

**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, December 13, 2023
5:00 PM**

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

Members of the Airport Zoning Commission (AZC):

Chair: Susie Tann

Vice Chair: Cliff Batchelder

Member: Matthew Bjelobrck

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

Batchelder (Here), Henson (Here), O'Shana (Here), Cunningham (Here), Bjelobrck (Here), Tann (Here). A quorum was met.

AGENDA APPROVAL

Chair Tann asked for a motion to approve the Agenda.

MOTION #1: Bjelobrck made a motion and Vice Chair Batchelder seconded the motion to approve the Agenda as written.

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

MINUTES REVIEW

Chair Tann asked for a motion to approve the **October 11, 2023**, Minutes.

MOTION #2: Bjelobrck made a motion and Batchelder seconded the motion to approve the Minutes from the **October 11, 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 Commissioners.

- Cunningham addressed the incomplete concerns related to the airport in the last year, especially the 25-year-old fuel system.
- Cunningham noted that the budget is being discussed in early January.

- Cunningham discussed the sale of fuel in 2023 was \$11,000 and, in 2022, it was \$26,000. Bjelobrk asked the net profit, and Cunningham did not have the figures.
- Cunningham noted that the airport is ready for the winter.

NEW BUSINESS:

Annual Report

Chair Tann stated that she has prepared a draft of the Commission Annual Report, and the Commissioners approved Chair Tann submitting her prepared report without their review.

OLD BUSINESS:

Aviation Scholarship Update / Melissa Ulery

Chair Tann discussed the letter written by Ulery related to her completion of the flight school and pilot training. Chair Tann discussed the following letter from Ulery:

Dear Board Members,

Thank you again for this opportunity to share additional information. I have a prior urgent commitment during the meeting time but if I can find service and step away, I will join via zoom.

- Renew your medical certification. (Thank you for the copy of your present certification.) - I will renew this by the end of May 2024.
- Take your written exam. - I will take this by 6/14/2024.
- Complete Ground School. - I believe I have completed my ground school requirements but since I most likely will need a refresher, I have set a goal of mid June, approximately 6/14/2024.
- Conclude your academic year. = May 24, 2024 - I will still be working remotely during the summer but have significant flexibility.
- Complete your flight instruction (Part 61: a minimum of 40 hours) including maneuvers, solo flight, night flying and cross country flight. - by August 6, 2024
- Pass your Check Ride and obtain a private pilot's license. by August 23, 2024

Please let me know if you need any additional information and thank you very much!

Sincerely,
Melissa Ulery

Discussion by the Commissioners:

- Chair Tann recommended that the Commission would send conditions upon which Emerson Aviation will hold the funds for her pilot training. Chair Tann discussed the ground school and whether Ulery has completed it, and Bjelobrk emphasized the importance of completing ground school before flying.
- Cunningham and Bjelobrk discussed the structure of pilot training, which includes ground school along with flight time.
- O'Shana asked about the available funds and the hours of flight time remaining. Chair Tann noted that the Commission has decided to not provide any more scholarship funds for Ulery's flight program. Bjelobrk described the past scholarship funding for the flight program. O'Shana asked for a better plan from Ulery and to confirm that she will complete the program.

- Chair Tann recommended that if Ulery does not meet the two deadlines she has set (August 23, 2024), then the Commission will request returning the scholarship money. Bjelobrk suggested recouping the funds if not used from Emerson or allowing a credit for a future student program.
- Bjelobrk explained the process the Commission decided upon for the future of the scholarship program, including that they cannot fund the entire cost of the pilot's license, and that the candidate will have to pay for some of the program.
- Chair Tann noted that the Commissioners have been revising the Scholarship Program with their knowledge of some of the issues, including criteria and timelines.

MOTION #3: Bjelobrk made a motion to notify Melissa Ulery as per her schedule (August 23, 2024, deadline) that if she does not have her FAA private pilot's license, the Scholarship Committee will recoup the money held in reserve at Emerson Aviation and the Scholarship with Ulery will be terminated at that time. The motion was seconded by Vice Chair Batchelder.

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

Aviation Scholarship Program Review

Chair Tann reviewed the balance in the Scholarship account and stated that, by the end of 2024, there will be \$10,500 in the account.

Chair Tann reviewed the current Scholarship DRAFT text:

- Paragraph by paragraph, the Purpose and Description of the scholarship was discussed and revised by the members.
 - The Scholarship award amount was discussed and will not exceed \$10,000. Bjelobrk recommended a one-time withdrawal for 2024 in April to prevent the fees for numerous withdrawals.
 - Flight instruction from a certified FAA flight instructor.
 - Reimbursement of scholarship award only.
 - Proof of expenditure from the flight school.

ACTION ITEMS:

- Chair Tann to write letter to Ulery with conditions determined in Motion #3.
- Contact Emerson Aviation to query about termination, if needed, of the current flight student.

COMMENTS FROM COMMISSIONERS

- Cliff Batchelder notified the members that he will be resigning his position on the Commission after 15 years of service.
- Chair Tann and the members offered their thanks for his service to the Town and his many contributions to the Commission.

ADJOURN

MOTION #4: Bjelobrk made a motion, seconded by O'Shana, to adjourn the meeting at 6:00 PM.

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

NEXT MEETING: Wednesday, January 10, 2024.

