



AIRPORT COMMISSION MEETING AGENDA
WEDNESDAY, APRIL 10, 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.](#) Meeting minutes from March 13th, 2024
- 3. REVIEW AND APPROVE BILLS**
 - [A.](#) Bills for March, 2024
- 4. MANAGER REPORT**
 - A. Monthly Use Report
 - B. Discuss: Upcoming Aviation Activities & EAA updates
- 5. OLD BUSINESS**
 - A. Review and Discuss: City's update on charges for the UPS Parking Lot
- 6. NEW BUSINESS**
 - A. Review and Take Action: Airport commission composition
 - [B.](#) Review and Discuss: David Hoefgen building a 50'X60' hangar on taxiway C
- 7. 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, March 13th, 2024

Attendance:

Alderman Bob Wetzel	Present
Dr. Terry Turke	Virtual
Tom Finnel	Absent
Sean Lapp	Absent
Jeff Baum, Airport Manager	Present
Tom Klug	Present
Jerry Hepp	Present

Others:

- Krys Brown, Wisconsin Aviation – Present
- Scott Twesme – Guest
- Mark Graczykowski – Bureau of Aeronautics
- Jeremy Roberts – MSA Engineering

1. Dr. Terry Turke called the meeting to order at 5:15 PM

2. Scott Twesme asked permission to purchase the hangar at 1755 River Drive and explained he was buying a Baron. A motion to approve Mr. Twesme to purchase the hangar at 1755 River Drive was made by Dr. Terry Turke and seconded by Tom Klug.

3. A motion to approve the minutes from February 14th was made by Tom Klug and seconded by Jerry Hepp. Motion carried.

4. A motion to approve the General budget February bills in the amount of \$8,085.26 and the Capital budget in the amount of \$22,127.06 was made by Bob Wetzel and seconded by Jerry Hepp. Motion carried.

5. Managers' Report
 - Reviewed the Monthly Airport Use report.
 - Discussed the Pancake Breakfast on March 9th hosted by the EAA Chapter. They had 155+ people in attendance which included 11 airplanes that flew in for the event.
 - Mark Graczykowski explained the BIL program that congress passed for the airports. Mark gave a list of projects that are included in the BIL funding and said the first allotment of money has to be spent by summer of 2025. The commission members prioritized the list – Taxiway C reconstruct, new pole building for airport tractors & tools, adding additional parking for aircraft, redo of the ramp, new AWOS and a new surface for Runway 11/29.

6. Old Business:
 - Review and Discuss: The UPS parking – No update from the City.

7. New Business:
 - Discussed: The meeting with the ADO (Airport District Office) in Chicago on March 7th Went very well. A face to face meeting went a long way and a good discussion on what steps needed to be completed before the reconstruction of Runway 05/23. Mark Graczykowski and Jeremy Robert both took away that the staff was willing to work with us. Now if they follow through and execute the next steps, we may be able to move the project up 1 year. With that said, the City will need to be able to come up with their 5% share of the project. A motion to explore getting a more aggressive project manager was discussed. Our current project manager continues to delay responses and uses an unacceptable timeline.

8. Adjournment:
- There being no further discussion, a motion for adjournment was made. Tom Klug and seconded by Bob Wetzel.

Respectfully submitted by: Krys Brown

Minutes are submitted unapproved

Partial Expenses

VOUCHER REGISTER

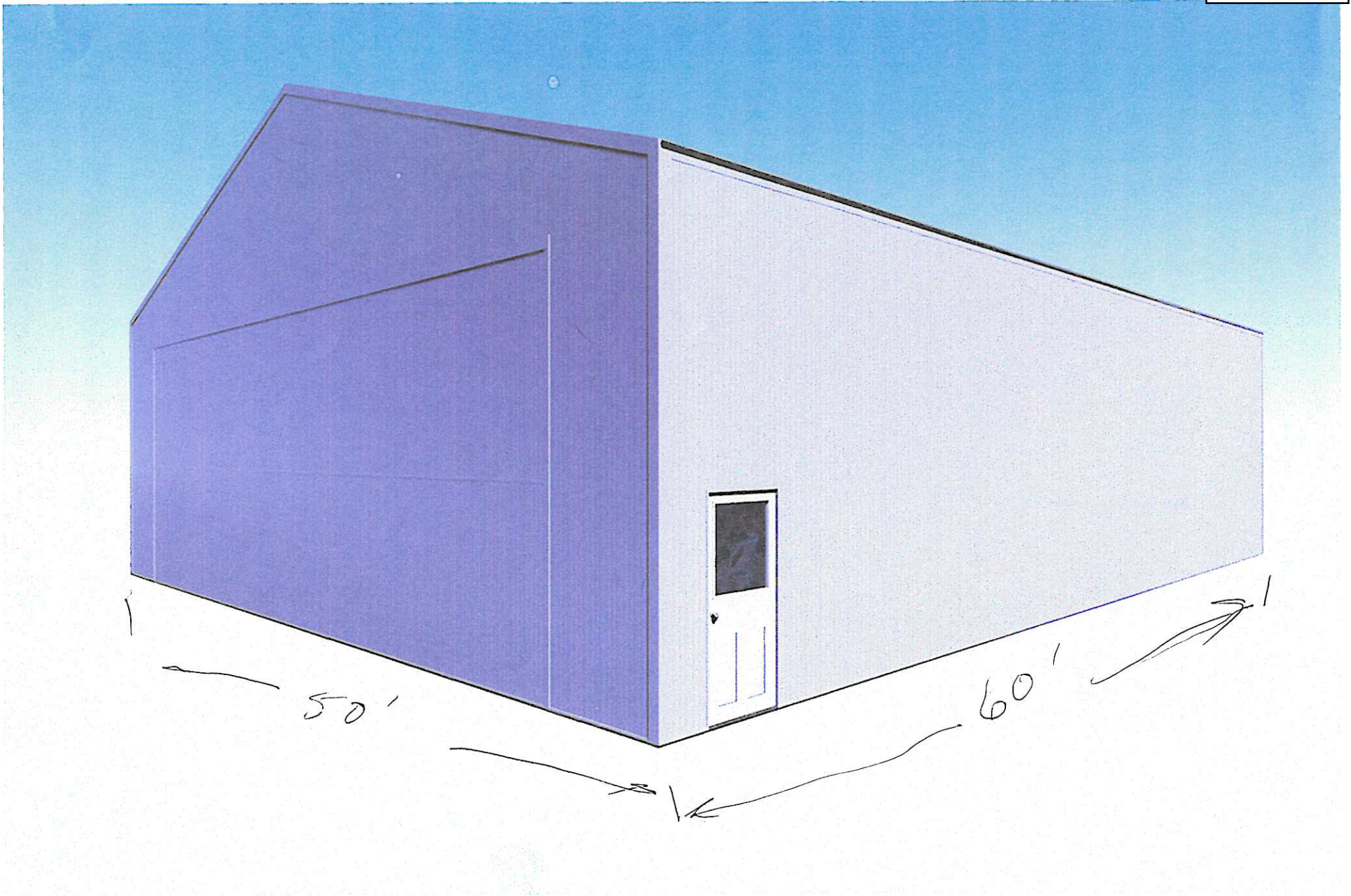
Date: 03/31/24

City of Watertown
State of Wisconsin

To the Airport Commission we transmit for the payment the claims certified on the accompanying voucher amounting in the Aggregate to the sum of: \$902.52 (Nine hundred and two dollars and fifty two cents)

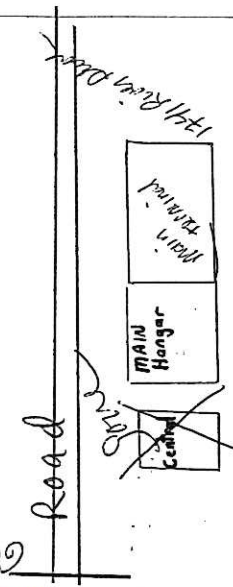
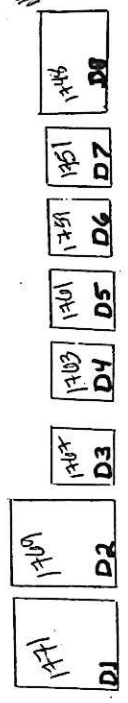
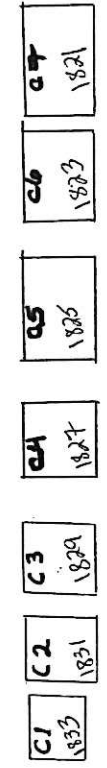
Voucher No.	NAME OF CLAIMANT	Invoice No.	Purpose	Amount Allowed	Paid by Check No.	BANK	Reimbursement
01-54-53-18	Jani-King	MIL04240155	April janitorial service	\$ 642.75			
01-54-53-18	LRS	0004735079	April dumpster bill	\$ 77.77			
01-54-53-18	Entrance Systems	48125	Annual preventative maint. Check-up	\$ 182.00			
01-54-53-18	Wisconsin Aviation, Inc.		Trash bags/voltage tester/oil&anti-freeze for pick-up/urinal screens				
01-54-53-18	Wisconsin Aviation, Inc.		Picking up & disposing trash from windstorm				
01-54-53-28	Wisconsin Aviation, Inc.		Fuel for truck & diesel fuel for tractor				
01-54-53-30	Wisconsin Aviation, Inc.		Electric for electric gate/AWOS/ramp pedestal & Stiles hangar/2-months				
01-54-53-37	Wisconsin Aviation, Inc.		Registration for Airport Ops. & Land Use Seminar				
01-54-53-38	Wisconsin Aviation, Inc.		Repair & replace runway & taxiway lights				
01-54-53-38	Wisconsin Aviation, Inc.		Labor to repair nav. Lights & daily check for runways & taxiways				
01-54-53-39	Wisconsin Aviation, Inc.		Labor to plow, shovel & grease & clean snow removal equip.				
			Total	\$ 902.52			

Respectfully submitted _____



1/4 AN hanger

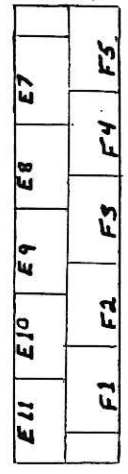
WEST



SOUTH



1745 River Drive
T- Terminal



NORTH

EAST