

**TOWN OF HAVERHILL
DEAN MEMORIAL AIRPORT COMMISSION MINUTES
November 11th, 2009 – 7:00 PM
Town Offices - Morrill Building
(UNAPPROVED)**

Members Present: , Vice Chairman Harold Haskins, Joel Godston, Dick Guy, Winston Currier, Ron Fournier, and Airport Manager Jim Fortier

Excused: Chairman Jerry Lyons, Commissioner Deb Upton, and Selectboard Rep. Bob Maccini

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

Public: Doug Henson, Mark Goodrich of DuBois-King

1. **Welcome & Meet Attendees:** Vice Chair Haskins called the meeting to order at 7:03 PM.

2. **Review Last Meeting Minutes:** Par 5d – Old Business – Brush burning – Joel asked that his contact “Morrill Construction” be used in place of “his contact”; and Par 8c (added) “Joel – Contact Morrill Construction concerning use of a chipper” Minutes approved as amended.

3. **Review Correspondence:** Jim – a) reviewed a letter from our insurance company answering Jim's inquiry of having any form of Driver Training held at the airport – Not Allowed. Ron, who had made the initial inquiry earlier in the summer, related that he had just completed the police driver training course that was held on a taxiway at the Concord airport. After having completed this, he felt that the width of the runway here at Dean would not have sufficient width to meet the needs of the training course had we continued with the effort.

b) Jim provided a copy of the airport inspection conducted by Mike Pouliot of the NH Bureau of Aeronautics which Mike performed in August.

Joel – handed out revised 'Responsibilities' list which added Bob Henderson and Bob Kuhsel as 'Friends of the Airport'.

1. **Public Appearances/Comments/Proposals:** Doug Henson – will address Bio-Diesel item in 5c.

1. **Old Business:**

a. **NPIAS Program Progress:**

i. **Establish Plan to Prioritize Projects:** The Master Plan reflects our thoughts as they were when it was approved. Winston noted that the item to relocate Airport Road was entered into the Master Plan as an amendment to the MP, thus we would need to ensure that that item is included on an updated project list that will be prepared for forwarding to NHDOT. The list needs to be reviewed, and Joel suggested we do this in the spring.

ii. Schedule for selecting an engineering firm: Since we have been through the process of selection an engineering firm when we updated the Master Plan, we'll do the same process for selection of a firm for assisting with any NPIAS projects that are undertaken in the future.

b. Hangar Construction:

i. Issue of Payment of Steve Robbins for site work: All attending Commissioners offered their input on this issue. The pro's and con's were discussed in good detail. It was noted that correct material should have been used in the base work, but that the Commission did not cause work to be stopped at the time of discovery to get it resolved at that time. The Airport Manager should not be faulted for accepting both bids (site work and concrete work) at the same time as the proposal looked like a bid by only one company contained in one envelop. A motion was made by Ron Fournier to pay the bill owed to 'Rich Clifford Excavation LLC, Woodsville, NH'. Four 'Yes', one abstention. The motion passed. The Airport Manager requested that a letter be drafted and forwarded to the Town Manager for placing on file expressing our displeasure with the performance of both contractors. Discussion of pro's and con's – no action was taken on this item at this time.

ii. Timing of Hangar Construction: Wait until spring? Hire a construction crew? Do it ourselves? After hearing Jim's discussion as to time frame, available funding, personnel availability, oncoming winter – the consensus is to follow the original plan of doing it ourselves as time/manpower/weather permits. It would be good to get the base plates onto the concrete footings before full winter. Jim will order a portion of the materials needed to enable him to do some basic work if time permits. Also discussion of the repair that has been completed on the footings – the work we saw last month was 'work in progress' and not the finished product. Some minor shimming may still be needed but the situation is much better than it was previously.

c. Biodiesel Plant Issues: Jim advised that he has seen a current copy of a Building Permit and it does have a reference to building near the airport, but that it needs some updating for currency in today's world. Continue to monitor this item

Doug Henson inquired about the 'flashing red light' that would likely be needed to be placed on the top the building roof line and also on the stack. It was explained that the light would not be a 'flashing' light, that it would likely be a double socket with low intensity red bulbs continuously lit. The one placed on the roof line would probably not be seen from his property.

Discussion on the permitting process (FAA Form 7460)– Jim has received the survey results back from Mike Pouliot, NHDOT Aeronautics, that reflect the correct dimensions per the survey that was done. Winston made the motion for Jim to forward this e-mail file from NHDOT to Bruce Lamarre (Presby Bio-Diesel) for re-submittal of FAA Form 7460 to the FAA office for their review. Motion passed.

d. Brush Burning or chipping (set date): Joel advised that the chipper is available for our use. The Commission reviewed safety items that will need to be adhered to when using the chipper. Date: December 5th, 10:00 AM.

1. **Sub-Committee Reports:**

a. **Budget Committee Report (Dick Guy):** Dick and Jim went over the numbers with the Commission. This has been a decent year again for the Airport. Many thanks to all for their support of the airport. Ron made the motion for Jim to forward the budget for the Dean Memorial Airport for the year 2010 to TM English. Motion passed. Thanks again to our budget committee – Jerry, Ron, Dick & Jim – Good Work!

1. **New Business:**

a. **Election of Officers:** Joel nominated the current slate of officers for the year 2010. Election will take place at the December meeting.

b. **Preparation of Attendance Report:** Winston will reconcile the attendance for 2009 after the December meeting. This is forwarded to TM English in January.

c. **Consider new members:** Keep ears and eyes open for potential new members for the Airport Commission.

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

a. **Jim** – Forward bill to Town Office for payment;
coordinate e-mail/Form 7460 re-submittal with Presby Bio-Diesel;
budget to TM English;

b. **Joel** – chipper availability.

1. **Adjourn Meeting:** There being no further business the meeting adjourned at 9:10 PM.

Respectfully submitted

Winston Currier
Recording Secretary