

**Town of Haverhill
Dean Memorial Airport Zoning Commission
MEETING MINUTES**

**Dean Memorial Airport
393 Airport Road
North Haverhill, NH 03774
Wednesday, January 13, 2021
7:00 PM**

(The meeting was held via ZOOM.)

CALL TO ORDER: The meeting was called to order at 6:00 PM by Susie Tann, Chair.

Members of the Commission

Chair: Susie Tann

Vice Chair: Cliff Batchelder

Airport Manager: Ralph Croswell

Airport Technician: Dan Freeto

Select Board ex officio: Matthew Bjelobrck

Susie Tann, Chair: Per Gov. Sununu Meeting Compliance CHECKLIST to Ensure Meetings are Compliant with the Right to Know Law During the State of Emergency (abbreviated)

- **January 13, 2021**, Airport Zoning Commission Meeting
- Executive Order—This public body is authorized to meet electronically.
- Confirming a) providing public access by telephone, with additional access by video or other electronic means, ZOOM conferencing is being used. All members of the Select Board have the ability to communicate contemporaneously, the public has the ability to contemporaneously listen and, if necessary, participate in this meeting by dialing the following number: 1-312-262-6799 (US) or the website <https://ZOOM.US/meeting> (ID# 95860923510; passcode: none required); b) public notice has been provided of the necessary information for accessing the meeting though ZOOM or telephonically, instructions have also been provided on the website of the Town of Haverhill at www.haverhill-nh.com, and c) providing a mechanism for the public to alert the public body if there a problems with access (call 802-793-0535 or email at townmanager@haverhill-nh.com); d) adjourning if the public is unable to access the meeting. In the event that the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that all votes taken during this meeting will be taken by ROLL CALL vote.

ROLL CALL ATTENDANCE

Susie Tann (present; no one in the room), Ralph Croswell (absent), Cliff Batchelder (present; no one in the room), Dan Freeto (present; no one in the room), Mathew Bjelobrck (present; no one in the room). A quorum was met.

Members of the public present: Guy Rouelle (Here, alone; Dubois & King)

MINUTES REVIEW

MOTION #1: Tann made a motion to approve the Minutes from **December 9, 2020**, as amended. Batchelder seconded the motion.

Roll Call Vote: Mathew Bjelobrk (Yes), Cliff Batchelder (Yes), Dan Freeto (Yes), Susie Tann (Yes). The motion passed unanimously.

AIRPORT MANAGER'S REPORT

- The snow blower broke the front drive shaft, and it was back operational in 5 days. The Highway Department plowed the runway while down. Thank you, Dan.
- I received permission to order a fuel delivery. I am working with White Mountain and the Franconia Soaring Club to split the delivery cost. It appears we are down to 1300 gal., but I need to confirm that with Dan.
- 2021 budget was approved last night by the Budget Committee, which has funds for a Credit Card Reader included. Guy is researching suppliers because we need 3 quotes.
- We have a new tenant in H2 owned by Victoria Soucier, owner of White Mountain Helicopter Service (our #1 fuel sale customer). Soucier is letting Bill Williams use her hangar. I am waiting for his tail number for our 2020 closeout with the FAA. NH Bureau of Aeronautics was informed of the delay in our report.
- A new tenant Miguel in H1 is a retired FAA staff person from Washington. He and his wife have a Cherokee being ferried from Ohio, which will be on board soon. Miguel has a wealth of knowledge in FAA grants and other legal information. I welcome him whole heartedly.
- The interior of the office is almost complete.
- The light at the bio-fuels plant appears to have been redirected, as requested, to their back parking area and not across the landing approach to RW 1.

AIRPORT TECHNICIAN'S REPORT

- Freeto stated that last weekend there was a drone at the airport, and it was chased off. Rouelle followed up stating that he was in fact at the airport operating the drone at 150 feet off the ground to begin the FAA study on Dean Memorial Airport, and he coordinated ahead of time with Croswell and the Town Manager. A NOTAM (notice to airmen) could have been filed, but was not required.

SCHOLARSHIP UPDATE

Tann noted that she wrote a letter to Melissa Ulerly relating to her scholarship program application. The members were in consensus when Tann suggested that a copy of the letter be included in the minutes for future reference, as follows:

December 5, 2020

Dear Melissa:

On behalf of the Airport Zoning Commission, I am pleased to inform you that at our November 11,

2020 meeting, we approved the continuation of your DMA Aviation Scholarship Program Application as previously accepted until COVID restrictions are lifted. Please let us know when you are able to resume your online instruction and flight instruction at Emerson Aviation Flight Instruction School in Gilford, NH. Thank you.

Stay safe and be well.

Sincerely,

Susie Tann
Chairperson

MISSION AND VISION STATEMENT

Tann reported to the members that she is working on the Commission's Mission Statement for members' review and requested Bjelobrk's assistance in crafting the document.

PENDING ISSUES

Zoning Regulations / Draft Review

Guy Rouelle suggested updates for the Zoning Regulations on page 2, Section II (definition 20, Utility Runway). Tann screen-shared the marked-up regulations for all members to view. Rouelle noted that older language should be replaced, that is "propeller-driven" should be removed and retain "aircraft."

Tann brought up Section III regarding the ownership of land surrounding the airport. Rouelle prepared a diagram of the approach surfaces for the airport, which Rouelle explained in detail and noted that the Town could use this type of map for future building development.

Rouelle noted that there is a portal of regulations for all airport obstructions: OE/AAA (14 CFR). Bjelobrk noted that there is a wood pellet company requesting purchase of property in the industrial park, which will have a smokestack. Rouelle noted that the smokestack may be a vertical obstruction, but also, the smoke coming from the stack may obscure the runway approach.

Rouelle resolved many of the suggested revisions to the regulation document, including rewrites to be completed.

Tann will start on page 6, # 3, at the next meeting. Tann thanked Rouelle for his input and help with the regulations document.

NEW BUSINESS

Coronavirus Response and Relief Supplemental Appropriations Act 2021 / Correspondence

Tann announced that Carol Niewola, Sr. Aviation Planner, NHDOT, Bureau of Aeronautics, sent a notice saying the funding will not be released at this time. Rouelle noted that with the new U.S. administration, funding release will follow. Tann noted that funding is for 100% of airport operations and personnel.

Next Meeting: Wednesday, February 10, 2021, at 7:00 PM

ADJOURNMENT

MOTION #2: Tann made the Motion to adjourn the meeting at 8:00 PM. Bjelobrk seconded the motion.

Roll Call Vote: Mathew Bjelobrk (Aye), Cliff Batchelder (Aye), Dan Freeto (Aye), Susie Tann (Aye). The motion passed unanimously.

Meeting Adjourned at 8:00 PM.

Joanna Bligh, Transcriptionist