Council Meeting of
May 22, 2007

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: General Services - Approve format change to Airport Hangar Waiting List and Hangar Tenant Transfer List.

Expenditure: No Funding Required

RECOMMENDATION

The Airport Commission recommends that the City Council approve a change to the Airport Hangar Waiting List and Hangar Tenant Transfer List, from a numerical format to a listing by name. City staff originally recommended maintaining the current numerical format, but recognizes the proposed format as administratively viable.

BACKGROUND

The current Hangar Waiting List was approved by City Council July 27, 1993. The need for an organized waiting list was brought about by the high demand for hangar space. A method was devised on a first come, first serve basis, with patrons identifying the size of hangar they prefer, along with documentation of the date they signed up and their current identification information.

Additionally, the City Council approved a Hangar Tenant Transfer List on October 24, 2000. This list benefits current tenants who wish to move into a different hangar. If the first person on the Hangar Tenant Transfer List does not accept the hangar that has been currently vacated and available, the hangar is then offered to the second person on the Hangar Tenant Transfer List until that hangar is taken. Once taken, the most recently vacated hangar is offered to the next person on the Hangar Waiting List.

The current Hangar Waiting List and Tenant Transfer List have applicants listed by the first five digits of their driver's license, with no names being posted. It also identifies the date the applicant signed up, as well as indicating the size of the hangar they prefer.

Most recently, the issue of displaying full names on both lists was brought to the attention of the Airport Commission. The Commission then asked staff to explore the feasibility of using the first and last names of applicants on the list, as

opposed to its current format.

ANALYSIS

At the March 8, 2007 Airport Commission Meeting, an item was brought forward asking the Commission to review the current format of the Hangar Waiting List and Hangar Tenant Transfer Lists. The Commission had the option to recommend using full names on both lists, or take no action and leave both lists in tact.

Staff provided background information regarding both lists, and recommended that the Commission take no action, leaving the current format of each list in tact. The Commission took input from the audience, and made a motion to concur with staff recommendation. With one absent Commissioner, the vote was a 3-3 tie Commissioners Fitch, Adams and Dingman voted in favor of staff recommendation, while Commissioners Rhilinger, Gates and Haddon voted against it. A second motion was then made to change the current format and display the applicant's first initial and full last name. The result was a 4-2 vote in favor of displaying names. Commissioners Dingman, Rhilinger, Haddon and Gates voted in favor of this motion, while Commissioners Fitch and Adams voted against it.

Staff recognizes that the recommendation of the Airport Commission is administratively viable, and does not contest the change.

Respectfully submitted,

Jim Gates, Vice Chair
Airport Commission

SHERYL BALLEW
General Services Director

By

Shant Megerdichian
Facility Operations Manager

Concur:

Sheryl Ballew
General Services Director

LeRoy J. Jackson
City Manager

Attachments:
A – Excerpt of Minutes from Item 6A, March 8, 2007
B – Airport Commission Item of March 8, 2007

Attachment A

EXCERPT OF MINUTES	√ **Minutes Approved** ~~☐ Minutes Subject to Approval~~

March 8, 2007

MINUTES OF A REGULAR MEETING OF THE AIRPORT COMMISSION

1. CALL TO ORDER

The Torrance Airport Commission convened in a regular session on Thursday, March 8, 2007 at 7:00 p.m. in the West Annex meeting room at Torrance City Hall.

Due to the absence of Chairperson Tymczyszyn, Vice-Chairperson Gates led the meeting.

2. ROLL CALL

Present:	Commissioners Adams, Dingman, Fitch, Gates, Haddon, and Rhilinger.
Absent:	Chairperson Tymczyszyn.
Also Present:	Facility Operations Manager Megerdichian.

MOTION: Vice-Chairperson Gates moved to grant Chairperson Tymczyszyn an excused absence for the March 8, 2007 Airport Commission meeting. Commissioner Adams seconded the motion; a voice vote reflected unanimous approval.

6. ACTION ITEMS

6A. HANGAR WAITING LISTS POLICIES

Facility Operations Manager Megerdichian provided background information about the current format of the Hangar Waiting List approved by City Council in August 1993 as well as the Hangar Tenant Transfer List approved in October 2000. He advised that applicants on both lists are identified by the first five digits of their driver's license and that the lists are updated monthly and prominently displayed at the General Aviation Center as well as in monthly Airport Commission Reports. He noted that the Commission asked staff to explore the feasibility of displaying full names on the lists and that the City Attorney has advised him that either names or driver's license numbers could legally be displayed. He stated that applicants on both lists were notified about this meeting and that staff recommended that the Commission take no action, leaving both the Hangar Waiting List and Tenant Transfer List policies intact.

In response to Commissioner Rhilinger's inquiries, Facility Operations Manager Megerdichian explained that change in waiting list format would need to be forwarded to City Council for approval, that the change in pass-over policies in the Hangar Lease Agreement from one year to two years was because it takes a tenant a significant amount of time to build an airplane, and that an automated data base and continual audits ensure that tenants are in compliance.

Commissioner Rhilinger received clarification from staff that a single tenant could have several hangars but could only be on the Hangar Waiting List once at any given time.

Facility Operations Manager Megerdichian briefly discussed the fee structure for City hangar rentals by square footage for residents and non-residents established in 2003, noting that the Hangar Waiting List was not indexed with a CPI. He explained that Hangar Waiting Lists are archived for seven or eight years in his office and are available from the City Clerk's Office even longer.

When Commissioner Rhilinger questioned why applicants did not want to have their names posted on the lists, Facility Operations Manager Megerdichian stated that this was the first time the issue has come up. He noted that, since the agenda for this meeting was published, his office has received eight telephone calls from applicants who do not want to have their names posted. He stated that staff fears that the posting of names will lend itself to the possibility of subletting hangars.

Commissioner Haddon stated that he has talked to people who were on the Airport Commission and City Council in 1993 and could not find anyone who knew why it was decided to use driver's license numbers.

Vice-Chairperson Gates stated that past Airport administrations have not always followed procedures as closely as the present administration does.

Commissioner Fitch stated that she would not want her name posted on the waiting list for fear that it might be used to her disadvantage.

At 7:30 p.m., Vice-Chairperson Gates welcomed public comments.

John King, 227th Street, stated that applicants' and not corporate names should be used on the lists for clarity, policing, and administration of the lists. He indicated that in the past the Hangar Waiting List has not been administered correctly and that applicants who are placed on the bottom of the list instead of being removed are keeping the list artificially longer than it actually is, thereby increasing demand. He also suggested that the list should be sequential by date and type of hangar.

Facility Operations Manager Megerdichian provided clarification that an applicant's full information is kept on file in the office, that applicants are required to show their driver's licenses, and that staff does an annual Hangar Waiting List telephone audit.

Paul Scala, Rancho Palos Verdes, stated that he discovered on March 7, 2006 that he was never put on the Hangar Waiting List when he applied two years ago and paid a $300 deposit. He took issue with the fact that he is paying electric bills, paying taxes on City property, and was only given back $225 from his deposit when he took his name off the list. He stated that he was in favor of using names on the waiting and transfer lists.

Ted Stinis, Rancho Palos Verdes, voiced support for the use of names and stated that a system should be implemented that would eliminate any possibility of corruption. He expressed concern that his hangar flooded when it rains and that grading has not been done as promised.

Ed Pierce, Rolling Hills Estates, stated that he was in favor of posting names on waiting lists and questioned if the use of driver's license numbers was a violation of the Brown Act and Freedom of Information Act. He stated that a name associated with a person waiting on the lists would eliminate suspicion of bribery and facilitate self-policing.

Facility Operations Manager Megerdichian commented that staff was afraid that the use of names would lead to corruption and make it harder to police the list and hangars.

Vice-Chairperson Gates stated that there were improprieties at the Airport in the past but that he was unaware of any lately.

Anne O'Brien, Torrance, stated that she would prefer the use of her name rather than driver's license number in this age of identity theft and that applicants would feel more confident with the use of names.

Steve Gill, Mesa Street, read and entered into record a letter from Chairperson Tymczyszyn dated March 7, 2007 expressing support for the use of names rather than partial driver's license numbers. In the letter he stated that the two main reasons to change the policy is to provide government oversight for potential abuse and to help prevent abuse by the tenant pilots. He suggested adding "clarity where there is confusion and oversight where there is none" and preventing "abuse by government or by tenants while maintaining an open and understandable list."

Michael Wermers, Audrey Avenue, suggested that names of people who receive hangars be placed on the lists.

MOTION: Commissioner Fitch moved to concur with staff recommendation that the Commission take no action, leaving the Hangar Waiting List and Tenant Transfer List policies intact. Commissioner Adams seconded the motion; a roll call vote reflected 3-3 as follows (absent Chairperson Tymczyszyn):

AYES: Commissioners Adams, Dingman, and Fitch.
NOES: Commissioners Gates, Haddon, and Rhilinger.

MOTION: Commissioner Haddon moved to change the Hangar Waiting List and Tenant Transfer List policies to replace the use of driver's license numbers with first name initials and last names. Commissioner Rhilinger seconded the motion; the motion passed 4-2 as reflected in the following roll call vote (absent Chairperson Tymczyszyn):

AYES: Commissioners Dingman, Gates, Haddon, and Rhilinger.
NOES: Commissioners Adams and Fitch.

It was confirmed that the intent of the motion was to include the last name, the first initial, and to replace the driver's license digits.

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Attachment B

Airport Commission Meeting of
March 8, 2007

Honorable Chair and Members
of the Airport Commission
City Hall
Torrance, California

Members of the Commission:

SUBJECT: Review of Hangar Waiting List and Tenant Transfer List Policies

RECOMMENDATION

The Facilities Operations Manager recommends that the Airport Commission review the current format of the Hangar Waiting List and Tenant Transfer List. Staff recommends that the Commission take no action, leaving both the Waiting List and Transfer List policies in tact.

BACKGROUND

The current Hangar Waiting List, including fees and policies, were approved by City Council August 17, 1993 (Attachment A). The need for an organized waiting list was brought about by the high demand for hangar space. A method was devised on a first come, first serve basis, with patrons identifying the size of hangar they prefer, along with documentation of the date they signed up and their current identification information. Attachment B shows the current Hangar Waiting List, application and policies.

Additionally, the City Council approved a Hangar Tenant Transfer List on October 24, 2000. The current list, application and policies are displayed in Attachment C. This list benefits current Airport tenants who wish to move into a different hangar. If the first person on the Hangar Tenant Transfer List does not accept the hangar that has been currently vacated and available, the hangar is then offered to the second person on the Hangar Tenant Transfer List until that hangar is taken. Once taken, the most recently vacated hangar is offered to the next person on the Hangar Waiting List.

Most recently, the issue of displaying full names on the Waiting List was brought to the attention of the Airport Commission. The Commission then asked staff to explore the feasibility of using the first and last names of applicants on the list, as opposed to its current format.

ANALYSIS

The current Hangar Waiting List has potential tenants listed by the first five digits of their driver's license, with no names being posted. It also identifies the date the applicant signed up, as well as indicating the size of the hangar they prefer.

During the inception of the Waiting List in 1993, discussions ensued at the Airport Commission Meetings regarding the use of names as opposed to numbers. At that time, staff and Airport patrons alike recommended that applicants on the list not be identified by name. Ultimately, the City Council would approve the Waiting List with this caveat.

From that time and continuing until the present, all persons who have applied on the list have done so knowing that their names would not be displayed.
The current Hangar Tenant Transfer List also utilizes the same format as the Waiting List. Staff feels that while the Commission considers changes to the Waiting List, the Transfer List should also be included in the discussion.

Both lists are prominently displayed at the General Aviation Center and published monthly in the Airport Commission Reports. If the aforementioned changes are recommended, the full names of applicants would then be displayed to the general public. Additional information such as telephone numbers, email addresses or any financial information would not be displayed. Notices have been sent to all applicants on both the Waiting and Transfer lists notifying them of the potential change (Attachment D).

Staff recommends that the Commission take no action, leaving both the Waiting List and Transfer List policies in tact. If the Commission reaches a majority to change the format, the recommendation will be forwarded to the City Council for further consideration and approval.

Respectfully Submitted,

Shant Megerdichian
Facilities Operations Manager

Concur:

Sheryl Ballew
General Services Director

Attachments:
A – Council Item from August 17, 1993
B – Current Hangar Waiting List, Application and Policies
C – Current Hangar Tenant Transfer List, Application and Policies
D – Notice to Waiting and Transfer List Applicants

August 2, 1993

ATTACHMENT A

Council Meeting
August 17, 1993

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the City Council:

Subject: Proposed Airport City-owned Hangar Waiting List fee, deposit, and policies

ABSTRACT

The Airport Manager and the Airport Commission recommend that Your Honorable Body adopt a $75 City-owned Hangar Waiting List administrative fee and a refundable $225 hangar rent deposit.

BACKGROUND

Hangar space at all Southern California airports is at a premium, and long waiting lists are common. Currently there are 379 people on the existing City-owned hangar waiting list for Zamperini Field - Torrance Municipal Airport. There are a total of 216 City-owned Airport hangars. Applicants from 1985 are now being considered.

In the past there have been administrative delays in processing, assigning, and filling available hangars. Airport revenues have been decreased by long time delays. Hangar Waiting List administrative fees to recoup actual costs to maintain and administer the List have never been charged, even though much staff time and actual City expenditures have been incurred without reimbursement from applicants.

The Airport Commission considered changes in the Hangar Waiting List policies and inclusion of fees at its May 13 and June 10, 1993, meetings. The Airport manager at that time recommended certain policy changes and a $75 non-refundable administrative fee. On June 10, 1993, the Commission unanimously (Commissioner Dickerson excused) approved the policy changes and a $75 administrative fee to recover actual costs and a $225 refundable hangar waiting list deposit.

ANALYSIS

To provide an equitable and consistent hangar waiting list policy for those pilots committing to a hangar acquisition, and to streamline the process, the attached policies (Attachment "A") were approved by the Airport Commission on June 10, 1993.

At the May and June Commission meetings it was suggested by Commissioners and pilots from the audience, that a partially refundable fee/deposit of up to $500 be established. The Commission unanimously felt a $300 fee/deposit ($75 administrative fee + $225 refundable hangar rent deposit) would provide a list of persons seriously interested in acquiring a hangar by committing a dollar

HEARING 14 A

amount roughly equivalent to the first months hangar rent (currently $235 - $300), similar to a deposit for an apartment or other rental. The deposit would assure that hangar revenue to the Airport would continue to be received during the hangar assigning process. The $225 deposit would apply to all applicants on the existing Hangar Waiting List and all future applicants. The $75 administrative fee would apply only to all new applicants.

An applicant on the current list would be dropped from that list if the $225 deposit were not made.

The non-refundable $75 administrative fee is to cover the actual time/costs incurred by staff (see Attachment "B") for telephone, FAX, files, photocopying, letters, certified mail, and time spent with applicants over the term of the application. Two separate staff reviews of the costs for maintaining/updating the Waiting List arrived at an approximate $75 figure, including a contingency for time/costs. Legal and City Clerk actions/costs once a hangar was accepted were not considered.

RECOMMENDATION

The Airport Manager and the Airport Commission recommend that your Honorable Body adopt a $75 City-owned Hangar Waiting List administrative fee and a refundable $225 hangar rent deposit.

Respectfully submitted,

LeRoy J. Jackson
City Manager

BY: David C. Roelen
Airport Manager

Paul S. Jacobsen
Airport Commission Chairman

CONCUR:

Philip S. Tilden
Management Programs Administrator

LeRoy J. Jackson
City Manager

Attachments:

A) Waiting List Policies/procedures
B) Breakdown of Actual Costs
C) Commission Minutes 5-13-93
D) Commission Minutes 6-10-93
E) Auerbach Letter 7-26-93

RESOLUTION NO. 93-90

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE ESTABLISHING AN ADMINISTRATIVE FEE FOR APPLICANTS FOR CITY-OWNED AIRPORT HANGAR WAITING LIST AND A REFUNDABLE HANGAR DEPOSIT

WHEREAS, the maintaining of the Airport Hangar Waiting List costs the City to provide such service; and

WHEREAS, the City has provided, but never charged applicants to be placed on the Airport Hangar Waiting List; and

WHEREAS, a study was conducted to determine the actual costs incurred for maintaining such a list, and those costs were calculated to be $75.00 over the life of the Airport Hangar Waiting List; and

WHEREAS, a $225.00 Airport hangar deposit has never been charged and is needed to assure the first month's rent on a City-owned hangar;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Torrance that:

SECTION 1

a) The rate to be charged and collected at the time of application from each Airport Hangar Waiting List applicant for maintaining the Airport Hangar Waiting List shall be $75.00.

b) At the time of application for an Airport City-owned hangar, the applicant shall deposit with the City of Torrance a $225.00 refundable deposit towards the first month hangar rent.

SECTION 2

The new rate for Airport Hangar Waiting List application and for the Airport hangar deposit as set forth in Section 1 of this resolution shall be in full force and effective 60 days after the adoption of this Resolution.

SECTION 3

It shall be the duty and function of the Director of Finance to administer this resolution.

INTRODUCED, APPROVED AND ADOPTED his 17th day of August, 1993.

/s/ Katy Geissert
Mayor of the City of Torrance

ATTEST:

/s/ John A. Bramhall
City Clerk of the City of Torrance

APPROVED AS TO FORM:
JOHN L. FELLOWS, III, CITY ATTORNEY

/s/ William G. Quale
William G. Quale
Assistant City Attorney

TORRANCE CITY COUNCIL RESOLUTION NO 93-90

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF TORRANCE)

I, John A. Bramhall, City Clerk of the City of Torrance, California, do hereby certify that the foregoing resolution was duly introduced, approved and adopted by the City Council of the City of Torrance at a regular meeting of said Council held on the 17th day of August, 1993 by the following roll call vote:

AYES:	COUNCILMEMBERS:	Applegate, Hardison, Lee, Nakano O'Donnell, Wirth, Geissert
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS	None
ABSTAIN:	COUNCILMEMBERS:	None

/s/ John A. Bramhall
City Clerk of the City of Torrance

ATTACHEMENT A

ZAMPERINI FIELD - TORRANCE MUNICIPAL AIRPORT

CITY-OWNED HANGAR WAITING LIST
POLICIES AND PROCEDURES

I. **HANGAR POLICIES:**

A. Vacant hangars shall be offered to persons on the Hangar Waiting List. In order for a person to appear on the Hangar Waiting List they shall have:

1. Completed and filed a signed Hangar Application with Airport Administration. Applicants are solely responsible for maintaining a current address and telephone number on their application filed with Airport Administration.

   NOTE:

   A completed Hangar Application (revised 1993) will be required of all persons on the existing Waiting List.

   A copy of these policies and Application (revised 1993) shall be sent by Certified Mail to all persons currently on existing Hangar Waiting List.

   Persons currently on the existing Hangar Waiting List who return the completed Hangar Application and the $225 Hangar Deposit within seven calendar days of delivery date will retain their existing place on the new Waiting List.

2. PAY AN ADMINISTRATIVE FEE and/or DEPOSIT:

   a. New applicants shall pay a $75 non-refundable Administrative Fee.

   b. All persons on the existing Hangar Waiting List and all new applicants shall make a $225 hangar deposit. The deposit shall be applied to the first months rent. The $225 will be refunded when an applicant removes his/her name from the Hangar Waiting List.

   NOTE: Failure to make the $225 deposit by those persons on the existing Hangar Waiting List will result in their removal from the List.

3. Stipulated the size hangar desired. Hangar size preference can be changed at any time by filing a written request with Airport Administration.

B. Position on the Hangar Waiting List shall be determined by the date stamped on the Hangar Application when received. A copy of the official date stamped application will be provided the applicant as a receipt.

C. The Hangar Waiting List shall be on prominent public display in the lobby of the General Aviation Center (GAC). Identification of persons on the list shall be by the first four digits of their driver's license and list date, not by name.

D. Positions on the Hangar Waiting List shall not be transferred, traded, or sold.

E. **Hangar offers shall be made chronologically (oldest date/time to the most recent).** The offer, and a copy of these policies, shall be made in a Certified Letter from the Airport Manager. To accept the offer, the applicant must:

1. Reply in the affirmative and make the first and last months hangar rental payment within 72 hours of the date (weekends and holidays excepted) when the Certified Letter was delivered. Failure to proffer hangar rental payment shall be treated as a pass-over.

2. AIRCRAFT ACQUISITION:

Have an aircraft REGISTERED TO THE APPLICANT in the hangar within 60 days from the date Airport Administration received the applicants acceptance and hangar rental payment. Failure to have an airworthy aircraft REGISTERED TO THE APPLICANT in the hangar within one year of acquiring the hangar will result in:

(a) TERMINATION OF RENTAL AGREEMENT AND REMOVAL FROM THE HANGAR,

(b) FORFEITURE OF THE FIRST AND LAST MONTHS RENTAL PAYMENT, and

(c) APPLICANT WILL BE REMOVED FROM THE WAITING LIST.

F. Persons removed from the Hangar Waiting List may restore their names to the bottom of the Waiting List by making new application and paying the administrative fee again.

G. Whenever the top position on the Hangar Waiting List is vacated by assignment of a hangar, a Certified Letter will be sent to the next three people on the Waiting List notifying them of their position on the List.

II. PASS-OVER POLICIES:

A. Airport Administration shall make every effort to contact the top position on the Hangar Waiting List of hangar availablility by telephone and Certified Mail.

B. A "not interested" response, non-contact, or failure to respond to administration phone calls or Certified Letter within 72 hours (weekends and holidays excepted) shall be considered a Pass-Over.

C. Each Hangar Waiting List applicant is permitted one refusal, or Pass-Over, for size of hangar listed on their application.

D. A Certified Letter will be sent advising the applicant of the pass-over.

ATTACHMENT B

AIRPORT HANGAR WAITING LIST ADMINISTRATIVE FEE
BREAKDOWN OF ACTUAL COSTS
(over expected list life of 5 - 10 years)

		STAFF TIME	MATERIALS COST
1.	Fill out forms, answer questions, gather/verify data, etc.	30 minutes	
2.	Letter Preparation/type Mail (Reg. & Cert.), envelopes, stamps, FAX, etc.	30 minutes	$5.00
3.	Photocopy	5 minutes	
4.	Filing	15 minutes	$1.00
5.	Tracking addresses/telephones	30 minutes	
6.	Telephoning	30 minutes	$1.00
7.	Adjustments to List, i.e. drop outs, hangar size, etc.	15 minutes	
8.	Show hangars, check valid registration, etc.	45 minutes	
9.	Applicant visits/inquiries		
	Secretaries	60 minutes	
	Analysts	15 minutes	
	Airport Manager	15 minutes	
	TOTAL	290 minutes ($68.00)	$7.00
	GRAND TOTAL	$75.00 ($68.00 + $7.00)	

ATTACHMENT "C"

9. AIRPORT HANGAR WAITING LIST POLICIES

Airport Manager Roelen presented the staff report (of record) with the following recommendation:

RECOMMENDATION

The Airport Manager requests that the Airport Commission approve the Hangar Waiting List Policies attached to the staff report, including a $75 non-refundable administrative fee, and make a recommendation to the City Council to adopt those policies and fees.

Commissioner Kern recalled discussion at a previous Airport Commission meeting regarding efforts to notify potential occupants of hangar availability.

Airport Manager Roelen explained staff's plans to distribute new Hangar Applications to potential occupants, along with a request for a $75 non-refundable administrative fee, to help streamline the process.

Commissioner Kern questioned whether a $75 non-refundable administrative fee would assist in eliminating potential occupants who are no longer interested in a hangar. He entertained the alternative of imposing a much greater refundable fee which might motivate potential occupants to remove their name from the List when they are no longer interested.

Airport Manager Roelen clarified that the recommended $75 non-refundable administrative fee would be imposed to recover administrative costs. He supplied input for Commissioner Dickerson concerning the estimated cost to maintain the Hangar Waiting List and, in response to numerous questions from the Commission, Mr. Roelen and Administrative Analyst Llewelyn explained the current Hangar Waiting List notification procedures.

Chairman Jacobsen and Commissioner Dickerson asked that the "Pass-Over Policies" portion of the Hangar Waiting List be clarified.

Commissioner Arciuch voiced his support of staff's recommendation to impose a $75 non-refundable administrative fee. He suggested that a consultant be hired to administer the Hangar Waiting List.

Airport Manager Roelen called attention to a potential occupant's right of refusal based on requested hangar size. He and Management Programs Administrator Tilden commented on staff's efforts to ensure appropriate use of the hangars.

Commissioner Kern acknowledged the importance of requirements for the occupancy of the hangars in a timely manner with airworthy aircraft registered to the applicant. However, he noted the importance of flexibility.

Supporting Commissioner Kern's viewpoint regarding flexibility, the Commission recommended that the Hangar Waiting List Policies be modified to include that an airworthy aircraft registered to the applicant must be in the hangar within 60 days and that failure to do so may result in removal from the List.

In addition to a $75 non-refundable administrative fee, Environmental Quality Officer Richards suggested a $20 annual Hangar Waiting List subscription fee. Various Commissioners stated their objection thereto.

Mr. Gary Joseph, 4540 Laurette Street, voiced his general agreement with the staff recommendations regarding the Hangar Waiting List policies. But, he stated his objection to imposing a $75 non-refundable administrative fee and to posting the Hangar Waiting List. Mr. Joseph favored the Commission's position on the need for greater flexibility. He maintained that the hangars should be used for flight worthy aircraft; that the aircraft already tied down at the Airport should be given priority; that the number of hangars should be limited to one per person; that the City should use a proactive approach in solving the problem of inappropriate hangar use; and that the City should impose a $500 refundable deposit which could be applied to the first month's hangar rent.

Mr. Ted Stinis, 28069 Ella Road, Rancho Palos Verdes, stated his objection to a $75 non-refundable administrative fee. However, he expressed his agreement with a nominal, refundable fee. Mr. Stinis commented on the need to accommodate aircraft construction in the hangars and suggested that the City interface with the community to discuss Airport-related items such as the Hangar Waiting List. At the request of Mr. Stinis, Airport Manager Roelen explained the recommended procedures for notifying potential occupants that a hangar is available. In addition, he explained staff's recommendation pertaining to right of refusal based on hangar size.

Mr. Barry Jay, President of the Torrance Airport Boosters' Association, 2514 Brian Avenue, suggested that numbers instead of names be used to identify potential occupants on the Hangar Waiting List; that a nominal, refundable lease processing fee be imposed when a hangar becomes available; that there be some type of accommodations at the Airport for home-built aircraft; and that the potential occupant response time be lengthened to approximately ten days.

Mr. Allan Smith, 6812 Vallon Drive, Rancho Palos Verdes, emphasized his concern over the lengthy amount of waiting time for a hangar. He suggested that the administrative fee be a reasonable amount; that a portion of the fee be applied to the first month's hangar rental; and that the size of the hangars be proportionate to the size of the aircraft.

Mr. Mel Auerbach, 3733 W. 173rd Street, offered his understanding with regard to an occupant's ability to transfer the lease assignment for the hangar ground leases. Administrative Analyst Llewelyn explained pertinent leasing procedures once the ground leases revert back to the City.

Mr. Marty Phegley, 22641 Crosshill Avenue, suggested that the amount of the administrative fee be based on the new policies under consideration; that the amount of the deposit be correlated to the current hangar rental fee; and that the deposit be applied to the first month's rental.

Ms. Ann McNeeley, 5747 Wildbriar Drive, Rancho Palos Verdes, called attention to the numerous hangar rental fees currently collected by the City. She questioned the need for any additional fees.

Commissioner Kern suggested that the ideas of imposing a refundable deposit and of giving priority to aircraft already tied down at the Airport be incorporated into the Hangar Waiting List Policies. He stressed the importance of utilizing hangars for their intended use.

Commissioner Dickerson echoed Commissioner Kern's viewpoint. He supported a deposit which would be based on the hangar rental fee and applied to the first month's hangar rent.

It was Commissioner Sobko's opinion that the Hangar Waiting List should not be posted; that the hangar deposit should be based on the size of the hangar; and that the deposit should be applied to the first month's hangar rent.

Chairman Jacobsen preferred that a portion of the deposit be refundable.

The Commission asked that the Hangar Waiting List Policies be revised to include suggestions made during this discussion and that at least two options be presented for consideration at the next Airport Commission meeting. The following motion was offered.

MOTION: Commissioner McKee moved that the Hangar Waiting List Policies be revised to include suggestions made during this discussion and that at least two options be presented for consideration at the next Airport Commission meeting. The motion was seconded by Commissioner Kern and passed by unanimous voice vote, absent Commissioner Kovacs.

10. AIRPORT SIGN PROGRAM

Referring to written material of record included in the staff report, Airport Manager Roelen briefed the Commission on the Airport Sign Program.

11. AIR FAIR BUDGET UPDATE

Administrative Analyst Llewelyn provided updated information (of record) on the 1993 Air Fair Budget. In conjunction with a request made during a previous Airport Commission meeting, she indicated that the impact of the Air Fair preparations on Airport staff is currently being examined and that relevant input will be provided to the Commission. Ms. Llewelyn stated staff's hope that the Air Fair will be a community outreach event.

Commissioner Kern related his understanding that numerous car clubs have expressed an interest in participating in the Air Fair. For Commissioner Kern, Administrative Analyst Llewelyn affirmed staff's efforts to secure B-24, B-17 and P-38 aircraft for the Air Fair.

Commissioner Sobko voiced his hope that an effort will be made to achieve a zero-base budget for the Air Fair.

12. FUTURE AIRPORT COMMISSION ITEMS

Airport Manager Roelen reviewed the Future Commission Items list (per written material of record).

ATTACHMENT "D"

Agenda Item 8 was heard out of order...

8. HANGAR WAITING LIST POLICIES

Airport Manager Roelen presented the staff report (of record) with the following recommendation:

RECOMMENDATION

The Airport Manager requests that the Airport Commission approve the Hangar Waiting List Policies and Procedures, including a $75 administrative fee, and make a recommendation to the City Council to adopt those Policies and fees.

Airport Manager Roelen explained staff's recommendation that the applicants on the Hangar Waiting List not be identified by name. Commissioner Arciuch requested that staff contact the City Attorney regarding the confidentiality of information on the List. Environmental Quality Administrator Quality Administrator McElroy stated staff's understanding that the City is not required to disclose such information.

Airport Manager Roelen highlighted staff's recommendations pertaining to the requirements for the acceptance and occupancy of hangars.

Commissioners Kern and Kovacs suggested that consideration be given to hangar occupancy requirements for applicants who do not actively pursue the purchase of an aircraft until such time as a hangar becomes available.

Airport Manager Roelen called attention to current problems associated with the subleasing of hangars and the operating of businesses out of hangars. Airport Manager Roelen and Senior Administrative Analyst Sherman expanded on enforcement difficulties related thereto, as well as the potential for similar difficulties should hangars not be occupied immediately after they are rented.

It was suggested by Commissioner Sobko that Option "G" (aircraft registration and hangar occupancy) of the Hangar Waiting List Policies and Procedures be modified to include that "Failure to have an airworthy aircraft registered to the applicant in the hangar within one year of acquiring the hangar will result in (1) Termination of rental agreement..." Airport Manager Roelen related staff's agreement with Commissioner Sobko's suggestion.

Commissioner Arciuch voiced his concern over the City possibly micro-managing the hangars.

Chairman Jacobsen observed that aircraft registration and hangar occupancy requirements would help to achieve an equitable policy.

In an effort to motivate applicants to remove themselves from the Hangar Waiting List when they are no longer interested in a hangar, Commissioner Kern explained his support of a refundable $300 Hangar Waiting List fee. He suggested that the Hangar Waiting List Policies and Procedures take into account those who voluntarily remove themselves from the Hangar Waiting List. Commissioner Kern emphasized the need to provide hangars in a reasonable period of time, particularly if a non-refundable fee is required.

Commissioner Kern informed those present of aircraft registration information he obtained from the Federal Aviation Administration. To address the construction and restoration of aircraft, he indicated that he could support a requirement for the occupancy of a hangar by an airworthy aircraft registered to the applicant within one year of acquiring the hangar. It was Commissioner Kern's opinion that a hangar should not be rented to an applicant when the construction of a home-built aircraft is not well under way at the time a hangar becomes available.

Chairman Jacobsen supported a $300 Waiting List fee, $225 of which would be refundable and $75 of which would be non-refundable and applied toward an administrative fee. For reasons of flexibility, he supported a 60-day requirement for aircraft registration and occupancy of a hangar by an airworthy aircraft registered to an applicant.

Commissioner Kovacs voiced his concern over requiring a $75 non-refundable administrative fee as part of a $300 Hangar Waiting List fee, especially if the waiting period for a hangar is lengthy. He suggested that the Commission address hangar occupancy requirements for home-built aircraft which are pending construction at the time a hangar becomes available. Commissioner Kern stated his viewpoint that staff should be given discretion in such cases.

Commissioner Sobko expressed his concern that City costs might not be recovered if the majority of the Hangar Waiting List fee were to be refunded and the number of potential applicants were to be reduced. He entertained the idea of notifying the first five applicants on the List of potential hangar availability to assist in expediting the hangar occupancy process.

Airport Manager Roelen advised the Commission as to the difficulty of projecting hangar availability. In answer to questions from the Commission, Mr. Roelen emphasized staff's desire that available hangars be occupied in a timely manner. He confirmed staff's preference for a 30-day aircraft registration/hangar occupancy requirement; but, he indicated that a 60-day requirement would be acceptable.

Input from the public began with Mr. Frank Rizzardi, 23544 Carlow Road. He stated his support of a $75 non-refundable administrative fee and stressed the importance of recovering City costs incurred in administering the Hangar Waiting List.

On behalf of the Torrance Airport Boosters' Association, Mr. Henry Smith, 2724 W. 166th Place, asked that consideration be given to the revenue generated by businesses located on the Airport property.

Mr. Ed Pearson (no address given) provided input regarding the subleasing of hangars. He suggested that the amount of time a hangar is vacant be minimized and that the Hangar Waiting List be updated.

There being no further input from the public, the following motions were offered.

MOTION: Chairman Jacobsen moved to recommend approval of Option "C" (Hangar Waiting List fee) as modified below:

> That a $300 Waiting List fee shall be required, $225 of which shall be refundable and $75 of which shall be non-refundable and applied toward an administrative fee.

The motion was seconded by Commissioner Kovacs and passed by the following 5-1 majority roll call vote:

AYES: Commissioners Arciuch, Kovacs, McKee, Sobko and Chairman Jacobsen.

NOES: Commissioner Kovacs.

ABSENT: Commissioner Dickerson.

ABSTAIN: None.

MOTION: Chairman Jacobsen moved to recommend approval of Option "G" (aircraft registration and hangar occupation) as modified below:

> Have an aircraft REGISTERED TO THE APPLICANT in the hangar within 60 days from the date Airport Administration received the applicant's acceptance and hangar rental payment. Failure to have an air-worthy aircraft REGISTERED TO THE APPLICANT in the hangar within one year of acquiring the hangar will result in:
>
> (1) TERMINATION OF RENTAL AGREEMENT AND REMOVAL FROM THE HANGAR;
>
> (2) FORFEITURE OF THE FIRST AND LAST MONTHS' RENTAL PAYMENT; AND
>
> (3) APPLICANT WILL BE REMOVED FROM THE WAITING LIST.

The motion was seconded by Commissioner Sobko and passed by the following 5-1 majority roll call vote:

AYES: Commissioners Kern, Kovacs, McKee, Sobko and Chairman Jacobsen.

NOES: Commissioner Arciuch.

ABSENT: Commissioner Dickerson.

ABSTAIN: None.

Discussion continued with Airport Manager Roelen advising that this item will be presented for the City Council's consideration in the near future. He provided clarification for Commissioners Kern and Sobko with regard to the commencement of hangar rental payments.

Commissioner Arciuch reiterated a request he made earlier in this discussion that staff consult the City Attorney regarding the confidentiality of information on the Hangar Waiting List. The following motion was then offered.

MOTION: Commissioner Kern moved to recommend that the City Council approve the Hangar Waiting List Policies and Procedures, including the modifications to Options "C" and "G" as recommended by the Commission. The motion was seconded by Commissioner McKee and passed by unanimous roll call vote, absent Commissioner Dickerson.

Upon an inquiry from Mr. Ed Pearson, Chairman Jacobsen confirmed that the $300 Hangar Waiting List fee will be retroactively applied to those currently on the Hangar Waiting List.

* * *

Management Programs Administrator Tilden arrived at this time.

* * *

ATTACHMENT "E"

To: Torrance City Council

Date: 7-26-93

From: Mel Auerbach MA

3733 W. 173rd Street, Torrance Ca. 90504

Subject: Airport Hanger Deposit and Fee Agenda Item

1. Is it unconscionable to impose these fees for a waiting list caused by the city not following spending priorities listed in the airport fund section of city ordinances?

2. Should our city demand so much money five years before renting space to a tenant?

3. Wouldn't a registered letter accomplish the purpose of updating the waiting list?

4. Shouldn't administrative costs be covered by the high hanger rental fees?

RECEIVED
JUL 27 1993
AIRPORT

SCRIPT FOR THE MAYOR

COUNCIL MEETING

August 17, 1993

SCRIPT FOR ITEM 14a *HANGAR WAITING LIST*

MAYOR: Now is the time and place for a public hearing on Item 14a concerning a proposed fee for the Airport hangar waiting list, and a refundable hangar deposit.

MAYOR: Has this matter been advertised for hearing tonight?

[Clerk responds]

MAYOR: Is there a staff presentation from the Airport?

[Staff responds]

MAYOR: Are there any questions from the Council?

[Council asks questions]

MAYOR: Does any member of the public wish to be heard on this matter?

[Public is heard]

MAYOR: There is a Resolution in this matter. Is there a motion?

[Is there a motion to adopt the Resolution?]

August 17, 1993

MINUTES OF A REGULAR MEETING
OF THE TORRANCE CITY COUNCIL

OPENING CEREMONIES

1. CALL TO ORDER

The Torrance City Council convened in a regular meeting on Tuesday, August 17, 1993, at 5:33 p.m., in the Council Chambers of Torrance City Hall.

ROLL CALL

Present: Council members Applegate, Hardison, Lee, Nakano, O'Donnell, Wirth and Mayor Geissert.

Absent: None.

Also present: City Manager Jackson, Assistant City Attorney Quale, City Clerk Bramhall, and staff representatives.

Considered at this time ...

20a. EXECUTIVE SESSION MATTERS

Mayor Geissert read the following statement into the record.

The City Council will now recess to closed session to confer with the City Manager and/or the City Attorney on the following subject:

Salaries, salary schedules and compensation for certain unrepresented employees and represented employee groups as well as certain other personnel matters.

Authority to hold executive session for this purpose is contained in Government Code Section 54957.6(a).

13d. APPROPRIATION OF FUNDS FROM AB 702 TO OFFSET INCREASE IN LABOR COSTS DUE TO SAFETY PERSONNEL RETIREMENT OPTIONS

RECOMMENDATION

It is recommended by the Finance Director and the City Manager that the City Council appropriate $726,033 from AB 702 money to offset the increase in the Police and Fire Departments' labor costs due to the conversion program increasing reportable retirement income.

City Manager Jackson provided background and responded to Councilwoman Hardison's inquiries about the anticipated financial impacts of the subject conversion program.

MOTION: Councilwoman Hardison moved to concur with the recommendation of the Finance Director and the City Manager. Councilwoman O'Donnell seconded the motion, which carried with unanimous approval following roll call vote.

14. HEARINGS

14a. PROPOSED AIRPORT CITY-OWNED HANGAR WAITING LIST FEE, DEPOSIT, AND POLICIES

Mayor Geissert announced that this was the time and place for a public hearing regarding a proposed fee for the Airport hangar waiting list and a refundable hangar deposit.

Staff presentation was provided by Airport Manager Roelen.

Mr. Paul Jacobsen, Chairman of the Airport Commission, 22937 Audrey Avenue, reviewed Airport Commission consideration of this issue and provided the rationale behind the recommendation.

It was moved by Councilman Lee that the hearing be closed. Councilman Wirth seconded the motion and roll call vote proved unanimously favorable.

RESOLUTION NO. 93-90

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE ESTABLISHING AN ADMINISTRATIVE FEE FOR APPLICANTS FOR CITY-OWNED AIRPORT HANGAR WAITING LIST AND A REFUNDABLE HANGAR DEPOSIT

MOTION: Councilman Nakano moved to adopt Resolution No. 93-90. The motion was seconded by Councilwoman Hardison and proved unanimously favorable following roll call vote.

14b. RULES, REGULATIONS AND RATES FOR MEETING ROOMS AT GENERAL AVIATION CENTER *[GAC]*, ZAMPERINI FIELD - TORRANCE MUNICIPAL AIRPORT

Mayor Geissert announced that this was the time and place for a public hearing regarding a proposed schedule of fees for the use of the Airport meeting rooms.

CITY MANAGER RECOMMENDATION

It is recommended by the City Manager and the Airport Manager that the City Council adopt Option 1 [see pg. 11] for revised rules, regulations and rates for meeting room use at the General Aviation Center.

AIRPORT COMMISSION RECOMMENDATION

It is recommended by the Airport Commission that the City Council adopt Option 2 [see pg. 11] as the Commission was not given the opportunity to consider staff's revised proposal.

City Manager's Note:

Your Honorable Body had requested that if possible this item be brought before the Airport Commission prior to the City Council Meeting. The Airport Commission is not having its August meeting; therefore, it could not meet on this Item.