

**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, April 10, 2024  
5:00 PM**

**CALL TO ORDER:** The meeting was called to order at 5:02 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:** None

**Online Visitor:** None.

Tann explained that Mark Maholchic was not able to be sworn in as a new member of the Commission on 4-9-24. He will be sworn in next week and will attend the May meeting.

**ROLL CALL ATTENDANCE**

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

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**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 **March 13, 2024**, meeting, as written.

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

**NEW BUSINESS:**

**Election of Commission Officers**

**MOTION #3:** Vice Chair Bjelobrk made a motion and Henson seconded the motion to nominate Susie Tann as Chairperson.

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

**MOTION #4:** Chair Tann made a motion and Henson seconded the motion to nominate Matthew Bjelobrk as Vice Chairperson.

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

### **AZC Rules of Procedure**

Tann stated that the next order of business for the Commissioners was to update the Rules of Procedure. The present document is specific to the Haverhill Airport Commission and is not applicable to the present Haverhill Airport Zoning Commission which was established in March 2023 by Town vote. Henson volunteered to send copies to the members of the present document in preparation for future discussion at the next meeting.

Tann clarified that the Rules of Procedure will ensure a standardized method of conducting meetings and assist the Commission in the effective execution of meeting tasks. Rules of Procedure guides and informs the Commission members and the public; it explains what is expected and helps the Commission to accomplish its goals equitably, and efficiently.

### **OLD BUSINESS:**

#### **Aviation Scholarship Update**

##### ***Aviation Scholarship Income Balance***

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. Our meeting is early this month due to the calendar and so therefore the Trust Fund account information for March is not available yet.

##### ***Aviation Scholarship Program Revision***

Due to the change in the form of Town government at Town Meeting the revised document was not submitted to the Select Board. O'Shana offered to seek the appropriate approval of the program document and to ensure that it meets all legal requirements.

##### ***Dean Memorial Airport Aviation Scholarship Program Administration***

Bjelobrk suggested that the Commission extend the deadline for applications to June 1st of this year only to accommodate the delay in approval. The Commission agreed without further discussion. Tann will let Courtni Fisk know that the deadline has been extended. Tann will

write a cover letter to the appropriate high schools in the regional two-state towns in the vicinity of Haverhill once the Scholarship Program is approved.

**ADJOURN**

Vice Chair Bjelobrck made a motion to adjourn at 5:20 PM. Henson seconded the motion.

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

**NEXT MEETING:** Wednesday, May 8, 2024.

*The usual Zoom recording is not available. These minutes were transcribed from notes taken during the meeting.*

Respectfully submitted,  
Susie Tann  
Chairperson  
Haverhill Airport Zoning Commission