



AIRPORT COMMISSION MEETING AGENDA
WEDNESDAY, MARCH 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 and Approve: meeting minutes from February 14th, 2024

3. REVIEW AND APPROVE FEBRUARY BILLS

A. Review and Approve: Bills for February, 2024

4. MANAGER REPORT

A. Review: 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 Discuss: March 7th meeting with the ADO

B. Review and Discuss: Scott Twesome purchasing Hangar at 1755 River Drive

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, February 14th, 2024

Attendance:

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

Others:

Krys Brown, Wisconsin Aviation – Present
Andrew Beyer – City of Watertown Engineering – Present

1. Krys Brown called the meeting to order at 5:15 PM
2. A motion to approve the minutes from January 10th was made by Tom Klug and seconded by Jerry Hepp. Motion carried.
3. A motion to approve the January bills in the amount of \$10,715.81 was made by Tom Finnel and seconded by Sean Lapp. Motion carried.
4. Managers’ Report
 - Reviewed the Monthly Airport Use report.
 - Discussed the Pancake Breakfast on March 9th from 7-11AM along with the Food Fest fly outs schedule sponsored by the EAA chapter.
5. Old Business:
 - Review and Discuss: The UPS parking – No update from the City.
 - Review and Discuss: The Mayor re-writing a draft to change the Airport Commission members – The commission members were in favor of the draft and like the fact that someone with aeronautical experience would be on the commission.
6. New Business:
 - Discussed: The upcoming agenda for the meeting with the ADO (Airport District Office) in Chicago on March 7th.
 - Reviewed & Discussed: The Matter of State & Federal Aid for improvements at the Watertown Municipal Airport for the Public Hearing at 6PM
7. Adjournment:
 - There being no further discussion, a motion for adjournment was made. Tom Klug and seconded by Jerry Hepp.

Respectfully submitted by: Krys Brown

Minutes are submitted unapproved

City of Watertown

Partial Expenses
VOUCHER REGISTER

Date: 02/29/24

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: \$6,537.17 (Six thousand five hundred thirty seven dollars and seventeen cents)

Voucher No.	NAME OF CLAIMANT	Invoice No.	Purpose	Amount Allowed	Paid by Check No.	BANK	Reimbursement
01-54-53-18	Jani-King	MIL03240156	March janitorial service	\$ 642.75			
01-54-53-18	LRS	0004673523	March dumpster bill	\$ 55.92			
01-54-53-18	Jerry Hepp Excavating Inc	31450	Pull out old fence & remove brush & debris	\$ 2,710.00			
01-54-53-18	Mid-State Equipment	D66964	Replace battery on John Deere tractor	\$ 168.16			
01-54-53-20	Klecker's Heating & Air	i20646	Repair & replace warrantied parts on A/C in IT room	\$ 192.50			
01-54-53-18	Wisconsin Aviation, Inc.	RYV24-200283	Urinal screens/paint & supplies/ad for Public Notice/light bulbs for runway&taxiways/sander brush to clean louvers & door on electric vault	\$ 1,801.84			
01-54-53-18	Wisconsin Aviation, Inc.	RYV24-200760	Labor to replace shoes on Payloader pusher box/swept FOD off from ramp area/replaced blades on mower/hand tilled areas where snowplow ran over the ground	\$ 504.00			
01-54-53-38	Wisconsin Aviation, Inc.	RYV24-200760	daily check & repair of runway & taxiway lights & NDB lights	\$ 462.00			
			Total	\$ 6,537.17			

Respectfully submitted _____

2023-2024 Services for Watertown RYV

2023-2024 Services for Watertown RYV																			Section 4, Item A.	
																			Total & Landing	Board
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				
Jan-23	66	125	16	12	0	0	3	0	0	0	146	0	0	111	211	41	764	386		
Feb-23	110	195	36	17	0	0	4	1	0	0	224	0	0	176	354	88	974	608		
Mar-23	109	193	20	23	0	0	5	0	0	0	225	0	0	176	329	72	1046	590		
Apr-23	137	254	28	28	0	0	6	0	0	0	269	0	0	205	407	91	1262	724		
May-23	170	269	63	23	0	1	6	1	0	0	347	0	0	264	549	116	1469	943		
Jun-23	102	220	64	24	0	0	7	0	0	0	257	0	0	179	405	62	1201	709		
Jul-23	137	340	56	16	0	0	6	5	0	0	397	0	0	215	653	112	1768	1206		
Aug-23	186	270	76	39	0	1	12	1	0	0	362	0	0	282	589	115	1880	1049		
Sep-23	133	216	92	18	0	0	5	1	0	0	284	0	0	210	481	94	1558	913		
Oct-23	124	154	27	16	0	0	8	1	0	0	247	0	1	180	374	88	1429	649		
Nov-23	171	199	54	30	0	0	6	0	0	0	279	0	0	230	483	128	1848	900		
Dec-23	84	97	29	15	0	0	4	0	0	0	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	97	0	2	88	185	50	639	331		
Feb-24	94	159	33	19	0	0	8	2	0	0	242	1	1	154	390	93	1258	661		
Mar-24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Apr-24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
May-24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Jun-24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Jul-24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Aug-24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Sep-24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Oct-24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Nov-24	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		
YTD TOTALS	143	234	42	41	0	0	12	3	0	0	0	339	1	3	242	575	143	1897	992	
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										



March 6, 2024

RE: Watertown Municipal Airport (RYV) Runway 5-23 Reconstruction

To Whom It May Concern:

This letter has been prepared to document the City of Watertown's demand for the extension and reconstruction of Runway 5-23 at the Watertown Municipal Airport (KRYV) located in Watertown, Wisconsin. The purpose is to expedite the reconstruction of the runway in a timely matter.

Wisconsin Aviation was founded in 1981 and is headquartered in Watertown at KRYV. We operate from three locations (KRYV, KMSN, KUNU) and provide aircraft charter, aircraft maintenance, avionics, flight training, aircraft rental, and other services to the general aviation community.

The existing bituminous pavement on the 4,429-foot Runway 5/23 is rapidly deteriorating and affecting our business needs at KRYV. We require a runway reconstruction at KRYV to meet the aviation needs of the City, our business and the aviation community.

Runway 5-23 Reconstruction Ongoing Efforts & Documented Deterioration:

Wisconsin Aviation, Watertown Municipal Airport and the City of Watertown first begun planning for the reconstruction of Runway 5-23 in 2008. Since then, interim crack seal and seal coats to the bituminous pavement have been the only projects RYV has used to maintain Runway 5-23. The estimated 2024 pavement condition index (PCI) for Runway 5-23 is 34. This puts Runway 5-23 as a clear candidate for runway reconstruction eligibility as the threshold for reconstruction is less than 55 PCI. By 2027, the estimated PCI for Runway 5-23 will fall below 25 which ranks as very poor pavement condition. This would significantly impact annual aircraft operations at RYV which include intensive flight training and turboprop and jet operations exceeding 500 annual operations.

The rapidly deteriorating bituminous pavement on Runway 5-23 has already taken a toll on the airport and city. Airport management has documented damage to aircraft nose gears which have an adverse effect on local and transient operations at RYV. Furthermore, the existing condition of Runway 5-23 has caused potential new airport users to shy away from coming to RYV. This has created a negative image for the City of Watertown and the general aviation community.

The delay in reconstructing Runway 5-23 has and will continue to drive up the cost of planning and environmental services, engineering design and construction management. For example, approximately \$350,000 to micro-mesh patch Runway 5-23 will only provide short-term fixes to the deteriorating pavement and the main structural layer below the surface. This creates unnecessary cost in construction materials and personnel time to provide a temporary fix to the runway.

By expediting the reconstruction of Runway 5-23, Watertown Municipal Airport and the City of Watertown can better serve the local and transient aviation community. In addition, reconstructing Runway 5-23 in a timely manner will help reduce any further costs incurred from construction material costs, construction management and associated fees. Finally, expediting the reconstruction of Runway 5-23 will allow the ADO, BOA, and our consultants to better serve other needed projects.

Desired Outcome:

- 1) Clear understanding of the steps and process needed to complete project.
- 2) Actions that can be taken to shorten the process. Check lists for completion of steps to submission.
- 3) Wel-defined

We appreciate the guidance and assistance in ensuring that planning is complete prior to the reconstruction of Runway 5-23. This includes the approval of the updated Aviation Activity Forecast in November of 2023.

Please do not hesitate to contact me at (920) 261-4567 with any questions on the information presented in this letter.

Respectfully submitted,



Jeff Baum
Airport Manager