

**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, May 11, 2022
5:00 PM**

CALL TO ORDER: The meeting was called to order at 5:06 PM by Susie Tann, Chair.

Members of the Commission:

Chair: Susie Tann

Vice Chair: Cliff Batchelder

Member: Miguel Vasconcelos

Member: Matthew Bjelobrk

Ex officio: Michael Graham

Airport Manager: Ralph Croswell

Airport Technician: Dan Freeto

ROLL CALL ATTENDANCE

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

On-Line Visitors: Dennis Cunningham.

In-Person Visitors: None.

MINUTES REVIEW

MOTION #1: Bjelobrk made a motion and Vasconcelos seconded the motion to approve the Minutes from the **April 13, 2022**, Airport Zoning Commission meeting as written.

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

APPROVAL OF THE AGENDA

AIRPORT MANAGER'S REPORT

Croswell presented his report:

- Croswell announced that a new radio and antenna for the Unicom system was installed in his office and works well.
- Croswell reported on the replacement of a tank sensor at the fuel farm.
- Croswell announced a request for Memorial Day weekend (May 28, 29) for paragliders to hold an event at the airport. Vasconcelos' comment about the paragliders flying too high

last year, and Croswell noted that the paragliders must have radio contact from the ground during this year's event. Vasconcelos volunteered to address safety issues with the group (for example, limiting altitude to below 1,600 feet between the river and the airport). Croswell confirmed that drone use at the airport during this event is prohibited and that he is in process of getting approval from the NHDOT. Vasconcelos stated that he will check about a NOTAM announcement during the paragliding event.

PENDING BUSINESS

Aviation Scholarship Program Status Reports

Mark Codling

Chair Tann received an emailed report from Codling and copied the entire Commission. Chair Tann read the highlights of Codling's flight training report. Codling noted that as soon as he completes his solo flight, he will receive his wings from the school. Codling sent pictures of the airplane and his flight instructor.

Melissa Ulery

Chair Tann reported on Ulery's upcoming flight schedule. Ulery is currently at 5 flight hours and 5 hours of ground school. Ulery reported that by the end of the month, she will be 14 flight hours and plans to complete the ground school by the end of the summer.

NEW BUSINESS

Community Awareness Day

Chair Tann asked the members to consider a date for the event this summer. Discussion centered on a date in September when students are back in school and families are not on vacation. Vasconcelos suggested adding this discussion to the next meeting's agenda, including handling the aircraft from the ground. Chair Tann invited Cunningham (last year's ground control person) and other volunteers to attend next month's meeting.

PENDING BUSINESS, cont.

DRAFT Airport Zoning Ordinance

Chair Tann introduced the revised *Zoning Regulations* and discussed the Section XII. Penalties section, which needed legal review. Chair Tann addressed Section IX. Zoning Board of Adjustment (ZBA) by asking the members if the bridging language was appropriate. Chair Tann noted that Vasconcelos' suggestion of having attachments to the document was beneficial, which would include RSA 674:33 Powers of the ZBA, RSA 676 Appeals, and others. Chair Tann suggested the members discuss internally for any revisions to these sections. Vasconcelos noted that the draft document will go to the ZBA for their review and to the Town's counsel for their review, as well as, once the draft is complete and becomes a public document, it would go to the state Bureau of Aeronautics for their input perhaps with the help of Guy Rouelle, consultant.

Chair Tann discussed the contents of a cover letter and a checklist of approvals to accompany the completed draft, and the final sign-off with the Select Board. There was consensus among the Commission members who were present that the draft document was ready for distribution.

