

**Town of Haverhill Airport/Zoning Committee
Meeting Minutes
February 12, 2020**

Draft Subject to Review by the Commission

Board Members Present: Susie Tann, Cliff Batchelder, and Bart Mann

Airport Manager: Ralph Crosswell

Airport Technician: Dan Freeto

Select Board Liaison: Matt Bjelobrk

Members of the Public present: Doug Henson, Guy Rouelle (D&K)

The meeting was called to order at 6:00 PM

Discussion: Statement was made that the Airport Zoning Commission needs a chair. Susie Tann said that she has some of the skills that might be useful for the position, but she lacks the knowledge. So, Susie reached out to TM Codling who suggested a Chair and Vice Chair, which might be helpful especially when they need the knowledge and skills of both individuals. Susie says that she believes the Committee needs to get the Town more involved. Cliff said he would be willing to Vice Chair even though he is not a very political person.

Motion 1: The motion was made to appoint Susie Tann as Chair and Cliff Batchelder as Vice Chair of the Airport Zoning Commission. The motion was seconded, and it passed unanimously.

Discussion: There was an email chain between Matt, Winston, and Cliff. Winston forwarded the letter related to his retirement to the Town and that letter has now been filed officially.

There is a safety inspection expected in March at the airport, which should go fine because the airport is up to code as of now. Ralph is meeting with the Bureau of Aeronautics to double check everything before the inspection. The filters were changed already, and the alarms were changed. There was a crack on the plastic cover of the sump area, and it allows water in there and it will be fixed with sealant when the weather is warmer. That crack was reported to TM Codling.

Regarding Airport Zoning Regulations, when the airport adopted the zoning, they adopted old FAA standards and now new ones have been adopted. This should be addressed in the new regulations being worked on by the commission.

A message board (tack board) has been put up at the airport. It will have a whole bunch of information about the airport, important documents, and numbers involved with it and flyers and that will be locked behind glass.

Regarding the Airport Awareness Day, two pilots are willing to participate but don't want to commit without a date. May 16th is the UNH graduation. Dartmouth's graduation is in June. SNHU graduation is May 9th, and Plymouth's is on May 7th. New England College's graduation is on May 8th and White Mountain College's is on the 15th. So, Awareness day must be either first week or end of May. May 23rd was suggested, and the commission agreed to that date.

Motion 2: Susie made a motion to hold the Airport Awareness Day on May 23rd with Cliff as the lead for that event. The motion was seconded, and it passed unanimously.

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Past Meeting Minutes: There were a few minor changes needed to the January 2020 minutes, they were outlined as follows:

- Keep saying Sandi instead of Susie.
- This was → this way (2nd paragraph under business in the last sentence).
- There is a service provider → a service provider, Beardsley from Springfield, VT, is coming to fix on January 16th.
- At the price of \$3,800 → Ralph order 3,800 gallons of fuel on January 8th. (Next paragraph)
- They → Susie Tann and Doug Henson (next sentence) were finally able to install a...
- Camera on the premises → camera on the airfield (same sentence)
- Confusing wording → There was some discussion on who had applied regarding the scholarship application and visiting the high school to inform them of our scholarship program and accountability of participants.
- The helicopter group → JBI Helicopters
- Add: December 7, 2010 under the Winston Courier section
- Add: with apologies to Winston Courier

Motion 3: There was a motion made to approve the January meetings minutes with the edits as outlined. The motion was seconded, and it passed unanimously.

Discussion: Regarding the Airport Zoning Commission's Rules of Procedure, Susie drafted some rules of procedure based on what had been talked about at previous meetings. It is still a working document, even if approved.

Motion 4: Bart made a motion to approve the Rules of Procedure as written understanding that it is a working document. The motion was seconded, and it passed unanimously.

Discussion: There are drainage pipes sticking up from out of the ground within the safety area according to Guy Rouelle of Dubois & King. Once Ralph learned of the concern he acted immediately, and the problem has been resolved.

Regarding the Airport Safety Study Scope of Work, Airport Road runs right through the end of the runway and that is a major safety concern. Dubois & King through agreement will be assessing different parts of the airport for safety concerns, such as safety obstructions at both ends of the runway. The airport might lose their GPS approach to the airport if they lose runway due to not being able to relieve safety obstructions. The commission wants to look into the instrument approaches that have been put into the airport. One member of the commission estimated that only one of the airport's pilots is trained with the instruments. Members of the Town seem to be concerned with paying for a card reader for the fuel farm. The fuel farm is a double walled fuel system with proper alarm systems. The commission has decided to look into other options such as Eastern Aviation for a supplier for a card reader.

Minutes provided by Alex Collins