

**Town of Haverhill  
Dean Memorial Airport Zoning Commission  
MEETING MINUTES  
Dean Memorial Airport  
393 Airport Road  
North Haverhill, NH 03774**

**Wednesday, April 14, 2021  
5:30 PM**

(The meeting was held via ZOOM.)

**CALL TO ORDER:** The meeting was called to order at 5:33 PM by Susie Tann, Chair.

**Members of the Commission**

**Chair:** Susie Tann

**Vice Chair:** Cliff Batchelder

**Airport Manager:** Ralph Croswell

**Airport Technician:** Dan Freeto

**Select Board ex officio:** Matthew Bjelobrk

**Visitors:** Guy Rouelle (Dubois & King; did not attend), Miguel Vasconcelos, Doug Henson.

**Susie Tann, Chair:** Per Gov. Sununu Meeting Compliance CHECKLIST to Ensure Meetings are Compliant with the Right to Know Law During the State of Emergency (abbreviated)

- **April 14, 2021**, Airport Zoning Commission (AZC) Meeting
- Executive Order—This public body is authorized to meet electronically.
- Confirming a) providing public access by telephone, with additional access by video or other electronic means, ZOOM conferencing is being used. All members of the Board, Commission, or Committee have the ability to communicate contemporaneously, the public has the ability to contemporaneously listen and, if necessary, participate in this meeting by dialing the following number: 1-312-626-6799 (US) or the website <https://ZOOM.US/meeting> (ID# 95860923510; passcode: none required); b) public notice has been provided of the necessary information for accessing the meeting though ZOOM or telephonically, instructions have also been provided on the website of the Town of Haverhill at [www.haverhill-nh.com](http://www.haverhill-nh.com), and c) providing a mechanism for the public to alert the public body if there a problems with access (call 802-793-0535 or email at [townmanager@haverhill-nh.com](mailto:townmanager@haverhill-nh.com)); d) adjourning if the public is unable to access the meeting. In the event that the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that all votes taken during this meeting will be taken by ROLL CALL vote.

**ROLL CALL ATTENDANCE**

Ralph Croswell (Here), Dan Freeto (Here), Mathew Bjelobrk (Present), Cliff Batchelder (Present), Susie Tann (Present). A quorum was met.

**Members of the public present:** None.

**AGENDA MODIFICATIONS:**

- Tann added under Pending Issues the Feasibility Study.

**Welcome Guests**

- Miguel Vasconcelos
- Doug Henson

**MINUTES REVIEW**

**MOTION #1:** Bjelobrck made a motion to approve the Minutes from **March 24, 2021**, as written. Batchelder seconded the motion.

**Roll Call Vote:** Cliff Batchelder (Aye), Mathew Bjelobrck (Aye), Susie Tann (Yes). The motion passed unanimously.

**AIRPORT MANAGER'S REPORT**

- Croswell stated that there is an upcoming Fuel Farm inspection April 22, at 9:00 AM by Beardsley.
- Croswell stated that he is moving ahead with excavation of the water pipe that was originally in the old house. Joe Longacre will provide the backhoe and Croswell requested help from Batchelder. The water needs to be on site to wash planes and to water the garden area.
- Croswell stated that he will donate a gas grill near the new picnic tables.
- Croswell stated that the 2021 fuel invoices have been sent out.
- Croswell noted that he received a scholarship form from a high school senior Kaylene Reagan from Woodsville who was accepted to McGill University in Montreal, but is not taking aeronautical studies. He will send the form out to the Commission.
- Croswell discussed the FAA inspection report, which was passed along to Guy Rouelle, Dubois & King, and Rouelle will integrate the report into his study. From Croswell's review, he prepared a "Hit List":
  - Short line repairs
  - White line to be painted with reflective paint at the end of Runway 19
- Croswell asked Batchelder if the hanger that has Perry's equipment stored inside was built by the Town or by Perry. Batchelder responded that Perry built that hanger. Discussion continued about the original construction of the hangers. The Town Manager Codling asked Croswell to locate the files on the hangers. Croswell will present these to the Select Board.
- Codling requested that the Zoning Ordinance be forwarded to her for her review.

Tann followed up with a suggestion to contact Rouelle for runway paint recommendations. Bjelobrck suggested contacting the DOT for ideas. Batchelder noted that Woodsville Highway Department may have the paint.

Croswell explained that his visit to the Select Board is to work to create leases for hanger rentals.

Tann asked Dan Freeto, Airport Technician, if he had anything to add, and he responded that he had nothing to add.

## **PENDING ISSUES**

### **Zoning Regulations / Draft Review**

Tann stated that within the next week, she will work on the draft Ordinance and include and delete the wording discussed by the members. Tann will then submit the draft document to the Town Manager and to Rouelle for their review. The Commission will need to read through the Ordinance one more time to check for agreement among the members.

### **Mission and Vision Statements / UPDATE**

Tann noted that these statements will be reviewed and brought up at the next meeting.

### **Hangar Leases**

Tann stated that this discussion was completed earlier.

### **Feasibility Study and Public Participation Plan**

Tann contacted Codling to begin the Feasibility Study and to discuss a public participation plan. When Tann spoke with Rouelle about releasing the updated Zoning Ordinance to the Commission, Rouelle stated that wanted to pass it by Codling first.

### **Compatible Land Use**

Tann spoke with Rouelle about the Compatible Land Use document.

- Tann noted that there is comprehensive zoning that the airport, the abutters, and the overall community could benefit from.
- Tann stated that the Commission addressed the height restrictions surrounding the airport, and next land use compatibility is to be reviewed, such as:
  - Camping, RV hook ups
  - Porta potty (currently in place)
  - Campfires
  - Temporary / permanent structures
  - Business Park businesses compatible with the airport
- Tann introduced the safety parameters related to any other these land uses, such as:
  - Smoke, air flow, moisture plume
  - Radio or other communications
- Tann introduced community planning issues, such as:
  - Bicycle, skate trails
  - Dog walking (leashed only)
  - Playground
  - Picnicking (signage: No trace left behind)
- Tann additionally mentioned:
  - Food trucks or food services
  - Flight school
  - Garbage dumping
  - Environmental impact, including lights, people, waste, noise, water, and sewer impacting wildlife and surrounding landowners

Batchelder stated that some ideas will work, and others may not, such as dog walkers and bicycles.

Vasconcelos noted that there is guidance on compatible land use, which he will share. Vasconcelos stated that operationally a set of safety rules and regulations generally consistent with the FAA are necessary to be adopted to become the guiding documents for activities and enforcement.

The document Tann reviewed was *Land Use Compatibility and Airports* from the FAA website: [https://www.faa.gov/about/office\\_org/headquarters\\_offices/apl/noise\\_emissions/planning\\_toolkit/media/III.B.pdf](https://www.faa.gov/about/office_org/headquarters_offices/apl/noise_emissions/planning_toolkit/media/III.B.pdf)

Vasconcelos noted that this guide would be an important reference document for the Town's airport ordinance regulations.

Tann noted that their rewrite of the airport zoning regulations, which was last done in 1947, needs to be compatible with the uses and needs of residents. Vasconcelos noted that two federal obligations are addressed here: compatible land use and airport safety.

Bjelobrck noted that snowmobile trail usage may need to be addressed and signage used. Croswell stated that the Town allows snowmobiles to access the airport area close to Benton Road and he posts a NOTAM for snowmobile activity within the vicinity of Runway 19 for the winter months. Croswell stated that the trail is roped off and posted with signs, and the trail is 150 feet from the end of the runway. Croswell noted that the NH Bureau of Aeronautics approved this use.

Bjelobrck noted that high octane aviation fuel may be sought after by some hot rod owners, and access to the fuel farm by cars should be regulated.

## **NEWS**

### **Water Well Discovered at the End of Runway 19**

Croswell stated that the well is not on airport property, but is 10 feet deep and has 5 feet of water in it. Jim McKinnon, Town Maintenance Department, roped it off and covered the well with a heavy door. Croswell noted that Howard Hatch is taking the topic up with the Select Board. Tann stated that she will discuss the well with the Town in relation to the Business Park because the health of the aquifer could be accessed and examined from this well.

## **NEXT STEPS**

Tann noted that the Airport Zoning Ordinance document will be completed soon and will be sent to the Town Manager for review.

### **Building Permit Application Document**

Tann addressed the wording in the Town's Building Permit application form that reads, "... complies with the Town's Airport Zoning Ordinance." Croswell noted that the permit should include FAA permitting approval.

### **Prospective Member**

Tann invited Vasconcelos to consider joining the Commission. Vasconcelos thanked Tann and stated that he is interested and will be spending more time in Haverhill than previously. Vasconcelos said that he would be interested in contributing what he could to the Commission

and to the airport manager and stated that he is pleasantly surprised that the Commission is addressing these issues.

Tann stated that Vasconcelos should submit a letter of interest to the Select Board, and the Select Board would invite him to a meeting to be appointed and sworn in. The Select Board votes on the appointments to boards and committees. Batchelder was just reappointed for two years. Bjelobrk stated that as the ex officio Select Board member he will bring it up at the next Select Board meeting as Correspondence.

**Next Meeting:** May 12, 2021, at 5:30 PM.

#### **ADJOURNMENT**

**MOTION #2:** Bjelobrk made the Motion to adjourn the meeting at 6:35 PM. Batchelder seconded the motion.

**Roll Call Vote:** Cliff Batchelder (Yes), Mathew Bjelobrk (Yes), Susie Tann (Yes). The motion passed unanimously.

**Meeting Adjourned at 6:35 PM.**

*Joanna Bligh, Transcriptionist*