

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, June 14, 2023
5:00 PM

CALL TO ORDER: The meeting was called to order at 5:00 PM by Susie Tann, Chair.

Members of the Airport Zoning Commission (AZC):

Chair: Susie Tann

Vice Chair: Cliff Batchelder

Member: Matthew Bjelobrk

Ex officio: Phil Blanchard

Airport Manager: Dennis Cunningham

Airport Technician: Dan Freeto

In-Person Visitors: Miguel Vasconcelos, Donna Batchelder, Howard Hatch, Donnie Hammond.

Online visitors: None.

ROLL CALL ATTENDANCE

Vice Chair Cliff Batchelder (Present), Phil Blanchard (Present), Matthew Bjelobrk (Present), Dennis Cunningham (Present), and Chair Susie Tann (Present). A quorum was met.

MINUTES REVIEW

MOTION #1: Blanchard made a motion and Vice Chair Batchelder seconded the motion to approve the Minutes from the **May 10, 2023**, meeting as written.

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

AIRPORT MANAGER'S REPORT and Airport Community Awareness Day Discussion

Cunningham provided his report for the Commission including the updates on Community Awareness Day:

- Airport Community Awareness Day is scheduled for Saturday, September 16, 2023, opening at 12:00 PM with a rain date of Sunday, September 17, 2023.
 - Cunningham noted that the EAA pilots will be coming from Lyndonville, VT.
 - Cunningham noted that the Black Hawk placement will be moved to between two hangars and not placed in the high pedestrian area for safety reasons. Bjelobrk noted that the ground between the hangars may be too sloped or rutted. The helicopter blades can drop to 5 feet off the ground, and the blade wash is 65 feet.
 - Cunningham stated that he and Miguel has invited the Civil Air Patrol.
 - Cunningham asked to have a formal opening of the event with a flag salute and pledge of allegiance with the cadets and music. Chair Tann stated she will research a band.
 - Cunningham noted that he still has to speak with the National Guard Commander.

- Cunningham confirmed that insurance was in place for the event.
- Chair Tann noted that signs and tape are needed to separate areas at the event.
- Chair Tann discussed the volunteer release form.
- Cunningham discussed moving the picnic area for this event to allow more area for parking and for emergency vehicles.
- Chair Tann discussed the EAA webinar she viewed noting that she heard some good ideas.
- Cunningham noted that DHART has not confirmed because of their varied schedule.
- Chair Tann asked Batchelder to speak to Lynn Perry regarding the food.
- Chair Tann discussed the possibility of a hot air balloon static display. Bjelobrk stated that it may be a safety issue, and Vasconcelos noted that balloons require a lot of air space. Cunningham suggested that ballooning be scheduled for a separate event.
- Vasconcelos reinforced the use of numbered volunteer positions so that everyone has a clear understanding of their responsibilities and position on the airfield.
- Vasconcelos noted that this is a community event to promote the airport and was not to be confused with an airshow.
- Cunningham noted that the three video cameras are only for the security of the tenants, and the fourth camera will be installed soon.
- Cunningham discussed repositioning the ultralight flight area so there is no conflict with others using the airport.
- Chair Tann asked the members to confirm that they can attend the pre-event meeting and walk-around on Wednesday, September 13.
- Cunningham and Vasconcelos provided a list of eight staff volunteers needed, including cadets and crowd control staff. Chair Tann noted M. Ulery and M. Codling will be asked to volunteer.
- Chair Tann will invite Hatchland Farms to provide ice cream for the event.
- Chair Tann asked the members if a drone demonstration could be considered. Vasconcelos will check on licensed drone operators.
- Blanchard, Fire Chief, confirmed the attendance of a fire truck at the event.
- Chair Tann asked for a volunteer to be the air traffic director. Cunningham noted that Matt could be the air boss, and Bjelobrk agreed.
- Chair Tann asked about scheduling a pilots' meeting.
- Cunningham agreed to make the necessary signs for traffic and pedestrian directions.
- Chair Tann noted that she will order more T-shirts if needed. Cunningham agreed to do a count and let Chair Tann know. Cunningham suggested changing the T-shirt color to a lighter color. Bjelobrk stated that the hat needs improvement and suggested a Cessna 172 to be on the cap.
- C. Batchelder confirmed six pilots with names to follow. Chair Tann noted that complete information is required for the pilots' forms to be filled out.
- Chair Tann stated that 60 to 70 registration forms need to be copied so they do not run out at the registration desk.
- Cunningham discussed the location of the Eagle flights, the need for transit aircraft that needs fuel, and the NOTAM notice.
- Chair Tann announced an agenda item for the July meeting to include the positions at the Awareness Days event.

