

**Town of Haverhill
Dean Memorial Airport Zoning Commission
SITE VISIT to DEAN MEMORIAL AIRPORT
MEETING MINUTES
R.E. Clifford Memorial Building
65 South Court St.
Woodsville, NH 03785
And on ZOOM
Wednesday, September 7, 2022
5:00 PM**

CALL TO ORDER: The meeting was called to order at 5:10 PM by Susie Tann, Chair.

Members of the Commission:

Chair: Susie Tann

Vice Chair: Cliff Batchelder

Member: Miguel Vasconcelos

Member: Matthew Bjelobrk

Ex officio: Michael Graham

Airport Manager: Ralph Croswell

Airport Technician: Dan Freeto

ROLL CALL ATTENDANCE

Miguel Vasconcelos (Here), Ralph Croswell (Here), Michael Graham (Absent), Matthew Bjelobrk (Here), Cliff Batchelder (Present), Susie Tann (Here), Dan Freeto (Here). A quorum was met.

On-Line Visitors: None.

In-Person Visitors: Dennis Cunningham, Mark Codling, Donna Batchelder.

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 Bjelobrk seconded the motion to approve the Minutes from the **August 10, 2022**, Airport Zoning Commission meeting minutes as written.

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

PENDING BUSINESS

Aviation Scholarship Program Updates

Chair Tann noted that Melissa Ulery was not present.

NEW BUSINESS

Upcoming Meetings

Chair Tann asked the members if this meeting could represent the monthly meeting.

MOTION #2: Bjelobrk made a motion and Batchelder seconded the motion that this meeting/site visit constitutes the regular September meeting for the Airport Zoning Commission.

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

Chair Tann confirmed that the Wednesday, September 14 meeting will be cancelled, and the next meeting following the Airport Awareness Day will be October 12, 2022.

COMMUNITY AWARENESS DAY site visit

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

Croswell, event Chair, stated the following and opened discussion:

- Croswell provided volunteer sign-up sheets only for those who are directly involved with air and ground operations. These should be signed and returned to Croswell.
- Aircraft parking areas have been marked off and are 40 feet apart.
- In case of a land side emergency, volunteers must stay calm. If there is a medical emergency, DHART will be on site. Croswell noted that two doctors will be on site, the Haverhill police will be stationed at the airport, and the fire truck will be at the gate. All emergency personnel will have radios. Croswell noted that even with a medical emergency, the flight operations will continue.
- If there is an aircraft emergency, the ground crew makes the call and may divert planes to another field. Most important is to remove the crowd from the taxiway.
- Croswell discussed radio etiquette. The radio frequency is 122.8 and there will be no talking on the radio other than the pilots and Dennis Cunningham or Cunningham to Croswell in case of an emergency.
- Croswell discussed the Blackhawk helicopter and DHART's arrival. They will have a white circle as a landing zone. Croswell discussed if the helicopters have to leave early.
- If an aircraft needed refueling, coordination of crowd control and opening the fuel area needs to be done. Vasconcelos noted that one of the volunteers will have direct contact with the pilots.
- Croswell reminded members to keep hydrated during the event.
- Croswell provided Chair Tann and D. Batchelder with registration forms. Croswell provided Aircraft Operations Maps for ground control staff and other volunteers. These were produced by Vasconcelos to clarify the flight options and specify the six volunteer positions on the airfield.
- Croswell noted that he obtained 15 tables and 30 chairs.
- Croswell discussed the location of existing aircraft.
- NOTAMs will be posted for Friday and Saturday, including a notice of "limited transient parking."
- Dr. Chavez and O'Donnell's aircraft will be on display.
- Time for staff to report: **Saturday, September 10 at 8:00 AM.**

Discussion, cont.

- Chair Tann noted that Hatchland Delites will not be able to attend.

SITE WALK

The members walked the site and engaged in additional discussion and event-day instructions.

