

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

1. CALL TO ORDER

The Torrance Airport Commission convened in a regular session on Thursday, August 14, 2014 at 7:00 p.m. in the West Annex meeting room at Torrance City Hall.

2. ROLL CALL

Present: Commissioners Boyce, Donnellan, Glass, Jacobsen, Johnson, and Chairperson Hsiao.

Absent: Commissioner Orpe.

Also Present: Facility Operations Manager Megerdichian and Business Manager Williams.

MOTION: Commissioner Jacobsen moved to grant Commissioner Orpe an excused absence for the August 14, 2014 Commission meeting. Commissioner Johnson seconded the motion; a roll call vote reflected unanimous approval.

3. FLAG SALUTE

Commissioner Glass led the Pledge of Allegiance.

4. AFFIDAVIT OF AGENDA POSTING

MOTION: Commissioner Johnson, seconded by Commissioner Donnellan, moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting; a roll call vote reflected unanimous approval (absent Commissioner Orpe).

5. APPROVAL OF MINUTES

5A. MINUTES OF JUNE 12, 2014

MOTION: Commissioner Jacobsen moved to approve the Airport Commission meeting minutes of June 12, 2014. Commissioner Donnellan seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Orpe, Commissioner Boyce abstaining).

5B. MINUTES OF JULY 10, 2014

MOTION: Commissioner Johnson moved to approve the Airport Commission meeting minutes for July 10, 2014. Commissioner Jacobsen seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Orpe, Commissioners Boyce and Donnellan abstaining).

6. ORAL COMMUNICATIONS #1 AND ANNOUNCEMENTS

6A. Commissioners and staff discussed the celebration of life for Louis Zamperini on July 28 at Torrance High School and expressed appreciation to local pilots who conducted flyovers. It was noted that there were approximately 2,500 in attendance, that the entire service can be seen on CitiCABLE's YOUTUBE channel, and that the tribute received positive media coverage and transcended all ages.

6B. Commissioner Boyce congratulated Chairperson Hsiao and Commissioner Johnson on their recent election to Chairperson and Vice-Chairperson.

7. ACTION ITEMS

7A. AIRPORT COMMISSION ANNUAL REPORT 2013-14

Facility Operations Manager Megerdichian presented the Annual Report for July 2013 to June 2014 and expressed appreciation to former Chairperson Glass for assisting with its preparation. He briefly reviewed the summary of Commission Activities and Airport Statistics and requested that Commissioners provide feedback.

Chairperson Hsiao suggested adding a column on Page 2 that shows the percentage of incidents over the number of operations.

Commissioner Boyce was pleased to note the good safety record and that there were no accidents. He suggested monitoring the aircraft that have had incidents and requiring pre-flight checks.

David Bentley stated that the condition of the short runway might be causing some of the incidents and inquired about the Airport Pavement Maintenance Program. He suggested putting information about Noise Abatement procedures at the GAC for transient pilots and improving the restrooms at the GAC and East Ts.

MOTION: Commissioner Glass moved to approve the Airport Commission Annual Report for 2013-14 as amended. Commissioner Donnellan seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Orpe).

8. INFORMATION ITEMS

8A. AERONAUTICAL OPERATIONAL INFORMATION UNDER THE PURVIEW OF THE GENERAL SERVICES DEPARTMENT

Chairperson Hsiao noted that the following reports for July 2014 were included in agenda materials: Hangar and Tiedown Rental Status, Ongoing Projects, August Meeting Room Calendar, Hangar Waiting List, Events Requiring Emergency Response for June and July 2014, and Airfield Operations Status for June 2014.

Facility Operations Manager Megerdichian noted that there are no hangar vacancies and distributed a revised Hangar Waiting List. Referring to Report #2, Ongoing Projects, he reported that on site mobilization and conduit work started the week of July 28 for the Airport Security Project, starting with installation of LED lighting fixtures in the East Ts. He stated that there would be cameras around the East Ts and

ramp area on the west side, and license plate readers and a new vehicle entrance system at the Tower and East T gates. He stated that the camera at the Flite Park gate would remain under the purview of Torrance Flite Park.

He reported that staff is preparing an item for City Council for approval for additional funding for the Executive Hangar Door replacement and that the Airport Pavement Maintenance Program is scheduled to begin once the Airport Security Project has been completed. He explained that bids for this project came in higher than originally estimated.

In response to Commissioner Donnellan's inquiry about the restrooms, Facility Operations Manager Megerdichian stated that they made improvements to the floors but that they need new fixtures, adding that there is nothing funded for this project.

Responding to Commissioner Jacobsen's inquiry, he stated that the Airport Security Project would take approximately six months and that the same contractor is doing everything. He noted that it would be challenging to coordinate access into 150-175 hangars and to re-issue key card.

9. ORAL COMMUNICATIONS #2

9A. Commissioners thanked Commissioner Glass and staff for the excellent Annual Report.

9B. Commissioner Johnson inquired if aircraft that fly for the Western Museum of Flight have sufficient insurance and Facility Operations Manager Megerdichian responded that they are treated like any transient aircraft and their insurance is not checked.

9C. Chairperson Hsiao expressed appreciation to former Chairperson Glass for his leadership.

9D. Commissioner Glass stated that the agenda for this meeting was not posted on the City's website.

9E. Facility Operations Manager Megerdichian informed Commissioners about the recent passing of former Airport Commissioner Clark Adams.

10. ADJOURNMENT

MOTION: At 7:47 p.m., Commissioner Donnellan moved to adjourn the meeting to Thursday, September 11, 2014 in the West Annex meeting room at 7:00 p.m. Commissioner Johnson seconded the motion; a roll call vote reflected unanimous approval.

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Approved as submitted September 11, 2014 s/ Rebecca Poirier, City Clerk
