

**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, May 8, 2024
5:00 PM**

CALL TO ORDER: The meeting was called to order at 5:06 PM by Susie Tann, Chair.

Members of the Airport Zoning Commission (AZC):

Chair: Susie Tann

Vice Chair: Matthew Bjelobrck

Member: Zach Henson

Member: Mark Maholchic

Ex officio: Rod O'Shana

Airport Manager: Dennis Cunningham

Airport Technician: Dan Freeto

In-Person Visitors: Howard Hatch.

Online Visitor: None.

Roll Call Attendance: Vice Chair Bjelobrck (Here), Maholchic (Here), O'Shana (Here), Cunningham (Here), Henson (Excused), and Chair Tann (Here). A quorum was met.

AGENDA APPROVAL

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

MOTION #1: Vice Chair Bjelobrck made the motion and seconded by O'Shana.

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 Bjelobrck made a motion to approve the Minutes from the **April 10, 2024**, meeting, as written.

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

AIRPORT MANAGER'S REPORT

Chair Tann introduced Cunningham for his report. Cunningham reported, as follows:

- Maholchic helped Cunningham with a hangar door repair.
- The fuel system will be inspected in August by the DOT, and the NH Department of Environmental Services may also visit for a fuel system inspection.

- Cunningham had a meeting with the Town Administrator to discuss the appropriated funds for the inspection.
- Mowing the grass has begun.
- Chair Tann asked about Dan Freeto, Airport Technician, and Cunningham replied that Freeto is on call as needed. Chair Tann received an email from Freeto saying Goodbye, and Chair Tann stated that she appreciated all that he has done at the Airport.

PUBLIC COMMENTS:

Chair Tann introduced Hatch for any comments or questions. Hatch asked about the transition to Town Administrator (TA) form of government, and who will be ultimately managing the Airport. Cunningham replied that he brings any issues to TA Codling first, and then any follow up is with the Select Board. Vice Chair Bjelobrk noted that oversight by the Select Board would be a bit more cumbersome than going to one person for Airport issues. Chair Tann asked O’Shana about how the AZC would be managed. O’Shana commented that the ex officio members are the point of contact for the various committees/commissions. Also, each Administrative department has a Select Board liaison assigned.

O’Shana announced that Ron Hurlbert has been appointed to fill the vacant seat on the Select Board.

Hatch commented that old PVC pipe has been dumped on town property. He wonders why it cannot be put in the Town dumpster. Bjelobrk noted that it is behind the residents’ sandpile. Cunningham stated that we just need approval to throw the debris away. Cunningham noted that the “tar pit” is on Airport property. Discussion continued. Vice Chair Bjelobrk clarified that Hatch was discussing the direction of the old runway in 1968, which was 90 degrees different than the current runway. Hatch noted that previously he was told he could not erect a silo on that strip of his property because it would be in the air space.

Hatch reiterated who would manage the AZC, and Chair Tann replied that the management of the AZC has not changed. Chair Tann thanked Hatch for his concerns and comments.

NEW BUSINESS: None.

OLD BUSINESS:

Aviation Scholarship Update

Aviation Scholarship Income Balance

Chair Tann reported that currently the Scholarship balance is \$11,488.87 as of March 31, 2024; the fees were \$131; and the gross income was \$388. The Trust Fund account information for April is not available yet.

Aviation Scholarship Program Status

- Chair Tann followed up with the Aviation Scholarship Program status and asked O’Shana if the Select Board discussed the Scholarship. O’Shana noted that TA Codling sent the Scholarship wording to the municipal lawyers for review.
- Chair Tann contacted Courtni Fisk and notified her that the Scholarship is on hold, and the Commission will award funds on a reimbursement basis. Fisk completed her coursework online, and will begin at the school on May 20th in person.
- Chair Tann asked about the high schools where the Scholarship, once approved, will be distributed. Discussion continued. Vice Chair Bjelobrck noted that whatever high school the student attends, the applicant will have to be a resident of the contiguous towns. Maholchic suggested distributing the application widely and sorting the applications as they arrive.

AZC Rules of Procedure

Chair Tann researched other towns’ airport committees’ Rule of Procedure and created a template based on NH Revised Statutes Annotated (RSAs), including as follows:

- Authority and responsibility.
- Mission statement with advisory capacity and association with the Zoning Board of Adjustment.
- Appointments, terms, new members, and attendance. Vice Chair Bjelobrck noted that the Select Board determines the requirements for attendance – more than 25% absence from meetings, the member can be disqualified by the Select Board. Chair Tann wished to add that weather emergencies, childcare issues, or medical emergencies are excused in the SB document; however, Chair Tann wished to add work as an excused absence. Vice Chair Bjelobrck added that the excused absences could be at the discretion of the Chair.
- Annually, after Town Meeting there is a vote on all board and committees for election of officers.
- Chair Tann suggested adding to the Rules that the attending public can address the Commission at any time during the meeting. Vice Chair Bjelobrck noted that any public comments should be heard early in the meeting, but must be a resident. Maholchic noted that if the speaker wanted to rent a hanger, then that would be allowed. Chair Tann said that a member of the public must be acknowledged by the Chair before speaking, and a time limit can be set as needed. Vice Chair Bjelobrck recommended a 3-minute time limit and discussed the right to speak by the public. Discussion continued.
- Chair Tann brought up the meeting dates and time. O’Shana mentioned that the AZC could go to quarterly meetings. Vice Chair Bjelobrck and Chair Tann noted that once the Scholarship document is completed; however, the Select Board would make the final decision of frequency of meetings. Maholchic suggested taking October off after Awareness Day. Vice Chair Bjelobrck noted that this could be at the discretion of the Chair.
- Vice Chair Bjelobrck noted that a quorum must be present in the room for members to be attending on Zoom. (As of June 11, 2021, State of NH Emergency Orders for municipal meetings have been revoked:
https://www.nhmunicipal.org/sites/default/files/uploads/documents/partners/virtualmeetin_gsltrhead.pdf)
- Chair Tann discussed the creation of subcommittees.

