

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (310) 618-2780. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

Direct questions or concerns to the Commission Liaison at (310) 784-7900 or individual department head prior to submission to the Commission. Parties will be notified if the complaint will be included on a subsequent agenda.

Any correspondence received after 2:00 p.m. on Thursday September 14, 2023 on any item on the agenda will be provided to the Commission electronically and available for public inspection in the City Clerk's Office.

**TORRANCE AIRPORT COMMISSION AGENDA
SEPTEMBER 14, 2023
REGULAR MEETING
7:00 P.M. WEST ANNEX COMMISSION MEETING ROOM
AT 3031 TORRANCE BL.**

**AIRPORT COMMISSION MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

1. CALL MEETING TO ORDER

ROLL CALL: Commission members: Cohen, De Rago, Gong, Love, Marshall, Seferian,
Chair Minder.

2. FLAG SALUTE:

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

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Thursday September 7th, 2023.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS (Limited up to a 15 minute period)

*This portion of the meeting is reserved for comment on items on the Consent Calendar or not on the agenda. Under the Ralph M. Brown Act, the Commission cannot act on items raised during public comment, but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. **No longer than 1 minute per speaker.** If presenting handout material to Commission, please provide 10 copies to staff before speaking.*

6. CONSENT CALENDAR

Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Commissioner from the Consent Calendar and considered separately.

6A. APPROVAL OF MINUTES AUGUST 10, 2023.

7. ADMINISTRATIVE MATTERS

7A. Accept and File Monthly Update of Aeronautical Operational Information Under the Purview of the General Services Department.

7B. Discuss options and procedures to honor Frank Robinson.

8. COMMISSION ORAL COMMUNICATIONS

9. ADJOURNMENT

9A. Adjournment of Airport Commission Meeting to Thursday October 12th, 2023, at 7:00 p.m. West Annex Commission Meeting Room.

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**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 7:01 p.m. on Thursday, August 10, 2023, in the West Annex Meeting Room.

ROLL CALL

Present: Commissioners Cohen, De Rago, Gong, Love, Marshall, and Seferian.

Absent: Chair Minder.

Also Present: City of Torrance Airport Manager Rafael Herrera and Facility Operations Manager Gerry Pinela.

2. FLAG SALUTE

Commissioner Marshall led the Pledge of Allegiance.

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

Facility Operations Manager Pinela reported that a revised agenda was posted on the Public Notice Board at 3031 Torrance Boulevard and on the City's Website on Friday, August 4, 2023.

MOTION: Commissioner Marshall moved to excuse the absence of Chair Minder. Commissioner Cohen seconded the motion; a roll call vote reflected 6-0 approval (Chair Minder absent).

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

Facility Operations Manager Pinela reported Supplemental material which consisted of additional correspondence.

5. ORAL COMMUNICATIONS

Members of the public spoke; Commissioners addressed public comments.

6. CONSENT CALENDAR

6A. APPROVAL OF MINUTES: JULY 13, 2023

MOTION: Commissioner Cohen moved to approve the minutes as presented. Commissioner Marshall seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Gong abstaining and Chair Minder 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 a monthly update of aeronautical operational information under the purview of the General Services Department:

- 1 hangar vacant; 181 tiedowns available.
- AWOS System has reached 100% completion of the design element. Staff is set to meet with LEAN Corporation before bidding begins Fall 2023, with an anticipated completion date Summer 2024.
- Taxiway lighting project had no significant changes to report; staff is awaiting correspondence from the FAA.
- Meeting Rooms continue to see growth.
- A couple of hangar additions were added to the Hangar Waitlist.
- (1) Incident occurred in the month of June 2023 which did not require response from the Torrance Fire Department.
- June 2023 saw 17,929 operations (operations were higher than the previous year).

Members of the Commission spoke.

Commissioner Marshall inquired on “private meetings” in the Meeting Rooms displayed in the report. City of Torrance Airport Manager Herrera replied that he could look into it.

MOTION: Commissioner Seferian moved to accept and file Item 7A. Commissioner Marshall seconded the motion; a roll call vote reflected 5-0 approval (Commissioner Gong abstaining and Chair Minder absent).

8. **ORAL COMMUNICATIONS**

Members of the Commission spoke.

A member of the public spoke.

MOTION: Commissioner Marshall moved to place an Item on the Agenda to discuss options and procedures to honor Frank Robinson, defining what the Commission can do and what can be done. Commissioner Seferian seconded the motion; a roll call vote reflected 6-0 approval.

9. **ADJOURNMENT**

MOTION: At 7:55 p.m. Commissioner Marshall moved to adjourn the meeting to Thursday, September 14, 2023, in the West Annex Meeting Room at 7:00 p.m. Commissioner Love seconded the motion; a roll call vote reflected 6-0 approval (Chair Minder absent).

###

Honorable Chair and Members
of the Airport Commission

Members of the Commission:

SUBJECT: Transmittal of Aeronautical Operational Information under the Purview of
the General Services Department for the Months of **JULY 2023**

The General Services Department acts as both the landlord for the city-owned facilities
at the airport and as business manager for the airport. As such, the department is
providing the following informational reports for review by the commission:

Report #1: Hangar and Tie down Rental Status

Report #2: Ongoing Projects

Report #3: Meeting Room Calendar

Report #4: Hangar Waiting List

Report #5: Events Requiring Emergency Response

Report #6: Airfield Operations Status

For any questions about this transmittal, please call Rafael Herrera at
(310) 784-7900.

REPORT 1

ZAMPERINI FIELD

HANGAR AND TIEDOWN INFORMATION

Total Number of City-Owned Hangars	341
Total Number of Hangar Vacancies	6
Total Number of Airport Tiedowns	181
Total Number of Tiedowns Available	37

The 341 hangars owned by the City are broken down into three size categories: small, medium, and executive. Of 341 total hangars, 74 were built by the City, while 267 hangars were funded by several private contractors. At time of construction, these hangars were built with individual preferences in mind and were not standardized according to size. Here are approximate sizes of small, medium and executive hangars.

Small Type A: Under 40' Door Opening Width	800-1,200 sq. ft.
Small Type B: 40'-41' Door Opening Width	800-1,200 sq. ft.
Medium: 52'-54' Door Opening Width	1,200-2,200 sq. ft.
Executive: 57'-61' Door Opening Width	2,200-3,200 sq. ft.

Current rates for hangars are: \$0.686/sq. ft. per month for Torrance Residents.
\$0.769/sq. ft. per month for Non-Residents.

Current rates for Tiedowns are: Single Engine \$136.00
Twin Engine \$150.00

Current rates for Transient (Overnight) are: Single Engine \$11.00
Twin Engine \$18.00
Jet Engine \$23.00

REPORT 2

ONGOING PROJECTS SEPTEMBER 14, 2023

Automated Weather

- Observing System (AWOS)** – We have met with AWOS specialist, Federal Aviation Administration, an electrical contractor, airport engineering consulting firms to structure a plan for this project. This is a multi-component project that involves location, weather equipment, installation, and implementation. We have met with Lean Corporation staff and will continue to meet with them in the next several months' in the survey and design phase of this project. Lean has vast experience with numerous aviation projects throughout the county and they are locally based. We have met with Lean Corp. to review all the technical information to thoroughly review the project and analyze this every step of the way. We will have monthly updates as we progress throughout the project.
- Design phase 100% completed by August 2023.
 - Project out to bid by early Fall 2023
 - Construction to begin late Spring 2023.
 - Construction completion Summer 2024.
 - Operational by late Summer 2024.

Taxiway Light and Wire Replacement

- The taxiway Light and Wire Replacement was awarded on April 11, 2023 to Belco Elecnor an electrical contractor. This is a multi-location project that involves several taxiway sections. We held a preconstruction meeting on April 25, 2023 with Belco Elecnor staff and will continue to meet with them in the next several weeks. Belco has as experience with airport electrical projects throughout the local area and they are locally based in Chino, CA. We are patiently waiting for FAA determination before starting project. We will have monthly updates as we progress throughout this development.
- We anticipate initiating work October 2023
 - We anticipate completing work to be completed by December 2023.

**NON-
INFRASTRUCTURE**

Capital Projects

	<u>FEAP #</u>	<u>PRIMARY FUNDING</u>	<u>PROJECT TOTAL</u>
Automated Weather Observing System (AWOS)	FEAP – 00722	AIRPORT	\$352,000
Remodel General Aviation Center and East “T” Restrooms	FEAP – 00719	AIRPORT	\$275,000
Taxiway Light and Wire Replacement	REPAIR	AIRPORT	\$449,282
Total			\$1,076,282

REPORT 3

SEPTEMBER AIRPORT MEETING ROOM SCHEDULE

9/1	AS BILL SEES IT	7:00PM-9:00PM	A & B
9/3	MIRACLE LIFE CHURCH	9:30AM-11:30PM	A & B
9/6	AYSO	5:00PM-9:00PM	A & B
9/7	SO BAY QUILTERS	10:00AM-2:00PM	A & B
9/8	AS BILL SEES IT	7:00PM-9:30PM	A & B
9/10	MIRACLE LIFE CHURCH	9:30AM-11:30PM	A & B
9/10	INDIVISIBLE SO BAY	2:00PM-4:00PM	A & B
9/10	MMLA	5:00PM-8:00PM	A & B
9/11	SO BAY CAMERA CLUB	6:30PM-9:30PM	A & B
9/12	ANTHEM BLUE CROSS	9:00AM-1:00PM	A & B
9/15	AS BILL SEES IT	7:00PM-9:00PM	A & B
9/17	MIRACLE LIFE CHURCH	9:30AM-11:00PM	A & B
9/17	INDIVISIBLE SO BAY	2:00PM-4:00PM	A & B
9/18	WORLD ONE	5:30PM-9:30PM	A & B
9/19	BOYS SCOUT	7:45PM-9:45PM	A & B
9/20	TAA/FAA	7:00PM-9:00PM	A & B
9/22	AS BILL SEES IT	7:00PM-9:30PM	A & B
9/24	MIRACLE LIFE CHURCH	9:30AM-11:30PM	A & B
9/24	INDIVISIBLE SO BAY	2:00PM-4:00PM	A & B
9/25	CAMERA CLUB	6:30PM-9:30PM	A & B
9/26	SO BAY ORCHID	6:30PM-7:30PM	A & B
9/29	AS BILL SEES IT	7:00PM-9:30PM	A & B

REPORT 4
HANGAR WAITING LIST

1	Schmidt, O.	01/17/12	MEDIUM
2	Bohner, R.	08/21/12	EXEC
3	Freitag, D.	11/05/12	EXEC
4	Striplin, D.	04/17/13	EXEC
5	Myronowicz, C.	05/01/13	MED/EXEC
6	Dwoskin, D.	07/12/13	EXEC
7	Deaver R.	10/22/13	EXEC
8	Ellison, B.	11/05/13	EXEC
9	Adams, R.	01/10/14	EXEC
10	Grau, W.	01/31/14	MED/EXEC
11	Yarymovych, N.	05/05/14	MED/EXEC
12	Rietdyk, G.	11/26/14	MED/EXEC
13	Deal, J.	03/12/15	MED/EXEC
14	Deal, B.	03/12/15	MED/EXEC
15	Myers, L.	03/12/15	MED/EXEC
16	Reisman, G.	08/20/15	MEDIUM
17	Garcia, D.	08/20/15	MED/EXEC
18	Hadley, L.	08/31/15	MED/EXEC
19	Schladen, M.	02/18/16	MED/EXEC
20	Robinson, A.	03/22/16	MEDIUM
21	Broen, P.	05/06/16	MED/EXEC
22	Macey, B.	08/02/16	MED/EXEC
23	Van De Velde, D.	09/26/16	MEDIUM
24	Woodside, D.	12/29/16	MED/EXEC
25	Ristevski, B.	01/09/17	MED/EXEC
26	Mabry, M.	01/24/17	MED/EXEC
27	Geiger, G.	02/06/17	EXEC
28	Adli, B.	02/22/17	EXEC
29	Constable, W.	03/23/17	EXEC
30	Stewart, D.	04/07/17	EXEC
31	Regan, K.	05/24/17	MEDIUM
32	Gerts, I.	06/27/17	MEDIUM
33	Armstrong, S.	11/14/17	MED/EXEC
34	Levine, M.	01/26/18	MED/EXEC
35	Bryson, Z.	03/22/18	EXEC
36	Badour, S.	09/24/18	MED/EXEC
37	Wachner, J.	10/02/18	MED/EXEC
38	Vartanian, J.	10/15/18	MED/EXEC
39	McNerney, R.	11/05/18	MED/EXEC
40	McKay, R.	03/28/19	MEDIUM
41	Burshtan, D.	06/24/19	MEDIUM
42	Ribitsch, R.	10/04/19	MEDIUM
43	Jenkins, R.	12/03/19	MEDIUM
44	Colton, J	06/03/20	MEDIUM
45	Ristevki, B.	10/02/20	MED/EXEC
46	Elminoufi, G.	01/08/21	MED/EXEC
47	McGivern, J.	05/14/21	MED/EXEC
48	Zimmer, C.	05/26/21	EXEC
49	Hong, D.	06/17/21	MED/EXEC
50	Henry, M.	09/28/21 10	MED/EXEC
51	Ford, W.	09/28/21	MEDIUM

52	Liu, A.	12/28/21	MED/EXEC
53	Blaire, W.	03/31/22	MED/EXEC
54	Holm, B.	06/09/22	MED/EXEC
55	Peterson, J.	07/11/22	MEDIUM
56	Au, J.	07/18/22	EXEC
57	Ryan, J.	08/15/22	SMALL TYPE B/MED
58	Nosrati, D.	10/03/22	SMALL TYPE A OR B
59	Cox, P.	11/02/22	SMALL TYPE A OR B
60	Jimenez, R.	11/08/22	EXEC
61	Hernandez, H.	11/15/22	SMALL TYPE B/MED
62	Olson, D.	12/09/22	SMALL TYPE A, B OR EXEC
63	Shimomura, M.	01/17/23	SMALL TYPE A OR B
64	Rubasky, B.	02/15/23	SMALL TYPE A OR B
65	Gazsi, T.	02/21/23	SMALL TYPE B OR MED
66	Ye, M.	03/01/23	SMALL TYPE B
67	Ebrahim, S.	03/09/23	MED/EXEC
68	Osipov, Y.	03/16/23	MED/EXEC
69	Guerrero, D.	04/03/23	SMALL TYPE A OR B
70	Kanfoudi, K.	04/04/23	EXEC
71	Blaire, W.	04/20/23	SMALL TYPE B
72	Gattu, P.	04/26/23	SMALL TYPE B/MED
73	Adams, R.	05/01/23	SMALL TYPE B
74	Wilson, T.	05/30/23	SMALL TYPE A
75	Mauro, F.	06/08/23	SMALL TYPE A, B OR MED
76	Sappington, S.	06/20/23	SMALL TYPE A OR B
77	Tanaka, A.	06/21/23	SMALL TYPE A
78	Beckwith, R.	07/03/23	SMALL TYPE B
79	Parks, L.	7/07/23	SMALL TYPE B/MED
80	Palmer, G.	07/11/23	SMALL TYPE B
81	Schroeder, J.	08/01/23	SMALL TYPE A
82	Bohner, R.	08/02/23	SMALL TYPE A OR B
83	Cox, D.	08/16/23	SMALL TYPE A
84	Nakamura, H.	08/28/23	SMALL TYPE A OR B
85	Balakumar, A.	09/01/23	SMALL TYPE A OR B
86	Wolfe, S.	09/06/23	SMALL TYPE B

Summary of Changes to Hangar Waiting List

Applicants From Waiting List Who Received Hangars

New Waiting List Applicants Added

Cox, D.	08/16/23	Small Type A
Nakamura, H.	08/28/23	Small Type A or B
Balakumar, A.	09/01/23	Small Type A or B
Wolfe, S.	09/06/23	Small Type B

Request For Refund/Removal From Hangar Waiting List

*Hangars Received Through Advertisement (not from Waiting List)

NON-AVIATION HANGAR WAITING LIST

1	Barry, J.	05/10/22	SMALL
2	McGivern, J.	05/13/22	SMALL
3	Kwan, T.	05/19/22	SMALL
4	Chang, M.	05/19/22	SMALL
5	McGrath, S.	05/26/22	SMALL
6	Schroff, G.	06/09/22	SMALL
7	Pudumjee, V.	06/24/22	SMALL
8	Rodriguez, M.	08/04/22	SMALL
9	Ahmed, J.	08/31/22	SMALL
10	Lindman, P.	09/06/22	SMALL
11	Lee, B.	09/15/22	SMALL
12	Kane, C.	09/26/22	SMALL
13	Walters, J..	10/10/22	SMALL
14	Valentino, A	10/24/22	SMALL
15	Tanaka, A.	11/21/22	SMALL
16	Juska, P.	11/23/22	SMALL
17	Aparicio, A.	02/09/23	SMALL
18	Flaig, F.	03/28/23	SMALL
19	Thomson, J.	05/08/23	SMALL
20	Viking, J.	08/22/23	SMALL
21	Fitton, L.	09/05/23	SMALL

Summary of Changes to Non-Aviation Hangar Waiting List

Applicants From Waiting List Who Received Hangars

Pliska, A.	08/08/23	Small
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New Waiting List Applicants Added

Viking, J.	08/22/23	Small
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Fitton, L.	09/05/23	Small
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Request For Refund/Removal From Hangar Waiting List

*Hangars Received Through Advertisement (not from Waiting List)

REPORT 5

EVENTS REQUIRING EMERGENCY RESPONSE FOR THE MONTH OF JULY 2023

OPERATIONS	-----TOTAL	17, 602
INCIDENTS	-----	3
ACCIDENTS	-----	0
PERCENT OF OPERATIONS	-----	.017

Airport Incidents:

7/3/2023 15:00- Mobile 102 responded to a call of an aggressive Airbus helicopter landing, causing damage to a Robinson R-44 door from the landing helicopter rotter wash. TFD was not required.

7/14/2023-13:30- Mobile 102 responded to a Cessna C-152 that lost engine power and made an emergency landing on 29R without incident. Aircraft & passengers were not injured. TFD responded.

7/21/2023- 17:45- Mobile 102 responded to a Cessna C-172 at Taxiway Juliet that had a nose gear flat tire on Hotel & Alpha. Mobil 102 towed to South Bay Aviation without further incident . TFD was not required.

Definitions:

ACCIDENTS: An occurrence associated with the operation of an aircraft, which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

SUBSTANTIAL DAMAGE means damage or failure which adversely affects the structural, strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered "substantial damage".

SERIOUS INJURY means any injury which: (1) requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received; (2) results in a fracture of any bone (except simple fractures of fingers, toes, or nose); (3) causes severe hemorrhages, nerve, muscle or tendon damage; (4) involves any internal organ; or (5) involves second or third degree burns; or any burns affecting more than 5% of the body surface.

INCIDENT: Any occurrence other than an accident associated with the operation of an aircraft, which affects or could affect the safety of operations.

NOTE: Per the FAA, Airport Operations totals will no longer be reported for the previous month. Due to automation, the totals will now be reported two months after they occur.

REPORT 6

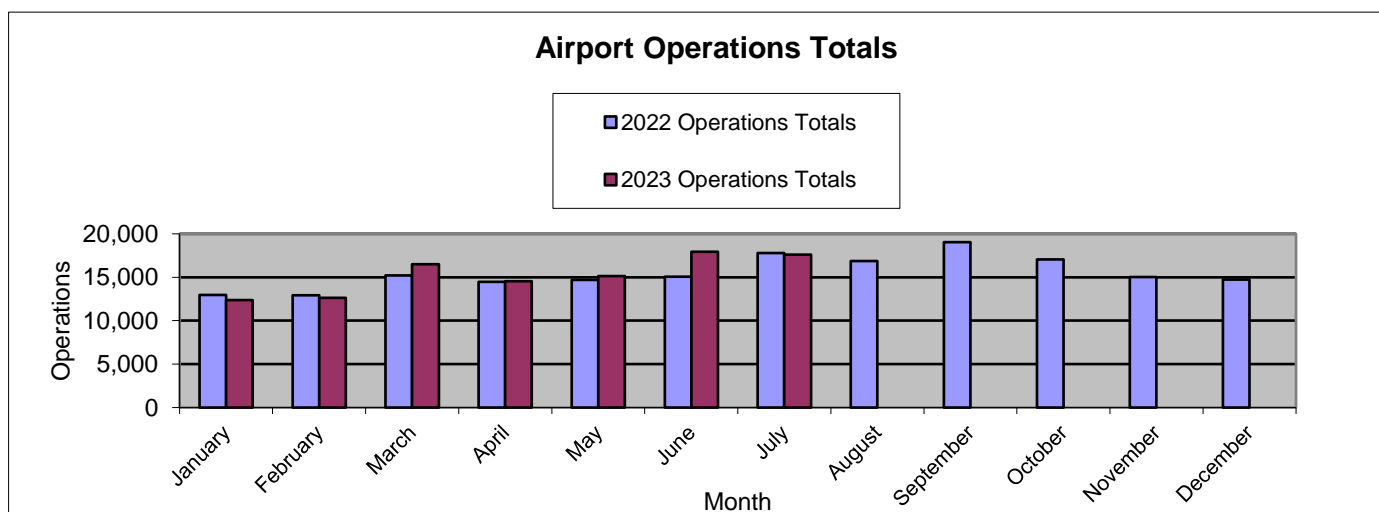
AIRFIELD OPERATIONS STATUS ZAMPERINI FIELD

OPERATIONS ACTIVITIES FOR THE MONTH OF **JULY 2023**

- Morning runway, taxiway, and hospital pad/lights checked for safety
- Foreign object debris checked on all runways and taxiways
- Storm water check done (for foreign object debris) for all drains, inlets, and outlets
- All runways, taxiways, and ramp areas vacuum swept
- Various hangars cleaned and prepared for rental
- All taxiway lights and signs sprayed for weeds
- All runways and taxiways swept
- Large items removed from trash bin area
- FOD removed from fence line

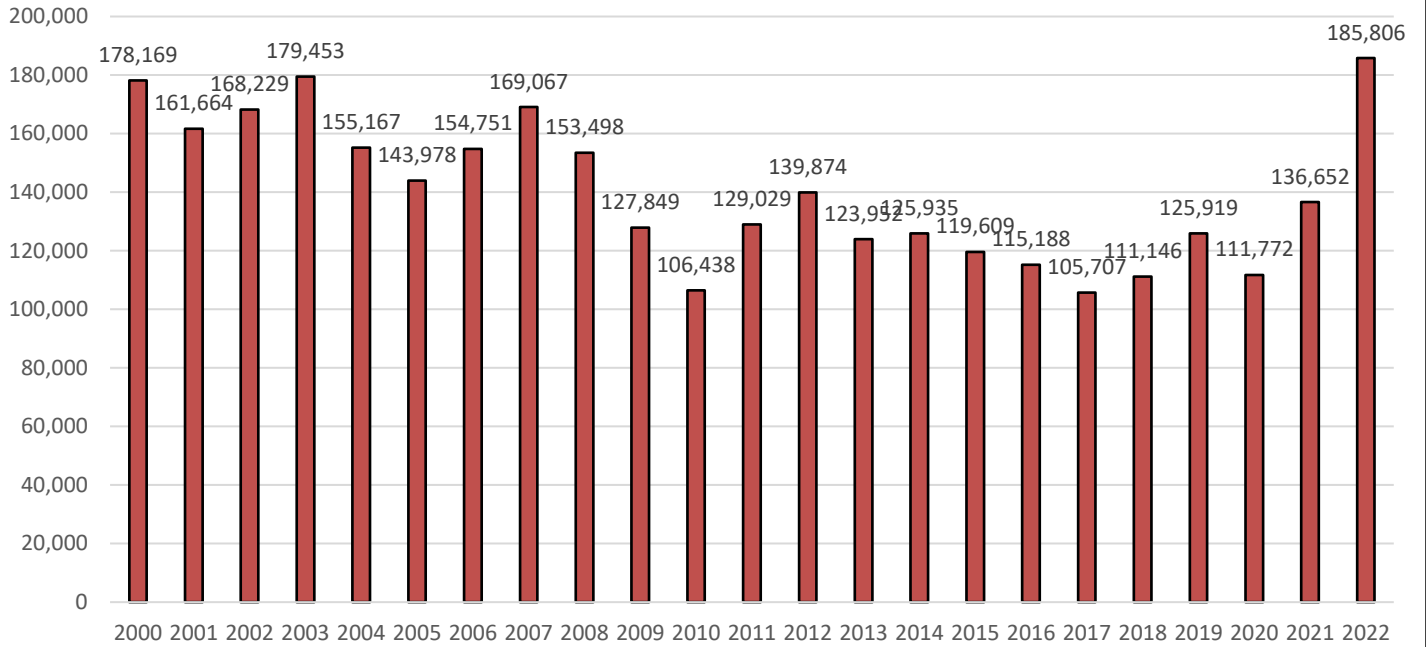
2022/2023 OPERATIONS TOTALS

Month	Year	Operations		Month	Year	Operations
January	2023	12,389		January	2022	12,965
February	2023	12,618		February	2022	12,930
March	2023	16,495		March	2022	15,204
April	2023	14,549		April	2022	14,457
May	2023	15,152		May	2022	14,703
June	2023	17,929		June	2022	15,045
July	2023	17,602		July	2022	17,804
August	2023			August	2022	16,870
September	2023			September	2022	19,037
October	2023			October	2022	17,053
November	2023			November	2022	15,024
December	2023			December	2022	14,714



2000 - 2022 Airport Operations Totals

■ Total Operations



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

Members of the Commission:

SUBJECT: Discuss options and procedures to honor Frank Robinson.

On August 10, 2023, your honorable body requested an item to discuss options and procedures for naming opportunities to honor Frank Robinson. Currently, there is a hangar row in the East Ts named Frank Robinson Row, and there is also a street named Robinson Way. Staff is providing some considerations for the Airport Commission to discuss in honoring Frank Robinson which include the following naming possibilities:

1. The General Aviation Center.
2. The Air Traffic Control Tower.
3. The Flight Planning Room within the General Aviation Center.
4. A bench dedication at the General Aviation Center entrance or another location on the Airport.
5. Tree Dedication at the General Aviation Center or another location on the Airport.

Staff recently discussed the possibility of honoring Frank Robinson with Kurt Robinson, Frank's son and current President of Robinson Helicopter Company. Kurt asked staff to share his expressed gratitude with the Airport Commission for this consideration, but also did not specify an particular area on the airport. The Airport Commission may also make their own suggestions for consideration if they choose.

The City has a formal application and approval process for the naming of City owned land, buildings and facilities. The following is an excerpt of section IV of Resolution 2008 – 81:

Requests for naming or renaming of City-owned land, buildings and facilities shall be filed with the City Clerk for transmittal to the Mayor in writing, accompanied by a statement summarizing the justification for the recommended name(s). Attachment A. The Mayor forwards the request to the Chair of the Facility Naming Committee. The Chair schedules a meeting of the Committee to consider the request. The meeting is open to the public and gives members of the community an opportunity to give input to the process. The Committee should schedule the meeting within 30 days of receiving the request. If the request is denied by the Committee, no further action is taken. If the request is approved, the Committee Chair directs staff to prepare a report for the full Council where public input is again received.

The City Council will make its determination as to the naming or renaming of City-owned land, buildings and facilities at regularly scheduled meetings of the City Council at which staff, representatives of advisory bodies and civic organizations and the general public may offer testimony. If the request is denied by the Council, no further action is taken. If the City Council approves the request, staff is directed to go forward with implementing the naming of the facility.

ITEM 7B

The steps taken to implement the request will be developed as an internal City process. The decision of the City Council will be final.

Should your Honorable Body recommend something other than naming a City owned facility, the aforementioned bench or tree dedications are also an option. Both of these programs are offered through the Community Services Department, and do not require City Council approval.

The City of Torrance, through the Community Services Department's "Bench Dedication" program, provides an opportunity for civic participation and community involvement to enhance our City's outdoor spaces. It is an exciting, meaningful and unique way to contribute to your community...a gift that will give others genuine enjoyment for years to come. The City's park system includes 33 park facilities and public spaces. Members of the community can participate in the Bench Dedication Program to commemorate loved ones, significant events or community pride. Attachment C is the application for the bench dedication which may be used for a bench dedication at Zamperini Field, Torrance Municipal Airport.

The City of Torrance, through the Community Services Department's "Living Dedication" Tree Program, offers an exciting, meaningful and unique way to contribute to your community...a gift that will give others genuine enjoyment for years to come. Trees can be planted in City parks to commemorate weddings, births, anniversaries, graduations, and memorials. Local organizations can show their civic pride by participating in the "Living Dedication" Tree Program. The tree dedication application would apply at Zamperini Field, Torrance Municipal Airport.

Although staff provided 5 options, the Airport Commission is not limited to the recommendations from staff. Reference the list from Attachment B as they could recommend any of the facilities or properties from that list.

Procedures will be dependent on the option selected by the Airport Commission. Staff looks forward to input and suggestions from the Airport Commission.

Respectfully Submitted,



Gerry Pinela,
Facilities Operations Manager

Attachments:

- A. Facility Naming Application
- B. Facilities Available for Naming
- C. Bench Dedication Application
- D. Tree Dedication Application

Facility Naming Application



City of Torrance
3031 Torrance Blvd.
Torrance, CA 90503
Phone: (310) 618-5880
Fax: (310) 618-5891
www.TorranceCA.Gov

Contact information for person submitting application

Date:
Name:
Address:
City/State/Zip Code:
Contact Phone #:

Facility for naming
Current Name of Facility:
Proposed Name of Facility:
Location:

Candidate for facility naming

Name of Candidate:
Relation to City:

Please provide explanation of why the City should take this action:

Please submit the completed application to:
City of Torrance City Clerk's Office
3031 Torrance Boulevard
Torrance, CA 90503

Once this form is submitted to the City Clerk, it will be forwarded to the Mayor for review. If it meets the guidelines for facility naming, the Mayor will forward the application to the Chair of the Council Committee on Naming Facilities. The Chair will schedule a meeting of the full committee where the matter will be placed on the agenda and open for public comment. The Committee will then determine whether the application and recommendation for approval will be brought before the City Council for consideration. If the application goes before the City Council, there will be a second opportunity for public comment before any action is taken. If the Council approves the recommendation, city staff will move forward with implementation of the Council direction to rename the subject facility.

If you have any questions regarding this procedure, you may contact the City Clerk's Office at (310) 618-2870 or the City Manager's Office at (310) 618-5880. You may also refer to the Torrance website at <https://www.torranceca.gov/government/council-committees/ad-hoc-facility-naming-committee> for the complete policy and procedures for naming facilities in the City.

ATTACHMENT B

Facilities Available for Naming

The General Aviation Center
The City Yard Facility
Public Works
Fleet Building
The Police Department Building
The Main City Hall
The Fire Stations 1-6
Alta Loma Park
Columbia Park
De Portola Park
Delthorne Park
Descanso Park
El Nido Park
El Nido Community Meeting Room
El Retiro Park
Entradero Park
Greenwood Park
Hickory Park
La Carretara Park
La Paloma Park
La Romeria Park
Lago Seco Park
Los Arboles/Rocketship Park
Miramar Park
North Torrance Library
Osage Park
Paradise Park
Pequeno Park
Ride Regional Terminal
Riviera Park
Southeast Torrance Library
Sunnyglen Park
Sur La Brea Park
Sur La Brea Community Meeting Room
Torrance Municipal Park
Torrance Transit Park
Victor Park
Walteria Park
Walteria Library

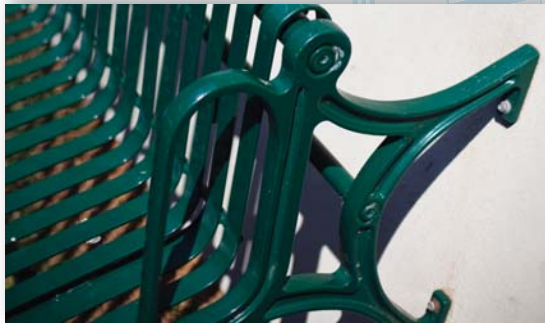
The Attic
Las Canchas Tennis Complex
Sea Aire Golf Course
Madrona Marsh Nature Center
Roller Hockey Rink
Skate Park
Batting Cages

Torrance Veterans Memorial
Torrance Historic Museum
Pine Wind Japanese Garden

Also considered in this category are any sub-rooms within facilities that are not specifically named.

City of Torrance

Park Bench Dedication Program



The City of Torrance, through the Community Services Department's "Bench Dedication" program, provides an opportunity for civic participation and community involvement to enhance our City's outdoor spaces. It is an exciting, meaningful and unique way to contribute to your community...a gift that will give others genuine enjoyment for years to come.

The City's park system includes 33 park facilities and public spaces. Members of the community can participate in the Bench Dedication Program to commemorate loved ones, significant events or community pride.



invites you to
**Dedicate a
 Park
 Bench**

Upon approval of a bench dedication application, City staff will contact you to discuss the location of each dedicated bench, including both the park and specific bench location. The style of bench has been predetermined and the cost includes site preparation, all concrete work, bench delivery and installation, purchase and installation of a bronze plaque, and all finish work. To dedicate a bench, complete the application and mail it along with a check or money order payable to the

City of Torrance to:

City of Torrance
Community Services Department
303 I Torrance Blvd.
Torrance, CA 90503
(310) 618-2930
www.TorranceCA.Gov

Credit card payment is optional—call for more information.

Bench Dedication *Application*

\$3,500

Additional donation to the City of Torrance: \$ _____

NAME/ORGANIZATION _____

ADDRESS _____

CITY/ZIP _____

HOME PHONE _____

CELL PHONE _____

EMAIL ADDRESS _____

Information for Plaque

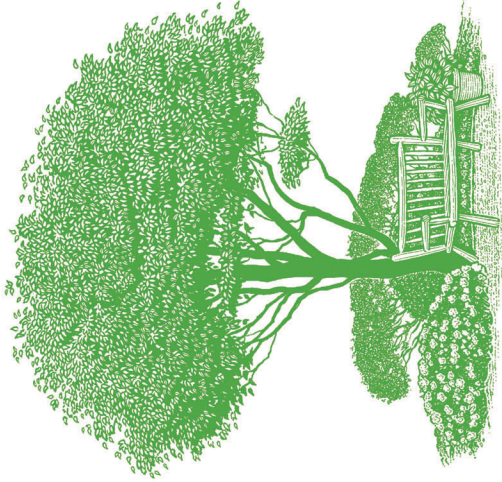
In Loving Memory of _____

Donated by _____

Custom _____

Mail this completed form along with payment to:
City of Torrance • Community Services Department
303 I Torrance Blvd. • Torrance, CA 90503

Living Dedication Tree Program



You have a choice of two tree gifts...a 15-gallon tree (\$240) or a 24-inch box tree (\$425). You may also select the park site and the type of tree with the approval of City staff.

To dedicate a tree, fill in the form on the inside of this brochure. Mail the completed form along with payment to:

City of Torrance
Community Services Department
3031 Torrance Blvd.
Torrance, CA 90503

For more information contact the
Park Services Department at
(310) 781-6901 or visit our website
at: www.torrnet.com

*(Make checks payable to the
City of Torrance)*



The City of Torrance

Community Services
Department

3031 Torrance Blvd.
Torrance, CA 90503

Park Services Division
(310) 781-6901
www.torrnet.com

*Creating and Enriching Community Through
People, Programs and Partnerships*



Front cover: Liquid Amber Tree, Above: Bradford Pear Tree

The City of Torrance
invites you to



Dedicate a
Living Tree

Dedicate a Living Tree



Flowering Cherry Tree

The City of Torrance, through the Community Services Department's "Living Dedication" Tree Program, offers an exciting, meaningful and unique way to contribute to your community... a gift that will give others genuine enjoyment for years to come.

Trees can be planted in City parks to commemorate weddings, births, anniversaries, graduations, and memorials. Local organizations can show their civic pride by participating in the "Living Dedication" Tree Program.



Alder Tree



Tipuwanna Tree



Canary Island Pine Tree

If you wish to participate in the City of Torrance "Living Dedication" Tree Program, fill in the information below and enclose this form along with your donation check or money order made out to:

City of Torrance

3031 Torrance Blvd.
Torrance, CA 90503

- 15 gal. tree \$240.00
- 24 inch box tree \$425.00
- Additional donation to the "Living Dedication" Tree Program \$ _____

Donated by

Name and/or Organization _____

Address _____

City/Zip _____

Phone _____

Email Address _____

Date _____

Information for Certificate

Please check where appropriate:

Memorial in Honor of _____

Special Occasion in Honor of _____

Preferred Park: _____



RESOLUTION NO. 2008-81

A RESOLUTION OF THE CITY COUNCIL OF THIS CITY OF TORRANCE ESTABLISHING POLICIES AND PROCEDURES FOR THE NAMING OF CITY-OWNED LAND, BUILDINGS, AND FACILITIES

The City Council of the City of Torrance does hereby resolve as follows:

I. PURPOSE

To establish formal policies as a guide to the City Council in considering (1) appropriate names for City-owned land, buildings and facilities; (2) whether, and under what circumstances, such land, buildings, and facilities should be named or renamed in honor of individuals; and (3) the duration of naming rights of City-owned land, buildings and facilities.

II. SCOPE

This regulation is applicable to all City departments and offices responsible directly to the City Manager. It is also requested that elective offices and other independent offices and departments of the City comply with these procedures in the interest of administrative uniformity.

III. POLICY

In determining the names to be given to City-owned land, buildings and facilities, the City Council will give particular consideration to the following policy guidelines:

The City Council will consider candidate names for facilities whether submitted by Council members, City staff, City agencies, civic organizations, and/or the general public including names incorporating the name of Torrance where it is deemed important for civic or other reasons for a building or facility to be identified with the City.

Names that have recognizable geographic, topographic or historical significance associated with Torrance. In assessing this type of name, the City Council will take into consideration the recommendations from different bodies such as the Planning Commission or Torrance Historical Society.

City-owned land, buildings and facilities may be named in honor of persons who have served the nation, the State of California and/or the City of Torrance in an exceptional and distinguished manner; and, where such action is warranted by a contribution or service which is deemed to be of major significance.

The naming of City-owned land, buildings and facilities in honor of a deceased person shall generally not take place until after a minimum of one-year waiting period unless the City Council determines that there are overriding considerations deviating from this policy guideline. This particular policy guideline is not intended in any way to reflect on the merits of any deceased

individual who may have been a prominent civic leader. However, it is felt appropriate to establish some type of waiting period to ensure that an individual's accomplishments or contributions will stand the test of time; and that a decision shall not be made on an emotional basis immediately following a person's death.

City-owned land, buildings and facilities may be named after individuals or families who have donated the land or funds for the capital project, particularly if such naming is set forth as a condition of the donation.

The City Council may approve the naming of City-owned land, buildings, or facilities based on an organization or individual's monetary contribution to the City for that purpose. The funds from that contribution may be used for any purpose deemed appropriate by the City Council unless there is a specified use as a condition of the contribution. The duration of the name is on a case-by-case basis at the discretion of the City Council unless otherwise set forth as a condition of the contribution approved by the Council.

The names of City-owned land, buildings and facilities shall not normally be named in honor of individuals when they have previously been named for other individuals. However, if the Council deems it appropriate, they may vary from this guideline on a case-by-case basis.

IV. PROCEDURE

Requests for naming or renaming of City-owned land, buildings and facilities shall be filed with the City Clerk for transmittal to the Mayor in writing, accompanied by a statement summarizing the justification for the recommended name(s).

The Mayor forwards the request to the Chair of the Facility Naming Committee. The Chair schedules a meeting of the Committee to consider the request. The meeting is open to the public and gives members of the community an opportunity to give input to the process. The Committee should schedule the meeting within 30 days of receiving the request.

If the request is denied by the Committee, no further action is taken. If the request is approved, the Committee Chair directs staff to prepare a report for the full Council where public input is again received.

The City Council will make its determination as to the naming or renaming of City-owned land, buildings and facilities at regularly scheduled meetings of the City Council at which staff, representatives of advisory bodies and civic organizations and the general public may offer testimony. If the request is denied by the Council, no further action is taken. If the City Council approves the request, staff is directed to go forward with implementing the naming of the facility. The steps taken to implement the request will be developed as an internal City process. The decision of the City Council will be final.