

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

**1. CALL TO ORDER**

The Torrance Airport Commission convened in a regular session on Thursday, November 8, 2012 at 7:00 p.m. in the West Annex meeting room at Torrance City Hall.

**2. ROLL CALL**

Present: Commissioners Donnellan, Fitch, Glass, Hsiao, Jacobsen, Johnson, and Chairperson Orpe.

Absent: None.

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

**3. FLAG SALUTE**

Business Manager Williams led the Pledge of Allegiance.

**4. AFFIDAVIT OF AGENDA POSTING**

**MOTION:** Commissioner Fitch, 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 voice vote reflected unanimous approval.

**5. APPROVAL OF MINUTES**

**5A. MINUTES OF OCTOBER 11, 2012**

**MOTION:** Commissioner Jacobsen moved for the approval of the October 11, 2012 Commission meeting minutes as presented. Commissioner Hsiao seconded the motion; a voice vote reflected unanimous approval (Commissioner Donnellan abstaining).

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

**6A.** Referring to correspondence received from City Clerk Herbers in the material of record, Commissioner Fitch and Facility Operations Manager Megerdichian explained the procedures for posting agendas at least 72 hours prior to a Commission meeting. It was noted that there is no Brown Act requirement to mail agenda packets to Commissioners prior to meetings.

**6B.** Chairperson Orpe inquired if the Airport Commission would go dark in December 2012. Following a brief discussion, it was determined to adjourn this meeting to January 10, 2013.

**6C.** Chairperson Orpe inquired if the Airport Commission is required to meet every month and Facility Operations Manager Megerdichian suggested placing an item on the January 10, 2013 agenda to discuss it.

Commissioners briefly discussed if they wanted to place an item on next meeting's agenda but did not reach a consensus to do so.

**7. ACTION ITEMS**

**7A. 2011-12 ANNUAL REPORT**

Facility Operations Manager Megerdichian presented the Airport Commission Annual Report for July 2011 – June 2012. He reviewed the document and advised that he would let Commissioners know when it would be forwarded to City Council. He expressed appreciation to Commissioner Donnellan for assisting in its preparation.

Commissioner Hsiao offered a minor correction.

Commissioner Donnellan stated that it was a pleasure working with Facility Operations Manager Megerdichian and Business Manager Williams to prepare it.

**MOTION:** Commissioner Johnson moved to approve the Airport Commission Annual Report for July 2011 – June 2012 as corrected. Commissioner Fitch seconded the motion; a voice vote reflected unanimous approval.

**8. INFORMATION ITEMS**

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

Chairperson Orpe noted that the following reports for November 2012 were included in agenda materials: Hangar and Tiedown Rental Status, Ongoing Projects, November Meeting Room Calendar, Hangar Waiting List, Events Requiring Emergency Response for September and October 2012, and Airfield Operations Status for September 2012.

Facility Operations Manager Megerdichian reported that there are currently six hangar vacancies and, in response to Commissioner Glass's inquiry, he explained that hangars are first offered to individuals on the Tenant Transfer List, then the Hangar Waiting list, and are finally advertised on the Airport.

Referring to Report 2, he stated that the FAA tower is complete and that he would arrange a tour once they finish unpacking and getting settled. He added that staff is getting bids for the GAC flooring project.

**8B. LAND MANAGEMENT REPORT – None**

**9. ORAL COMMUNICATIONS #2**

**9A.** Responding to Commissioner Donnellan's inquiry, Facility Operations Manager Megerdichian stated that Measurement Analysis Corporation is wrapping up their simulation testing and should be vacating the property in another week.

**9B.** Commissioners and staff wished each other a happy holiday season and reminded each other to remember veterans on November 11.

**10. ADJOURNMENT**

**MOTION:** At 7:31 p.m., Commissioner Glass moved to adjourn the meeting to Thursday, January 10, 2013 in the West Annex meeting room at 7:00 p.m. Commissioner Fitch seconded the motion and, hearing no objection, Chairperson Orpe so ordered.

Approved as Submitted January 10, 2013 s/ Sue Herbers, City Clerk
---