

**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, August 9, 2023  
5:00 PM**

**CALL TO ORDER:** The meeting was called to order at 5:15 PM by Susie Tann, Chair.

**Members of the Airport Zoning Commission (AZC):**

**Chair:** Susie Tann

**Vice Chair:** Cliff Batchelder

**Member:** Matthew Bjelobrk

**Member:** Zach Henson

**Ex officio:** Rod O'Shana

**Airport Manager:** Dennis Cunningham

**Airport Technician:** Dan Freeto

**In-Person Visitor:** Mark Codling.

**Online Visitors:** None.

**ROLL CALL ATTENDANCE**

Matthew Bjelobrk (Present), Dennis Cunningham (Present), Zach Henson (Present), Rod O'Shana (Present), Chair Susie Tann (Present), and Vice Chair Cliff Batchelder (Excused). A quorum was met.

**AGENDA APPROVAL**

Chair Tann asked for any changes to the Agenda.

**MOTION #1:** Bjelobrk made a motion and O'Shana seconded the motion to approve the Agenda as written.

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

**MINUTES REVIEW**

Chair Tann asked for a motion to approved the June 14, 2023, Minutes, and stated that there was no July meeting.

**MOTION #2:** Bjelobrk made a motion and Chair Tann seconded the motion to approve the Minutes from the **June 14, 2023**, meeting as written.

**Voice Vote:** All in favor, none opposed, O'Shana abstained. The motion passed by a majority vote.

**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.** Ages for flight: 8 years to 17 years of age.
  - Cunningham noted that six EAA pilots will be coming and possibly eight. He has obtained their names, but not their registrations. Chair Tann suggested that the pilots have ~~AM and PM~~ shifts to avoid fatigue. Cunningham agreed. Chair Tann asked when the pilots will be sending their information details, and Cunningham replied in 1 week.
  - 150 Young Eagle flight applications have been ordered.
  - Cunningham noted that the Black Hawk location needs to be checked by Bjelobrk because he is leveling out the area and working with the dimensions of the helicopter. Cunningham noted that the National Guard will not be able to attend the Sunday rain date.
  - Cunningham and Bjelobrk discussed the best location for the Civil Air Patrol.
  - Cunningham mentioned that he would like to have static airplanes on display outside their hangars.
  - Chair Tann asked Cunningham to identify the areas on the map that he discussed. Cunningham stated that the grounds will be marked, and pedestrian walkways will be cordoned off.
  - Lynn Perry, food vendor, has been difficult to get in touch with, and Chair Tann will try. Cunningham discussed a Tenants' Appreciation Cookout. Chair Tann suggested a food truck to be onsite if Lynn Perry cannot attend.
  - Cunningham asked to have a formal opening of the event with a flag salute and pledge of allegiance with the Civil Air Patrol cadets and music. Chair Tann stated she was trying to engage the high school band. Cunningham noted that the band has to know how to play the National Anthem, and he stated that he will briefly speak to introduce the formal opening.
  - Cunningham recommended a specific area on the grass for vehicle parking.
  - Henson indicated on the map where the Fire Truck will be parked. Cunningham mentioned that in an emergency with an aircraft, Cunningham recommends the use of foam.
  - Cunningham noted the new placement of the picnic tables for this event, and the members discussed the placement of the food truck. Chair Tann suggested placing chairs near the office door for visitors to view the take-offs and landings.
  - Cunningham noted that water will be made available and stressed the importance of volunteers staying hydrated.
  - Bjelobrk asked about background checks for the pilots, and Cunningham replied that the EAA 3-year certificate confirms the pilots' suitability.
- Chair Tann discussed her part of the event planning:
  - Chair Tann ordered the T-shirts in ocean blue costing \$12.10 each. Chair Tann noted that there were more than 100 shirts left over, so she ordered 12 in sizes that were in low supply, including larger sizes, and she did not order more hats because last year they were not big sellers, even though the cost to order them would be \$12.70 each.
  - Chair Tann spoke with the large display **air** balloon vendor, and the Commission members suggested not pursuing that. Cunningham suggested holding a balloon event at another time.
  - Chair Tann spoke about volunteers, which had a start time of 8:00 AM and had numbered locations. Chair Tann will request that volunteers meet on **Wednesday**,

