

this commission has never been required to put on a community day. Vasconcelos stated that they can organize an airport event, but the commission has purely an advisory role.

- Tann turned the meeting over to Batchelder as the Chair of Community Airport Day and stated that the Commission members will support anything the Chair needs.
- Tann offered a list of support offered or permission needed from groups, such as:
 - Pilots
 - EAA Young Eagles® (US Experimental Aircraft Association)
 - Scholarship student pilots (Tann suggested a nametag “Ask me about my student piloting.”)
- Logistics for planning the event
 - Food
 - Name tags and T shirts
 - Registration: Donna Batchelder assisted Nancy Guy in the past; D. Batchelder dealt with parental permission for children.
 - Advertising (posters at local schools and camps, *Bridge Weekly*)
 - Model airplane display; C. Batchelder suggested the group no longer meets.
- C. Batchelder provided a checklist that has been used in the past. Vasconcelos noted that he set up two events last year in May and September and contacted a pilot to demonstrate his restored biplane. Vasconcelos stated that he is in contact with the National Guard in Concord and asked to have the Black Hawk helicopter on site, and he will contact military recruiters to attend in uniform. Vasconcelos contacted DHART (Dartmouth-Hitchcock Advanced Response Team) to invite them to attend. D. Batchelder noted that the Town police and the ambulance service attend. Crosswell volunteered to contact the local police and rescue.
- C. Batchelder stated that six pilots need to be confirmed volunteering their time and fuel to run the event with usually 80 kids (8 to 18 years is the age requirement) attending. C. Batchelder volunteered to recruit the pilots. The pilots have to be a member of EAA to fly children with \$1 million insurance for the event.
- Tann listed the insurance qualifier:
 - Youth protection program
- Tann asked for a volunteer to register the event with the EAA. C. Batchelder noted that the registration has to go through a chapter, one of which is in Lyndonville, VT. Vasconcelos volunteered.
- C. Batchelder noted that the event always had Peter Urkel’s stunt helicopter.
- C. Batchelder reported that Lynn Perry organized the food concession for past events, which is donated. Tann noted that an inventory needs to be done related to the food sales. Discussion continued. The members noted that the food concession is a cornerstone of the event. C. Batchelder will contact Perry.
- Tann asked if ice cream and deserts should be included in the food offerings. The members replied affirmatively.
- The members discussed having the hangers open and static airplane displays.
- Hours for the event: 11:00 AM to 4:00 PM.
- Set up: Twelve tables with 24 to 30 chairs and signage (No Parking).
- Registration: D. Batchelder, Tann, and Melissa Ulrey volunteered to provide registration for attendees.
- Rain date: Sunday, September 26.
- Ground control (advisory only) and pre-event briefing: D. Batchelder noted that there was problematic ground control during some of the past events with the individual being distracted. The members discussed the logistics of the pre-event briefing, including

selecting an altitude of 2,000 feet. A time will be set for a pilot briefing. The members discussed that the ground control person on the radio could be mobile and recommended that the person be an actual traffic controller. Vasconcelos noted that the regulations cover that the flight crew can coordinate their flight patterns, but to have the highest degree of safety, an additional advisory unit on the ground is needed (FAA license needed).

- Loading and unloading designated area: C. Batchelder stated that there was a designated loading and unloading area, and volunteers with traffic vests are needed to help. Discussion continued.
- Vasconcelos stated that he will contact the Upper Valley Flying Club chief pilot to ask for EAA pilots to volunteer their time, aircraft, and fuel for this event.
- C. Batchelder noted that four or more registration people are needed. Tann recommended Ulrey and Mark Codling to volunteer. C. Batchelder noted that the children have a Young Eagles logbook for the pilot to sign.
- Vasconcelos noted that the aircraft parking area is cordoned off/off limits, the kids are escorted in and out of the area, and having an observer would be recommended to monitor the gates.
- Crosswell inventoried the T shirts: 38 kid-sized shirts and 4 large shirts at \$10 each.
 - Workers wear the shirts, as well.
 - Tann volunteered for organizing shirts and nametags. The members listed sizes that were needed.
- C. Batchelder stated that EAA official registration forms are needed.
- Press releases: Crosswell noted the following for publicity, the Rec. Department, Blue Mountain, schools in NH and VT, and *Bridge Weekly*. Tann recommended posting the age limits (8 to 18 years of age) on the advertising.
- Tann noted that the members with assignments will report to C. Batchelder with progress.
- **ROLES:**
 - Tann – tables, chairs, shirts, nametags
 - C. Batchelder – Registration papers, pilots
 - D. Batchelder – Registration table

Next Meeting: August 11, 2021, at 5:00 PM.

ADJOURNMENT

MOTION #1: C. Batchelder made the Motion to adjourn the meeting at 6:16 PM. Vasconcelos seconded the motion.

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

Meeting Adjourned at 6:16 PM.

Joanna Bligh, Transcriptionist