

**MINUTES OF A REGULAR MEETING  
OF THE AIRPORT COMMISSION**

**1. CALL TO ORDER**

The Torrance Airport Commission convened in a regular session on Thursday, February 8, 2007 at 7:00 p.m. in the West Annex meeting room at Torrance City Hall.

**2. ROLL CALL**

Present: Commissioners Adams, Dingman, Fitch, Haddon, Rhilinger, and Chairperson Tymczyszyn.

Absent: Commissioner Gates.

Also Present: Facility Operations Manager.

**MOTION:** Chairperson Tymczyszyn moved to grant Commissioner Gates an excused absence for the February 8, 2007 Airport Commission meeting. Commissioner Haddon seconded the motion; a voice vote reflected unanimous approval.

**3. FLAG SALUTE**

Commissioner Rhilinger led the Pledge of Allegiance.

**4. AFFIDAVIT OF AGENDA POSTING**

**MOTION:** Commissioner Dingman, seconded by Commissioner Haddon, moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting; a voice vote reflected unanimous approval (absent Commissioner Gates).

**5. APPROVAL OF MINUTES OF JANUARY 11, 2007**

**MOTION:** Commissioner Dingman moved for the approval of the January 11, 2007 Airport Commission meeting minutes as submitted. Commissioner Haddon seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Gates).

Commissioners and staff welcomed new Commissioners Clark Adams, Karen Fitch, and Susan Rhilinger; standing Commissioners introduced themselves.

**6. ACTION ITEMS**

**6A. SUB-COMMITTEE RE-ASSIGNMENTS**

Facility Operations Manager Megerdichian provided background about the Airport Commission Work Plan approved by City Council on July 25, 2006 and the approval of the Implementation Plan of the Airport Commission Work Plan by the Commission on September 14, 2006. He reviewed the Commission's selection of

memberships for three subcommittees to accomplish the goals set forth in the Work Plan and described the functions of the subcommittees. He noted that, due to vacancies from Commissioners Donnellan and Pyles, two subcommittees have been reduced to two members each. He advised that the Commission could choose to nominate and select one additional member for the Update the Airport Master Plan subcommittee and the Recommend Policy Changes to Capitalize on General Aviation's Growth subcommittee, or that the Commission may also take no action and leave the membership as is.

Chairperson Tymczyszyn asked for volunteers to serve on the subcommittees.

Commissioner Rhilinger expressed interest on being on the Master Plan subcommittee and Commission Adams offered to serve on the General Aviation's Growth subcommittee. Commissioner Haddon volunteered to vacate his position on the Evaluate State and Federal Funding subcommittee and Commissioner Fitch indicated that she was interested in serving on it.

Chairperson Tymczyszyn, seconded by Commissioner Haddon, nominated Commissioner Rhilinger for appointment to the Master Plan subcommittee; a voice vote reflected unanimous approval.

Chairperson Tymczyszyn, with a second by Commissioner Rhilinger, nominated Commissioner Fitch for the Evaluate State and Federal Funding subcommittee; a voice vote reflected unanimous approval.

Chairperson Tymczyszyn nominated Commissioner Adams for the General Aviation's Growth subcommittee. Commissioner Haddon seconded the nomination; a voice vote reflected unanimous approval.

**MOTION:** Commissioner Haddon moved to accept Commissioner Rhilinger for membership on the Update the Airport Master Plan subcommittee, Commissioner Fitch for the Evaluate State and Federal Funding subcommittee, and Commissioner Adams for the Recommend Policy Changes to Capitalize on General Aviation's Growth subcommittee. Chairperson Tymczyszyn seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Gates).

Facility Operations Manager Megerdichian advised that his office would contact subcommittee members early next week to coordinate schedules.

Michael Wermers, Audrey Avenue, inquired if subcommittee meetings would be opened to the general public.

Facility Operations Manager Megerdichian responded that the public would have the opportunity to provide input when the subcommittees bring back their periodic reports to the Commission.

**7. INFORMATION ITEMS**

**7A. AERONAUTICAL OPERATIONAL INFORMATION UNDER THE PURVIEW OF THE GENERAL SERVICES DEPARTMENT**

Chairperson Tymczyszyn noted that the following reports for February 2007 were included in the agenda material: Hangar and Tiedown Rental Status, Ongoing Projects, February Meeting Room Schedule, and Hangar Waiting List.

Facility Operations Manager Megerdichian reported that the Airport Security Project was 65% design of plans complete, with plans expected to go to bid in the next six months.

Referring to Construction of Two Executive Hangars, he advised that old concrete footings were discovered during grading, and that structural engineers have determined that most of the footings can remain as is without compromising the integrity of the installation. He stated that all materials are on site and that construction will begin as soon as the footings issue is resolved.

Facility Operations Manager Megerdichian reported that the HVAC Replacement in the FAA Tower would be completed by the middle of next week.

Responding to Commissioner Adams' inquiry, he explained that FEAP stands for Facilities and Equipment Automation Program and is used to track individual capital projects.

Responding to Commissioner Dingman's inquiry about the status of the noise monitoring system, he stated that all monitors are now recording but that there are problems with extraction of data.

**7B. AERONAUTICAL OPERATIONAL INFORMATION UNDER THE PURVIEW OF THE PUBLIC WORKS DEPARTMENT**

Chairperson Tymczyszyn noted that the following reports were included in the agenda material: Events Requiring Emergency Response and Airfield Operations Status.

Facility Operations Manager Megerdichian noted that November 2006 and January 2007 Events Requiring Emergency Response reports were included in the agenda material.

Responding to Commissioner Haddon's inquiry, Facility Operations Manager Megerdichian advised that the recent mid-air collision over Trump National Golf Course would be included in next month's report.

**7C. LAND MANAGEMENT REPORT – AERONAUTICAL**

No report.

**7D. DEPARTMENT OF TRANSPORTATION AIRPORT INSPECTION**

Facility Operations Manager Megerdichian reported that Cal Trans conducted its annual inspection on November 6, 2006. He noted that the Inspection Report and the December 2006 Response by City of Torrance were included in the agenda material.

In response to Commissioner Haddon's inquiries, he stated that the orange cones marking areas of construction were not present at the time of the 2005 inspection and that he would check with Public Works Department regarding follow up by Cal Trans.

Responding to Chairperson Tymczyszyn's inquiry regarding the airport fence, Facility Operations Manager Megerdichian stated that during the inspection Lowe's Home Improvement Center had not yet finished their construction but that the fence line now mirrors the original fence line.

## **8. ORAL COMMUNICATIONS**

**8A.** Facility Operations Manager Megerdichian distributed invitations to the South Bay Cities of Governments Eighth Annual General Assembly on February 23, 2007 at the Carson Community Center.

**8B.** Facility Operations Manager Megerdichian stated that he would be bringing forward an action item regarding the use of drivers license numbers on the Hangar Waiting List.

Ed Pierce, Rolling Hills Estates, expressed objection to the use of drivers license numbers for identification purposes on the Hangar Waiting List. He stated that the use of names would be fairer, provide more information, and facilitate self-policing.

**8C.** It was confirmed that the Civil Air Patrol Open House at the Airport is on February 3 and February 10, 2007.

**8D.** Facility Operations Manager Megerdichian offered to give Commissioners Fitch and Adams a tour of the Airport.

**8E.** Commissioner Rhilinger stated that her tour of the Airport was very informative.

**8F.** Cynthia Macha, Director of Western Museum of Flight, invited Commissioners to attend a preview day on Sunday, March 25, 2007 and thanked the City for welcoming them.

## **9. ADJOURNMENT**

**MOTION:** At 8:06 p.m., Commissioner Haddon, seconded by Commissioner Dingman, moved to adjourn the meeting to Thursday, March 8, 2007 at 7:00 p.m., in the West Annex meeting room.

Approved as Submitted March 8, 2007 s/ Sue Herbers, City Clerk
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