

**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 13, 2009 at 7:00 p.m. in the West Annex meeting room at Torrance City Hall.

**2. ROLL CALL**

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

Absent: Chairperson Donnellan.

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

**MOTION:** Commissioner Adams moved to grant Chairperson Donnellan an excused absence for the August 13, 2009 Commission meeting. Commissioner Phillips seconded the motion; a voice vote reflected unanimous approval.

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

**3. FLAG SALUTE**

Commissioner Dingman led the Pledge of Allegiance.

**4. AFFIDAVIT OF AGENDA POSTING**

**MOTION:** Commissioner Adams, seconded by Commissioner Tymczyszyn, 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 JULY 9, 2009**

**MOTION:** Commissioner Dingman moved for the approval of the July 9, 2009 Airport Commission meeting minutes as submitted. Commissioner Adams seconded the motion; a voice vote reflected unanimous approval (absent Chairperson Donnellan).

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

Vice-Chairperson Fitch announced the 28<sup>th</sup> annual Great Reno Balloon Race on September 11-13, 2009 in Reno and the 46<sup>th</sup> annual National Championship Air Races on September 18-20 in Reno.

She noted that there is an interesting article in Checkpoint written by former Commissioner Gates.

Vice-Chairperson Fitch encouraged Commissioners to attend the first meeting of a City Council Committee on August 24, 2009 to consider consolidation of City Commissions.

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 August 2009 were included in the agenda material: Hangar and Tiedown Rental Status, Ongoing Projects, August 2009 Meeting Room Schedule, Hangar Waiting List, Events Requiring Emergency Response, and Airfield Operations Status.

Facility Operations Manager Megerdichian noted that reports under the purview of Public Works Department would be included in the General Services Department reports from now on.

He reviewed the list of Ongoing Projects in Report 2, noting that plans for Hangar Electrical Phase II are complete with bid date anticipated for September 2009. He reported that bid opening for Repair of Three Damaged Hangars was held July 30, 2009 with award of contract expected early September 2009. He stated that Airport Slurry Seal will begin October 2009 and includes the area in front of General Aviation Center, Taxiways B-H, and Taxiway A as a bid alternative if there are sufficient funds.

In response to Commissioner Jacobsen's inquiry, Facility Operations Manager Megerdichian explained that the Pavement Plan was established in 2004, with prep work and striping done by City crews and a contractor putting down the slurry seal.

Commissioner Tymczyszyn related his observation that there has been a damaged section of fencing for several weeks near the east T hangars and Facility Operations Manager Megerdichian responded that the fencing was hit by vehicles on two separate occasions and is now repaired.

Vice-Chairperson Fitch received clarification from staff that Robinson helicopters are included in total operations in Report 6 as well as in the Noise Abatement Quarterly Report.

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

No report.

8.C **NOISE ABATEMENT QUARTERLY REPORT**

Facility Operations Manager Megerdichian noted that the Noise Abatement Quarterly Report for April 1, 2009 to June 30, 2009 was included in agenda materials.

Commissioner Tymczyszyn was pleased to note that only 22% of total violations were Torrance-based aircraft.

At Vice-Chairperson Fitch's request, Facility Operations Manager Megerdichian explained that Unidentifiable Aircrafts refer to aircraft that fly off-hours or did not identify themselves.

## **8D. DISCUSSION OF HANGAR WAITING LIST**

Facility Operations Manager Megerdichian provided background and reviewed current Hangar Application, Hangar Waiting List and Hangar Tenant Transfer List policies included in the material of record. He noted that this item is before the Commission at the request of Commissioner Dingman regarding his concern that an applicant may have an aircraft that will not fit in a hangar being offered. He explained that hangars were built at different times and are different dimensions and that the current Hangar Application specifies Small, Medium, and Executive sizes but does not specify if the Small size is smaller or larger dimensions.

Commissioner Adams received clarification from staff that an individual can be on the Hangar Waiting List while having a hangar as well, that both Hangar Waiting List and Tenant Transfer List go by sequential order, and that there is no limit on passovers for the Tenant Transfer List.

In response to Commissioner Jacobsen's inquiry, Facility Operations Manager Megerdichian advised that actual dimensions of every small, medium, and executive hangar are available upon request in the General Aviation Center, adding that size of hangar being requested can be changed at any time.

Commissioner Tymczyszyn pointed out staff's recommendation that an applicant accept a hangar before a second turn down in order to be placed on the Tenant Transfer List.

Facility Operations Manager Megerdichian explained that applicants are encouraged to accept an offered hangar even if they cannot use it because they are likely to obtain an acceptable hangar in a maximum of five or six months by being on the Tenant Transfer List, adding that they are offered a free tie down in the interim.

Commissioner Dingman stated that there is a new generation of aircraft with larger wingspan that will not fit in some of the Small hangars and that this problem will come up more often in the future. He suggested that applicants be required to state their aircraft's wingspan as well as including specific hangar dimensions on the Hangar Application.

Commissioner Jacobsen related his observation that the onus is on the owner to apply for the correct size of hangar and to change hangar size preference.

Vice-Chairperson Fitch stated that it is important to be proactive and suggested providing additional details about hangar dimensions on the Hangar Application.

Commissioner Tymczyszyn pointed out that there could also be a height or depth problem and suggested that, if applicants have listed their requirements, they not even be called so they do not waste a passover.

Facility Operations Manager Megerdichian expressed concern about staff time required to do this and also that applicants may not like not being considered and contacted for a hangar. He reiterated that this problem is an exception to the rule and does not happen very often.

Following further discussion, Facility Operations Manager Megerdichian recommended adding additional detail regarding average width and depth dimensions of Small hangars on the Hangar Application, adding one or two Small hangar size boxes, and requiring applicants to state the width of their aircraft. He noted that just adding more detail to the Hangar Application would not require the item to go before City Council for approval. It was determined that he would present different options for Commissioners to consider at the September 10, 2009 Commission meeting.

Commissioner Phillips left at 8:16 p.m.

**9. ORAL COMMUNICATIONS #2**

**9A.** Vice-Chairperson Fitch stated that the Chairperson Training was interesting and informative, that she learned about decorum and setting goals, and commended Facility Operations Manager Megerdichian for being at the training session.

**9B.** Facility Operations Manager Megerdichian stated that there have been no organizational changes at the Airport yet as they are still going through the “meet and confer” process with the union.

**9C.** Barry Jay, Brian Avenue, introduced himself as the new president of Torrance Air Association and encouraged Commissioners to contact him if they have any concerns or questions.

**9D.** Joe Arciuch, Kathryn Avenue, received clarification from staff that there are approximately 500 Torrance-based aircraft at Torrance Airport, that they are all supposed to be registered, and that he can make a request with the City Clerk’s office to look at the aircraft registration list.

Referring to Report #1: Hangar and Tiedown Rental Status, Mr. Arciuch asked how it can be determined how many aircraft there are at the Airport and Facility Operations Manager Megerdichian responded that the report refers to City-owned hangars and tie-downs and not ones privately owned.

**10. ADJOURNMENT**

**MOTION:** At 8:35 p.m., Commissioner Jacobsen, seconded by Commissioner Adams, moved to adjourn the meeting to Thursday, September 10, 2009 at 7:00 p.m., in the West Annex meeting room; a voice vote reflected unanimous approval.

Approved as Submitted September 10, 2009 s/ Sue Herbers, City Clerk
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