

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

**1. CALL TO ORDER**

The Torrance Airport Commission convened in a regular session on Thursday, September 8, 2016 at 7:00 p.m. at the West Annex Meeting Room, Torrance City Hall.

**2. ROLL CALL**

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

Absent: None.

Also Present: Facility Operations Manager Megerdichian,  
Business Manager Herrera, Fire Prevention  
Manager Kazandjian, and Building Regulations  
Administrator Segovia.

**3. FLAG SALUTE** - Commissioner Boyce 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 unanimous approval.

**5. APPROVAL OF MINUTES**

**5A. MINUTES OF AUGUST 11, 2016**

**MOTION:** Commissioner Jacobsen moved to approve the Airport Commission meeting minutes of August 11, 2016 as presented. Commissioner O'Brien seconded the motion; a roll call vote reflected unanimous approval.

**6. ORAL COMMUNICATIONS #1 AND ANNOUNCEMENTS**

**6A.** Commissioner O'Brien commended Phil Bradshaw's presentation to educate members from the Civil Air Patrol about the City's Noise Abatement system. She noted that the lecture was well received and that Mr. Bradshaw has been invited to provide a similar presentation to the Torrance Airport Association on October 6.

## 7. ACTION ITEMS

### 7A. REQUEST FROM HANGAR EVENT COMMITTEE THAT THE COMMISSION CONSIDER ALLOWING HANGAR EVENTS FOR AIRPORT BUSINESSES AT THE AIRPORT

Facility Operations Manager Megerdichian provided background on the formation of an ad hoc Committee on June 9 to consider options for allowing private events in Airport business hangars. He reported that the Committee met in June, July, and August and discussed safety and security, use of alcohol, building code regulations, and fire code regulations. He noted that staff members from several City departments were invited to speak, including Fire and Police, and were given the opportunity to voice their concerns. He presented the Committee's recommendation: to allow special events, including the serving of beer and wine only, subject to special event criteria. He noted that staff further recommends that the Commission concur with additional criteria.

He reviewed topics of discussion that included safety and security, maximum occupancy guidelines, Fire Department guidelines for hangars, and restroom requirements. He presented additional criteria recommended by the City: 1) Add modifications to the City's existing Special Event Request to include items and sections that pertain to the Airport to be used as an administrative procedure for approval/non-approval of event requests (attachment A); 2) Establish a formal alcohol beverage policy (attachment B); 3) Obtain approval from master lease holder; 4) Allow only businesses with direct external Airport access to hold functions; 5) All ramp areas would be closed by Airport Operations and a Notice to Airmen issued if necessary for each event; 6) Provide physical boundaries around the event so the public cannot access active aircraft movement areas, and 7) Provide a parking plan.

Facility Operations Manager Megerdichian stated that executive hangars used for Airport businesses average 3,000 square feet. He noted that hangars are categorized as "S" occupancy that has a lower standard for construction and requires the least amount of construction safety. He explained that facilities designed for hosting groups of people are typically an "A" occupancy that has higher standards of safety and construction. He noted that, although the hangars do not meeting the criteria for hosting events, the City could review each request and approve or deny based on the criteria provided by the user. He stated that if the Commission concurs with the Committee's recommendation, staff would forward the item to City Council for approval.

Chairperson Hsiao thanked Commissioners Jacobsen, Glass, and O'Brien for serving on the Committee.

Responding to Commissioner Donnellan's inquiries, Facility Operations Manager Megerdichian stated that it would be up to the user to provide restriction to active ramp areas as part of the application process. He noted that potentially 410 people could attend an event in a 3,000 square foot hangar, the user is responsible for providing a parking plan, and the user would need to rent additional restrooms if necessary.

Commissioners Jacobsen and Glass explained that approval is not automatic and that the City would approve a request on an exception basis in its review process. It was noted that they would be using an existing Special Events Request and only adding Airport-specific language. Staff noted that, if the recommendations are approved, a

request would no longer have to go to City Council for approval but would be reviewed by an administrative process by City staff members.

Facility Operations Manager Megerdichian pointed out that the Western Museum of Flight hosts a monthly lecture series and raised the possibility of allowing them to apply for all the lectures at one time at the beginning of each year. He stated that the Special Event Committee consists of representatives from Community Development, Fire, Police, Community Services, City Manager's Office, Airport, and Building and Safety; however, a request would only need to be routed to those Departments affected.

Responding to Commissioner Orpe's inquiry, Facility Operations Manager Megerdichian stated that staff anticipates the need for several weeks lead time to allow sufficient time to review an event request.

Addressing concerns raised by Commissioner Donnellan, Commissioner O'Brien called attention to the Special Event Request that states that the Police Department has the right to deny or cancel a permit within 48 hours of the permit start time. It was further pointed out that one Police Officer must be present during the hours of alcohol service, and two for all events where alcohol is served past 6:00 p.m.

Fire Prevention Manager Kazandjian discussed safety concerns and stated that hangars currently cannot be used for assembly type events because of their occupancy classification.

Cindy Macha, Western Museum of Flight, distributed information about the Museum's lecture series and tours. She expressed hope that the events would not fall under the Special Events category, adding that they have hosted lectures 10 times a year for nine years and have never submitted an application. She noted that the lecture hangar is 3,000 square feet, no alcohol is served, and that attendance averages 130.

Jim Gates, Torrance Airport Association, voiced support for approval of the Museum's lecture series in perpetuity rather than having them apply every year.

Discussion centered on the possibility of excluding the Museum's lecture series and tours from the Special Events review process.

Building Official Segovia stated that they cannot change the occupancy classification. He asked for the opportunity to check the records for any special conditions and conditions of approval for the Museum before a commitment is made.

Commissioner Donnellan maintained that the lecture series and tours are educational and should be considered separately from other hangar events, Commissioner Boyce concurred that they should be exempt, and Commissioner O'Brien stated that she has attended similar lectures at several other airports.

Joe Massa, Museum docent, discussed the Make and Take program for youth at the Museum as well as Girl Scout tours and questioned how these and other unique programs would be addressed.

Barry Jay, President, Torrance Airport Association, stated that the Association supports the approval of the proposed administrative process that would unburden City Council while ensuring that knowledgeable City staff reviews each event request.

**MOTION:** Commissioner Glass moved to accept the recommendation of staff and the Hangar Events Committee. The motion was withdrawn.

Commissioner Jacobsen suggested bringing the item back to the next Commission meeting in order to review the administrative process.

Commissioner O'Brien questioned if there is a way to exempt the Museum, to include a separate Museum section on the application, or a way to mark a one time event or reoccurring events.

Facility Operations Manager Megerdichian stated that the Museum should be included in the Special Events process.

Fire Prevention Manager Kazandjian stated that all requests should be treated equally and that the Special Events Committee would decide what is best. He suggested that the Museum apply for a Conditional Use Permit for something more permanent.

**MOTION:** Commissioner O'Brien moved to review the Airport Special Events Request form and the list of who is on the approval process at the next Commission meeting prior to forwarding a recommendation to City Council. Commissioner Jacobsen seconded the motion; a roll call vote reflected 6-1 approval (Commissioner Donnellan voting no).

## **8. INFORMATION ITEMS**

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

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

Facility Operations Manager Megerdichian reported that there are currently four hangar vacancies. Referring to Ongoing Projects, he stated that the Airport Hangar Naming Committee has selected a design option and staff is researching materials and costs. He distributed a prototype 3' X 5' sign that mimics the Zamperini sign on Pacific Coast Highway. He stated that the design phase for Runway 29L/11R rehabilitation is near completion, with anticipated bid opening in October and construction in early spring 2017. He stated that the patio furniture for the viewing deck has arrived.

## **9. ORAL COMMUNICATIONS #**

**9A.** Ernst Schubert, Redondo Beach, Airport tenant, expressed concern about the unsanitary condition of the men's public restroom at the Airport.

**9B.** Business Manager Herrera advised that the advertising for tie-downs would be sent out in late September.

10. **ADJOURNMENT**

**MOTION:** At 8:40 p.m., Commissioner Glass moved to adjourn this meeting to October 13, 2016 in the West Annex meeting room at 7:00 p.m. Commissioner Boyce seconded the motion; a roll call vote reflected 7-0 approval.

Approved as amended  
October 13, 2016  
s/ Rebecca Poirier, City Clerk