

**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, March 13, 2024
5:00 PM**

CALL TO ORDER: The meeting was called to order at 5:16 PM by Susie Tann, Chair.

Members of the Airport Zoning Commission (AZC):

Chair: Susie Tann

Vice Chair: Matthew Bjelobrk

Member: Zach Henson

Ex officio: Rod O'Shana

Airport Manager: Dennis Cunningham (non-voting member)

Airport Technician: Dan Freeto

In-Person Visitors: Mark Maholchic

Online Visitor: None.

ROLL CALL ATTENDANCE

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

AGENDA APPROVAL

Chair Tann asked for a motion to accept the Agenda as written.

MOTION #1: Bjelobrk made the motion and seconded by Henson.

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

MINUTES REVIEW

Chair Tann asked for a motion to approve the Minutes.

MOTION #2: Vice Chair Bjelobrk made a motion and Henson seconded the motion to approve the Minutes from the **February 21, 2024**, 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 reported that he believes he will start preparing the billing for the grounds, including snow removal and grass cutting at the Airport, which Dan Freeto and he share.
- Cunningham noted that Freeto has changed his hours to be on call as needed because of current budget cuts.

- Cunningham reported that the mud season maintenance at the Airport is ongoing.

OLD BUSINESS:

Aviation Scholarship Update

Chair Tann reported that currently the Scholarship balance is \$11,228.30 as of February 29, 2024; the fees were \$129.74; and the gross income was \$369.63.

Courtnei Fisk, Prospective Applicant, Update

Chair Tann contacted Fisk and let her know that the Committee received an acceptance letter from Nashua Community College (<https://nashuacc.edu/>) for an Aviation Technology Associate Degree program. Chair Tann provided background to Fisk’s potential application noting that she lives in Piermont and will start online courses on March 18 at a cost of \$26,000. On May 20th, Fisk plans to begin in-person classes, and Fisk will move closer to the campus. Fisk identified her future plans as working at the Lebanon or the Manchester airports. Chair Tann noted that as a follow-up, the Committee will be discussing her potential application.

Aviation Scholarship Program Revisions

Dean Memorial Airport Aviation Scholarship Program

Chair Tann provided the current Scholarship draft text and indicated the changes that were made at the last meeting. Chair Tann asked for the members to review the following on the Working Draft (See Addendum A):

Page 1, paragraph 12: *Scholarships to selected recipients will be paid to their school 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 1st of the following year, it will be returned to the Town of Haverhill.*

Discussion:

- Chair Tann brought up the issue of an applicant not completing the program.
- Vice Chair Bjelobrk suggested that payment on a reimbursement basis is best.
- O’Shana noted that the Committee needs to know the refund policy of the school or training program.
- Vice Chair Bjelobrk suggested deleting page 1, paragraph 8, *Upon expenditure of the award ...*, which is redundant. Vice Chair Bjelobrk noted that if the applicant executes their plan, has all the paid receipts, and has proof that they successfully completed the course (course failure will not be paid), then they can be reimbursed.
- Cunningham discussed the differences between various pilot license classes and how pursuing aviation mechanic’s training differs from getting a pilot’s license.
- Chair Tann summarized noting that the Scholarship will fund instruction or training, required academic materials, testing fees, and the medical exam (pilot’s license excepted).
- Chair Tann moved to Page 2, item #3, *Demonstrates a strong interest in aviation...*, which she recommended deleting.
- Under Requirements, under items #2, and ~~3~~, Vice Chair Bjelobrk added, “parent/guardian permission.”

- Under How to Apply, item #2, Vice Chair Bjelobrk added, “in an aviation-related field,” and under item #3, Vice Chair Bjelobrk added, “an aeronautical rating.”
- Maholchic suggested adding “for those interested in getting an aeronautical rating or a pilot’s license, the applicant must have already attained an FAA medical rating.
- Under How to Apply, item #2, Maholchic suggested adding “Certified Flight Instructor (CFI) acceptance letter” to the list.
- Chair Tann and the members approved page 2, paragraphs 6 to 9, Annual Timeline section.
- Chair Tann discussed page 2, Annual Timeline.
- Chair Tann discussed the Duration of the Award. Vice Chair Bjelobrk noted that unused money will never go back into the Trust, it will be earmarked and revert to the Town of Haverhill.
- Chair Tann discussed the Discussion Questions for the Committee to use at the applicant’s interview on page 3 and requested any additional questions to be included.
- The members discussed the funds in the Trust, and Vice Chair Bjelobrk suggested removing the \$11,000 from the fund now because the available amount fluctuates with the Stock Market. O’Shana discussed the possibility of using a formula to determine the amount of the scholarship available each year. Maholchic suggested stating that the amount of the award be available in equal shares to the applicants applying each year, and, if the funds are low, only one applicant would be selected. Cunningham discussed various types of pilot’s licenses – recreational, sport, or private. Chair Tann reviewed the wording changes. Chair Tann noted that on the original scholarship document, there was a line item that asked for the scholarship amount requested.

Dean Memorial Airport Aviation Scholarship Program – Application Form

Chair Tann provided the current Scholarship Application draft text. Chair Tann asked for the members to review the Draft application and suggest any changes. (See Addendum B).

- The members discussed the Additional Information, item #1, section on the Application form and considered that 5 years of transcripts may be appropriate.
- For items #3 and #4 about Recommendation Letters, the members approved #3 and deleted #4.
- O’Shana suggested that the members fill out the application themselves to work through any changes that might be needed.
- The members agreed to no corrections to the Additional Information, item #5, wording.
- Chair Tann addressed item #6, Written Essay, and the bullet regarding financial resources was deleted; however, the availability of financial resources will be asked as a question during the interview.
- Chair Tann addressed the Consent paragraph. O’Shana suggested Chair Tann ask the Town Manager about the correct legal wording for this section.

MOTION #2

Vice Chair Bjelobrk made a motion to accept the newly rewritten Aviation Scholarship Program document with overall edits and revisions and legal Consent wording to be included. Henson seconded the motion.

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

The recipient agrees to a picture and story in two local newspapers and agrees to attend the Dean Memorial Airport Community Awareness Day the year the scholarship is awarded.

Recipients may reapply for continuing financial support **through graduation upon successful completion of the previous award.**

Awarded scholarships are not transferable to other individuals. **If a recipient transfers to another institution they are required to notify the Commission.**

(ABOVE) APPROVE CHANGES MADE TO DATE IN RED

(BELOW) DISCUSS ITEMS IN RED

Scholarships to selected recipients will be paid to their school 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 1st of the following year it will be returned to the Town of Haverhill.

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REQUIREMENTS

The applicant must:

1. Be a resident of Haverhill or one of the regional two-state towns of Haverhill as defined by the NH Municipal Association. The following towns are included:

NH: Benton	Monroe	VT: Bradford	Newbury
Easton	Orford	Corinth	Ryegate
Glencliff	Piermont	East Corinth	East Ryegate
Landaff	Warren	South Corinth	Ryegate Corner
Lisbon	Wentworth	Fairlee	South Ryegate
Lyman		Groton	Topsham

If the town of residency changes during the scholarship award year the Commission must be notified.

2. Be at least 18 years old at the time of application or have parental written permission to apply.
3. **Demonstrate a strong interest in aviation: extracurricular involvement, community involvement, work experiences and previously awarded scholarships will be considered.**

HOW TO APPLY

1. Submit a completed application with the required documentation by April 1st.
2. **Submit an acceptance letter into a program, school, or college on letterhead.**
3. **For those intending to get a pilot's license: submit proof of a medical card at the time of application.**

ANNUAL TIMELINE

MARCH

- The Commission announces the Aviation Scholarship on the Haverhill Town website and sends letters to the schools serving the towns in the regional two-state area. Applications can be downloaded or picked up at the Town Office.

APRIL

- April 1st: Applications are due.
- The Commission reviews applications and tentatively sets the number of scholarships and the amounts to be awarded.

MAY

- The Commission interviews candidates in person.

JUNE

- The Commission selects the final recipient(s) and the amount(s) to be awarded.
- June 15th: The recipient is notified; their name and a brief description of their intended study is posted on the Town of Haverhill website.

DURATION OF AWARD

- July 1st of the following year that the scholarship was awarded: The recipient must complete his/her studies/training and use their scholarship award. **Unused monies, revert back to the Trust. Recipients may reapply in subsequent years.**

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THIS WILL BE A SEPARATE DOCUMENT FOR THE COMMISSIONERS TO USE DURING INTERVIEWS.

DISCUSSION QUESTIONS for the Commissioners when interviewing and reviewing applications:

1. Is the candidate likely to advance and succeed in aviation?
2. Do they have a well thought out plan? Does the plan include realistic financial resources?
3. What skill sets/character assets does the candidate possess?

This will be assessed by the following methods in addition to an in-person interview:

- Adult in the workforce: Letter of reference or phone call from supervisor plus two other reference checks (one can be a family member).
- Student: Transcript from HS or college. If employed same as above for an adult.

Character assets that will be assessed:

- | | |
|--|-----------------------|
| - Academic excellence | - Integrity |
| - Multi-tasking abilities | - Respect |
| - Ambition/goal setting | - Attention to detail |
| - Decision making skills | - Drive/commitment |
| - Risk management skills | |
| - Ability to maintain composure in challenging circumstances | |

4. How will the candidate’s goal contribute to DMA?
5. Does the candidate demonstrate a strong interest in aviation?
6. Does the candidate know their method of travel to and from training/school? Have they factored in the cost of these expenses?
7. Do they have the financial resources to complete their training? What is their financial plan?
8. Does the candidate have time available to attend training and study?
9. What other concurrent obligations will the candidate have during this time?

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ADDENDUM B

Dean Memorial Airport Aviation Scholarship Program APPLICATION
(Due April 1st to the Airport Zoning Commission Chairperson)

Name: _____ Date: _____

Mailing address: _____ Physical address: _____

Email: _____ Phone number: _____ DOB: _____

EDUCATION

Current Student: Name of institution _____

Course of Study _____

Past Education: Name of Institution _____

Highest Academic Level Achieved _____

Plans for Additional Education:

EMPLOYMENT

Present position, employer, and dates of employment:

Summary of employment in the last 3 years:

PLEASE PROVIDE THE FOLLOWING ADDITIONAL INFORMATION

1. A copy of your educational transcript(s). Applicable to the last 3 years.
2. A copy of your Third-Class Medical card. Applicable if you intend to get your pilot's license.
3. One recommendation letter from a faculty member at the school where you are currently enrolled supporting your application for this scholarship. This can be a teacher, counselor, coach, or other school official. The recommendation should be from an adult who has served in a supervisory role to you and include their contact information.
4. If you are not currently enrolled in school a recommendation letter from your employer/supervisor is requested.
5. Two other letters of recommendation from people who can attest to your character attributes. One letter can be from a family member or friend.
6. A written essay that includes the following:
 - Describe your interest in aviation, including your involvement in aviation activities and what motivated you to pursue your intended aviation education/training.
 - Describe your plan to obtain your aviation goal(s) including a timeline of specific accomplishments along the way.
 - How will you supplement scholarship money with other financial resources to meet your goals?
 - How will your involvement in the aviation industry impact the Dean Memorial Airport?
 - Describe the achievement you are most proud of.
 - Describe three of your character assets that will be necessary for your success in your chosen aviation field.

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CONSENT

By submitting this information, you give the Dean Memorial Airport Zoning Commission your consent to process your Scholarship Application in a public meeting and via email with members of the Commission. You also consent to sharing the information on your Scholarship Application on the Town of Haverhill website and in local newspapers.

Signature of Applicant

Date

Signature of Parent/Guardian (if under 18 years of age)

Date