

**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, September 8, 2021
6:00 PM**

CALL TO ORDER: The meeting was called to order at 6:00 PM by Susie Tann, Chair.

Members of the Commission:

Chair: Susie Tann

Vice Chair: Cliff Batchelder

Member: Miguel Vasconcelos

Member: Greg Mathieson

Select Board ex officio: Matthew Bjelobrk

Airport Manager: Ralph Crosswell

Airport Technician: Dan Freeto

ROLL CALL ATTENDANCE

Cliff Batchelder (Here), Miguel Vasconcelos (Here), Susie Tann (Here), Mathew Bjelobrk (Late), Ralph Crosswell (Absent). A quorum was met.

Visitor: Dennis Cunningham

Members of the Public Present: None.

AGENDA MODIFICATIONS: None.

MINUTES REVIEW

MOTION #1: Vasconcelos made a motion to approve the Minutes from the July 14, 2021, Airport Zoning Commission meeting as written. Batchelder seconded the motion.

Voice Vote: Cliff Batchelder (Yes), Miguel Vasconcelos (Yes), Susie Tann (Yes). The motion passed unanimously.

MOTION #2: Batchelder made a motion to approve the Minutes from the July 26, 2021, Working Meeting as written. Vasconcelos seconded the motion.

Voice Vote: Cliff Batchelder (Aye), Miguel Vasconcelos (Yes), Susie Tann (Yes). The motion passed unanimously.

Tann offered thanks to the Transcriptionist Joanna Bligh for preparing the minutes.

Tann noted that the Airport Manager Crosswell is not in attendance and when he arrives, he will present his report.

AIRPORT MANAGER'S REPORT: None.

PENDING ISSUES

DRAFT Zoning Regulations

Tann stated that Guy Rouelle (Dubois & King) was not able to attend tonight, but has confirmed his attendance at the next meeting on October 13 via Zoom. Vasconcelos asked if the Commission has discussed the next steps after approval of the Ordinance language. Tann replied that the Commission does a final read of the document and votes to approve. Tann continued that the document is presented to the Town for a Town vote.

Vasconcelos suggested that the draft be reviewed by the NH DOT, Bureau of Aeronautics, (RSA 424) to make sure there is no conflict with the state RSAs and the FAA to ensure it meets the federal guidance on zoning. Vasconcelos noted that the Town Manager and the Select Board will get a document of high standards that will have been reviewed by the Commission, the consultant, the NH DOT, and the FAA. There was consensus among the Commission members.

Tann stated that she forwarded the July 14 Commission minutes to the Assistant Town Manager, Jennifer Boucher, and will meet with Boucher to explain and review the Ordinance document and the Commission's relationship to the Zoning Board of Adjustment. Tann will invite Boucher to the October 13 meeting. Vasconcelos agreed stating that it is important to mesh the two boards. Bjelobrk stated that once the safety issues are mitigated, it will open up economic development at the airport. Discussion continued.

Mission Statement

Tann previously provided the members with the document and thanked Vasconcelos for providing revisions to the Mission Statement. Tann asked for comments.

- Vasconcelos suggested that some of the concepts in the current mission statement go beyond airport zoning and need to be discussed by the Commission.
- Bjelobrk noted that because the airport is Town property, the Select Board, Town Manager, or the Town Meeting process determines the direction of the airport development. Tann added "to advise and educate Town leadership on airport zoning issues ..." Bjelobrk reworded that section to "Town administration and leadership." Tann revised "on airport issues and help keep the airport in compliance with state and federal regulations." Bjelobrk continued that the Commission advises and provides input on zoning issues only. Vasconcelos noted that an airport advisory committee acts somewhat differently. Discussion continued.
- Tann noted that the next step is to create a Vision Statement for the Commission, and after that is the rules of procedure or how the Commission operates, for example, Tann continued, the scholarship process is not documented anywhere. Vasconcelos discussed the need for a document to outline the airport zoning role, the land-use actions, and the direction of the Commission. Discussion continued. Bjelobrk stated that he will bring this issue up at the next Select Board meeting. Vasconcelos noted that the Commission needs to make the distinction between zoning outside of the airport (off-airport distinction)

boundaries and the operational use of the airport (on-airport distinction). Discussion continued. Vasconcelos suggested multiple missions (core zoning and advisory) rather than one broad statement. Tann suggested that what is missing is airport development. Vasconcelos noted that Airport Day is a project of the Town, and the Commission may assist with the event. Discussion continued about the transition from the Airport Commission to the Airport Zoning Commission.

- Tann proposed that we table further discussion tonight and have the members review the Mission Statement focusing on tonight's discussion and return to the topic at the next available meeting. There was consensus among the members.

Community Airport Awareness Day, September 25, 2021

Tann brought up Airport Awareness Day and requested event details from Batchelder.

- Batchelder confirmed the date of September 25th with a rain date of the 26th.
- Batchelder confirmed up to four pilots; registration volunteers, including Donna Batchelder; and the food vendor.
- Ralph Crosswell obtained the registration forms and paperwork, including insurance.
- Tann asked if the pilots have completed background checks. Batchelder noted that as members of the VAA, which has background checked their members and includes an online background check.
- Tann checked in with the T-shirt company, and they are on target – the price will be at cost for youth and adult T shirts.
- Tann introduced the previous discussion about ice cream and desserts, and asked if she should check whether Hatchland would like to be onsite. The members were in agreement. Tann noted that she is responsible for nametags, T shirts, and the tables.
- Vasconcelos and Crosswell will locate chairs from the Middle School.
- Batchelder noted that 12 tables and 24 chairs were used in the past events.
- Tann introduced the use of traffic vests and who will wear them.
- The members discussed air traffic control, and the pilot premeeting to discuss pick-up points and ground movement. Tann emphasized the need for one person dedicated exclusively to the ground movement duties. All members agreed that safety was the primary goal, and Vasconcelos suggested that Cunningham be the ground person.
- Cunningham confirmed that he will attend the event as ground control, and he spoke, specifically about the Blackhawk helicopter ground location. Discussion continued.
- Tann stated that the workers and volunteers will meeting at the airport at 9:00 AM the morning of the event.
- Bjelobrck noted that for accounting purposes, all input and output of funds are to be accounted for.

Aviation Scholarship Program

Mark Codling

Tann received verbal communication from Codling, but did not receive a monthly report nor invoices.

Melissa Ulery

Tann received a message form Ulery thanking the Commissioners for the opportunity to renew her scholarship to pursue a pilot's license.

Tann spoke to both scholarship recipients to invite them to the Airport Awareness Day and being available to speak with kids.

Tann noted that she started to review the program description for the Scholarship Program and the Commission will be able to address revisions to the application later in the year. Preliminary discussion ensued about the trust agreement.

Next Meeting: October 13, 2021, at 5:00 PM.

ADJOURNMENT

MOTION #3: Bjelobrk made the motion to adjourn the meeting at 6:15 PM. Vasconcelos seconded the motion.

Voice Vote: All stated “Aye” with none opposing and none abstaining. The motion passed unanimously.

Meeting Adjourned at 6:15 PM.

Joanna Bligh, Transcriptionist