

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

**1. CALL MEETING TO ORDER**

The Torrance Airport Commission convened in a regular session at 7:00 p.m. on Thursday, April 11, 2024, in the West Annex Meeting Room.

**ROLL CALL**

Present: Commissioners Cohen, Love, Marshall, Seferian, and Chair Minder.

Absent: Commissioner De Rago.

Also Present: City of Torrance Airport Manager Rafael Herrera, General Services Manager Gerry Pinela, Environmental Quality Officer Nora Duncan, and Planning Manager Gregg Lodan.

**MOTION**: Commissioner Seferian moved to excuse the absence of Commissioner De Rago. Commissioner Cohen seconded the motion; a roll call reflected a 5-0 approval (Commissioner De Rago absent).

**2. FLAG SALUTE**

Commissioner Marshall led the Pledge of Allegiance.

**3. REPORT FROM THE AIRPORT STAFF ON THE POSTING OF THE AGENDA**

General Services Manager Pinela reported that the agenda was posted on the Public Notice Board at 3031 Torrance Boulevard and on the City's Website on Thursday, April 4, 2024.

**4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

General Services Manager Pinela reported that there were Supplemental Items provided to the Commission.

**5. ORAL COMMUNICATIONS**

Members of the public spoke.

**6. CONSENT CALENDAR**

**6A. APPROVAL OF MINUTES: FEBRUARY 8, 2024**

**MOTION**: Commissioner Cohen moved to approve the February 8, 2024, minutes. Commissioner Love seconded the motion; a roll call reflected a 5-0 approval (Commissioner De Rago absent).

**7. ADMINISTRATIVE MATTERS**

**7A. ACCEPT AND FILE MONTHLY UPDATE OF AERONAUTICAL OPERATIONAL INFORMATION UNDER THE PURVIEW OF THE GENERAL SERVICES DEPARTMENT**

City of Torrance Airport Manager Herrera provided a report on the monthly update of aeronautical operational information under the purview of the General Services Department:

- There are (341) hangars with (4) vacancies and (181) tie-downs with (40) vacancies.
- Staff continues to work with Lean Corporation regarding the AWOS system. Staff is currently reviewing documents provided by Lean Corporation and will present findings in a future meeting.
- The Taxiway Light Project has been priority for the airport. Staff is in the process of trying to get the contractor back to finish work as there were delays due to weather and contractual obligations. Staff anticipates the project to be completed May 2024.
- Meeting Room Schedule continues to grow.
- The hangar waitlist continues to grow with new additions in February and March 2024. There were minimal changes in the non-aviation hangar waitlist.
- (4) incidents occurred in the month of January 2024 and (2) incidents occurred in the month of February 2024; the Torrance Fire Department was not required for any incidents.
- (11,609) operations occurred in January 2024 and (7,532) operations occurred in February 2024; impact of landing fees and weather contributed to the decline in operations.

Commissioner Marshall requested a report from the Procurement Team handling the AWOS system project. Airport Manager Herrera acknowledged the request.

Chair Minder requested more communication from airport staff so that processes and projects are better understood. General Services Manager Pinela acknowledged the request.

Commissioner Seferian requested that corrections be made to the Taxiway Light Report. Airport Manager Herrera acknowledged the request.

Chair Minder requested that an apology be posted regarding the Taxiway Light Project delay. Airport Manager Herrera acknowledged the request.

Commissioner Seferian stated that a good faith effort should be made regarding the Taxiway Light Project and suggested providing pilots with information on the completion date. Airport Manager Herrera acknowledged the request.

Members of the public spoke.

A member of the public provided a document for the Commission to review regarding the Taxiway Light Project. General Services Manager Pinela provided a response stating that staff is continuing to work towards completion of the project.

**MOTION:** Commissioner Marshall moved to empower staff to reach out to the City Manager and ask for an explanation on the delay of the AWOS system.

Commissioner Seferian requested to amend the motion to include Mr. Gates's inquiries.

Brittney Jenkins  
Recording Secretary

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The Motion failed due to a lack of a second.

Chair Minder requested that the document produced by Mr. Gates be forwarded to City Council. General Services Manager Pinela confirmed that the document was directly sent to City Council and no response had been received.

**MOTION:** Commissioner Marshall moved to empower Chair Minder to request an audience with the City Manager to get answers to the (3) questions posed on the April 2, 2024, memo produced by Mr. Gates, to get a response in writing, and to return to the Commission with a report. Commissioner Seferian seconded the motion; a roll call reflected a 5-0 approval (Commissioner De Rago absent).

A member of the public spoke.

**MOTION:** Commissioner Marshall moved to accept and file Item 7A. Commissioner Cohen seconded the motion; a roll call reflected a 5-0 approval (Commissioner De Rago absent).

**7B. ACCEPT AND FILE TORRANCE MUNICIPAL AIRPORT NOISE ABATEMENT QUARTERLY REPORT FOR QUARTER ONE 2024**

Environmental Quality Officer Duncan presented Item 7B:

- The first quarter of 2024 had a total of (649) complaints with (616) of the complaints coming from a “regularly reporting party” (person that makes 10 or more reports); the term “regular” is qualified by usage and not personal identification.
- The highest reporting zones were Zone 10 with (437) complaints, Zone 8 with (112) complaints, and Zone 3 with (93) complaints.
- The first quarter had (1) noise violation, (8) training curfew violations, and (8) touch and go violations.

Commissioner Marshall requested that a noise violation report be provided that differentiates which recorder the violation was picked up on. Environmental Quality Officer Duncan acknowledged the request.

Commissioner Seferian inquired if reporting parties can be contacted to see if anything can be remedied. Environmental Quality Officer Duncan acknowledged the request and stated that noise abatement staff can reach out.

Members of the public spoke.

**MOTION:** Commissioner Marshall moved to accept and file Item 7B. Commissioner Cohen seconded the motion; a roll call reflected a 5-0 approval (Commissioner De Rago absent).

**8. ORAL COMMUNICATIONS**

Commissioner Seferian requested an update on naming the General Aviation Center after Mr. Frank D. Robinson. General Services Manager Pinela stated that he will follow up.

General Services Manager Pinela announced that COTAR will give a presentation on the next scheduled Commission meeting, Thursday, May 9, 2024.

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9. **ADJOURNMENT**

**MOTION:** At 8:48 p.m. Commissioner Cohen moved to adjourn the meeting to Thursday, May 9, 2024, in the West Annex Meeting Room at 7:00 p.m. Commissioner Seferian seconded the motion; a roll call reflected a 5-0 approval (Commissioner De Rago absent).

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