

**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 11, 2009 at 7:00 p.m. in the West Annex meeting room at Torrance City Hall.

**2. ROLL CALL**

Present: Commissioners Dingman, Donnellan, Jacobsen, Phillips, Tymczyszyn, and Vice-Chairperson Fitch.

Absent: Chairperson Adams.

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

Due to the absence of Chairperson Adams, Vice-Chairperson Fitch led the meeting.

**MOTION:** Vice-Chairperson Fitch moved to grant Chairperson Adams an excused absence for the June 11, 2009 Airport Commission meeting. Commissioner Donnellan seconded the motion; a voice vote reflected unanimous approval.

**3. FLAG SALUTE**

Commissioner Donnellan led the Pledge of Allegiance.

**4. AFFIDAVIT OF AGENDA POSTING**

**MOTION:** Vice-Chairperson Fitch, seconded by Commissioner Phillips, moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting; a voice vote reflected unanimous approval.

**5. APPROVAL OF MINUTES**

**5A. MINUTES OF MAY 14, 2009**

**MOTION:** Commissioner Jacobsen moved for the approval of the May 14, 2009 Airport Commission meeting minutes as submitted. Commissioner Tymczyszyn seconded the motion; a voice vote reflected unanimous approval (absent Chairperson Adams).

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

Vice-Chairperson Fitch reminded Commissioners to display their flags on Flag Day on June 14, 2009.

**7. ACTION ITEMS**

None.

**8. INFORMATION ITEMS**

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

Vice-Chairperson Fitch noted that the following reports for June 2009 were included in the agenda material: Hangar and Tiedown Rental Status, Ongoing Projects, June 2009 Meeting Room Schedule, and Hangar Waiting List.

Facility Operations Manager Megerdichian noted that there are two hangar vacancies, not three as stated in Report 1, and that they are not the same vacancies listed on last month's report.

He reviewed the list of Ongoing Projects in Report 2, noting that the majority of the eight-foot perimeter fence has been installed. Referring to Hangar Electrical Phase II, he advised that they are unable to proceed until they receive cost proposals from Southern California Edison. He reported that interior upgrades for the FAA Tower are complete with new carpet, paint, and windows and that bids for Repair of Three Damaged Hangars are anticipated for July 2009. He noted that both tenants most affected are in hangars via the Hangar Transfer Waiting List.

Facility Operations Manager Megerdichian clarified that all costs for projects listed in Report 2 have been earmarked and were approved in previous years. He added that capital project requests are currently on hold and are being prioritized.

**8B. AERONAUTICAL OPERATIONAL INFORMATION UNDER THE PURVIEW OF THE PUBLIC WORKS DEPARTMENT**

Vice-Chairperson Fitch noted that the following reports were included in supplemental material: Events Requiring Emergency Response and Airfield Operations Status.

Facility Operations Manager Megerdichian noted that there were no incidents in the month of May 2009.

Vice-Chairperson Fitch offered her observation that total operations continue to decline and Commissioner Tymczynyn commented that weather has been a contributing factor.

**8C. LAND MANAGEMENT REPORT – AERONAUTICAL**

No report.

**8.D NOISE ABATEMENT QUARTERLY REPORT**

No report.

**8E. SUB-COMMITTEE REPORTS**

## **8E.1 DISCUSSION OF WORK PLAN AND SUB-COMMITTEE REASSIGNMENTS**

Facility Operations Manager Megerdichian reported that he has an inquiry through the City Manager to relay the Commission's request for guidance regarding the Commission Work Plan but that he has not received a response yet.

### **9. ORAL COMMUNICATIONS #2**

**9A.** Commissioner Jacobsen thanked staff for participating in the City Yard Open House and announced the June 13, 2009 Environmental Fair at Madrona Marsh Preserve.

Facility Operations Manager Megerdichian stated that the City Yard Open House had 4,000 visitors and that General Services is proud to put it on each year.

**9B.** Commissioner Tymczyszyn expressed safety concerns that six months ago the Airport runway lights were turned off due to a disabled aircraft and that he never received a response about the incident. He stated that a week ago the runway lights were again turned off and that Operations staff informed the pilot that they forgot to turn them on. He noted that pilots unable to turn runway lights on and that they should be on a timer.

Facility Operations Manager Megerdichian advised that runway lights are supposed to be on all night for landing aircraft and offered to look into the problem.

Responding to Commissioner Donnellan's inquiry, Commissioner Tymczyszyn explained the Common Traffic Advisory Frequency that pilots use to communicate with each other at night and recommended the installation of a big lighted X in case of runway problems.

**9C.** Commissioner Tymczyszyn stated that City hangar rates are adjusted annually to reflect changes in the CPI rates. He distributed CPI-W key rates and yields published in the Los Angeles Times and questioned if hangar rates will be reduced this year as the CPI has decreased 1.3% over the previous year.

Facility Operations Manager Megerdichian responded that it is possible that hangar rates will decrease this year but that staff has not received the final figures yet.

**9D.** Commissioner Tymczyszyn mentioned a May 19, 2009 interoffice communication he received from City Manager Jackson regarding Airport Operational Efficiency discussion.

Facility Operations Manager Megerdichian responded that a discussion paper has been submitted to City Council proposing better efficiencies, cost savings, and utilization of General Services and Public Works staff. He explained that the proposal involves redeployment of four of the six Public Works full-time Airport staff to other areas of the City who would still perform maintenance duties at the Airport. The remaining two full-time employees would perform the aeronautical tasks that include staffing the duty office, assisting pilots, manning the radios, and checking the perimeter and would report directly to the General Services. He stated that the proposal also includes the addition of two 60% part-time Airport workers to fill gaps in the 9/80 schedule so that there will be

coverage seven days a week. He noted that cost savings would be realized by the deletion of the Operations Supervisor position through attrition and advised that the proposal will be further discussed at the Budget Hearing on June 23, 2009.

Responding to Commissioner Phillips' inquiry, he stated that the part-time positions would be newly created and that there would need to be a transition time.

When Commissioner Tymczyszyn relayed safety concerns by pilots, Facility Operations Manager Megerdichian stated that the Fire Department wants to take a more active role in response at the Airport. He noted that the duty function and aeronautical assistance would continue as it is now but that there would no longer be extra maintenance staff there during the day.

**9E.** Vice-Chairperson Fitch stated that the June 9, 2009 Budget Hearing was very informative. She noted that the State plans to retain \$1.2 million of the City's property and sales tax and that Police and Fire Departments are being proposed a 1.2% budget reduction.

**10. ADJOURNMENT**

**MOTION:** At 7:55 p.m., Commissioner Dingman, seconded by Commissioner Donnellan, moved to adjourn the meeting to Thursday, July 9, 2009 at 7:00 p.m., in the West Annex meeting room; a voice vote reflected unanimous approval.

Approved as Submitted July 9, 2009 s/ Sue Herbers, City Clerk
---