



AIRPORT COMMISSION MEETING AGENDA
WEDNESDAY, NOVEMBER 13, 2024 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.](#) Review & Approve: October minutes
- 3. REVIEW AND APPROVE MONTH BILLS**
 - [A.](#) Review & Approve October bills
- 4. MANAGER REPORT**
 - [A.](#) Review: Monthly Use Report
 - B. Discuss: Upcoming Aviation Activities & EAA Update
- 5. OLD BUSINESS**
 - A. Review & Discuss: Meeting that Mayor had with UPS regarding a new lease agreement on the parking lot
 - B. Review & Discuss: Runway 23/05 reconstruction project update
 - C. Review: Any updates on a proposed stormwater plan for new hangar construction
- 6. ADJOURNMENT**

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at mdunneisen@watertownwi.gov, phone 920-262-4006

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, October 9th, 2024

Attendance:

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

Others:

Krys Brown, Wisconsin Aviation – Present
Robert Stocks – Citizen of Watertown

1. Dr. Terry Turke called the meeting to order at 5:15 PM.
2. A motion to approve the minutes from September 11th was made by Tom Hahn and seconded by Tom Klug. Motion carried.
3. A motion to approve the August bills in the amount of \$9,413.98 was made by Tom Finnel and seconded by Bob Wetzel. Motion carried.
4. Managers' Report:
 - Reviewed the Monthly Airport Use report.
 - Discuss: The EAA chapter Fly-In Food fest on September 18th brought in over 150 people and over 22 aircraft.
 - Reviewed: Insurance company has paid the City for the replacement of the rotating beacon by a Tip Down beacon pole minus the deductible. The contractor has ordered the pole and will start of the platform and electrical within 4-6 weeks.
 - Reviewed: The FAA released a mandate to have a North Marker for the AWOS (automated weather observation station) 3 years ago. This mandate was never conveyed to the airports resulting in disabling the wind information until a survey was done and a marker placed & certified. Krys immediately hired MSA Engineering that is the airport's engineering firm and completed the process within 3 days.
5. . Old Business:
 - Review and Take Action: The UPS parking – No new information was given.
 - Review: Runway 23/05 reconstruction project – During our bi-weekly zoom with the FAA and Bureau, the FAA indicated that we would not need a BCA (Benefit Cost Assessment) for the whole reconstruction project, just the extension of the runway. So, the cost of the runway reconstruction should then be below the 10 million cost factor.
 - Discussed: No new updates on the proposed stormwater plan for new hangar construction.

6. New Business:
 - Reviewed: The WI Aviation Conference sessions were discussed. The FAA from the ADO (airport district office) was well represented. The networking was great.

7. Adjournment:
- There being no further discussion, a motion for adjournment was made by Sen Lapp and seconded by Eric Wegner.

Respectfully submitted by: Krys Brown

Minutes are submitted unapproved

City of Watertown
State of Wisconsin

VOUCHER REGISTER

Date: 10/31/24

To the Airport Commission we transmit for the payment the claims certified on the accompanying voucher amounting in the Aggregate to the sum of: \$6,209.14 (Six thousand two hundred nine dollars and fourteen cents)

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Voucher No.	NAME OF CLAIMANT	Invoice No.	Purpose	Amount Allowed	Paid by Check No.	BANK	Reimbursement
01-54-53-18	Jani-King	MIL11240143	November janitorial service	\$ 642.75			
01-54-53-18	LRS	0005504496	November dumpster bill	\$ 76.23			
01-54-53-18	ZBM	30304	Toilet tissue & hand towels	\$ 168.97			
01-54-53-20	United Electric, Inc.	89367	Repair surge protector and install surge protectors on electrical panel for AWOS	\$ 734.37			
01-54-53-18	Wisconsin Aviation, Inc.	RYV24-206561	Labor to weed whack/winterize hangar/chg. Furnace filters & light bulbs	\$ 940.80			
01-54-53-18	Wisconsin Aviation, Inc.	RYV24-206069	Gate keys/concrete for AWOS north marker/light bulbs/tire for zero turn mower/furnace filters/urinal screens	\$ 221.46			
01-54-53-24	Wisconsin Aviation, Inc.	RYV24-206069	Travel/hotel for WI Aviation Conference	\$ 636.00			
01-54-53-28	Wisconsin Aviation, Inc.	RYV24-206069	Fuel for mowers/tractor & truck	\$ 739.94			
01-54-53-30	Wisconsin Aviation, Inc.	RYV24-206069	Electric for AWOS/Pedestal/electric gate	\$ 78.82			
01-54-53-36	Wisconsin Aviation, Inc.	RYV24-206561	Labor to mow	\$ 1,549.80			
01-54-53-38	Wisconsin Aviation, Inc.	RYV24-206561	Labor for daily check of runway & taxiway lights	\$ 420.00			
Total				\$ 6,209.14			

Respectfully submitted



2023-2024 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-23	66	125	16	12	0	0	3	0	0	0	0	146	0	0	111	211	41	764	386
Feb-23	110	195	36	17	0	0	4	1	0	0	0	224	0	0	176	354	88	974	608
Mar-23	109	193	20	23	0	0	5	0	0	0	0	225	0	0	176	329	72	1046	590
Apr-23	137	254	28	28	0	0	6	0	0	0	0	269	0	0	205	407	91	1262	724
May-23	170	269	63	23	0	1	6	1	0	0	0	347	0	0	264	549	116	1469	943
Jun-23	102	220	64	24	0	0	7	0	0	0	0	257	0	0	179	405	62	1201	709
Jul-23	137	340	56	16	0	0	6	5	0	0	0	397	0	0	215	653	112	1768	1206
Aug-23	186	270	76	39	0	1	12	1	0	0	1	362	0	0	282	589	115	1880	1049
Sep-23	133	216	92	18	0	0	5	1	0	0	1	284	0	0	210	481	94	1558	913
Oct-23	124	154	27	16	0	0	8	1	0	0	2	247	0	1	180	374	88	1429	649
Nov-23	171	199	54	30	0	0	6	0	0	0	2	279	0	0	230	483	128	1848	900
Dec-23	84	97	29	15	0	0	4	0	0	0	1	188	0	0	141	305	65	1119	562
YTD TOTALS	1137	1460	439	236	1	10	42	3	0	1	0	2734	20	0	2006	4391	929	12585	7563
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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dec-24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
YTD TOTALS	1305	2349	537	237	1	3	49	22	0	0	0	2835	9	3	2011	4801	1166	16243	8452

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