

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

1. CALL TO ORDER

The Torrance Airport Commission convened in a regular session on Thursday, June 9, 2016 at 7:00 p.m. at the West Annex Meeting Room, Torrance City Hall.

2. ROLL CALL

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

Absent: None.

Also Present: Facility Operations Manager Megerdichian and Business Manager Herrera

3. FLAG SALUTE

Commissioner Orpe led the Pledge of Allegiance.

4. AFFIDAVIT OF AGENDA POSTING

MOTION: Commissioner Hsiao, 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.

5. APPROVAL OF MINUTES

5A. MINUTES OF MAY 12, 2016

MOTION: Commissioner Jacobsen moved to approve the Airport Commission meeting minutes of May 12, 2016 as presented. Commissioner Donnellan seconded the motion; a roll call vote reflected unanimous approval.

6. ORAL COMMUNICATIONS #1 AND ANNOUNCEMENTS

6A. Commissioner Jacobsen expressed appreciation to staff for their efforts during the Armed Forces Day events.

6B. Commissioner O'Brien encouraged Commissioners to attend a celebration at the Goodyear Blimp field in Carson on June 21.

6C. Cindy Macha, Western Museum of Flight, read a letter of appreciation to Facility Operations Manager Megerdichian for the effective and efficient actions of Airport staff during the Collings Foundation tour and Armed Forces Day celebration.

7. ACTION ITEMS

7A. CONSIDER OPTIONS FOR ALLOWING HANGAR EVENTS AT TORRANCE MUNICIPAL AIRPORT

Facility Operations Manager Megerdichian provided background on City Council's May 24 direction for staff and the Airport Commission to consider allowing Airport businesses to host private hangar events at the Airport. He noted that the City Council Item and minutes from the meeting were included in Attachments D and E. He stated that staff has been asked to provide information on current policies, and to consider amendments that include: procedure to allow administrative receipt and processing of an application, assorted permit fees, and security considerations, inclusive of alcohol use. He noted that currently Airport leases do not allow for this type of use, except with permission from City Council.

He proposed that the Commission consider options allowing only Airport businesses with direct external access to host private events in their hangars. He noted that security is the primary focus and presented concerns that include ingress and egress to the Airport, parking, restroom access, event hours, and consumption of alcohol on the premises. He proposed necessary controls that would need to be administered if hangar events are considered, as listed in the material of record. These include obtaining approval from the master lease holder, setting a limit of 24 total events annually, with a maximum of six events per business, closing all ramp areas, and providing physical boundaries around the event.

Facility Operations Manager Megerdichian discussed precedent at other Airports, possible City fees, additional event insurance coverage, alcohol license from Alcohol Beverage Control, alcohol insurance, or any other regulatory fees that would be at the expense of the event sponsor. He noted that the City of Torrance Event Request, Proposed Airport Modifications to Special Event Request, and Proposed Alcohol Beverage Requirements for Airport were included in Attachments A, B, and C. He presented options and requested that the Commission provide direction to determine the feasibility of allowing hangar events at the Airport.

Commissioner Donnellan indicated that the proposal might be counterproductive, after all the security measures that have been taken at the Airport. In response to his inquiry, Facility Operations Manager Megerdichian stated that there are currently seven businesses that have direct external control and would qualify, adding that there is a potential for 13 in the future. He added that staff would not recommend allowing any private storage hangars to host events.

Responding to inquiries from Commissioner Jacobsen, Facility Operations Manager Megerdichian stated that there have been contained gatherings at the Museum of Western Flight and Pacific Skies that were not considered events, City Council has approved exceptions on a case-by-case basis, and restroom access would be determined during the application process. He further stated that two events per month is the maximum staff can handle, the approval process would take approximately one week, and review and approval would be a strictly administrative process and not involve the Commission.

Commissioner Glass stated that reviewing the options would be time consuming and recommended forming a subcommittee that would bring back a recommendation to the full Commission.

Commissioner Hsiao received clarification that some of the events could be for profit, the number of staff required would depend on the size of the event, and proposed Alcohol Beverage Requirements were listed in Attachment C. He raised concern about administrative costs, and staff advised him that they could not be passed on to the users and would be absorbed by the City. He stated that it would be up to the individual businesses or master leaseholder to charge additional fees.

Commissioner O'Brien suggested cordoning off at the end of the hangars as a security measure. When she expressed concern about the types of events that might occur and having safeguards, Facility Operations Manager Megerdichian stated that the City cannot discriminate and it would be up to the master leaseholder or private leasehold to deny applications.

Chairperson Boyce expressed concern that they would be giving up oversight of security operations. In response to his inquiry, Facility Operations Manager Megerdichian stated that no businesses have been formally turned down; however, the current process is cumbersome and businesses have asked City Council to look into the feasibility of an administrative process.

Ralph Martin, President of Torrance Flite Park, stated that security is his primary focus and expressed his appreciation to staff for the increased peripheral security at the Airport. He noted that the Airport is an incredible community facility and that Western Museum of Flight and Pacific Skies are important assets. He stated that City Council has taken a good step and that he looks forward to cooperating.

Cindy Macha stated that Western Museum of Flight relies on donations and that she would like aerospace industries and suppliers to consider the Museum as a venue to host their receptions.

Tim Papienski, Pacific Skies Aviation, stated that allowing events would be an opportunity to recoup expenses, generate income, and open up general aviation to the community. He described types of events that might occur and possible safeguards to prevent unintended consequences, and noted that there would be appropriate police presence, insurance, licenses, and staff members on site.

Miriam Macmillan, Pacific Skies flight instructor, stated that oversight and their reputation are important and suggested the Commission review the administrative process after a six to 12 month trial period.

Commissioner Orpe recommended forming a subcommittee to review the proposal. He expressed interest in visiting the business hangars and staff offered to schedule individual appointments.

MOTION: Commissioner Glass moved to set up an ad-hoc subcommittee of three Commissioners to review suggestions and bring back a proposal to the full Commission. Commissioner Hsiao seconded the motion; a roll call vote reflected unanimous approval.

Commissioners Jacobsen, Glass, and O'Brien offered to serve on the committee.

7B. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON

Commissioner Jacobsen, with a second by Commissioner Donnellan, nominated Commissioner Hsiao for Chairperson of the Airport Commission. There were no further nominations and Commissioner Hsiao was elected Chairperson beginning in July on a unanimous roll call vote.

Commissioner Donnellan, seconded by Commissioner Hsiao, nominated Commissioner O'Brien for Vice-Chairperson of the Airport Commission. There were no further nominations and Commissioner O'Brien was elected Vice-Chairperson on a unanimous roll call vote.

8. INFORMATION ITEMS

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

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

Facility Operations Manager Megerdichian reported that there are currently three hangar vacancies and noted that the number of tiedowns has been revised to be more accurate. Referring to Report 2, Ongoing Projects, he stated that the Naming of Public Facilities Committee met on May 24 to review the Hangar Row Naming Project. He stated that the Committee recommended all the names of hangar rows and gates with some revisions that include naming the General Aviation Center viewing deck after Charles "Chuck" Lobb. He stated that staff plans to bring the Committee's recommendation to the full Council on June 21 or 28. He noted that Runway 29L/11R rehabilitation is still in the design phase and briefly discussed an incident that occurred on April 24.

Commissioner O'Brien suggested having a dedication ceremony once the hangar row signage is installed.

9. ORAL COMMUNICATIONS #2

9A. Commissioner O'Brien discussed a letter voicing noise complaints sent to Torrance Airport Association from a resident at Shadycroft Avenue.

9B. Jim Gates, Torrance Aircraft Association, stated that he wrote a response to the individual explaining current noise violations.

9C. Commissioner Glass requested an excused absence for the July 14 meeting.

9D. Commissioners and staff expressed appreciation to Chairperson Boyce for his year of service, and Commissioner Hsiao stated that he is honored to be Chairperson.

9E. Don Ferrara thanked staff for a job well down.

9F. Business Manager Herrera stated that they are looking into advertising tie-down vacancies in exactdata, socialflight, and foreflight.

10. **ADJOURNMENT**

MOTION: At 8:43 p.m., Commissioner Jacobsen moved to adjourn this meeting to July 14, 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
July 14, 2016
s/ Rebecca Poirier, City Clerk