

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

**Wednesday, May 12, 2021
5:30 PM**

(The meeting was held via ZOOM.)

CALL TO ORDER: The meeting was called to order at 5:45 PM by Susie Tann, Chair.

Members of the Commission

Chair: Susie Tann

Vice Chair: Cliff Batchelder

Select Board ex officio: Matthew Bjelobrk

Airport Manager: Ralph Croswell

Airport Technician: Dan Freeto

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)

- **May 12, 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, 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); 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 (Here), Susie Tann (Present). A quorum was met.

Welcome Guests:

- Mark Codling

- Dennis Cunningham
- Miguel Vasconcelos

Members of the Public Present: Bjelobrk noted that there were eight people online.

AGENDA MODIFICATIONS:

- Tann requested any changes to the Agenda. There were none.

MINUTES REVIEW

MOTION #1: Bjelobrk made a motion to approve the Minutes from **April 14, 2021**, as written. Batchelder seconded the motion.

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

AIRPORT MANAGER’S REPORT

- Croswell stated that the Fuel Farm is in compliance with the 2021 inspection. Croswell stated that with the number of inspections, he chose to schedule all inspections at the same time, which would save money. Croswell stated that fuel tank inspections, leak inspections, and both pumps have been calibrated and posted with new stickers. All reports have been submitted to NH DES. Croswell has an EPA report to complete following the inspections.
- Croswell stated that next week he will begin work on the short line.
- Croswell stated that the base radio will be replaced for an updated radio by the NH DOT.
- Croswell stated that the DOT or their designates sometime in the summer will be performing an overall evaluation of the runway. Croswell will be filling cracks in the taxiway.
- Croswell stated that the Town’s Road Agent will help with the excavation of the water pipe. Joe Longacre will donate use of his tractor. The water needs to be on site to wash planes and to water the garden area.
- Croswell stated that Freeto had a great idea – getting a First Responders Safety Awareness workshop at the airport to talk about airport configuration, the fuel farm, and airplane and helicopter safety. He also would like to have a jet fuel turbine for examination. Croswell will work on getting a schedule together with the Police and Fire Chiefs.
- Croswell would also like to hold a public awareness event at the end of September.
- Croswell announced an antique car show at the airport at the end of May.
- Croswell will be contracting out the installation of the card reader once he has the Town Manager’s approval.

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

PENDING ISSUES

Potential New Commission Members

Tann reviewed the steps for potential members to join the Commission, as follows:

1. The individual sends a request to the Commission to ask to join.
2. The Commission votes on the nomination of the individual.

3. The Commission send the nomination vote results to the Town Manager.
4. The Town Manager will add a nomination to the Commission to the Select Board meeting agenda and invite the nominee to attend.
5. The Town Manager will provide the nominee with questions to be asked by the Select Board.
6. The Select Board will interview the nominee, vote, and, if approved, the Select Board Chair will swear in the new member.

MOTION #2: Tann made a motion to accept Miguel Vasconcelos' letter as a nominee to the Airport Zoning Commission. Batchelder seconded the motion.

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

Tann stated that she will send a letter of the Commission's vote to the Town Manager. Bjelobrk went over the questions that are asked by the Select Board during an appointee interview.

Scholarship Applications

Tann announced that the Commission has received three scholarship applications for the Aviation Scholarship Program.

Tann noted that the following two applicants use an incorrect form. Tann asked Batchelder to contact the individuals notifying them that the program is aviation specific, and they do not meet the eligibility requirements.

- Kaylin Reagan
- Paul Christian

MOTION #3: Tann made a motion to deny the applications of Kaylin Reagan and Paul Christian because they do not meet the eligibility requirements. Bjelobrk seconded the motion.

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

- **Mark Codling** applied on May 1. Tann reviewed his application and asked him to discuss the Upper Valley Flight Club. Codling stated that he contacted David Kent who gave him information about the flight training that they offer, including ground school. Batchelder and Vasconcelos had positive recommendations for the flight club. Vasconcelos discussed Kent's background flying for the Navy and commercial airlines.

Tann read a section of the Scholarship Program awards:

“Selection may be determined by the Scholarship Committee based upon the applicants' adherence to admission requirements, the quality of their essay, the interview, financial need, available funding, and the number of applicants. Preference shall be given to those seeking a pilot's license....”

Codling noted that the club membership fee is \$900, with instruction at \$15/hour for a plane and \$50/hour for the flight instructor. The minimum flight time is 40 hours. Bjelobrk suggested a monthly reimbursement of the flight instruction costs except for the up-front club membership fee.

Tann read a payment section of the Scholarship Program:

“Scholarship funds will be awarded to the learning institution toward payment of the cost of attendance. If the student can show proof of payment already made directly to the

institution for the cost of attendance, then payment may be issued to the student upon provide evidence to the Scholarship Committee of the payment made directly to the institution.” Tann continued that the Scholarship program reimburses the student upon successful completion of the flight training.

Codling asked about passing the written flight test before reimbursement. Tann recommended modifying the Scholarship requirements to accommodate Codling’s training process.

MOTION #4: Tann made a motion to accept Mark Codling’s application for the Aviation Scholarship Program and award him up to \$10,000, including the Flight Club membership fee and hourly instruction leading to obtaining a private pilot’s license. Additionally, the Committee will make an exception in the wording stated in the Scholarship Program language to allow the discussed sequence of payment for flight instruction. Bjelobrk seconded the motion.

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

The Commission members congratulated Codling.

- Dennis Cunningham asked if there was a time frame for completion of the flight training, and he suggested a 6-month time frame. Codling responded that the 40 hours of training could be done attending 2 days a week.
- Croswell noted that the applicant should report back to the Commission monthly and the Committee will approve the subsidy for the month.
- Tann addressed the rules from the Aviation Scholarship Program booklet stating that completion in “...weeks or months...” was allowable.

Zoning Regulations / Draft Review

Tann stated that she is working on the draft Ordinance. Tann consulted with Guy Rouelle for his review. Croswell stated that the Town Manager wants to make sure the Town Zoning and the Airport Zoning regulations do not conflict.

Mission and Vision Statements / UPDATE

Tann shared these statements, and decided to send to the members for their review.

Compatibility Zoning Regulations

Tann asked for Vasconcelos to address the impact of noise at airports and if that is regulated. Vasconcelos replied that from the FAA’s perspective, compatible land use effects the airport in protecting the air space and the town’s zoning laws to restrict what gets developed around the airport. Large airports have noise contours that impact and reduce development in the areas surrounding the airports.

Vasconcelos suggested adding wording to the Mission statement that the airport is a Town asset, but is also a State and Federal asset in an integrated airport system.

Tann asked for wording relating to compatibility zoning, such as camping on the perimeter and Town events. Vasconcelos stated that the airport is for aeronautical activities, and residential use of airport property is not compatible. Nonaeronautical use of the airport is guided by the airport rules and regulations, and Vasconcelos will pass along a document that is guidance on special

events at airports. Croswell discussed special events at the Dean Memorial Airport, which he reviews on a case-by-case basis, including trail use by the Snowmobile Club and paragliding with camping.

Feasibility Study

Tann announced a Wednesday, May 19, meeting to address the Feasibility Study.

Water Well at the End of Runway 19

Tann stated that the well is on airport property. Croswell stated that the well/culvert is behind the Business Park sign and is well away from the runway. Bjelobrk suggested not to fill in the well for liability issues.

Next Meeting: June 9, 2021, at 5:30 PM.

ADJOURNMENT

MOTION #5: Bjelobrk made the Motion to adjourn the meeting at 6:51 PM. Batchelder seconded the motion.

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

Meeting Adjourned at 6:51 PM.

Joanna Bligh, Transcriptionist