

**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, October 13, 2021
5:30 PM**

CALL TO ORDER: The meeting was called to order at 5:26 PM by Susie Tann, Chair.

Members of the Commission:

Chair: Susie Tann

Vice Chair: Cliff Batchelder

Member: Miguel Vasconcelos

Select Board ex officio: Matthew Bjelobrk

Airport Manager: Ralph Croswell

Airport Technician: Dan Freeto

ROLL CALL ATTENDANCE

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

Visitor: Mark Codling, Flight Student

Members of the Public Present: Dennis Cunningham

AGENDA MODIFICATIONS: None.

MINUTES REVIEW

MOTION #1: Tann made a motion to approve the Minutes from the **September 8, 2021**, Airport Zoning Commission meeting as written. Bjelobrk seconded the motion.

Voice Vote: All in favor with no opposed. The motion passed unanimously.

AIRPORT MANAGER'S REPORT: Ralph Croswell

- For **Airport Awareness Day**, Croswell reported that 35 children got up flying. Croswell stated that the Dean Airport workers and volunteers were complimented by DHART and the National Guard on their professionalism, which included the radio help from Dennis Cunningham. Discussion continued relating to the very successful airport event for the community. Croswell offered thanks to Lynn Perry for donating the cold drinks and

concessions. Croswell stated that Perry donated \$359 from concession earnings, which contributed to the maintenance fund at the airport.

- Tann provided the members with the report from Airport Awareness Day from which \$260 was earned.
- Croswell thanked the Longacre's for their donated plants and pumpkin displays by the picnic tables.
- Croswell noted that there was one complaint but a huge amount of thanks and smiles from the community. Tann thanked Croswell and all the volunteers.
- Croswell reported that the NH Department of Safety visited the airport and did an inspection, which included some "hits" that were corrected, including cracks in the floor painted yellow, new lighting over the exit door, and replacement of the battery-operated smoke detector.
- Croswell reported an issue with the remote key for the lights. The lights have to be used manually at this time.
- Croswell reported that the NH DOT visited last week analyzing radio issues and will be installing a new radio in Croswell's office with the antenna about the office.

Tann noted that on the flyer for Awareness Days, the committee failed to put the age limits of 8 to 18 years (Young Eagles specifications).

The members discussed the distribution of the proceeds from the event, and Bjelobrk noted that the Town Manager should be notified of the revenue report. Croswell noted that the \$260 can go to the advertising fund, and he would like to purchase hats to sell.

AVIATION SCHOLARSHIP PROGRAM

Current Scholarship Recipients

Mark Codling

Tann requested that Mark Codling report on the invoices sent for training completed. Codling stated that there are outstanding invoices from 9-1-21. Tann noted that she will submit the invoice to the Town for payment, and Bjelobrk noted that Tann review the invoice to ensure it meets with the Scholarship criteria.

- Codling gave an update of his training of practicing landings after 25 hours in the pilot's seat. Codling stated he completed ground school and received his certificate, and needs to follow up with the final ground school testing.

Melissa Ulery

Tann noted that Ulery did not make it to the meeting.

Scholarship Program Discussion

Tann reported that the Scholarship document needs revision and recommended that all parties meet to work on the revisions.

Tann made some changes and presented those to the members, including the breakdown of costs, and asked Codling to offer his recommendations for changes to the document. Codling responded that he had little knowledge of the time and costs of a program, and he found that actual airtime is more than 40 hours as estimated. Codling noted that costs were unknown

initially. Bjelobrk stated that with a pilot's course, the Scholarship would pay up front with a letter of acceptance, but Codling's pay-as-you-go lessons are different.

DRAFT ZONING ORDINANCE

Tann stated that Guy Rouelle (Dubois & King) was not able to attend tonight until the Airport Safety Study is complete. Bjelobrk noted that the Select Board will vote on the Safety Study alternatives soon – during the last meeting all members were not in attendance. Tann spoke with Rouelle and discussed the revisions, and spoke with the Town Manager who will also be reviewing the ordinance.

MISSION STATEMENT

Tann stated that with Vasconcelos providing many revisions to the Mission Statement, she did not want to review the statement until he is in attendance.

- Tann stated that Vasconcelos suggested multiple missions (core zoning and advisory) rather than one broad statement. Tann noted that the mission is based on the RSAs and, secondarily, to advise and educate the Town administration.
- Tann read the current Mission Statement:

“The Dean Memorial Airport is a public use airport owned and operated by the Town of Haverhill and is enjoyed by both local and transient airport users and the Haverhill community alike. ~~An asset to the~~ As a Town asset, [revision by Bjelobrk] the Dean Memorial Airport is included in the New Hampshire SASP (State Airport System Plan) and the FAA's plan of integrated airport systems (NPIAS) and is ~~categorized~~ classified [Bjelobrk] as a basic general aviation facility.”

“The Dean Memorial Airport Zoning Commission was established in 1947 and the members are appointed by the Town of Haverhill Select Board to adopt and administer airport zoning regulations that protect navigable airspace, ensure compatible land use in the vicinity of the airport, and safeguard the vitality and operation of the airport for the benefit of the community as an aeronautical use facility. In addition, the Commission makes recommendations to airport operations, management, and regulations and provides guidance to the Select Board on related matters ... to advise and educate Town administration and leadership on airport zoning issues and help keep the airport in compliance with state and federal regulations on zoning and compliance issues [Bjelobrk]....”

“The Commission supports the airport as a safe and operation facility. Through a collaborative process, the Commission seeks to achieve a balance between providing reasonable and safe airport access and the existing community.”

The Commission stands by ready to make recommendations to airport operations Discussion continued.

- Batchelder stated comments from Vasconcelos that the Commission should not get involved with the compliance and regulatory part of the airport. Bjelobrk compliance is a collective task. Discussion continued.

Tann ended the discussion at the end of paragraph 3.

Next Meeting: November 10, 2021, at 5:30 PM.

ADJOURNMENT

MOTION #2: Bjelobrck made the motion to adjourn the meeting at 6:15 PM. Batchelder seconded the motion.

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

Meeting Adjourned at 6:06 PM.

Joanna Bligh, Transcriptionist