aerostar Raven</b>	<b>11/2024</b>
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<b>Tyler Jaques (commercial)</b>	<b>126 Quail Street Battle Creek, MI 49037</b>	<b>820PR</b>	<b>Cameron 2014</b>	<b>5/2024</b>
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