

**Town of Haverhill**  
**Dean Memorial Airport Zoning Commission**  
**MEETING MINUTES**  
**R.E. Clifford Memorial Building**  
**65 South Court St.**  
**Woodsville, NH 03785**  
**And on ZOOM**  
**Wednesday, March 8, 2023**  
**5:00 PM**

**CALL TO ORDER:** The meeting was called to order at 5:03 PM by Susie Tann, Chair.

**Members of the Commission:**

**Chair:** Susie Tann

**Vice Chair:** Cliff Batchelder

**Member:** Miguel Vasconcelos

**Member:** Matthew Bjelobrck

**Ex officio:** Michael Graham

**Airport Manager:** Ralph Croswell

**Airport Technician:** Dan Freeto

**ROLL CALL ATTENDANCE**

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

**On-Line Visitors:** None.

**In-Person Visitors:** Mark Codling.

**APPROVAL OF THE AGENDA**

Chair Tann asked the members for changes to the Agenda and there were none.

**MINUTES REVIEW**

**MOTION #1:** Bjelobrck made a motion and Batchelder seconded the motion to approve the Minutes from the December 14, 2022, Airport Zoning Commission meeting minutes as written.

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

**MOTION #2:** Bjelobrck made a motion and Batchelder seconded the motion to approve the Minutes from the January 10, 2023, Airport Zoning Commission meeting minutes as written.

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

**MOTION #3:** Bjelobrck made a motion and Batchelder seconded the motion to approve the Minutes from the January 17, 2023, Airport Zoning Commission meeting minutes as written.

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

**MOTION #4:** Bjelobrck made a motion and Vasconcelos seconded the motion to approve the Minutes from the January 24, 2023, Airport Zoning Commission meeting minutes as written.

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

## **AIRPORT MANAGER'S REPORT**

This report was received via email to the Commissioners on March 3, 2023 and is copied here:

- “Snowblower, I picked the repaired PTO Shaft up this morning. I was advised NOT to use the one we Temp fixed till failure as it could be more expensive as it might cause more damage the way it could let go. Dan and I discussed swapping it out after the next storm.
- Bi-partisan Infrastructure Rural Airport Funds, we did not get approved for any of the Federal Funds again. We submitted a GREAT proposal.....Looking into who got the funding nationwide and what the difference was from our proposal. Last year NO rural Airport in NH got these so called bi-partisan funds, MHT was the only approved airport.....More to come.
- We are submitting for a grant Sen. Shaheen is sponsoring.
- We have 2 discrepancies from our 5010 Inspection we can't fix till spring to release Sen. Hassan's grant for \$115,000. The poles at Business Rd/RT 116 is still being researched by the FAA. The terrain around RW 19 is what has to wait for spring.”

## **PENDING BUSINESS**

### **Aviation Scholarship Program**

#### ***Melissa Ulery-Scholarship Recipient***

- Tann paraphrased a letter from Tiesha Fenwick, SPT, Panther Physical Therapy, Plymouth State University regarding Melissa Ulery's recovery status from an injury to her left upper extremity dated March 1, 2023. Melissa is “currently limited to utilizing (her) left upper extremity non-repetitive feeble activities”. Her “ability to resume regular activity will be re-evaluated in 3-4 weeks”.
- Tann then read an email from Melissa dated 3-8-23 that stated: “In regards to my injury, unfortunately when I fell I twisted my arm and sustained nerve damage and then I fell again on ice in November and injured it further. If I had a pure muscle injury the recovery time would be much quicker.” The letter went on to say that timing has not been on her side and that was soon as she is released from PT she is going to continue to get her pilot's license. Melissa is in communication with Emerson and plans to pursue additional scholarship opportunities from other sources.
- Vasconcelos suggested that the Commission determine the present unused balance that Emerson Aviation is holding. The Commissioners agreed and Tann will look into this.

#### ***Scholarship Trust Fund Update***

- Tann handed out the February spread sheet with the details for the Frank Easton-Dean Memorial Airport Trust and noted that the funds only generated \$93.44 in February with an average of about \$243.00/month for the last months of 2022.
- Vasconcelos noted that the management fee that Bar Harbor Wealth Management Trust Service is charging is more than half of the gross income (February 2023) and that the management fees seem consistently high. This is having an impact on how much money the scholarship fund can accrue and subsequently that we can offer to prospective applicants. Tann will discuss this with TM Codling to find out if the Scholarship Trust can be transferred to another management company with more reasonable rates.
- Chair Tann reported that the scholarship fund currently has an income balance of \$4,735.43.

## **NEW BUSINESS**

### **Mission Statement**

Tann reported that at the January 19, 2023 Advisory Budget Committee meeting Ralph Crosswell discussed how the airport is self-funded and has access to multiple sources of revenue without using any tax payer dollars. A motion was made and approved to remove the airport operating budget of \$83,105.00 from the Town budget. Consequently, the Airport Zoning Commission Mission Statement needs to be amended.

**MOTION #4:** Bjelobrk made a motion and Vasconcelos seconded the motion to delete the words, “and that reduce the tax burden on the Town’s residents” and insert a period after the words, “Optimizing sustainable revenue-producing operations”.

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

### **Scholarship Program Revision**

Tann reminded the Commissioners of the process that will be used to write a revised description of the Scholarship Program. The process will begin with identifying the amount of scholarship funds that the Commission has to disperse in a given calendar year.

Discussion covered the following issues and suggestions to consider:

- A one time annual award in the amount of \$3,000.00 (three thousand dollars) to one qualified applicant who fulfills the selection criteria.
- An asterisk on the above sentence to indicate that the applicant may be eligible to apply for additional funding the following year.
- Put a cap on how much money an applicant can receive over a certain period of time.
- Selection process:
  - Applicants must be in pursuit of an aeronautical activity.
  - What will benefit the most amount of people who have an interest in pursuing an aeronautical activity? Give precedence to applicants who have not received an award in the past or help one applicant advance their studies?
  - Apply reasonable discretion to maximize the impact of the scholarship funds.
- “Aeronautical activity” is defined by the FAA. I included aviation-related careers and training to achieve an aviation-related goal ie, private pilot’s license.
- Timeline: due to the date of school acceptance times and our summer weather window for flying

**MOTION #3:** Bjelobrk made a motion and Vasconcelos seconded the motion to not accept any scholarship applications in 2023 or until new criteria can be established. Vasconcelos suggested amending the motion to include that we clearly understand the Scholarship Trust Fund budget and establish how much money we can anticipate that the fund will accrue in a 12 month period before moving forward with applications.

**Voice Vote:** All in favor, none opposed, none abstained. The motion passed unanimously as amended.

## **ADJOURN**

**MOTION #4:** Bjelobrk made a motion and Batchelder seconded the motion to adjourn the meeting at 6:14 PM.

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

*Minutes prepared by Susie Tann: no recording available.*