

**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, January 12, 2022  
5:00 PM**

**CALL TO ORDER:** The meeting was called to order at 5:07 PM by Susie Tann, Chair.

**Members of the Commission:**

**Chair:** Susie Tann

**Vice Chair:** Cliff Batchelder

**Member:** Miguel Vasconcelos

**Select Board ex officio:** Matthew Bjelobrk

**Airport Manager:** Ralph Croswell

**Airport Technician:** Dan Freeto

**ROLL CALL ATTENDANCE**

Miguel Vasconcelos (Here), Ralph Croswell (Here), Cliff Batchelder (Here), Mathew Bjelobrk (Here), Susie Tann (Here). A quorum was met.

**Visitor:** Dennis Cunningham.

**Members of the Public Present:** None.

**MINUTES REVIEW**

**MOTION #1:** Bjelobrk made a motion and Vasconcelos seconded the motion to approve the Minutes from the **December 8, 2021**, Airport Zoning Commission meeting as amended.

- Bjelobrk noted that the start and end time of the meeting was incorrect. Tann noted that the meeting started at 5:00 PM not 6:00 PM.

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

**AGENDA MODIFICATIONS:**

- Tann noted that Guy Rouelle and Dave Binford were not able to attend.
- Tann recommended an extra meeting to meet with Guy Rouelle for Ordinance revision work. Bjelobrk noted that a meeting could be added, but it would have to be warned.
- Tann stated that Binford, a new scholarship applicant, must meet in person with the scholarship Committee for an interview.

## **AIRPORT MANAGER'S REPORT: Ralph Croswell**

Croswell read from the Dean Memorial Airport 2021 Report for the Select Board, as follows:

### ***SAFETY***

“The road issues and the tree obstructions from the Safety Study have been taken care of, so we are definitely in compliance on anything in the Safety Report on Runway 1 with the road being closed. He spoke with the Airport Rd. families and how the road closure impact them and their quality of life, and they have no complaints whatsoever. Town Manager Codling is planning to do a road survey, and I asked if I could jump on board for that. The power line and poles off of Runway 19. Pictures of the poles with numbers were sent to Guy Rouelle and he take the lead and contact Southern NH PSNH and Eversource who own the poles.”

### ***COMPLIANCE***

“The 3-year spill bucket test on tank 2-A failed.” Croswell thanked Dennis Cunningham for the contact of Dave Landry who came to the airport on January 4 and replaced the rubber boot on tank 2-A. Croswell thanked Cunningham for the referral.

The DES has been notified to update their website to post that the Dean Memorial Airport fuel tanks are in compliance.

The storm water pollution prevention plan has been updated and sent to the NHDOT for final approval.

### ***FUEL DISTRIBUTION***

The credit card reader was serviced on January 3, but had internet problems. Croswell stated that the Profile IT provider recommended moving the modem to the fuel facility to improve the internet service to the card reader. Croswell noted there remains an electrical problem with the keys, which will be rewired.

Croswell fielded a question from Bjelobrk about losing power, and Croswell asked the service providers to which they responded that when the internet is up, the card reader service is comes up automatically.

Croswell stated that 3100 gallons were sold generating \$15,323 at \$4.95/gallon, and 2841 gallons will be carried over to 2022. Croswell noted that the cost of fuel was increased to \$5.95/gallon

for 2022, so the 2841 gallons carried over will generate \$16,000 in revenue. Croswell noted that the profit margin is \$1.63/gallon. Vasconcelos discussed the justification of increased fuel prices.

Croswell noted that there is a fuel problem with the keys, which are inoperative, and the repairs are in process. Croswell noted that if anyone needs gas, he or Dan Freeto need to be called, or they can be fueled from the right-hand keys.

### ***HANGER CAPACITY***

Croswell stated that the hangers are full with eleven registered aircraft on the FAA quarterly report.

Croswell stated that the Airport Technician's Report was not available.

## **AVIATION SCHOLARSHIP PROGRAM**

### **Current Scholarship Recipients**

#### ***Mark Codling***

- Nothing new to report for the last month.

#### ***Melissa Ulery***

- No report.

Vasconcelos noted that regular progress reports in writing to the Committee is acceptable.

## **DRAFT ZONING ORDINANCE**

Tann stated that before the next meeting with Guy Rouelle, she asked if the members could review Section 424:6, and then, with Rouelle's guidance, she could paste the wording into the Haverhill Ordinance because it refers to the RSA 14:4 Permits and Variances. Vasconcelos recommended the Commission submit the Ordinance document to the state (Department of Transportation) for review of the draft to confirm that it complies with the guidance documents, which could be included as reference citations and will validate the process. Discussion continued.

Vasconcelos asked that 424 or state law allows for the inclusion of a **disclosure statement** for inherent operational implications for building or buying a house or property in the 3-mile airport impact area. Tann suggested including the disclosure statement under permitting. Tann discussed the wording of the Town's Building Permit, which has questions on the Airport Zoning Ordinance and other state and federal laws. Bjelobrck noted that a disclosure statement is not required, but .... [garbled]. Vasconcelos stated that he will research the state disclosure statements. Bjelobrck stated that .... [garbled]. Tann stated that she will bring this topic up to Rouelle to discuss when he attends.

## **ANNUAL REPORTS**

Tann noted that she is preparing an Annual Report for the Airport Zoning Commission in addition to Croswell's Airport Manager's Annual Report for inclusion into the Town's Annual Report. Tann reported that her topics to write about are zoning, the scholarship, and airport awareness.

## **NEXT STEPS**

- Tann confirmed that all members had the documents (Dean Memorial Airport Zoning Regulations and Title XXXIX Aeronautics, Chapter 424, Airport Zoning, Section 424:6) to review for the next meeting.
- Tann reintroduced the need to complete the Mission Statement. Vasconcelos noted to make sure the Commission clearly defines the airport zoning mission versus airport operations. Vasconcelos suggested adding:  
    “On request, we will assist the Town Manager or the Select Board on matters relating to the airport ....”

**Next Meeting:** February 9, 2022, at 5:00 PM.

## **ADJOURNMENT**

**MOTION #2:** Bjelobrck made the motion and Vasconcelos seconded the motion to adjourn the meeting at 5:43 PM.

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

**Meeting Adjourned at 5:43 PM.**

*Joanna Bligh, Transcriptionist*