

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

**Dean Memorial Airport  
393 Airport Road  
North Haverhill, NH 03774  
Wednesday, December 9, 2020  
6:00 PM**

**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 Crosswell

**Airport Technician:** Dan Freeto

**Select Board Liaison:** Matthew Bjelobrck

**ROLL CALL ATTENDANCE**

Susie Tann (present), Ralph Crosswell (present), Cliff Batchelder (present), Mathew Bjelobrck (present). A quorum was met.

**Members of the public present:** Doug Henson, Guy Rouelle (Dubois & King)

**AGENDA MODIFICATIONS**

No changes noted.

**MINUTES REVIEW**

**MOTION #1:** Bjelobrck made a motion to approve the Minutes from **November 11, 2020**.

Batchelder seconded the motion.

**Voice vote:** All members voted "Aye." The motion passed unanimously.

**AIRPORT MANAGER'S REPORT**

- Crosswell stated that there was no report yet from the Bureau of Aeronautics, and the inspector, Will Stanfield, did not return for the night inspection. The light over at the BioFuel's building is shining over the field and asked them to point the light to the back driveway. Bjelobrck stated that lights on a property must be lighted only within the property boundaries. Crosswell stated that the poles, owned by several companies, at the end of the runway are grandfathered from 20 years ago. Discussion continued.
- Crowell stated that there is no response from the credit card companies for the credit card reader.
- Crosswell stated that he will be beginning to measure the strobe line.

- The snowmobile club set up poles and ropes at the end of the runway for their trail, but Croswell asked them to move the path as close as possible to Benton Road and away from the runway.
- Croswell stated that the office is being built from donated materials, and it will be heated from a propane source.
- Fire Chief Phil Blanchard will be asked to inspect the propane furnaces in the hangers.

## **PENDING ISSUES**

### **Card Reader**

The card reader was addressed by Croswell in his report.

### **Zoning Regulations**

Guy Rouelle was patched into the meeting. Tann and Rouelle had previously reviewed the regulations and made revisions. The members were asked to input their questions and assess the following revisions:

- Rouelle stated that zoning map can be produced that can show an ortho photo showing surfaces (page 4) in and around the airport.
- Tann stated that the regulations need to be adopted by a Town vote because the Town owns the airport.
- Obstructions may include roads. Rouelle (Part 77, 17-B Regulation) stated that there are traverse ways at the south and north of the safety area at the airport. Part 77, 17-A states that a 200-ft elevation above airport and 3-miles out should be added to the zoning if a runway is enlarged.
- Page 1. Hazards and marking and lighting of obstructions: Dean Memorial Airport [the Town of Haverhill] never acquired land. Tann asked about the process for rectification and how are air rights are obtained. Rouelle stated that an abnegation easement (eminent domain) process is put in place. Property owners are invited to a public meeting and are provided with obstruction data. The process includes an appraisal (negotiations may ensue), which includes a perpetual right to remove obstructions on their property. Deeds are then amended with height restrictions.
- Grant Assurances 20. Rouelle stated that airports need to take appropriate action to clear and protect airspace. Part 77 surface is trapezoidal surface: 34:1.
- Number 7. How is adverse effect measured? Rouelle recommended some language: If an application exceeds a specific height, the applicant needs to file a 74-60-1 with the FAA.
- Horizontal surface. Rouelle stated that 150 feet is the horizontal surface and field elevation is 581.7 feet above sea level.
- Airspace needed to ensure safety. Rouelle stated that the definition of safety: (80-40.4) is in the document.
- A gross weight of 2500 lbs. for aircraft; Rouelle stated to leave this wording as it stands.

Tann asked for additional questions from the members for Rouelle. None were forthcoming.

- Nonprecision GPS approach certification. Tann asked if this needed updating. Rouelle stated that for Runway 1-9, the night runway is not applicable, and the published instrument procedure is updated every few months.
- Utility visual and runway. Rouelle noted that this is older language, and he will follow up with an update.
- Part 77. Tann requested clarification on runway displaced thresholds. Rouelle stated that 17 feet for highways and 15 feet for roads is applicable.

Croswell commended Tann's work on revising the regulations.

Bjelobrk noted that anything on the airfield property is like FAA "super zoning," and that the area around the airport (stand-off distance) may need specific building permits from the Planning Board.

Discussion continued about lights and maximum heights around the airport.

**Next Meeting:** Wednesday, January 13, 2021, at 7:00 PM

#### **ADJOURNMENT**

**MOTION #2:** Tann made the Motion to adjourn the meeting at 7:14 PM. Bjelobrk seconded the motion.

**Voice vote:** All members voted "Aye." The motion passed unanimously.

**Meeting Adjourned at 7:14 PM.**

*Joanna Bligh, Transcriptionist*