



**TRUCKEE TAHOE AIRPORT DISTRICT  
BOARD OF DIRECTOR STAFF REPORT**

**AGENDA TITLE:** Approval of Lease Agreements for EAA and Care Flight

**MEETING DATE:** August 23, 2017

**PREPARED BY:** Hardy Bullock, Director of Aviation & Community Services &  
Jill McClendon, Aviation & Community Services Program  
Coordinator

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**RECOMMENDED ACTION:** Adopt and/or accept the lease agreements for EAA and Care Flight subject to final review and approval by Counsel.

**DISCUSSION:** District staff worked with Jeff Kohlman from Aviation Management Consulting Group, Inc. and Brent Collinson, attorney for the District, to develop a lease template for both Commercial and Non-Commercial Aeronautical/Non-Aeronautical lease agreements. These lease template align with the District's Primary Management and Compliance Documents (PMCDs) that were adopted in January 2017.

Staff worked with Tim LoDolce, President of the Experimental Aircraft Association (EAA) Chapter 1073 and Ron Walter, Executive Director of Care Flight to negotiate the terms for the lease of EAA and Care Flight respectively.

Following is more specific information about each of the leases:

*EAA:* Four year lease ending August 31, 2021; EAA has the option to submit volunteer hours and other community service benefits as In-Kind payment and thereby can reduce their rent as outlined in Section 5.5.4. and Exhibit C of the lease in accordance with the District's General Aviation Leasing/Rents and Fees Policy Section 4.8. Previous leases with EAA have always had this same provision. Hours and qualifying activities submitted as In-Kind payment are approved by the District General Manager and are outside and separate from the work EAA does as part of the Air Show Services Agreement. Total annual rent is \$14,225.85. Staff anticipates a potential move of location of EAA near the end of the term of this lease at which time a new lease will be

completed. This lease does include language regarding relocation based on the needs of the District.

*Care Flight*: Four year lease ending August 31, 2021; Minor changes to section 20.4 surrounding total or partial destruction of the Leased Premises is being completed. Counsel anticipates no material changes, only semantic.

**WHAT'S NEXT:** If adopted each lease term will begin on September 1, 2017 and run per the term specified in the individual lease.

**FISCAL IMPACT:** Following is the annual gross revenue for each lease:

EAA: \$14,225.85 (*Can be reduced based on In-Kind payments*)

Care Flight: \$29,076

**ATTACHMENTS:**

EAA Lease

Care Flight Lease