



**AIRPORT COMMISSION MEETING AGENDA**  
**WEDNESDAY, MAY 13, 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 April 8, 2026
- 3. REVIEW AND APPROVE BILLS**
  - A. Bills from April 2026
- 4. MANAGER REPORT**
  - A. Review: Monthly Use Report
  - B. Discuss: Upcoming Aviation Activities & EAA Updates
  - C. Review: Hangar Updates
  - D. Review and discuss: Progress and celebration on the Vietnam Memorial Wall
- 5. OLD BUSINESS**
  - A. Review and discuss: Runway 23/05 reconstruction project update
  - B. Review: Any updates on the Stormwater plan
  - C. Review and take action: Renewing contracts on rental prices for UPS and Holz parking lots on airport property
  - D. Review and discuss: Continue to add and prioritize airport improvement plan
- 6. NEW BUSINESS**
  - A. Discuss: Taking legal action on an abandoned aircraft on the field
  - B. Review and discuss: Talking to the City attorney on the abandonment of an aircraft that has been left on tie-down for over 8 years
- 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](mailto: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, April 8th, 2026

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	Present

Others:

Krys Brown, Wisconsin Aviation – Present  
Robert Stocks – Mayor of Watertown  
Jeremy Roberts – MSA Engineering

1. Terry Turke called the meeting to order at 5:15 PM.
2. A motion to approve the minutes from March 11<sup>th</sup> was made by Tom Klug and seconded by Eric Wegner. Motion carried.
3. A motion to approve the March bills in the amount of \$4,834.35 was made by Bob Wetzel and seconded by Sean Lapp. Motion carried.
4. Managers' Report:
  - Reviewed: The Monthly Airport Use report.
  - EAA Chapter announced some upcoming events.
  - The EAA hangar has a hangar door coming in about 10 weeks. Brad Grooms has a partial poured hangar floor with in-floor heat and will be starting the build within the next month.
  - The Vietnam Veterans Memorial Wall – Krys is on the committee for their upcoming dedication opening on May 25<sup>th</sup> at 3PM. They will have shuttle buses, busing people in from various locations including the airport. They expect a lot of people and are hoping for a dry event.
5. Old Business:
  - Review: Runway 23/05 reconstruction project – The Bureau has sent out an advertisement to bid on the Design work needed to be submitted by May 13<sup>th</sup>.
  - Looking for alternatives designs for the Stormwater plan which will eliminate birds.
  - Review and Take action: On both the UPS and Holtz parking lots for renewal of renting the space for parking.
  - Review: Continue to discuss & prioritize possible Airport Improvements
6. Adjournment:
  - There being no further discussion, a motion for adjournment was made by Tom Klug and seconded by Tom Hahn.

Respectfully submitted by: Krys Brown

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\*Minutes are submitted unapproved\*

**TERM SHEET**

## Commercial Real Estate Lease

May 7, 2026

Lessor                      Community Development Authority of the City of Watertown, an agency of the City of Watertown, a Wisconsin, Municipal Corporation

Lessee                        Holz Motors, Inc. – Watertown d/b/a Holz Chevrolet Buick GMC

1. **Lease Type:** Commercial Real Estate Lease.
2. **Lease Term:** 20 years.
3. **Rent Commencement Date:** June 1, 2026.
4. **Renewal Options:** Upon expiration, if the Lessor does not have any need for the leased property, Lessor grants Lessee a 10-year renewal option. Lessee must provide written notice to Lessor at least six months prior to expiration of initial term.
5. **Rent:** \$6,000.00 annually.
6. **Surface Maintenance.** Lessee shall be responsible for maintaining the surface of leased area at its expense so as not to develop potholes or other irregularities.
7. **Snow Removal.** Lessee shall be responsible for and pay for snow removal from leased area, at its option.
8. **Structures, Objects, and Trees Above Sea Level.** If Lessee erects a structure or object or permits growth of any tree above the mean sea level elevation of 868 feet, Lessor reserves the right to enter land leased and remove offending structure at expense of Lessee.
9. **Aircraft Interference.** If Lessee makes use of the leased premises in any manner which might interfere with the operation of aircraft from the Watertown Municipal Airport, or otherwise constitute a hazard, Lessor reserves the right to enter leased premises and cause the abatement of such interference at the expense of Lessee.
10. **Aviation Easement.** Lessee and its successors and assigns grant Lessor, for use and benefit of the public, a perpetual easement and right of way for the free and unobstructed passage of aircraft and the right to cause such sound, noise, vibration and dusts that comes with the operation of such aircraft at such altitude or height above ground and through/across air space over Lessee's land, provided that air space in said easement and right of way shall be that which lies above 868 feet above the mean sea level elevation. Lessee acknowledges and agrees that the City shall not be liable for, and Lessee hereby waives any claims arising from, aircraft operations within the easement area, including noise, vibration, fumes, dust, light, or any other impacts associated with such aircraft operations.