

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

1. CALL TO ORDER

The Torrance Airport Commission convened in a regular session on Thursday, April 14, 2016 at 7:00 p.m. at the West Annex Meeting Room, Torrance City Hall.

2. ROLL CALL

Present: Commissioners Donnellan, Glass, Jacobsen, O'Brien, Orpe, and Chairperson Boyce.

Absent: Commissioner Hsiao.

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

MOTION: Commissioner Glass moved to grant Commissioner Hsiao an excused absence for the April 14, 2016 Commission meeting. Commissioner Donnellan seconded the motion; a roll call vote reflected 6-0 approval.

3. FLAG SALUTE

Commissioner Jacobsen led the Pledge of Allegiance.

4. AFFIDAVIT OF AGENDA POSTING

MOTION: Commissioner Jacobsen, seconded by Commissioner Glass, 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 6-0 approval.

5. APPROVAL OF MINUTES

5A. MINUTES OF MARCH 10, 2016

MOTION: Commissioner Jacobsen moved to approve the Airport Commission meeting minutes of March 10, 2016 as presented. Commissioner O'Brien seconded the motion; a roll call vote reflected 6-0 approval.

6. ORAL COMMUNICATIONS #1 AND ANNOUNCEMENTS

6A. Commissioner O'Brien distributed a public service announcement for the STEM (Science, Technology, Engineering, and Math) Education Day on April 25 at the Airport. She noted that the Collings Foundation is adding an extra day for the event and that over 150 Torrance Unified School District middle and high school students are scheduled to participate. She described the classes and activities planned for the day and encouraged Commissioners to attend.

Commissioner Donnellan expressed appreciation to Commissioner O'Brien and Jim Gates for organizing the event for such a worthy cause.

Jim Gates, Via Pasqual, thanked Commissioner O'Brien for her efforts in planning the event, encouraged Commissioners to volunteer, and noted that Robinson Helicopter parking lot would be available for public parking.

6B. Facility Operations Manager Megerdichian introduced new Airport Business Manager Rafael Herrera who began two and a half weeks ago.

Business Manager Herrera shared his background and stated that he is looking forward to working with Airport tenants.

7. ACTION ITEMS

None.

8. INFORMATION ITEMS

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

Chairperson Boyce noted that the following reports for March 2016 were included in agenda materials: Hangar and Tiedown Rental Status, Ongoing Projects, April Meeting Room Calendar, Hangar Waiting List, Events Requiring Emergency Response for February 2016, and Airfield Operations Status for February 2016.

Facility Operations Manager Megerdichian reported that there are currently six hangar vacancies. Referring to Report 2, Ongoing Projects, he stated that City Council would consider the Hangar Row Naming Project on April 26 and is expected to convene the ad hoc Naming of Public Facilities Committee. He noted that Runway 29L/11R rehabilitation is still in the design phase and that the process to identify reconstruction of fire damaged hangars would begin shortly.

Commissioner O'Brien stated that she has heard complaints from the pilot community about costs charged to tenants for cleaning their personal belongings. She suggested communicating with the tenants about the issues that have to be solved.

Facility Operations Manager Megerdichian recommended that the tenants talk to him directly and, with concurrence from Commissioners, offered to provide updates to the Commission.

In response to Mr. Gates' inquiry, he stated that he is still looking into cost estimates to construct a sidewalk along Airport Drive in front of the General Aviation Center.

Responding to an inquiry from Commissioner Donnellan, Facility Operations Manager Megerdichian stated that Lexus is redesigning their project to meet requirements, adding that it is his understanding that it would now be an inventory only lot.

9. ORAL COMMUNICATIONS #2

9A. Facility Operations Manager Megerdichian discussed the annual Runway Safety Action Team meeting on April 14 with the FAA and noted that the Airport continues to do well. He stated that increased communication between the Tower and Airport management was discussed.

Commissioner O'Brien stated that she attended the meeting as a Torrance Airport Association representative. She noted that one area of concern is a "hot spot" when landing west on runway 29R and recommended educating pilots that it exists to promote safety and increase awareness. She distributed ATADS: Airport Operations from 02/2015 to 01/2016.

9B. Facility Operations Manager Megerdichian stated that the City Council directed him to research the concept of allowing businesses on the Airport to host private fundraising events. He stated that he would provide options to City Council on April 26 and ask for its direction, adding that it may be referred to the Commission.

10. ADJOURNMENT

MOTION: At 7:47 p.m., Commissioner Jacobsen moved to adjourn this meeting to May 12, 2016 in the West Annex meeting room at 7:00 p.m. Commissioner Donnellan seconded the motion; a roll call vote reflected approval.

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| Approved as submitted May 12, 2016 s/ Rebecca Poirier, City Clerk |
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