

**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, October 12, 2022  
5:00 PM**

**CALL TO ORDER:** The meeting was called to order at 5:00 PM by Susie Tann, Chair.

**Members of the Commission:**

**Chair:** Susie Tann

**Vice Chair:** Cliff Batchelder

**Member:** Miguel Vasconcelos

**Member:** Matthew Bjelobrck

**Ex officio:** Michael Graham

**Airport Manager:** Ralph Croswell

**Airport Technician:** Dan Freeto

**ROLL CALL ATTENDANCE**

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

**On-Line Visitors:** None.

**In-Person Visitors:** None.

Visitors via Phone: Melissa Ulery

**APPROVAL OF THE AGENDA**

Chair Tann asked the members for changes to the Agenda.

- Chair Tann added setting the date for the 2023 Airport Awareness Day.
- Letter from Annemarie Godston (Frank Easton Scholarship, Trustee).

**MINUTES REVIEW**

**MOTION #1:** Vasconcelos made a motion and Batchelder seconded the motion to approve the Minutes from the **September 7, 2022**, Airport Zoning Commission meeting minutes as written.

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

**AIRPORT MANAGER'S REPORT**

- Croswell thanked everyone for their participation in Airport Awareness Day. Lessons learned included: 100 sign-up sheets are needed and, before the EEA pilots leave the completed registration forms will be handed to them. Chair Tann noted that the volunteers ran out of certificates and logs. Croswell reported that 55 children flew.
- Croswell announced that the airport will be closed during daylight hours on Monday, October 17, at 10:00 AM through Friday, October 21, for crack sealing on the taxiway and runway repairs. A sign will be posted on Airport Road “Construction Vehicles Only.” Croswell noted that the runway will be open for nighttime hours. The NOTAM will be posted on Friday of this week. This airport work is provided by FAA nontaxable funds.
- Captain Hunter from the National Guard contacted Croswell to thank him and all the volunteers for a professional environment projected on Awareness Day, and he asked to submit paperwork for next year’s event soon.
- Croswell received a letter from Annemarie Godston who thanked everyone for the Frank Easton Scholarship being used to such good effect after reading the article in the *Bridge Weekly*, and she commented about the original intent of the scholarship program.

## **PENDING BUSINESS**

### **Airport Community Awareness Day Review**

Chair Tann recommended that the members select next year’s event date. The Commissioners agreed on Saturday, September 23, 2023, with a rain date of Sunday, September 24, 2023.

### **Aviation Scholarship Program Updates**

#### ***Letter of Response***

Chair Tann discussed the letter from Annemarie Godston, as follows, and suggested the members prepare a response letter. Chair Tann asked for suggestions, and the members offered the following:

- Vasconcelos wished to respond to the low number of scholarship applicants and whether coordination had taken place with the high school. Vasconcelos noted the original intent was for students just graduating from high school.
- Croswell noted that high school students have applied, but were not planning on aeronautical college courses.
- Bjelobrck recalled Dick Guy, School Board Chair, who worked with the school counselor to encourage aviation careers for students. Bjelobrck noted that the process changed to a reimbursement of funds for the applicant’s classes.
- Chair Tann addressed the change in the Trust Agreement from 2001 to 2014 that addressed broadening the applicant pool to more than just students. However, the Commission does need to reach out to area high schools.

Letter from Annemarie Godston, Frank Easton Scholarship, Trustee:

September 23, 2022  
900 University Street, 4-M  
Seattle, WA 98101

Dean Memorial Airport Commission  
Frank Easton Scholarship  
Haverhill Town Hall  
2975 Dartmouth College Highway  
North Haverhill, NH 03774

Dear Susie, Cliff, Miguel, Matthew, and Michael,

I was thrilled and so proud to know that the Frank Easton Scholarship is being used to such good effect. It is wonderful to see two deserving new pilots in the air and loving it. (*The Bridge Weekly Sho-Case*, Sept. 22, 2022)

I do have concerns, however. I know the Scholarship was turned over to the Airport Commission to distribute. However, it was originally set up to benefit the youth of Haverhill and surrounding towns to help them become involved with careers in the field of aviation.

Before Joel and I left NH, we were aware that not much interest was forthcoming from Woodsville High School and needed to “spread [its] wings” to other relatively local schools, which it did.

I hope that the original intent for this Scholarship has not been forgotten. I assume and hope that local high schools are made aware of the existence of this Scholarship before it is offered to adults. And, that anyone who partakes of the Scholarship realizes that it should be utilized in a way that shares their knowledge and skill in aviation.

Again, let me say that it was gratifying to see this article and the smiling faces of Melissa Ulery and Mark Codling as they embark on the field that gave Joel and me such joy. It was Joel’s life-long passion, and one he shared so selflessly.

Sincerely,

Annemarie Godston

### ***Scholarship Updates***

Chair Tann reported that the scholarship fund currently has an income balance of \$6,427.17.

### ***Melissa Ulery***

Ulery provided an update to her pilot’s training.

- Ulery requested a 10-hour block of training in order to complete her solo flight.
- To date Ulery has 32 hours in the air and 9 hours of ground school.

Chair Tann noted that the 10-hour block of training will cost \$2,800, and Ulery confirmed that.

### **Discussion:**

- Chair Tann noted that the first voucher on March 8, 2022, was for \$10,000, and that is all that the Commission agreed to so far. Chair Tann asked Ulery about grant money from another source, and Ulery confirmed that Emerson Aviation will help her apply for other grants once she has completed her solo flight.
- Vasconcelos asked about the solo flight process. Ulery discussed changing flight instructors and how weather and being sick has interrupted her training. Vasconcelos suggested that it is realistic to finish ground school in November.
- Chair Tann suggested that the members vote to give her the \$2,800 for the next training block.
- Vasconcelos asked about ground school and written exam. He noted that ground school is a building block -- a foundation that gives a student needed theory that can be applied to flying an airplane. It also prepares a student for the oral exam. Finishing ground school is a good indication of progress and dedication. Vasconcelos emphasized the need to progress in the ability to fly versus just maintaining a certain level of skill. Ulery stated that she understood the urgency of completing ground school in the next few weeks. Emerson Aviation has advised her to finish her competencies. Ground school is typically integrated into flight instruction time for 30 minutes during each scheduled instruction time at \$40/hour.
- Bjelobrk noted that she is making progress and emphasized that she works on completing ground school.

**MOTION #2:** Bjelobrk made a motion and Chair Tann seconded the motion to approve the \$2,800 from the Aviation Scholarship fund for Melissa Ulery’s flight training.

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

- Vasconcelos noted that the Scholarship program needs standards and conditions to be able to make better decisions before the next funding request comes through. Vasconcelos suggested that the grant could have a maximum, such as \$6,000.
- Bjelobrk noted that the Commission needs to provide expectations, and the candidate needs dates for completion of training. Bjelobrk noted that he liked Chair Tann’s suggestion of having a deadline for application submissions, and the Commission could draw a draft and manage the budget for the candidate. Bjelobrk noted that there should be efficient use of resources and that recipients need to fly consistently if their goal is to achieve a pilot’s license.
- Chair Tann suggested an algorithm for determining training goals or providing the candidate with a percentage of the cost of training. Chair Tann supported the idea of “gates” that have to be met by the scholarship recipient in order to reflect steady progress toward a goal. Specific criteria need to be established like being registered in a school.

### **Mission Statement**

Chair Tann reviewed the Mission Statement revised by Vasconcelos.

- Tann began reading the current, revised draft Mission Statement:

The Dean Memorial Airport is a public use airport owned and operated by the Town of Haverhill and is enjoyed by both local and transient airport users and the Haverhill community.

Chair Tann asked about specific wording and noted that she would write an updated Draft Mission Statement based on Vasconcelos' written suggestions for members to consider at the November meeting, and there was consensus by the Commissioners.

## **Vision Statement**

Chair Tann addressed the themes of the Vision Statement:

- Where we aspire to go.
- How will we know we have been successful?
- What do we hope to achieve in the future?
- How will the Vision better the lives of Haverhill residents and the aeronautical community?
- What do we ultimately want to become as a Commission?

Vasconcelos noted that the core mission is to assist the Town in the creation of airport zoning standards to preserve the utility of the airport while balancing the needs of the Town.

Vasconcelos discussed the importance of community support for the airport as shown by the large number of participants at Awareness Day.

Chair Tann discussed the Vision Statement, which could be extracted from the document that the Commission prepared for the 2023 Town of Haverhill Master Plan, Transportation Section: What Do We Want Haverhill To Be in 10 Years? The Master Plan document is as follows:

*The future of the Dean Memorial Airport is envisioned to be:*

An asset to the Town of Haverhill; valued by both pilots and members of the community. Community acceptance and participation will be enhanced through education and opportunities for community members to contribute ideas and share opinions on issues involving the airport. The projects being planned for the airport will enhance its safety and maintain its utility as a General Aviation facility while preserving its rural quality and the natural scenic beauty of the area. The projects will be consistent with Town planning and designed to minimize negative impacts on property owners and the environment.

- Airport planning will focus on providing a balance between reasonable and safe airport access and the needs of the community.
- The annual Airport Community Awareness Day will be an important local event.
- A perimeter road around the airport will be available for recreation and the enjoyment of the public.
- A locally sourced arrivals building overlooking the runway will be built that includes a multi-use room, a bathroom, an office for airport management, and possibly a cafe.

*A financially self-sufficient and self-sustaining aviation facility owned by the Town.*

- Funding for airport projects will come from Federal and state funds with minimum local participation, if any. Local participation should be from airport funds or other state or federal funds, and not local taxes.

