



AIRPORT COMMISSION MEETING AGENDA

WEDNESDAY, OCTOBER 08, 2025 AT 5:15 PM

1741 RIVER DRIVE, WATERTOWN, WI 53094

Join Zoom Meeting:

<https://us02web.zoom.us/j/4983065761?pwd=VGo4Wk1oMWZRREw1NWtsK1VyZitGdz09>

Meeting ID: 498 306 5761 **Passcode:** 36061741

1. CALL TO ORDER

2. REVIEW AND APPROVE MEETING MINUTES

A. Meeting minutes from September 10, 2025

3. REVIEW AND APPROVE BILLS

4. MANAGER REPORT

A. Review: Monthly Use Report

B. Discuss: Upcoming Aviation Activities & EAA Updates

5. OLD BUSINESS

A. Review & Discuss: Runway 23/05 reconstruction project update

B. Discuss: Hangar progress

C. Review: Any updates on the Stormwater plan

D. Review: Any updates on the Vietnam Veterans Memorial Wall

E. Review: The UPS Parking Lot Agreement

6. NEW BUSINESS

7. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at cityclerk@watertownwi.gov phone 920-262-4000

A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only

Watertown Airport Commission
1741 River Drive, Watertown, WI 53094 (920) 261-4567
Meeting Minutes from Wednesday, September 10th, 2025

Attendance:

Alderman Bob Wetzel	Present
Dr. Terry Turke	Present
Tom Finnel	Absent
Sean Lapp	Present
Jeff Baum, Airport Manager	Present
Tom Klug	Present
Tom Hahn	Present
Eric Wegner	Absent

Others:

Krys Brown, Wisconsin Aviation – Present
Jeremy Roberts – MSA Engineering – Guest
Steve Zillmer – Vietnam Veterans Memorial Wall

1. Dr. Terry Turke called the meeting to order at 5:15 PM.
2. A motion to approve the minutes from August 13th was made by Tom Hahn and seconded by Bob Wetzel. Motion carried.
3. A motion to approve the August bills in the amount of \$6,643.85 was made by Sean Lapp and seconded by Tom Klug. Motion carried.
4. Managers’ Report:
 - Review: The Monthly Airport Use report.
 - Discussed: EAA Chapter is having their Wings & Wheels last cook out next Wednesday, September 17th.
 - Review: Steve Zillmer gave an update on The Vietnam Veterans Memorial Wall. They have raised enough money to buy the wall which should be delivered by end of October. Still need another \$20000+ for the concrete, lighting & security cameras.
5. . Old Business:
 - Review: Runway 23/05 reconstruction project – Working around the ADO (airport district office) with Congressman Fitzgeralds staff to have everything ready for the Reauthorization program. Will be working on getting the “Economic Development plan for Jefferson County. Looking for a state or city funding for the last 500’ to get project done.
 - Discussed: Tim Pooler has continued to get the structure in place; EAA hangar is almost completely enclosed, just waiting for a hangar door, then will work on the concrete flooring & plumbing. Mr. Grooms will be breaking ground in October.
 - Discussed: The stormwater plan will be updated as we move into expanding the area for hangar development off Taxiway C and will be updated when we revise the ALP (airport layout plan).
6. Adjournment:
 - There being no further discussion, a motion for adjournment was made by Tom Klug and seconded by Sean Lapp.

Respectfully submitted by: Krys Brown

Minutes are submitted unapproved

2024-2025 Services for Watertown RYV

2024-2025 Services for Watertown RYV																			Section 4, Item A.	
	Instruction	Fuel/Oil	Restaurant	Maint.	Avionics	Aircraft Sales	Courtesy Car	Car Rental	Paint Shop	GPU	Lav/H2O	Hangar/Tiedown	PlugIn/Preheat	Deice/TKS	Aircraft Rental	Takeoff/Landing	NSR	Total & Landing	Board	
Jan-24	49	75	9	22	0	0	4	1	0	0	0	97	0	2	88	185	50	639	331	
Feb-24	94	159	33	19	0	0	8	2	0	0	0	247	1	1	155	390	92	1256	659	
Mar-24	141	166	37	22	0	0	5	0	0	0	0	283	0	0	221	435	89	1504	751	
Apr-24	119	199	54	24	1	0	4	1	0	0	0	266	0	0	190	452	116	1567	819	
May-24	148	227	81	27	0	1	5	2	0	0	0	316	0	0	229	568	149	2108	1038	
Jun-24	180	323	25	30	0	0	4	2	0	0	0	364	0	0	275	543	134	2132	986	
Jul-24	127	389	84	22	0	0	4	11	0	0	0	377	0	0	208	725	178	2046	1249	
Aug-24	150	284	85	16	0	1	4	0	0	0	0	309	0	0	226	523	123	1740	922	
Sep-24	188	315	74	29	0	0	5	1	0	0	0	335	0	0	256	548	118	1862	942	
Oct-24	109	212	55	26	0	1	6	2	0	0	0	241	8	0	163	432	117	1389	755	
Nov-24	100	175	32	20	1	3	4	0	0	0	0	204	0	0	160	313	62	933	559	
Dec-24	82	135	20	7	0	0	1	0	0	0	0	198	11	1	145	273	51	733	496	
YTD TOTALS	1487	2659	589	264	2	6	54	22	0	0	0	3237	20	4	2316	5387	1279	17909	9507	
Jan-25	95	47	29	19	0	0	5	1	0	0	0	225	7	0	169	359	89	1208	622	
Feb-25	103	126	14	11	0	1	4	1	0	0	0	190	110	1	142	283	70	1013	509	
Mar-25	141	141	45	9	0	0	3	0	0	0	1	274	2	0	200	436	110	1183	737	
Apr-25	116	161	51	18	0	0	3	3	0	0	1	258	0	0	180	398	79	1145	669	
May-25	144	260	53	23	0	0	3	2	0	0	0	341	0	0	240	514	109	1570	954	
Jun-25	98	94	38	16	0	0	1	0	0	0	0	165	0	0	125	148	29	754	575	
Jul-25	166	297	45	12	0	0	5	7	0	0	0	279	0	0	216	502	176	1605	1174	
Aug-25	237	294	69	14	0	1	5	0	0	0	1	365	0	0	327	558	148	2027	1169	
Sep-25	132	195	54	16	0	0	8	0	0	0	0	286	0	0	229	469	131	1577	891	
Oct-25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Nov-25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Dec-25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
YTD TOTALS	1232	1615	398	138	0	2	37	14	0	0	3	2383	119	1	1828	3667	941	12082	7300	
Instruction - Flight Instruction originating at FBO, i.e. Flight School and private instructors										PlugIn/Preheat										
Fuel/Oil - any plane taking on fuel or oil										Deice/TKS - Line can check TKS balance on plane/planes requiring deiceing										
Restaurant - any plane coming in for food In the area										Aircraft Rental - Rentals originating at FBO and charters originating at FBO										
GPU										Takeoff/Landing - ALL planes that take off or land (gives us a count of planes utilizing FBO										
Lav/H2O - N/A at RYV & UNU										NSR - No service required, used for flyovers, low approach and parking only.										
Hangar/Tiedown - Hangar customers as well as overnite transients										Total T/O & Landing - each count as one										

UPS PARKING LOT AGREEMENT

This Parking Lot Agreement has been entered into as of this _____ day of _____, 20____ (“Effective Date”), by and between the City of Watertown, (“Owner”) and the United Parcel Service, Inc., (“UPS”).

Now therefore, in consideration of Five Hundred and 00/100 Dollars (\$500.00) per month and the mutual promises and covenants contain below, the receipt and sufficiency of which are hereby acknowledged by Owner, Owner and UPS, the Parties agree as follow:

1. **UPS PARKING LOT AGREEMENT.** Subject to the terms and condition of this Agreement, Owner agrees to permit UPS to the exclusive use of the graveled land area located at 925 South Twelfth Street, Watertown, WI 53094.

2. **PARKING LOT FEE.** UPS shall pay to Owner a monthly fee for the use of the Premises in the sum of Five Hundred and 00/100 Dollars (\$500.00) per month beginning January 1, 2025 and continuing on a month-to-month basis until either Party provides sixty (60) days written notice of their intent to terminate this Agreement. This Agreement will be reviewed in October of every year for any monetary changes.

3. **REQUIREMENTS OF LAW.** UPS shall use the Premises in accordance with all federal, state and local laws, statues, ordinances, rules, codes, regulations and requirements of the federal, state and local governments (“Laws”) which apply to UPS’s particular use of the Premises. Owner shall comply with all Laws applicable to the Premises, including but not limited to all environmental laws and waste water discharge system except otherwise stated herein.

4. **USE, CARE AND MAINTENANCE OF THE PREMISES.** UPS shall use the Premises solely for the purpose of vehicle parking within the gravel area only: UPS shall not use any of the equipment or improvements of Owner. UPS shall not be engaged in any activity which would cause UPS to be considered an owner/operator of the Premises, or a generator or transporter of Hazardous Substances. The term “Hazardous Substances” shall mean any hazardous substance, pollutant, contaminant or petroleum or any fraction thereof; as such terms are defined under applicable federal, state, or local statutes, regulations, or ordinances.

UPS shall repair or restore any portion of the Premises which is damaged to the extent such damage is directly cause by the negligent use of the Premises by UPS.

5. **UPS’ REPRESENTATIONS AND WARRANTIES.** UPS agrees with and represents and warrants to Owner that UPS shall not knowingly cause any Hazardous Substances (as herein defined) to be transported as part of its shipments across the Premises except in compliance with the Laws.

6. **LIABILITY.** During the Agreement, UPS shall be responsible to investigate and/or remediate any Environmental Condition only to the extent that the following conditions area true: (i) such Environmental Condition directly resulted from the operations of UPS on the Premises; and (ii) such investigation and/or remediation is required by applicable law and the governmental agency

having jurisdiction over such activity. “Environmental Condition” means any condition that may exist or have existed with respect to soil, surface or ground waters, stream sediments, and every other environmental media, which condition could require investigation and/or remedial action of any kind under applicable federal, state, or local statutes, regulations or ordinances or which could result in claims, demands, orders or liabilities by or to third parties, including without limitation governmental entities.

7. **INDEMNITY.** UPS agrees to indemnify, defend, and hold harmless Owner, its successors and assigns, against and with respect to any and all damages, claims, losses, liabilities and expenses of any kind including without limitation, reasonable legal and consulting expenses, incurred by Owner or which are asserted against or imposed upon Owner by any other party (including without limit any governmental entity). Notwithstanding anything to the contrary herein, any remediation activity required of UPS hereunder shall be deemed completed upon the delivery by UPS to Owner a written statement from an environmental consulting firm (such firm being UPS consultant) stating that no further remediation is required.
8. **CARRYING CHARGES.** Owner shall be solely responsible for the payment of all costs associated with owning and maintaining the Premises including but not limited to real estate taxes, utility charges, assessments and other related costs.
9. **QUITE ENJOYMENT.** Subject to the terms of this Agreement, UPS shall lawfully and peacefully hold, occupy and enjoy use of the Premises during the term of this Agreement.
10. **INSURANCE.**
- a. **INSURANCE CARRIED BY UPS.** UPS shall maintain commercial general liability insurance covering the Premises, insuring against liability for personal injury, bodily injury, including death and property damage, for a minimum of \$1,000,000.00 per occurrence.
- b. **CERTIFICATES.** If so, requested by a Party, the other Party shall provide the requesting Party with a certificate of insurance evidencing that the required insurance has been procured and that such insurance may not be canceled except upon thirty (30) days’ notice to the requesting Party.
11. **NOTICE.** Whenever the Agreement requires Written Notice, the Party giving Written Notice shall transmit such notice as either by UPS Next Day Air delivery (in which case notice shall be deemed effective on the date it is delivered), or by Certified or Registered Mail, Return Receipt Requested (in which case notice shall be deemed effective on the third business day following its placement in the mail) to the following Persons at their respective addresses:

OWNER: City of Watertown
Attention: Mayor
106 Jones Street
Watertown, WI 53094

UPS: United Parcel Service, Inc.
925 South Twelfth Street
Watertown, WI 53094

12. **SUCCESSORS AND ASSIGNS.** This Agreement shall inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns. Neither Party may assign its rights or obligations hereunder without the prior written consent of the other Party, which consent shall not be unreasonably withheld or delayed. No assignment shall relieve the assigning Party of any of its obligations hereunder.
13. **ENTIRE AGREEMENT.** This document constitutes the entire Agreement between the Parties. Any modification and amendment to this Agreement must be in writing and signed by both Parties.
14. **GOVERNING LAWS.** This Agreement shall be governed by the laws of the state in which the Premises are located.

IN WITNESS WHEREOF, this Agreement was entered into the date first above written.

CITY OF WATERTOWN

UNITED PARCEL SERVICE, INC.

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____