

**TOWN OF HAVERHILL
DEAN MEMORIAL AIRPORT COMMISSION MINUTES
October 14th, 2009 – 7:00 PM
Town Offices - Morrill Building
(UNAPPROVED)**

Members Present: Chairman Jerry Lyons, Joel Godston, Harold Haskins, Winston Currier, and Airport Manager Jim Fortier

Excused: Commissioners Dick Guy, Ron Fournier, Deb Upton, Ron Fournier and Selectboard Rep. Bob Maccini

Absent: Student Reps T. LeClerc, Nate Swain, Reggie Lalmond.

Public: Steve Robbins of Rich Clifford Excavation LLC and Mark Goodrich of DuBois-King

1. **Welcome & Meet Attendees:** Chair Lyons called the meeting to order at 7:30 PM. Since there was not a quorum present, no votes were taken.

2. **Review Last Meeting Minutes:** No changes noted.

3. **Review Correspondence:** None at this time.

1. **Public Appearances/Comments/Proposals:** Refer to Item 5a.

1. **Old Business:**

1.a. **NPIAS Program Progress:** Mark Goodrich noted that he has been in contact with Carol Niewola, Senior Aviation Planner, NHDOT, concerning our status and time line for application for any NPIAS funding. She advised him that the Haverhill Airport Commission should look at the existing CIP (Capital Improvement Plan) in the Master Plan and start the process of prioritizing our projects, and also to start thinking of getting costing information together for any project submission. Any proposal for a project would need to be ready by September. Continue to monitor.

1.a. **Hangar Construction:**

i. **Steve Robbins Bill:** Steve's company, 'Rich Clifford Excavation LLC', did the ground work for the new Town Hangar. We reviewed the time line of bid submission of both this company and for the company called 'Rich Clifford Concrete and Excavating' who did the concrete work (both proposals submitted in the same envelop), clarified confusion between letterheads with help from Steve, discussed various avenues of getting proper payment to Steve for work accomplished. Chair Lyons provided Steve with a copy of the letter that has been pending. Continue to monitor.

ii. **Repair of Concrete:** Jim reviewed the repair that is being made to the concrete footings for the new hangar. There is still room for improvement in that the cutting/leveling that is being done to the top of the footings is still uneven laterally, and will still be difficult to place a

sill on top of the footing in a level position. Some means will have to be devised to ensure we get a level platform upon which to build the walls.

iii. **Construction:** Jim reviewed with the Commission his outline to erect the building. He has priced lumber and found that finished lumber is now cheaper to buy than rough-sawed lumber. Metal work prices have started to increase. He will hold off buying of materials until we're firm in what we're looking at for a schedule for erecting the building.

a. **Biodiesel Plant Stack:** Since our last meeting Jim received what he was advised by the caller as a Courtesy Call from a person at FAA Headquarters, Oklahoma City. This person was calling only to advise Jim as Airport Manager that he would be seeing a 90-foot crane off the south end of our runway for a short period of time. The location was puzzling to Jim as there is no construction in progress south of the runway. Jim suspected that it would be associated with the erection of the stack that would be going up at the Presby plant and it was, per the name on the application. Since the numbers the person was giving didn't seem to be in line with what Jim expected, Jim contacted the NH State Airport Inspector, Mike Pouliot, to come over and do a survey to ensure all was in order with the setback measurements, such as setback distance, building height, stack height, and location of same. This was done, corrections made, and, informally at this time, all parties were advised that both the building and the stack would have to have hazard lights installed. Bruce Lamarre has already been in contact with Jim inquiring for information for obtaining hazard lights.

Mike also advised, concerning the proposed construction of a taxiway from the plant to the end of runway 19, could not be allowed as it would have a negative impact on the airport receiving any NPIAS funding. Again, all parties were in agreement with this – a taxiway will not be given further consideration by the Presby company

During the discussion, it was noted that it is still apparent that coordination needs to occur on the checklist, with feedback to the Airport Commission, should there be any construction of any building(s) within 10,000 feet of the airport boundary. This would allow up-front knowledge of the height and setback requirements that exist around the airport, and eliminate the potential for 'after the fact' investigations/corrections. Chair Lyons will draft a letter to TM English addressing this item.

a. **Brush Burning:** The brush that was cut in the fall still needs to be taken care of. We can get a fire permit after snowfall, or perhaps Dick can locate a chipper. Joel offered to check with his contact and see if a chipper might be available.

a. **State Inspection:** Jim will bring a copy of the annual inspection report for the airport which was conducted again this year in August. He said that the contents are very similar to last years' report, except that the runway condition has been reduced from 'Good' to 'Fair'.

1. **Sub-Committee Reports:**

1.a. **Balloon Ride Raffle Progress:** Dick had forwarded a copy of the Balloon Raffle report to Winston and Winston shared it with the Commission. We expect to net more than \$1,900.00 from this event. This raffle is a great assistance in our endeavor to keep the airport operating 'in the black' and we, the raffle committee and Airport Commission want to thank all our sponsors and public for purchasing tickets this year.

1. **New Business:**

1.a. Two more people have expressed interest in being added to the list of 'Friends of the Airport' – the Presby Biodiesel plant, and Robert Henderson who has an airplane based here at the airport. Winston will obtain addresses and forward them to Joel for inclusion on the list. Welcome aboard!

1.a. **Budget:** The Town Manager has asked that the Commission forward the budget proposal to the Town Office in November if possible. Jerry, Dick, Harry and Jim will make up the Budget Committee and will set a date for a work session.

1. **Meeting Summary and List of Action Items & Person Responsible:**

1.a. **Jerry** – letter to TM English concerning checklist item;

Winston – addresses to Joel for Friends of the Airport

1.a. **Budget Committee** – set date and meet for budget work session.

1. **Adjourn Meeting:** There being no further business the meeting adjourned at 9:15 PM.

Respectfully submitted

Winston Currier
Recording Secretary