

**Town of Haverhill Dean Memorial Airport Zoning Commission
Meeting Minutes 3-11-20
Wednesday 6:00 PM**

Members of the Commission present: Susie Tann, Cliff Batchelder, Bart Mann

Airport Manager: Ralph Crosswell

Airport Technician: Dan Freeto

Selectboard Liaison: Matthew Bjelobrk, excused. Darwin Clogston, present

Members of the public present: Howard Hatch, Doug Hansen

The meeting was called to order at 6:00 PM.

Approval of Minutes: Minutes not approved from February 12,2020 due to availability.

Discussion:

Susie reviewed the discussion that she had with Brigitte this afternoon.

1. Priority for the commission: Vision and Mission statements

A vision statement defines the direction that the airport is taking. What do you envision the airport providing to the community during the next 10 years? What will it look like?

What needs to be retained or maintained? What needs to be added or deleted?

From the information that we gather from a brainstorming session I will write a draft mission statement with Joanna Bligh, Brigitte's assistant that will incorporate everyone's vision. We will discuss the draft and vote on it.

2. Rules of Procedure: These rules describe the Commission's authority and responsibilities including:

Zoning: airspace, complaints

Programming: Awareness Days, scholarship program, vision and planning

The Airport Manager is responsible for public awareness, managing the airport consultant, acts as a conduit between the town and the consultant's data

Terms of Chairperson and Vice-Chairperson as well as members

3. Joanna Bligh is writing a Town handbook that will include the Airport Zoning Commission's missions statement.

Airport Manager and Airport Technician Report:

Ralph and Dan will make sure that the electrical and phone wires laying on the ground from the airport house demolition site are properly taken care of.

Dan discovered that the runway lights were out of service. Repair is on hold until the ground thaws. Five of the lights are working. This means DMA is not approved for night landings until repairs are made. A NOTAM was made.

Discussion:

Guy Rouelle, DuBois and King Consultant will be invited to attend meetings which require his expertise.

We need to request an updated airport map from Guy for our Zoning Regulations.

Discussion:

Howard feels that we need to clarify the easements on north end of the runway. In addition he asked if NPIAS is aware that the airport does not own the airspace at the ends of the runway? At some point the direction of the runway got changed from east/west to north/south.

Doug asked how can we mandate obstructions when we have electrical poles, hangar and ground penetrations (ie, telephone pole at Town Shed)?

Doug expressed that the preservation of the water box is important as it signifies the history of the airport.

Discussion:

We will read the Feasibility Study Scope of Work in preparation for discussion next meeting.

Discussion:

A code for the copier was requested to be used during our meetings if needed; to provide copies of documents to attendees. Darwin will look into this for us.

The meeting was adjourned at 7:15 pm.

With apologies: these minutes were typed from notes taken during the meeting. The recording of the meeting could not be located.

Respectfully submitted,
Susie Tann
Chairperson