

**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 9, 2022
5:30 PM**

CALL TO ORDER: The meeting was called to order at 5:30 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

Town Employee: Assistant Town Manager (ATM), Jennier Boucher

ROLL CALL ATTENDANCE

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

Visitor: Mark Codling

APPROVAL OF THE AGENDA

- Chair Tann added to the Agenda a discussion of a 10-year vision for airport development for the Master Plan, Transportation section, which is in the process of being updated.

MINUTES REVIEW

MOTION #1: Bjelobrk made a motion and Batchelder seconded the motion to approve the Minutes from the **February 9, 2022**, Airport Zoning Commission meeting as written.

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

AIRPORT MANAGER'S REPORT

Croswell presented his report:

- Croswell discussed the new Bipartisan Infrastructure Law and the funding (taxpayer money) that is being diverted to rural airports. For Haverhill's airport, the construction of an arrival center project was selected.
- Croswell discussed the updated Stormwater Pollution Manual has been completed and is available. Croswell stated after storms, he inspects the drainage areas and records data.
- Croswell reported that he finished the job scope with NH DOT for the runway pavement resealing, and bids for repairs are going out this week. The NH DOT staff mapped all the cracks, which were inserted into the approved job scope. Croswell noted that during the construction, the airport will be closed for up to 2 days.
- Croswell stated that a Dig Safe application has been submitted to install a ground for the upgraded Unicom radio system, which has been supplied by the NH DOT.
- Croswell stated that a new part for the credit card reader will be installed next week.

Chair Tann questioned the runway sealing vs. a new runway, as she expected. Croswell stated that the FAA wanted the cracks fixed with sealant and cut-and-replace repairs to ten other areas, especially on Runway 19.

PENDING BUSINESS

Aviation Scholarship Program

Chair Tann noted that ATM Boucher is attending the meeting tonight to explain the details of the Scholarship Trust Fund.

Current Scholarship Recipients

Melissa Ulery Update

- Chair Tann read the message from Ulery stating that she is attending ground school this month; however, weather- and illness-related cancelations to the flight schedule (every Saturday and Sunday) have occurred. Chair Tann noted that Ulery is making progress, and Chair Tann submitted Ulery's voucher and receipts to ATM Boucher for reimbursement.

David Binford Update

- Chair Tann noted that Binford has not responded to the Commission's request for a ground school and flight plan, which was to accompany his application that was submitted in June 2021. Bjelobrck suggested that Binford will be asked to develop a plan for his flight training to present at the next meeting, and Chair Tann noted that Binford will have to resubmit his application after that meeting date deadline.

Mark Codling Update

Codling noted that he passed his Ground School test for his pilot's license and was complimented by the members.

- Tann clarified Codling's request from the last meeting in which he requested an additional \$15,000 and the members asked for a price/hour breakdown.

- Discussion of the flight training process began between the members and Codling. Codling stated that he complied prices for 15 dual and 20 solo flight hours, and the flight school requested a fund to draw costs from; however, the flight school agreed to the invoice submission and reimbursement framework. Bjelobrk noted that he recalled that the block of flight hours had significant savings.
- Chair Tann stated that Codling has \$1,877 remaining in his scholarship fund, and Codling's current request bring the amount above the \$10,000 already awarded. Bjelobrk noted that there should be flexibility in the process, and Batchelder agreed.

General Discussion of the Scholarship Trust Fund

- ATM Boucher discussed that she has contacted the Charter Trust Fund (created in 2001), and they will be sending her more information. ATM Boucher noted that, as she understands, the Scholarship Committee is allowed to spend the income from the Trust Fund on the program, and that amount is \$22,000, but management fees are also included. ATM Boucher noted that the flight school can bill the Town directly. Bjelobrk suggested creating a scholarship budget from an annual withdrawal from the Trust Fund.
- Chair Tann recommended and ATM Boucher agreed that the Scholarship Committee should define each step of the award process and, thus, make it more equitable. Bjelobrk noted that the scholarship amounts could be by hours, for example, 60 hours, and not by dollar amounts. Discussion continued.
- Chair Tann researched and provided a list of the average and specific costs of flight schools in the U.S. Chair Tann noted that the Committee should have caveats when sponsoring a candidate who is attending a club-sponsored flight school.
- As of December 31, 2021, ATM Boucher reported that the Trust Fund has \$12,000. ATM Boucher noted that the fund adds about \$4,000 to \$5,000 each year to the interest balance.
- Bjelobrk described the background of the Scholarship criteria, including the expansion to surrounding towns.

Mark Codling Update, cont.

- Chair Tann calculated the 20 hours of flight time Codling currently has and the additional 35 (dual and solo) hours needed, which Chair Tann calculated to be an additional \$1,060. Chair Tann noted she will agree to 55 hours of in-flight training and believes that some financial responsibility needs to be on the part of the applicant.

MOTION #2: Bjelobrk made a motion and Batchelder seconded the motion to approve the funding for Mark Codling, Scholarship awardee, up to 60 hours of in-flight training with the following conditions: to contact ATM Boucher for invoicing or implementing a reimbursement plan and to keep the Committee apprised of his progress.

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

The members discussed the additional cost awarded to Codling from the Fund at \$7,712.89.

NEXT STEPS

Chair Tann invited Bjelobrk to join the Commission as a member.

