

**Town of Haverhill  
Dean Memorial Airport Zoning Commission  
WORKING MEETING MINUTES  
J.R Morrill Building  
2975 Dartmouth College Highway  
No. Haverhill, NH 03774  
And on Zoom  
Tuesday, January 17, 2023  
5:00 PM**

**CALL TO ORDER:** The meeting was called to order at 5:01 PM by Susie Tann, Chair.

**Members of the Commission:**

**Chair:** Susie Tann

**Vice Chair:** Cliff Batchelder

**Member:** Matthew Bjelobrk

**Member:** Miguel Vasconcelos

**Ex officio:** Michael Graham

**Airport Manager:** Ralph Crosswell

**Airport Technician:** Dan Freeto

**ROLL CALL ATTENDANCE**

Cliff Batchelder (Here), Matthew Bjelobrk (Here), Ralph Crosswell (Here), Michael Graham (Absent), Susie Tann (Present), Miguel Vasconcelos (Excused). A quorum was met.

**On-Line Visitors:** None.

**In-Person Visitors:** None

**APPROVAL OF THE AGENDA**

Chair Tann suggested changes to the Agenda to include deleting approval of the minutes from the previous two meetings (12-14-22 and 1-10-23), and the Airport Manager's and Airport Maintenance Technician's reports. Everyone was in agreement to the deletions.

**PENDING BUSINESS**

**Draft Airport Zoning Regulations:** Finalizing the revisions to the Regulations.

Tann explained that the current draft that was being reviewed tonight represented the revisions from Guy Rouelle, Airport Consultant from Dubois & King and Joe Driscoll, Town Lawyer from Mitchell Municipal Group that the Commission had previously agreed to at the January 10, 2023, meeting.

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The following corrections were noted:

- The words "the Ordinance" were changed to "these Regulations" throughout the document.
- The date of the map was changed to February 15.
- Definitions: Navigable Airspace is now compatible with the FAA definition.

“Any” mobile object was retained in #13 and #17 definitions.

- “Attachment” was changed to “Appendix” throughout the document.
- Section IV: “Maintained” was changed to “repaired”.
- Section V: FAA Form 7460-1 process was added.
- Section VII: Under Future and Existing Uses; wording broaden to include all federal, state, and local laws, ordinances, and regulations in addition to submitting FAA Form 7460-1. Under Variances; wording remains, “may be allowed”.
- Section IX: language aligned with RSA, “Town of” added, number 2 deleted under “the following powers”.
- Section X: “100 feet of the airport boundaries”
- Section XII: Used updated language and referenced applicable RSAs.
- The map is not included at this time due to printing problems before the meeting. Tann explained that the map with a key is from the NHDOT.

**MOTION #1:** Bjelobrk made the motion and Batchelder seconded the motion to accept the changes. Tann suggested an amendment to the Motion: to include any non-substantive edits by Jennifer Boucher, Assistant Town Manager and any grammatical edits by Joanna Bligh, Transcriptionist. Bjelobrk modified the motion to include these additions and Batchelder seconded the motion.

**Voice Vote:** All in favor with none opposed. The motion passed unanimously.

#### **ADJOURNMENT**

**MOTION #2:** Bjelobrk made the motion and Batchelder seconded the motion to adjourn the meeting at 5:17 PM.

**Voice Vote:** All in favor with none opposed. The motion passed unanimously.

#### **NEXT STEPS**

- **Next Meeting:**  
January 24, 2023, at 5:00 PM  
Haverhill Planning Board-Airport Zoning Commission Joint Public Hearing

*Transcribed by: Susie Tann, Chairperson Airport Zoning Commission*

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