THE CITY OF WATERTOWN

AIRPORT COMMISSION MEETING AGENDA

WEDNESDAY, OCTOBER 14, 2026 AT 5:15 PM

1741 RIVER DRIVE, WATERTOWN, WI 53094

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1. **CALL TO ORDER**
2. **REVIEW AND APPROVE MEETING MINUTES**
   - A. Airport minutes from September 9, 2026
3. **REVIEW AND APPROVE BILLS**
   - A. Bills from September, 2026
4. **MANAGER REPORT**
   - A. Review: Monthly Use Report
   - B. Discuss: Upcoming Aviation activities & EAA updates
   - C. Review: Hangar updates
5. **OLD BUSINESS**
   - A. Review and discuss: Runway 23/05 reconstruction project update
   - B. Review: Any updates on the Stormwater plan
   - C. Review and Discuss: Continue to add & prioritize improvement plan
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 9th, 2026

Attendance:

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

Others:
Krys Brown, Wisconsin Aviation – Present

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

2. A motion to approve the minutes from August 12th was made by Tom Hahn and seconded by Eric Wegner. Motion carried.

3. A motion to approve the August bills in the amount of $7,688.48 was made by Eric Wegner and seconded by Tom Klug. Motion carried.

4. Managers' Report:
   - Reviewed: Monthly use report.
   - Jeff and Krys had a meeting with Michael Luckey, Jefferson County Administrator, and he was interested in how he could help the airport. It was a very good meeting.
   - Hangar updates – Tim Pooler has finished his walls and is waiting to complete the hangar door; EAA chapter is waiting for their hangar door; Brad Grooms hangar has a roof and the walls are going up; David Leikam is on the Site Plan Review & Plan Commission on Sept. 14th and then can start building his hangar.
   - EAA chapter had over 100+ attendees at their food fest. The final food fest will be Sept. 16th.

5. Old Business:
   - Review & Discussed: Runway 23/05 reconstruction project - Mead & Hunt is waiting for the bureau's approval for the scope & fees to keep the project on track.
   - Stormwater plan – Nothing new to report.
   - Discussed: Commission is continuing to prioritize the improvement plan.

6. New Business:
    - Discussed: Sending a cease and assist letter to Steve Sorge as he has not had an aircraft in his hangar for over 3 years and his son is using it for vehicle & camper storage. All hangars on airports are for aeronautical use and to maintain funding should have an aircraft in it at all times.

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

Respectfully submitted by: Krys Brown

Minutes are submitted unapproved

City of Watertown

VOUCHER REGISTER

Date: 09/30/26

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: $5,776.14 (Five thousand seven hundred seventy six dollars and fourteen cents)

Voucher No.	NAME OF CLAIMANT	Invoice No.	Purpose	Amount Allowed	Paid by Check No.	BANK	Reimbursement
01-54-53-18	Jani-King	MIL10250134	October janitorial service	$ 642.75			
01-54-53-18	GFL	U956135	October dumpster bill	$ 95.63			
01-54-53-18	MID-State Equipment	D17697	Plug & Hygard oil for John Deere	$ 53.61			
01-54-53-18	MID-State Equipment	D17637	1.4 Hp HYD hose & fittings for John Deere	$ 65.45			
01-54-53-20	MID-State Equipment	U10313	Insp. & pulley/belt tensioner & v-belt ofr John Deere	$ 496.52			
01-54-53-18	ZBM, Inc.	32121	garbage liners	$ 140.96			
01-54-53-18	Wisconsin Aviation, Inc.	RYV26-220704	Keys for airport gates/airline fittings for pole barn/bushings & couplers for power washer/cable ties/bug spray/hallway lights/tire patch/cabinet drawer locks/50' hose for power washer/2 tires for mower	*$ 295.95*			
01-54-53-18	Wisconsin Aviation, Inc.	RYV26-221363	Labor for grading around taxiway's, repairing & replacing blades & parts on mower	*$ 756.00*			
01-54-53-24	Wisconsin Aviation, Inc.	RYV26-220704	WI Aviation Conference registration for Terry Turke/Krys Brown	*$ 350.00*			
01-54-53-28	Wisconsin Aviation, Inc.	RYV26-220704	Fuel for mowers/tractor/truck/weed trimmer	*$ 534.12*			
01-54-53-30	Wisconsin Aviation, Inc.	RYV26-220704	Electric bill for pedestal	*$ 35.15*			
01-54-53-36	Wisconsin Aviation, Inc.	RYV26-221363	Labor to mow & weed whacking	*$ 1,890.00*			
01-54-53-38	Wisconsin Aviation, Inc.	RYV26-221363	Labor for daily check of runway & taxiway lights	$ 420.00			
			Total	**$ 5,776.14**			

Respectfully submitted Krys Brown

2025-2026 Services for Watertown RYV

	Instruction	Fuel/Oil	Restaurant	Maint.	Avionics	Aircraft Sales	Courtesy Car	Car Rental	Paint Shop	GPU	Lav/H20	Hangar/Tiedown	PlugIn/Preheat	Deice/TKS	Aircraft Rental	Takeoff/Landing	NSR	Tot & Landing	Board
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	149	192	37	20	0	0	2	1	0	0	0	346	1	0	259	485	105	1786	899
Nov-25	68	109	31	13	0	2	6	0	0	0	0	187	0	0	135	302	80	997	504
Dec-25	62	115	16	11	0	0	4	0	0	0	0	176	0	0	130	273	88	939	477
YTD TOTALS	1511	2031	482	182	0	4	49	15	0	0	3	3092	120	1	2352	4727	1214	15804	9180
Jan-26	76	127	6	13	0	0	0	0	0	0	1	182	0	0	147	269	74	1004	462
Feb-26		183	44	12	0	0	3	0	0	0	0	234	0	0	184	388	118	1366	680
Mar-26	102	173	36	15	0	0	0	0	0	0	0	199	0	0	154	331	92	1240	571
Apr-26	87	183	18	14	0	0	2	0	0	0	0	202	0	0	137	309	107	1078	608
May-26	135	250	30	9	0	0	5	0	0	0	0	288	0	0	212	452	166	1658	879
Jun-26	98	177	19	16	0	1	7	1	0	0	0	213	0	0	155	316	73	1128	573
Jul-26	69	287	25	20	0	0	11	0	0	0	0	227	0	0	96	554	163	1296	947
Aug-26	141	204	32	45	0	0	0	0	0	0	0	175	0	0	147	102	104	1220	697
Sep-26	124	182	8	20	0	0	0	0	0	0	0	160	0	0	152	388	90	1297	610
Oct-26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nov-26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dec-26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
YTD TOTALS	832	1766	218	164	0	1	28	1	0	0	1	1880	0	0	1384	3109	987	11287	6027

nstruction - Flight Instruction originating at FBO, i.e. Flight School and private instructors

uel/Oil - any plane taking on fuel or oil

estaurant - any plane coming in for food In the area

PU

av/H20 - N/A at RYV & UNU

langar/Tiedown - Hangar customers as well as overnite transients

PlugIn/Preheat

Deice/TKS - Line can check TKS balance on plane/planes requiring deiceing

Aircraft Rental - Rentals originating at FBO and charters originating at FBO

Takeoff/Landing - ALL planes that take off or land (gives us a count of planes utilizing FBO

NSR - No service required, used for flyovers, low approach and parking only.

Total T/O & Landing - each count as one