

**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 10, 2015 at 7:00 p.m. at the West Annex Meeting Room, Torrance City Hall. Due to the absence of Chairperson Boyce, Vice-Chairperson Hsiao led the meeting.

**2. ROLL CALL**

Present: Commissioners Donnellan, Glass,  
Jacobsen, and Vice-Chairperson Hsiao.

Absent: Commissioner Orpe and Chairperson Boyce.

Also Present: Facility Operations Manager Megerdichian.

**MOTION:** Commissioner Donnellan moved to grant Commissioner Orpe and Chairperson Boyce excused absences for the September 10, 2015 Airport Commission meeting. Commissioner Glass 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 Jacobsen, 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 and Chairperson Boyce).

**5. APPROVAL OF MINUTES**

**5A. MINUTES OF AUGUST 13, 2015**

**MOTION:** Commissioner Jacobsen moved to approve the Airport Commission meeting minutes of August 13, 2015 as presented. Commissioner Donnellan seconded the motion; a roll call vote reflected approval (absent Commissioner Orpe and Chairperson Boyce).

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

None.

## **7. ACTION ITEMS**

### **7A. 2014-15 AIRPORT COMMISSION ANNUAL REPORT**

Facility Operations Manager Megerdichian presented a draft Airport Commission Annual Report for July 2014 – June 2015 included in the material of record. He reviewed highlights in the Report: Special Events, three Land Use items, Hangar Row Naming Project, and Noise Abatement. He called attention to Airport Statistics, noting that Operations decreased in 2014-2015 as well as Incidents and Accidents. Of special note was the recognition of former Commissioner Dennis Johnson for his dedication and service to the community.

Commissioner Donnellan offered a minor amendment under Summary of Airport Commission Activities.

Vice-Chairperson Hsiao expressed his appreciation to Facility Operations Manager Megerdichian for his assistance in preparing the Report, and Commissioners indicated that the Report accurately portrays what the Commission did last year.

**MOTION:** Commissioner Donnellan moved to approve the Airport Commission Annual Report for July 2014 – June 2015 as amended and to forward it to City Council. Commissioner Jacobsen seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Orpe and Chairperson Boyce).

## **8. INFORMATION ITEMS**

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

Vice-Chairperson Hsiao noted that the following reports for September 2015 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 2015, and Airfield Operations Status for July 2015.

Facility Operations Manager Megerdichian reported that there are two hangar vacancies. Referring to Ongoing Projects in Report 2, he stated that additional servers are being installed next week to increase the performance of cameras and card readers. He stated that the slurry seal project would take place before November and that the design of Runway 29L is in process.

Responding to Commissioner Donnellan's inquiry regarding Runway 29L, he explained that they are waiting for results of core sample testing to determine how many layers need to be taken off.

### **8B. NOISE ABATEMENT QUARTERLY REPORT**

Facility Operations Manager Megerdichian presented the Noise Abatement Quarterly Report and Daily Complaint Log for April, May, and June 2015.

Commissioner Jacobsen expressed concern that the City's WebTrak system is inaccurate and that several aircraft showing on the data from the LAX feed did not

appear on WebTrak, adding that the same concern is reflected in several comments on the Daily Complaint Log.

With concurrence from the Commission, Facility Operations Manager Megerdichian offered to relay his concern to Noise Abatement staff and bring back a status report on WebTrak.

Commissioner Donnellan received clarification from Facility Operations Manager Megerdichian that every complaint is followed up on, including contacting individuals who complained to inform them of the determination. Referring to a complaint received on April 30, 2015, he explained that some individuals believe that skies are being sprayed with chemicals.

In response to Vice-Chairperson Hsiao's inquiry, Facility Operations Manager Megerdichian explained that "X" under Reason stands for Miscellaneous, meaning that a complaint was logged but there was no violation.

**9. ORAL COMMUNICATIONS #2**

**9A.** Facility Operations Manager Megerdichian distributed invitations from Torrance Airport Association for a meet and greet at the Airport on September 30.

**9B.** Facility Operations Manager Megerdichian informed the Commission that Airport Administration has changed its hours to mirror City Hall's hours and are now closed every other Friday. He stated that they have not received any complaints from pilots or public, noting that Operations is still there seven days a week.

**10. ADJOURNMENT**

**MOTION:** At 7:46 p.m., Commissioner Donnellan moved to adjourn the meeting to Thursday, October 8, 2015 at 7:00 p.m. at the West Annex Meeting Room, Torrance City Hall. Commissioner Jacobsen seconded the motion; a roll call vote reflected unanimous approval.

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Approved as amended (scrivener's error) October 8, 2015 s/ Rebecca Poirier, City Clerk
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