

**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 11, 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 Hsiao.

Absent: Commissioner Boyce.

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

MOTION: Commissioner Glass moved to grant Commissioner Boyce an excused absence for the August 11, 2016 Airport Commission meeting. Commissioner Donnellan seconded the motion; a roll call vote reflected 6-0 approval.

3. FLAG SALUTE

Commissioner O'Brien led the Pledge of Allegiance.

4. AFFIDAVIT OF AGENDA POSTING

MOTION: Commissioner Jacobsen, seconded by Commissioner O'Brien, 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 JULY 14, 2016

MOTION: Commissioner Jacobsen moved to approve the Airport Commission meeting minutes of July 14, 2016 as presented. Commissioner Donnellan seconded the motion; a roll call vote reflected 5-0 approval (absent Commissioner Boyce and with Commissioner Glass abstaining).

6. ORAL COMMUNICATIONS #1 AND ANNOUNCEMENTS

6A. Commissioner O'Brien wished Jim Gates a happy birthday and thanked him for all his service to the Airport and City.

6B. Facility Operations Manager Megerdichian stated that Noise Abatement staff plan to attend the September 8 Commission meeting.

6C. Facility Operations Manager Megerdichian reported that the Hangar Event subcommittee has concluded its meetings and would present a report to the Commission on September 8.

Commissioner Jacobsen requested that Building and Fire Department representatives be available on September 8 to answer questions.

7. ACTION ITEMS

None.

8. INFORMATION ITEMS

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

Chairperson Hsiao noted that the following reports for July 2016 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 2016, and Airfield Operations Status for June 2016.

Facility Operations Manager Megerdichian reported that there are currently three hangar vacancies. Referring to Report 2, Ongoing Projects, he stated that the Airport Hangar Naming Committee has selected a design option and are researching materials and costs. He added that \$40,000 has been appropriated and approved by City Council and that there would be a public unveiling at the Airport once the signs are installed. He stated that the design phase for Runway 29L/11R rehabilitation is near completion, with anticipated bid opening in October and construction in March-April 2017. He noted that there have been three or four major film shoots at the Airport this month and that overall revenue from the filming goes into the Airport Fund.

In response to Commissioner O'Brien's inquiries, he stated that the Executive Hangar Door Replacement project is only for one hangar and that they have to go through a formal bid process because the cost is more than \$40,000. He stated that the Executive Hangar Gutter and Roofing project is for the entire executive row and that there is one eviction in process due to lease violation, adding that another tenant is being notified on August 12.

Business Manager Herrera described marketing efforts for leasing the 59 available tiedowns at the Airport. He stated that postcards are being sent out to approximately 5,000 single-engine airplane owners in the immediate radius of the Airport.

9. ORAL COMMUNICATIONS #

9A. Commissioner O'Brien reported that approximately 15 people met with Torrance Police Department on August 10 to discuss the pilot harassment problems. She stated that the assigned Detective determined that it was a serious situation and interviewed the suspect on August 11. She added that vandalism of two aircraft that occurred a year ago was also discussed, but that it is probably unrelated.

9B. Jim Gates, Torrance Aircraft Association, related a problem he encountered with the camera system on August 11.

9C. Business Manager Herrera stated that they are developing a schedule for annual inspections with the Fire Department, noting that the inspections cover July 1, 2016 through June 30, 2017.

Facility Operations Manager Megerdichian added that tenants would have several opportunities to comply with the mandated inspections, including Saturdays. He stated that the Fire Department would work with staff to determine any lease violations.

Commissioner Donnellan stated that he would like to see the inspection checklist and Commissioner O'Brien expressed interest in having an inspector come to a future Commission meeting.

9D. Chairperson Hsiao discussed the visit with exchange students from Kashiwa, Japan.

10. ADJOURNMENT

MOTION: At 7:40 p.m., Commissioner O'Brien moved to adjourn this meeting to September 8, 2016 in the West Annex meeting room at 7:00 p.m. Commissioner Donnellan seconded the motion; a roll call vote reflected 6-0 approval.

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Approved as submitted September 8, 2016 s/ Rebecca Poirier, City Clerk
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