Council Meeting of
November 10, 2009

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

Members of the Council:

SUBJECT: General Services- Approve Changes to Airport Hangar Waiting List Application and Policies.

Expenditure: No Funding Required

RECOMMENDATION

Recommendation of the General Services Director and the Airport Commission that City Council approve changes to the Airport Hangar Waiting List Application and Policies.

BACKGROUND/ANALYSIS

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. In addition, your honorable body approved changes to the list in May of 2007, listing applicants by last name.

At the August 13, 2009 Airport Commission Meeting, the Commission, requested that staff present the Commission with changes to the Hangar Waiting List Application in regards to the size of hangar requested. Staff presented potential changes and options at the September 10th and October 9, 2009 Commission Meetings. Staff has incorporated these changes into a revised Hangar Waiting List Application and Policies.

A summary of changes to the Application are as follows:

- Hangar size amended to reflect two different types of small hangars
- Approximate Door Opening Width was added to each type of hangar size.
- Hangar Shape was added to each type of hangar size.
- Wingspan was added to the Aircraft Information section.
- Minimum Acceptable Door Width was added to the Aircraft Information section.

A summary of changes to the Policies and Procedures are as follows:

- Deleted section H
- Revised section A-1
- Revised Pass Over language to reflect new Acceptance Policies.

Respectfully submitted,

Peter Donnellan, Chair
Airport Commission

SHERYL BALLEW
General Services Director

By _____
Shant Megerdichian
Facility Operations Manager

Concur:

Sheryl Ballew
General Services Director

Noted:

LeRoy J. Jackson
City Manager

Attachments:
A – Revised Hangar Waiting List Application and Policies
B – Current Hangar Waiting List Application and Policies
C – Excerpt of Minutes from Item 7A, October 9, 2009

PROPOSED **Attachment A**

TORRANCE MUNICIPAL AIRPORT-ZAMPERINI FIELD

HANGAR APPLICATION

PLEASE FILL OUT FORM IN ITS ENTIRETY

Applicant's Personal Information:

Last Name_____ First Name_____

Address_____ City _____ State _____ Zip _____

Cell ( ) _____ - _____ Work Phone ( ) _____ - _____ Driver's License _____

Home ( ) _____ - _____ Fax ( ) _____-_____ Email _____

Hangar Size Requested:

	☐ Small Type A	☐ Small Type B	☐ Medium	☐ Executive
Approx. Door Opening Width	Under 40'	40'-41'	52'-54'	57'-61'
Hangar Shape	T-Shape	T-Shape	T-Shape	Box

Aircraft Information:

Make _____ Model _____ N- _____

Wingspan_____ Minimum Acceptable Door Width_____

I have read, and I understand this application and the conditions contained in the Hangar Waiting List Policies and procedures printed on the back of this form. By affixing my signature to this document, I request assignment of a hangar as described above, and agree to abide by all Airport Rules, Regulations, Policies and Procedures.

APPLICANT SIGNATURE _____ DATE _____ 20___

(Hangar Application and Hangar Waiting List Policies and Procedures Adopted November 10, 2009)

FOR AIRPORT ADMINISTRATIVE USE ONLY

Administrative Fee Paid $ _____ Date _____ Receipt No. _____ Rec'd By _____

Hangar Deposit Paid $_____ Date _____ Receipt No. _____ Rec'd By _____

First Offer: Hangar _____ Offered On _____ Certified Mail No. _____

☐ ACCEPTED ☐ DECLINED ☐ NO-RESPONSE Date _____ By _____

Second Offer: Hangar _____ Offered On_____ Certified Mail No. _____

☐ ACCEPTED ☐ DECLINED ☐ NO-RESPONSE Date _____ By _____

Torrance Municipal Airport - Zamperini Field
City-Owned Hangar Waiting List
Policies and Procedures

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

1. **COMPLETE AND FILE A HANGAR APPLICATION IN ITS ENTIRETY** with Airport Administration. Applicants are solely responsible for maintaining a current address and telephone number on the Application.
2. **PAY AN ADMINISTRATIVE FEE AND DEPOSIT**.
   A. Applicants shall pay a $75.00 non-refundable Administrative Fee and make a $225.00 Hangar Deposit.
   B. Deposit will be refunded if an applicant removes their name from the Hangar Waiting List.

B. **STIPULATE THE SIZE HANGAR DESIRED**. Hangar size preference can be changed at any time by filing a written request with Airport Administration.

C. **POSITION ON THE HANGAR WAITING LIST**. Waiting List position for new applications shall be determined by the date stamped on the Hangar Application when received at the Airport Office. A copy of the official date-stamped Application will be provided together with a receipt.

D. **THE HANGAR WAITING LIST SHALL BE ON PROMINENT PUBLIC DISPLAY IN THE LOBBY OF THE GENERAL AVIATION CENTER.** Identification of persons on the list shall be by applicant's last name and first initial.

E. **POSITIONS ON THE HANGAR WAITING LIST SHALL NOT BE TRANSFERRED TRADED OR SOLD.**

F. **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 Airport Administration. To accept the Offer, the applicant must:
   1. Reply in the affirmative within 72 hours of the date that the Certified letter was delivered. (weekends and holidays excepted.)
   2. **Aircraft Acquisition**: 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 Payments. FAILURE TO HAVE AN AIRWORTHY AIRCRAFT REGISTERED TO THE APPLCANT IN THE HANGAR WITHIN 2 YEARS OF ACQUIRING THE HANGAR WILL RESULT IN:
      A. TERMINATION OF RENTAL AGREEMENT AND REMOVAL FROM THE HANGAR.
      B. FORFEITURE OF FIRST AND LAST MONTHS RENTAL PAYMENTS.

G. Persons removed from the Hangar Waiting List may restore their names to the bottom of the Waiting List by submitting a new Application, Application Fee and Deposit.

ACCEPTANCE POLICIES

A. Every effort shall be made to contact the top position of the List by Certified Mail and Telephone, as hangars become available.
B. A "not interested" response, non-contact, or failure to respond within 72 hours will be considered a Decline.
C. Each Hangar applicant is permitted one Decline for size of hangar on application.
D. A Certified Letter will be sent advising the applicant of the Decline.
E. After the second Decline, the applicant will be refunded their deposit and removed from the Hangar Waiting List.
F. To re-apply to the Hangar Waiting List, an applicant must submit a new Application, along with a new Administrative Fee and Deposit.

ATTACHMENT B

ZAMPERINI FIELD – TORRANCE MUNICIPAL AIRPORT
HANGAR APPLICATION

Applicant's Personal Information:

Last Name_____ First Name_____

Address_____ City _____ State _____ Zip _____

Cell ( ) ____ - _____ Work Phone ( ) ____ - _____ Driver's License _____

Home ( ) ____ - _____ Fax ( ) ____-_____ Email _____

Hangar Size Requested:

Small ☐ **Medium** ☐ **Executive** ☐

If Applicable:
Current Hangar Number _____ Current Hangar Size _____

Aircraft Information:

Make _____ Model _____ N- _____

I have read, and I understand this application and the conditions contained in the Hangar Waiting List Policies and procedures printed on the back of this form. By affixing my signature to this document, I request assignment of a hangar as described above, and agree to abide by all Airport Rules, Regulations, Policies and Procedures.

APPLICANT SIGNATURE _____ DATE _____ 20___

(Hangar Application and Hangar Waiting list Policies and Procedures Adopted August 17, 1993)

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FOR AIRPORT ADMINISTRATIVE USE ONLY

Administrative Fee Paid $ _____ Date _____ Receipt No. _____ Rec'd By _____

Hangar deposit Paid $_____ Date _____ Receipt No. _____ Rec'd By _____

First Offer Hangar _____ Offered On _____ Certified Mail No. _____

ACCEPTED ☐ DECLINED ☐ NO-RESPONSE ☐ Date _____ By _____

Second Offer: Hangar _____ Offered On_ _____ Certified Mail No. _____

ACCEPTED ☐ DECLINED ☐ NO-RESPONSE ☐ Date _____ By _____

Zamperini Field
City – Owned Hangar Waiting List
Policies and Procedures

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

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2. **PAY AN ADMINISTRATIVE FEE AND DEPOSIT**.
   A. Applicants shall pay a $75.00 non-refundable Administrative Fee and make a $225.00 Hangar Deposit.
   B. Deposit will be refunded if an applicant removes their name from the Hangar Waiting List.

B. **STIPULATE THE SIZE HANGAR DESIRED**. Hangar size preference can be changed at any time by filing a written request with Airport Administration.

C. **POSITION ON THE HANGAR WAITING LIST**. Waiting List position for new applications shall be determined by the date stamped on the Hangar Application when received at the Airport Office. A copy of the official date-stamped Application will be provided together with a receipt.

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E. **POSITIONS ON THE HANGAR WAITING LIST SHALL NOT BE TRANSFERRED TRADED OR SOLD.**

F. **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 Airport Administration. To accept the Offer, the applicant must:
   1. Reply in the affirmative within 72 hours of the date that the Certified letter was delivered. (weekends and holidays excepted.)
   2. **Aircraft Acquisition**: 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 Payments. FAILURE TO HAVE AN AIRWORTHY AIRCRAFT REGISTERED TO THE APPLCANT IN THE HANGAR WITHIN 2 YEARS OF ACQUIRING THE HANGAR WILL RESULT IN:
      A. TERMINATION OF RENTAL AGREEMENT AND REMOVAL FROM THE HANGAR.
      B. FORFEITURE OF FIRST AND LAST MONTHS RENTAL PAYMENTS.

G. Persons removed from the Hangar Waiting List may restore their names to the bottom of the Waiting List by making a new Application and Deposit again.

H. 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.

PASS-OVER POLICIES

A. Every effort shall be made to contact the top position of the List by Certified Mail and Telephone, as hangars become available.
B. A "not interested" response, non-contact, or failure to respond within 72 hours will be considered a Pass-Over.
C. Each Hangar applicant is permitted one "Pass-Over" for size of hangar on application.
D. A Certified Letter will be sent advising the applicant of the "Pass Over".

Attachment C

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

October 8, 2009

MINUTES OF A REGULAR MEETING OF THE AIRPORT COMMISSION

1. CALL TO ORDER

The Torrance Airport Commission convened in a regular session on Thursday, October 8, 2009 at 7:00 p.m. in the West Annex meeting room at Torrance City Hall.

2. ROLL CALL

Present:	Commissioners Dingman, Fitch, Jacobsen, Phillips, Tymczyszyn, and Chairperson Donnellan.
Absent:	Commissioner Adams.
Also Present:	Facility Operations Manager Megerdichian and Business Manager Williams.

MOTION: Commissioner Fitch moved to grant Commissioner Adams an excused absence for the October 8, 2009 Airport Commission meeting. Chairperson Donnellan seconded the motion; a voice vote reflected unanimous approval.

Chairperson Donnellan apologized for his recent absences due to illness and travel.

7. ACTION ITEMS

7A. CHANGES TO HANGAR WAITING LIST APPLICATION AND POLICIES

Facility Operations Manager Megerdichian provided background and presented changes to the Hangar Waiting List Application as recommended by the Commission and members of the public on September 10, 2009. He reviewed the summary of changes to the Application: Hangar size amended to reflect two different types of small hangars; approximate door opening width added to each type of hangar size; hangar shape added to each type of hangar size; wingspan added to the Aircraft Information section; and minimum acceptable door width added to the Aircraft Information section.

He presented staff's recommendation to delete Section H and revise pass over language to reflect new Acceptance Policies in the Policies and Procedures. He stated that it has been the practice to recycle applicants to the bottom of the Hangar Waiting List after second declines; under the new proposal, applicants would be refunded their deposit and removed from the Hangar Waiting List. He stated that it would cost applicants $75 to reapply but recommended keeping the fee in place to make them really think about whether they want to be on the List again.

Facility Operations Manager Megerdichian noted that the Current Hangar Waiting List Application and Policies and Procedures, Proposed Hangar Waiting List Application, Proposed Hangar Waiting List Policies and Procedures, Notice Sent to Waiting List Applicants, and Airport Commission Item from September 10, 2009 were included in Attachments A, B, C, D, and E.

Attachment C

Commissioner Fitch's inquired how applicants would know they could reapply for a hangar and Facility Operations Manager Megerdichian responded that anyone is eligible to reapply. He suggested that it could be verbalized to applicants or added to the certified letter that is sent out after second declines.

Commissioner Tymczyszyn suggested adding another sentence to E. under Acceptance Policies explaining the option to reapply.

Commissioner Jacobsen offered his opinion that this was not really necessary.

Chairperson Donnellan concurred with Commissioner Tymczyszyn's suggestion and pointed out that this way an applicant's information would be current.

Dave Ouwerkerk, Iris Avenue, stated that he is on the Hangar Waiting List and likes the A and B size hangars. He pointed out that the adoption date needs to be changed on the Hangar Application and Policies and Procedures. He questioned how proposed changes would be implemented, noting that signed applications are contracts and cannot be changed.

Commissioner Fitch received clarification that recycling names to the bottom of the Hangar Waiting List has been a practice and is not in writing.

Facility Operations Manager Megerdichian stated that, if approved by City Council, applicants on the List would keep their current place and status. He stated that notices would be sent out to everyone on the List letting them know that they need to fill out a new application, adding that if an applicant does not agree to the new terms, it would be addressed on a case-by-case basis.

Commissioner Jacobsen received clarification from staff that most information on the Application is optional to fill out. He stated that it is in an applicant's best interest to fill it out in its entirety and, if an item is left blank, an applicant may be offered a hangar that is not acceptable.

Chairperson Donnellan, with concurrence by Commissioner Fitch, suggested adding language under the heading for applicants to please fill out the Application in its entirety.

MOTION: Commissioner Fitch moved to accept and forward to City Council the Proposed Hangar Waiting List Application and Proposed Hangar Waiting List Policies and Procedures as amended per discussion. Commissioner Phillips seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Adams).

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