

**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 14, 2013 at 7:00 p.m. in the West Annex meeting room at Torrance City Hall.

**2. ROLL CALL**

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

Absent: Commissioner Boyce.

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

**MOTION:** Commissioner Johnson moved to grant Commissioner Boyce an excused absence for the November 14, 2013 Commission meeting. Commissioner Jacobsen 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:** Commissioner Johnson, seconded by Commissioner Hsiao, 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 10, 2013**

**MOTION:** Commissioner Jacobsen moved to approve the October 10, 2013 Commission meeting minutes as submitted. Commissioner Johnson seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Boyce, with Commissioner Hsiao abstaining).

**6. ORAL COMMUNICATIONS #1 AND ANNOUNCEMENTS** None.

**7. ACTION ITEMS** None.

**8. INFORMATION ITEMS**

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

Chairperson Glass noted that the following reports for November 2013 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 2013, and Airfield Operations Status for September 2013.

Facility Operations Manager Megerdichian reported that there are currently two hangar vacancies. Referring to Report #2, Ongoing Projects, he announced that the bid opening for the Airport Security Project was November 13. He noted that staff would review the bids to determine the lowest responsible bidder. He noted that a revised Report 4, Hangar Waiting List and Summary of Changes, was included in supplemental materials. He pointed out that in September there were three incidents but none in October and that Operation totals in September fell below 10,000.

Responding to Chairperson Glass's inquiry, he stated that Flite Park's hangar rental rates are higher than the Airport's; for example, their executive hangars lease for approximately \$1,000 more per month.

In response to Commissioner Donnellan's inquiry, Facility Operations Manager Megerdichian stated that there has been no direction from the City Manager's Office regarding the farmland, but that the City continues to maintain the land.

## **8B. ALTERNATE EMERGENCY OPERATIONS CENTER (AEOC) UPDATE**

Facility Operations Manager Megerdichian provided an update on the Alternate Emergency Operations Center (AEOC) at the General Aviation Center. He noted that excerpts from the April 23 and May 7 City Council meetings were included in attachments. He reported that infrastructure is being outfitted to house the AEOC that will mirror all equipment currently at the primary EOC at the Police Department. He stated that total amount for the project is \$418,845. He described the infrastructure that includes computer servers and laptops, telephone and cable lines, televisions, power generator, new outlets, and HAM antenna and equipment. He noted that three storage rooms at the Airport would house the infrastructure. He invited Commissioners to visit the AEOC during the Citywide exercise, probably at the end of January 2014.

In response to Commissioner Orpe's inquiry, he advised that the existing generator would be upgraded and be able to power the entire GAC, runway lights, and Tower.

Chairperson Glass received clarification from staff that no funding for the AEOC is coming from the Airport Fund.

Commissioner Orpe expressed hope that there would be access to Robinson helicopters in an emergency.

Commissioner Jacobsen inquired about the diesel storage tank and Facility Operations Manager Megerdichian advised that its capacity is 10,000 gallons and would run for weeks on the amount of diesel that is kept in it.

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

**9A.** Facility Operations Manager Megerdichian asked Commissioners if they want to have the next Commission meeting on December 12, 2013 or January 9, 2014.

**MOTION:** Commissioner Donnellan moved to adjourn the meeting to January 9, 2014. Commissioner Hsiao seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Boyce).

**9B.** Commissioner Johnson discussed the helicopter operation over Del Amo Mall and stated that having it on a Sunday morning was not good timing.

**9C.** Commissioners and staff wished each other a happy Thanksgiving and holiday season.

**9D.** Commissioner Donnellan expressed appreciation to staff for always being willing to find out the answers to questions that Commissioners ask.

**9E.** Facility Operations Manager Megerdichian informed the Commission that Aviad's second three-month review would be at the January 2014 Commission meeting.

**10. ADJOURNMENT**

**MOTION:** At 7:32 p.m., Commissioner Johnson moved to adjourn the meeting to Thursday, January 9, 2014 in the West Annex meeting room at 7:00 p.m. Commissioner Hsiao seconded the motion and, hearing no objection, Chairperson Glass so ordered.

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Approved as submitted January 9, 2014 s/ Sue Herbers, City Clerk
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