

**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 14, 2016 at 7:00 p.m. at the West Annex Meeting Room, Torrance City Hall.

**2. ROLL CALL**

Present: Commissioners Boyce, Donnellan, Jacobsen, O'Brien, Orpe, and Chairperson Hsiao.

Absent: Commissioner Glass.

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

**MOTION:** Commissioner Jacobsen moved to grant Commissioner Glass an excused absence for the July 14, 2016 Airport Commission meeting. Commissioner Donnellan seconded the motion; a roll call vote reflected 6-0 approval.

**3. FLAG SALUTE**

Commissioner O'Brien led the Pledge of Allegiance.

**4. AFFIDAVIT OF AGENDA POSTING**

**MOTION:** Commissioner Jacobsen, seconded by Commissioner Boyce, 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 6-0 approval.

**5. APPROVAL OF MINUTES**

**5A. MINUTES OF JUNE 9, 2016**

**MOTION:** Commissioner Jacobsen moved to approve the Airport Commission meeting minutes of June 9, 2016 as presented. Commissioner O'Brien seconded the motion; a roll call vote reflected 6-0 approval (absent Commissioner Glass).

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

**6A.** Commissioner O'Brien stated that the Torrance Airport Association took Councilmember Herring on a tour of the Airport and a flight in a general aviation aircraft.

**7. ACTION ITEMS**

None.

**8. INFORMATION ITEMS**

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

Chairperson Hsiao noted that the following reports for June 2016 were included in agenda materials: Hangar and Tiedown Rental Status, Ongoing Projects, July Meeting Room Calendar, Hangar Waiting List, Events Requiring Emergency Response for May 2016, and Airfield Operations Status for May 2016.

Facility Operations Manager Megerdichian reported that there are currently four hangar vacancies. Referring to Report 2, Ongoing Projects, he stated that on June 21 City Council approved the attached Resolution 2016-64 and that design options would be presented to the Airport Hangar Naming Committee.

In response to Commissioner O'Brien's inquiry, he stated that staff would work with sign companies to put together a spec sheet and start soliciting proposal for manufacture and installation of the signs. He noted that once the Committee decides on a design it would be brought to the Commission as an information item.

**8B. NOISE ABATEMENT QUARTERLY REPORT**

Facility Operations Manager Megerdichian presented the Noise Abatement Quarterly Report for January 1 to March 31, 2016. He called attention to supplemental material that includes percentage of complaints by zone prepared by Noise Abatement staff as well as correspondence from Jim Gates dated July 11. He noted that Noise Abatement staff plan to attend the August 11 Commission meeting to answer any questions.

Responding to an inquiry from Commissioner Donnellan, he explained that the chart of Complaints for the 1<sup>st</sup> Quarter reflects 28% from a single user, or someone who has called in once, and 72% from regular reporting parties who have called multiple times.

Commissioner O'Brien questioned how many individuals make up the 72% or 108 reports by regular reporting parties.

Following discussion, Facility Operations Manager Megerdichian pointed out that the Noise Abatement Report reflects the number of violations versus the number of complaints. With Commission concurrence, he offered to ask Noise Abatement staff if they are able to publish how many individuals make up the percentage of regular reporting parties, adding that names would not be released.

**9. ORAL COMMUNICATIONS #**

**9A.** Commissioner Jacobsen reported that the subcommittee met on June 22 to discuss the consideration to allow hangar events at the Airport. He stated that there was a good turnout from stakeholders and that Commissioner Glass was elected Chair, with himself as Vice-Chair. He noted that they adjourned the meeting to look at the environment of the patio area of Pacific Skies Aviation. The next meeting is scheduled for July 21.

Facility Operations Manager Megerdichian added that staff are looking into Fire Department guidelines, maximum capacity, Health Department regulations regarding restrooms, and legalities of establishing a pilot program.

**9B.** Commissioner O'Brien expressed appreciation to staff for participating in the Torrance Airport Association's talk on July 7 regarding hangar fires and prevention. She stated that discussion centered on tenant lease agreements, aviation insurance, and aviation law, noting that 30 people attended.

**9C.** Jim Gates, Torrance Aircraft Association, stated that the Noise Abatement Quarterly Report does not characterize the complaints and where they come from. He proposed including the number of complaints filed by each of the top five complainers to gain a better understanding of the effects of the Airport on the community.

**9D.** Commissioner O'Brien stated that pilots who have been harassed are meeting with Torrance Police Department on August 10 in the General Aviation Center.

**10. ADJOURNMENT**

**MOTION:** At 7:44 p.m., Commissioner Donnellan moved to adjourn this meeting to August 11, 2016 in the West Annex meeting room at 7:00 p.m. Commissioner Jacobsen seconded the motion; a roll call vote reflected approval.

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Approved as submitted August 11, 2016 s/ Rebecca Poirier, City Clerk
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