

**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, April 13, 2022
5:00 PM**

CALL TO ORDER: The meeting was called to order at 5:02 PM by Susie Tann, Chair.

Members of the Commission:

Chair: Susie Tann

Vice Chair: Cliff Batchelder

Member: Miguel Vasconcelos

Member: Matthew Bjelobrck

Ex officio: Michael Graham

Airport Manager: Ralph Crosswell

Airport Technician: Dan Freeto

Town Employee: Assistant Town Manager (ATM), Jennifer Boucher

ROLL CALL ATTENDANCE

Cliff Batchelder (Here), Mathew Bjelobrck (Present), Michael Graham (Here), Miguel Vasconcelos (Here), Ralph Crosswell (Here), Susie Tann (Here). A quorum was met.

On-Line Visitor: Guy Rouelle.

In-Person Visitors:

Randy Subjeck

Chris Cadreact

Darwin Clogston

Rick Henson

Howard Hatch

MINUTES REVIEW

MOTION #1: Bjelobrck made a motion and Batchelder seconded the motion to approve the Minutes from the **March 9, 2022**, Airport Zoning Commission meeting as written.

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

APPROVAL OF THE AGENDA

- Chair Tann added to the Agenda the Election of Officers.

ELECTION OF OFFICERS

Nomination #1 for Chair

Bjelobrck nominated Susie Tann to remain as Chair of the Airport Zoning Commission, seconded by Vasconcelos.

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

Nomination #2 for Vice Chair

Bjelobrck nominated Cliff Batchelder to remain as Vice Chair of the Airport Zoning Commission, seconded by Vasconcelos.

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

AIRPORT MANAGER'S REPORT

Croswell presented his report:

- Croswell announced that a new radio and antenna for the Unicom system will be installed this week paid for by the NH DOT.
- Croswell reported that the annual fuel inspections will be done this week and will help to correct the stormwater flooding in the fuel farm.
- Croswell stated that the credit card reader was operational as of March 14, and is being used. Croswell discussed the high credit card fees and the cost of replacement fuel in the tank, so prices may need to be raised. The profit for the airport is now 20 cents per gallon. Questions were raised about the fees with regard to prior knowledge of the cost and how much the credit card reader company was charging.
- Croswell reported on the comprehensive evaluation of the runway cracks with NH Bureau of Aeronautics and the resealing and repair work is out for bid, which will be covered under Airport Improvement Program (AIP) funds, which is not federal tax money. Rouelle interjected stating that the bidding process is underway, and the runway will be block patched and repaired before airport reconstruction begins.
- Croswell asked that trucks refrain from driving on the grass taxiway during the current mud season.
- Croswell noted that \$700 was carried over from advertising last year, and he purchased hats to be sold for \$20 each.

PENDING BUSINESS

DRAFT Airport Zoning Ordinance

Chair Tann introduced the inclusions from Rouelle, as follows:

- **Section 77.17a (2)**
Rouelle noted that this section can be removed because it is found elsewhere.
- **Section III, items 1, 2**
Chair Tann questioned the difference between Visual Approach Zone (20:1) and the Non-Precision Instrument Approach Zone (34:1). Rouelle responded that these approach surfaces are correct with 34:1 being more restrictive, which is what occurs on Runway 19.
- **Section VI. Nonconforming Uses**
Chair Tann asked who submits the obstruction analysis to the FAA, and Rouelle replied that his company as consultants on this project submitted. Rouelle used the power poles

at the end of the runway as an example of 1:1 obstruction, and the report will be coming back from the FAA. Rouelle clarified that the airport sponsor for FAA submission is the Town of Haverhill.

- **Section VII. Permits.**

Chair Tann asked that under New Hampshire Statutes Title XXXIX Aeronautics, Section 424:16 Airport Zoning, which addresses permits, should the language of the statute be inserted in this document. Rouelle noted that other towns have forms or permits submitted to the FAA for building around the airport. Chair Tann noted that the Town's building permit needs clarification on that point.

- **Section VII. Permits. Item 2. Existing Uses.**

Chair Tann asked about inserting language related to airport private or community events. Rouelle stated that the FAA Administrator needs to give permission for any event that is not for aeronautical use and may close the runway.

Croswell asked about NOTAM notifications regarding events. Rouelle agreed and added that notification of the FAA administration is critical.

Vasconcelos noted that the airport sponsor needs to reach out to the FAA administrators for non-aeronautical events, but this element does not belong in the Zoning Ordinance. Rouelle agreed.

- **Section VI. Variances. Item 4.**

Chair Tann suggested incorporating Chapter 424 language into this section. Rouelle noted that existing structures are the purview of the Town, and the FAA will not have enforcement obligations. Vasconcelos noted the Town ordinance must be 100% in compliance with the state and federal regulations. Rouelle agreed and noted that zoning boards cannot grant or permit obstructions from impeding the airport.

- **Section VII. Permits. Item 5. Obstruction Marking and Lighting.**

Chair Tann asked if the last sentence should be deleted. Rouelle noted that the Town or the ZBA can be more restrictive, and the Town can appeal a variation in the FAA requirements through the 7460 process.

- **Section IX. Zoning Board of Adjustment.**

Chair Tann suggested referencing the regulations.

- **Airspace Overlay Map (Section III. Airport Zones.)**

Chair Tann asked when Rouelle would be replacing the existing overlay map and requested the Part 77 Obstruction Identification diagram. Rouelle noted he will have the map/diagram available soon.

DISCUSSION: Process for Adoption

Vasconcelos noted that the completed Ordinance should be reviewed by the state to check the RSAs and to review for current guidance. Rouelle agreed and noted that the draft should be sent to FAA Administrators Rick Diamond and Carol Niewola for feedback. Rouelle continued that with their comments, the Commission can create a final draft, and, then, he recommended, sending the document out for public comment for up to 30 days. Chair Tann suggested a Public Hearing. Vasconcelos noted that the process has to be transparent and involve public input. Chair Tann noted that after a public hearing or reading, the document would go to the Select Board for approval.

- **Section X. Appeals.**

Chair Tann read item 2 about the ZBA appeal process. Rouelle recommended another layer to the appeal process, such as the Select Board or the Town Manager as the final decision maker. Vasconcelos noted that this process has to be consistent with other appeals within the Town.

- **Section XI. Judicial Review.**

Chair Tann noted that under this section the applicant can appeal to the Grafton County Superior Court.

- **Section XIII. Conflicting Regulations.**

Rouelle noted that from Vasconcelos' recommendation, Rouelle suggested that the airport have its own rules and regulations, which Rouelle has a template for and will send to Croswell.

Public Discussion:

Darwin Clogston: Clogston asked about those who own property within 1/2 mile from the airport. Rouelle noted that the Town has probably already defined the rules on notifying abutting property owners.

Aviation Scholarship Program Status Reports

Mark Codling

Chair Tann received an emailed report from Codling on March 30 and copied the entire Commission.

Melissa Ulery

Chair Tann noted that Ulery has not received a check as yet. On March 31, Chair Tann received an update from Ulery:

- Flight hours – 6 appointments to fly.

David Binford

- Chair Tann noted that Binford contacted the Commissioners by email on April 3 and did not submit a plan. Chair Tann sent Binford a deadline for the Commissioners to receive a plan by April 13 or the scholarship will be rescinded. Chair Tann solicited agreement from the Commissioners, and there was consensus.

Master Plan: Transportation Chapter / Dean Memorial Airport 10-Year Vision

Chair Tann provided the members with a draft of the 10-year vision for the airport. Vasconcelos and Croswell offered suggestions during the writing of the draft. Croswell noted that the walking path terminology needs to be changed to "perimeter road," and the community building needs to be changed to "arrivals building." Discussion continued.

Public Discussion:

Darwin Clogston: "I would like to introduce your new Select Board ex officio to you; there are some things you may or may not know." Mike Graham asked to interrupt, but Clogston continued. "Twenty years or so ago, he was on the Select Board and then, like now the airport needs insurance and the TM gave that contract to the Graham Insurance Agency for years. Conflict of interest kind of peeks at people's interest. After enough conversation, the TM gave it to someone else and interestingly enough the insurance rates went way down. I believe Doug

