

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

**1. CALL TO ORDER**

The Torrance Airport Commission convened in a regular session on Thursday, July 12, 2007 at 7:00 p.m. in the West Annex meeting room at Torrance City Hall.

**2. ROLL CALL**

Present: Commissioners Adams, Fitch, Haddon and Vice-Chairperson Gates.

Absent: Commissioners Dingman, Rhilinger, and Chairperson Tymczyszyn.

Also Present: Facility Operations Manager Megerdichian.

Due to the absence of Chairperson Tymczyszyn, Vice-Chairperson Gates led the meeting.

**MOTION:** Commissioner Adams moved to grant excused absences to Commissioner Dingman and Chairperson Tymczyszyn for the July 12, 2007 Airport Commission meeting. Commissioner Haddon seconded the motion; a voice vote reflected unanimous approval.

**3. FLAG SALUTE**

Commissioner Haddon led the Pledge of Allegiance.

**4. AFFIDAVIT OF AGENDA POSTING**

**MOTION:** Commissioner Fitch, seconded by Commissioner Adams, 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 OF JUNE 14, 2007**

**MOTION:** Commissioner Fitch moved for the approval of the June 14, 2007 Airport Commission meeting minutes as submitted. Commissioner Adams seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Dingman and Rhilinger and Chairperson Tymczyszyn).

**6. ACTION ITEMS**

**6A.** None.

**7. INFORMATION ITEMS**

**7A. AERONAUTICAL OPERATIONAL INFORMATION UNDER THE PURVIEW OF THE GENERAL SERVICES DEPARTMENT**

Vice-Chairperson Gates noted that the following reports for July 2007 were included in the agenda material: Hangar and Tiedown Rental Status, Ongoing Projects, July Meeting Room Schedule, and Hangar Waiting List.

In response to Commissioner Haddon's inquiries, Facility Operations Manager Megerdichian explained the pass over policy for the hangar waiting list and advised that the hangar waiting list fee is \$300, \$225 of which is refundable.

Referring to Ongoing Projects, Facility Operations Manager Megerdichian reported that doors were installed for Construction of 2 Executive Hangars but that asphalt grading, so that water flows away from the hangars, has not started yet. He stated that design for Hangar Electrical Phase II has begun for the 78 remaining hangars that have not have electrical upgrades.

Responding to Commissioner Adams' inquiry, Facility Operations Manager Megerdichian stated that the City did not have any plans to develop additional executive hangars, but that Flite Park would be building some.

**7B. AERONAUTICAL OPERATIONAL INFORMATION UNDER THE PURVIEW OF THE PUBLIC WORKS DEPARTMENT**

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

In response to Vice-Chairperson Gates' inquiry regarding Report #2: Airfield Operations Status, Facility Operations Manager Megerdichian stated that the car dealership would be paying for the installation of the rod iron fence.

Facility Operations Manager Megerdichian apologized for not having the tower count for June 2007.

**7C. LAND MANAGEMENT REPORT – AERONAUTICAL**

No report.

**7D. AIRPORT FINANCIAL STATEMENTS**

Facility Operations Manager Megerdichian noted that statements by an independent auditor for the City of Torrance Municipal Airport Fund as of June 30, 2006 were included in the agenda packets. He also distributed additional Airport Fund Statement of Revenues and Expenses, Budget to Actual, for 13 periods ended June 30, 2006, separated by Aeronautical and Non-Aeronautical uses. He noted that all of the information in the handouts was included in the audited financial reports but that he broke it up for easier understanding.

He compared 2005 and 2006 Airport Fund Operating Revenues, Operating Expenses, Non-Operating Revenues, Non-Operating Expenses, and Operating

Transfers Out. He explained that Operating Transfers Out was funds transferred out of the Airport Fund to the General Fund of the City, and that net income (loss) goes into the Airport Fund balance that is carried over and used to finance projects on the field. He noted that almost all of the Transfers Out comes from the non-aeronautical uses.

In response to Commissioner Adams' inquiry, Facility Operations Manager Megerdichian explained that encumbrances means money that is on the books but hasn't been realized yet.

He reviewed Aeronautical and Non-Aeronautical statements, noting that the increase from 2005 to 2006 operating revenues for Non-Aeronautical comes from the lump sum payment from Lowes Home Improvement Center.

Responding to Commissioner Haddon's inquiry, Facility Operations Manager Megerdichian explained that the Land Management Team, chaired by Brian Sunshine, oversees and negotiates leases.

He reported that the Airport Fund balance is \$5,329,725 and will be used for ongoing projects that include the Airport Security Plan and Hangar Electrical Phase II.

In response to an inquiry by Commissioner Haddon regarding unearned revenues, it was determined that Airport rents received in June for July would be recognized in July.

Facility Operations Manager Megerdichian encouraged Commissioners to attend Budget Workshops and Budget hearings.

Responding to Commissioner Haddon's inquiry, he advised that the audited financial reports for year ending 2007 would be available in April 2008, but that he could provide unaudited reports sooner.

## **8. ORAL COMMUNICATIONS**

**8A.** Commissioner Adams stated that the Policy Change and General Aviation Growth subcommittee met to discuss goals that include topics significant to the public.

**8B.** Vice-Chairperson Gates stated that the State and Federal Funding subcommittee met and devised a strategy to look for available funding sources and determine the City's eligibility. He added that they were going to meet with the FAA to discuss eligibility for grants.

**8C.** Commissioner Fitch announced the Torrance Historical Society's Fifties street fair on July 19, 2007.

**8D.** Vice-Chairperson Gates announced the monthly Airport open house on July 22, 2007.

**8E.** Commissioner Haddon stated that he was impressed with his tour of Robinson Helicopter.

**8F.** Facility Operations Manager Megerdichian stated that the memorial service for Councilmember McIntyre is July 26, 2007 in the Toyota Meeting Hall.

**9. ADJOURNMENT**

**MOTION:** At 7:52 p.m., Commissioner Haddon, seconded by Commissioner Fitch, moved to adjourn the meeting to Thursday, August 9, 2007 at 7:00 p.m., in the West Annex meeting room.

Approved as Amended August 9, 2007 s/ Sue Herbers, City Clerk
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