

**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, February 21, 2024
5:00 PM**

CALL TO ORDER: The meeting was called to order at 5:09 PM by Susie Tann, Chair.

Members of the Airport Zoning Commission (AZC):

Chair: Susie Tann

Vice Chair: (Vacant)

Member: Matthew Bjelobrk

Member: Zach Henson

Ex officio: Rod O'Shana

Airport Manager: Dennis Cunningham (non-voting member)

Airport Technician: Dan Freeto

In-Person Visitors: Courtni Fisk, Scholarship applicant.

Online Visitor: Mark Maholchic, prospective AZC member.

ROLL CALL ATTENDANCE

Zach Henson (Here; online); Rod O'Shana (Here); Matt Bjelobrk (Here; online); Dennis Cunningham (Here); and Susie Tann, Chair (Here). A quorum was met.

PROSPECTIVE MEMBER ANNOUNCEMENT

Chair Tann introduced Mark Maholchic, as a prospective member of the AZC. Maholchic spoke of his interest in the AZC because he has been involved in aviation his whole life. He flew for the Marine Corps for 15 years, currently flies for United Airlines, and is a flight instructor for the Navy. Maholchic, also, has his paragliding certificate. Maholchic enjoyed the Airport Awareness Days program and would like to help in any way he can in some local activities now that Haverhill is his permanent home.

Chair Tann asked for any questions for Maholchic, and there were none. Chair Tann noted that a nomination for Maholchic's appointment will follow.

AGENDA APPROVAL

Chair Tann asked for a motion to approve the Agenda.

MOTION #1: Chair Tann made a motion (no second) 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 **December 13, 2023**, Minutes, and noted that there was no meeting in January.

MOTION #2: O'Shana made a motion and Chair Tann seconded the motion to approve the Minutes from the **December 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 to the Commissioners.

- Cunningham was successful in sending out an invitation to the Army National Guard for Airport Awareness Day, Saturday, September 7, 2024, and they immediately approved that date.
- Cunningham noted that for Airport Awareness Day, the rain date would be Sunday, September 8th. The contact is Bill Humphrey, Lyndonville, VT.
- Cunningham noted that a check on the fuel system was completed, and an emergency shutoff was installed that will also notify him in an emergency. Another fuel system check will be made in May or June for the fuel system pumps.
- Cunningham said the tractor is running well, and the grounds are in good shape.

Chair Tann noted that the members should save the dates of September 7 and 8 for Airport Awareness Day.

NEW BUSINESS:

Elections for Vice Chair

Chair Tann announced that with the resignation of Cliff Batchelder after 15 years of service, the Commission is in need of a Vice Chair.

Nomination

O'Shana nominated Matt Bjelobrck as Vice Chair of AZC. Chair Tann seconded the nomination. Bjelobrck noted that he is willing to accept the nomination to be Vice Chair.

Commission Vote

MOTION #3: O'Shana made a motion and Chair Tann seconded the motion to appoint Matt Bjelobrck as Vice Chair of the AZC.

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

Chair Tann noted that she believes that the Vice Chair is really a Co-Chair.

Ground School St. Johnsbury Academy Adult Education

Chair Tann reported that St. Johnsbury Academy (SJA) Adult Education offers YTSERA AIR Ground School (<https://stjacademy.org/adult-education/ytsera-air-ground-school/>) for 36 hours at \$475 for weekdays and \$575 to include a Saturday session. Chair Tann noted that in relation to our \$3,000 Scholarship, those costs would be covered. Chair Tann noted that SJA also has airframe and power plant aviation mechanic certification for \$14,000 as a variable tuition.

Correspondence

Cunningham announced that he received an Aviation Scholarship application dated February 16, 2024, which he passed along to Chair Tann at the meeting. Chair Tann discussed that the Scholarship Committee will not be accepting Scholarship Applications at this time. Vice Chair Bjelobrk suggested that Chair Tann keep the applicant's information to be contacted later if needed.

Fisk, a prospective Scholarship applicant, arrived unexpectedly at the meeting. Chair Tann explained to Fisk that the Scholarship Program review process is taking place at this time and how a new application will have to be filled out. Chair Tann will be in contact with Fisk when the review process is complete, and the new application is available.

PENDING ISSUES:

Aviation Scholarship Update / Melissa Ulery

Chair Tann noted that she sent a letter to Ulery related to her completion of the flight school and pilot training. Chair Tann listed the following items from the letter:

- The balance of funds at Emerson Aviation was \$3,063.40.
- If she did not complete her pilot's license by August 23, 2024, the Committee will consider the Scholarship terminated, and she will forfeit any money note used.
- Chair Tann contacted Emerson Aviation who confirmed that the excess funds not used will be returned (less the discount for the 10-hour package) or the funds could be used as a credit for the next applicant.

Aviation Scholarship Program Income Balances

Chair Tann reported that in the Scholarship account, there is \$10,988.41 available for grants as of January 31, 2024.

Aviation Scholarship Program Revisions

Chair Tann provided the current Scholarship draft text, and indicated **where** they left off at the last meeting 2 months ago. Items under discussion included:

- *Recipients must submit a description of how their scholarship money was expended, including written proof of the expenditures after completion.* Vice Chair Bjelobrk noted that this would only be for the amount of the Scholarship contribution, and the Committee should provide a list of acceptable expenditures. Other acceptable expenditures the members discussed were materials, such as books, that directly relate to or are required in the coursework. Maholchic commented that relating to specific expenditures, the FAA pilot examiners are paid in cash for the last student flight to prevent the student canceling the check if the student pilot fails.
- *Recipients of the Scholarship may reapply for continuing support through graduation.* Vice Chair Bjelobrk noted that the first program completion must have been successful; however, individual cases could be reconsidered by the Committee. Maholchic commented that to make sure the applicant has a good chance of success, the Committee could consider having the student pass their medical exam as a requirement for the scholarship award (pilot's license only), which would be a very low barrier of entry. Chair Tann noted that it would show their level of commitment.

- *Awarded Scholarships are not transferable to other individuals or institutions.* Chair Tann and Vice Chair Bjelobrk agreed that “institutions” should be removed from that wording. Vice Chair Bjelobrk noted that the Scholarship is to the individual and not an institution. Vice Chair Bjelobrk noted that having backup applicants may be an option if the #1 applicant fails in some way, then #2 is immediately available to fill the spot.
- *Scholarships to selected recipients will be paid to their schools or training program directly upon written acceptance into a program, school, or college with the understanding that if the money is not spent by July 1 of the following year, the money will be returned to the Town of Haverhill, NH.* Chair Tann noted that this was included to address the issues of the current applicant.
- *Eligibility criteria.*
 - *Full-time resident of Haverhill or the regional two-state area.* Chair Tann stated that this is defined as the Vermont and New Hampshire towns surrounding the Dean Memorial Airport. Vice Chair Bjelobrk stated that it would be better to list the towns, and he suggested removing “full-time.” Vice Chair Bjelobrk stated that a *resident* is a person whose legal address is Haverhill, is registered to vote in Haverhill, or has a driver’s license address in Haverhill. O’Shana asked if there was a timeline requirement for residency.
 - *If the town of initial residency changes during the Scholarship award year, the Committee must be notified to review the requirements of the Program.* Chair Tann and Vice Chair Bjelobrk agreed on this wording.
 - *Priority would be given to high school graduates or postsecondary students looking to receive training.* Vice Chair Bjelobrk suggested adding “in an aviation-related field.”
 - *Be at least 18 years old at the time of application or have their parents written permission to apply.* Vice Chair Bjelobrk noted that the minimum age to become a pilot is 16 years old. O’Shana suggested adding a line to the application to have the parents’ signatures if the applicant is under 18 years old. Vice Chair Bjelobrk noted that a person under 18 years cannot enter into a contract -- a parent’s or legal guardian’s signature would be required. Maholchic noted that a student medical requirement upon application would solve that issue.

NOMINATION OF NEW COMMISSION MEMBER

MOTION #4: Chair Tann nominated Mark Maholchic as a new member to the AZC, seconded by Vice Chair Bjelobrk.

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

Chair Tann noted that the next step is to send a letter to the Town Manager that the Commission approved the appointment of Mark Maholchic to the AZC. The Select Board then meets him at a Select Board meeting and votes, and, if approved, Maholchic would go to the Town Clerk to be sworn in.

ADJOURN

MOTION #5: Vice Chair Bjelobrk made a motion, seconded by Chair Tann, to adjourn the meeting at 5:59 PM.

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

NEXT MEETING: Wednesday, March 20, 2024.

