

**Town of Haverhill  
Dean Memorial Airport Zoning Commission  
MEETING MINUTES  
J.R. Morrill Building  
2975 Dartmouth College Hwy.  
No. Haverhill, NH 03774  
And on ZOOM  
Wednesday, October 11, 2023  
5:00 PM**

**CALL TO ORDER:** The meeting was called to order at 5:05 PM by Susie Tann, Chair.

**Members of the Airport Zoning Commission (AZC):**

**Chair:** Susie Tann

**Vice Chair:** Cliff Batchelder

**Member:** Matthew Bjelobrk

**Member:** Zach Henson

**Ex officio:** Rod O'Shana

**Airport Manager:** Dennis Cunningham

**Airport Technician:** Dan Freeto

**In-Person Visitors:** None.

**Online Visitors:** None.

**ROLL CALL ATTENDANCE**

Rod O'Shana, ex officio, (Here), Vice Chair Cliff Batchelder (Here). Dennis Cunningham (Here), Chair Susie Tann (Here); Matthew Bjelobrk and Zach Henson were excused. A quorum was met.

**AGENDA APPROVAL**

Chair Tann asked for any changes to the Agenda.

**MOTION #1:** O'Shana made a motion and Vice Chair Batchelder seconded the motion to approve the Agenda as amended.

- O'Shana noted that the date is incorrect for the August minutes on the Agenda; should be August 13.

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

**MINUTES REVIEW**

Chair Tann asked for a motion to approve the August 13, 2023, Minutes.

**MOTION #2:** O'Shana made a motion and Batchelder seconded the motion to approve the Minutes from the **August 13, 2023**, meeting as written.

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

**AIRPORT MANAGER'S REPORT**

Cunningham provided his report for the Commission.

- Cunningham installed an information board, which includes the airport name, elevation, and coordinates. Cunningham noted that there will be restrictions listing on the board, such as flying an ultralight.
- Cunningham discussed the camping policy, which might need to be amended.
- Cunningham brought up the need for updating the policy and standards document for the airport, for example, dog walkers having their dogs on leash and cleaning up after the dogs or having a firearms policy at the airport with open carry.
- Cunningham discussed airport perimeter signs.
- O’Shana noted that Hatch brought up a 10-year plan for the airport, and Town Manager Codling has the plan in her office. Chair Tann stated that the plan is also on the NHDOT website. O’Shana suggested the 10-year document should be on the Haverhill website.
- Cunningham noted a situation that occurred on one side of the runway in which grass was dug up and needs to be filled in and seeded.

**NEW BUSINESS:** None.

**PENDING ISSUES:**

**Cancellation of Airport Community Awareness Day, which was scheduled for Saturday, September 16, 2023, with a rain date of Sunday, September 17, 2023**

- Chair Tann noted that the distribution of the cancellation notices went well, and safety was the first concern.
- Cunningham noted that high wind with 20-knot gusts were the issue on Saturday and Sunday.
- Cunningham asked about having 2 days of Airport Awareness Days in May and September because the Town likes the airport event. Chair Tann noted that the weather is often the issue, and May is a busy month for schools. O’Shana suggested a June date and to look at the school calendar for openings.

**Aviation Scholarship Update: *Melissa Ulery***

Chair Tann reported that Melissa Ulery has not made progress and plans to start flying in November. Chair Tann asked the Commissioners if they should take any action on this information. Chair Tann noted that she did not fly at all this year, and she recalled that the members chose to not put a time frame on her progress, but develop a time schedule for future applicants. Chair Tann noted that she has not completed her ground school (35 hrs.). Cunningham noted that Ulery’s ground school vs. airtime may expire. Chair Tann stated that the Emerson Aviation has \$3,000 of Ulery’s scholarship money.

Chair Tann stated that for 2023 the Committee expected certain progress—completion of the written examination and the hours of flight time. O’Shana suggested having Ulery send the Committee her ground school, flight plan schedule, and a self-assessment of where she is in her pilot training plans for completion. Cunningham noted that the written test is good for 2 years.

Chair Tann asked for consensus from the members to contact Ulery and request a self-assessment, a timeline, and what has been completed so far. Chair Tann stated that she will also request a monthly plan for completion. The members agreed to the letter and to contact Ulery. The members additionally discussed the medical clearance needed for pilot training, which Chair

Tann was unsure if Ulery obtained that. O'Shana asked if she does not get medical clearance, would that void her scholarship. Chair Tann replied, "Yes, because she will not be able to pursue her training." O'Shana suggested that Chair Tann request an up-to-date medical clearance card from Ulery. Chair Tann noted that Ulery stated that she has a permanent disability, and noted that Chair Tann will ask Ulery for updated medical clearance (third-class medical card or basic med--both FAA approved) subsequent to her arm injury and signed by a licensed medical examiner before the next AZC meeting on November 8, 2023.

### **Aviation Scholarship Program Review**

Chair Tann noted that a statement of proof of medical clearance should be included in the Scholarship text. O'Shana noted that a medical card should be required for the application interview or soon afterwards.

Chair Tann reviewed the current Scholarship DRAFT text:

- The Purpose and Description are complete.
- The Requirements section were next to review:
  - Full-time resident of regional towns (Benton, Piermont, Warren, Lyman, NH; and Bradford and Newbury, VT) as defined by the NH Municipal Association.
  - If a participant were to move away from the regional area, the Committee must be notified and will review the requirements.
  - O'Shana asked what "Giving back to the airport" means. Vice Chair Batchelder stated that giving back would mean volunteering. Cunningham noted that there should be no commitment required.
  - Other interview questions included,
    - Does the applicant demonstrate a strong interest in aviation?
    - How will they travel to and from training?
    - Does the applicant have the necessary financial resources to complete their training?
    - What is their financial plan?
- Chair Tann discussed the required descriptive essay, which addresses the following—describe your interest in aviation, describe how the scholarship will impact your short- and long-term aviation goals, and describe your aviation activities to date.
- Chair Tann identified the most recent version of the file—"5-10-23 Corrections Made"

Chair Tann noted that the Committee does not have an application form developed, and she will attempt to create an application to present at the November meeting. The members discussed the current application form, which, they stated, is too simple.

### **ADJOURN**

**MOTION #3:** O'Shana made a motion, seconded by Vice Chair Batchelder, to adjourn the meeting at 6:10 PM.

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

**NEXT MEETING:** Wednesday, November 8, 2023.

*Joanna Bligh transcribed the ZOOM audio/video meeting recording, and Susie Tann edited.*

