

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

CALL TO ORDER: The meeting was called to order at 5:00 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

ROLL CALL ATTENDANCE

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

On-Line Visitors: None.

In-Person Visitors: Donna Batchelder, Dennis Cunningham, Howard Hatch.

APPROVAL OF THE AGENDA

Chair Tann asked the members for changes to the Agenda, and there were none.

MINUTES REVIEW

MOTION #1: Vasconcelos made a motion and Batchelder seconded the motion to approve the Minutes from the **June 8, 2022**, Airport Zoning Commission meeting minutes as written.

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

AIRPORT MANAGER'S REPORT

R. Crosswell presented his report:

- Last week there was a NH Bureau of Aeronautics Safety Audit from the last year's recommendations, which included the tree removal. The auditor was pleased with the changes and will follow up with a report.

- There were repairs to a hanger housing a private aircraft.
- The windsock was replaced with a new one.
- A high-capacity sweeper is needed to pick up the chips due to the deterioration of the fueling area.
- Work on Awareness Day continues.

PUBLIC TO ADDRESS THE COMMISSION

Howard Hatch

- Hatch noted that Dan Freeto is doing a great job and that the airport looks nice because of Dan's efforts. Hatch expressed a need for a camping policy to keep the airport looking good and used in a respectful way. He suggested a checklist and have someone in the camping group to be responsible for it.
- Croswell directed the Commission and Hatch to a checklist he and Town Manager Codling prepared for camping at the airport on Memorial Day weekend, which stated that the flying operations would stay on the west side of the runway, but registration for camping would be required. Hatch noted that there should be a policy.
- Hatch stated that excavator work could be done on the north side of the airport to smooth out that area so it could be mowed. Croswell stated that smoothing and leveling the area around the runway is on Guy Rouelle's list of airport improvements. Hatch also mentioned the encroaching tree growth on the east side of the runway that should be cut.
- Hatch noted that he would like to install a 35-foot-high flagpole at his store, and he was inquiring if there were any height limitations due to his proximity to the airport. Vasconcelos noted that the Commission should follow up with examining airspace penetration. Chair Tann clarified that this is addressed in the draft Airport Zoning Ordinance. Chair Tann wondered if Hatch was not at the meeting in person how a reference to the Ordinance would be triggered.
- Hatch asked for the stormwater report at the fuel farm, and Croswell had it available for Hatch. Hatch pointed out that there are two drainage systems -- one on each side of the runway.
- Hatch stated that the airport looks nice, especially at the picnic area.

PENDING BUSINESS

Aviation Scholarship Program Status Reports

Chair Tann stated that the Commission has heard from both Ulery and M. Codling by email and encouraged the members to read their reports.

NEW BUSINESS

Community Awareness Day, Saturday, September 10, 2022, 12:00 PM to 4:00 PM

Croswell, event Chair, stated the following:

- Insurance is secured for Saturday, September 10.
- Vince Matteis from Lyndonville Chapter 1576 confirmed sponsorship of the event.
- The National Guard is confirmed and the request approved.
- Peter Erpelding and Jenett Chandler (OTES Air) have confirmed attendance with their helicopter.

- Bernie Marvin from the *Bridge Weekly* confirmed that he will attend.
- Registration volunteers are confirmed.
- DART helicopter is waiting for a form, and is still tentative.
- JBI Helicopter (Pembroke, NH) declined.
- The NH Bureau of Aeronautics, Carol Niewola, PE, CM, Senior Aviation Planner, confirmed.
- Advertising flyers are to be completed.
- Tables and chairs are to be reserved.
- Ground crew and radios with headsets are to be determined.
- 100 extra sign-up forms, certificates, and log books need to be ordered by Vince Matteis (Croswell will ask him to do this).

Vasconcelos discussed the ground crews and the radio coordination and procedures with Cunningham taking the lead role. Vasconcelos emphasized the need for a pre-event in-person briefing for pilots and ground crews. Vasconcelos noted that a Plan B, C, or D might be required if weather conditions deteriorate. Cunningham noted that the grass around the runways should be mowed. Croswell listed the pilots who have confirmed for the event: Jim Gregory (Lyndonville, VT), Bill Humphrey (Lyndonville, VT), Steve Keen (Claremont, NH), and Terry Callum (Claremont, NH). Chair Tann noted that information (chapter number, AEE number, full name, the aircraft they will be flying, and the number of passengers they can allow) is required of the pilots. Chair Tann noted that Ulery will be attending as a volunteer, and suggested that she escort kids to and from the aircraft. M. Codling has not been asked as yet. A parking area should be designated for the planes.

Discussion continued about the T-shirts needed for the event. Chair Tann noted that for \$370 the T-shirts from last year can be replaced. Croswell agreed.

Discussion continued on the crowd access to the helicopters. Croswell suggested using signs for directing crowds.

Donna Batchelder discussed the food options at the event. One vendor confirmed -- Lynn Perry. Discussion continued about vendor costs. The Commission agreed that ice cream from Hatchland Dairy would be a nice addition. Chair Tann will contact them for availability.

Chair Tann listed some suggestions to add to the Awareness Days event, including:

- A drone demonstration.
- Hot air balloon.
- Toy airplanes.
- Aviation career promotion.

Vasconcelos stated that there was talk about getting a fire truck and the police on site this year as a safety component.

Chair Tann noted that at the August 10th meeting, everything will be finalized. Vasconcelos noted that he will be gone on that date. The members agreed to meet on the event day at 9:00 AM and have a pilots' meeting at 10:00 AM.

NEXT STEPS

- **Next Meeting:** August 10, 2022, at 5:00 PM.

