



AIRPORT COMMISSION MEETING AGENDA
WEDNESDAY, FEBRUARY 14, 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. Airport meeting minutes from January 10th, 2024

3. REVIEW AND APPROVE MONTH BILLS

A. Review and Approve Bills for January, 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

B. Review and Discuss: Mayor's draft to change the Airport Commission members

6. NEW BUSINESS

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

B. PUBLIC HEARING: In The Matter of State and Federal Aid for the Improvements at Watertown Municipal Airport, 1741 River Drive, Watertown, WI for 6 Year Petition.

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, January 10th, 2024

Attendance:

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

Others:

Krys Brown, Wisconsin Aviation – Present
Eric Wegner – EAA Chapter – Present

1. Dr. Terry Turke called the meeting to order at 5:15 PM
2. A motion to approve the minutes from December 13th was made by Jerry Hepp and seconded by Sean Lapp. Motion carried.
3. A motion to approve the December bills in the amount of \$3,507.83 was made by Jerry Hepp and seconded by Tom Finnel. Motion carried.
4. Managers' Report
 - Reviewed the Monthly Airport Use report.
 - Discussed the three Beacon bids that were forwarded to the City and insurance company.
 - Discussed that EAA will host 4 fly-in, drive-in food fest in 2024. On March 9th, they will host a Pancake Breakfast from 7-11AM. They plan on construction of their new hangar to start in April.
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 – No update
6. New Business:
 - Review: The Purchasing policy was discussed.
 - Reviewed: APRA Funds – The commission would like to see some of the funds be used on completing the fence by Emils Pizza and the old Boomer street, Aero Park area.
7. Adjustment:
 - There being no further discussion, a motion for adjournment was made. Jerry Klug and seconded by Sean Lapp.

Respectfully submitted by: Krys Brown

Minutes are submitted unapproved

NOT COMPLETE

VOUCHER REGISTER

Section 3, Item A.

City of Watertown

Date: 01/31/24

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: \$ (_ thousand _ hundred _ dollars and _ cents)

Voucher No.	NAME OF CLAIMANT	Invoice No.	Purpose	Amount Allowed	Paid by Check No.	BANK	Reimbursement
01-54-53-18	Jani-King	MIL02240158	February janitorial service	\$ 642.75			
01-54-53-18	LRS	0004592936	February garbage disposal	\$ 77.16			
01-54-53-18	ZBM, Inc.	29587	Hand towels/hand soap/toilet tissue & garbage liners	\$ 248.23			
01-54-53-18	Mid-State Equipment	D65798	Bolt kit for John Deere	\$ 151.65			
01-54-53-18	Entrance Systems	01122024	Annual electric gate preventative maintenance	\$ 175.00			
01-54-53-20	United Electric, Inc.	83958	Repaired Reils on 05/23 runway	\$ 5,748.47			
01-54-53-28	Commercial Lighting	4240212	replacement LED lights for main hangar	\$ 609.67			
01-54-53-18	Wisconsin Aviation, Inc.	RYV24-199934	Nuts & bolts for box plow/ext. cord for John Deere/parts for repair mens toilet/ice melt/trash bags/urinal screens/credit for janitorial service on Friday's snow fall	\$ 132.24			
01-54-53-18	Wisconsin Aviation, Inc.		Labor to change oil on truck				
01-54-53-20	Wisconsin Aviation, Inc.		Labor to repair Nav lights & continue to work on Beacon				
01-54-53-28	Wisconsin Aviation, Inc.	RYV24-199934	Fuel for Payloader	\$ 247.61			
01-54-53-30	Wisconsin Aviation, Inc.	RYV24-199934	Electric for AWOS/Pedestal/Electric Gate	\$ 97.03			
01-54-53-37	Wisconsin Aviation, Inc.	RYV24-199934	Annual membership fee for WAMA	\$ 150.00			
01-54-53-38	Wisconsin Aviation, Inc.		Labor for daily check of runway & taxiway lights				
01-54-53-39	Wisconsin Aviation, Inc.		Tune-up grese/gasket/high temp anti-freeze for plow				
02-54-53-39	Wisconsin Aviation, Inc.		Labor to snowplow & shovel/grease snowplow & work on Payloader				
Total				\$ 8,279.81			

Respectfully submitted _____



**Wisconsin Bureau of Aeronautics
Watertown Municipal Airport (RYV)
Runway 5/23 Reconstruction
Runway Protection Zone Alternatives Analysis
&**

Environmental Assessment Alternatives

BOA Project No RYV1000
March 7th, 2024 10AM-Noon
Chicago ADO – Room

Attendees:

RYV	Jeff Baum	WBOA	Andy Trimble
RYV	Krys Brown	WBOA	Lucas Ward
CHI ADO	Deb Bartell	WBOA	Mark Graczykowski
CHI ADO	Gary Wilson	WBOA	Hal Davis
CHI ADO	Anna Walker	WBOA	Mallory Palmer
CHI ADO	Bobb Beauchamp	WBOA	Teresa Klein
CHI ADO	Elias Bello	WBOA	Thomas (Max) Platts
CHI ADO	Emma Lienau	MSA	Jeremy Roberts
CHI ADO	Craig Pullins	TKDA	Dillon Petrowitz

Agenda

1. Brief Overview of EA Purpose and Need & RPZ Alternatives Analysis
2. Review Draft Runway Protection Zone Alternatives Analysis
 Reference Materials
 - i. RPZ AA – Draft AGL Form
 - ii. RPZ AA – Exhibits (11x17)
3. Discussion on Sponsor Preferred Alternative 3A
4. Review Draft Environmental Assessment Alternatives
 Reference Materials
 - i. Draft EA Purpose & Need Narrative
 - ii. EA Alternatives – Exhibits (11x17)
5. Land Acquisitions / Obstruction Analysis (Obstacle Action Plan)
 - i. EA Alternatives – Exhibits (11x17)
6. Other Related Discussions
7. Next Steps

**NOTICE OF PUBLIC HEARING
IN THE MATTER OF STATE AND FEDERAL AID
FOR THE IMPROVEMENTS AT**

Watertown Municipal Airport

(1741 River Drive, Watertown, WI)

The Town/Village/City/County of Jefferson is considering petitioning the State of Wisconsin, Department of Transportation, for state and federal aid to undertake the following development at the Watertown Airport. (List development items as they will appear in the airport aid petition):

Reconstruct Runway 05/23 with all new Nav & airfield lighting, reconstruct parallel taxiway & runup pad including land acquisition for approaches ;Reconstruct/rehabilitate & expand apron; Install new AWOS equipment; Build new T-hangars; Remodel or Build a new terminal building; Reconstruct/rehabilitate 11/29 with all new airfield lights, reconstruct & extend parallel taxiway to the full length of the runway; Build two new taxiways off taxiway C for hangar expansion; Replace electrical equipment in electric vault; Install perimeter deer fence; Purchase snow removal equipment; Airfield Pavement Maintenance; Reconstruct/replace Navigational Aids; clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55; and any necessary related work.

Notice is hereby given that the Town/Village/City/County of Jefferson will hold a public hearing at (6PM) on (02/14/2024) in (1741 River Drive, Watertown, WI).

All interested persons are invited to attend and present their views on the need for the proposed airport development.

Parking for people with disabilities and an accessible entrance are available (1741 River Drive, Airport Terminal). Please call (Airport) at (920-261-4567) (3) days in advance of the hearing to make specific accessibility requests.