

**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 13, 2014 at 7:00 p.m. in the West Annex meeting room at Torrance City Hall. Due to the absence of Chairperson Hsiao, Vice-Chairperson Johnson led the meeting.

2. ROLL CALL

Present: Commissioners Boyce, Glass, Jacobsen, Orpe, and Vice-Chairperson Johnson.

Absent: Commissioner Donnellan and Chairperson Hsiao.

Also Present: Facility Operations Manager Megerdichian.

MOTION: Commissioner Jacobsen moved to grant Commissioner Donnellan and Chairperson Hsiao excused absences for the November 13, 2014 Commission meeting. Commissioner Orpe seconded the motion; a roll call vote reflected unanimous approval.

3. FLAG SALUTE

Commissioner Glass led the Pledge of Allegiance.

4. AFFIDAVIT OF AGENDA POSTING

MOTION: Commissioner Glass, seconded by Commissioner Jacobsen, moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting; a roll call vote reflected unanimous approval.

5. APPROVAL OF MINUTES

5A. MINUTES OF OCTOBER 9, 2014

The following correction was noted: Page 1, Item 2 “ROLL CALL, Absent: Commissioners Orpe and Jacobsen.”

MOTION: Commissioner Glass moved to approve the Airport Commission meeting minutes of October 9, 2014. Commissioner Jacobsen seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Donnellan and Chairperson Hsiao).

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

Vice-Chairperson Johnson noted that the following reports for October 2014 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, and Airfield Operations Status for September.

Referring to Report #2, Facility Operations Manager Megerdichian reported that there are currently no hangar vacancies. He stated that the Airport Security Project is on schedule, noting that the hangar area has been outfitted with LED photocell lighting and that work on the Tower gate has begun. He advised that completion of the project is expected the end of 2014.

In response to Commissioner Jacobsen's inquiries, he stated that trenching is being done for power for the cameras, some of which are up and running, and that Torrance Police Department will have access to all cameras as well. He stated that the first year of maintenance for cameras and license plate readers is included in the purchase price. He noted that there will be a camera installed in the General Aviation Center rotunda and that visitors need to have a key card or will be buzzed in by staff.

Responding to Commissioner Glass's inquiry, Facility Operations Manager Megerdichian stated that the three manual roll gates on the west side are owned by businesses and they have ownership rights for access. He noted that cameras will be installed there as well and that all gates at the Airport will be uniform.

Vice-Chairperson Johnson inquired about the budget and Facility Operations Manager Megerdichian advised that right now they are within the budget, adding that more key cards need to be ordered.

9. ORAL COMMUNICATIONS #2

9A. Commissioners and staff wished each other a happy Thanksgiving.

9B. Facility Operations Manager Megerdichian stated that the Airport Commission should meet in December 2014 due to of an item regarding the South Bay Lexus lease.

9C. Facility Operations Manager Megerdichian stated that the Aviad banner tow item is being considered at the November 18 City Council meeting.

9D. Facility Operations Manager Megerdichian announced that the cost of the new WebTrak radar fee will not cost anything more.

10. ADJOURNMENT

MOTION: At 7:22 p.m., Commissioner Jacobsen moved to adjourn the meeting to Thursday, December 11, 2014 in the West Annex meeting room at 7:00 p.m. Commissioner Glass seconded the motion; a roll call vote reflected unanimous approval.

Approved as submitted January 8, 2015 s/ Rebecca Poirier, City Clerk
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