

**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, December 8, 2021  
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

**Select Board ex officio:** Matthew Bjelobrk

**Airport Manager:** Ralph Croswell

**Airport Technician:** Dan Freeto

**ROLL CALL ATTENDANCE**

Miguel Vasconcelos (Here), Ralph Croswell (Here), Cliff Batchelder (Here), Mathew Bjelobrk (Here), Susie Tann (Here). A quorum was met.

**AGENDA MODIFICATIONS:** None.

**Visitors:** Mark Codling, Melissa, Ulery, Guy Rouelle.

**Members of the Public Present:** None.

**MINUTES REVIEW**

- Tann noted that there were no November minutes because the November meeting was cancelled due to lack of a quorum.
- Corrections for the 10-13-21 minutes (Page 2: Aviation Scholarship Recipients) were presented by Batchelder: the flyer for Airport Community Awareness Day should state the age limits are 8-17 years of age.
- Vasconcelos suggested that the Mission Statement be revised.

**MOTION #1:** Bjelobrk made a motion and Vasconcelos seconded the motion to approve the Minutes from the **October 13, 2021**, Airport Zoning Commission meeting as amended.

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

## **AIRPORT MANAGER'S REPORT: Ralph Croswell**

- Croswell reported that a Safety Audit was conducted with no findings.
- Croswell reported that the final spill test was completed, which failed. Croswell stated that he has parts on order and that the NH Department of Environmental Services has been notified.
- Croswell reported that the Town road [Airport Road] is closed with Jersey barriers.
- Croswell noted that the Town Manager is sending out a survey for Dartmouth College Hwy residents to weigh in on the location of their mailboxes. Croswell asked if a door-to-door survey could be done for the residents on Airport Road to find out their opinions on the road closure.
- Croswell noted that the Henson are cutting trees in the safety area of Runway 1.
- Croswell reported on the credit card reader that is in the process of being installed within 2 weeks. Croswell noted that training on the system is critical. Tann asked how the card readout worked. Croswell noted that only the card number and fuel amount are indicated.
- Vasconcelos noted that the pumps are not open to the public. Croswell responded that the pumps are not secured after hours. Croswell added that the Fire Chief required that a fuel shut-off be installed. Croswell discussed the price of fuel at the airport (\$5.95/gallon), which is less than the northeast average. Croswell stated that the card reader works off of WiFi. Bjelobrk noted that if there is an interruption in service, how is the card reader reset. Croswell will follow up.
- Croswell met with the NH Bureau of Aeronautics, and they agreed to separate the safety compliant work at the Airport into two packages: 1) Runway 19 safety work (utility wires to be put underground) and 2) Runway 1 safety work.
- Croswell got heat in his office at the Airport, which will allow an eye-wash station to be installed.
- Tann introduced Guy Rouelle, Dubois & King, to the meeting. Rouelle added one additional project, which was cracked seal and block patch to extend the life of the runway.

## **AVIATION SCHOLARSHIP PROGRAM**

### **Current Scholarship Recipients**

#### ***Mark Codling***

Tann requested Codling's report. Codling stated that he has 24 hours of flying time, but that one instructor is out on medical leave and a second instructor is moving from the area. Codling is studying to take the written exam and trying to get more flying time. Codling reminded the members that he did complete ground school and received that certificate.

#### ***Melissa Ulery***

Tann introduced Ulery and asked for her report. Ulery stated that she has 3 hours of flight time and is in the process of competing ground school at Emerson Aviation. The Tann discussed invoicing with Ulery.

## **DRAFT ZONING ORDINANCE**

